

**GLASGOW COMMUNITY PLANNING PARTNERSHIP STRATEGIC BOARD MEETING
AT GLASGOW CITY CHAMBERS
ON TUESDAY 21st JUNE 2011
2.00PM**

AGENDA

1. Welcome and Apologies
2. Minutes of Last Meeting of 22 March 2011 (attached)
3. Matters Arising
4. Neighbourhood Management:
 - a) Presentation: Outcome of the Survey – BMG Research
 - b) A GHA Perspective
 - c) Discussion: A Way Forward for the Partnership
5. Fire Statistics 2010/11 (to follow) – Report by Lewis Ramsay
6. Updated Governance Framework and Scheme of Delegation (attached) – Report by Jim Gray
7. Date of Next Meeting:
 - a) Tuesday 13 September 2011 – 2pm



DRAFT MINUTE

Meeting of the Glasgow Community Planning Strategic Board on Tuesday 22 March 2011 at 2pm in Glasgow City Chambers

Present: Councillor James Coleman (Glasgow City Council - Chair), George Black (Glasgow City Council), Brian Sweeney (Strathclyde Fire & Rescue); Andrew Robertson and Robert Calderwood (NHS Greater Glasgow and Clyde), Stephen House (Strathclyde Police); Fanchea Kelly (GHA),

Apologies: Stuart Patrick, (Glasgow Chamber of Commerce), Councillor Stephen Curran (Strathclyde Police Authority), Gordon Sloane (GHA); Lewis Ramsay (Strathclyde Fire and Rescue)

Attending: Jim Gray, Colin Edgar, Maureen McKenna, Dawn Corbett and Paul Kilby (Glasgow City Council); Heather Voisey (GHA);

1. Welcome and Introduction

Councillor Coleman welcomed everyone to the meeting. Apologies were noted above.

2. Minutes of last meeting – 14th December 2010

The minutes of the previous meeting were agreed as an accurate record.

3. Matters Arising

- Triple P Update

Jim Gray advised that he had recently met with Linda de Caestecker to discuss the establishment of a structure to allow regular reports to the Board in relation to the Triple P Programme. The board will receive updated information at future meetings.

4. Presentation - Go Well

Professor Ade Kearns gave a presentation on the ongoing Go Well research project into the health and wellbeing impact of interventions made by community planning partners.

During discussion, a number of issues were highlighted, including:

- attitudes towards local education services
- factors included in the indices of multiple deprivation.
- The need to capture information regarding inputs in terms of specific in relation to the survey outcomes.
- Role of Registered Social Landlords
- Decline in the number of asylum seekers coming to Glasgow.

5. Local Integration Networks

Jim Gray spoke to a report which updated the Board regarding the future arrangements for Local Integration Networks (LINS) and invited the Board to agree the allocation of funding across the three sectors (North East, North West and West) for the period 1 July 2011 – 31 March 2012.

Following discussion the Board agreed:

- To note the content of this report
- That funding for the LINS for the remaining 9 months of 2011-2012 is as follows:

Area	Allocation for 1/7/11 – 31/3/12
North East	£77,000
North West	£77,000
South	£120,000

- That the sum of £55,000 would be allocated for the roll out of citywide ESOL services in 2011/12.
- That officers from Democratic Services team should continue to work with the LINS to agree service delivery and structure for future service delivery, based on the agreed funding option.
- To delegate approval to the Community Planning Partnership Executive Group in relation to specific service delivery for each of the LINS in 2011/12.

6. Community Residents on LCPP Boards

Jim Gray spoke to a report regarding the role of community resident on LCPP boards.

Following discussion, the board agreed:

- To note the content of the report.
- That the Equalities Network Forum would take on the role set out in paragraphs 5 & 6 of the report;
- That the current equalities community residents position on LCPP boards be discontinued and, following consultation with each LCPP board chair, that either a further community resident board position should be offered to a local community council member or to a representative of another local organisation, based upon local circumstances.

7. Third Sector Interface

Robert Calderwood spoke to a report outlining progress in relation to the Third Sector Interface and proposals for third sector membership of the GCPP Strategic Board and Executive Group.

Following discussion the Board agreed:

- To endorse the framework agreement for Glasgow's Third Sector Interface.
- That the Third Sector Interface should be invited to nominate a representative to become a member of GCPP as follows:
 - one representative from the Third Sector Forum to become a member of the GCPP Strategic Board;
 - one representative from the Interface Support Agencies to become a member of the GCPP Executive Group

8. Community Engagement

Jim Gray spoke to a report updating the Board in relation to Community Engagement support and survey work across GCPP.

Following discussion, the Board agreed to:

- note the content of the report and the progress being made to devise a more focussed and joined up approach to Community Engagement.
- that a further update be brought to the Board
- that three months transitional funding be awarded to Momentum and Glasgow Life as follows:

Area	Provider	Award for Quarter 1 of 2011/12
South East	Glasgow Life	£10,914.00
South West	Glasgow Life	£14,712.00
North	Glasgow Life	£10,127.78
West	Momentum	£13,594.00
East	Glasgow East Regeneration Agency	N/A

- approve funding of £13,000 to GCVS for the management and development of the engage database; and
- approve funding of £30,000 for the delivery of the Tomorrows Leaders Programme for 2011/12

9. Integrated Grant Fund

Jim Gray spoke to a report updating the Board on a number of areas relating to the Integrated Grant Fund, specifically programme re-profiling and performance monitoring, equality impact assessment, and other technical adjustments.

Following discussion, the Board agreed:

- To note the content of the report;
- To note that the GCPP Executive Group will progress the re-profiling exercise of Integrated Grant Fund Programmes in line with priorities;
- That a further report on this re-profiling exercise and the equality impact assessment process be brought to the Strategic Board at a later date;
- to the technical budget adjustments for the East Centre and Calton LCPP Board Area as follows:

Project	Award as Previously Indicated	Adjusted Amount for 2011/12
Bridgeton Community Learning Centre	£60,000	£63,067
Cranhill Community Project on	£10,000	£14,000
Dalmarnock Centre	£10,000	£14,000
Reserve Youth Provision Allocation	n/a	£11,461

10. Big Lottery Fund: Improving Futures Programme

Jim Gray spoke to a report regarding the Big Lottery Fund's Improving Futures Programme.

Following discussion, the Board agreed:

- To note the content of the report regarding the Big Lottery Fund's Improving Futures Programme.
- To that the Head of Democratic Services should initiate discussions with representatives of GCVS regarding the development of Glasgow's bid.
- To delegate the final sign-off of the expression of interest to the Chair of the Strategic Board following discussion of the Glasgow bid by the GCPP Executive Group
- That a further update be brought back to the Strategic Board regarding the progress of the bid.

11. Date of Next Meeting:

Date of the next meeting was noted as Tuesday 21 June 2011 – 2pm

DRAFT

Report

Report to: **Glasgow Community Planning Partnership Strategic Board**
Date of Meeting: **21 June 2011**
Report by: **ACO Lewis Ramsay**

Subject: **Fatal Incident Analysis Report**

1 Purpose of Report

1.1 The purpose of the report is to:-

- Advise the Glasgow Community Planning Partnership (GCPP) Strategic Board of the Strathclyde Fire & Rescue (SFR) analysis of fatal incidents for 2010/11.

2 Recommendation(s)

2.1 The GCPP Strategic Board is recommended to:-

- (1) Note the content of the Fatal Incidents Analysis for 2010/11.

3 Background

3.1 Performance data relating to fatal incidents is published within the annual report of SFR Community Safety Directorate activity.

3.2 Notwithstanding this full report, an interim analysis has been produced to inform partners of activity during the period between 1 April 2010 and 31 March 2011. It considers information collated relating to fire deaths during the reporting period and provides comment on factors, which have contributed to their occurrence. Additionally the frequency and factors related to other types of incident fatalities is considered. In many cases these relate to road traffic collisions, water related incidents and also industrial accidents.

3.3 Information collated through this analysis is used to influence and shape the interventions of not only the Service's Areas but also other Community Engagement partners. In this sense, an opportunity is taken to understand the underlying reasons for fatal events and take early actions to lessen the frequency of future incidents.

3.4 The performance data for SFR has been further refined to identify detail specific to Glasgow communities. These communities being served by two SFR Areas of North & South Glasgow.

4 Summary of Analysis

The Fatal Analysis report has indicated the following findings;

- During the fiscal year 2010/11 there was a total of 24 fire fatalities across SFR. This represents a decrease compared to the 31 recorded in 2009/10.
- 20 of the 24 fatalities were recorded as preventable and it is towards these preventable deaths that SFR will primarily target its community resources.
- Of the 20 preventable deaths 9 or 45% were recorded in Glasgow. 7 in North and 2 in South Glasgow. This is down slightly from 10 in 2009/10 from a total of 23. It does though represent a small rise as a percentage of all preventable fatalities from 43.5% in 2009/10 to 45% for 2010/11.
- As in previous years, the majority of fire fatalities occur during the winter months.
- The fire fatalities within Glasgow all occurred within flats.
- The main contributory factors which increase a persons risk from fire are :
 - Living alone
 - Smoking
 - Alcohol
 - Lack of mobility
 - Elderly/infirm
- The majority of fatal fires occurred between 20.00 and 08.00hrs and during days Thursday - Sunday. This differs from last year where most fatalities occurred between 00.00 and 04.00hrs, between Tuesday to Friday.
- The fitting of domestic sprinklers and/or linked alarms would have a major impact on the reduction of fire fatalities.
- Case studies and Case conferences are now being convened across SFR, including Glasgow Areas, for every casualty and fatality.
- A number of policies are being produced which will target adults at risk of harm and improve information sharing with partners.
- SFR attended 8 fatalities involved in Road Traffic Collisions in Glasgow.
- A total of 13 'other' fatalities were recorded in Glasgow. These include incidents such as water, rail and assisting police with body recovery.

- A total of 421 non fatal casualties across all incident types were recorded by SFR during this reporting period.

Lewis Ramsay

**MR L RAMSAY
ASSISTANT CHIEF OFFICER
DIRECTOR OF COMMUNITY SAFETY**

Strathclyde Fire & Rescue

Link(s) to Corporate Priorities



Previous References

None

List of Background Papers

None.

Contact for Further Information

If you require further information, please contact:-
Mr L Ramsay, Assistant Chief Officer, Community Safety
Tel: 01698 402315
E-mail: lewis.ramsay@strathclydefire.org



Report to: Glasgow Community Planning Partnership Strategic Board
Date: 21 June 2011
From: Jim Gray, Head of Democratic Services
Subject: Proposed Update to LCPP Boards Governance Framework and GCPP Scheme of Delegation

Introduction

1. The purpose of this report is to update GCPP Strategic Board on proposed amendments to the LCPP Governance Framework and Scheme of Delegation.
2. The attached drafts of the Governance Framework and the Scheme of Delegation have been prepared following consideration and comment from GCC's Legal Services.

Nature of the Changes

3. The Governance Framework and the Scheme of Delegation have been amended as follows:
 - A clearer, simplified scheme of delegation.
 - Minor amendments to both documents to reflect changes to the membership of structures (e.g. representation from the third sector and Glasgow's Regeneration Agency)
 - Other minor technical amendments (e.g. preparation and circulation of LCPP board minutes).

Recommendations

4. The GCPP Strategic Board is asked to:
 - a) Note the content of the report.
 - b) Consider the attached drafts of the Governance Framework and Scheme of Delegation and give their general agreement to the terms of these documents. The final documents will require to be signed of by the Chair of the Strategic Board in advance of circulation to Local CPPs.



LOCAL COMMUNITY PLANNING PARTNERSHIP BOARDS

Guidance to decision making process

JUNE 2011

LOCAL COMMUNITY PLANNING PARTNERSHIP BOARDS: DECISION MAKING HIERARCHY

Introduction

This document has been prepared and approved by the Glasgow Community Planning Partnership (“GCPP”) at its meeting on 21 June 2011. It aims to ensure a fair and consistent approach to the governance of Local Community Planning Partnerships.

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 and Chief Constables, Joint Fire Boards and Strathclyde Partnership for Transport (SPT) (the “Partner Bodies”) are required to participate in community planning.

The aims and objectives of Local Community Planning Partnerships (“LCPP”) are outlined below. By signing up to this document, Partner Bodies agree to commit to the aims and objectives and to participate in the LCPP in the manner specified below.

In addition, individual members of the local community planning partnership boards are required to commit to the ‘Nolan Principles’ as the accepted standards in public life as outlined in Section 2 of the Code of Conduct attached.

The Aims and Objectives of the Partnership

- Develop joint approaches to improving local service delivery and the quality of life for the citizens of Glasgow.
- Ensure that Partnership working in the local Community Planning Partnership area is co-ordinated and cohesive.
- Support the development of active and informed communities that can engage with and have an influence on the local community planning process.
- Work in a way that supports the values of openness, parity between partners and achieving progress through consensus.

1. Membership

- 1.1 The members of the LCPP Board shall consist of individuals nominated by Partner Bodies and of local residents.
- 1.2 Each partner body/network should nominate one member and one named substitute for Board membership. Unless agreed with the chair beforehand, only named substitutes may attend Board meetings in a member’s absence. As set out in 1.5 (a) below, in line with the ethos of local authorities taking a lead role in the facilitation of community planning, Glasgow City Council will nominate four elected members of each local Board.

- 1.3 An individual shall not be recognised as a Board member unless his/her appointment is agreed at a meeting of the LCPP Board.
- 1.4 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 LCPP Board member.
- 1.5 The composition of the LCPP Board shall reflect the concept of equal partnership, as an underpinning principle of community planning. LCPP Board composition shall be as follows:
- (a) Four elected members of Glasgow City Council from within the Local Community Planning Partnership Board Area, one of whom shall be Board 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 GCPP strategic board.
 - (c) One Board member from each of the following Partners/Stakeholder Groups.
 - Glasgow's Regeneration Agency
 - Strathclyde Police
 - NHS Greater Glasgow & Clyde
 - Job Centre Plus
 - Third Sector
 - Strathclyde Fire & Rescue
 - FE/HE Sector
 - Housing Sector
- 1.5 The Board will have power to appoint up to 3 co-opted Board members. Co-opted Board members appointed under this paragraph must not be drawn from existing partner bodies. Co-opted Board members appointed under this paragraph shall not be entitled to vote (unless the LCPP Board takes a decision that any or all co-opted members should be entitled to vote) and shall be disregarded in determining whether the requirements of paragraph 4.1 are met.
- 1.6 To ensure that meetings are businesslike and manageable, the maximum number of Board members (excluding for this purpose co-opted Board members appointed under the preceding paragraph) will be 17.
- 1.7 In order to facilitate the proper conduct of the Partnership's functions, GCPP Strategic Board 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 Board members and (c) the approval of any individual as a Board member - 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.
- 1.9 All members of the Partnership Board shall retire annually on 31 March in each year, but most will then be eligible for reappointment.

- 1.10 In order to stimulate community involvement, community residents will only be eligible to serve for two successive years before standing down. They will not be eligible for reappointment until 31 March in the year after they stand down from Boards.
- 1.11 Community residents will only be eligible for reappointment each year if their nominating body/network is content to resubmit their nomination for membership.
- 1.12 An individual may be expelled from membership of the Partnership Board on the grounds of any breach of the Partnership's Governance Framework, Conflict of Interest Rules or Code of Conduct.
- 1.13 On receipt of a complaint or allegation that a Board member or members have acted in breach of the Partnership's Governance Framework, Conflict of Interest Rules or Code of Conduct, such complaint or allegation shall be investigated by the LCPP Board or, at the discretion of the Chair, by a sub-group of the Partnership Board. A Board member who is the subject of an allegation or complaint shall not be entitled to participate in such investigation (other than in the capacity of providing evidence). Where a complaint or allegation relates to the Chair, he/she shall refer the matter to the Chair of the Community Planning Partnership Strategic Board who shall determine the individual to act as chair of the investigating sub-group.
- 1.14 During the period of an investigation under 1.13, the relevant Chair shall, at his/her discretion having regard to the materiality of the complaint or allegation, be entitled to suspend the Board member who is the subject of the complaint or allegation as a Board member and from attendance at meetings of the LCPP Board; where a Board member has been suspended, he/she shall not be entitled to attend Board meetings in any capacity (including as a member of the public).
- 1.15 Following completion of the investigation under 1.13, the Chair shall issue the findings of the investigation (by means of a written statement) to both the Board and the individual to whom the complaint relates not less than 14 days prior to a Board meeting. The individual to whom the complaint relates shall be entitled to prepare a written statement in response to the findings of the investigation and to submit this to the Chair not less than 7 days prior to the Board meeting. The Chair shall circulate the written statement to all Board members.
- 1.16 At the Board meeting immediately following the circulation of the written statements, the Chair shall make a statement to the Partnership Board regarding the findings of the investigation and the individual to whom the complaint / allegation relates shall be entitled to make a verbal response (or to have a representative do so on his/her behalf). The Partnership Board shall then, by majority vote, determine whether the complaint / allegation should be upheld or dismissed and, if upheld, the nature of any disciplinary action (in accordance with guidance issued from time to time by Glasgow City Council, including, without prejudice to that generality, whether the individual subject of the complaint / allegation should be subject to a motion for expulsion).

- 1.17 Expulsion shall require a resolution of the LCPP Board 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 in accordance with 1.21 below.
- 1.18 Partner bodies may, if the Partnership Board 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 Board at which the Board member is not present; the identity of each person so appointed must be approved at a meeting of the Board held prior to the meeting at which it is proposed that he/she attend as substitute. Named substitutes should be notified to the Partnership Team. Substitute members shall be issued with papers for LCPP Board 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.
- 1.19 A Board 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 Board which next follows.
- 1.20 An individual ceases to be a Board member if the nominating body withdraws his/her nomination.
- 1.21 A Board member who has been expelled from membership (see 1.12 and 1.17 above) may lodge an appeal with the Chair of GCPP Executive Group for consideration by the Group. An appeal may only be made on the grounds that there has been a breach of natural justice (including, without prejudice to that generality, procedural irregularity) in relation to the expulsion. The Executive Group is remitted to rule on the appeal on behalf of the GCPP. The decision of the Executive Group will be final and binding and neither the appellant nor the Executive Group (or any other structure within the GCPP) will have the power to refer any matter to the Court of Session in accordance with the Administration of Justice (Scotland) Act 1972.

2. Appointment / Role of Chair

- 2.1 Glasgow City Council shall nominate four members to each LCPP, 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 LCPP Board, to ensure that these 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. In the event of misconduct at a meeting (in the reasonable opinion of the Chair), whether by a Board member or by a member of the public, the Chair shall be entitled to demand that the individual concerned desist in the misconduct and/or, at the discretion of the Chair, to demand that the individual concerned leave the meeting.
- 2.3 The Chair shall retire annually on 31 March 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 LCPP Board; the Chair shall cease to hold office if he/she ceases to be a Board member or if he/she resigns office by written notice to that effect.
- 2.5 The Chair shall, by notice in writing to the LCPP Board, be entitled to nominate another Board member as substitute chair who will act as chair at Board meetings where the Chair is absent, unable to attend or is otherwise unable to act (for example, where the Chair has a conflict of interest). The Chair shall be entitled to revoke the nomination, by notice in writing to the LCPP Board, at any time. The nomination shall automatically be revoked in the event of the Chair ceasing to hold office as Chair or if the individual nominated as substitute chair ceases to be a Board member.

3. Working Arrangements

- 3.1 The LCPP Board, 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, Board 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 Board member should take decisions in his/her capacity as a Board 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.

4. Quorum

- 4.1 Meetings of the LCPP Board will not take place unless at least 50% (rounded down) of the Board members (excluding for this purpose co-opted Board members appointed under paragraph 1.5) plus one are present; an approved substitute appointed under the provisions set out above shall, if the Board member who appointed him/her is not present, be counted in determining whether a quorum is present.
- 4.2 Co-opted Board members appointed under paragraph 1.5 shall be disregarded in determining whether the quorum requirements under paragraph 4.1 are met, except when the Board has decided that co-opted members shall be entitled to vote.

5. Frequency of Meetings

- 5.1 Meetings of the LCPP Board 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 LCPP Board are held, and the locations at which such meetings are held, shall be set in such a way as to facilitate attendance by Board members and the general public within the community which the LCPP serves, and due regard shall be had to ease of access for people with disabilities.

6. Sub-groups

- 6.1 The LCPP Board may form sub-groups to report and make recommendations to the Partnership Board 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 LCPP Board from time to time.
- 6.2 Each sub-group shall conduct its proceedings in accordance with such standing orders as the LCPP Board may issue from time to time and the Partnership Board shall have power to amend the remit of any sub-group or to disband a sub-group as it thinks fit.

7. Partnership Support

- 7.1 Democratic Services, within Glasgow City Council, will provide the support and advisory function for the Partnership Board.
- 7.2 Officers from Democratic Services will attend Board meetings as advisors.
- 7.3 Any concerns of LCPP Board members with regard to the conduct or performance of staff supporting the work of the LCPP boards will require to be referred to the relevant line manager in Glasgow City Council.

8. Notice of Meetings

- 8.1 A full set of papers (including an agenda) will be issued to all LCPP Board members at least 7 days before each meeting.
- 8.2 Any partner body or Board member wishing to submit a paper to the LCPP Board should ensure that the Clerk to the Board has received it at least 7 days before the papers are due to be issued.
- 8.3 At a meeting of the Board only business that has been specified on the agenda will be considered, except where the Chair considers the matter to be urgent.
- 8.4 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.
- 8.5 Particular attention will be given to allowing time for community consultation on issues for decision.

9. Access to Information

- 9.1 Although LCPP Boards are not subject to the provisions of the Local Government (Access to Information) Act 1985, they may wish to adopt this as good practice. A successful Partnership depends upon the sharing of information and LCPP Boards 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 Board 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 Clerk to the Board, exclude members of the public when certain items of business are being discussed by the LCPP Board, on the basis that he/she considers that there is an element of commercial confidentiality, personal privacy or that exceptional circumstances apply.

10. Format of Meetings

- 10.1 Each Partnership Board meeting shall:
- (a) call for an update on any conflict of interest which requires to be entered on the register of interests.
 - (b) consider implementation of the Local Partnership activity in line with the Single Outcome Agreement, Glasgow Community Plan and national objectives.
 - (c) consider monitoring and evaluation: progress in different areas of the strategy, evaluation of how organisations are meeting strategy, any recommendations for changes to funded (and any other applicable funding streams) activity as a result of monitoring performance and strategic fit.
 - (d) consider 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 Board members present at the meeting.
- 10.3 LCPP Board papers will be published on the Council's website and the GCPP website at least 3 days prior to the meeting taking place.

11. Record of Meetings

- 11.1 Minutes shall only be taken by the Clerk to the Board. Minutes of each meeting of the LCPP Board will be circulated in advance of the subsequent meeting (in line with 8.1 above).

12. Conflict Resolution

- 12.1 Partner bodies should recognise that Board members are required to act in the best interests of the LCPP at all times.
- 12.2 All Board 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 LCPP Board from time to time.

13. Amendments

- 13.1 Any proposal for amendment this guidance or Conflict of Interest Rules must be formally approved by the GCPP Strategic Board. Proposals for amendment may be proposed by a resolution of the LCPP Board passed by two-thirds of those attending the meeting who are eligible to vote. Proposals for amendment must be submitted to Glasgow City Council for submission to GCPP Strategic Board.

LOCAL COMMUNITY PLANNING PARTNERSHIPS

DECLARATION OF INTEREST RULES

Conflicts of Interest

The Board 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 Board members who can bring to bear expertise and experience from other organisations, whether in the public sector, the commercial sector or the third sector. The knowledge, skills and experience which Board 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 Board. 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 a Board member is 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 the Board member or Board members who have a material conflict of interest in the matter.

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

1. Any Board member who is in any way, whether directly or indirectly, interested in any project or activity for which the Partnership is proposing to procure funding (or any other funding streams that the Glasgow Community Planning Partnership is responsible for) must declare the nature of his/her interest at a meeting of the Partnership Board. In a similar manner, any Board 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 Board meeting.
2. Such a declaration of interest should be made at the Board meeting at which the question of procuring funding, or the commissioning of services, is first considered. In the event that his/her interest only arose after the Board meeting at which the matter was first considered, the declaration of interest must be made at the next Board meeting. The declaration of interest will be recorded by the Partnership Team.
3. A Board member 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 Board member derives direct or indirect financial benefit. In recognition of this, the above provisions should be taken to require disclosure of any connection which a Board 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 Board 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 the Board member shall not be required to disclose confidential information (but will require to disclose the existence of the conflict) 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 Board member other than himself/herself, the Chair of the Partnership Board shall seek advice from the Clerk to the Board, 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 Board, the issue shall be referred to another previously nominated member of the Board who shall seek advice from the Clerk to the Board, prior to making a ruling as to the effect of the interest on the decision-making process.

In any case where the interest is determined by the Chair to be material, the Board member concerned shall take no part in discussions and deliberations by the Partnership Board in relation to the matter at issue. The Chair may, at his/her discretion, require the Board member concerned to leave the meeting during such discussions and deliberations relating 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 Board member concerned had not taken part in discussions or deliberations upon the matter at issue.

7. In addition, the Committee Services staff shall maintain a register of Board members' interests drawn up on the basis of notifications provided by Board 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 Board 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 of the Board members 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.

GLASGOW 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 officers from Democratic Services.

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.

Further information can be found at <http://www.public-standards.org.uk/>

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.

Personal Conduct of Board Members

- 3.2 All Board members must:

- 3.2.1 be prepared to account for their actions in an open and transparent manner;

- 3.2.2 be prepared to accept responsibility for upholding Board decisions;
 - 3.2.3 avoid situations or actions which others could reasonably consider to involve improper conduct; and
 - 3.2.4 not engage in any activities which could be detrimental to the interests of the Local Community Planning Partnership or which could bring it into disrepute.
- 3.3 Board members must conduct themselves in a professional, respectful and courteous manner during Board meetings, and during all other meetings attended in connection with, or on behalf of, the Local Community Planning Partnership.
 - 3.4 No Board member shall at any time act in an aggressive or offensive manner towards another Board member or member of support staff, or otherwise act in a manner likely to bring the good name of the Local Community Planning Partnership into disrepute.
 - 3.5 Board members must act in a way which is consistent with preserving and enhancing public confidence in the integrity of the Local Community Planning Partnership.
 - 3.6 Board members must exercise authority in an even-handed way and avoid any behaviour which could reasonably be considered to amount to harassment, bullying or discrimination.
 - 3.7 Board members are required to act at all times in accordance with Equal Opportunities Policy of Glasgow City Council.

Allowances

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

Gifts and Hospitality

- 3.9 You must never canvass or seek gifts or hospitality.
- 3.10 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.

- 3.11 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.
- 3.12 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

- 3.13 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.
- 3.14 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 staff from Glasgow 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 Glasgow 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.

Glasgow Community Planning Partnership

Scheme of Delegation

**Glasgow Community Planning Partnership
Local Community Planning Partnerships
Glasgow City Council**

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1. Introduction

The Glasgow Community Planning Partnership (“the Partnership”) aims to achieve the strategic objectives of the Glasgow Community Plan and Single Outcome Agreement through the effective and efficient operation of the community planning structure within Glasgow. The Partnership recognises the need to concentrate its efforts on achieving an expeditious and economic discharge of business. The Scheme of Delegation (“the Scheme”) therefore seeks to delegate responsibility and authority based on the principle that decisions should be made at the correct or most appropriate level, consistent with the nature of the issues involved.

Through this Scheme the Partnership seeks to delegate to appropriate level the necessary powers to deal with all matters falling within its remit, subject to certain restricted areas. The Scheme is structured around key areas of business and describes the level of delegated responsibility in each of these areas setting out:

- Decisions and activities covered by delegated authority
- Roles of Partnership Board and Local CPP Boards within the structure and specific delegated authority
- Delegated authority to Glasgow City Council
- Sources of additional guidance relevant to the Scheme

2. General Delegation

General Delegations

There shall be delegated to the specified Groups, local CPPs and their sub-structures and Glasgow City Council all the functions and matters contained within the Terms of Reference of Partnership Groups (e.g. GCPP Executive Group), the Governance Framework for local CPPs and their sub-structures and in any Minute of the Partnership making a specific delegation to its Groups, local CPPs and their sub-structures or Glasgow City Council. Each Partnership Group, local CPP and their sub-structure and Glasgow City Council may exercise and perform on behalf of and in the name of the Partnership all the powers and duties included within the delegation.

Glasgow City Council Executive Committee (the ‘Executive Committee’) shall delegate to the Partnership the power to distribute such portion of the funding to Community Partnerships as authorised by the Executive Committee. The distribution of this funding by the Partnership shall be in accordance with the instructions of the Executive Committee.

In the absence of a Partnership Board meeting, and for items requiring urgent attention, the Executive Group (in consultation with the Chair of the Strategic Board) is authorised to approve decisions of local CPPs and, where necessary, to make urgent funding decisions that must be made prior to the next meeting of the Strategic Board. All decisions of the Executive Group, including, without prejudice to that generality, a report on any exercise of these delegations, must be reported to the next quarterly meeting of the Strategic Board.

Delegations to the Chair of the Executive Group

Where a decision is required in relation to funding of the Partnership prior to a meeting of the Executive Group, the Chair of the Executive Group may, by delegated authority and in consultation with the Chair of the Strategic Board, make a decision in relation to such funding.

3. Exclusions of Delegations

There shall be excluded from the delegations to any Partnership Group, local CPP and their sub-structure or Glasgow City Council the following:

- determining or revising the strategic objectives of the Partnership
- matters of new policy and procedure or variation of existing policy or procedure
- the membership of Partnership Groups or local CPPs (with the exception of the 3 co-opted members)
- matters reserved to the Partnership
- the alteration of the Partnership Finance Procedure or Governance Framework

4. Limitations of Delegations

Delegations to any Partnership Group, local CPP and their sub-structure or Glasgow City Council shall be subject to the restrictions and conditions of the following:

- each Partnership Group, local CPP and their sub-structure or Glasgow City Council shall, in carrying out the delegated functions, powers and duties, observe and comply with the Overall Decision Making Framework of the Partnership and with any decisions, directions or instructions passed by the Partnership with reference to its business;
- a Partnership Group, local CPP and their sub-structure or Glasgow City Council may direct a matter outside their delegated authority to the Partnership for a decision in the form of a report or recommendation; and
- each Partnership Group, local CPP and their sub-structure or Glasgow City Council shall only have the powers and duties set out in the Overall Decision Making Framework of the Partnership.

5. Glasgow Community Planning Partnership Overall Decision Making Framework

The formal framework for overall decision making within the Partnership is based on a number of fundamental principles that decision making:

- Should be focused at all times on the organisational aims of Community Planning
- Must always involve effective communication and consultation with partners and stakeholders
- Should be based on sound and transparent processes without stifling flexibility and innovation
- Should recognise accountability as a key element of business performance.

The formal framework for overall decision making within the Partnership includes a series of related documents, as summarised in the following table.

Documentation	Purpose and Main Content
Glasgow Community Plan	The Glasgow Community Plan sets out the Partnership's vision for Glasgow describing the strategic objectives within key themes for the City and identifying the main goals for achievement through the community planning structure.
Glasgow Single Outcome Agreement	The Glasgow Single Outcome Agreement describes the specific indicators and targets under each of the key themes
Financial Procedure	The Partnership will operate in accordance with Glasgow City Council's financial procedures.
Terms of Reference of Partnership Groups (e.g. the GCPP Executive Group)	The Terms of Reference describe the roles and remits of the Groups of the Partnership, including the membership and the level of delegated responsibility.
Governance Framework of local Community Planning Partnerships Declaration of Interest Rules Code of Conduct	<p>The Governance Framework describes the aims and objectives and working arrangements for the local Community Planning Partnerships Boards.</p> <p>The Declaration of Interest Rules sets out the policy of the Partnership with regard to Board members' conflict of interest. All Board members of the Partnership will be expected to adhere both to the letter and the spirit of this document.</p> <p>The Code of Conduct sets out the expectations of those who serve on the Partnership Boards and the way in which they should conduct themselves in undertaking their duties.</p>
Terms of Reference of local Community Planning Partnership sub-structures	The Terms of Reference describe the roles and remits of the sub-structure of the local Community Planning Partnerships, including the membership and the level of delegated responsibility.

6. Decision making bodies within the community planning scheme of delegated functions

The following bodies are responsible for decision making within the Glasgow Community Planning scheme of delegated functions.

Glasgow City Council (the 'Council')

Glasgow City Council is a Local Authority for the City of Glasgow in terms of the Local Government (Scotland) Act 1994. The Council has overall responsibility for the delivery of community planning within its area. Any decision making powers exercised by the Council should be exercised in accordance with the Council's Scheme of Delegated Functions.

Glasgow Community Planning Partnership Strategic Board (the 'Strategic Board')

Membership of the Strategic Board:

The membership of the Glasgow Community Planning Partnership Strategic Board consists of the following:

A senior elected member from Glasgow City Council (Chair)
Chair of Greater NHS Greater Glasgow and Clyde
Convenor of Strathclyde Police Authority
Chair of Glasgow Housing Association
Convenor or vice convenor of Strathclyde Fire and Rescue
President of Glasgow Chamber of Commerce
Third Sector Representative

The responsibilities of the Strategic Board are to:

- Develop a clear and shared long term vision for the city that sets out joint priorities performance indicators and targets.
- Develop joint approaches to improving service delivery and the quality of life for the citizens of Glasgow.
- Ensure that partnership working in the city is co-ordinated and cohesive.
- Negotiate directly and collectively with the Scottish Government and other bodies on national policy and resource issues.
- Support the development of active and informed communities that can engage with and have an influence on the community planning process.
- Develop ways of working within the Community Planning Partnership that support the values of openness, parity between partners and achieving progress through consensus.

The Strategic Board delegates some of these responsibilities to an Executive Group and also to ten area based LCPP boards which operate across the city. The remit of these bodies are outlined below.

Glasgow Community Planning Partnership Executive Group (the 'Executive Group')

Membership of the Executive Group

Membership comprises the senior officers of partner agencies including:

- Glasgow City Council (Chair)
- National Health Service
- Strathclyde Police
- Strathclyde Fire and Rescue
- Glasgow Housing Association
- Scottish Enterprise
- Glasgow Chamber of Commerce
- Strathclyde Partnership for Transport
- Scottish Government
- Third Sector Representative

The Executive Group was established by the Strategic Board and given the following responsibilities:

- Establishing, monitoring and maintaining effective citywide and local community planning partnership structures and making changes as appropriate
- Maintaining an overview of the activities of the Strategic Board, Executive Group, and area and local community planning partnership level
- Supporting partners to deliver on the priorities through existing partnerships and individual organisations
- Setting the agenda for the meetings of the Strategic Board and ensuring that the Board take the critical strategic decisions and are kept abreast of key developments
- Monitoring the implementation of decisions of the Community Planning Partnership board

Local Community Planning Partnership Boards ('LCPP')

10 LCPPs have been set up in order to reflect the needs and priorities of local communities. The LCPPs will have a critical role in engaging with local communities and delivering on the strategic priorities agreed by the Strategic Board.

The membership of LCPPs will include:-

Glasgow City Council
Greater Glasgow and Clyde NHS
Strathclyde Police
Communities Scotland
Strathclyde Fire and Rescue
Job Centre Plus
Further Education Sector
Local Regeneration Agencies
Local Housing Forums
Third Sector
Community Residents

There is provision for up to 3 co-opted members who have specific knowledge and skills to bring to the Partnership.

The responsibilities of the LCPP boards are to:

- Develop relevant programmes of activity between the partners to deliver on the priorities and outcomes agreed by the Strategic Board.
- Develop joint approaches to improving local service delivery and the quality of life for the citizens of Glasgow.
- Ensure that Partnership working in the local CPP area is co-ordinated and cohesive.
- Support the development of active and informed communities that can engage with and have an influence on the local community planning process.

7. SCHEME OF DELEGATED FUNCTIONS.

	STRATEGIC BOARD	EXECUTIVE GROUP	LOCAL CPP'S	GLASGOW CITY COUNCIL	CHAIR OF GCPP STRATEGIC BOARD
Allocation of funding to strategic board				X	
Setting of strategic priorities and activities for the partnership. Achievement of main goals and strategic targets: Youth Unemployment; Early Intervention	X				
Monitoring of progress towards the achievement of strategic priorities for the partnership		X			
Approval of governance framework	X				
Approval of Appointments to local boards		X			
Appointment of sub-groups and approval of membership and terms of reference		X			
Setting operating guidance to local boards	X				
Appointment of three co-opted members of the local CPP			X		
Approval of local community groups for funding from partnership Developing local recommendations for funding, remitted to the Community Planning Partnership by Glasgow City Council.			X		
Developing and agreeing citywide recommendations for funding allocations, for funding remitted to the Community Planning Partnership by Glasgow City Council. Allocation of funding from Glasgow City Council	X				

7. SCHEME OF DELEGATED FUNCTIONS.

Monitoring progress in relation to meeting outcomes contained within the Ensuring that the Single Outcome Agreement. is adhered to		X			
Approval of Press and Media Statements					X

8. Glossary of Terms

Code of Conduct

This sets out the expected standards of behaviour for members of the Partnership Boards on a range of issues, including lobbying and the receipt of gifts and hospitality.

Financial Procedure

This describes the rules and procedures for effective and efficient financial management and accounting.

Governance Framework

The rules regulating the proceedings of local Community Planning Partnership Boards.

Protocol

This is an agreement as to how certain things should be done, e.g. managing the media, handling consultations.

Scheme of Delegation

This sets out the powers, duties and functions that the Partnership has agreed to delegate to its Groups, local Community Planning Partnerships and their sub-structures and Glasgow Community Planning Limited, including financial expenditure.

Sub/Working Groups

This is a group established by the Partnership to handle specific areas of business with delegated authority to act within agreed terms of reference.

Terms of Reference

These define the type of business to be discussed and delegated-powers which each Group or sub-structure has.