



EDINBURGH PARTNERSHIP GOVERNANCE FRAMEWORK

Contents

	Page
1 Introduction	2
2 Partnership Vision	2
3 Partnership Structure	2
4 Role of Members	3
5 Edinburgh Partnership Board	3
6 Strategic Partnerships	6
7 Locality Community Planning Partnerships	9
8 Neighbourhood Networks	11
9 Appendices	
(a) The Seven Principles of Public Life	
(b) The Good Governance Standard for Public Services	
(c) National Standards for Community Engagement	
(d) Declaration of Interest	

1 Introduction

- 1.1 This document sets out the governance framework for the Edinburgh Partnership. It has been informed by a period of review and consultation involving partners and wider stakeholders in the City. It is designed to provide a clear and transparent approach for the governance of community planning in the city.
- 1.2 Community planning is a process by which public bodies work with communities to plan, resource and provide services to improve the quality of people's lives. It is about reducing the outcome gap for those experiencing the greatest inequality, taking a preventative approach.
- 1.3 The Community Empowerment (Scotland) Act 2015 places a statutory duty on a range of public bodies to play a full and active role community planning, requiring them to draw together the public assets, activities and resources, together with those of the voluntary and private sectors and communities, to deliver shared priorities for their areas.

2 Partnership Vision

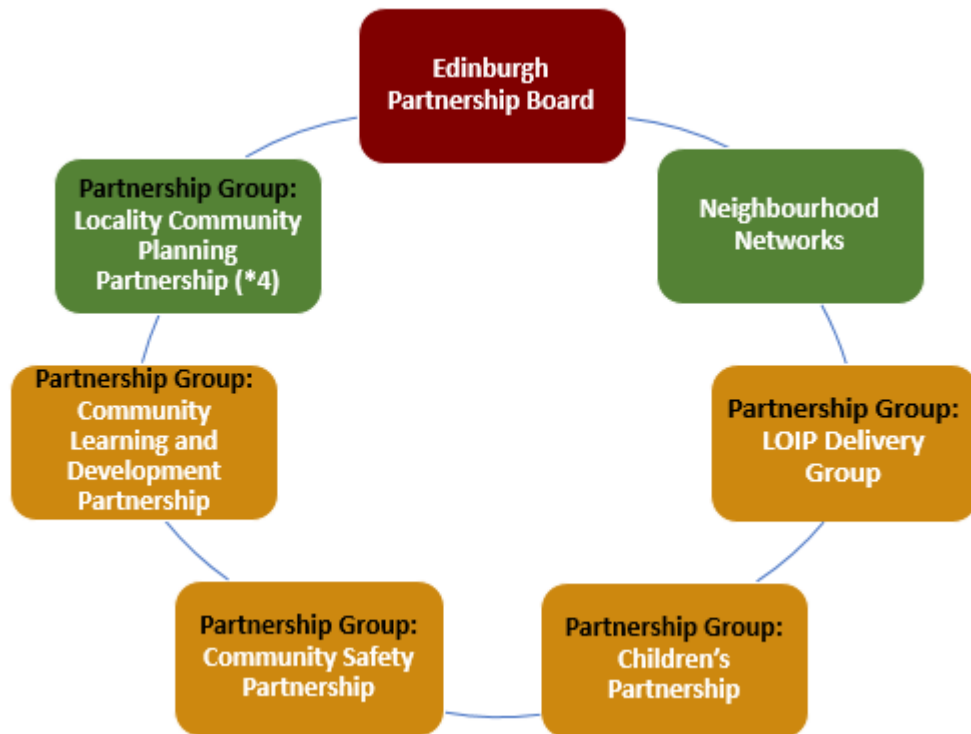
- 2.1 The Edinburgh Partnership's vision, agreed in 2018, is that:

“Edinburgh is a thriving, connected, inspired and fair city, where all forms of poverty and inequality are reduced.”

- 2.2 The Partnership is committed to combining its resources, thinking beyond organisational boundaries, to work meaningfully with communities to deliver this ambition for change.

3 Partnership Structure

- 3.1 The Community Empowerment (Scotland) Act 2015 requires the Edinburgh Partnership to put in place structures and arrangements which support effective and efficient community planning, and provides a clear role for community bodies in its organisation and decision-making process.
- 3.2 The diagram below sets out the governance arrangements for community planning in Edinburgh.



4 Role of Members

4.1 All members of the Edinburgh Partnership Board and supporting partnerships and groups will be committed to working together to improve outcomes for individuals and communities in the city and in doing so will:

- Uphold and promote the aims and objectives of the Edinburgh Partnership and act in the best interests of the public at all times
- Comply with the Seven Principles of Public Life and the Good Governance Standard for Public Services
- Be committed to the National Standards for Community Engagement
- Champion more effective partnership working
- Work collaboratively to find shared solutions to issues
- Uphold equality of opportunity principles to ensure no one is treated less favourably and promote good relations for all

5 Edinburgh Partnership Board

5.1 The Board is the accountable body for community planning in the City and is responsible for overseeing, developing, monitoring and reporting performance on all matters relating to the Edinburgh Partnership.

Remit

5.2 The remit of the Edinburgh Partnership Board is to:

- Provide strategic leadership by developing a joint vision and outcomes to improve the quality of life and tackle inequality as set out in the local outcome improvement plan (community plan) and locality improvement plans.
- Put in place administrative structures and operational arrangements which support effective and efficient community planning.
- Ensure the Edinburgh Partnership is accountable to communities for the progress it makes.
- Identify, agree and contribute the resources needed to achieve the shared outcomes.
- Hold each other to account for the delivery of outcomes through constructive challenge and effective performance reporting.
- Provide oversight of partnership working to achieve the delivery of outcomes.
- Maintain a strategic oversight of any funding streams attributed to community planning in Edinburgh and delegate any funds to a nominated partner/partnership.
- Discuss and agree the potential risks the community and partnership is exposed to, including failure to improve outcomes and reduce inequalities and develop a risk management strategy to monitor and manage these risks appropriately.
- Ensure legislative duties are jointly and individually discharged.
- Identify and share examples of best practice.

Membership

5.3 The membership of the Board will comprise:

- City of Edinburgh Council (one member from each of the political groups including the Council Leader)
- Police Scotland
- Scottish Fire and Rescue Service
- NHS Lothian
- Scottish Enterprise
- Edinburgh Integration Joint Board
- Skills Development Scotland
- Edinburgh College
- University of Edinburgh

- Armed Forces
 - Chamber of Commerce
 - Equality and Rights Network (community of interest representative)
 - Edinburgh Association of Community Councils (community of place representative)
 - Edinburgh Voluntary Organisation's Council (Third Sector Interface representative)
 - Edinburgh Affordable Housing Partnership
- 5.4 Each Board member is an equal partner. The values of shared priorities, collaborative action, collective responsibility, and shared accountability apply to each Board member, and all Board business.
- 5.5 The Board will work towards achieving a consensus in making decisions, whilst respecting the right of individual members to disagree. If this cannot be reached a vote of members in attendance will be taken. If there is an equal number of votes the Chair will have the casting vote. In the event of the Chair not using their casting vote, the decision will be reached by lot.
- 5.6 The Board has the power to co-opt the chairs of the Locality Community Planning Partnerships and Strategic Partnerships either as voting or non-voting members.
- 5.7 From time to time, and dependent upon agenda items, other organisations and individuals may be invited to attend to address specific matters under discussion by the Board. They shall have no voting rights.
- 5.8 Members will require to be nominated by their constituent organisation based on their authority and ability to fulfil the remit of the Board and to:
- represent the strategic views of their organisation;
 - support the vision and aims of the Edinburgh Partnership; and
 - contribute to the delivery of the outcomes of the Partnership as defined in its strategic and local plans.
- 5.9 Changes to existing Board positions, and requests for new members, should be notified in writing to the Chair and will be considered at a Board meeting.

Chair and Vice Chair

- 5.10 The Leader of the City of Edinburgh Council will chair the Edinburgh Partnership. A Vice Chair will be selected from the membership from another partner body and will serve for a term of 24 months and then be eligible for re-election.

Meetings

- 5.11 The Board will meet a minimum of four times per year with a schedule of meeting dates and forward work programme to be agreed annually in advance by the Board. Additional meetings will be arranged as required.

- 5.12 Papers for meetings will be circulated to the Board no later than 7 days in advance of the meeting and be posted on the Edinburgh Partnership webpage.
- 5.13 The quorum for the meetings is not less than one third of the Board membership and provided at least 3 partner organisations are present.
- 5.14 Every meeting of the Board will be minuted and the minutes presented to the following meeting for approval.

Declaration of Interest

- 5.15 Board members will declare an interest in items of business where appropriate. Declarations will be noted in the minutes of meetings.

6 Strategic Partnerships

Local Outcome Improvement Plan Delivery Group

- 6.1 The Local Outcome Improvement Plan Delivery Group will be accountable to the Edinburgh Partnership Board in respect of leading, delivering and progress of the local outcome improvement plan.

Remit

- 6.2 The remit of the Local Outcome Improvement Plan Delivery Group is to:
- Plan, oversee and be accountable for the development and delivery of the local outcome improvement plan.
 - Advise on, and be accountable for, how resources are aligned and allocated to support the delivery of the actions in the local outcome improvement plan.
 - Ensure communities are engaged in the planning and delivery of the Edinburgh Partnership priorities.
 - Ensure the effective management of performance and risk in relation to the delivery of the local outcome improvement plan and report progress to the Edinburgh Partnership Board.
 - Maintain a strong understanding of the emerging needs, circumstances and opportunities relevant to the Edinburgh Partnership priorities, building a robust evidence base of data, information and community intelligence to inform decisions and actions.
 - Establish and maintain effective relationships with all relevant bodies and partnerships, ensuring appropriate involvement and contribution to the community planning process.
 - Put in place working group arrangements to support the delivery of the role and remit as appropriate, recognising and utilising existing partnership working

arrangements to maximise opportunities whilst minimising the additional resource requirements placed on partners.

Membership

- 6.3 Not all public bodies with a duty to participate in community planning will be represented on the Local Outcome Improvement Plan Delivery Group. The focus will be on achieving representation comprising those members with the appropriate service responsibility who are best placed to deliver the priorities of the Local Outcome Improvement Plan.
- 6.4 Community planning partners will be asked to nominate members with the appropriate authority to deliver the Partnerships priorities and ability to contribute at a city-wide level.

Chair and Vice Chair

- 6.5 The roles of Chair and Vice Chair will be appointed from within the membership of the group on an annual basis.

Meetings

- 6.6 The frequency and scheduling of meetings will be subject to the agreement of the Group.
- 6.7 Papers for meetings will be circulated in advance of the meeting and be posted on the Edinburgh Partnership webpage.
- 6.8 The quorum for the meetings is not less than one third of the Group membership and provided at least 3 partner organisations are present.
- 6.9 The Group will work towards achieving a consensus in making decisions, whilst respecting the right of individual members to disagree. If this cannot be reached a vote of members in attendance will be taken. If there is an equal number of votes the Chair will have the casting vote. In the event of the Chair not using their casting vote, the decision will be reached by lot.
- 6.10 Every meeting of the Group will be minuted and the minutes presented to the following meeting for approval.
- 6.11 The Group will provide reports to the Edinburgh Partnership Board on the delivery of the Local Outcome Improvement Plan in accordance with the approved performance framework.

Declaration of Interest

- 6.12 Group members will declare an interest in items of business where appropriate. Declarations will be noted in the minutes of meetings.

Children's Partnership

- 6.13 The Children's Partnership will be accountable to the Edinburgh Partnership Board in respect of leading, delivering and progress of the Children's Services Plan. It will be report annually on progress.
- 6.14 The role of the Partnership is set out in its own governance documents and supporting legislation.
- 6.15 The current membership comprises:
- The City of Edinburgh Council
 - NHS Lothian
 - Lothian Association of Youth Clubs
 - Edinburgh Leisure
 - Circle
 - Edinburgh College
 - Skills Development Scotland
 - Barnardo's
 - Police Scotland
 - Edinburgh Voluntary Organisations' Council
 - Scottish Children's Reporter
 - Children 1st
 - Health Opportunities Team

Community Safety Partnership

- 6.16 The Community Safety Partnership will be accountable to the Edinburgh Partnership Board in respect of leading, delivering and progress of the Community Justice Outcomes Improvement Plan. It will report annually on progress.
- 6.17 The role of the Partnership is set out in its own governance documents and supporting legislation.
- 6.18 The current membership comprises:
- The City of Edinburgh Council
 - Scottish Prison Service
 - Victim Support
 - Skills Development Scotland
 - NHS Lothian
 - Scottish Fire and Rescue Service
 - SACRO
 - Police Scotland
 - Third Sector Interface
 - Crown Office and Procurator Fiscal Service
 - Scottish Courts and Tribunal Service

Community Learning and Development Partnership

- 6.19 The Community Learning and Development Partnership will be accountable to the Edinburgh Partnership Board in respect of leading, delivering and progress of the Community Learning and Development Plan. It will report annually on progress.
- 6.20 The role of the Partnership is set out in its own governance documents which are currently subject to review.

7 Locality Community Planning Partnership

- 7.1 There will be four Locality Community Planning Partnerships in the city in the South East, South West, North West and North East.
- 7.2 The Locality Community Planning Partnerships will be accountable to the Edinburgh Partnership Board in respect of leading, delivering and progress on the locality improvement plan to improve outcomes for those individuals and communities in their area experiencing the greatest inequality.

Remit

- 7.3 The remit of the Locality Community Planning Partnership is to:
- Plan, oversee and be accountable for the development and delivery of the locality improvement plan reflecting the changing priorities and needs of the community.
 - Establish and maintain effective relationships with all relevant bodies and partnerships, ensuring appropriate involvement and contribution to the locality community planning process.
 - Ensure the effective engagement and participation of all bodies in the development and delivery of locality community planning.
 - Ensure communities are engaged in the identification of priorities, planning and delivery of the locality improvement plan.
 - Maintain a strong understanding of the emerging needs, circumstances and opportunities relevant to the locality, building a robust evidence base of data, information and community intelligence to inform decisions and actions.
 - Advise on, and be accountable for, how resources are aligned and allocated to support the delivery of the actions in the locality improvement plan.
 - Ensure the effective management of performance and risk in relation to the delivery of the locality improvement plan and reporting progress to the Edinburgh Partnership Board.
 - Put in place working group arrangements to support the delivery of the role and remit as appropriate whilst minimising the additional resource requirements placed on partners.

Membership

7.4 The core membership of the Partnership will comprise the following:

City of Edinburgh Council (One elected member for each ward in the locality and officer representation)
Scottish Fire and Rescue Service
Police Scotland
NHS Lothian
Health and Social Care Partnership
Skills Development Scotland
Third sector
Neighbourhood Network (one representative for each Network)

7.5 The constituent bodies will be asked to nominate members with the appropriate authority to deliver the Partnerships priorities based on their ability to contribute at a locality level. Each Neighbourhood Network will nominate a community member to sit on the Partnership. The Council will appoint one elected member for each of the wards as part of its annual appointment report in May.

7.6 Each Partnership may co-opt as additional members a representative of an organisation with knowledge of, or interests in the area, provided the partnership ensures that the overall number of the members is manageable. For example, this could be on a thematic basis such as education.

Chair and Vice Chair

7.7 The roles of Chair and Vice Chair will be appointed from within the membership of the Partnership from different bodies on an annual basis.

Meetings

7.8 The frequency and scheduling of meetings will be subject to the agreement of the Partnership.

7.9 Papers for meetings will be circulated in advance of the meeting and be posted on the Edinburgh Partnership webpage.

7.10 The quorum for the meetings is not less than one third of the Partnership membership and provided at least 3 partner organisations are present.

7.11 The Partnership will work towards achieving a consensus in making decisions, whilst respecting the right of individual members to disagree. If this cannot be reached a vote of members in attendance will be taken. If there is an equal number of votes the Chair will have the casting vote. In the event of the Chair not using their casting vote, the decision will be reached by lot.

7.12 Every meeting of the Group will be minuted and the minutes presented to the following meeting for approval.

- 7.13 The Group will provide reports to the Edinburgh Partnership Board on the delivery of the Locality Improvement Plan in accordance with the approved performance framework.

Declaration of Interest

- 7.14 Board members will declare an interest in items of business where appropriate. Declarations will be noted in the minutes of meetings.

8 Neighbourhood Networks

- 8.1 There will be 13 Neighbourhood Networks in the city as follows:

Almond
City Centre
Craigentinny and Duddingston
Forth
Inverleith
Leith
Liberton and Gilmerton
Morningside
Pentlands
Portobello and Craigmillar
Southside/Newington
South West
Western Edinburgh

- 8.2 Any proposed changes to boundaries will be subject to a formal request being submitted to the Edinburgh Partnership Board for approval.

- 8.3 The Neighbourhood Networks will be the route through which community will influence the priorities and outcomes for community planning by building effective and meaningful community participation across the Partnership and into the Board.

Remit

- 8.4 The remit of the Neighbourhood Network is to
- Support the identification of outcomes and priorities of the local outcome improvement plan and locality improvement plan and work with partners to develop appropriate service solutions at a neighbourhood level.
 - Support the monitoring of progress on the delivery of the Edinburgh Partnership plans, identifying any key issues from a community perspective.
 - Support and facilitate the participation of all the community through developing new methods of engagement particularly to ensure the participation of residents not heard through traditional routes.
 - Bring communities together to promote discussion and dialogue on issues of shared interest.

- To inform and recommend to the Edinburgh Partnership Board and associated groups any appropriate matters within its remit.
- Uphold equality of opportunity principles by ensuring no one is treated less favourably and promote good relations for all.
- Engage with individual partners on locally identified issues and priorities.
- Have a role in deciding on the allocation of devolved budgets.
- Share information and promote best practice.

Membership

- 8.5 Membership will comprise community bodies, elected members for the relevant wards and third sector organisations. Community body representation should include, but not exclusively, community councils, tenants’ organisations, Friends of the Parks groups, parent councils and community trusts.
- 8.6 The membership of the Network must reflect the diversity and demographic make-up of each area and ensure that those communities experiencing the greatest inequality are represented.

Chair and Vice Chair

- 8.7 The roles of Chair and Vice Chair will be appointed from within the membership of the Network on an annual basis.

Business Arrangements

- 8.8 The business arrangements for Neighbourhood Networks will be locally determined to ensure the approach is tailored to the needs, and decided by, the communities in each area.
- 8.9 Each Neighbourhood Network will nominate one community member from within its membership to sit on the Local Community Planning Partnership as part of an annual meeting.

Agreed by EP Board on 2 April 2019

Signed by EP Chair

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Committee on Standards in Public Life

The Good Governance Standard for Public Services

The Good Governance Standard for Public Services is intended for use by all organisations and partnerships that work for the public, using public money. It sets out six core principles of good governance for public service organisations.

1 Good governance means focusing on the organisation's purpose and on outcomes for citizens and service users

1.1 Being clear about the organisation's purpose and its intended outcomes for citizens and service users

1.2 Making sure that users receive a high quality service

1.3 Making sure that taxpayers receive value for money

2 Good governance means performing effectively in clearly defined functions and roles

2.1 Being clear about the functions of the governing body

2.2 Being clear about the responsibilities of non-executives and the executive, and making sure that those responsibilities are carried out

2.3 Being clear about relationships between governors and the public

3 Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour

3.1 Putting organisational values into practice

3.2 Individual governors behaving in ways that uphold and exemplify effective governance

4 Good governance means taking informed, transparent decisions and managing risk

4.1 Being rigorous and transparent about how decisions are taken

4.2 Having and using good quality information, advice and support

4.3 Making sure that an effective risk management system is in operation

5 Good governance means developing the capacity and capability of the governing body to be effective

- 5.1 Making sure that appointed and elected governors have the skills, knowledge and experience they need to perform well
- 5.2 Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group
- 5.3 Striking a balance, in the membership of the governing body, between continuity and renewal

6 Good governance means engaging stakeholders and making accountability real

- 6.1 Understanding formal and informal accountability relationships
- 6.2 Taking an active and planned approach to dialogue with and accountability to the public
- 6.3 Taking an active and planned approach to responsibility to staff
- 6.4 Engaging effectively with institutional stakeholders

The Independent Commission on Good Governance in Public Services



National Standards of Community Engagement



Social Community Development Centre (SCDC)

DECLARATION OF INTEREST

1. Your interests

- 1.1 Interests which should be declared may be financial or non financial. They may or may not be interests covered under the categories of a Register of Interests.
- 1.2 Interests which are registered should be declared.
- 1.3 Where a private or personal interest might be seen by a member of the public to be in a different light to that of an ordinary member of the public because of your standing in the Edinburgh Partnership the interest should be declared.

2. Interests of other persons

- 2.1 Where financial interests and non financial interests are known to you of your spouse or your cohabiter, you will need to consider if these should be declared, where a member of the public might reasonably regard the interests as effectively your interests.
- 2.2 The interests, both financial and non financial, known to you of relatives and close friends may have to be declared under the principle of transparency, where the interest might objectively be regarded by a member of the public acting reasonably, to be affecting your responsibilities in the EP.

3. Making a Declaration

- 3.1 Your declaration of interest must be made as soon as practicable, when a particular item is being discussed you must declare the interest as soon as you realise it is necessary.
- 3.2 an oral declaration should identify the item or items of business to which it relates and give sufficient information to enable those at the meeting to understand the nature of your interest. You do not need to give a detailed description.

4. Effect of Declaration

- 4.1 Declaring a financial or non financial interest will have the effect of prohibiting participation in discussion or voting on the item. You may be asked by the Chair to leave the room until the business item is concluded.
- 4.2 A conclusive test of whether you should declare an interest is whether knowing all the relevant facts, a member of the public would reasonably regard your interest as so significant that it is likely to prejudice your discussion or decision making in your role in the Edinburgh Partnership.
- 4.3 If in doubt you should take no part in the discussion of the business item, and leave the room until the item is concluded.