



Governance Framework



Contents

	Page
1 Introduction	3
2 Aims and Objectives of the Partnership	3
3 Partnership Structure	4
4 Role Profiles	5
5 Terms of Reference	6
6 Composition and Membership	9
7 Appointment and Role of Chair	12
8 Quorum	13
9 Working Arrangements	14
10 Frequency of Meetings	14
11 Partnership Support	15
12 Notice of Meetings	15
13 Access to Information	15
14 Observance of Governance Framework and Code of Conduct	16
15 Amendments	17

Appendix A - Code of Conduct for Glasgow Community Planning Partnership

Appendix B – Scheme of Delegations.

Appendix C – Map of CPP boundaries

1. Introduction

- 1.1 This document has been prepared and approved by the Glasgow Community Planning Partnership (“GCPP”) at its Strategic Board meeting on 26th February 2013. It aims to ensure a consistent approach to the governance of the Glasgow Community Planning Partnership.
- 1.2 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.
- 1.3 The Local Government in Scotland Act 2003 places a statutory responsibility on local authorities to initiate, facilitate and maintain community planning, whilst NHS Boards, Scottish Enterprise, Joint Police Boards and Chief Constables, Joint Fire Boards, the Strathclyde Passenger Transport Authority (SPTA) (the “Partner Bodies”), or their successors, are required to participate in community planning.
- 1.4 The aims and objectives of the Glasgow Community Planning Partnership are outlined below. By approving this document, Partner Bodies agree to commit to the aims and objectives and to participate in the Glasgow Community Planning Partnership in the manner specified below.

2. Aims and Objectives of the Partnership

- 2.1 Partners will work together within the framework set by the Local Government Act 2003 and associated statutory guidance 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.
 - Make best use of partners’ resources in pursuit of shared objectives.

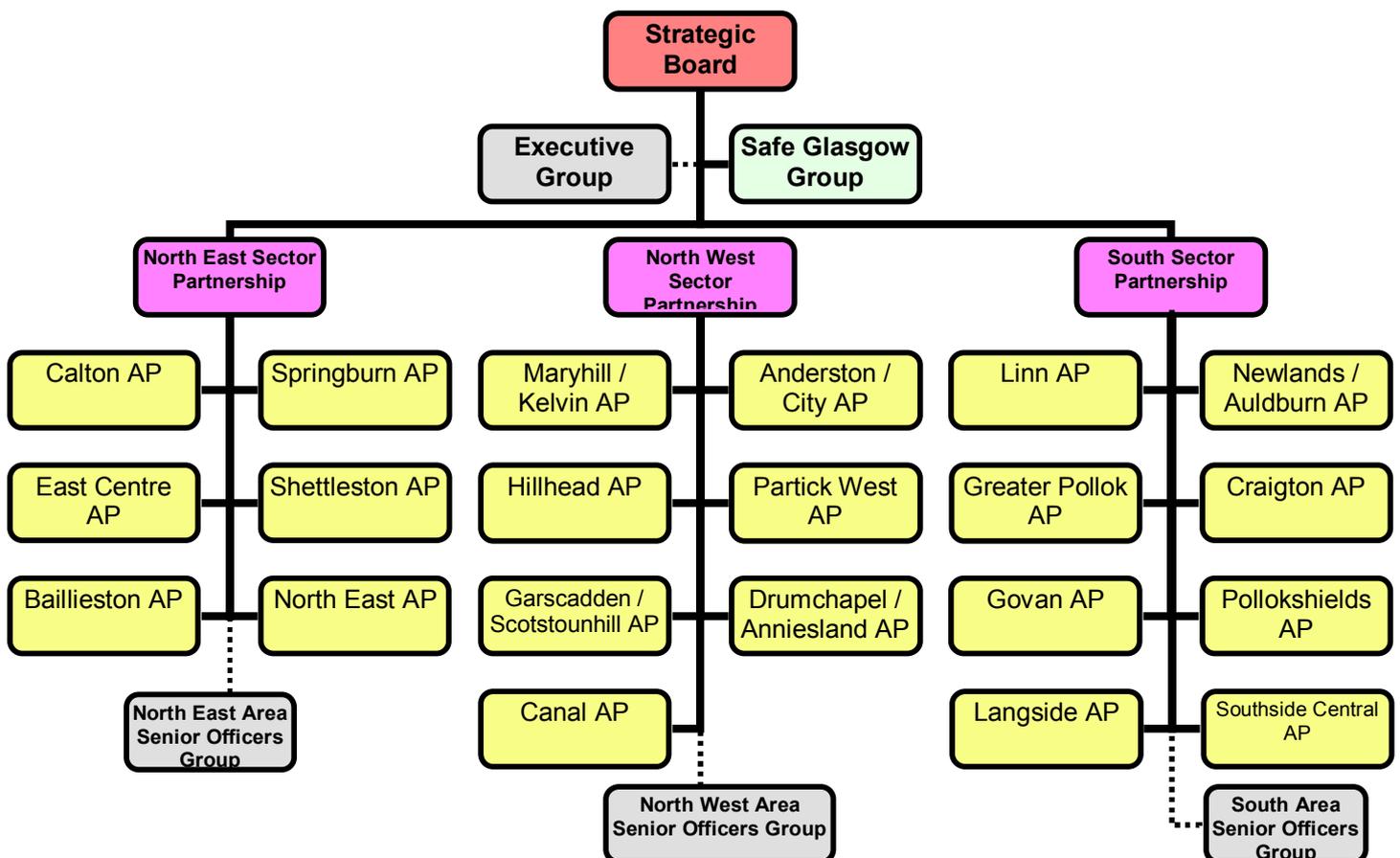
2.2 In addition, individual members of the Glasgow Community Planning Partnership and its structures are required to commit to the Seven Principles of Public Life, known as the 'Nolan Principles', as the accepted standards in public life as outlined in Section 2 of the Glasgow Community Planning Partnership Code of Conduct (see Appendix A).

3. Partnership Structure

3.1 A number of structures have been put in place to support the delivery of effective Community Planning in Glasgow. The structures have evolved as Community Planning in the city develops and this evolution process may continue as appropriate to ensure work is carried out efficiently and effectively. A hierarchy is in place that ensures decisions are made at the correct level through clear channels of communications between structures.

3.2 The hierarchy of structures is headed by a Strategic Board, supported by the Executive Group of senior officers. Below this sits the Safe Glasgow Group, which is a citywide group set up to scrutinise the new arrangements for Police and Fire and Rescue Services in Scotland. Also reporting to the Strategic Board there are 3 Sector Community Planning Partnerships covering the 3 strategic planning areas in the city, which are supported by 3 Area Senior Officers Groups (ASOGs). Below this and reporting to the Sector Partnerships sit the 21 Area Partnerships covering the 21 electoral wards in the city. See map at Appendix C.

3.3 The structures and reporting lines are illustrated in the diagram below.



4. Role Profiles.

4.1 All members of Partnership structures will be committed to working together and with others, and will uphold and put into practice the following:-

- be committed to the 'Seven Principles of Public Life' published by the Committee on Standards in Public Life with the belief that these should apply to all in the public service;
- be committed to the 'Key Principles and General Conduct' contained within the Code of Conduct;
- be committed to the National Standards for Community Engagement (NSCE);
- promote the Partnership Structure generally and within their nominating bodies, as a core element of Community Planning in Glasgow;
- work in a way that demonstrates the values of openness, respect, parity between partners and which achieves progress through reaching consensus and positively promotes shared decision-making;
- contribute to promoting, developing and/or maintaining strong links with wider partners and structures, and local community organisations and communities;
- contribute to ensuring that partnership working in Partnership areas, is co-ordinated and inclusive, especially in relation to accepting shared responsibility for agreed actions;
- promote the aims, principles and actions relating to relevant policy objectives;
- work together and with others to support the Partnership Structures to identify local or strategic priorities;
- provide clarification as appropriate when contributing to final decision-making, whether views expressed are as an individual or on behalf of their nominating body;
- at all times act in the best interests of the Partnership areas, setting aside any personal interests;
- co-operate and participate in monitoring frameworks as previously agreed by the Community Planning Partnership Strategic Board.

5. Terms of Reference.

5.1 The Terms of Reference of each of the bodies contained in the structure referred to at paragraph 3 above are shown below.

5.2 Strategic Board.

- (1) To produce a Single Outcome Agreement (SOA) that describes the shared long term vision for Glasgow and how it shall be achieved.
- (2) To report and seek views on progress towards the vision for Glasgow on an annual basis.
- (3) To monitor progress and amend as required.
- (4) To agree and develop structures for community planning at a local level.
- (5) To establish clear linkages between the various levels of community planning and other relevant structures with a view to developing and maintaining unified and interconnected partnership arrangements within the city.
- (6) To explore and maximise opportunities for joint working and promote the development of integrated services.
- (7) To establish effective mechanisms for community engagement with a view to enabling communities to feed into community planning structures in the city.

5.3 Safe Glasgow Group.

- (1) To consider and comment upon the proposed local operating arrangements for the Police Service of Scotland and the Scottish Fire and Rescue Service.
- (2) To consider the draft Police and Fire and Rescue Plans for Glasgow, and having consulted the partners in the Glasgow Community Planning Partnership to make recommendations on the Plans to the Glasgow City Council Executive Committee.
- (3) To scrutinise the Police Service of Scotland and Scottish Fire and Rescue Services involvement with the work of the Glasgow Community Planning Partnership and their contribution towards the achievement of Glasgow's Single Outcome Agreement, in particular, but not exclusively, the following local outcomes:-
 - Reduce the level of violent crime, including gender-based and domestic violence.

- Reduce the involvement of young people in crime and as victims of crime and accidents.
 - Reduce the public acceptance and incidence of over-consumption of alcohol and its subsequent negative impacts (personal, social and economic).
 - Reduce the impact and incidence of anti-social behaviour.
 - Reduce the fear of crime.
 - Reduce injuries as a result of road traffic incidents, fires and incidents in the home.
- (4) To scrutinise the delivery of services by the Police Service of Scotland and the Scottish Fire and Rescue Service in Glasgow particularly against Local Plan targets; and to receive and consider the monitoring reports on the Service Level Agreement through which Glasgow City Council funds 100 additional officers through Community Policing.
 - (5) To request and receive information and reports from the local Commander (Police) and Local Senior Officer (Fire and Rescue) on any area or aspect of the service as deemed appropriate.
 - (6) To receive and comment on performance reports from the Local Police Commander and Local Fire and Rescue Senior Officer, in order to monitor and assess the performance of Police and Fire and Rescue Services against local and national performance frameworks and to make recommendations for improvements.
 - (7) To oversee the discharge of the Police Service of Scotland and Scottish Fire and Rescue consultative and community engagement responsibilities in Glasgow.
 - (8) To receive overview reports on complaints about Police and Fire and Rescue services and how these are dealt with.
 - (9) To consider reports from external agencies, such as HMICS, external auditors and Audit Scotland in relation to the work carried out by the Police Service and Fire and Rescue Service.
 - (10) To consider, engage in and respond to consultations on strategic Police and Fire and Rescue priorities and Scottish Police Authority and Scottish Fire and Rescue Service strategic plans.

5.4 Sector Partnerships.

- (1) To develop a Sector Community Planning Partnership implementation plan and investment strategy, which reflect the strategic priorities of the Glasgow Community Planning Partnership (GCPP) and Glasgow City Council (GCC), including those identified in the Single Outcome Agreement.

- (2) To direct, review and report on the Sector implementation plan and Sector investment strategy.
- (3) To ensure that the priorities of the Sector implementation plan and Sector investment strategy are informed by local experience by receiving feedback from each Area Partnership and other appropriate structures within the sector.
- (4) To receive reports and feedback from appropriate partners and structures on the implementation of the strategic priorities of the GCPP and GCC at a sector level.
- (5) To review and evaluate the delivery of the Police and Fire Plans at the Sector level, as part of local scrutiny and engagement arrangements for the Scottish Police and Fire Services.
- (6) To contribute to consultations and discussions on future plans and proposals relevant to the Sector.
- (7) To oversee the Integrated Grants Fund process for the Sector, ensuring that it is consistent with the priorities of the GCPP, GCC, Sector implementation plan and Sector investment strategy.

5.5 Area Partnerships.

- (1) To review and influence the operational progress made at an electoral ward level towards implementing the strategic priorities of the Glasgow Community Planning Partnership (GCPP) and Glasgow City Council (GCC), including those identified in the Single Outcome Agreement, Sector implementation plan and Sector investment strategy.
- (2) To provide feedback to the Sector Community Planning Partnership on the priorities of the Sector implementation plan and investment strategy.
- (3) To receive reports and feedback from appropriate partners and structures on the implementation of the strategic priorities of the GCPP and GCC at an electoral ward level.
- (4) To co-ordinate the development and implementation of electoral ward level Neighbourhood Management action plans which respond to local needs and opportunities.
- (5) To contribute to consultations and discussions on future plans and proposals relevant to the electoral ward.
- (6) To provide opportunities for communities to engage with the local community planning process.

- (7) To oversee an area grants process, as part of the Integrated Grants Fund, ensuring that it is consistent with the priorities of the GCPP, GCC, Sector implementation plan and Sector investment strategy.

6. Composition and membership.

6.1 The members of the Glasgow Community Planning Partnership shall consist of individuals appointed by recognised Partner Bodies as referred to in paragraph 1 and recognised local community networks, which may represent communities of place or interest.

6.2 The composition of the Glasgow Community Planning Partnership structures shall be as undernoted.

6.3 In line with the Local Government in Scotland Act 2003 which requires local authorities to take a lead role in the facilitation of community planning, Glasgow City Council will appoint elected members as undernoted. Each partner body or network shall also appoint the appropriate number of members as undernoted.

6.4 To ensure that meetings are businesslike and manageable, the maximum number of members on each structure shall be as follows:-

- Strategic Board - 12
- Safe Glasgow Group - 15
- Sector Partnerships – 25
- Area Partnerships – 15

6.5 *Strategic Board*

(a) 4 elected members of Glasgow City Council, one of whom shall chair the Partnership, as determined by the Council.

(b) One member from each of the following Partners:-

- Glasgow Chamber of Commerce
- Glasgow Housing Association
- Glasgow Third Sector Forum
- NHS Greater Glasgow & Clyde (Glasgow CHP)
- Police Service of Scotland
- Scottish Fire and Rescue Service

6.6 *Safe Glasgow Group*

(a) 10 elected members of Glasgow City Council, one of whom shall chair the Partnership, as determined by the Council.

(b) One member from each of the following Partners:-

- Glasgow Housing Association
- NHS Greater Glasgow & Clyde (Glasgow CHP)
- Police Service of Scotland
- Scottish Fire and Rescue Service

6.7 *Sector Partnerships*

- (a) A number of elected members of Glasgow City Council from within the sector boundary, one of whom shall chair the Partnership, as determined by the Council. The number in each sector will be as follows:-
- North East Sector – 7
 - North West Sector – 8
 - South Sector – 9
- (b) One community resident nominated from each Area Partnership in the sector boundary from local community networks to be appointed in accordance with arrangements to be approved by the Strategic Board.
- (c) One member from each of the following Partners:-
- Scottish Police Service
 - Scottish Fire & Rescue Service
 - NHS Greater Glasgow & Clyde
 - Glasgow Third Sector Forum
 - Glasgow FE Colleges
 - Glasgow Housing Association
 - Local Housing Associations as agreed between the appropriate LHAs.

6.8 *Area Partnerships*

- (a) All elected members of Glasgow City Council from within the local electoral ward, one of whom shall chair the Partnership, as determined by the Council.
- (b) No less than 4 and no more than 6 community residents from appropriate local community networks to be appointed in accordance with arrangements to be approved by the Strategic Board. In the first instance all community councils with at least 50% of their electorate contained in each relevant Area Partnership area will be given an automatic place, provided that they meet the appropriate qualifying criteria following a fitness for purpose assessment to ensure their competence and capability to participate in the new structures. In the event that any community council which meets the qualifying criteria has less than 50% of its electorate in one of the Area Partnership areas, the Community Council shall be invited to determine which Area

Partnership it wishes to be represented upon, subject to the provision that the Community Council must be able to demonstrate the rationale for its choice. The choice of Area Partnership, once agreed, shall not be revised for the remainder of the Council term. Where there are insufficient Community Councils, discussions will be held at a Partnership meeting on the appointment of representatives from alternative community organisations.

(c) One member from each of the following Partners:-

- Scottish Police Service
- Scottish Fire & Rescue Service
- NHS Greater Glasgow & Clyde (Glasgow CHP)

6.8 *Senior Officer structures*

(a) The Executive Group shall be chaired by the Chief Executive of Glasgow City Council and will include one member from each of the following Partners:-

- Glasgow Chamber of Commerce
- Glasgow Housing Association
- Glasgow Third Sector Forum
- NHS Greater Glasgow & Clyde (Glasgow CHP)
- Scottish Enterprise
- Scottish Fire and Rescue Service
- Scottish Government
- Skills Development Scotland
- Police Service of Scotland
- Strathclyde Partnership for Transport

(b) The Area Senior Officers Groups (ASOGs) may comprise one member from each of the following examples as appropriate:-

- GCC – Development & Regeneration Services
- GCC – Education Services
- GCC – Land and Environmental Services
- GCC – Social Work Services
- Glasgow FE Colleges
- Glasgow Housing Association
- Glasgow Life
- Glasgow's Regeneration Agency
- Glasgow Third Sector Forum
- Local Housing Associations
- NHS Greater Glasgow & Clyde (Glasgow CHP)
- Police Service of Scotland
- Scottish Fire and Rescue Service

- 6.9 Partner bodies, with the exception of elected members from Glasgow City Council, and community residents' groups may appoint a named substitute to attend and participate in decision-making at meetings of the Partnership at which that body's appointed member is not present. One named substitute member may be appointed for each member of the Strategic Board, the Safe Glasgow Group and Sector and Area Partnerships.
- 6.10 Subject to approval by the Chair, where both the appointed member and his/her substitute are unable to attend a meeting of the Partnership, partner bodies may submit in writing to the Clerk authority for a further named person to represent it at the meeting.
- 6.11 Substitute members shall be issued with papers for Partnership 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.
- 6.12 A person shall be disqualified from being a member of Glasgow Community Planning Partnership if:-
- (1) he/she is a person whose estate has been sequestrated by a court in Scotland or who has been adjudged bankrupt elsewhere than in Scotland; or
 - (2) he/she is subject to a bankruptcy restrictions order; or
 - (3) he/she has, within the preceding 5 years been convicted of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine.
- 6.13 In order to facilitate the proper conduct of the Partnership's functions, the Strategic Board shall require to satisfy itself as to all matters concerning (a) the adoption of procedures for appointment, nomination or election of Partnership members and (b) the approval of any individual as a member - but only where it considers (acting reasonably) that 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.
- 6.14 An individual ceases to be a Partnership member if the nominating body withdraws his/her nomination.

7. Appointment / Role of Chair

- 7.1 Glasgow City Council shall appoint elected members to the Strategic Board, the Safe Glasgow Group and each Sector and Area Partnership as detailed in section 6. The Council shall also appoint the chair of each of these bodies from the elected members appointed. This is in line with the statutory

requirement for the local authorities to take the lead role in the facilitation of community planning.

- 7.2 The role of the Chair will be to ensure the efficient conduct of each meeting of the Partnership 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. In relation to matters of conduct, 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 opinion of the Chair), whether by a Partnership 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.
- 7.3 An individual shall not be eligible to serve as Chair unless he/she is a member of the Partnership. The Chair shall cease to hold office if he/she ceases to be a member or if he/she resigns office by written notice to that effect.
- 7.4 The Chair shall, by notice in writing (including electronic mail) to the Clerk, be entitled to nominate another member as substitute chair who will act as chair at a Partnership meeting where the Chair is absent, unable to attend or is otherwise unable to act (for example, where the Chair has a conflict of interest).

8. Quorum.

- 8.1 Meetings of the Glasgow Community Planning Partnership bodies will not take place unless a quorum is achieved. The quorum requirements for each level of the Partnership are as follows:
- (a) Strategic Board - one quarter of the membership of the Board, which must include a minimum of 2 elected members appointed by Glasgow City Council.
 - (b) Safe Glasgow Group – one quarter of the membership of the Group, which must include a minimum of 4 elected members appointed by Glasgow City Council.
 - (c) Sector Partnerships – one quarter of the membership of the Partnership, which must include a minimum number of elected members appointed by Glasgow City Council as follows:-
 - North East – 3
 - North West – 3
 - South – 4
 - (d) Area Partnerships – one quarter of the membership of the Partnership, which must include a minimum of 2 elected members appointed by Glasgow City Council.

- 8.2 An approved substitute appointed under the provisions set out in paragraph 6.9 attending in place of the appointed member shall be counted in determining whether a quorum is present.
- 8.3 If a quorum is not met ten minutes after the time appointed for the start of the meeting the meeting will be adjourned. After a meeting has started, if the number of members present falls below the quorum the Clerk will draw this to the attention of the Chair. If after one minute a quorum is not met, the meeting will immediately adjourn. No business may be transacted at a meeting of the Partnership unless a quorum is present.

9. Working Arrangements.

- 9.1 The Partnerships 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 vote as undernoted, with all members having an equal vote.
- 9.2 Where, in the opinion of the Chair, consensus cannot be achieved any member of the Partnership may move a motion on a course of action. Any such motion must be seconded by another member of the Partnership. Any member who wishes to propose an alternative course of action may move an amendment to that effect, which must be seconded by another member of the Partnership. Thereafter a vote will be taken by a show of hands and the proposal receiving the support of at least two-thirds of the members present and voting shall be the decision of the Partnership.
- 9.3 The mover of an amendment which is not seconded may have his/her dissent to the decision minuted.
- 9.4 Where any urgent decision requires to be taken between meetings of the Strategic Board of the partnership this shall be subject to the terms of a Scheme of Delegations to be approved by the Strategic Board.

10. Frequency of Meetings.

- 10.1 Meetings of the Glasgow Community Planning Partnership bodies will be held at such place and frequency as they may determine. The frequencies in each financial year that meetings of the various levels of the Partnership are expected to take place are as follows:-
- (a) Strategic Board – a minimum of 4 times a year;
 - (b) Safe Glasgow Group – a minimum of 4 times a year;
 - (c) Sector Partnerships – a minimum of 4 times a year;
 - (d) Area Partnerships – a minimum of 6 times a year.

- 10.2 The times of day at which meetings of the Partnerships are held, and the locations at which such meetings are held, shall be set in such a way as to facilitate attendance by members and the general public within the community which the Glasgow Community Planning Partnership body serves.

11. Partnership Support.

- 11.1 Corporate Services, within Glasgow City Council, will be responsible for providing the support and advisory function for the Glasgow Community Planning Partnership.
- 11.2 Any concerns of Partnership members with regard to the conduct or performance of staff supporting the work of the Glasgow Community Planning Partnership should be referred to the Executive Director of Corporate Services, Glasgow City Council.

12. Notice of Meetings

- 12.1 A full set of papers (including an agenda) will be issued to all members of Partnership bodies at least 5 working days before each meeting.
- 12.2 Any partner, body or member submitting a paper to the Partnership, and already agreed for inclusion on the relevant agenda, should ensure that it is submitted to Committee Services at least 10 working days before the papers are due to be issued.
- 12.3 Any partner, body or member wishing to submit a paper not previously agreed for inclusion on the agenda, should submit the report along with reasons why it requires to be considered at a particular meeting to the Head of Democratic Services who will be responsible for briefing the relevant chair.
- 12.4 At a meeting of the Partnership, only business that has been specified on the agenda will be considered, except where the Chair considers the matter to be urgent. Matters of urgency will be at the Chair's sole discretion in line with 12.3 above or, if tabled at the time of the meeting, with the reasons for the items consideration being detailed in the minutes.
- 12.5 All papers should indicate clearly what action members are being asked to take (e.g. note, consider, approve) and provide clear timetables for action or decision.

13. Access to Information

- 13.1 Although Glasgow Community Planning Partnership structures are not subject to the provisions of the Local Government (Access to Information) Act 1985, the Glasgow Community Planning Partnership has agreed that it should

operate on that basis wherever possible in the interests of accountability and transparency. 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.

- 13.2 Meetings of the Glasgow Community Planning Partnership structures will be open to the public. Members of the public may speak only 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.
- 13.3 The Chair of the meeting may seek the agreement of the Partnership to exclude members of the public when certain items of business are being discussed by the Partnership on the basis that he/she considers that there is an element of commercial confidentiality, personal privacy or that exceptional circumstances apply.
- 13.4 Minutes shall only be taken by the Clerk. Minutes of each meeting of the Glasgow Community Planning Partnership structures will be circulated in advance of the subsequent meeting.
- 13.5 Partnership papers will be published on Glasgow City Council's website as soon as reasonably possible after the papers are issued to Partnership members.
- 13.6 No sound, film, video or photographic recording of the proceedings of any meeting of any of the Partnership structures may be made without the prior approval of the body concerned.

14. Observance of Partnership Governance Framework and rules.

- 14.1 Partner Bodies should recognise that members are required to act in the best interests of the Glasgow Community Planning Partnership at all times.
- 14.2 All members agree to observe and abide by the Code of Conduct and any other rules relating to conduct as prescribed by the Glasgow Community Planning Partnership from time to time and set out in this document.
- 14.3 On receipt of a complaint or allegation that a member or members have acted in breach of the Partnership's Governance Framework or Code of Conduct, such complaint or allegation shall be referred to the appropriate Partner body that the member complained about represents.
- 14.4 In the event of any dispute regarding whether or not such a complaint or allegation has been appropriately dealt with, the matter shall be referred to the Chair of the Strategic Board, who shall seek advice from the Executive

Director of Corporate Services of Glasgow City Council prior to making a determination on the matter, which determination shall be final.

15. Amendments.

- 15.1 Any amendments to this Governance Framework, Code of Conduct or Scheme of Delegation must be considered and formally approved by the Strategic Board.



Appendix A

Code of Conduct

1. Introduction

- 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 Glasgow Community Planning Partnership Board/Group, 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.
- 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 Corporate Services.

2. Key Principles

- 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 Glasgow 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 Glasgow 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/>

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 Partnership Members

3.2 All Partnership 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 Partnership 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 Glasgow Community Planning Partnership or which could bring it into disrepute.
- 3.3 Partnership members must conduct themselves in a professional, respectful and courteous manner during Partnership meetings, and during all other meetings attended in connection with, or on behalf of, the Glasgow Community Planning Partnership.
- 3.4 No Partnership member shall at any time act in an aggressive or offensive manner towards another Partnership member or member of support staff, or otherwise act in a manner likely to bring the good name of the Glasgow Community Planning Partnership into disrepute.
- 3.5 Partnership members must act in a way which is consistent with preserving and enhancing public confidence in the integrity of the Glasgow Community Planning Partnership.
- 3.6 Partnership 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.

Allowances

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

Gifts and Hospitality

- 3.8 You must never canvass or seek gifts or hospitality.
- 3.9 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 Glasgow Community Planning Partnership. As a general guide, it is usually appropriate to refuse offers except:
 - (a) isolated gifts of a trivial character the value of which must not exceed £50;
 - (b) normal hospitality associated with your duties and which would reasonably be regarded as appropriate; or
 - (c) gifts received on behalf of the Glasgow Community Planning Partnership.
- 3.10 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 or gifts from the same source.

- 3.11 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

- 3.12 There may be times when you will be required to treat discussions, documents or other information relating to the work of the Glasgow 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.
- 3.13 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.

4. Registration Of Interests

- 4.1 Members of Glasgow Community Planning Partnership are bound by the Conflicts of Interest rules in Section 5. Failure to declare a material interest will be considered as a breach of these rules and of the Code of Conduct.

- 4.2 Glasgow City Council staff shall maintain a register of Partnership members' interests drawn up on the basis of notifications provided by Partnership members. The entries in that register will include the name of any:

- voluntary sector; or
- public sector; or
- commercial organisation,

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

- a director;
 - a management committee member;
 - a trustee;
 - an employee;
 - a voluntary worker; or
 - An elected representative.
- 4.3 Each of the 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.
- 4.4 The members of the Glasgow 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.
- 4.5 A Partnership of this kind seeks to involve members who can bring to bear expertise and experience from other organisations, whether in the public sector, the commercial sector or the third sector.
- 4.6 The knowledge, skills and experience which members acquire through their involvement in other organisations enhance the effectiveness of the Glasgow Community Planning Partnership.
- 4.7 For this reason, it would be inappropriate to impose provisions which unnecessarily exclude anyone from participation in the Partnership. Rather, the intention is to ensure that the existence of any conflict of interest (by reference to a wide definition) is identified at an early stage. This will allow proper consideration to be given to the level of materiality of any potential conflict of interest in the particular circumstances.
- 4.8 If a Partnership 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 member or members who have a material conflict of interest in the matter.
- 4.9 This paper sets out the policy of the Partnership with regard to Partnership members' conflict of interest. All members of the Partnership will be expected to adhere both to the letter and the spirit of this document.

5. Conflicts and Declaration of Interests

- 5.1 Any Partnership member who has 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. In a similar manner, any member who is in any way, whether directly or indirectly, interested in the provision of research, consultancy or other services must also declare such an interest at a Partnership meeting.
- 5.2 Such a declaration of interest should be made at the Partnership 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 Partnership meeting at which the matter was first considered, the declaration of interest must be made at the next Partnership meeting. The declaration of interest will be recorded by in the minutes.
- 5.3 A Partnership 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).
- 5.4 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).
- 5.5 In this context, perceived conflicts of interest may well extend beyond circumstances in which the Partnership 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 Partnership member has with another organisation whose interests may conflict with those of the body which carries on, or is proposing to carry on, the relevant project or activity. By way of example, this provision shall apply where a Partnership member has a connection with another organisation that is in competition with the body under discussion, in relation to a bid to develop a particular project. This is subject to the exception that 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.

- 5.6 While advice may be sought from officers, it is the responsibility of individual members to decide whether or not a declaration should be made. Where a declaration is made the member should take no part in discussions and deliberations by the Partnership in relation to the matter at issue. The member concerned should consider the nature of the interest and decide whether it would be appropriate to leave the meeting during such discussions and deliberations relating to the matter at issue.
- 5.7 While an individual member may feel able to state truthfully that an interest would not influence their role in discussion or decision-making, they must always comply with the objective test, which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice the discussion or decision-making by the member.
- 5.8 In the interests of proper record keeping, the minutes of any meeting at which a disclosure of interest is made shall record that disclosure. The minutes shall also (if applicable) record the fact that the Partnership member concerned had not taken part in discussions or deliberations upon the matter at issue.

6. Lobbying

Introduction

- 6.1 In order for the Glasgow 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 Glasgow Community Planning Partnership conducts its business.
- 6.2 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 Glasgow Community Planning Partnership, those they represent and interest groups.

Rules and Guidance

- 6.3 You must not, in relation to contact with any person or organisation that lobbies, do anything which contravenes this Code of Conduct or any other relevant rule of the Glasgow Community Planning Partnership.

- 6.4 You must not, in relation to contact with any person or organisation who lobbies, act in any way which could bring discredit upon the Glasgow Community Planning Partnership.
- 6.5 Where any individual or organisation approaches and/or attempts to influence any decisions or recommendations that the Glasgow Community Planning Partnership has to make, you should inform staff from Corporate Services, Glasgow City Council.
- 6.6 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 Corporate Services, Glasgow City Council.



Appendix B

Scheme of Delegations

Contents

1. Introduction
2. General Delegations
3. Exclusions of Delegations
4. Limitations of Delegations
5. Specific Delegated Responsibilities

1. Introduction

- 1.1 This Scheme of Delegation is the primary document that explains what authority is delegated and the limits of authority to act. It is an important part of the governance framework of the Glasgow Community Planning Partnership (the Partnership).
- 1.2 The Partnership aims to achieve the strategic objectives of the Single Outcome Agreement through the effective and efficient operation of the community planning structure within Glasgow. In this respect 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.
- 1.3 Throughout this Scheme, the Partnership seeks to delegate to appropriate Groups, Sector Community Planning Partnerships (CPPs) and their sub-structures and members and officers of Glasgow City Council (GCC) 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 other structures and specific delegated authority
 - Delegated authority to members and officers of GCC.

2. General Delegations

- 2.1 There shall be delegated to the specified Groups and their sub-structures and GCC members and officers all the functions and matters contained within the Terms of Reference of Partnership Groups, the Governance Framework for Sector CPPs and their sub-structures and in any minutes of the Partnership making a specific delegation to its Groups, Sector CPPs and their sub-structures or GCC members and officers. Each Partnership Group, Sector CPP and their sub-structures and GCC members and officers may exercise and perform on behalf of and in the name of the Partnership all the powers and duties included within the delegation.

3. Exclusions from Delegations

- 3.1 There shall be excluded from the delegations to any Partnership Group, Sector CPP and their sub-structures or GCC members and officers 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 Sector CPPs
- matters reserved to the Partnership
- the alteration of the Partnership Governance Framework.

4. Limitations of Delegations

4.1 Delegations to any Partnership Group, Sector CPP and their sub-structures or GCC members and officers shall be subject to the restrictions and conditions of the following:

- each Partnership Group, Sector CPP and their sub-structures or GCC members and officers shall, in carrying out the delegated functions, powers and duties, observe and comply with the Governance Framework of the Partnership and with any decisions, directions or instructions passed by the Partnership with reference to its business;
- a Partnership Group, Sector CPP and their sub-structures or GCC members and officers 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, Sector CPP and their sub-structures or GCC members and officers shall only have the powers and duties set out in the Governance Framework.

5. Operation of Scheme of Delegations in relation to Integrated Grant Fund

5.1 It is proposed that a report be submitted on the future design and governance of the Integrated Grant Fund local programmes later in 2013. In the interim, following the transition from Local Community Planning Partnerships to Sector and Area Partnerships, and until consideration by the Council's Executive Committee and CPP Strategic Board, it is proposed that the following arrangements should apply:

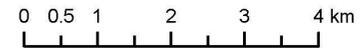
- Adjustments to grants forming part of a local programme should continue to require to be authorised through the city-wide Community Planning arrangements – i.e. initial consideration by the Chief Executive of the City Council (in capacity as Chair of the CPP Executive Group) prior to reporting on the proposal to the Chair of the CPP Strategic Board, with a report to the next meeting of the Board.
- Allocations of funding from the remaining funds available to the Community Planning Partnership for strategic purposes (including implementation of One Glasgow priorities) should be considered at a meeting of the CPP Strategic Board and reported to the Council's Executive Committee.

Glasgow Community Planning Partnerships (2013)



 **Development and Regeneration Services**
231 George Street
Glasgow G1 1RX
Glasgow Executive Director
CITY COUNCIL Richard Brown

© Crown Copyright and database right 2013. All rights reserved. OS Licence No. 100023379
You are not permitted to copy, sub-license or sell any of this data to third parties in any form. 06/02/2013



carto

06/02/2013

69440