

Structure - Roles and Remits

1. Board

The role of the Board is to **set the strategic direction** for community planning and oversee the development and delivery of the Single Outcome Agreement (SOA).

The membership of the Board will include representatives from the main providers of local services who will be key decision makers and chief officers.

The Board will be chaired by an East Lothian Councillor

The Board will meet at least 4 times per year

The Board will ensure progress is reported to the Scottish Government, The Community Planning Partnership and the East Lothian public.

Functions

The Board will:

- Set strategic direction and demonstrate leadership to address the challenges facing people and communities in East Lothian
- Monitor and review progress reports on the outcomes contained in the SOA determining remedial action where necessary. This will include:
 - Tackling barriers and risks to the achievement of the outcomes that have been identified and not resolved
 - Identifying and responding to emerging issues that affect the assumptions upon which the SOA outcomes are based
- Ensure the cross cutting themes of equalities, engagement and sustainability are adequately reflected in the SOA
- Explore and make the most of opportunities for joint working between Partners where changes would lead to improved outcomes and efficiency
- Enable the targeting of public sector resources towards shared outcomes and oversee financial reporting associated with the SOA
- Evaluate progress on the SOA and ensure progress is reported to the Scottish Government, the Community Planning Partnership and the East Lothian public
- Represent the Partnership in negotiations with the Scottish Government regarding the SOA

2. SOA Theme Groups

The role of the SOA Theme Groups is to **develop and ensure delivery of** the relevant policy areas and associated outcomes of the Single Outcome Agreement.

The membership of each SOA Theme Group will be based on key representatives from organisations and services that have a responsibility for delivering on outcomes within the Single Outcome Agreement.

Where there is a key existing group for a theme this group will assume responsibility for this role. Where there are several key existing groups within an SOA theme with equal responsibility for this role, these groups will form an SOA Theme Group to ensure delivery of the respective responsibilities.

Each group will be chaired by a lead organisation and may also have an East Lothian Councillor

Each Group will meet at least 4 times per year.

Each Group will report progress on the policy areas and outcomes of the SOA to the Community Planning Board.

Functions

The SOA Theme Groups will:

- Oversee the implementation of the agreed actions within the logic models and report progress to the Community Planning Board and to the strategic groups in their thematic area. Reports will include:
 - Progress against projects, outputs and outcomes
 - Barriers and risks to achievement of the outcomes (unresolved)
 - Emerging issues that affect the assumptions upon which actions are based
- Monitor and evaluate performance against the agreed outcome indicators, highlighting areas for improvement and development
- Identify and respond to emerging issues that affect the assumptions upon which actions are based and also to barriers and risks to the achievement of the outcomes
- Act as a conduit between existing joint planning/working groups within their remit to ensure a clear line of sight between current strategies and plans and the SOA
- Oversee the work of any relevant sub-groups and partnerships that are established to deliver aspects of the SOA
- Monitor the effectiveness of partnership working arrangements and amend or create and implement new partnership working opportunities to support delivery of the outcomes

- Identify issues and areas for development that will help shape future work, both strategically and operationally
- Support and develop information sharing on key issues for East Lothian, including identifying areas for further research
- Lead on the development of future SOAs, which will include:
 - gathering evidence and agreeing local context
 - determining local priorities
 - identifying outcomes and outcome indicators
 - cross-referencing between planning groups
 - developing logic models to support delivery
 - aligning agreed actions into corporate/ business plans
 - reviewing and monitoring performance
- Ensure engagement with Elected Members, Boards and communities is in place on the logic models, to support the development and delivery of local outcomes and to monitor progress
- Ensure equalities and sustainability are adequately addressed and become mainstreamed into their work and informing their actions

3. Working Group

The role of the Working Group is to **support the delivery of the Single Outcome Agreement** through coordination across all relevant groups and agencies involved in community planning.

The membership of the Working Group will be open to officers with a community planning remit from member organisations of the Community Planning Board; representatives from each SOA Theme Group and officers with a remit for cross cutting issues such as Community Engagement, Equalities and Local Community Planning.

The Working Group can form project task groups to carry out the work.

The Working Group will be chaired by an East Lothian Council senior manager for community planning

The Working Group will meet at least 4 times per year

The Working Group will report progress to the Community Planning Board

Functions

The Working Group will:

- Provide advice and information to the Board on key issues affecting East Lothian and recommendations for action
- Act as a conduit between the SOA Theme Groups to ensure improved joint working, better delivery of shared outcomes and further development of the SOA
- Implement processes which enable regular and effective communication between participants in the partnership and with the East Lothian public
- Implement processes which enable the development of shared information and intelligence systems to support community planning
- Support and promote opportunities for joint training and development activities between community planning partners
- Provide support to community engagement networks in East Lothian, sharing good practice and promoting opportunities for engagement
- Contribute to the agenda of the East Lothian Community Planning Forum
- Act as a conduit for sharing and developing best practice with other community planning partnerships



4. Forum

The role of the Forum is to **support and enhance community planning in East Lothian** with particular regard for community engagement and partnership working.

The forum does not have formal fixed membership. Forum events are open to representatives of groups and individuals involved in community planning at strategic level, thematic level and in local community planning and in a support role.

The Forum will be chaired by the chair of East Lothian Community Planning Partnership

The Forum will meet at least once per year

Functions

The Forum will:

- Receive an update on progress on the delivery of the Single Outcome Agreement
- Receive an update on progress in community engagement and partnership working across community planning processes and make proposals for improvement
- Engage in and discuss emerging priorities and needs within East Lothian, drilling down into local issues arising from the SOA and wider community planning (such as local community planning) taking into account national and global issues