

1. Introduction

“Community Planning aims to improve the connection between regional, local and neighbourhood levels through partnership working and more integrated use of resources, with a focus on collaboration between organisations for the benefit of citizens” (Statutory Guidance for the Operation of Community Planning: October 2015)

This document sets out the community planning governance arrangements which apply in the Fermanagh and Omagh district. It outlines the mechanisms of the partnership and the role and remit of the various structures within the partnership.

Our Community Plan ‘**Fermanagh and Omagh 2030**’ is an overarching strategy for the district which sets out our belief that we can improve services and quality of life for all in our district by getting the public, private and community/voluntary sectors working together better towards our agreed Vision and eight long-term outcomes.



2. Our Governance Structure

The following governance structure was agreed in March 2018 to oversee and manage community planning in Fermanagh and Omagh:



[NB: A Joint Management Team, while not referenced in the above structure, may be convened on an ad hoc basis, if required.]

Aims of the governance structure:

- Ensure effective use of partners' time and resources
- Maximise integration and alignment
- Establish clear reporting arrangements and a separation of strategic and operational roles and responsibilities
- Provide transparency and accountability
- Provide adequate space for visioning and identifying creative solutions.

Partner commitments:

The Partnership is a joint working arrangement where the partners are otherwise independent bodies who commit to:

- Ensure strategic and operational commitment of their organisation to the community planning process
- Lead or support work to deliver the agreed outcomes and actions
- Facilitate the sharing of information and resources to support the delivery of community planning activities
- Ensure their organisation has mechanisms in place to allow effective communication and information sharing on community planning between its members, departments or services as appropriate. As a minimum these mechanisms will include regular reports at a senior management level,

distribution of community planning information and updates to members of staff as and when required

- Ensure any agreed community planning budget and resource requirements are included as part of their annual budget and resource planning process
- Appoint a representative(s) in accordance with the agreed partnership structures with appropriate authority to contribute to and seek to implement decisions made by the Partnership. In respect of the Strategic Partnership Board, this will be Chair or person of Chief Executive status or their senior nominee
- Attend each Partnership Board meeting and, if this is not possible, a named substitute of sufficient seniority should deputise.
- Support capacity building initiatives aimed at strengthening the knowledge and skills of partner representatives in respect of community planning

3. Partner Roles and Responsibilities:

3.1 Lead Partner

Fermanagh and Omagh District Council is the lead partner with responsibility for:

- Facilitating and managing the process, including putting in place appropriate governance and management structures and arrangements;
- Ensuring that the commitments set out in the Council's Equality Scheme are applied in the development, implementation, monitoring and review of the Community Plan;
- Working collaboratively with community planning partners and identified support partners to reach consensus on the content of the Community Plan and publication of the Plan
- Working with community planning partners and identified support partners to implement, monitor and review the plan; and
- Ensuring that community involvement is an integral part of the full community planning process
- Ensuring that statutory processes are fulfilled, eg, Strategic Environmental Assessment, Rural Needs Impact Assessment
- Ensuring that the statutory link between the Community Plan and the Local Development Plan is effectively managed.

3.2 Other Partners

Partners will work with the Council on the following aspects:

- Development of the Community Plan
- Delivery of agreed tasks identified in the Community Plan
- Taking a lead role on delivery where actions are appropriate to the responsibilities of their organisation
- Chairing Thematic/Action Groups where appropriate
- Monitoring and review of the Community Plan
- Seeking community participation in the community planning process, including production and review of the Community Plan.

4. Community Planning Strategic Partnership Board

Role/Remit:

The Strategic Partnership Board's role is to reach agreement on the Community Plan and to:

- Provide strategic leadership in Community Planning by developing, clearly communicating and driving change through the Vision and intended outcomes for the benefit of the people who live, work and visit in Fermanagh and Omagh
- Agree strategic indicators and associated baselines and targets to enable assessment of the achievement of outcomes and ensure improvements in service delivery
- Approve Action Plan(s) and provide oversight through the management and publication of agreed performance measures and reports
- Share budget planning assumptions and promote the sharing and aligning of resources and ensure that the Partnership deploys finance and resources to achieve agreed outcomes
- Ensure that the requirement to review the Community Plan every 4 years and to publish a Performance Report every 2 years is met
- Promote and demonstrate commitment to partnership working at Board level, across the Partnership and in partner organisations
- Ensure the engagement and involvement of the wider community
- Ensure effective governance, accountability and challenge arrangements across the Partnership
- Advocate and lobby on behalf of the Community Plan

Membership:

In line with the Local Government (Community Planning Partners) Order (NI) 2016, the Board will consist of representation from each of the 13 statutory partners alongside representatives of Government Departments. The Community Voluntary Sector Forum and the Business Community will also be represented.

NB: representatives will be expected to speak authoritatively for their organisation and to be of sufficient seniority to be able to agree and commit their organisation to a course of action in line with the role and responsibilities of the Strategic Partnership Board.

Reporting:

The Strategic Partnership Board will receive and review reports from the Action Leads' Forum. Each partner will report to their own management board/committee on key decisions. The Strategic Partnership Board will report to the Department for Communities and to the broader public every two years through a Performance Statement.

Meetings

The Strategic Partnership Board will meet a minimum of two times per year.

Chair

The Strategic Partnership Board is chaired by a member of Fermanagh and Omagh District Council, representing the Council's lead role in respect of community planning.

The Board will appoint a Vice-Chair from amongst the other partner organisations.

5. Joint Management Team

Role/Remit:

The Joint Management Team will meet on an ad hoc basis, if required, to consider and review any matters referred to it which need to be agreed upon by the Strategic Partnership Board and to prepare reports on such matters for agreement by the Strategic Partnership Board.

Membership:

Membership will consist of senior representation from the 13 statutory partners alongside Government Departments, the Community Voluntary Sector Forum and the Business Community.

Reporting:

The Joint Management Team will report to the Strategic Partnership Board.

Meetings

Meetings will be ad hoc and likely to be by exception.

Chair

The Joint Management Team will be chaired by the Chief Executive of Fermanagh and Omagh District Council.

6. Action Leads' Forum

Role/Remit:

- To facilitate greater integration across themes and actions and exchange of information, ideas and approaches;
- To manage reporting to and from the Strategic Partnership Board through the performance scorecards;
- To consider approaches to improving integration of community planning with partners' delivery plans.

Membership:

Membership will consist of those officers from across a range of partner organisations who have been appointed as '**Action Leads**' for community planning actions.

Community planning actions depend on the active contribution of a range of partners – an Action Lead cannot be solely responsible for achievement of an action. The role of an Action Lead primarily relates to co-ordination and reporting, ie:

- Co-ordinate contributions of partners to define and agree detail of each action, performance measures and involvement of each partner
- Report to CP Strategic Partnership Board on progress using identified performance measures
- Ensure obligations in relation to statutory processes are undertaken
- Act as key point of contact for CP Partnership in relation to that action

Reporting:

The Action Leads' Forum will report to the Strategic Partnership Board through the Performance Scorecards developed for actions.

Meetings:

Meetings will be held twice per year and in advance of Strategic Partnership Board meetings to facilitate onward reporting.

Chair:

Meetings will be chaired by the Council's Head of Community Planning and Performance.

7. Action Groups

Role/Remit:

Four Action Groups have been established to take forward the agreed community planning actions. These are:

Action Group A: Wellbeing – outcomes 1, 2 and 4

Action Group B: Stronger Communities – outcome 3

Action Group C: Economy, Infrastructure and Skills – outcomes 5 and 6

Action Group D: Environment – outcomes 7 and 8.

The Action Groups will meet to discuss and review progress of specific actions and to liaise in respect of the development, progression, update and ongoing review of Performance Scorecards related to specific actions.

Membership:

Membership will be open to Action Leads and to identified representatives of partner organisations who are contributing to the delivery of actions related to the relevant outcomes. Membership may be revised and updated in line with revisions to actions.

Reporting:

The Action Groups will report through the Action Leads' Forum to the Strategic Partnership Board via the ongoing updates to Performance Scorecards.

Meetings:

Meetings will be held twice per year and in advance of Strategic Partnership Board meetings and Action Leads' Forum meetings to facilitate onward reporting.

Chair:

Meetings will generally follow a workshop format and will be chaired by a representative of the Council's Community Planning Team.

8. Policy and Performance Support Forum

Role/Remit:

To support policy and research development across the community plan themes and outcomes and to ensure that due consideration is given to the agreed shared values and principles. In addition, to oversee the effectiveness of arrangements for:

- Performance monitoring and reporting
- Community engagement
- Communications
- Data sharing.

Membership:

Membership will be drawn from the statutory community planning partner organisations and the Department for Communities alongside a Community Voluntary Sector and Business Community representative.

Reporting:

The Forum will report direct to the Strategic Partnership Board.

Meetings:

Meetings will be held as required.

Chair:

A Chair will be appointed by the Forum from within its membership.

9. Partnership Support

Partnership support for the Partnership is co-ordinated by the Community Planning and Performance Section, Fermanagh and Omagh District Council. This includes:

- Partnership and policy support across all partnership structures
- Research and information including highlighting emerging strategic issues to the Partnership
- Community engagement and communications
- Data Sharing and access to information requests
- Preparing and issuing the notice and agenda for meetings of the Partnership
- Programme managing the Partnership's Action Plans
- Performance management and monitoring

Operation of Strategic Partnership Board and Joint Management Team Meetings

(i) Absence of Chair

If neither the Chair nor Vice-Chair is present at a meeting then a Chair for that meeting will be appointed by those members present.

(ii) General Conduct of Meetings

Conduct should correspond to the shared values and principles set out at para 2.2.

Representatives should abide by any Code of Conduct applicable within their own organisation.

(iii) Decision Making

It is the duty of the Chair to ensure that decision making is clear, open, transparent and founded on consensus.

Whilst it is anticipated that the Partnership will achieve consensus on priorities and issues, in the event of a vote being necessary each partner organisation will be entitled to exercise one vote. In the event of a tie, the Chair will exercise a casting vote.

(iv) Notice of Meetings of the Partnership

a) Notice and Agenda

At least five clear days' notice in writing (via email) will be given of forthcoming meetings, including time and place, and a list of all agenda items

b) Papers

Electronic copies of papers will normally be issued by email alongside the notice and agenda; hard copies can be made available upon request.

On occasion it may be necessary to issue papers with less than 5 days' notice, however, this will be kept to a minimum

c) Quorum

No business will be conducted by the Partnership unless at least 40% of the members are present (rounded up to the next whole number).

(v) Substitutes

All Statutory and Support partners may nominate a substitute to attend a meeting in their absence. Substitute members should be fully briefed and be of sufficient seniority from within their respective organisations.

(vi) Tenure

Members of the Strategic Partnership Board and other community planning governance structures will generally represent their organisation for the duration agreed by their organisation. An exception to this rule is elected member representation on the Strategic Partnership Board.

(vii) Admission to Strategic Partnership Board Meetings

Meetings of the Strategic Partnership Board will be open to the public unless the Chair decides that an item of business is confidential. Papers for such meetings will be publicly available through the Council website.