

ABERDEEN CITY COUNCIL

COMMITTEE	Council	DATE	24 th March 2010
DIRECTOR	Stewart Carruth		
TITLE OF REPORT	The Aberdeen City Alliance – Constitution and Standing Orders		
REPORT NUMBER:	CG/10060		

1. PURPOSE OF REPORT

This report presents the constitution and standing orders for The Aberdeen City Alliance (TACA), considered at the 3rd February 2010 meeting. TACA agreed this as an accurate record of the current arrangements and to seek partners advice and comment on any required changes from their perspective as participating partners to the arrangements in future.

2. RECOMMENDATION(S)

It is recommended that members:

- a) Consider the current constitution and standing Orders for The Aberdeen City Alliance; and
- b) Comment on and propose any amendments to the constitution and standing orders for the Aberdeen City Alliance from the Council's perspective as a participating partner.
- c) Request elected members on the Alliance present these comments to the Executive Committee of the Alliance on 26 April 2010 on the Council's behalf.

3. FINANCIAL IMPLICATIONS

N/a

4. SERVICE & COMMUNITY IMPACT

The Aberdeen City Alliance (TACA) is the Community Planning Partnership for the City. Community planning is the process through which a council and its public sector partners, in consultation with the voluntary and private sector, and communities, agree a strategic vision for the area and the action which each of the partners will take in pursuit of that vision. This is achieved by setting joint priorities, and agreeing shared outcomes and targets to achieve these. It involves drawing on the combined resources of our organisations, where appropriate, to support the development of communities which are wealthier and fairer; smarter; healthier, safer and stronger and greener. These commitments are formally recorded in the Aberdeen's Single Outcome Agreement.

5. OTHER IMPLICATIONS

N/a

6. REPORT

- 6.1 At a meeting on 1 October 2009, The Aberdeen City Alliance agreed that a draft constitution and set of Standing Orders for TACA be drawn up based on previous decisions of the Alliance in terms of procedures, membership, etc.. The TACA Executive Group at a meeting on the 19th November 2009, discussed the documents attached at Appendix 1 and agreed to recommend them for approval as an accurate record of the current arrangements prior to seeking partners advice and comment and to propose any required changes from their perspective as participating partners to the arrangements in future.
- 6.2 The TACA Executive Group further agreed that on compilation of the constitution which reflected the current arrangements it had become apparent that certain aspects, in particular the role and remit of the Executive Group and Challenge Forums, needed to be updated.
- 6.3 In light of this position the TACA Executive Group requested that following approval of the current constitution and standing orders, that certain aspects of the document should be reviewed in consultation with respective community planning partners. Thereafter proposed amendments would be presented to the Alliance for final approval.
- 6.4 On the 3rd February 2010 The Aberdeen City Alliance formally accepted the constitution and standing orders and agreed to remit the document to partners for consultation.
- 6.5 This creates an opportunity for the Council to comment on any aspect of the governance arrangements which require to be reconsidered in the light of the Councils priorities, restructuring and new committees.

7. Alignment of Community Planning Arrangements and Council Committees

- 7.1 The Council currently receives the minute of Aberdeen City Alliance with the purpose of any business flowing from the minute for the Council as a partner can then be remitted to the relevant service committee for consideration and action as appropriate. Local governments responsibilities for community planning are briefly listed at Appendix 2 (Ref. Local Government Scotland (2003) Act)
- 7.2 The community planning partnership is a city wide partnership which has a number of forums and partnerships some of which have statutory functions and others which operate as informal partnerships reporting into the Alliance.
- 7.3 There is currently an assessment underway to identify strategic priorities for the Alliance and when this is completed to refocus and reduce the number of forums and partnerships reporting into and informing the business of the Alliance.

- 7.4 The table attached at Appendix 3 illustrates the internal governance arrangements to mainstream community planning into the business of the Council.
- 7.5 The consultation on the standing orders creates an opportunity for the Council to provide comment and propose any further changes to the current arrangements
- 7.6 The comments provided by Council will be reported to the next Executive meeting on the 26 April 2010.

8. REPORT AUTHOR DETAILS

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9. BACKGROUND PAPERS

Local Government Scotland (2003) Act

**Constitution
and Standing Orders
of**

The Aberdeen City Alliance

1. Background

1.1 The Local Government Scotland Act

- (1) The Local Government in Scotland Act 2003 (the Act) provides a statutory basis for Community Planning in Scotland.
- (2) The Local Government in Scotland Act 2003 is a key aspect of the Scottish Executive's modernisation agenda for local government and the Act provides a framework to enable the delivery of better, more responsive public services. The measures in the Act will make it easier for councils to do their jobs, giving them more responsibility to act within an appropriate framework, to work in partnership with other bodies and the communities they serve, and to embed a culture of quality, equality and improvement.
- (3) The main components of the framework are:
 - (i) A duty to secure "Best Value" in local government service provision. This replaces compulsory competitive tendering with the pursuit of continuous improvement in all aspects of local authority functions. A similar commitment to pursue Best Value has also been placed on other public bodies in Scotland by means of accountability mechanisms through the Scottish Government.
 - (ii) A statutory basis for "Community Planning" to ensure long-term commitment to effective partnership working with communities and between local authorities and other key bodies and organisations.
 - (iii) A "Power to Advance Well-Being" to enable local authorities to work in a more innovative and creative way in responding to the needs of their communities. This supports the community leadership role of local authorities in the Community Planning process.

1.2 Duty under the Act

1.2.1 Duty of Local Authorities

- (1) Section 15 of the Local Government in Scotland Act places a duty on local authorities to initiate, facilitate and maintain the Community Planning process.
- (2) Local authorities will be expected to establish a Community Planning Partnership for its area, comprising all *relevant* public, private, voluntary and community bodies in its area. Representation on the core partnership should be a matter for partners to decide locally, however the Community Planning process should be open to all bodies and individuals who wish to participate.
- (3) Assisted by those bodies subject to a duty to participate (detailed at 2.3(1)), the local authority will be responsible for facilitating the process for Community Partnership. The responsibilities are detailed at appendix A.
- (4) In facilitating the process, the Council acting on behalf of the partnership should engage effectively by consulting and co-operating with other public bodies, community bodies and other bodies or persons as is appropriate. Those bodies subject to a duty to participate should assist the Council in the discharge of this duty.

1.2.2 Duty of Other Bodies

- (1) Section 16 of the Act places a duty on relevant NHS Boards, Scottish Enterprise, Police Boards, and Fire and Rescue Boards, in addition to local authorities to participate in the Community Planning process. Section 16(3) of the Act gives Scottish ministers the powers to add the list of agencies under a duty to participate and to date have added Transport and Alcohol and Drug Partnerships.
- (2) These duties should not imply any lessening of status or importance of other partners in Community Planning partnerships. Although not bound by the terms of the Act, other partners should also refer to the responsibilities listed in Appendix A as a useful guide when participating in the Community Planning process.
- (3) For those partners mentioned in section 16(1) of the Act and added under section 16(3), the emphasis will be one of ensuring that they engage with the Community Planning partnership processes covering their area on an on-going basis.
- (4) These partners should also be prepared to make their own distinctive contribution to realising the objectives and outcomes agreed collectively by the partnership. This may entail taking a

leadership role on certain facilitation tasks and/or policy issues on behalf of the partnership.

In accordance with the above guidance for the Act this constitution within which Aberdeen's Community Planning Partnership would operate this constitution was drawn up.

2. Title

- (1) The Community Planning Partnership for the City of Aberdeen shall be called "The Aberdeen City Alliance" (TACA) referred to hereafter as "the Alliance".

3. Role

- (1) The participating partners of the Alliance agree to work together for the welfare of the citizens of Aberdeen.
 - (i) To strengthen leadership for the city, listening to the views of all the people of the City of Aberdeen.
 - (ii) To promote a clear vision for the City of Aberdeen now and for its future.
 - (iii) To secure equality of access to all public services provided by the partners of The Aberdeen City Alliance.
 - (iv) To recognise and respect our people's rights to individual wellbeing and community wellbeing.
 - (v) To promote social inclusion and sustainability through planning and policy development and in the services we provide.
 - (vi) To be transparent and accountable in our relationships with each other and when engaging with the citizens of Aberdeen.
 - (vii) To be accessible to the people of Aberdeen, to listen to them and consult with them by:-
 - i. meeting directly with community leaders by establishing a civic forum
 - ii. holding city debates on major issues for the city and its people.
 - (viii) To treat each other with respect and trust, to enable all partners to bring forward creative and innovative ideas for a joint approach to developing and meeting the agreed aims,

objectives, action plans and policies of The Aberdeen City Alliance and its Forums.

4. Objectives

(1) To lead and drive forward joint actions which address the Challenges of the Community Plan of:-

- Leadership
- Neighbourhood Action
- Getting Involved
- Being Informed

and through the Forums established in the City, to address the Challenges of:-

- Health and Social Care
- Homes
- Safety
- Land use and Environment
- Clean City
- Transport and Connections
- Prosperity and Jobs
- Aberdeen's Image
- Learning
- Arts, Heritage and Sport

(2) To recognise the strengths of working together in partnership and to use this opportunity for the benefit of the City by;-

- (i) directly negotiating with the Scottish Executive and other bodies on national policy and resources issues
- (ii) wherever appropriate drawing the combined resources of our organisations together to meet the aims and objectives set out in the Community Planning challenges
- (iii) setting joint priorities for the City and agreeing shared outcomes and targets to achieve these
- (iv) supporting the development of communities which are active, informed, empowered, caring and tolerant.

(3) To engage with the Civic Forum and other Forums established by the Alliance.

(4) To ensure community planning reaches into neighbourhoods by completing neighbourhood plans for every neighbourhood in the City.

(5) To make sure that accountability can be demonstrated for plans and actions across the City by regular reporting on progress made towards achieving our vision: by publishing an annual review.

5. Performance

- (1) The Alliance shall comply with any direction given to it, or to Community Planning Partnerships generally by the Scottish Ministers.
- (2) The Alliance shall measure and monitor the achievement and performance of Challenge Forums and the delivery of the Single Outcome Agreement.

6. Executive Group

- (1) The Executive Group meets two weeks prior to the Alliance to develop the agenda and to focus the strategic role of the Alliance. The Executive Group must agree all papers.
- (2) The Executive Group will provide a bridge between the Alliance and the Challenge Forums to ensure delivery.
- (3) The Executive Group will provide a bridge between the Alliance and the Lead Officers' Group and will use this group as a resources to pursue the detailed work of the Executive.

7. Challenge Forum

- (1) Challenge Forums have been developed around the challenges to progress the targets. Each Challenge Forum brings together relevant partners from the public, private, voluntary and community sectors in the City and reports to the Alliance.

The Forums are the drivers of the Single Outcome Agreement and this places the responsibility for the delivery of action within the City on the Forums.

The Forum will:-

- (i) lead on the specific challenge area for the City, by maintaining an overview of all the partnerships, strategies and plans
- (ii) ensure that all stakeholders (including other relevant challenge forums) are regularly consulted on the challenge area, paying particular attention to consulting with communities and communities of interest
- (iii) be responsible for the delivery of the targets and actions in the Community Plan relating to their challenge area
- (iv) report regularly to the Alliance on activity, progress towards targets and the development of new targets and actions.

8. Membership

- (1) The Alliance shall comprise four representatives from the Civic Forum, eight elected members appointed by Aberdeen City Council, one representative from each participating partner, and all Challenge Forum and Network Chairs.
- (2) The participating partners shall be representatives or leaders of those organisations within the city and the North East who control or can bring resources to the Alliance to achieve the vision and actions in the Community Plan and Single Outcome Agreement. Those individuals offer credible leadership within their organisations or sector to effect the development and change required to meet the city challenges.
- (3) The current membership of the Alliance is:-
 - Four representatives from the Civic Forum
 - Eight Elected Members
 - Aberdeen City Council
 - Aberdeen Council of Voluntary Organisations
 - Aberdeen City Centre Association
 - Aberdeen University
 - Aberdeen and Grampian Chamber of Commerce
 - Aberdeen Trades Council
 - Aberdeen College
 - Aberdeen Harbour Board
 - Civic Forum
 - Grampian Fire and Rescue Service
 - Grampian Police
 - NESTRANS
 - NHS Grampian
 - RGU
 - Scottish Enterprise
 - Federation of Small Businesses

Plus the following Challenge Forum and Network Chairpersons:-

- Homes Forum
- Community Safety Partnership
- Community Health Partnership
- Lifelong Learning Forum
- Arts Heritage and Sport Forum
- Locality Planning Forum
- Community Engagement Forum
- Land Use Forum
- Environment Forum
- Transport and Connections
- Aberdeen Works

Aberdeen City and Shire Economic Future
Children and Young People's Strategic Planning Group
Equalities Action Network
Alcohol & Drugs Partnership

- (4) Any additions to or removals from the current membership will be determined by the Alliance.
- (5) Each participating partner may also appoint a named substitute member to attend on their behalf, and substitutes will for the duration of the meeting be afforded the full rights of substantive members.

9. Appointment and Term of Office

- (1) The Alliance operates on a four year cycle; at the end of that four year period, all partners will be asked to reconfirm their appointments to the Alliance.
- (2) Elected members from Aberdeen City Council can resign their membership of the Alliance by giving notice in writing to the Clerk and to the appointing council; any councillor member who ceases to be a councillor immediately ceases to be a member of the Alliance and it will be necessary for the Council to appoint a replacement. The Council may terminate the membership of any of its councillor members at any time; the Chair and Clerk should be informed of this, and the reasons for it, as should the councillor member.
- (3) The Alliance cannot remove any of its councillor members but if the Alliance determines that a councillor member should be removed, the Chair will write to the Council to request that the Council terminates the membership of that member and this request cannot be refused unreasonably.
- (4) In the event of a vacancy occurring, the appropriate partner shall appoint a replacement representative.
- (5) Non statutory participating partners of the Alliance may resign their membership at any time by giving written intimation to that effect to the Clerk.
- (6) Individual representatives of participating partners and the Civic Forum may resign their membership at any time by giving written intimation to that effect to the Clerk. At this time the participating partner or Civic Forum member should advise the Clerk of their replacement representative.

10. Chair and Vice Chair

- (1) The Alliance will appoint a Chair and Vice-Chair, each for a term of two years. These appointments will rotate between the public sector and the non-public sector, in such a way that the positions are not filled from one sector alone for the same two-year period.
- (2) The Vice-Chair shall be automatically appointed to the Chair two years from the initial posting (at which time a new Vice-Chair will be appointed from the other sector).
- (3) The Chair and Vice-Chair, at the time of their appointment, will automatically become independent members of the Alliance. The partner organisations from which they derive will nominate a replacement representative to the Alliance, so that their representation is not diminished by one of their members becoming an independent Chair or Vice-Chair.
- (4) When the Vice-Chair is appointed to the Chair, and a new Vice-Chair is appointed, the Chair will be co-opted to the Alliance, still as an independent member, for a period of two years, at which point the 4 year cycle comes to an end.
- (5) If, prior to the end of the period of appointment, the Chair or Vice-Chair ceases to be a partner of the Alliance, he or she shall immediately cease to hold office.
- (6) The Chair, or in their Chair's absence, the Vice-Chair, shall preside at all meetings of the Alliance; where both the Chair and/or Vice-Chair is absent from any meeting, the partners present shall appoint a Chair from their number for that meeting.
- (7) Both the Chair and Vice-Chair shall be appointed as members of the Executive Group.
- (9) A Chair or Vice-Chair may resign from that post at any time. Should the Chair resign, in year one of his/her appointment nominations for a new Chair from that sector shall be sought, if he/she resigns in year two of the appointment the Vice-Chair will become the Chair and a new Vice-Chair shall be appointed. Should the Vice-Chair resign, this position would be filled in the normal manner.

11. Meetings

- (1) The Alliance shall hold such meetings as it shall consider necessary for it to carry out its functions.
- (2) Meetings of the Alliance shall be held on such dates, at such time

and at such place or places as the Alliance may from time to time determine.

11.1 Special Meetings

- (1) A special meeting of the Alliance may be called at any time:
 - (a) by the Chair; or
 - (b) on a requisition in writing to the Clerk of at least one quarter members of the Alliance, which meeting shall be held within fourteen days of receipt of such requisition by the Clerk. The requisition should state the business to be transacted.

11.2 Notice of Meetings

- (1) Notice calling meetings of the Alliance shall be given in writing seven clear working days before a meeting of the Alliance.

11.3 Items of Urgent Business to be Considered at Meeting

- (1) An item of business of which seven clear working days' notice has not been given may be considered at the meeting provided that the Chair of the meeting is of the opinion that there are special reasons, which will be specified, why it is a matter of urgency. Such business must be intimated at the start of the meeting when the order of business is determined and, if the Chair so rules, the item shall be considered at the start of the meeting or at such other point in the agenda as may be appropriate. If the Chair is of the opinion that the matter is not urgent, it shall be included as an item of business for the next ordinary meeting of the Alliance unless in the interval it shall have been disposed of otherwise. The reason for urgency shall be recorded in the minutes.

12. Sederunt

- (1) The Clerk shall record the names of the members and substitute members present at each meeting of the Alliance.

13. Quorum

- (1) A quorum of the Alliance shall be one quarter of partners. If, at any time during a meeting of the Alliance, a quorum of partners be not present, the Chair shall, after allowing an interval of five minutes, cause a count to be taken of members then seated. If it is shown after the count that a quorum is not present, the meeting shall stand adjourned to such other time or day and hour as the Chair may then or may afterwards fix, unless the items before the Alliance do not require decisions to be taken, in which case the meeting may proceed.

14. Chair - Powers and Duties

- (1) At a meeting of the Alliance, the Chair, if present, shall preside.
- (2) If the Chair is absent from a meeting of the Alliance, the Vice-Chair shall preside; if the Chair and Vice-Chair is absent from a meeting of the Alliance, another member of the Alliance, chosen by the members present, shall preside.
- (3) If, at any time during the subsequent proceedings of a meeting of the Alliance, the Chair is present, s/he shall preside during that time s/he is so present and similarly, in the absence of the Chair, Vice-Chair.
- (4) Deference shall at all times be paid to the authority of the Chair, and on all points of order the ruling of the Chair shall be final but, whenever so requested, s/he must give an explanation of the reasons for this ruling. When s/he speaks, the member of the Alliance, if any, who is addressing the meeting, shall refrain from speaking. It shall be the duty of the Chair to preserve order and secure that members obtain a fair hearing. S/He shall decide all matters of order, competency and relevancy arising at meetings of the Alliance. S/He shall also decide between two or more members who have indicated a desire to speak by calling on the member, whom s/he may first observe, to speak. S/He shall be entitled, in the event of disorder arising at any meeting of the Alliance, to adjourn the meeting to such other time or day and hour as may then or afterwards be fixed and his quitting the Chair in such circumstances shall, without further procedure, have the effect of a formal adjournment of the meeting.

15. Adjournment

- (1) The Alliance may adjourn any meeting to such other time or day and hour as the Chair may then or afterwards fix.
- (2) The Alliance may adjourn any meeting for a reasonable interval and such adjournment may be made on the direction of the Chair or, failing such direction, on the motion of any member, the vote on which motion, on being seconded, shall be taken without amendment or discussion.

16. Order of Debate

- (1) Any member wishing to speak may do so with the Chair's permission; the Chair shall regulate the order of debate.

17. Concluding Debate

- (1) The Chair may determine, if need be, when debates should be drawn to a close.

18. Voting

- (1) The preferred option is that the Alliance will move forward consensually however, where necessary a vote will be undertaken by the following method.

18.1 Method of Voting

- (1) All participating partners, each Councillor, civic forum member, and all Challenge Forum and Network chairs, will have one vote.
- (2) Subject to the provisions of these standing orders, the vote on any matter shall be taken in a meeting of the Alliance by roll call. It shall, however, be competent for the Alliance to resolve (following a vote by roll call if not unanimous) that the vote on any matter shall be taken in any other manner, i.e. taken by a show of hands or by ballot.
- (3) A simple majority of members present who are entitled to vote will carry a decision.
- (4) In the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.
- (5) No vote can be called for if the meeting is inquorate. A quorum is one quarter of its membership.

18.2 Taking a Vote

- (1) After the Clerk has announced the question on which the vote is to be taken and has commenced to take the vote, no member shall be permitted to offer an opinion, or ask a question, or otherwise interrupt the proceedings until the result of the vote has been intimated.

18.3 Voting in the case of vacancies and appointments

- (1) When making appointments of members and/or filling vacancies to any body, candidates shall be formally proposed and seconded and, except where a single candidate has been nominated, no amendment shall be competent. Where a single candidate has been proposed and seconded, it shall be competent to move as an amendment that no appointment be made or that it be deferred.
- (2) Where only one vacancy requires to be filled and two candidates are proposed and seconded for appointment, a vote shall be taken as

between these candidates and the candidate who receives the majority of votes shall be declared appointed. Where more than two candidates are proposed and seconded for appointment, a vote shall first be taken among all candidates with each member being entitled to vote for one candidate only. If any candidate receives an absolute majority of the votes of the partners present and voting, he/she shall be declared appointed. If no candidate received a majority, the name of the candidate receiving the smallest number of votes shall be deleted, provided that, if two or more candidates tie in receiving the smallest number of votes, a vote or votes shall be taken between or among these candidates and the candidate who receives the smaller or smallest number of votes shall be dropped. This process shall continue until one of the candidates receives an absolute majority of votes, when he/she shall be declared appointed.

- (3) Where more than one vacancy requires to be filled, a vote shall first be taken among all the candidates proposed and seconded for appointment where these exceed the number of vacancies, each member being entitled to vote for candidates up to the number of vacancies to be filled. The result shall be decided by the first vote except in the case where two or more candidates tie as having received an equal number of votes for the vacancy or vacancies. In such cases an additional vote or votes shall be taken between or amongst these candidates with the candidate having least votes being eliminated until the number of candidates equals the number of vacancies.
- (4) Where, in any vote between two candidates or, after such additional vote as maybe required by (2) and (3) above, there is an equality of votes, the Chair shall have a casting vote.

19. Resolution

- (1) If there is dissent from agreement o a significant issue, the dissenting partner(s) may ask for that dissent to be recorded in the minute of the meeting.

20. Rescinding of Resolution

- (1) A resolution of the Alliance shall continue to be operative and binding, so that no motion inconsistent therewith shall be considered or passed for at least six months; provided that it shall be competent to deal with the subject matter of such resolution afresh where the majority of the Alliance are satisfied that a material change of circumstances has occurred and that notice has been given in the summons that such resolution may be rescinded.

21. Declaration of Interests

- (1) Any partner who has a personal financial interest, a business interest, or any other direct or indirect personal interest in a matter under discussion should, as soon as practicable, declare that interest.

22. Code of Conduct

- (1) In utilising the authority and carrying out the responsibilities delegated to them, partners must comply with the terms of the Code of Conduct for their organization.
- (2) Elected members must adhere to the Councillor's Code of Conduct.

23. Suspension of Standing Orders

- (1) It shall be competent for a partner at any time during a meeting to move suspension of the whole or any specified part of the Standing orders and such a motion, if duly seconded, shall be put to the vote immediately.

Alteration of Standing Orders

- (1) No standing order enacted by the Alliance shall be amended or dispensed with at any meeting except by consent of half of the members present, entitled to vote and voting.
- (2) The Clerk shall submit to any meeting of the Alliance a note of any new, or alteration of any existing, standing order which may seem to either to be required because of any resolution on the conduct of business adopted by the Alliance. The Alliance may then amend standing orders.

24. Minutes of Meeting

- (1) All minutes of meetings of the Alliance, in which shall be recorded the names of the members and officials who attended the meeting, shall be drawn up by the Clerk, printed, and, so far as practicable, circulated among members of the Alliance not later than the seven clear working days before the next ordinary meeting of the Alliance at which they shall be submitted, held as read, corrected if need be and, where held to be a true record of the proceedings of the meeting to which they relate approved as such.

25. Application of Standing Orders to the Executive Group

- (1) The provisions of these standing orders shall with necessary changes apply to the Executive Group

26. Obstructive or Offensive Conduct

- (1) In the event of any member at any Alliance meeting disregarding the authority of the Chair, or being guilty of obstructive or offensive conduct, a motion may thereupon be moved and seconded to suspend such member for the remainder of the sitting. The motion shall be put without discussion and, if it be carried, the Chair shall require the member forthwith to retire from the meeting and, if necessary, remove the member if s/he fails to do so.

27. Ethical Standards

- (1) The Ethical Standards in Public Life, Etc. (Scotland) Act 2000 will apply to the members of the Alliance and, as that Act requires, the Alliance will adopt a code of conduct, with which all members must comply at all times in their duties.

28. Diversity

- (1) The Alliance will make equal opportunities central to its work by giving consideration to the impact on equality of opportunity when developing policy and making decisions; the Alliance will also consider how it can attract other members from a range of groups.

29. Mainstreaming Equal Opportunities

- (1) Section 59(1) of the Act, requires that Scottish Ministers, local authorities and all other bodies participating in Community Planning should do so in a manner which encourages equal opportunities and, in particular, the observance of the equal opportunity requirements. This provision also relates to the duty of Best Value and to the power for local authorities to advance well-being.
- (2) Section 17(1) of the Act requires that local authorities in their duty to initiate and facilitate Community Planning should, on behalf of Community Planning partnerships, report on actions that have been taken to comply with these duties.
- (3) The legal definition of equal opportunities is set out in Schedule 5, Section L2 of the Scotland Act 1998 as:

"the prevention, elimination or regulation of discrimination between persons on the grounds of sex or marital status, on racial grounds or on grounds of disability, age, sexual orientation, language or social origin or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions"
- (4) In respect of Community Planning, equalities objectives must be mainstreamed by the local authority in its facilitation role under section 15 of the Act; by those bodies under a duty to participate in Community Planning by virtue of section 16 of the Act and by Scottish Ministers in relation to their duties under section 16(8) of

the Act. All other bodies and agencies participating in Community Planning are strongly advised to pay regard to this guidance and to mainstream equalities objectives into their involvement with Community Planning.

30. Admission of Public and Press

- (1) Subject as hereinafter provided, every meeting of the Alliance shall be open to the public including the press.
- (2) The provisions of the foregoing paragraph shall be without prejudice to the powers of exclusion by the Chair in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting and the Alliance may exclude or eject from a meeting a member or members of the public whose presence or conduct is impeding or is likely to impede the work or proceedings of the Alliance. Without prejudice to the foregoing generality, if a member of the public interrupts the proceedings at any meeting, the Chair may warn him/her. If the member of the public continues the interruption, the Chair may order his/her removal from the Alliance meeting.
- (3) The public shall be excluded from a meeting of the Alliance during consideration of an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during consideration of that item, confidential information would be disclosed to them in breach of the obligation of confidence. Nothing in these standing orders shall be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence as defined in the Act of 1973.

31. Executive Group

Membership

- (1) The membership of the Executive Group shall comprise:- the Chair and Vice-Chair, one elected member, a senior official from the Council, a representative of the Civic Forum, a representative from ACVO, a representative of NHS Grampian, a representative of Grampian Fire and Rescue Service, a representative from Grampian Police, and one representative from the following grouping:- Scottish Enterprise Grampian/Aberdeen and Grampian Chamber of Commerce/Federation of Small Businesses. The latter representation will be rotated between the three organisations annually in accordance with previously agreed timescales.
- (2) The Executive membership will be amended every two years in accordance with changes to the membership of the Alliance itself.

Should the Vice-Chair be one of the existing members, they will be replaced on the Executive Group from within their partner organisation.

- (3) Any alterations or additions to the membership of the Executive Group will be decided by the Alliance.
- (4) The minutes of meetings of the Executive Group will be submitted to the next meeting of the Alliance, for information.

32. Challenge Forums/Partners

- (1) The Alliance can request partners and/or Challenge Forums and networks with particular expertise or interest as may be appropriate, to undertake specific work on its behalf.

Appendix 2

Local Authority Responsibilities for the Community Planning Partnership (to be assisted by those bodies subject to a duty to participate)

- Develops and sets out a joint vision with agreed objectives for the area, normally in the form of a Community Plan.
- Sets out challenging outcomes of performance for the Community Planning partnership (as a whole) along with the contribution expected from individual participants in the partnership towards delivering these key outcomes. These outcomes should reflect both performance in the *process* of partnership working and outcomes for the partnership related to performance in *service improvements*.
- Identifies and allocates the resources necessary to achieve the agreed outcomes.
- Monitors progress with regard to the agreed outcomes, on what is being done by way of Community Planning and sets out and executes regular evaluation of progress.
- Reports on Community Planning partnership progress on the agreed outcomes along with reporting on what has been done by way of Community Planning.
- In light of monitoring, evaluation and reporting requirements sets out revised actions and outcomes normally as a supplement to the Community Plan.
- Streamlines the arrangements for the planning and delivery of services to ensure a connection between strategies and with other partnerships, the removal of any wasteful overlaps and the improvement of efficiency and effectiveness.
- Observes equal opportunity requirements and encourage equal opportunities.
- Develops processes which maintain a regular and effective means of communication between participants in the partnership.
- Develops processes for the sharing of appropriate information between partne

Appendix 3

Community Planning and Council Governance Arrangements

Community Planning	Council Services	Council Committees
<ul style="list-style-type: none">TACA ExecutiveAberdeen Civic ForumNorth East Joint Public Sector GroupEqualities Action NetworkAberdeen City and Shire Shared Services BoardLocality PlanningCommunity EngagementLife Long Learning ForumActive AberdeenCulture ForumChildren and Young Peoples Strategic Planning Group*	Corporate Governance	<ul style="list-style-type: none">Corporate Policy and PerformanceFinance and ResourcesAudit and Risk
<ul style="list-style-type: none">ACSEFEnvironmental Forum/Land Use Forum*North East Scotland Transport Partnership (NESTRANS)Aberdeen City and Shire Strategic Development Planning Authority (SDPA)	Education Sport and Culture	<ul style="list-style-type: none">Education Sport and Culture
<ul style="list-style-type: none">Community Safety PartnershipHomes Forum/Affordable Homes Forum*Environmental Forum	Enterprise, Planning and Infrastructure	<ul style="list-style-type: none">Enterprise, Planning and InfrastructureDevelopment Management Sub
<ul style="list-style-type: none">Community Health PartnershipNorth East Child Protection CommitteeJADATNorth of Scotland Criminal Justice Authority	Housing and Environment	<ul style="list-style-type: none">Housing and Environment
	Social Care and Wellbeing	<ul style="list-style-type: none">Social Care and Wellbeing

Notes

Role of Council Directors

To ensure that any business raised in the forums that have partnership implications for Aberdeen City Council policy, planning or service delivery are effectively drawn to the attention of the relevant Council Committee for whom they are the lead officer.

To ensure the relevant forum is kept properly advised and engaged regarding the council's priorities and position and contribution to the delivery of the outcomes in the SOA.

To ensure the appropriate officers in terms of expertise and authority are participating effectively in the specific forum aligned to the services for which they are responsible.

To ensure the appropriate elected members and convenors are kept up to date with the developing agendas and actions of these forums.

Currently the minute of The Aberdeen City Alliance is placed on the Council meeting agenda and the Chief Executive would highlight for the Leader of the Council any matter from the minute which requires the Council's consideration, agreement or approval. It may be that this approach would assist directors in keeping the respective committees informed and engaged in the business of the community planning forums.

Cross Cutting Forums

It is clear from the table above that some forums cross over a number of different service areas e.g. Children and Young peoples Strategic Planning Group, Affordable Homes Forum, or over different areas of governance e.g. the North of Scotland, Grampian, City and Shire, City. These groups require to link into a various partner governance arrangements and different levels of governance and accountability.

Forums

Each forum has a chair, some of whom are elected members, and a nominated facilitator, some have paid staff that pursue the business of the Forum/Partnership. TACA has undertaken a recent review of each of the forums of their membership, contribution to the outcomes agreed in the SOA, and a strategic assessment of priorities. The development plans for each forum are being progressed at different paces.