

SCOTTISH BORDERS NEW WAYS COMMUNITY PLANNING PARTNERSHIP

Strong and Safe Borders

Operating Protocol Nov 2008

Scope

1. Strong and Safe Borders is one of three key 'Themes' within the new Community Planning arrangements for the Scottish Borders (the others are Healthy Borders, and Competitive Borders), and a cross-cutting Fairer Borders group.
2. The Theme's overall purpose is to ensure that key agencies, partnerships and representative bodies, who have an interest in and an influence on communities, are involved appropriately and can directly affect the work being done by the public sector to address the opportunities and challenges facing the Scottish Borders. It should also seek to explore where the third sector can take a lead. It should ensure that the key outcomes in relation to communities within the SOA are achieved. The theme should provide recommendations for future key outcomes.

Strong and Safe Borders should also seek to oversee the "individuals and communities" aspect of Outcome 14 (ensuring that waste, energy consumption and climate change adaptation and mitigation are addressed), and Outcome 7 (ensuring that inequalities are addressed).

3. The Core Group within the Theme will provide a strategic focus for discussion, policy formulation, collaboration and co-ordinated activity relating to the communities of the Scottish Borders.
4. The Extended Group of the Theme will engage a wide cross-section of stakeholders to ensure that the Core Group is aware of key trends and issues and how they impact on communities and the services delivered within them. This Group will focus on specific topics and will seek to make best use of the broad knowledge and skills of those attending. The role of the Extended Group may expand or change as engagement develops.
5. The Theme will make links to Healthy Borders, Competitive Borders, and Fairer Borders as appropriate.

Functions

6. The main functions of the Theme will be to:
 - a) Ensure that existing and future strategies form a coherent (and simpler) policy context to provide clearer direction and more joined up use of resources;
 - b) Provide direction and strategic context for partner organisations and key

partnership groups

- c) Provide the Borders Strategic Board with the assurance that the “communities” outcomes in the Single Outcome Agreement are achieved and that they are underpinned by appropriate and useful Performance Indicators. This will be achieved using exception reporting at each theme meeting;
- d) Ensure that the “communities” outcomes in the Single Outcome Agreement are being implemented in an efficient and effective way;
- e) Ensure that the work plans of the various partner agencies of the theme are aligned to the achievement of the key communities outcomes in the SOA;
- f) Review the performance indicators within the SOA at each meeting to regularly monitor performance, and take remedial action when necessary;
- g) Design, plan and deliver a series effective engagement sessions for key representative bodies and communities in order that they are meaningfully involved in the work of the theme (sessions may include extended meetings, evening seminars and focus groups)

Membership

7. The membership of the Core Group is open to partners who receive significant public money to work towards the achievement of the outcomes in the SOA, as well as representatives of *key* partnerships within Scottish Borders who also make significant inputs.
8. The chairperson will attend the Borders Strategic Board and provide links and updates to other themes as appropriate.
9. The chairperson may call upon the advice of non-members as required. The Theme members, through the chairperson, may also invite non members to meetings and broader based sub-groups as required depending on the nature of the business to be discussed.
10. **Members representing other interested parties will keep those parties informed about the work of the Theme.** Members may nominate a substitute to attend meetings where necessary.
11. The Theme will meet as required (but at least 6 times per year) at a convenient location in the Scottish Borders area. It will agree an appropriate schedule of meeting dates and venues annually.

Agenda

12. The Chairperson will agree an agenda for the Theme meetings with advice from SBC and other partners. Members of the Theme will be actively encouraged to suggest agenda items. The agenda and the papers for the meeting will be issued 10 working days before the meeting.

13. All agendas, minutes and other papers presented to the Core Group and Extended Group will be available publicly and published on the New Ways website under the heading of “Strong and Safe Borders”.

Secretariat

14. The Secretariat for the Theme will be provided by the New Ways Co-ordinator.

The Secretariat will issue a minute of each Theme meeting to members within 10 working days of each meeting.

Decision Making

15. Decisions will be taken on a consensus basis. In the rare circumstances when a vote may be required, each partner organisation will have one vote only. The Chairperson will not hold any special voting rights, but will have the casting vote if required.
16. In view of the nature of the Theme, the Chairperson’s role shall be one of facilitating and running the Group meetings. The Chairperson will bring their expertise, knowledge and experience to the Group but will not unduly influence the work programme or decisions of the Group.

Commercial Interests

17. Before discussing items, Strong and Safe Borders members will declare any commercial interest they may have in said agenda item.

S Glendinning
Nov 2008