

**To: Renfrewshire Community Planning Partnership Board**  
**On: 15 February 2017**

**Report by:**  
**David Amos, Head of Policy and Commissioning, Renfrewshire Council**

**TITLE:**

**Community Planning and Asset Transfer Guidance**

**1. Summary**

- 1.1 Further guidance was published by Scottish Government in November and December 2016 regarding different aspects of the Community Empowerment (Scotland) Act 2015, relevant to Community Planning and Asset Transfer.
- 1.2 The Community Planning Guidance (Part 2 of the Community Empowerment (Scotland) Act 2015 provides a summary of expectations for community planning partnerships in achieving their purpose of improving outcomes and tackling inequalities. The summary of expectations is attached as Annex 1 to this report.
- 1.3 Detailed supporting guidance is also provided in terms of the principles of effective community planning, development of the Local Outcome Improvement Plan and Locality Plans.
- 1.4 Regulations in terms of Part 5 of the Community Empowerment (Scotland) Act 2015, regarding asset transfer, came into effect on 23 January 2017. The Scottish Government has published two sets of draft final guidance, one for “Relevant Authorities” and one for “Community Transfer Bodies”.
- 1.5 A link to the Community Planning Guidance, a plain English version of the Community Planning Guidance, a Statutory Instrument in relation to locality planning and Community Transfer Asset Guidance in relation to Relevant Authorities and Community Transfer Bodies is provided at section 3.5. Each Relevant Authority will require to consider the implications of the Guidance within its own organisation. Renfrewshire Council will present a paper on Asset Transfer to Council on 23 February 2017.

- 1.6 Although each individual Community Transfer Relevant Authority will require to take decisions on individual cases where asset transfer is requested by a Community Transfer Body, it is proposed that Renfrewshire community planning partners work together to share experience and best practice on asset transfer, in association with Renfrewshire Forum For Empowering Communities. It is proposed that a paper for developing a common approach by relevant authorities in Renfrewshire to asset transfers be submitted to a future meeting of Renfrewshire Community Planning Partnership Board or its successor Executive Group.

## **2. Recommendations**

- 2.1 It is recommended that Renfrewshire Community Planning Partnership Board:
  - (a) Note the provisions of the finalised Community Planning Guidance, to be implemented in the development of the Local Outcome Improvement Plan and associated Locality Plans for Renfrewshire.
  - (b) Note the final Asset Transfer Guidance for Community Transfer Bodies and draft final Asset Transfer Guidance For Relevant Authorities and ensure that guidance is considered within partner organisations.
  - (c) Agree that a paper be presented to a meeting of the Community Planning Partnership Board/Executive Group on developing a common approach by partners to asset transfer.

## **3. Background**

- 3.1 The Scottish Government issued finalised guidance on the Community Planning section of the Community Empowerment (Scotland) Act 2015 in December 2016. Further guidance was also issued for Community Transfer Bodies in November 2016 on Asset Transfer.
- 3.2 The community planning guidance sets out the principles of community participation and specific guidance on developing the Local Outcome Improvement Plan and Locality Plans.
- 3.3 The Asset Transfer guidance has separate guidance for “Community Transfer Bodies” i.e. community organisations seeking to take on an asset and “Relevant Authorities”, i.e. the statutory organisations releasing assets.
- 3.4 Renfrewshire Forum For Empowering Communities has previously considered the draft guidance on the Community Empowerment (Scotland) Act 2015. The Forum has a key role to play in ensuring that communities and the third sector throughout Renfrewshire have a strong voice and influence in the development of the Local Outcome Improvement Plans and Locality Action Plans and that the needs and aspirations of communities are understood by community planning partners in the development of these plans.

3.5 Links to relevant Scottish Government guidance documents in relation to community planning and asset transfer are:

<http://www.gov.scot/Publications/2016/12/8801> Community Empowerment Act  
Community Planning Guidance

<http://www.gov.scot/Publications/2016/12/4607/downloads#res511918> Community  
Empowerment Act Community Planning Guidance Plain English

<http://www.legislation.gov.uk/ssi/2016/364/made/data.pdf> Statutory instrument  
regarding locality planning

<http://www.gov.scot/Publications/2016/11/3688> Community Asset Transfer Guidance  
For Community Transfer Bodies

<http://www.gov.scot/Publications/2016/11/1889> Community Asset Transfer Guidance  
For Relevant Authorities

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## Summary of Expectations - Principles of Effective Community Planning

### **Community participation and co-production**

- The CPP and community planning partners work with community bodies to ensure that all bodies which can contribute to community planning are able to do so in an effective way and to the extent that they wish to do so.
- The CPP and community planning partners have a clear understanding of distinctive needs and aspirations of communities of place and interest within its area, as a result of effective participation with community bodies.
- Effective community participation informs decisions about the CPP's priorities, how services are shaped and resources deployed; this includes working with community bodies on co-production where these bodies wish to do so.
- Effective community participation informs how the CPP manages and scrutinises performance and progress, and how it revises its actions to meet its ambitions as a result of its performance management.
- The CPP embraces the principles of effective co-production which is aimed at combining the mutual strengths and capacities of all partners (including community bodies) to achieve positive change.

### **Tackling inequalities**

- The CPP has a strong understanding of which households and communities, both of place and of interest, in its area experience inequalities of outcome which impact on their quality of life.
- The CPP focuses its collective energy on where its partners' efforts can add most value for its communities, with particular emphasis on reducing inequalities.
- The CPP develops locality and thematic approaches as appropriate to address these, with participation from community bodies representing the interests of persons experiencing inequalities.
- The CPP should build the capacity of communities, particularly those experiencing inequality, to enable those communities, both geographic and of interest, to identify their own needs and opportunities; and support their efforts to participate effectively in community planning, including in the co-production of services.

### **Shared leadership**

- Partners demonstrate collective ownership, leadership and strategic direction of community planning.
- Partners use their shared leadership role to ensure the CPP sets an ambitious vision with and for local communities; the CPP involves all partners and resources that can contribute towards delivering on that vision; and that partners deliver on it.
- The CPP is clear about how they work with public service reform programmes (including health and social care integration and community justice reforms).

### **Governance and accountability**

- The CPP understands what effective community planning requires, and the improvement needs for it and its partners.
- The CPP and its partners apply effective challenge and scrutiny in community planning, built on mutual trust, a shared and ambitious commitment to continuous improvement, and a culture that promotes and accepts challenge among partners.
- The CPP organises itself in an effective way, which provides platforms for strong strategic decision-making and action, and effective scrutiny and challenge.
- The CPPs and partners can demonstrate, including to local communities through annual progress reports, how they are working effectively in partnership to improve outcomes as part of how they are held to account.

### **Understanding of local communities' needs, circumstances and opportunities**

- The CPP has a strong understanding of its local areas, including differing needs, circumstances and opportunities for communities (geographical and communities of interest) within its area.
- This understanding is built on appropriate data and evidence from partners and community perspectives flowing from effective community engagement. Focus on key priorities.
- The CPP uses its understanding of local needs, circumstances and opportunities to establish a clear and ambitious vision for its area and identify local priorities for improvement.
- The CPP is clear about the improvement it wishes to make locally in terms of better outcomes for specific communities, reducing the gap in outcomes between the most and least deprived groups and improving long term sustainability of

public service provision.

- The LOIP places a clear emphasis on identifying local priorities which focus on how the CPP will add most value as a partnership to improve outcomes and tackle inequalities, and the CPP targets activities around these priorities. Focus on prevention.
- The CPP and partners plan prevention and early intervention approaches as core activities which help people and communities to thrive and contribute to addressing poor outcomes and improving long term sustainability of public service provision.
- The CPP places strong emphasis on preventative measures to achieve ambitious long term improvement goals on the local outcomes it prioritises.
- CPP partners provide resources required to support preventative measures to the scale required to fulfil these ambitions.
- The CPP works with local communities and uses a close understanding of local needs, circumstances and opportunities to design services and focus resources to where it has greatest preventative benefit.

### **Resourcing improvement**

- The CPP and its partners understand how their collective resources are supporting shared local priorities, and whether together these are sufficient and the right resources to enable the CPP to meet its improvement targets.
- Partners demonstrate strong shared leadership by working with other bodies to use collective resources in more effective and efficient ways to improve outcomes and reduce inequalities.
- Partners deploy sufficient resource to meet agreed ambitions for the CPP's local priorities.
- Partners align their collective resources in ways which support its local priorities effectively and efficiently.
- The CPP and its partners keep under review whether partners' deployment of resources remains appropriate for meeting its ambitions, and take corrective action where necessary.

### **Effective performance management**

- The CPP has a deep-rooted commitment to continuous improvement.
- The CPP has effective processes and skills to understand and scrutinise performance.
- The CPP acts wherever appropriate to improve performance in light of this understanding and scrutiny.