

Local Government in Scotland Act 2003: Community Planning – further developments

Date of meeting 4 June 2004

Date of report 25 May 2004

Report by Director General

1. Object of report:

To set out proposals for participation in community planning further to the arrangements agreed by the Authority at its meeting of 3 October 2003.

2. Background:

The Authority is required under the terms of the Local Government in Scotland Act 2003 to participate in community planning. All member councils have now set up community planning partnerships (CPPs), many with a number of associated sub-groups. The Authority has been asked to attend a number of these groups on a regular basis, which would not be sustainable within current staff resources. At its meeting of 3 October 2003, options were considered for participation by the Authority in these groups. It was agreed that at an operational level the Passenger Transport Executive would discharge the community planning duty on behalf of the Authority, and that for the time being active participation would be focused on strategic partnerships, in particular Westrans. The secretary to the Authority wrote to all the councils on 15 December 2003 outlining a proposed framework for the PTA to engage in community planning and that it had been agreed that consideration should be given to allocating a budget of £60,000 for 2004/05 to support a greater level of participation. This budget has now been approved and this report puts forward proposals for enhanced arrangements for participation.

Proposals for enhancing the level of SPT's engagement in community planning have been drawn up by the Policy Development Manager. They have been informally discussed with officers from four councils, the Manager of the Westrans support unit and staff within the SPTE. They are presented in this report for approval by the Authority as the basis for formal consultation with each of the community planning partnerships.

SPT representatives have attended Community Planning Core Partnership meetings in some council areas on an informal basis following requests where they have outlined the proposed arrangements whilst explaining that the proposals would be subject to consideration by the Authority. The proposed arrangements are presented in this report.

3. Objective of participation in community planning:

It is proposed that the Authority should recognise the potential benefits of participation in community planning partnerships in advancing its core purpose of promoting the greater use of public transport. The proposed objectives of participation are:

- To promote greater use of and accessibility by public transport through collaboration with community planning
- To meet the obligation on the Authority under the Local Government in Scotland Act relating to the requirement to engage in Community Planning, on a basis which is sustainable within the resources currently available to the Authority.

The arrangements proposed would be based on a number of underlying principles:

- Promoting greater use of and accessibility by public transport needs the engagement of a wide range of bodies beyond SPT and the operators: local roads authorities, local planning authorities (green travel planning), major transport generators (health authorities, schools, FE and HE institutions, leisure and retail operators) and major employers (including the principle Community Planning partners as employers).
- SPT should set the pace in promoting public transport, reaching beyond its own direct functions.
- Community planning is a two way street: it provides an opportunity to place public transport on the central policy agenda of other partner bodies as well as placing SPT under an obligation to support the wider objectives of CPPs.
- Community planning offers a channel to engage indirectly a wider community of local groups in promoting the greater use of public transport.
- SPT should demonstrate its capacity for working with community planning partners within its area as a key strand in its argument for the retention of a regional public transport agency.
- SPT should seek access to additional funding from the Scottish Executive (directly or through collaboration with local councils) for new activities aimed at promoting a cultural shift in attitudes to public transport through collective action with the wider community planning partnerships.
- Engagement in community planning should not divert SPT resources from core operational management or strategic development work and should not undermine the Authority's statutory authority and duties.
- Work undertaken with CPPs should be carried out jointly with council transport planning officers.

4. Proposed basis of participation in community planning partnerships:

The arrangements proposed would have four components:

- A **protocol** should be drawn up setting out what community planning partnerships can expect of the SPT, and what SPT would expect of the partnership (a template is annexed to this report)
- SPT should undertake to arrange for a senior elected member and senior officer to **attend one central partnership meeting a year** in each area. These should be linked to the presentation of a strategic review of public transport issues in the area to set the context for agreement on high level collaborative actions to promote the

use of public transport (see next point). Ideally the Chair or a Vice-Chair should attend these meetings along with a senior officer. Attendance at other meetings would generally be limited to staff in a substitute capacity and would depend on agendas.

- **Area strategic reviews** should be compiled annually for each council area. SPTE and local council staff should draw these up jointly. They should be based on a common framework (see next point), and focus on higher level issues which may be the basis for deepening the commitment by the community planning partners to promoting the use of public transport. The reviews should feed into local transport programmes and projects, local transport strategies (depending on future requirements for these), and community plan action plans, promoting the use of public transport and improving accessibility.
- SPTE should draw up a '**Public Transport Advice Note**' which would firstly review the full range of measures which may be taken to promote the use of and accessibility by public transport by all community planning partners and other bodies in the community and secondly set out a framework for the area reviews. It could become the first of a series of advice notes focusing on different aspects of the promotion of public transport, and targeted on different audiences. Consideration might be given to seeking funding from the Scottish Executive.

5. Implications for SPTE management and resources:

The proposed actions would draw on the SPTE's current activities in managing its core services, relating them to community planning, but not diverting resources. In particular it would be expected that:

- Any operational issues arising at community planning partnership meetings attended by SPT representatives would not be resolved at CPP meetings, but would be referred for resolution through normal operational liaison arrangements.
- Any strategic issues would be taken forward through joint projects or collaboration through local transport strategies and programmes.
- SPT would work with council staff in the development of action plans relating to transport issues.

The new commitments would be:

- Preparation of the proposed protocols. It is suggested that these could be drawn up through a series of consultation meetings with each council following approval of the proposed framework as a formal proposal.
- Attendance by a senior elected member and a senior officer at one meeting a year.
- Preparation of the first Public Transport Advice Note. Establishing a series of subsequent advice notes may depend on raising the additional funding.
- Preparation of annual strategic reviews for each area. This could be undertaken within the resource, which the SPTE is planning to allocate for engagement in community planning. The process will also build on the established liaison between

transport staff in local councils and technical and professional staff from all the SPTE's departments.

As the process is rolled out it may become apparent that SPT should review some of its operational policies. But the process would result in policies which systematically reflect a shared view of needs and priorities in promoting greater use of public transport.

6. Implementation

If the proposed arrangements are agreed by the Authority, implementation will involve:

- Bilateral consultation meetings with officers of each member council to draw up protocols specific to each community planning partnership based on the template attached to this report, and presentations to community planning partnership groups if requested.
- A workshop as the starting point for compiling the proposed Public Transport Advice Note. The preparation of this note may require engaging external assistance, but the substance will draw on the experience of the SPTE's own staff and the staff of member councils.
- A workshop for officers involved in the co-ordination of community planning partnerships and representatives of other core partner organisations to assist in building the wider partnership perspective into the preparation of the Advice Note and subsequent area reviews.
- Preparation of strategic reviews for each area in collaboration with staff from member councils. These would be programmed for completion over the first two years. It is envisaged that the documents would be brief summaries of current issues and possible improvements in facilities and services drawing on existing information – they would not be based on new surveys. But analysis of accessibility will be undertaken using analytical tools now available, linked to the Strathclyde Integrated Transport Model (SITM).
- Draw up a schedule of attendance at community planning core partnership meetings over the first year.

7. Consequences:

Policy consequences:	The strategic reviews for each area and high level commitments to future action envisaged will assist the SPTA in delivering its core business objectives.
Legal consequences:	Ensure compliance with the requirements of the Local Government in Scotland Act 2003.
Financial consequences:	The additional costs of implementing the proposals will be covered by the approved budget for 2004/05.
Personnel consequences:	One post for a Community Planning Officer who will assist in implementing the proposals will be advertised. The requirement for additional staff recruitment within the budget allocated will be considered once initial

Social inclusion
consequences:

experience of the tasks involved has been gained.
The strategic reviews for each area will include
consideration of public transport services needed to
support Social Inclusion.

8. Recommendations:

The Authority is asked to:

- a. **approve** the proposed arrangements for enhancing the level of the Authority's participation in Community Planning Partnerships as set out in the report as the basis for formal consultation with each Community Planning Partnership
- b. **agree** to invite the Authority to approve the general terms of the protocol with community planning partnerships set out in this report and to delegate to the Secretary of the Authority, in consultation with the Director General, to agree the specific terms applicable to each community planning partnership.
- c. **note** that a further report on the outcomes of formal consultation with each community planning partnership will be submitted to the Authority in due course; and
- d. **note** that the proposed Public Transport Advice Note will be submitted to the Authority for approval in due course.

Name: Malcolm Reed

Title: Director General

For further information, please contact:

Hilary Howatt , Policy Development Manager, on
0141 333 3124.

Annex

Draft points for Protocol

Draft heads of terms for protocols with each Community Planning Partnership.

The protocols will set out:

- What community planning partnerships (CPPs) can expect of the SPT
- What the SPT will expect of the CPPs

SPT undertakings would include

- Attendance by the Chair, Vice Chair or a senior officer at one CPP meeting per year
- Active participation in drawing up Local Transport Strategies
- Maintenance of effective liaison on operational issues (contact arrangements should be specified for each area)
- Preparation jointly with Council officers of a strategic review for each area, updated annually, for presentation jointly with a Council representative at the CPP meeting attended by an SPT representative
- Preparation jointly with Westrans of a Public Transport Advice Note to assist the CPP in promoting greater access to and use of public transport

CPP undertakings would include

- Programming an annual agenda item on public transport at core CPP meetings
- Recognition of public transport issues by all members of the CPP and the role of other partner bodies in promoting use of public transport
- Recognition of existing regular liaison arrangements between SPT and the LA and other partner bodies (no duplication)
- Responsibility for ensuring conformity between the community plan and relevant transport strategies
- Providing an interface with local communities on public transport issues in the context of the community plan (subject to liaison between Council and SPT officers through normal channels)
- Inviting SPT to participate in relevant externally funded programmes such as Better Neighbourhoods and Quality of Life.