



## Terms of Reference

### Roles, remit and membership

This section explains the role of each part of the partnership structure. Theme groups may alter over time, in response to changing priorities.

The partnership is unincorporated, which means it has no legal powers in itself. It has the common bond of the Local Government in Scotland Act 2003 and the duties and powers within that act. The real value of the partnership is the power and responsibility each partner takes to the table to work together for the shared objectives of the Community plan.

### Shetland Partnership

Under the Local Government in Scotland Act 2003, a local authority has to establish a Community Planning Partnership, made up of all the relevant public, private, voluntary and community bodies in its area.

The role of the Shetland Partnership is to support and enhance community planning with particular regard for community engagement and partnership working.

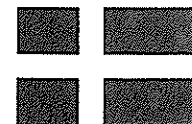
The partnership also brings together those involved in working towards the outcomes of the community plan, to provide an effective link between strategic direction and coordinated planning.

The partnership plays a key role in meeting the purpose of the Community Plan:  
'To work together and with communities to make Shetland a place where people want to live, because of our quality of life, employment opportunities, our strong sense of community and our stunning environment.'

### Remit

The Shetland Partnership will:

- Look after the interests of Shetland, promote Shetland and promote change
- Engage in and discuss emerging priorities and needs drilling down into local issues taking into account national issues.
- Share and develop best practice
- Act as a method of communication between the theme groups and sub-groups to ensure improved joint working, better delivery of shared outcomes and further development of the SOA
- Champion partnership working and lead by example
- Contribute to and support the work of the Board and Performance Group
- Contribute to and support the delivery of the SOA
- Receive annual update on progress on delivery of SOA



## Membership

The partnership does not have a fixed membership and summits are open to anyone involved in community planning at a strategic or thematic level, in local community planning or in a support role. Its members are:

### Statutory Partners

- |                            |   |
|----------------------------|---|
| • Shetland Islands council | Highlands & Islands Fire and Rescue Service |
| • NHS Shetland             | HIE Shetland                                |
| • Northern Constabulary    | ZetTrans                                    |

### Non-statutory partners

- |  |  |
|--|--|
| Care Commission  | Scottish Ambulance Service                           |
| Childcare and Pre-School Provider<br>(private, public and voluntary) | Scottish Civic Trust                                 |
| Citizen's Advice Bureau  | Scottish Environmental<br>Protection Agency          |
| Community Alcohol and Drugs Team                                     | Scottish Natural Heritage                            |
| Community Energy Scotland  | Shetland College                                     |
| Crown Office and Procurator Fiscal's Service                         | Shetland Amenity Trust                               |
| Department of Work and Pensions                                      | Shetland Arts  |
| Disability Shetland  | Shetland Charitable Trust                            |
| Energy Saving Trust  | Shetland Pre-School Ltd                              |
| Family Mediation   | Shetland Recreational Trust                          |
| Historic Scotland  | Shetland Children's Reporter and<br>Children's Panel |
| Hjaltland Housing Association  | Shetland Youth Information<br>Service                |
| Lerwick Port Authority   | Skills Development Scotland                          |
| KIMO   | Victim Support Shetland                              |
| Maritime and Coastguard Agency                                       | Visit Shetland                                       |
| Promote Shetland   | Voluntary Action Shetland                            |
| North Atlantic Marine Centre   | Women's Aid  |
| Royal Society for the Protection of Birds                            |  |
| Shetland communities and community groups                            |  |

Shetland's Community Plan details the purpose, objectives and outcomes of the Shetland Partnership. The outcomes link to the achievement of national outcomes in the Single Outcome Agreement 2012-2015.

## Chair

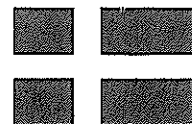
The Chair of the Board will chair the partnership summit. The Chair will have responsibility for the theme of the summit and for developing and leading the summit.

## Schedule

The Shetland Partnership will hold summits at least once per year

## Reporting

The Shetland Partnership will make a report of the summit publically available



## Shetland Partnership Board

The role of the Board is to set the strategic direction for community planning in Shetland.

### Remit

The Board will:

- Set strategic direction and develop a shared purpose and joint priorities in the form of the Community Plan
- Progress Shetland-wide policy and political discussion
- Discuss and influence national policy
- Enable the targeting of public sector resources towards shared outcomes
- Explore and make the most of opportunities for joint working between partners where changes would lead to improved outcomes and efficiency
- Cross influence different agendas and individual organisational plans, by challenging the work of partnerships and assisting by moving work forward
- Provide political and organisational leadership
- Champion community planning and ensure ownership amongst and within partner organisations
- Be responsible for community engagement through the work of the community engagement network
- Co-ordinate corporate and partnership activity in support of community planning
- Direct the priorities and spending decisions of the partnership in line with the SOA
- Carry out an annual review of Board progress and membership

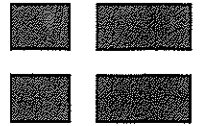
### Membership

The membership of the Board will include representatives from the main providers of local services who will be key decisions makers and chief officers: -

1. Leader and Chief Executive of Shetland Islands Council
2. Chair and Chief Executive of NHS Shetland
3. Member Northern Joint Police Board *(to be reviewed as local Police & Fire Reform arrangements develop)*
4. Member Highlands and Islands Fire Board *(to be reviewed as local Police & Fire Reform arrangements develop)*
5. Chair of ZetTrans
6. Chair and Chief Executive of Shetland Charitable Trust
7. Chair and Chief Executive of Voluntary Action Shetland
8. Chair of the Performance Group
9. ASCC nominee
10. Business rep(s)
11. Youth reps

### In attendance

12. Scottish Government
13. Executive Manager – Community Planning & Development, Shetland Islands Council
14. Executive Manager – Performance & Improvement, Shetland Islands Council
15. Senior Officers and chairs of thematic groups or sub-groups as invited



Board membership is as listed above, and members should not delegate Board membership or arrange substitute members within partner organisations

#### **Chair**

A partner organisation of the Board will chair the Board on a rotating basis. The Chair will rotate on an annual basis.

#### **Schedule**

The Board will meet at least four times per year

#### **Reporting**

The Board will report progress to the Scottish Government, The Shetland Partnership and the Shetland community annually. The Board will set dates for their meetings on an annual basis; meetings will be advertised and open to the public and press. The Board will make the minutes of their meetings publically available.