

**Governance Group**

**Tuesday, 1st April 2025**

**10.00am – 12.00pm**

**TEAMS Meeting**

**MEETING NOTE**

## 1. Welcome and Apologies

## Apologies from: Simon Davie, Angela Lamont, Fiona Wilson, Emma Brown

## 2. Matters Arising

Lesley Brown reviewed the previous meeting’s action points, noting ongoing work on the Residents Survey and the Active Travel Community Fund.

Maureen Allan raised a query about the availability of the Community Fund to support local transport in Macmerry. Toby Renouf confirmed he would contact Rebecca Smith to obtain and circulate further details.

Caroline Rodgers acknowledged she had not yet followed up with the Improvement Service regarding alternative community engagement approaches and committed to doing so.

Maureen Allan reminded the group that she, Caroline, and Emma Brown had agreed to collaborate on this, and they committed to coordinating their work.

**Actions:**

* **Toby to contact Rebecca Smith to obtain details from SESTRAN**
* **Caroline to follow up with Improvement Service**

## 2a. Strategic Needs Assessment Working Group Update (Toby Renouf)

Kalonde Kasengele noted alignment between the Strategic Needs Assessment (SNA) and the Joint Strategic Needs Assessment, highlighting the opportunity to tailor and jointly approach analysis. The final version of the Joint SNA is due soon, and efforts will be made to ensure integration of relevant data.

## 3. Update and Reflections on the Improvement Service Session (Caroline Rodgers)

Caroline Rodgers summarised the session held with the Improvement Service and partners. The East Lothian CPP governance group performed relatively poorly in the self-assessment compared with 20 other CPPs, but the session was seen as constructive and a catalyst for improvement. Key areas for development included:

* Enhancing community engagement so community voices influence partnership decisions.
* Clarifying how elected Members and community representatives engage with the CPP leadership.
* wo priority actions were agreed, with action plans, leads, outcomes, and timescales assigned. Caroline Rodgers committed to beginning discussions with Council administration about elected Member involvement on 7 April.

A wider discussion followed:

* Maureen Allan proposed reintroducing a revised ‘compact agreement’ to formalise expectations of partnership working, increase transparency, and ensure shared accountability. She offered to update the previous draft in collaboration with Lucy Higginson and present it at the next meeting.
* Lesley Brown suggested a rebranding of the Governance Group to better reflect its purpose, e.g. 'CPP Board'.
* Lucy Higginson and others supported clearer and more accessible communications, such as regular updates.
* Ashley Goodfellow raised the interconnectedness of improvement areas and advocated for elected Member visibility, consistent partner involvement, and structured inductions.
* Benjamin Leathes noted the need for clarity in the CPP’s structure and subgroup reporting, and offered reflections from recent experience with community safety and justice work.
* David Hood suggested reviewing Health and Social Care Partnership diagrams and offered to share these with Caroline and Toby to inform structural mapping.
* Kalonde Kasengele emphasised the need for structure diagrams, values-led operations, and public health input to evaluate future changes. He highlighted that the partnership must hold members accountable for attendance and participation.
* Jamie Baker commented on differing levels of partner engagement and suggested that stakeholder mapping could clarify participation routes and expectations.
* Lesley Brown proposed forming a short-life working group to coordinate governance improvements. Caroline Rodgers volunteered to lead, with support from Toby Renouf. David Hood agreed to liaise with Paul Currie on diagram sharing.
* Toby Renouf confirmed he had begun mapping the CPP structure. He will share a draft diagram for feedback.
* It was agreed that partner organisations should be consulted on their preferred involvement routes.
* There was broad consensus that the CPP should be a decision-making body, not just a forum for updates.
* Lucy Higginson and Toby Renouf suggested implementing a formal process for agenda submissions and decisions, clarifying expectations for presenters.
* The group agreed to review standing agenda items and to limit future agendas to allow space for substantial governance discussions.  
    
  **Actions:**
* **Caroline Rodgers to consult Council administration about elected Member involvement (7 April)**
* **Maureen Allan to revise and share a new version of the compact agreement, working with Lucy Higginson.**
* **Lucy Higginson to share the participation and engagement strategy with Maureen Allan.**
* **Caroline Rodgers and Toby Renouf to review Health & Social Care diagrams and integrate into CPP structure mapping.**
* **Caroline to lead a short-life working group (with Toby’s support) to progress governance improvements.**
* **Toby to share the draft governance diagram for feedback.**
* **All partners to reflect on and clarify roles within the CPP, especially in relation to statutory duties.**
* **Review standing agenda items before the next meeting.**

4. Community Planning Partnership Governance

The group reviewed the summary governance document prepared by Toby Renouf. Lesley Brown led a detailed review of its sections:

* What is Community Planning: Broad agreement that the description is helpful. Ashley Goodfellow stressed partnership action should focus on collective challenges rather than duplicating individual agencies’ work.
* Legislative Basis: Useful to include statutory responsibilities to guide partner engagement. Maureen Allan highlighted that TSIs, while not statutory partners, should be recognised for their contribution. This was supported by Lesley Brown.
* Partnership Membership: Caroline Rodgers noted infrequent attendance by some listed partners (e.g. Scottish Enterprise, SDS, NatureScot). Lucy Higginson suggested future LOIP priorities could help clarify required partner engagement.
* Structure and Reporting: Jamie Baker advised partners often engage at subgroup level and don’t always need to attend CPP governance meetings. Stakeholder mapping was agreed as a priority. Kalonde Kasengele emphasised the need for dialogue with absent statutory partners rather than making assumptions about their roles.

Purpose and Accountability: Lesley Brown reaffirmed the CPP’s purpose and the need to commission work from subgroups and align strategic planning. The group agreed that reporting mechanisms between groups must improve, with consistent updates feeding into CPP oversight.

* Decision-Making and Agenda Process: General consensus that CPP should function as a decision-making body. Lucy Higginson and Toby Renouf proposed clearer processes for submitting agenda items. Lesley Brown agreed a future meeting should define standard agenda items. Kalonde Kasengele recommended clarifying decision-making powers, introducing templates for submissions, and addressing voting procedures.

Actions:

* **Stakeholder mapping to be completed.**
* **Groups to clarify reporting lines and accountability.**
* **Future CPP meetings to discuss rebranding, potential renaming, and clearer identity.**
* **Consider standardising presentation formats and decision templates. Identify routes for CPP updates to be shared with elected Members and other governance structures.**

## 5. LOIP Written Update

A written update was included in the papers. No questions followed.

## 6. Community Wealth Building Written Update

A written update was included in the papers. No questions followed.

## 7. Updates from Partners by Exception

No additional updates were raised under this item.

## 8. Any Other Business

Lesley Brown asked that partners please confirm attendance for future meetings to help plan around attendance.

## Date of Next Meeting

Wednesday 2nd July 10:00-12:00pm