

EAST AYRSHIRE

**COMMUNITY PLANNING JOINT OFFICERS' / LEAD OFFICERS' GROUP
27 APRIL 2010**

COMMUNITY PLANNING UPDATE

Report by the Chief Executive, East Ayrshire Council

1. PURPOSE OF REPORT

- 1.1 To update the Joint Officers' Group (JOG) and Lead Officers on developments in relation to Community Planning.

2. JOINT OFFICERS' GROUP WORKPLAN

- 2.1 Attached at Appendix 1 for consideration is the 2010/11 JOG Workplan.
- 2.2 Members are asked to consider the 2010/11 workplan and identify additional issues/actions, as required.

3. COMMUNITY PLAN FOUR YEARLY REVIEW

- 3.1 At its meeting of 26 November 2009, the Community Planning Partnership (CPP) Board endorsed the Community Plan Four-yearly Review process.
- 3.2 Stage 1 of the process from January to June 2010 comprises a comprehensive review of the Community Plan, including the Vision, Aims, Aspirations, Strategic Priorities and Themes. This involves wide-ranging engagement with the Partner Agencies, Elected Members, the voluntary sector and the wider community.
- 3.3 Progress to date is as follows:
- A Chief Officers' Seminar was convened on 19 January 2010 affording the opportunity for Chief Officers to contribute to the Review, consider emerging agendas and, importantly, consider, the challenges presented to the CPP and individual organisation by the wider economy, and how enhanced partnership working can help address these challenges.
 - A consultation document on the Four-yearly Review was issued to Residents' Panel on 1 April 2010.
 - An online survey aimed at East Ayrshire Residents and the staff of partner organisations is available on the Community Planning website, the Council's website and Intranet, and Kilmarnock College website.
 - Consultation materials have been made available in libraries and Local Offices across East Ayrshire.
 - An Elected Members' Seminar is scheduled for 29 April 2010 to afford them the opportunity to fully engage in the Community Plan Four-yearly Review and consider both strategic and thematic priorities.

- The Local Community Planning Forum for 11 May 2010 will focus on the Four-yearly Review.

3.4 Arrangements are currently being made to engage young people and equalities groups in the process.

3.5 JOG members and Lead Officers are requested to promote awareness of the Community Plan Four-yearly Review within their organisations and encourage those who live and/or work in East Ayrshire to participate in the process by completing the online survey.

3.6 Consultation/engagement will be completed by end May 2010.

3.7 As agreed at the JOG meeting of 23 February 2010, a JOG development session will be convened on 3 June 2010 to allow JOG members and Lead Officers to consider in depth the outcome of consultation activity and make recommendations to the CPP Board in respect of the strategic priorities/high level outcomes.

4. PARTNERSHIP ASSESSMENT SCORECARD

4.1 The Partnership Assessment Scorecard (PAS) exercise 2010 was implemented on 18 March 2010 to allow the effectiveness of partnership working through Community Planning in East Ayrshire to be measured.

4.2 A robust return is important to allow comparison with the PAS 2009 results. Partners are requested, therefore, to encourage nominated participants in the PAS exercise within their organisation to respond.

4.3 An update on the issues arising from the 2010 PAS exercise will be presented to the Community Planning and Partnership Board meeting on 24 June 2010.

5. LOCAL COMMUNITY PLANNING FORUMS

5.1 The next meeting of the Local Community Planning Forums will be a joint meeting on Tuesday 11 May 2010 in the Park Hotel, Kilmarnock. The focus of the meeting will be the Community Plan Four-yearly Review, in particular reviewing the Aims of the current Community Plan and identifying strategic priorities/high level outcomes for the revised Community Plan and associated Action Plans for the period 2011 to 2015.

5.2 JOG Members are requested to ensure that a range of operational staff from partner organisations participate, as appropriate, in the Forum meeting.

6. ELECTRONIC PERFORMANCE MANAGEMENT SYSTEM

6.1 It is anticipated that the Council's Electronic Performance Management System (EPMS) will provide effective and accurate performance information in respect of the Community Plan and the East Ayrshire Community Planning Partnership Single Outcome Agreement (SOA).

6.2 Consequently, as JOG members will recall from previous discussion of the EPMS, it is the intention that Community Planning Partners will have access to the system through a secure web portal with defined users, Scorecards for key staff, and a

Partnership reporting protocol. This will involve training for Partners' staff on data input, entering analysis, and running reports.

- 6.3 It is now time to consider how the partnership element of the system will be taken forward; therefore, JOG members are requested to nominate appropriate individuals to be involved in discussions with the Council's Best Value section, which has responsibility for the EPMS, in respect of how this can be progressed most effectively. Nominations in this regard should be forwarded to Helen Sinclair, Community Planning Officer, at helen.sinclair@east-ayrshire.gov.uk by Tuesday 11 May 2010.

7. RECOMMENDATIONS

7.1 The Joint Officers'/Lead Officers' Group is requested to:

- i) consider and agree the JOG Workplan 2010/11;
- ii) note progress to date in respect of Stage 1 of the Community Plan Four-yearly Review and encourage participation in the online survey;
- iii) note that a JOG development session will be convened on 3 June 2010 to allow consideration of the outcome of consultation activity and development of recommendations to the CPP Board in respect of the strategic priorities/high level outcomes;
- iv) encourage nominated participants in the PAS exercise within their organisation to respond;
- v) ensure that a range of operational staff from partner organisations participate, as appropriate, in the Local Community Planning Forum meeting on the Community Plan Four-yearly Review;
- vi) nominate appropriate individuals from their organisations to be involved in discussions with the Council's Best Value section, in respect of how the partnership element of the Electronic Performance Management System can be progressed most effectively; and
- vii) otherwise note the content of the report.

Fiona Lees
Chief Executive
East Ayrshire Council
19 April 2010



COMMUNITY PLANNING PARTNERSHIP SERVICE PLAN

JOINT OFFICERS' GROUP WORK PLAN 2010/11

JOINT OFFICERS' GROUP WORKPLAN 2010/11 AIMS AND ACTIONS

- AIM 1: To ensure the effective implementation of Community Planning activity and CPP Board priorities**
- Action 1.1 Ensure the effective implementation of the Community Plan Four-yearly Review
- Action 1.2 Ensure the effective implementation and reporting of the Community Planning Partnership Single Outcome Agreement
- Action 1.3 Further develop shared premises and shared management arrangements
- Action 1.4 Further explore opportunities for shared services, aligned and shared budgets
- Action 1.5 Continue to raise awareness of Community Planning and staff roles in relation to the Community Plan across Partner agencies
- Ensure that staff in all Partner agencies are aware of the content and relevance of the Community Plan in relation to their remit
 - Build organisational capacity in Partner agencies
- Action 1.6 Ensure a continued, effective and appropriate role for Elected Members/Partner Agencies in the Community Planning process.
- AIM 2: To ensure effective performance reporting**
- Action 2.1 Streamline Community Planning performance reporting
- AIM 3: To ensure effective partnership working**
- Action 3.1 Implement the findings of the annual Partnership Assessment Scorecard (PAS) exercise
- Action 3.2 Implement the Partnership Assessment Framework
- Continue to rationalise plans, strategies and structures
- AIM 4: To ensure effective joint community consultation and engagement**
- Action 4.1 Ensure the effective operation of the Local Community Planning Forums
- Action 4.2 Ensure ongoing and effective consultation with and the ongoing engagement of representative organisations in the Community Planning process
- Action 4.3 Utilise the Residents' Panel effectively
- AIM 5: To ensure a co-ordinated approach to sourcing, analysing and disseminating data and statistical information**
- Action 5.1 Continue to source and analyse information/data to allow the impact of Community Planning to be measured and to inform service delivery
- Action 5.2 Further enhance joint systems for data collection, management, analysis and dissemination of key statistics, and the commissioning of research
- AIM 6: To ensure a robust approach to risk management**
- Action 6.1 Maintain and monitor a Community Planning Risk Register

AIM 1: To ensure the effective implementation of Community Planning activity and CPP Board priorities.			
ACTION 1.1	TARGET	TIMESCALE	LEAD PARTNER
Ensure the effective implementation of the Community Plan Four-yearly Review	Strategic priorities reviewed and high level outcomes agreed Community plan and related Action Plans update and fit for purpose	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11
Community Plan/Community Plan Review Supplement in place Thematic Action Plans 2009-2011 operational CPP Board and related operating arrangements	Effective consultation and engagement with the community and voluntary sectors, the business community, Council/Elected Members and Partner Agencies in the four-yearly review process High level strategic priorities and outcomes reviewed and updated Review of national and local policy context implemented Review of operating arrangements implemented and structures continue to be fit for purpose Community Plan Review Supplement updated Community Plan Action Plans updated Single Outcome Agreement updated Outcome Based Planning implemented	Community Plan and related documentation sets the strategic direction for the East Ayrshire area	Progress in consultation / engagement activity in respect of Four-yearly Review as follows: <ul style="list-style-type: none"> • Chief Officers' Seminar implemented 19.01.10 • Consultation document issued to Residents' Panel 1 April 2010 • Online survey for East Ayrshire Residents and staff of partner organisations live from 1 April 2010 • Consultation materials made available in libraries and Local Offices across East Ayrshire • Elected Members' Seminar scheduled for 29 April 2010 • Local Community Planning Forum session on 4-yearly Review scheduled for 11 May 2010

* Progress against planned outputs is highlighted in white on black for ease of reference.

ACTION 1.2	TARGET		TIMESCALE	LEAD PARTNER
Ensure the effective implementation of the Community Planning Partnership Single Outcome Agreement	<p>An increase in joint planning and resourcing of common priorities</p> <p>An increase in the effective management and reporting against planned outcomes</p>		2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
<p>Community Planning Single Outcome Agreement (SOA) developed and signed off by Scottish Government</p> <p>Fairer Scotland Fund resources allocated in line with strategic priorities</p> <p>Updated SOA endorsed by Cabinet/CPP Board and Scottish Government</p> <p>2008/09 Annual Performance Report prepared and endorsed</p> <p>2008/09 Improvement Plan prepared and endorsed</p>	<p>Community Plan and SOA reporting procedures rationalised</p> <p>Consolidated annual report prepared</p> <p>Annual performance report prepared and endorsed</p> <p>Menu of indicators reviewed and SOA updated, as appropriate</p> <p>Annual review process implemented</p> <p>SOA updated in response to Four-yearly Review of Community Plan</p>	<p>Strategic response to ensuring a good quality of life for the residents of East Ayrshire</p>	<p>To facilitate the rationalisation of reporting, new templates prepared to include annual reporting requirements for Community Planning and SOA for 2009/10 onwards</p>	

ACTION 1.3		TARGET	TIMESCALE	LEAD PARTNER
Further develop shared premises and shared management arrangements		Maximisation of resources and improvement of service delivery through shared premises and shared management arrangements	Ongoing	JOG/Co-location Board/Shared Services Group
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Range of co-location initiatives established: <ul style="list-style-type: none"> • Dalmellington Area Centre • Drongan Resource Centre • Rankinston Health Centre • North West Kilmarnock Area Centre • Stewarton Area Centre 	Further co-location opportunities identified Opportunities for shared budgets/management arrangements to be explored	Shared management opportunities maximised Opportunities for shared budgets maximised	Crosshouse Resource Centre completed	

ACTION 1.4		TARGET	TIMESCALE	LEAD PARTNER
Further explore opportunities for shared services, aligned and shared budgets		Maximisation of resources through shared services	Ongoing	JOG/Shared Services Group
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS 2010/11	
Range of shared services/shared purchasing arrangements/areas of joint activity in place	Shared training opportunities identified and implemented Further opportunities for shared services explored	Resources maximised and service delivery improved through shared services		

ACTION 1.5	TARGET		TIMESCALE	LEAD PARTNER
<p>Continue to raise awareness of Community Planning and staff roles in relation to the Community Plan across Partner agencies</p> <p>Ensure that staff in all Partner agencies are aware of the content and relevance of the Community Plan in relation to their remit</p> <p>Build organisational capacity in Partner agencies</p>	<p>Mainstreaming of community planning practice and principles within all Partner organisations</p>		<p>Ongoing</p>	<p>JOG</p>
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
<p>Range of topic specific 'A Quick Word Abouts' documents produced and circulated</p> <p>Community Planning Bulletin distributed</p> <p>Community Planning website reviewed and updated</p> <p>Series of 'The Work That You/We/They Do' booklets developed and circulated</p>	<p>Topic specific 'A Quick Word About' documents prepared and circulated</p> <p>Community Planning Bulletins produced and distributed</p> <p>Community Planning website reviewed and updated</p> <p>Themed events organised addressing crosscutting issues</p>	<p>Community Planning practice mainstreamed within all Partner organisations</p>	<p>Range of background information prepared to facilitate the Four-yearly Review</p> <p>Case Study material in respect of Community Planning and Equalities available on Community Planning website</p>	

ACTION 1.5		TARGET	TIMESCALE	LEAD PARTNER
Ensure a continued, effective and appropriate role for Elected Members and partner agencies in the community planning process		Continued effective governance of Community Planning	2010/11	JOG
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
<p>New CPP Board decision and operating arrangements implemented April 2008</p> <p>Decision and operating arrangements reviewed 1 year on and confirmed 'fit for purpose'</p> <p>The Leader of the Council chairs the Community Planning Partnership Board</p> <p>Elected Members/Partner agencies participating in Local Community Planning Forums</p> <p>The Council's Cabinet and Governance and Scrutiny Committee review CP Performance on an annual basis</p> <p>Kilmarnock College participating on CPP Board and related structures</p>	<p>Present consolidated CP/SOA annual performance report to CPP Board, Partner Agency representatives, Cabinet, and Governance and Scrutiny Committee for overall consideration and review</p> <p>Effective Member involvement in the Community Plan Four-yearly Review</p> <p>Effective Members involvement in the review of Fairer Scotland Fund</p> <p>Support provided to the new Improving Community Safety portfolio holder</p> <p>Effective working relationships established with new CP Partners, namely Kilmarnock College; Skills Development Scotland</p> <p>Service Delivery Agreement developed and endorsed between the Council and Skills Development Scotland</p>	Robust governance arrangements for Community Planning	<p>Workshop to develop Delivery Agreement between the Council and Skills Development Scotland scheduled for 22 April 2010</p>	

AIM 2: To ensure effective performance reporting.

ACTION 2.1		TARGET	TIMESCALE	LEAD PARTNER
Streamline Community Planning performance reporting		Integrate performance reporting processes	2010/11	JOG
BASELINE POSITION 1 APRIL 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Individual reporting processes and different reporting timescales for Community Planning and SOA	Community Planning and SOA performance reporting integrated IT-Based Performance Management System 'fit for purpose' in respect of reporting on Community Planning and the SOA	Increased effectiveness and efficiency of performance reporting processes	To facilitate the rationalisation of reporting, new templates prepared to include annual reporting requirements for Community Planning and SOA for 2009/10 onwards	

AIM 3: To ensure effective partnership working.

ACTION 3.1		TARGET	TIMESCALE	LEAD PARTNER
Implement the findings of the annual Partnership Assessment Scorecard (PAS) exercise		Monitoring of the effectiveness of partnership working within the context of Community Planning	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Partnership Assessment Scorecard developed and implemented 2006-2009	Results of 2010 annual Partnership Assessment Scorecard considered and key findings identified	Effectiveness of Community Planning increased	PAS 2010 exercise currently being conducted	
Revised Partnership Assessment Scorecard implemented 2009/10	Activity to address identified priorities implemented			

ACTION 3.2		TARGET	TIMESCALE	LEAD PARTNER
Implement Partnership Assessment Framework Continue to rationalise plans, strategies and structures		Community Planning Partnership and associated partnership activity in East Ayrshire is evaluated and continues to be 'fit for purpose' Reduction in plans and strategies, which require to be developed by Partner agencies	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Partnership Assessment Framework developed and implemented as part of mid term review of Community Planning Audit of partnership activity implemented Community Safety pilot concluded	Partnership Assessment Framework implemented for all Community Plan themes All requests for new partnerships reviewed utilising PAF and actioned appropriately Review of Health/Council working groups implemented	Community Plan strengthened as the overarching strategic planning document for East Ayrshire with robust links to a range of operational plans established Community Planning Partnership and associated partnership activity robust and 'fit for purpose'		

AIM 4: To ensure effective joint community consultation and engagement.

ACTION 4.1	TARGET	TIMESCALE	LEAD PARTNER
Ensure the effective operation of the Local Community Planning Forums	<p>Ensure that communities are effectively consulted and engaged in the Community Planning process</p> <p>Ensure that the strategic planning and decision making of Community Planning Partners are effectively influenced by local communities</p> <p>In particular, ensure the involvement of young people in Community Planning</p>	2010/11	JOG/EAC
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11
<p>Four Local Community Planning Forums established linking to the Coalfield Communities Federation and East Ayrshire (North) Communities Federation</p> <p>Reference Group established</p> <p>Support Team established</p> <p>Mechanisms established to ensure robust links with Children and Young People's Forum</p>	<p>Local Community Planning Forum meetings convened as per Annual Plan</p> <p>Actions identified in respect of Forum topics and actioned as appropriate</p>	<p>Community engagement in the community planning process increased</p> <p>The strategic planning and decision making of Community Planning Partners effectively influenced by local communities</p>	<p>Joint Local Community Planning Forum focusing on Four-Yearly Review scheduled for 11 May 2010</p>

ACTION 4.2		TARGET	TIMESCALE	LEAD PARTNER
<p>Ensure ongoing and effective consultation with, and the ongoing engagement of, representative organisations in the Community Planning process</p> <p>Ensure effective consultation and engagement in respect of the Four-yearly Review of the Community Plan</p>		<p>Ensure that representative organisations are effectively consulted and engaged in the Community Planning process</p> <p>Ensure that the strategic planning and decision making of Community Planning Partners are effectively influenced by representative organisations</p>	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS 2010/11	
<p>Routine and systematic engagement of the Federations of Community Groups in the Community Planning process ensured</p> <p>Annual meeting with the voluntary sector convened</p> <p>Voluntary sector participating in Action Plan Working Groups as appropriate</p>	<p>Community and voluntary sectors actively participating in Four-yearly Review of Community Plan</p> <p>Third Sector Interface with the Community Planning Partnership established</p> <p>Appropriate voluntary sector participation in Community Planning structures/processes ensured</p> <p>Range of consultation and engagement mechanisms utilised to ensure full participation by all sectors in the Four-yearly Review</p>	<p>Engagement of the wider community in the community planning process increased</p> <p>The strategic planning and decision making of Community Planning Partners effectively influenced by the wider community</p>	<p>Series of meetings organised with Third Sector Interface Steering Group to support and facilitate the development of a robust Interface</p>	

ACTION 4.3		TARGET	TIMESCALE	LEAD PARTNER
Utilise the Residents' Panel effectively		Ensure that the views of residents of East Ayrshire inform the strategic planning of Partner agencies	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Residents' Panel refreshed Annual Consultation Plan 2009/10 developed	Annual Consultation Plan 2010/11 developed 4 Panel consultation exercises undertaken 2 Panel newsletters prepared and distributed	Understanding of local priorities and views on public service provision/satisfaction increased	Consultation document in respect of Community Plan Four-yearly Review issued to Residents' Panel 1 April 2010	

AIM 5: To ensure a co-ordinated and effective approach to sourcing, analysing and disseminating data/statistical information.

ACTION 5.1	TARGET	TIMESCALE	LEAD PARTNER
Continue to source and analyse information/data to allow the impact of Community Planning to be measured and to inform service delivery	Information/data available to measure the impact of Community Planning and inform service delivery	2010/11	JOG/Research, Information and Performance Group
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11
<p>Research, Information and Performance Group (RIP Group) operating</p> <p>Community Planning Partnership Single Outcome Agreement endorsed by partners and signed off by Scottish Government</p> <p>Data sharing protocol agreed</p>	<p>2010/11 workplan developed and implemented</p> <p>Updated range of documentation prepared</p> <p>Menu of national indicators reviewed</p> <p>Further analysis of Scottish Index of Multiple Deprivation (SIMD) 2009 implemented</p> <p>Statistical information provided to inform the annual Community Planning and SOA Performance Reports</p> <p>Improved equalities data developed</p> <p>Role of RIP group reviewed as part of Four-yearly Review of Community Plan</p>	<p>Robust information available to measure the impact of Community Planning</p>	

ACTION 5.2		TARGET	TIMESCALE	LEAD PARTNER
Further enhance joint systems for data collection, management, analysis and dissemination of key statistics, and the commissioning of research		Ensure a joint approach to data collection, management, analysis and the dissemination of key statistics, and the commissioning of research	2010/11	JOG/ Research, Information and Performance Group
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
<p>Research, Information and Performance Group (RIP Group) operating</p> <p>East Ayrshire by Numbers available and updated on Community Planning website</p> <p>Comprehensive information/data available on Community Planning website</p> <p>Analysis of key statistics in relation to the Single Outcome Agreement implemented jointly</p>	<p>Structures for data sharing streamlined and joint arrangements strengthened</p> <p>East Ayrshire by Numbers routinely updated on Community Planning website</p> <p>Comprehensive information/data available and routinely updated on Community Planning website</p> <p>Analysis of key statistics carried out jointly and information disseminated appropriately</p>	Robust research and information systems established		

AIM 6: To ensure a robust approach to risk management.				
ACTION 6.1		TARGET	TIMESCALE	LEAD PARTNER
Maintain and monitor a Community Planning Risk Register		Ensure that identified risks are appropriately managed	Ongoing	CPP Board
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2110/11	
Community Planning Risk Register routinely reviewed and appropriate action taken	Risk Register considered at CPP Board meetings and appropriate action implemented to mitigate risk	Risks identified and appropriately managed and mitigated		