

EAST AYRSHIRE

COMMUNITY PLANNING PARTNERSHIP BOARD: 18 MARCH 2010

COMMUNITY PLANNING UPDATE

**Report by the Depute Chief Executive / Executive Director of Corporate Support
East Ayrshire Council**

1. PURPOSE OF REPORT

- 1.1 To update the Community Planning Partnership (CPP) Board on developments in relation to Community Planning.

2. RISK MANAGEMENT FRAMEWORK

- 2.1 Attached for information at Appendix 1 is the updated East Ayrshire Community Planning Risk Register for 2009/10.
- 2.2 Action is taken on an ongoing basis, as appropriate, to mitigate all risks. CPP Board members are requested to review the Risk Register and identify any current risks.

3. JOINT OFFICERS' GROUP WORKPLAN

- 3.1 Attached at Appendix 2 for information and noting is the 2009/10 Joint Officers' Group (JOG) Workplan. Progress against planned outputs is highlighted in white on black for ease of reference.
- 3.2 Work to prepare the 2010/11 JOG workplan is currently underway and representatives of the Joint Officers' Group have been asked to identify any key areas for action for inclusion within the 2010/1 workplan.
- 3.3 Areas for inclusion within the 2010/11 workplan will include:
- co-ordination and implementation of the Four-yearly Review of Community Planning;
 - carrying out a review of the role and remit of the Research, Information and Performance Group as part of the Four-yearly Review process;
 - carrying out a further and more detailed analysis of the Scottish Index of Multiple Deprivation (SIMD) 09;
 - ensuring effective reporting of Community Planning activity through the CP Single Outcome Agreement; and
 - ensuring the effective delivery and analysis of the 2010 Partnership Assessment Scorecard.

4. RESEARCH, INFORMATION AND PERFORMANCE GROUP

- 4.1 Attached at Appendix 3 for information and noting is the Research, Information and Performance (RIP) Group Workplan 2009/10.
- 4.2 The SIMD 2009 Seminar, to which members of the Community Planning Partnership Board were invited, was held on 16 February 2009 and included the delivery of a presentation by representatives of the Scottish Government's Office of

the Chief Statistician. The seminar provided an opportunity for participants, including members of the Community Planning Partnership Board, a range of officers from Partner agencies and Elected Members, to raise specific issues and discuss areas of particular interest.

- 4.3 As a result of the discussion on the day, carrying out a further and more detailed analysis of the SIMD 09 has been included within the JOG workplan and the wider Single Outcome Agreement Improvement Plan.

5. EQUALITY AND HUMAN RIGHTS COMMISSION

- 5.1 The date for the proposed visit by the Equality and Human Rights Commission to the Community Planning Partnership (CPP) has been confirmed as **Tuesday 23 March 2010**. The programme for event is attached at Appendix 4 and case study material to be presented to the Commission will be circulated to Board members in due course.

6. PARTNERSHIP ASSESSMENT SCORECARD

- 6.1 Board members will recall that the Partnership Assessment Scorecard (PAS) exercise, to allow the effectiveness of partnership working through Community Planning in East Ayrshire to be measured, was initially undertaken in March 2006 and repeated on an annual basis up to March 2008.
- 6.2 Following the evaluation of the PAS in September 2008, colleagues will recall that, at its meeting on 27 January 2009, the JOG agreed to utilise the 'SurveyMonkey' online survey tool in the future for the implementation of the annual PAS exercise. The 2009 PAS exercise was progressed on this basis and scored by all Scorer Groups between 22 April and 12 June 2009.
- 6.3 To support the preparations in respect of the implementation of the 2010 PAS, identified Managers within relevant Partner organisations have reviewed and revised, as appropriate, the nominated 'Scorer Group' for their respective organisations.
- 6.4 The PAS was issued to Scorer Groups during the week starting 8 March 2010. It is anticipated that the output and recommended actions from this exercise will be reported to the CPP Board meeting of 24 June 2010.

7. COMMUNITY PLAN AND SINGLE OUTCOME AGREEMENT: STREAMLINING OF REPORTING ARRANGEMENTS 2009/10

- 7.1 Since 2003, a Community Plan Annual Performance Report, detailing progress in respect of the Community Plan thematic Action Plans and the actions contained within the JOG Workplan, has been presented to the CPP Board for consideration and endorsement in June/July each year.
- 7.2 An important element of the new Single Outcome Agreement (SOA) approach is the annual reporting process. The first Annual Performance Report 2008/09 in respect of the SOA was considered and endorsed by the CPP Board on 30 September 2009, prior to submission to the Scottish Government.
- 7.3 To streamline annual reporting in respect of the Community Plan and the SOA and avoid duplication of activity, it is proposed that the timescales for reporting for the

period 1 April 2009 to 31 March 2010 be aligned, with a consolidated Community Planning performance report submitted to the CPP Board in September 2010.

- 7.4 The proposed consolidated report will ensure a comprehensive report back to the CPP Board, the Council's Cabinet, the Scottish Government and the wider community as part of our commitment to public performance reporting.
- 7.5 In addition, as part of the Four-yearly Review of Community Planning being progressed throughout 2010/11, the opportunity will be taken to look at areas to further align and streamline Community Planning reporting arrangements.

8. RATIONALISATION OF WORKING GROUPS

- 8.1 One of the Community Planning Partners' ongoing strategic commitments is to the rationalisation of plans and structures.
- 8.2 Consequently, the Board will recall that, in 2008, the JOG undertook an audit of the range of working groups in which the staff of Partner agencies participate and that as a result a range of working groups were identified as no longer required.
- 8.3 It is proposed that as part of the Four-yearly Review in 2010/11, a further opportunity is taken to audit the range of working groups and rationalise them, where appropriate.
- 8.4 Subsequent to discussion at the Strategic Alliance, it is further proposed that the first audit is progressed in respect of working groups involving staff from NHS Ayrshire and Arran and East Ayrshire Council. While it is recognised that significant progress was made in this regard through the establishment of the Community Health Partnership, it is considered that further review would be beneficial.

9. RECOMMENDATIONS

- 9.1 The Community Planning Partnership Board is requested to:
- i) review the Risk Register and identify any current risks;
 - ii) note the progress against projected outputs in the JOG Workplan 2009/10;
 - iii) note progress in respect of the Research, Information and Performance Group Workplan 2009/10;
 - iv) note the date for the visit by the Equality and Human Rights Commission;
 - v) endorse the proposal to align the reporting arrangements in respect of the Community Plan and the Single Outcome Agreement, and agree to receive a consolidated community planning performance report in September 2010;
 - vi) endorse the proposal to undertake an audit and subsequent rationalisation of working groups as part of the Community Plan Four-yearly Review, focusing initially on working groups involving NHS Ayrshire and Arran and East Ayrshire Council; and
 - vii) otherwise note the content of the report.

Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support
East Ayrshire Council
3 March 2010

EAST AYRSHIRE COMMUNITY PLANNING RISK REGISTER – 2009/10

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 1	Impact of economic recession on planned actions and outcomes, in particular the proposed closure of Diageo					
	Delivering Community Regeneration Action Plan Aims 1-8	Delivering Community Regeneration Action Plan developed and being implemented Multi-agency Employment Task Force established Council has ring fenced significant resources to tackle overall community regeneration agenda	CPP Board and individual partner agencies monitoring activity/progress	Community Planning Partnership Board Action Plan Working Group – Delivering Community Regeneration Partner Agencies	Quarterly	High
Risk 2	The Community Planning Partnership Single Outcome Agreement will not be effectively implemented across the Partner organisations					
	JOG Action 1.1: Ensure the effective implementation of the CPP Single Outcome Agreement (SOA)	CPP SOA 2008-2011 developed and signed off by all Partners. Formal sign off by John Swinney, MSP, Cabinet Secretary for Finance and Sustainable Growth on 2 July 2008. Updated CPP SOA submitted to Scottish Government February 2009 and signed off by all Partners. Formal sign off by Stewart Stevenson, MSP, Minister for Transport, Infrastructure and Climate Change to be held on 23 July 2009. SOA Interim Report considered and endorsed by the CPP Board on 20 April 2009.	CPP Board will drive forward the development of the SOA and ensure effective roll out and reporting across partner agencies. SOA included as a standing item at all CPP Board meetings.	Community Planning Partnership Board All partners	Quarterly	Medium

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 3	Governance and monitoring – unable to demonstrate resources allocated are spent efficiently and effectively on Community Planning priorities					
	Action 1.5: Ensure an effective and appropriate role for Elected Members/ Partner Agency Board Members in the Community Planning process	Performance and finance reports presented routinely to CPP Board and relevant Committees	Established systems/structures in place to ensure effective governance and control	All Partners	Quarterly Annually	Low
	Action 1.3: Further explore opportunities for shared services, aligned or shared budgets	Strategic Review of the Council's revenue budget implemented		Executive Head of Finance		
Risk 4	A strategic approach to partnership may not have been developed, leading to partnership 'overload', ineffective use of staff time, partnership activity not contributing to strategic priorities and gaps and/or duplication in partnership arrangements. Costs of staff input to partnership working not assessed					
	JOG Action 3.2: Implement the Partnership Assessment Framework (PAF)	PAF implemented as part of Mid Term Review of Community Planning and for new partnership activity	All new partnerships reviewed for effectiveness and overall impact	Joint Officers' Group	6 monthly	Low

BELOW THE LINE RISKS		
Below the Line Risk	Action Taken	Date Removed from Risk Register
None		
RISKS REMOVED FROM THE REGISTER		
Lack of Civic Leadership/Strategic Leadership	New administration in place following the local elections in May 2007	September 2007
The level of funding available 2008/09 and beyond will not support or sustain existing service levels or allow for new developments	Range of projects mainstreamed Fairer Scotland Fund resources allocated to Community Planning Partners in East Ayrshire and review of project activity linked to strategic direction carried out and actions implemented	April 2008
Community Planning activity and processes are not mainstreamed	Community Planning routine item on team meetings Range of development and awareness sessions organised Partnership Assessment Scorecard implemented and actions progressed	May 2008
Partner agencies not fully utilising the National Standards for Community Engagement	National Standards adopted by CPP Board New Local Community Planning Forums implemented and evaluated as operating effectively	June 2009

Below the Line Risks to be Monitored

Last updated: November 2009



COMMUNITY PLANNING PARTNERSHIP SERVICE PLAN
JOINT OFFICERS' GROUP
WORK PLAN 2009/10

JOINT OFFICERS' GROUP WORK PLAN 2009/10 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 Planning Partnership Single Outcome Agreement
- Action 1.2 Further develop shared premises and shared management arrangements
- Action 1.3 Further explore opportunities for shared services, aligned and shared budgets
- Action 1.4 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 1.5 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
- Action 4.4 Raise awareness of Community Planning and its benefits in the wider community
- 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 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>	2009/10 and ongoing	JOG
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS
<p>Community Planning Single Outcome Agreement (SOA) developed and signed off by Scottish Government</p> <p>Fairer Scotland Fund resources for 2008/09 allocated in line with strategic priorities</p>	<p>Joint sign off of revised SOA by Community Planning Partners and Scottish Government</p> <p>Key strategic priorities identified, linked to the SOA</p> <p>Production of annual SOA Performance Report</p> <p>Annual review process implemented</p> <p>Fairer Scotland Fund resources for 2009/10 allocated in line with strategic priorities</p>	Strategic response to ensuring a good quality of life for the residents of East Ayrshire	<p>Key strategic priorities identified by Partners for consideration at JOG of 14 July 2009. Strategic priorities approved at CPP Board of 30 July 2009.</p> <p>Scottish Government confirmed approval of East Ayrshire's SOA 16 June 2009</p> <p>Ministerial sign off took place at Dumfries House on 23 July 2009</p> <p>SOA Annual Report 2008/09 submitted by 30 September 2009</p> <p>Series of meetings convened to discuss progress reported via the SOA Annual Report and a SOA Improvement Plan developed</p>

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

ACTION 1.2		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	2009/10 and ongoing	JOG/Co-location Board/Shared Services Group
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
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 	Crosshouse Resource Centre completed Further co-location opportunities identified Opportunities for shared budgets/management arrangements to be explored	Shared management opportunities maximised Opportunities for shared budgets maximised	Co-location Board considering future co-location options. Health related Shared Services Seminar convened 4 March 2010 to discuss the recommendations arising from the Arbutnott Report	

ACTION 1.3		TARGET	TIMESCALE	LEAD PARTNER
Further explore opportunities for shared services, aligned and shared budgets		Maximisation of resources through shared services	2009/10 and ongoing	JOG/Shared Services Group
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
Range of shared services/shared purchasing arrangements/areas of joint activity in place, including <ul style="list-style-type: none"> • Shared services website for training established to allow the sharing of training materials • Range of shared services established 	Shared training opportunities identified and implemented Further opportunities for shared services explored	Resources maximised and service delivery improved through shared services	Range of shared services in place	

ACTION 1.4	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>2009/10</p>	<p>JOG</p>
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS
<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>'The Work That You Do' booklet developed and circulated in respect of Council staff</p> <p>'The Work That We Do' booklet developed and circulated in respect of partnership activity</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>The 'Work that They Do' booklet produced and circulated</p> <p>Community Planning website reviewed and routinely updated</p> <p>'A Quick Word About Documents prepared as follows:</p> <ul style="list-style-type: none"> • Carers Centre Evaluation • Mid Term Review of Community Planning • PAS 2009 • SOA Annual Performance Report 2008/09 <p>The 'Work that Schools Do' produced and circulated'</p> <p>Edition 6 of Community Planning Buletting produced in revised format and circulated</p>

ACTION 1.5		TARGET	
Ensure a continued, effective and appropriate role for Elected Members and partner agencies in the community planning process		Continued effective governance of Community Planning	
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS
<p>CPP Board decision and operating arrangements reviewed April 2008.</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 Governance and Scrutiny Committee review CP Performance on an annual basis.</p>	<p>Review new decision and operating arrangements April 2009</p> <p>Review membership of CPP Board</p> <p>Present annual performance report to CPP Board and appropriate partner agency structures for overall consideration and review</p>	<p>Robust governance arrangements for Community Planning</p>	<p>CPP Board reviewed its new decision and operating arrangements in April 2009 and concluded that they continued to be 'fit for purpose'</p> <p>The Principal of Kilmarnock College now participates on the CPP Board representing the interests of Higher and Further education</p> <p>CP Annual Performance Report submitted and endorsed by CPP Board on 30 July 2009 and Council's Cabinet on 8 July 2009</p>
Chief Officers' Seminar convened on 19 January 2010			

AIM 2: To ensure effective performance reporting.

ACTION 2.1		TARGET	TIMESCALE	LEAD PARTNER
Streamline Community Planning performance reporting		Integrate performance reporting processes	2009/10	JOG
BASELINE POSITION 1 APRIL 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
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	Work commenced to rationalise reporting and merge CP and SOA reporting for 2010./11	

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	2009/10	JOG
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS
<p>Partnership Assessment Scorecard developed and implemented 2006-2009</p> <p>Key actions taken forward in 2008/09:</p> <ul style="list-style-type: none"> • Awareness of Partners' Operational Staff <ul style="list-style-type: none"> - 'A Quick Word About' documents prepared and circulated - Community Planning Bulletin produced and circulated - 'The Work That You Do' booklet circulated for Council staff - 'The Work That We Do' booklet prepared and circulated to staff in partner organisations • Awareness of Local People <ul style="list-style-type: none"> - Awareness raising presentations developed and delivered to Community Council and community organisations • Community influence: CPP decisions <ul style="list-style-type: none"> - Four rounds of Local Community Planning Forum meetings implemented • Engaging with communities on strategies and plans <ul style="list-style-type: none"> - Four rounds of Local Community Planning Forum meetings implemented 	<p>Results of 2009 annual Partnership Assessment Scorecard considered and key findings identified</p> <p>Activity to address identified priorities implemented</p>	<p>Effectiveness of Community Planning increased</p>	<p>PAS exercise undertaken and results analysed. Recommended priorities agreed at JOG meeting of 14 July 2009, as follows:</p> <ul style="list-style-type: none"> • Awareness of local people; • Awareness of key stakeholders; and • Awareness of Partners' operational staff. <p>The 'Work that They Do' booklet produced and circulated</p> <p>'A Quick Word About Documents prepared as follows:</p> <ul style="list-style-type: none"> • Carers Centre Evaluation • Mid Term Review of Community Planning • PAS 2009 • SOA Annual Performance Report 2008/09 <p>The 'Work that Schools Do' produced and circulated'</p> <p>Edition 6 of Community Planning Bulletin produced in revised format and circulated</p> <p>Articles submitted to Federation</p>

			<p>Newsletters in respect of the Community Plan Four-yearly Review</p> <p>Local Community Planning Forums implemented in September and November 2009</p> <p>Local Community Planning Forum annual review meeting held 18 February 2010</p> <p>Work underway re the joint Local Community Planning Forum event in May 2010 to consider the four-yearly review of Community Planning</p>
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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	2009/10	JOG
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
Partnership Assessment Framework developed 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	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'	Partnership Assessment Framework utilised as part of mid-term review of Community Planning Framework used to establish Employability Forum	

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>	2009/10	JOG/EAC
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS
<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>Capacity building and development programme implemented for support team</p> <p>Four rounds of Local Community Planning Forum meetings implemented</p> <p>Actions identified in respect of Forum topics and actioned as appropriate</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>2 joint Local Community Planning Forum meetings convened in May 2009</p> <p>Local Community Planning Forums implemented:</p> <ul style="list-style-type: none"> • September 2009 • November 2009. <p>Local Community Planning Forum annual review meeting held 18 February 2010</p> <p>Work underway to organise the joint Local Community Planning Forum in May 2010 the theme of which will be the four-yearly review of Community Planning.</p>

ACTION 4.2	TARGET		TIMESCALE	LEAD PARTNER
Ensure ongoing and effective consultation with, and the ongoing engagement of, representative organisations in the Community Planning process	<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>		2009/10	JOG/EAC
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
<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>Support provided to the Federations of Community Groups</p> <p>Annual meeting with the voluntary sector convened</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>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>Federation support transferred to CLAD as a result of the CPPU Best Value Service Review</p> <p>Annual voluntary sector meeting held on 1 May 2009</p> <p>Work progressing to establish a Third Sector interface – update report scheduled for February 2010</p> <p>Consultation events hosted by CVO and the Volunteer Centre re the above on 27 and 28 January 2010, involving community and voluntary sector organisations and social enterprises</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	2009/10	JOG
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
Residents' Panel refreshed Annual Consultation Plan 2008/09 developed 4 Residents' Panel consultations undertaken	Annual Consultation Plan 2009/10 developed 4 Panel consultation exercises undertaken 2 Panel newsletters prepared and distributed	Understanding of local priorities and views on public service provision/satisfaction increased	Annual consultation plan developed for 2009/10 1 newsletter distributed to Panel members Panel consultation implemented in respect of Employability Service provision Panel consultations implemented in respect of: <ul style="list-style-type: none"> • September 2009 - NHS Ayrshire & Arran' Draft Primary Care Strategy 'Your Health: We're in it together' to gather views on its strategic vision for primary care for the coming years • November 2009 – views regarding Community Based Adult Learning 	

ACTION 4.4		TARGET	TIMESCALE	LEAD PARTNER
Raise awareness of Community Planning and its benefits in the wider community		Increased awareness of Community Planning and its successes in the wider community	2009/10	JOG/CPPU
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
Community Planning website established and routinely updated CP Presentation prepared and delivered to local community groups Successful Community Planning Awards event hosted by Community Planning Partners	Community Planning presentation delivered to local groups on an ongoing basis Federations of Community Groups supported to feedback outcome of Forum meetings to wider community 'The Work That They Do' booklet developed and circulated in respect of community/voluntary sector activity	Awareness in the wider community of Community Planning and its benefits increased	The Work That They Do' booklet developed and circulated	

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	2009/10	JOG/Research, Information and Performance Group
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
Research, Information and Performance Group (RIP Group) operating Community Planning Partnership Single Outcome Agreement endorsed by partners and signed off by Scottish Government Data sharing protocol agreed	Information analyst recruited to drive forward the agenda Statistical information provided to inform the annual Community Planning and SOA Performance Reports Improved equalities data developed	Robust information available to measure the impact of Community Planning	Information Analyst appointed, commenced 9 November 2009 Initial analysis of the SIMD09 carried out SIMD seminar held on 16 February 2010	

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	2009/10	JOG/ Research, Information and Performance Group
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
<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>Information analyst recruited to drive forward the agenda</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	<p>Information Analyst appointed, commenced 9 November 2009</p> <p>East Ayrshire by Numbers currently in the process of being updated</p>	

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 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS	
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	<p>Risk Register presented to quarterly CPP Board for consideration and review</p>	



EAST AYRSHIRE
RESEARCH, INFORMATION AND PERFORMANCE GROUP

WORKPLAN 2009/10

Activity	Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
1.	Co-ordination of research, information and performance activity	Ensure a shared commitment to joint information sharing	Ongoing	RIP Group Specific action arising from the Core Partners' Group planning session of 2 March 2007.
		Explore opportunities with Partners to ensure co-ordinated activity and avoid duplication in respect of key areas of work regarding monitoring and evaluation, and research and information	Ongoing	RIP Group Ongoing. An initial review of the existing RIP Group Terms of Reference under consideration. Further work in relation to the Group's remit to be taken forward in 2010/11 as part of the Community Planning Four Yearly Review process.
		Further strengthen joint data sharing and joint data/statistical analysis	Ongoing	RIP Group Specific action arising from the Core Partners' Group planning session of 2 March 2007. Draft Community Planning Data Sharing Protocol developed and endorsed by the Joint Officers' Group (JOG) at its meeting on 9 September 2008. Partners agreed to provide information from their individual organisation's Publication Schemes, which can be held centrally and made available through the Community Planning website.
		Ensure analysis and interpretation of good quality information	Ongoing	RIP Group Specific action arising from the Core Partners' Group planning session of 2 March 2007.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
		Prepare a Workplan to demonstrate RIP Group activity 2009/10, linked to the JOG Workplan	April 2009- March 2010	Ann Robertson (LO) RIP Group	RIP Group Workplan updated on a routine basis.
2.	Single Outcome Agreement (SOA)	<p>Update the Community Planning Partnership SOA to meet CPP Board and Scottish Government requirements within the required timeframe:</p> <ul style="list-style-type: none"> • Submission of the updated SOA to Scottish Government • SOA Agreement process • Sign off 	<p>February 2009</p> <p>March-May 2009</p> <p>Summer 2009</p>	Gwen Barker Ann Robertson (LO)	<p>Review and revision of the SOA completed and, following approval by the CPP Board on 30 April 2009, the updated document was submitted to the Scottish Government for consideration on 7 May 2009. Scottish Government Liaison Director subsequently recommended the updated SOA for Ministerial sign off. Confirmed approval of East Ayrshire's SOA received on 16 June 2009 and Ministerial sign off completed on 23 July 2009. (Achieved)</p> <p>Consideration being given to the revised menu of indicators issued by the Scottish Government</p>

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
3.	Single Outcome Agreement Annual Performance Report 2008/09	<p>Develop systems and processes to ensure that the CPP is in a position to report annually on the outcomes identified in the SOA:</p> <ul style="list-style-type: none"> • Prepare and issue SOA reporting templates to nominated Lead Officers • Prepare and submit completed returns • Prepare consolidated SOA Annual Performance Report 2008/09 • Feedback on template returns • Feedback on health related outcomes/indicators • Submit consolidated SOA to CPP Board and, subject to approval, the Scottish Government 	<p>May-September 2009</p> <p>End May 2009</p> <p>17 July 2009</p> <p>Mid July – End August 2009</p> <p>28 July 2009 24 August 2009</p> <p>30 September 2009</p>	<p>Gwen Barker Ann Robertson</p> <p>Ann Robertson (LO)</p> <p>SOA nominated Lead Officers Ann Robertson (LO) Gwen Barker June McIntyre RIP Group CHP Committee</p> <p>Gwen Barker Ann Robertson</p>	<p>Arrangements progressed to ensure that the SOA Annual Performance Report 2008/09 was prepared within the agreed timescales for submission to the CPP Board and Scottish Government (30 September 2009): Reporting templates prepared and issued by CPPU to lead officers at the end of May 2009; returns required to be submitted by Lead Officers by 17 July 2009; and CPPU consolidated returns into the overall SOA performance report. A special meeting of the RIP Group was convened on 28 July 2009 to provide feedback in relation to the template returns. Report on health related outcomes endorsed by the CHP Committee on 24 August 2009.</p> <p>CPP Board endorsement of the first SOA Annual Performance Report achieved on 30 September 2009 and subsequent submission to the Scottish Government. (Achieved) Formal acknowledgement receipt of the SOA report to Scottish Government received on 12 November 2009. Feedback from the Scottish Government is currently awaited.</p>

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
4.	Single Outcome Agreement - Improvement Plan	Prepare an SOA Improvement Plan in relation to the first Annual Performance Report 2008/09	October-December 2009	Gwen Barker Ann Robertson (LO)	<p>Areas for improvement under relevant National Outcomes have been identified, which require to be addressed and taken forward by partners, as appropriate, either solely or on a partnership basis. Partner agencies (via JOG) were requested to consider the development and implementation of an SOA Improvement Plan within their respective organisations. On a partnership basis, the CPP Board agreed to focus on this matter at its meeting on 26 November 2009 at which time actions and related timescales were identified to facilitate the achievement of SOA local outcomes by the end of March 2011.</p> <p>The CPP Board has agreed proposals to work towards the integration of reporting in relation to the Community Plan Action Plan Annual Performance Reports and the SOA reporting process, where possible, from 2010/11 onwards.</p>
		Consider opportunities to rationalise and streamline current reporting systems to avoid duplication of activity	Ongoing	Ann Robertson Helen Sinclair	
5.	Menu of Local Outcome Indicators	Review the updated Menu of Local Outcome Indicators issued by the Improvement Service and develop proposals, if appropriate, to strengthen the SOA for consideration by the CPP Board.	December 2009-February 2010	RIP Group	At its meeting on 1 December 2009, the RIP Group agreed to review the Menu of Local Indicators and develop proposals, where appropriate, for consideration by the CPP Board. Work in this regard is currently being progressed.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
6.	Partnership Assessment Scorecard (PAS)	Implement the fourth annual PAS exercise utilising an on-line survey tool	April-May 2009	Ann Robertson (LO) Angela Mendy Fiona Ferrans	PAS implemented using the 'SurveyMonkey' online survey tool and scored by all Scorer Groups between 22 April and 12 June 2009. (Achieved)
		Analyse the results of the PAS 2009 exercise, collate findings and measure progress from the baseline position	May-June 2009	Ann Robertson (LO)	Results analysed and collated by the CPPU and issues identified for consideration and presented to the JOG on 14 July 2009 and the CPP Board on 30 July 2009. Additional analysis and reporting provided for East Ayrshire Council departments. A new baseline was established as the revised PAS question set meant that it was not possible to compare the scores with those of previous years. (Achieved)
		Review and evaluate the effectiveness of the on-line survey tool in respect of the PAS 2009	Summer /Autumn 2009	Ann Robertson (LO) June McIntyre	Review of the PAS on-line survey tool progressed.
		Implement the fifth annual PAS exercise utilising an on-line survey tool	March/April 2010	Derek West (LO) Ann Robertson June McIntyre Fiona Ferrans	Preparations to implement the PAS 2010 in progress.
7.	Key Statistics and Research and Information On-line	Ensure the provision of quality statistical information in the Member Area of the Community Planning website and on the public site, where applicable	Ongoing	Derek West (LO) RIP Group	Specific action arising from the Core Partners' Group planning session on 2 March 2007.
		Maintain a central database of key statistical information and research findings to support a range of Community Planning processes	Ongoing	Derek West (LO) RIP Group	

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
7.	Key Statistics and Research and Information On-line (continued)	Undertake a data audit of all statistical information held and used by Partners	February/March 2010 and ongoing	Derek West (LO)	Partners requested to make their Publication Schemes available for inclusion on the Community Planning website.
		Review data management protocol with Partners to ensure currency and that it is fit for purpose	Ongoing	Derek West (LO) RIP Group	Data sharing protocol developed and endorsed by JOG at its meeting on 9 September 2008.
		Review and agree procedures to ensure that data/information remains current and 'fit for purpose'	Ongoing	Derek West (LO) RIP Group	Ongoing.
		Identify and provide key statistics, which can be used to measure and compare progress within and outwith the most disadvantaged (0-15%) data zones/communities	Ongoing	Derek West (LO) RIP Group	Ongoing issues regarding the availability of small area statistics.
8.	East Ayrshire By Numbers (EABN)	Update the EABN publication	February/March 2010 and ongoing	Derek West (LO) RIP Group	Updated draft of EABN currently underway Ongoing
		Update statistical information contained in EABN on an ongoing basis and ensure appropriate availability on the Community Planning website	Ongoing	Derek West (LO)	
		Produce regular East Ayrshire Statistical Bulletins with up-to-date information and detailed analysis of topical issues	Ongoing	Derek West (LO) RIP Group	Future issues to be considered and agreed.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
9.	Fairer Scotland Fund (FSF)	Develop financial and performance monitoring procedures to ensure that they are 'fit for purpose' and meet the requirements of the FSF	Ongoing	Gwen Barker Ann Robertson	Revised monitoring procedures developed and implemented.
		Develop measures to ensure FSF programme activity is linked to and reported through the SOA	Ongoing	Gwen Barker Ann Robertson	To ensure effective reporting of the FSF in the SOA Annual Report, an additional section was included in the reporting templates to allow Departments/Partners to reflect progress in relation to SOA local outcomes. The information provided informed the SOA report. (Achieved)
10.	Community Planning Mid-Term Review of thematic Action Plans	Support Lead Officers in the implementation of the Community Planning Mid-term Review	September 2008- April 2009	Ann Robertson Helen Sinclair	Contact made with all existing and new Lead Officers and assistance provided, as required. New Action Plans approved and implemented at 1 April 2009. (Achieved)
11.	Scottish Index of Multiple Deprivation (SIMD)	Co-ordinate the initial analysis of the SIMD 2009	From November 2009 onwards	Ann Robertson (LO)	SIMD 2009 was published by the Scottish Government's Chief Statistician on 29 October 2009. Preliminary analysis completed by the CPPU and a report prepared for consideration by the Council's Cabinet and circulated to members of the RIP Group. Members of the RIP Group have been requested to ensure a co-ordinated approach to analysis of the SIMD and to identify data analyses and reports being progressed within their respective organisations.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
11.	Scottish Index of Multiple Deprivation (SIMD) (continued)	Organise the SIMD 2009 Seminar	16 February 2009	Gwen Barker Ann Robertson (LO)	Representatives of the Chief Statistician's Office at the Scottish Government delivered a presentation on the overall findings on 16 February 2010. More detailed analysis of the SIMD 2009 in progress.
		Co-ordinate the ongoing analysis of SIMD, as required	Ongoing	Derek West (LO) Ann Robertson	
12.	Census 2011	Participate in the formal 2011 Census consultation, as appropriate	Ongoing	Karl Doroszenko John McClung (LO) RIP Group	<p>Planning Division to co-ordinate all responses on behalf of East Ayrshire Council.</p> <p>Ann Robertson has recently been added to the General Register Office for Scotland Census (GROS) Consultation Database and will circulate information received from GROS, which may be of interest to Community Planning Partners, through the RIP Group.</p>

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
13.	Equalities Issues	Collate information on how Partner agencies gather equalities information, including equal opportunities monitoring and race equalities monitoring	Ongoing	RIP Group	
		Progress actions, as appropriate, in respect of the 'equalities agenda'	Ongoing	RIP Group	Advice note in respect of SOAs and equalities received in March 2009. Equalities Officer to consider equalities indicators which can be included in the SOA. Further meeting convened by CPPU staff with the Council's Equalities Officer. Report in respect of the Equality Measurement Framework presented for consideration to the RIP Group meeting on 1 December 2009.
14.	East Ayrshire Local Plan	Develop a process to assess the impact of the Council's Local Plan	2010 onwards	Karl Doroszenko (LO)	
		Identify actions to be taken forward by the RIP Group	2010 onwards	Karl Doroszenko (LO) RIP Group	
15.	Community Planning Residents' Survey 2008 Community Planning	Support the analysis of data arising from the Residents' Survey 2008	Ongoing	Derek West (LO)	Top line results from the Residents' Survey 2008 presented by Lowland Market Research on 6 November 2008 to a range of key stakeholders, including members of the RIP Group. Additional analysis progressed.
		Ensure availability of statistical information from the Residents' Survey results is available in appropriate formats	Ongoing	Derek West (LO)	Residents' Survey results published in December 2008 and available on the Community Planning website.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
		Ensure awareness and availability of results of Residents' Panel Schedule of Consultations	Ongoing	Dawn Watson (LO)	Ongoing
16.	Community Profiles	Produce community profiles to provide a range of locally relevant information in respect of East Ayrshire's communities	Ongoing	Derek West (LO) RIP Group	Special meeting of the RIP Group convened on 19 November 2008 with a representative of Strathclyde Police Public Reassurance Team in attendance. Support to be provided as required.

NB: Progress since the last meeting is highlighted in white on black.



Visit by Equalities and Human Rights Commission

Burns Monument Centre, Kilmarnock

Tuesday 23 March 2010

Programme

10.15 am	Tea/Coffee
10.30 am	Welcome and Introduction Councillor Douglas Reid, Chair of Community Planning Partnership Board and Leader of the Council
10.40 am	Presentation: Equality Bill Equalities and Human Rights Commission
11.10 am	Presentation: Community Planning in East Ayrshire Gwen Barker, Community Planning and Partnership Manager
11.30 am	Discussion
12 noon	Lunch
1.00 pm	Site Visit: Grange Academy - Confucius Hub Fred Wildridge, Head Teacher
2.00 pm	Close