

EAST AYRSHIRE

COMMUNITY PLANNING PARTNERSHIP BOARD: 30 JUNE 2011

COMMUNITY PLANNING UPDATE

Report by the Chief Executive, 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 East Ayrshire Community Planning Risk Register for 2011/12.
- 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 As previously agreed, the 2011/12 Joint Officers' Group (JOG) Workplan, highlighting progress against planned outputs, has been updated and is available for information on an ongoing basis in the Member Area of the Community Planning Website at www.eastayrshirecommunityplan.org.

4. RESIDENTS' SURVEY

- 4.1 Colleagues will recall that it was agreed at the CPP Board meeting of 23 September 2010 to endorse the proposal to commission the Residents' Survey 2011, including the recruitment of a Residents' Panel of 1,000 members.
- 4.2 Subsequently, it was reported at the CPP Board meeting of 16 December 2010 that a decision had been made to postpone the commission in the context of the financial climate at that time and that the proposal should be reconsidered in the new financial year.
- 4.3 At the East Ayrshire Council Cabinet meeting of 18 May 2011, it was agreed that the commissioning of the Residents' Survey 2011 should now be progressed to highlight service areas where residents' satisfaction is low and improvement may be required; inform decision making; and allow the identification of robust local trends over a six year period through comparison with the 2005 and 2008 Surveys.

Review of the Residents' Survey Question Set

- 4.4 The existing question set will require to be reviewed and amended, as appropriate. Consequently, the Residents' Survey 2008 question set has been issued to JOG members to co-ordinate this process from their organisational perspectives and to the Research, Information and Performance Group. In considering potential amendments or additions, colleagues were requested to be mindful of the need to measure change over time and identify trends. The results of the 2011 Survey will require, therefore, to be broadly comparable with the 2005 and 2008 Surveys.

Timescales

- 4.5 The indicative timescale for implementing the Residents' Survey 2011 and the Refreshment of the Residents' Panel, including commissioning, fieldwork, data analysis, draft and final reporting, is detailed below and includes time to review the question set and consider any appropriate additions.

Activity	Timetable	Timescale
Closing date for invitations to tender	28 June 2011	
Tender evaluation and interview process	July 2011 – August 2011	2 months
Contract award, survey briefing, fieldwork, data analysis, recruitment of Residents' Panel and interim report	September 2011 – November 2011	3 months
Final survey report and presentation	December 2011– January 2012	2 months

5. CO-LOCATION EVALUATION

- 5.1 Colleagues will recall that the CPP Board recently commissioned an independent review of our co-location activity within East Ayrshire. Following the required procurement process, Blake Stevenson consultancy was appointed to undertake the evaluation.

- 5.2 The evaluation report has been completed and a summary of the key findings is detailed below.

- Overall it was concluded that the co-location of services in East Ayrshire has been a significant success that embodies Community Planning in Action – a local authority working in close partnership with partners from the public and third sectors to deliver service improvements and best value for communities.
- **Co-located facilities:**
 - have provided access to integrated public services under one roof, which have been appropriate to local need and are highly regarded by service users and the staff who deliver the services. It should be noted, however, that the evaluation highlighted dissatisfaction by some staff with working conditions, particularly in relation to noise, temperature and privacy (open plan offices);
 - strongly promote joint partnership working across key public sector agencies;
 - have delivered efficiencies in the form of capital investment, including the minimisation of VAT and land transfer to facilitate development where appropriate; and have maximised mainstream resources from the key partners as well as the use of external funding; and
 - have expanded and improved existing models of service provision by redesigning services and bringing them closer to local communities, including from Crosshouse Hospital and Kilmarnock town centre.
- Although it can be concluded that improvements to service availability, accessibility, integration and, not least, additional use brought about by the co-location initiative are likely to lead to improvements in the health and social outcomes of the communities, this could not be demonstrated due to lack of an evidence base.

- In addition, the evaluation has not established that the initiative has met its aim of delivering revenue savings on the day to day operation of the centres due to lack of robust information about the running costs incurred by all relevant partners in previous premises. Available information which was reviewed relating only to East Ayrshire Council suggests that the centres owned and managed by the Council have a greater net cost to the organisation than the previous centres, taking into account income from the other partners.

5.3 The full evaluation report is available for download on the Member Area of the Community Planning website at www.eastayrshirecommunityplan.org.

5.4 In response to the issues identified by some staff located within our co-located facilities, it is proposed that a series of Community Plan awareness raising sessions (one at each co-located facility) be organised over the summer period with the Community Planning Partnership Unit being asked to co-ordinate this initiative and ensure attendance at these sessions from relevant planning partners.

5.5 The opportunity will be taken as part of each session to hold a listening event with employees, from across the partnership, who are located within the co-located facilities and seek to resolve any difficulties and encourage more joined up practices locally.

5.6 In addition, after discussions with the Chief Executive of East Ayrshire Council, it has been agreed that a nominated Head of Service be appointed to oversee the work of each co-located facility, whose main role will be to:

- ensure a joined up approach to the delivery of public services at a local level;
- act as a first point of contact for partners/premises managers on the strategic direction for services within the facility;
- review the utilisation of space from a Council perspective and then from the wider partnership perspective to ensure that we are maximising the benefit of the local resource;
- promote the facility as a 'service hub' within the wider community and with key local partners;
- identify opportunities for shared management/shared services delivery arrangements; and
- organise, as a minimum, four listening/action events per annum with local employees to ensure problems are resolved, increased service delivery, service improvements and to promote partnership working – this would require the establishment of a baseline from which to measure progress.

5.7 The above role requires to link to and complement the role of Premises Manager/Head of Establishment and their duty to ensure compliance with appropriate health and safety requirements.

5.8 Nominated Heads of Service for each co-located facility are detailed below:

- **Dalmellington** Area Centre – Chris McAleavey, Head of Housing Services
- **Drongan** Area Centre – Kay Gilmour, Head of Community Support
- **North West Kilmarnock** Area Centre – Eddie Fraser, Head of Community Care
- **Stewarton** Area Centre – John Griffiths, Head of Leisure Services
- **Crosshouse** Area Centre – John Griffiths, Head of Leisure Services.

6. SKILLS DEVELOPMENT SCOTLAND SERVICE DELIVERY AGREEMENT

- 6.1 Members will recall their agreement at the Board meeting on 17 March 2011 to remit the JOG to agree and ensure appropriate sign off of the Service Delivery Agreement on behalf of the Community Planning Partnership. The Service Delivery Agreement for was endorsed by the JOG at its meeting on 26 April 2011 and subsequently signed off by the Chair of the CPP Board.
- 6.2 In addition, at its meeting on 26 April 2011, the JOG agreed that a meeting would be convened to take forward the development of a 4-year service delivery agreement aligned to the Community Plan/SOA.

7. TELECARE / FIRE SAFETY JOINT INITIATIVE

- 7.1 At its meeting of 26 April 2011, the JOG/Lead Officers' Group agreed a proposal to extend the work currently undertaken by Strathclyde Fire and Rescue Service in partnership with East Renfrewshire Community and Health Care Partnership on the installation of linked smoke detectors in the homes of vulnerable and older residents into East Ayrshire in partnership with Community Planning Partners through the Community Health Partnership (CHP).
- 7.2 Evidence from the Fire and Rescue Service indicates that vulnerable and older residents are more likely to have fires in their homes and to be killed or seriously injured if fires occur. This initiative will ensure that fires are detected as early as possible by linking the installation of linked smoke detectors into the Risk Management Centre based in London Road where the trained operators will organise a personal response in association with the Fire and Rescue Service.
- 7.3 An additional 500+ linked smoke alarms will be installed annually in the homes of vulnerable and older residents on a phased basis over four years. The annual cost of the initiative will be £25,000 and applications have been made by the Community Health Partnership to the Change Fund and the Council's Risk Management Challenge Fund for two year funding initially with the opportunity to look at existing Partner budgets to make up any shortfall. The process will be reviewed at the end of the two year period and further funding applications will be submitted, as appropriate.
- 7.4 The initiative will be managed, implemented and led by the East Ayrshire Community Health Partnership Officers' Locality Group (Adults and Older People).
- 7.5 Having endorsed the proposal, the JOG recommended that:
- new service users should have a linked smoke alarm fitted as a standard part of the package from the outset;
 - vulnerable young people with chaotic lifestyles who have their own tenancies should be included in the scheme; and
 - the Housing Service should be approached to consider contributing funding as the initiative protects its housing stock and saves a significant amount being paid to repair damage.
- 7.6 A meeting was convened on 3 June 2011 involving all partners to agree operational procedures in respect of the implementation and monitoring of the initiative. It was agreed that the recommendations outlined at 7.5 will be taken forward.

8. SHARED COMMITMENTS

- 8.1 A focused workshop session in respect of exploring further opportunities for shared services/shared management arrangements was convened on 14 June 2011 involving JOG members and a range of nominated senior officers from across the partner organisations who have experience relevant to this topic.
- 8.2 In addition, outline project briefs in respect of 'Joint Training' and 'Joint Information Sharing' were considered by the JOG at its meeting prior to the workshop session and are attached for the Board's consideration at Appendix 2.
- 8.3 Agreed actions arising from the workshop session to facilitate further opportunities for shared services/shared management arrangements are summarised as follows, with a further update on progress to be provided to the CPP Board at its meeting in September 2011.

Action	Lead Responsibility	Timescale
<p>Transport Savings:</p> <ul style="list-style-type: none"> Map out a Terms of Reference to explore the opportunity to maximise vehicle usage across Partner agencies. Map out a Terms of Reference for a fuel strategy across Partner agencies. Provide appropriate procurement contacts within Strathclyde Fire and Rescue and Strathclyde Police 	<p>Shared Services Project Manager</p> <p>Shared Services Project Manager</p> <p>JOG representatives from respective organisations</p>	<p>30 August 2011</p> <p>30 August 2011</p> <p>30 August 2011</p>
<p>Community Care:</p> <ul style="list-style-type: none"> Further explore and develop proposals in respect of single management arrangements for Community Health and Social Care for consideration by the Strategic Alliance and CPP Board. 	<p>EAC: Head of Community Care</p>	<p>December 2011</p>
<p>Skills Development and Employability:</p> <ul style="list-style-type: none"> Head of Planning and Economic Development to lead a mapping exercise to explore current national and local skills development, employability and training provision within context of local business development requirements. 	<p>EAC: Head of Planning and Economic Development/JOG representatives from Kilmarnock College and SDS</p>	<p>30 August 2011</p>

9. ALCOHOL AND DRUGS – MAPPING SPEND

- 9.1 At the CPP Board Chief Officers' Event on 9 December 2010, it was agreed that an increased focus would be given to alcohol and drugs and the costs associated with, and the overall impact of, the misuse of alcohol and drugs on individuals, families and communities.

- 9.2 In this regard, a project brief in respect of Alcohol and Drugs – Mapping Spend, attached at Appendix 3, was presented to the JOG of 26 April 2011, as it had been remitted to drive forward agreed actions from the Event.
- 9.3 The JOG endorsed the project brief and further agreed that the final report in this regard, due to be submitted in January 2012, should include proposals in respect of what we should be delivering with the resources identified through the mapping exercise. In addition, it was agreed that the NHS Public Health Team, which is also mapping spend in relation to addictions specific to hospital admissions, should be linked into this work.
- 9.4 The mapping exercise will be led by the Alcohol and Drug Partnership (ADP), which is chaired by the Council's Head of Service: Community Care.

10. IMPROVING FUTURES FUND

- 10.1 The Big Lottery – Improving Futures Programme was launched on 8 March 2011 with the aim of improving outcomes for children and families experiencing multiple and complex problems related, for example, to poor health, unemployment, debt or housing problems, which can affect their children's wellbeing and life chances.
- 10.2 Following extensive consultation with public and voluntary sector organisations, the decision was taken to fund partnerships that can offer joined-up support and provision for families with multiple and complex problems at a local level. The following criteria apply:
- partnerships must be led by voluntary sector organisations but will need to be supported by or include local authorities in Wales and England, Community Planning Partnerships in Scotland, and Health and Social Care Trusts in Northern Ireland;
 - because every family is different, partnerships will need to be able to draw on a broad range of expertise and services to meet their needs, including setting out to help those families considered 'hardest to reach'; and
 - there is limited funding to support up to 20 partnerships across the United Kingdom and no more than one expression of interest should be made per local authority area.
- 10.3 The total funding available is up to £20 million, comprising around twenty grants of up to £900,000.
- 10.4 The deadlines for submission are as follows:
- **12 May 2011** – Deadline for expressions of interest
 - **30 September 2011** – Deadline for full application submission.
- 10.5 In Scotland, Local Authorities, in consultation with the relevant Community Planning Partnership, required to endorse projects coming forward in their area. Consequently, at its meeting of 26 April 2011, it was agreed that a Review Panel, comprising nominations from the JOG, would be convened to review the Expressions of Interest received and make a decision on which should be endorsed for East Ayrshire.
- 10.6 At its meeting of 9 May 2011, the Review Panel considered two Expressions of Interest as follows:

- a submission led by yipworld.com and the Zone; and
- a submission from the Wise Group.

10.7 Having considered both Expressions of Interest against the Improving Futures programme criteria, the Panel took the view that the submission from the Wise Group was stronger and, therefore, had a better chance of success. Consequently, it was endorsed as the Expression of Interest for East Ayrshire.

10.8 The Big Lottery Expert Advisory Panel will use the information provided on the expression of interest forms to assess which are the strongest projects to invite to submit a full application and business plan. A decision will be made by the start of July 2011.

11. COMMUNITY HEALTH PARTNERSHIPS

11.1 An Audit Scotland Report (June 2011) has been completed in respect of a review of Community Health Partnerships. Ayrshire and Arran NHS Board will provide a detailed response to this report for consideration at a future CPP Board meeting.

12. RECOMMENDATIONS

12.1 The Community Planning Partnership Board is requested to:

- i) review the Risk Register and identify any current risks;
- ii) note the decision to proceed with the Residents' Survey 2011 and the associated timescales;
- iii) note the summary findings of the co-location evaluation;
- iv) note and endorse the proposals to host a series of awareness raising events at our co-located facilities during the summer period;
- v) note the nomination of a Head of Service within East Ayrshire Council with a remit to oversee the work of each co-located facility;
- vi) note the proposals in relation to the Telecare/Fire Safety Joint Initiative and the progress to date;
- vii) note the progress in relation to the shared services/shared management arrangements and agree to receive an update report at future meeting;
- viii) note the progress in relation to Alcohol and Drugs – Mapping Spend;
- ix) note the decision to endorse the Expression of Interest in respect of the Wise Group to the Improving Futures programme;
- x) agree to receive a report in respect of a response to the Audit Scotland's CHP Review at a future Board meeting; and
- xi) otherwise, note the content of the report.

Fiona Lees
Chief Executive
East Ayrshire Council
17 June 2011

EAST AYRSHIRE COMMUNITY PLANNING RISK REGISTER – 2011/12

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	Impact of spending review (1 year budget allocation) on deliverability of new Action Plans and Single Outcome Agreement					
	Thematic Action Plans (2011-2015) and related Single Outcome Agreement	Strategic review of Community Plan carried out Outcome based delivery model used to develop new Action Plans Action Plans ‘critically reviewed’ to ensure deliverability	CPP Board and individual partner agencies monitoring activity/progress	Community Planning Partnership Board Action Plan Working Groups Partner agencies	Quarterly	High

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 3	The Community Planning Partnership Single Outcome Agreement will not be effectively implemented across the Partner organisations					
	<p>JOG Action 1.2 Ensure the effective implementation of the CPP Single Outcome Agreement (SOA)</p>	<p>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.</p> <p>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 on 23 July 2009.</p> <p>SOA Interim Report considered and endorsed by the CPP Board on 20 April 2009.</p> <p>SOA Annual Performance Report 2008/09 endorsed by the CPP Board on 30 September 2009 and submitted to the Scottish Government by the due date.</p> <p>SOA Improvement Plan developed and actions being progressed to facilitate achievement of SOA Outcomes.</p> <p>SOA Annual Performance Report 2009/10 endorsed by the CPP Board on 23 September 2010 and</p>	<p>CPP Board will drive forward the development of the SOA and ensure effective roll out and reporting across partner agencies.</p> <p>SOA included as a standing item at all CPP Board meetings.</p>	<p>Community Planning Partnership Board</p> <p>All Partners</p>	<p>Quarterly</p>	<p>Medium</p>

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
		submitted to the Scottish Government by the due date. New SOA updated as part of the Community Planning Four Yearly Review process for implementation from 1 April 2011.				

Identified and potential risks arising from our updated Single Outcome Agreement 2011-2014

Priority	SOA Risk	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
SOA Generally:						
1.	That only the Council is accountable for delivering outcomes to service users.	All Community Planning Partners signed up to the new SOA by 29 March 2011, prior to submission the Scottish Government.	All Core Community Planning Partners have signed up to the Single Outcome Agreement. The CPP Board will review progress routinely to ensure effective progress is being made.	Community Planning Partnership Board All Partners Community Planning Partnership Board	Quarterly	Medium
2.	Increased level of Council/Partner accountability, over and above, the SOA.	Integrated Community Plan/SOA annual performance report prepared for 2009/10 and 2010/11. Performance reporting processes to be further streamlined for 2011/12.	The CPP Board will continue to consider all requests for enhanced/increased reporting and guard against increased levels of reporting.	Community Planning Partnership Board	Quarterly	Medium

Priority	SOA Risk	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
SOA Financial Aspects:						
3.	The Council's and Partner Agencies' funding packages are inadequate to deliver the range of specific commitments.	SOA improvement actions identified and reviewed on an annual basis. Opportunities for joint pre-budget planning to be developed in 2011/12.	The CPP Board will review progress on an annual basis and make amendments, where required. In addition, the Board will ensure that agreed strategic priorities inform partner agencies financial planning cycles.	Community Planning Partnership Board Community Planning Partnership Board Partner Agencies	Annually	High
4.	The Council's and Partner Agencies ability to continue to provide sustainable services in relation to the economic downturn and reducing budgets.	SOA improvement actions identified and reviewed on an annual basis. Opportunities for joint pre-budget planning to be developed in 2011/12.	The CPP Board will review progress on an annual basis and make amendments, where required. In addition, the Board will ensure that agreed strategic priorities link to partner agencies financial planning cycles.	Community Planning Partnership Board Community Planning Partnership Board Partner Agencies	Annually	High

Priority	SOA Risk	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
SOA Performance Reporting:						
5.	The Council and CP Partners are expected to deliver continuous improvement on national outcomes.	Annual performance reporting progressed to meet the requirements of the CPP Board, Partner agencies, the Scottish Government and local communities. SOA improvement actions identified and reviewed on an annual basis.	The CPP Board will ensure routine reporting of progress against agreed national outcomes and initiate an improvement agenda, where required.	Community Planning Partnership Board	Annually	Medium
6.	That reliable/useful data sets at local level are available within the required SOA reporting timescales.	Review of Research, Information and Performance Group progressed and refocused activity to be taken forward to enhance joint systems for data collection, management, analysis and dissemination of key statistics.	The Community Planning Partnership Board will 'lobby' to ensure a consistent and relevant data set remains available at both national/local levels.	Community Planning Partnership Board	Quarterly	Medium

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 4	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 Director of Finance and Corporate Support		
Risk 5	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: March 2011

Due to be reviewed: June 2011

COMMUNITY PLANNING PARTNERSHIP

PROJECT BRIEF

TITLE:	Shared Commitments – Joint Training
LEAD OFFICER:	Bernadette McGuire, Director of Learning and Teaching, Kilmarnock College
DATE PREPARED:	1 June 2011

Background information – *why?*

As part of the Community Plan Four-yearly Review 2010/11 process, the Community Planning Partnership Board took the opportunity to review the Partnership's Shared Commitments. At its meeting of 16 December 2010, it agreed that the current Shared Commitments remained 'fit for purpose', with some commitments requiring an increased focus going forward into 2011-2015.

Joint training was recognised as an area where the Partnership could provide an increased focus during 2011-2015.

Stakeholders – *who?*

- Community Planning Partners.
- Potentially, other Ayrshire Councils.

Key Officers

- Organisational Development/Learning and Development Managers from the Partner organisations.

Objectives and activities – *what?*

- Identify joint training opportunities, both current and emerging.
- Identify opportunities to jointly procure training.
- Develop a mechanism to ensure that when new training is developed consideration is given to whether it is relevant to involve other partners in its development and roll out.

Benefits

- More effective use of resources, including staff, financial and accommodation resources.
- Improved partnership working through the opportunities that will naturally be provided to network and build relationships across organisations.

Timescales

- Actions to be developed initially for 2011/12 and annually thereafter.

Risks / Issues

- To maximise the benefits all partners require to actively participate, as appropriate.

What needs to happen next?

- Identification of key officers to participate in the working group.
- Development of a project plan which sets out defined timescales, stages and responsibilities in relation to achieving the objectives set out within this project plan.

Detail of Key Areas of Activity over 2011/12

- Audit of mandatory training across Partner organisations with the aim of identifying training which could be jointly delivered and/or jointly procured.
- In depth consideration of a key priority within one of the Community Plan Action Plans to identify the skills which staff across the partner organisations would require to make a real difference and what training exists or could be developed to be delivered on a multi-agency basis. Recognising that increasing attainment in literacy and numeracy skills for people of all ages is a priority for the Community Planning Partnership, particularly in relation to their importance in building the skills of the existing workforce and improving the employability of those seeking work, it is proposed that this will be the first priority area to be explored in this regard.

Reporting Arrangements

- Routine reporting will be to the Joint Officers' Group (JOG) through the JOG Workplan.
- 6 monthly progress reports to be submitted to the CPP Board.

COMMUNITY PLANNING PARTNERSHIP

PROJECT BRIEF

TITLE:	Shared Commitments – Joint Information Sharing
LEAD OFFICER:	Amanda Coulthard, Assistant Director-Planning, NHS Ayrshire and Arran
DATE PREPARED:	2 June 2011

Background information – *why?*

As part of the Community Plan Four-yearly Review 2010/11 process, the Community Planning Partnership Board took the opportunity to review the Partnership's Shared Commitments. At its meeting of 16 December 2010, it agreed that the current Shared Commitments remained 'fit for purpose', with some commitments requiring an increased focus going forward into 2011-2015.

While it was noted that significant progress had been made in respect of Joint Information Sharing, this was recognised as an area where the Partnership could re-focus activity during 2011-2015 to ensure that information sharing at all levels continued to be robust.

Stakeholders – *who?*

- All Community Planning Partners, with core representation from East Ayrshire Council, NHS Ayrshire and Arran, Strathclyde Fire and Rescue, Strathclyde Police and Kilmarnock College.

Key Officers

- Performance staff and Analysts from the Partner organisations.
- The Assistant Director-Planning, NHS Ayrshire and Arran, has agreed to assume the chair of the Research, Information and Performance Group.

Objectives and activities – *what?*

- Provide an information framework for the Single Outcome Agreement and the Community Plan in general, ensuring the continuation of an evidence base around the agreed local outcomes.
- Lead on the production, development and promotion of statistical/information services, analysing data, and interpreting and reporting on results.
- Identify further opportunities for joint information sharing.
- Implement a mechanism to ensure the overall 'sign off' of statistical information submitted as part of SOA performance reporting.

Benefits

- More co-ordinated and effective use of resources, including staff.
- Improved co-ordination of statistical/analytical services across the partnership to support availability of a core evidence base.
- Improved partnership working through opportunities to develop a comprehensive research, information and performance network to support the Community Planning process within East Ayrshire.

Timescales

- Key areas of activity and actions to be developed initially for 2011/12 and annually thereafter.

Risks / Issues

- To maximise the benefits all partners require to actively participate as appropriate.

What needs to happen next?

- Identification of key representatives to participate in the refocused working group.
- Review and revision of existing Terms of Reference.
- Development of a detailed workplan, which sets out defined actions, timescales and responsibilities in relation to achieving set objectives.

Detail of Key Areas of Activity over 2011/12

- Support the identification and effective management of key performance indicators to evidence progress towards outcomes in respect of the Community Plan/Single Outcome Agreement.
- Develop and maintain core data sets to provide an evidence base in respect of identified key indicators, updating East Ayrshire by Numbers on a routine basis.
- Consider and implement the best method of sharing information produced across the Partnership.
- Monitor and report on progress towards the delivery of agreed outcomes as identified in the Community Plan/Single Outcome Agreement.
- Initiate, plan and progress statistical/analytical work programmes.
- Develop locally based processes for the monitoring and evaluation of programmes of work commissioned through Community Planning.
- Develop streamlined structures for data sharing with common protocols.

Reporting Arrangements

- Routine reporting will be to the Joint Officers' Group (JOG) through the Research, Information and Performance Group Workplan.

COMMUNITY PLANNING PARTNERSHIP

PROJECT BRIEF

TITLE:	Alcohol and Drugs – Mapping Spend
LEAD OFFICER:	Eddie Fraser, Chair of East Ayrshire Alcohol and Drugs Partnership
DATE PREPARED:	April 2011

Background information – *why?*

The Alcohol and Drugs Partnership (ADP) works to reduce the harmful effects of alcohol and drug misuse on service users, families and communities. The remit of the ADP is to work in partnership to deliver key actions and outcomes within the Improving Health and Wellbeing Action Plan of the Community Plan, the Children and Young People's Services Plan and the Improving Community Safety Plan within the Single Outcome Agreement.

The Alcohol and Drugs Pledge 2008-2010 committed Community Planning Partners to actively address issues relating to alcohol and drugs. This pledge, whilst recognising the need to support those currently experiencing problems in relation to drug and alcohol use, emphasises the need to reduce the subsequent impact of alcohol and drug problems by adopting a preventative focus. In ensuring structured activity within the framework of the pledge, an action plan was developed. With the ethos of prevention/education, much activity has focussed on children and young people.

The Community Planning Partnership agreed that there an increased focus would be beneficial in a number of areas over the period 2011-15. Included in this was an agreement to focus on alcohol and drugs, the costs associated with (in terms of direct delivery and also on universal services), and the overall impact of the misuse of alcohol and drugs on individuals, families and communities. In this regard, the ADP has been asked to lead on this area of work and report progress back to a future CPP Board meeting.

Stakeholders – *who?*

- Community Planning Partners.
- Service Users
- Communities

Key Officers

- Members of the Alcohol and Drugs Partnership
- Community Planning Partners (NHS, EAC, Police, Fire and Rescue, Voluntary Sector)
- Finance Services (EAC and NHS Ayrshire and Arran)
- Other key stakeholder/service delivery agents as required.

Objectives and activities – what?

- Identify activities related to alcohol and drugs across Council Services and Partner Organisation and the outputs and outcomes of this work.
- Identify the amount of spend on alcohol and drugs services across the Council and Partner Organisations.
- Identify the cost associated with alcohol and drugs misuse on universal services.

Benefits

- A clear understanding of the resources being directed to addressing the misuse of alcohol and drugs.
- Identifying a link between resources and outcomes.

Timescales

- Start date: June 2011
- Interim report: November 2011
- Final report: January 2012.

Risks / Issues

- Need to ensure that all partners are involved and that all information required is provided.

What needs to happen next?

- Identification of key officers to participate in the working group.
- Development of a project plan which sets out defined timescales, stages and responsibilities in relation to achieving the objectives set out within this project plan.

Reporting Arrangements

- Routine reporting will be to the ADP, with the final report submitted to the CPP Board in January 2012.