



COMMUNITY PLANNING UPDATE AND AWARDS CEREMONY

BOARD MEETING: 11 DECEMBER 2008

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 2008/09.
- 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 (JOG) WORKPLAN 2008/09

- 3.1 Attached at Appendix 2 for information and noting is the 2008/09 JOG workplan, detailing progress against actions to 21 November 2008. For ease of reference, actions where there has been progress since the last meeting are highlighted in white on black.

4. LOCAL COMMUNITY PLANNING FORUMS

Joint Central North and Central South Local Community Planning Forum

- 4.1 A joint event, bringing together Central North and Central South Local Community Planning Forums, was convened in the Gateway Centre, Kilmarnock on 18 November 2008 with a focus on Alcohol, Drugs and Access to Health Services. The event afforded Forum members the opportunity to identify key messages to inform the ongoing development of the Community Planning Partnership's strategic approach to substance misuse and the development of the Primary Care Strategy.
- 4.2 The event, introduced by Doctor Maggie Watts, NHS Ayrshire and Arran, utilised the World Café model of engagement, with table discussion hosted by appropriate representatives from East Ayrshire Council, NHS Ayrshire and Arran, and Turning Point.
- 4.3 Over forty people participated in the event. In addition to Local Community Planning Forum members, there was representation from Partner agencies and a range of voluntary sector organisations, including Turning Point, the Lighthouse Foundation, Ayrshire Council on Alcohol and ADDACTION.
- 4.4 Feedback on the day was very positive and the evaluations are currently being analysed. The output from the topic discussions will be collated and circulated to Forum members in due course.

Joint Northern and Southern Local Community Planning Forum

- 4.5 A joint event, bringing together the Northern and Southern Local Community Planning Forums, was convened on 25 November 2008 in Council Headquarters, Kilmarnock with a focus on Community Regeneration. The event afforded Forum members the opportunity to highlight key issues and priorities in relation to the regeneration of their local area for consideration in the development of the new Delivering Community Regeneration Action Plan, which will be implemented from 1 April 2009.
- 4.6 Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support, East Ayrshire Council welcomed Forum members to the session. Thereafter, Alan Neish, Head of Planning and Economic Regeneration and Lead Officer with responsibility for the development of the new Action Plan, delivered a presentation setting the context for the workshops which followed.
- 4.7 The event concluded with a summary of the key messages in respect of Community Regeneration, which will be considered in the development of the new Action Plan. The output from the topic discussions will be collated and circulated to Forum members in due course.

Community Representatives Expenses

- 4.8 At the request of representatives on the North Federation to review the expenses rates, the following alterations are proposed:
- Childcare expenses: Reduce from £10 per hour to between £30 and £40 per day.
 - Loss of earnings: Increase the rate from £6.83 per hour to £8.49, as follows:
 - Up to 4 hours - £33.96
 - Up to 8 hours - £67.92.
- 4.9 Subject to Board approval, the proposed rate will come into effect as of 11 December 2008 and the Federations will require to meet the up rated costs from within existing resources.
- 4.10 In addition, it is proposed that the Community Representatives' Expenses Procedure, utilised by the former CPP Board, be aligned with the Expenses Procedure which has been agreed for Local Community Planning Forums to ensure a consistent approach across the Partnership.

5. COMMUNITY PLANNING AWARDS CEREMONY

- 5.1 The multi-agency Working Group, chaired by Gwen Barker, Community Planning and Partnership Manager, is progressing arrangements for the Community Planning Awards Ceremony, which will be held in the Park Hotel, Kilmarnock on Thursday 26 March 2009.
- 5.2 Nominations are being sought in seven categories, namely the six current themes of the Community Plan and an overall partnership category, through a range of mechanisms, including the local press, the Community Planning website, the Federations of Community Groups, Community Councils and community groups, schools and by displaying public information in venues, such a GP surgeries, libraries and Local Offices.

- 5.3 The cut off date for the return of nomination forms is Friday 19 December 2008 and Board members are requested to ensure a high response rate from their organisations and the groups with which they have contact.
- 5.4 JOG members and the chairs of the Federations of Community Groups will act as the judging panel for nominations and in this regard a special meeting will be convened week commencing 19 January 2009.
- 5.5 At its meeting of 18 September 2008, the CPP Board agreed to underwrite the associated costs of approximately £20,000 from the Community Planning Development Fund, to provide comfort in respect of taking forward activity in respect of the Awards Ceremony. CPP Board members are now requested to seek sponsorship for the event utilising their contacts through their particular organisations.

6. PARTNERSHIP ASSESSMENT FRAMEWORK

- 6.1 The Partnership Assessment Framework (PAF), considered at the joint JOG/Lead Officers' Group meeting of 6 November 2007 and endorsed at the Core Partners' Group meeting of 11 December 2007, provides practical advice in respect of:
- establishing new partnerships and reviewing the effectiveness of, or the necessity for continuing, existing partnerships;
 - clarifying the role of the range of partners who participate in partnership working; and
 - ensuring robust operating arrangements.
- 6.2 In respect of reviewing existing partnerships utilising the PAF, an audit was implemented to identify the main partnerships/working groups already in existence and, subsequently, it was agreed at the JOG meeting of 29 January 2008 that the Community Safety theme would be utilised to pilot the PAF as follows:
- all partnerships/working groups to be reviewed by the Improving Community Safety Action Plan Working Group utilising the PAF checklist; and
 - recommendations for disbandment or continuation of all groups and completed PAF checklists for those partnerships/working groups, where there is a rationale for continuation, to be reported to a future JOG meeting.
- 6.3 The above pilot has been concluded and a report submitted to the JOG meeting of 4 November 2008.
- 6.4 In summary, the PAF template has been completed for a range of partnerships/working groups outlining the rationale for their continuation; two groups have been identified as operational working groups, which meet annually on an ad hoc basis to progress a specific area of activity, and do not require the completion of the PAF template; and a range of partnerships/working groups has been disbanded, no longer meet or have been identified as no longer required.
- 6.5 Significant progress has been made in respect of rationalising the number of community safety related partnerships/working groups identified through the Audit. However, there is a need for ongoing review to promote streamlining and best value in the use of resources.

Next Steps

- 6.6 As part of the Mid Term Review of Community Planning, which will reduce the number of Community Plan Action Plans from the current six to four, Lead Officers have been remitted to prepare a PAF template for each Action Plan Working Group, outlining the rationale for the Group, clarifying the role of its members and detailing its operating arrangements.
- 6.7 Lead Officers have been further remitted, again as part of the Mid Term Review, to review the range of partnerships/working groups identified in the Audit of Partnerships, as they relate to the new themes, and rationalise where possible and appropriate utilising the PAF.
- 6.8 No issues in relation to utilising the PAF template were raised during the pilot exercise in respect of Community Safety. As agreed, therefore, at the then Core Partners' Group meeting of 11 December 2007, the PAF requires to be utilised routinely by all partner agencies before any new partnerships are established.
- 6.9 The PAF and all associated documentation are available for download and completion on an ongoing basis through the Community Planning website at www.eastayrshirecommunityplan.org.
- 6.10 As further agreed at the above meeting, to ensure a focus on rationalising partnerships/structures, the final decision on whether a new partnership requires to be established will be taken by the CPP Board on the basis of the strength of the rationale presented through the application of the PAF. In this regard, a report and a completed checklist from the PAF require to be submitted timeously for the attention of the CPP Board. Reports should be forwarded to Gwen Barker, Community Planning and Partnership Manager, at Council Headquarters, London Road, Kilmarnock.

7. EAST AYRSHIRE CARERS CENTRE EVALUATION

- 7.1 At its meeting on 26 June 2008, the CPP Board approved a funding allocation to commission an independent evaluation of East Ayrshire Carers Centre. The evaluation would assess performance; promote sustainability; and provide a strategic way forward for the Carers Centre.
- 7.2 Consultants from Ekos Limited were commissioned to take this work forward and recently prepared and submitted a draft evaluation report to the Community Planning and Partnership Unit, which has been circulated to colleagues in Social Services and the Carers Centre for comment.
- 7.3 The comprehensive report has positively reflected the services provided by the Carers Centre as well as highlighting a number of issues, which will require to be addressed by Social Services colleagues and the Carers Centre Board of Directors. The recommendations arising from the evaluation have been attached for consideration by the Board at Appendix 3.
- 7.4 The Board may consider that this would be an appropriate time for staff in Social Services to convene a meeting with colleagues at NHS Ayrshire and Arran and the Carers Centre to review the findings and recommendations of the independent evaluation report and subsequently report back on an appropriate way forward.

8. 'THESE ARE OUR BAIRNS'

- 8.1 At its meeting of 18 September 2008, the CPP Board was advised of the content of the Scottish Government publication: 'These Are Our Bairns: a guide for community planning partnerships on being a good corporate parent', which provides guidance to councils and community planning partnerships on how to improve the lives of Looked After children and young people and care leavers, through better fulfilling this role.
- 8.2 The Board agreed to participate in a Community Planning Partnership seminar, to take place in early 2009, which will consider the implications of the document from an East Ayrshire perspective. In this regard, it is proposed that the seminar be convened on Tuesday 10 February 2009, involving members of the Board, the Joint Officers' Group and Lead Officers.

9. RECOMMENDATIONS

- 9.1 The Community Planning Partnership Board is requested to:
- i) review the Risk Register and identify any current risks;
 - ii) note progress to 21 November 2008 in respect of the JOG Workplan 2008/09;
 - iii) note that the third round of Local Community Planning Forums has been convened;
 - iv) approve the proposed changes to the rate of expenses for community representatives participating on Local Community Planning Forums, as detailed at paragraphs 4.8 and 4.9, and the proposed alignment of expenses as detailed at 4.10;
 - v) note the progress in respect of the Community Planning Awards Ceremony and agree to utilise members contacts to secure sponsorship for the event;
 - vi) note that the JOG and the chairs of the Federations of Community groups will act as the judging panel for the Community Planning Awards Ceremony, in regard to which a special meeting will be convened week commencing 19 January 2009;
 - vii) note the progress made in respect of implementing the Partnership Assessment Framework in relation to reviewing partnerships/working groups under the theme of community safety;
 - viii) agree to ensure that the PAF is implemented and presented to the CPP Board for endorsement prior to the establishment of new partnerships/working groups;
 - ix) note the recommendations arising from the independent evaluation of the Carers Centre;
 - x) agree that a meeting is convened by Social Services with NHS colleagues and representatives of the Carers Centre to review the recommendations in the evaluation report, and report back to the CPP Board on an appropriate way forward;
 - xi) consider and agree the proposed date of Tuesday 10 February 2009 in respect of Community Planning Partnership seminar to consider the implications of 'These Are Our Bairns' from an East Ayrshire perspective; and
 - xii) otherwise note the content of the report.

Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support
East Ayrshire Council
26 November 2008

EAST AYRSHIRE COMMUNITY PLANNING RISK REGISTER – 2008/09

Priority & Current Status	Risk	Related Action in JOG Workplan	Mitigating Controls	Action Plan	Responsibility	Progress Reporting Date
1.	The Community Planning Partnership Single Outcome Agreement will not be effectively implemented across the Partner organisations	Action 1.1 <ul style="list-style-type: none"> Ensure the effective implementation of the Community Planning Partnership Single Outcome Agreement 	CPP Board will drive forward the development of the SOA and ensure effective role out and reporting across partner agencies	<p>Draft SOA due to be considered/signed off by CPP Board on 26 June 2008 - Achieved</p> <p>Community Planning Partnership SOA developed and submitted to Scottish Government on 27 June 2008 and signed off by John Swinney MSP, Cabinet Secretary for Finance and Sustainable Growth on 2 July 2008</p> <p>SOA will become standing item at Board meetings during 2008/09</p>	<p>Community Planning Partnership Board</p> <p>All partners</p>	Quarterly
2	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	Action 3.3 <ul style="list-style-type: none"> Implement Partnership Assessment Framework 	All existing and new partnerships reviewed for effectiveness and overall impact	Partnership Assessment Framework being implemented for overall review of existing and new partnership activity	Joint Officers' Group	6 monthly

Priority & Current Status	Risk	Related Action in JOG Workplan	Mitigating Controls	Action Plan	Responsibility	Progress Reporting Date
	partnership working not assessed.					
3	Governance and monitoring – unable to demonstrate resources allocated are spent efficiently and effectively on Community Planning priorities	Action 5.1 <ul style="list-style-type: none"> Ensure an effective and appropriate role for Elected Members/ Partner Agency Board Members in the Community Planning process 	Established systems/structures in place to ensure effective governance and control	Performance and finance reports presented routinely to CPP Board and relevant Committees Strategic Review of the Council's revenue budget being implemented	All partners Executive Head of Finance	Quarterly Annually
4	Partner agencies not fully utilising the National Standards for Community Engagement	Action 4.1 <ul style="list-style-type: none"> Ensure ongoing and effective consultation with and the ongoing engagement of representative organisations in the Community Planning process 	National Standards adopted as a minimum level for community engagement	Roll out and evaluate Local Community Planning Forums Reference Group established for Local Community Planning Forums	All partners	6 monthly

- High risk – highlighted in red.

Below the Line Risks to be Monitored
Actions removed from the Register logged

Date Issued: 1 April 2007
Last updated: 20 November 2008

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	Opportunities identified by Working Group to sustain CRF/CVP 'flagship' projects Fairer Scotland Fund resources allocated to Community Planning Partners in East Ayrshire	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	May 2008



COMMUNITY PLANNING PARTNERSHIP SERVICE PLAN
JOINT OFFICERS' GROUP
WORK PLAN 2008/09

JOINT OFFICERS' GROUP WORK PLAN 2008/09 AIMS AND ACTIONS

AIM 1: To further mainstream Community Planning practice and principles

- 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
- 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

AIM 2: To ensure a robust partnership structure for Community Planning

- Action 2.1 Develop and implement appropriate schemes of delegation

AIM 3: To ensure effective partnership working

- Action 3.1 Implement the findings of the annual Partnership Assessment Scorecard (PAS) exercise
- Action 3.2 Evaluate the effectiveness of the Partnership Assessment Scorecard
- Action 3.3 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 ongoing and effective consultation with and the ongoing engagement of representative organisations in the Community Planning process
- Action 4.2 Implement activity of Residents' Panel Annual Consultation Schedule 2008/09**
 - Prepare an annual consultation plan 2008/09
- Action 4.3 Develop a local compact/partnership agreement with each of the Federations of Community groups for 2008/09
- Action 4.4 Raise awareness of Community Planning and its benefits in the wider community

AIM 5: To develop the role of Elected Members/Partner Agency Board Members in Community Planning

- Action 5.1 Ensure an effective and appropriate role for Elected Members/ Partner Agency Board Members in the Community Planning process

AIM 6: To ensure a co-ordinated approach to sourcing, analysing and disseminating data and statistical information

Action 6.1 Continue to source and analyse information/data to allow the impact of Community Planning to be measured and to inform service delivery

Action 6.2 Further enhance joint systems for data collection, management, analysis and dissemination of key statistics, and the commissioning of research

AIM 7: To ensure a robust approach to risk management

Action 7.1 Maintain and monitor a Community Planning Risk Register

AIM 8: To ensure that the principle of equality underpins all policy and strategy development

Action 8.1 Implement Integrated Impact Assessment (IIA)

AIM 1: To further mainstream Community Planning practice and principles.

ACTION 1.1		TARGET	TIMESCALE	LEAD PARTNER
Ensure the effective implementation of the Community Planning Partnership Single Outcome Agreement		An increase in joint planning and resourcing of common priorities An increase in the mainstreaming of initiatives which meet strategic priorities	2008/09 and ongoing	JOG
BASELINE POSITION 1 April 2008	ACTUAL OUTPUTS 07/08	OUTCOME	PROGRESS	
Draft Community Planning Single Outcome Agreement (SOA) developed Fairer Scotland Fund resources allocated	SOA developed in the context of Community Planning Fairer Scotland Fund resources allocated in line with strategic priorities	Strategic response to short term funded initiatives	Community Planning Partnership SOA developed and submitted to Scottish Government on 27 June 2008 SOA signed off by John Swinney MSP, Cabinet Secretary for Finance and Sustainable Growth on 2 July 2008 Fairer Scotland Fund resources allocated in line with strategic priorities through structured process involving Partners, as appropriate	

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	2007/08 and ongoing	JOG/Co-location Board/Shared Services Group
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	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 	Crosshouse Resource Centre progressed Further co-location opportunities identified Exercise undertaken to identify benefits/impact/efficiencies of co-location Opportunities for shared budgets/management arrangements to be explored	Shared management opportunities maximised Opportunities for shared budgets maximised	Stewarton Area Centre opened 15 September 2008 Plans for Crosshouse Resource Centre being progressed	

ACTION 1.3		TARGET	TIMESCALE	LEAD PARTNER
Further explore opportunities for shared services		Maximisation of resources through shared services	2007/08 and ongoing	JOG/Shared Services Group
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
<p>Range of shared services/shared purchasing arrangements/areas of joint activity in place, including</p> <p>Pre-retirement and First Aid Training jointly procured and delivered</p> <p>Scotland's Mental Health First Aid Training jointly delivered</p> <p>Shared services website for training established to allow the sharing of training materials</p>	<p>Shared training opportunities identified and implemented</p> <p>Further opportunities for shared services explored</p>	Resources maximised and service delivery improved through shared services		

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>2008/09</p>	<p>JOG</p>
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS
<p>Range of topic specific 'A Quick Word Abouts' documents produced and circulated</p> <p>Multi-agency Aspirational Learning Programme 2006/07 implemented</p> <p>Standard presentation prepared and delivered highlighting key issues and achievement through Community Planning and delivered across Partner agencies</p> <p>Community Planning Bulletin distributed</p> <p>Community Planning website reviewed and updated</p> <p>'The Work That You Do' booklet developed in respect of Council staff</p>	<p>Topic specific 'A Quick Word About' documents prepared and circulated</p> <p>Themed events organised addressing crosscutting issues</p> <p>Community Planning Bulletins produced and distributed</p> <p>Community Planning website reviewed and updated</p> <p>Multi-agency Aspirational Learning programme 2008/09 implemented</p>	<p>Community Planning practice mainstreamed within all Partner organisations</p>	<p>'A Quick Word About' documents produced in respect of:</p> <ul style="list-style-type: none"> • Coalfield Communities Federation • North Federation • Fairer Scotland Fund • SOA • Community Planning Activity 2007/08 in each of the four Local Community Planning Forum Areas • Tackling Alcohol and Drug Misuse in East Ayrshire <p>Recently produced 'A Quick Word About' documents</p> <ul style="list-style-type: none"> • Health and Wellbeing Profile • Community Planning Residents' Survey Results 2008

AIM 2: To ensure a robust partnership structure for Community Planning.

ACTION 2.1	TARGET	TIMESCALE	LEAD PARTNER
Develop and implement appropriate schemes of delegation	Appropriate schemes of delegation developed to ensure the business of all Community Planning structures is progressed effectively	2008/09	JOG
BASELINE POSITION 1 APRIL 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS
Operating Arrangements for community Planning Partnership developed	Operating Arrangements for Community Planning Partnership implemented	All Community Planning structures underpinned by appropriate schemes of delegation	Operating Arrangements for Community Planning Partnership developed and implemented

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		2008/09	JOG
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
<p>Partnership Assessment Scorecard developed and implemented 2006, 2007 and 2008</p> <p>Key actions taken forward in 2007/08:</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 – Multi-agency Aspirational Learning Programme implemented – 'The Work That You Do' booklet prepared for Council staff • 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 Local Community Planning Forums established • Engaging with communities on strategies and plans <ul style="list-style-type: none"> – Four Local Community Planning Forums established 	Consider and implement key findings of 2008 annual Partnership Assessment Scorecard	Effectiveness of Community Planning increased	<p>Key priorities for 2008/09 identified as:</p> <ul style="list-style-type: none"> • Awareness of Partners' Operational Staff • Awareness of Local People 	

ACTION 3.2		TARGET	TIMESCALE	LEAD PARTNER
Evaluate the effectiveness of the Partnership Assessment Scorecard (PAS)		Monitoring of the effectiveness of partnership working within the context of Community Planning	2008/09	JOG
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
Partnership Assessment Scorecard developed and implemented 2006, 2007 and 2008	<p>Evaluation of Partnership Assessment Scorecard undertaken</p> <p>Effective mechanism for monitoring the effectiveness of partnership working established for 2008/09 onwards</p>	Effectiveness of Community Planning increased	<p>Evaluation of PAS undertaken</p> <p>Survey Monkey tool currently being piloted</p>	

ACTION 3.3		TARGET	TIMESCALE	LEAD PARTNER
Implement Partnership Assessment Framework 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	2008/09	JOG
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
Partnership Assessment Framework developed Audit of partnership activity implemented	Conclude pilot of Partnership Assessment Framework with Improving Community Safety theme Implement Partnership Assessment Framework for all Community Plan themes All requests for new strategies 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'	Agreed at then Core Partners' Group meeting of 11 December 2007 that PAF requires to be completed prior to establishment of new partnerships and subsequent establishment endorsed by CPP Board Pilot of Partnership Assessment Framework with Improving Community Safety theme concluded Lead Officers remitted by JOG to complete PAF template in respect of the three new Action Plan Working Groups as part of the Mid Term Review process Lead Officers remitted by JOG to review the Audit of Partnership Groups as part of the Mid Term Review Process and rationalise where possible and appropriate	

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

ACTION 4.1	TARGET		TIMESCALE	LEAD PARTNER
Ensure ongoing and effective consultation with, and the ongoing engagement of, representative organisations in the Community Planning process	Ensure that communities are effectively consulted and engaged in the Community Planning process Ensure that the strategic planning and decision making of Community Planning Partners is effectively influenced by local communities In particular, ensure the involvement of young people in Community Planning		2008/09	JOG/Consultation Steering Group
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
Four Local Community Planning Forums established linking to the Coalfield Communities Federation and East Ayrshire (North) Federation Support Team established Capacity building and development programme implemented for support team	Development programme implemented for Forum members Local Community Planning Forum priorities identified and Annual Plan developed Reference Group established Local Community Planning Forum meetings convened as per Annual Plan Actions identified in respect of Forum topics and actioned as appropriate Mechanisms established to ensure robust links with Children and Young People's Forum	Community engagement in the community planning process increased The strategic planning and decision making of Community Planning Partners effectively influenced by local communities	Local Community Planning Forum priorities identified and Annual Plan developed Reference Group established and meets routinely after each round of Forum events Local Community Planning Forums progressed in May and November 2008 and actions identified/progressed Third round of Local Community Planning Forums progressed in November 2008	

ACTION 4.2	TARGET		TIMESCALE	LEAD PARTNER
Implement activity of Residents' Panel Annual Consultation Schedule 2008/09 Prepare an annual consultation plan 2008/09	Ensure that the views of residents of East Ayrshire inform the strategic planning of Partner agencies		2008/09	JOG/Consultation Steering Group
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
Residents' Panel refreshed Annual Consultation Plan 2007/08 developed 4 Residents' Panel consultations implemented	5 Panel consultation exercises undertaken 2 Panel newsletters prepared and distributed Greater co-ordination of community consultation and engagement	Understanding of local priorities and views on public service provision/satisfaction increased	Panel consultation progressed as follows: <ul style="list-style-type: none"> • through Dialogue Youth in respect of the Scottish Government 'National Conversation' • Leisure and Cultural Strategy • community awareness of Community Service Reports to be presented to JOG prior to being made available on the Community Planning website	

ACTION 4.3	TARGET	TIMESCALE	LEAD PARTNER
Develop a local compact/partnership agreement with each of the Federations of Community groups for 2008/09	Federations of Community Groups effectively underpinning the Community Planning Partnership	2008/09	JOG
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS
<p>Coalfield Communities Federation established</p> <p>East Ayrshire (North) Federation established</p> <p>Two Federations supported and developed to underpin the Community Planning Partnership</p> <p>Agreement reached with both Federations to support the development of local compact/partnership agreements between CPP and each Federation</p>	<p>Compacts/partnership arrangements with Federations of Community groups developed</p>	<p>Community engagement in the community planning process increased</p>	<p>Compacts not considered appropriate. Guide to Community Planning to be developed outlining remit and responsibilities of all Community Planning structures, including Federations of Community Groups</p>

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	2008/09	JOG/CPPU
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
<p>Community Planning website established and routinely updated</p> <p>CP Presentation prepared and delivered to local community groups</p>	<p>Preparation for Community Planning Awards Ceremony undertaken</p> <p>Community Planning presentation delivered to local groups on an ongoing basis</p> <p>Federations of Community Groups supported to feedback outcome of Forum meetings to wider community</p>	Awareness in the wider community of Community Planning and its benefits increased	<p>Multi-agency Working Group established for Awards Ceremony</p> <p>Date and venue agreed as Thursday 26 March 2009 in Park Hotel, Kilmarnock</p> <p>Agreed that JOG and the chairs of the Federations of Community groups will act as Judging Panel</p> <p>Nomination Forms widely circulated for return by 19 December 2008</p> <p>Awareness raising presentation delivered to a further 3 Community Councils</p>	

AIM 5: To develop the role of Elected Members/Partner Agency Board Members in Community Planning.

ACTION 5.1	TARGET	TIMESCALE	LEAD PARTNER
Ensure an effective and appropriate role for Elected Members/Partner Agency Board Members in the Community Planning process	Elected Members/Board Members effectively and appropriately involved in the Community Planning process	Ongoing	JOG
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS
Partnership Assessment Framework developed, clarifying the role of Elected Members and others in partnership activity Local Community Planning Forums developed involving Elected Members	Effective participation of Elected Members in Local Community Planning Forums supported Range of reports presented to appropriate Committees/Partner Boards	Elected Members/ Partner Agency Board Members appropriately involved in Community Planning process ensuring effective scrutiny	Elected Members participating in Local Community Planning Forums Community Plan Action Plan Annual Performance Report endorsed by the Council's Cabinet on 2 July 2008 The Regeneration Outcome Agreement Annual Report was made available to Elected Members through the Members Information Portal

AIM 6: To ensure a co-ordinated and effective approach to sourcing, analysing and disseminating data/statistical information.

ACTION 6.1		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	2008/09	JOG/Research, Information and Performance Group
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
Research, Information and Performance Group (RIP Group) established Draft Community Planning Partnership Single Outcome Agreement developed East Ayrshire by Numbers updated and issued to all Partners. Pocket Guide version published	Community Planning Partnership Single Outcome Agreement finalised Data sharing protocol implemented	Robust information available to measure the impact of Community Planning	Data sharing protocol endorsed – to be rolled out initially in respect of data available through Partner Publication Schemes	

ACTION 6.2		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	2008/09	JOG/ Research, Information and Performance Group
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
<p>Research, Information and Performance Group (RIP Group) established</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	<p>Pocket Guide version of East Ayrshire by Numbers published and circulated</p> <p>East Ayrshire by Numbers available on CP website</p> <p>CP key statistics information currently being piloted on website</p> <p>Data sharing protocol endorsed</p>	

AIM 7: To ensure a robust approach to risk management.

ACTION 7.1		TARGET	TIMESCALE	LEAD PARTNER
Maintain and monitor a Community Planning Risk Register		Ensure that identified risks are appropriately managed	Ongoing	JOG/Core Partners' Group
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS	
Community Planning Risk Register routinely reviewed and appropriate action taken	Risk Register considered at CPP Board/JOG meetings and appropriate action implemented to mitigate risk	Risks identified and appropriately managed and mitigated	CP Risk Register established and routinely reviewed at CPP Board	

AIM 8: To ensure that the principle of equality underpins all policy and strategy development.

ACTION 8.1	TARGET	TIMESCALE	LEAD PARTNER
Implement Integrated Impact Assessment (IIA)	Ensure that equalities issues are appropriately considered and addressed in the development of policy and strategy	2008/09	JOG
BASELINE POSITION 1 April 2008	PLANNED OUTPUTS 08/09	OUTCOME	PROGRESS
IIA Tool developed, tested and evaluated	Multi-agency training developed and implemented Policies/strategies/service developments/functions/capital programmes audited and prioritised for impact assessment Rolling programme of impact assessments implemented	IIA tool appropriately utilised in the development and review of relevant policies and strategies in Partner organisations	Priorities for impact assessment currently being identified

EVALUATION OF EAST AYRSHIRE CARERS CENTRE**NOVEMBER 2008****Recommended Actions**

In order to move forward with confidence and to build on the positive work that has already been carried out by the Carers Centre to date, we recommend a number of specific short-term actions:

- examine immediate opportunities for cost savings and to maximise income from bank interest;
- begin the negotiation of a new Service Level Agreement based on an accurate assessment of the core cost of the organisation and an agreed set of performance indicators and target outcomes;
- design, cost, and seek funding to implement a package of measures to strengthen organisational infrastructure, including to:
 - recruit a dedicated Administrative Officer;
 - appoint an experienced Finance Officer;
 - introduce an upgraded and networked IT system; and
 - acquire a financial management software package, for example, SAGE;
- carry out a major overhaul of the monitoring and evaluation processes and systems in the organisation, to include the eventual use of a single shared client database;
- seek continuation for the Centre's volunteer support project;
- review the organisation's approach to outreach, together with its options for relocating the Carers Centre office in Cumnock;
- complete and launch the Dalmellington base as a major source of income generation and examine associated opportunities; and
- prepare a robust and workable business plan to guide the Carers Centre through the period 2009-12, including preparation of detailed financial forecasts and agreed funding strategy.

November 2008