



## **SINGLE OUTCOME AGREEMENT**

**BOARD MEETING: 30 JULY 2009**

### **1. PURPOSE OF REPORT**

- 1.1 To update the Community Planning Partnership (CPP) Board on a range of matters relating to the East Ayrshire Community Planning Partnership Single Outcome Agreement (SOA).

### **2. SINGLE OUTCOME AGREEMENT**

- 2.1 The Board will recall that, following endorsement by all Community Planning Partners, our updated SOA was submitted to the Scottish Government for consideration on 27 February 2009.
- 2.2 Subsequently, positive feedback was received from the Scottish Government on 24 April 2009 and a few minor points of clarification requested were considered and recommendations agreed by the CPP Board at its meeting on 30 April 2009. The finalised SOA was resubmitted on 7 May 2009 to Derek Feeley, our Lead Scottish Government Director, who subsequently recommended the document for Ministerial approval and sign off.
- 2.3 Correspondence issued by the Scottish Government on 16 June 2009 confirmed approval of East Ayrshire's SOA with the overall Ministerial sign off planned for 23 July 2009 as part of the Scottish Government's planned Ministerial summer tour.

### **3. EAST AYRSHIRE SOA ANNUAL REPORTING ARRANGEMENTS**

- 3.1 As colleagues will be aware, an important element of the Single Outcome Agreement approach is the annual reporting process, with the first reports on progress made in 2008/09 due to be submitted to the Scottish Government by September 2009. Consequently, the Board agreed to receive a full report in respect of the SOA reporting framework and associated timescales, which is provided below for consideration.

#### **Components of the SOA Annual Review**

- 3.2 As previously reported to the Board, the Concordat Oversight Group (COG) has agreed how reporting in respect of Single Outcome Agreements should be taken forward as follows:
  - "The SOA Annual Report will be a factual statement covering progress against national and local outcomes. The report will be made in September each year, on the basis of data available from the previous financial year. The COG has issued a template which Councils and CPPs should use in presenting this information and one table should be used for each national outcome.

- The Annual Review is a qualitative assessment designed to provide the Council, the CPP and the Scottish Government with information about the effectiveness of the SOA approach”.
- 3.3 The Board will be aware that an IT-based performance management system is being introduced across the Council and significant work is planned and being taken forward in 2009 in this regard. It has been agreed that this system will be utilised in the future to facilitate accurate and effective SOA reporting; however, until the system has become fully operational, it was agreed at the Joint Officers’ Group of 19 May 2009 that the following interim arrangements would be implemented to ensure that the 2008/09 SOA Annual Report is prepared within the timescale for submission to the CPP Board and Scottish Government in September 2009.
- 3.4 SOA Outcome Reporting Templates, based on the Scottish Government’s template, have been prepared by the Community Planning and Partnership Unit (CPPU) and issued to appropriate Lead Officers for dissemination to identified data/information providers within their respective departments/agencies. Prior to issue, the reporting templates have been populated to reflect the information included in the SOA Outcome Templates (as at 26 June 2008). In addition, data updates have been requested in respect of the new indicators included in our updated SOA.
- 3.5 The information requested from departments/Partner agencies to complete the reporting templates and meet the requirements of the guidance includes:
- narrative on progress in improving the delivery of the National Outcome, including achievements to date, anticipated challenges for future years, and support/actions required to sustain continuous improvement and the delivery of improved outcomes;
  - progress at 31 March 2009 on local outcomes, including provision of the most up to date key performance information/evidence, where this is available, to measure progress against each local outcome (where performance data is not available, provision of narrative around progress is required and an indication of when and how data is likely to become available);
  - narrative on progress on local outcomes, including a description of the benefits and changes in outcome terms to the quality of people’s lives; and
  - narrative on progress in relation to the Fairer Scotland Fund Programme linked to relevant local outcomes.
- 3.6 To ensure effective reporting in respect of the Fairer Scotland Fund (FSF), which requires to be included in the SOA Annual Report, an additional section has been included in the reporting template to allow departments/Partner agencies to reflect progress on FSF linked outcomes and indicators (as identified above).
- 3.7 Detailed guidance, which has been provided by the COG, and the associated reporting template has been included at Appendix 1. Completed templates will require to be signed off by relevant Lead Officers and returned to the CPPU by Friday 17 July 2009.
- 3.8 In addition, it would be useful if local examples of good practice and new ways of working arising from the SOA process could be provided by departments/partners, where appropriate, which could be used to inform the SOA Annual Report.
- 3.9 The CPPU will co-ordinate the annual returns provided by the Council and Partner agencies, and prepare the consolidated SOA Annual Report for consideration by

Cabinet, Partner Agency Boards and the CPP Board, prior to submission to the Scottish Government.

- 3.10 The following table provides the proposed timescales for annual reporting in respect of the SOA to meet the requirements of the CPP Board and the Scottish Government.

<b>Action</b>	<b>Timescale</b>
Prepare and issue SOA Annual Reporting Template 2008/09 to Departments/Partner Agencies	By end May 2009 <b>(Completed)</b>
Lead Officers from departments/Partner agencies to complete and submit SOA Annual Reporting Template returns	Friday 17 July 2009
CPPU to prepare consolidated SOA Annual Report 2008/09	July–August 2009
Feedback from Research, Information and Performance Group	28 July 2009
Feedback from the Council's Corporate Management Team	Mid August 2009
Annual Report presented to Cabinet, Partner Agency Boards and the CHP Committee	End August–September 2009
Annual Report presented to CPP Board for final endorsement	September 2009
Annual Report to be submitted to Scottish Government	*Around September 2009

\*Please note that a definitive date in September 2009 for submission of the SOA Annual Report 2008/09 has been requested and requires to be confirmed by the Scottish Government.

### **Fairer Scotland Fund**

- 3.11 Colleagues will recall that at its meeting in December 2008, the Board agreed to receive a comprehensive and consolidated finance and performance report in July and November each year and a budgetary control report/summary statement at each quarterly Board meeting.
- 3.12 As previously reported, to ensure more streamlined performance reporting, FSF activity will be reported through the SOA, which will be informed by the reporting template returns provided by Lead Officers by 17 July 2009. In this regard, it is proposed that the consolidated FSF performance and finance report for 2008/09 is presented to the Board at its meeting on 30 September 2009.

### **Review of reporting arrangements**

- 3.13 To facilitate streamlining of reporting within the Community Planning process in East Ayrshire, it is proposed that reporting progress in relation to the Community Plan Action Plan Annual Performance Reports is integrated with the SOA reporting process from 2009/10 onwards, where possible.
- 3.14 The COG will continue to monitor the need to provide supplementary advice on reporting on the SOA, both to the Scottish Government and as part of local Public Performance Reporting. Additional guidance will be reviewed from an East Ayrshire perspective as and when received.
- 3.15 To facilitate continuous improvement in respect of the ongoing development of the SOA, the checklist provided by the Improvement Service has been completed for the updated SOA and is attached for information at Appendix 2.

#### **4. SOA DEVELOPMENT: PRIORITISATION**

- 4.1 At its meeting on 30 April 2009, the CPP Board agreed to progress a piece of work to highlight the key strategic priorities/local outcomes for the Partnership during the implementation of the SOA. This work requires to be progressed over the summer months and reported in the SOA Annual Performance Report in September 2009.
- 4.2 To facilitate progress in respect of this matter, JOG members were each requested to identify two key strategic priorities/local outcomes, which have greatest significance from an agency/partnership perspective, for discussion at the JOG/Lead Officers' Group meeting on 14 July 2009.
- 4.3 A range of key strategic priorities/local outcomes from individual organisational perspectives were identified by Partners and, subsequently, considered and refined at the JOG/Lead Officers' Group. They are presented at Appendix 3 for consideration and endorsement by the CPP Board.

#### **5. RECOMMENDATIONS**

- 5.1 The CPP Board is requested to:
- i) note that the updated SOA has been finalised and agreed by the Scottish Government, and the date has been set for the formal joint sign off of the document;
  - ii) note the requirements of the SOA annual reporting process and that the first SOA Annual Report on progress made in 2008/09 should be submitted to the Scottish Government in September 2009;
  - iii) note the proposals to integrate reporting on the Community Plan Action Plan Annual Performance Reports with the SOA reporting process from 2009/10 onwards, where possible;
  - iv) consider the key strategic priorities/local outcomes linked to the SOA, which have been identified by the JOG/Lead Officers' Group and agree the priorities for the Partnership which should be identified in the SOA Annual Performance Report; and
  - v) otherwise, note the content of the report.

**Fiona Lees**  
**Chief Executive**  
**East Ayrshire Council**  
**15 July 2009**

## **EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP**

### **SINGLE OUTCOME AGREEMENT ANNUAL REPORT 2008/09: TEMPLATE FOR PROVIDING INFORMATION ON PROGRESS AGAINST OUTCOMES**

The following guidance has been provided by the Concordat Oversight Group in respect of completion of the SOA Annual Report Template.

#### **PURPOSE**

The attached reporting template should be completed for each National Outcome included in the Single Outcome Agreement (SOA). The information which requires to be provided in the template is as follows:

#### **1. Narrative on progress in improving the delivery of the National Outcome**

- Progress in taking forward that National Outcome in overall terms, whether through activity referred to in the SOA or, if helpful, through other activities.
- Achievements and particular successes to date and anticipated challenges for future years, including what support or actions are required to sustain continuous improvement and the delivery of improved outcomes.

#### **2. Progress at March 2009 on Local Outcomes**

- Provision of the most up-to-date key performance information/evidence, (where this is available), to measure progress against each Local Outcome at March of the previous financial year (2009).
- Where robust or timely performance data is not yet available to measure progress against local outcomes, provision of a narrative around progress to March of the previous financial year (2009) and an indication of when and how data is likely to become available.
- Provision or revision of progress targets and end targets.

#### **3. Narrative on progress on Local Outcomes**

- Description of what benefits and changes in outcome terms to the quality of people's lives and opportunities have become apparent which indicate progress in the achievement of the Local Outcome.
- Explanation of how 'on track' this outcome is.
- Where changing circumstances have had an impact on delivery of the outcome/proposed progress, an explanation of what is happening and what is being planned to address the issue.

#### **4. Narrative on progress on the Fairer Scotland Fund linked to relevant Local Outcomes**

- Progress and achievements at March 2009 in relation to activity within the Fairer Scotland Fund Programme.
- Description of how this activity contributes to the achievement of the relevant Local Outcome.



## EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP

### SOA ANNUAL REPORT TEMPLATE (2008/09)

#### National Outcome -

1. Narrative on progress in improving the delivery of the National Outcome (see Guidance Note1).

2. Progress at March 2009 on Local Outcomes (see Guidance Note 2).

Local Outcome	Indicator/s <i>(noting frequency/ type/source)</i>	Baseline at 2006/07	Progress at March 2009 <i>(indicators where available)</i>	'Progress' target/s to 2010/11 (where available)	'End' target/s and timescale/s or direction of travel	Data Provider

3. Narrative on progress on Local Outcome (see Guidance Note 3).

Local Outcome	Indicator/s <i>(noting frequency/ type/source)</i>	Baseline at 2006/07	Progress at March 2009 ( <i>indicators where available</i> )	'Progress' target/s to 2010/11 (where available)	'End' target/s and timescale/s or direction of travel	Data Provider

**3. Narrative on progress on Local Outcome (see Guidance Note 3).**

**4. Narrative on progress on the Fairer Scotland Fund (FSF) linked to relevant Local Outcomes (for each FSF funded key service/project) (see Guidance Note 4).**

**EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP SINGLE OUTCOME  
AGREEMENT (SOA) 2008-2011**

**UPDATED SOA CHECKLIST**

<b>Evidence Base</b>	
Is there an integrated profile of the social, economic and environmental conditions in the local area?	An Integrated Area Profile which reflects the social, economic and environmental conditions of the local area has been developed under the themes of the Community Plan and included at Annex 1 of the updated SOA submitted to the Scottish Government on 27 February 2009.
Does this area profile provide a clear analysis of the challenges and opportunities which the area and its people face as a basis for setting outcomes and targets?	The Area Profile reflects the strategic priorities and key challenges and opportunities for the area, which will require to be addressed if the vision for East Ayrshire is to be achieved, including population decline; protecting children; education and learning; the economy; transport connections; crime and fear of crime; health, well being and health inequalities; poverty and deprivation; and the environment.
Does the area profile include a mix of reliable and robust quantitative and qualitative evidence?	A range of statistical information with data sources identified has been included in the Area Profile. In addition, qualitative information has been provided under each theme to further clarify the local context.
Does the area profile identify past trends in local conditions and their causes?	Past trends for the local area and Scotland as a whole have been identified in the Area Profile, together with a short analysis, and background information has been provided relating to their causes.
Does the area profile project future trends as a basis for setting future outcomes?	Future trends which are based on past evidence and consultation with key stakeholders as part of the Community Planning process and in particular the Mid Term Reviews have provided the basis for setting outcomes.
Does the area profile contain data and analysis that allow equalities outcomes to be monitored?	The Area Profile provides a selection of robust data related to poverty and inequalities, which has been acknowledged by the Scottish Government's Housing and Regeneration Directorate in correspondence received from Stephen White on 27 March 2009. Further opportunities to reflect equalities outcomes will be explored and progressed where appropriate; however, the availability of outcome indicators and related data sets will require continuous development and assistance will be required from the Scottish Government in this regard.
Are the priorities facing the area clear from the profile?	The Area Profile clearly reflects the priorities for the local area identified by a range of stakeholders, including the community, within the Community Planning process.
<b>Actual Outcomes</b>	
Do the outcomes in the SOA follow from the evidence in the area profile?	The outcomes in the SOA reflect the priorities identified in the area profile and in our Community Plan.

<b>Actual Outcomes</b> (continued)	
Are the outcomes really outcomes? i.e. are they expressed in terms of improvements to be achieved in people's quality of life and opportunities, and on their social, economic and environmental conditions?	The outcomes in the SOA are primarily based on the Community Planning Priorities and the aims of the Community Plan Thematic Action Plans.
Given the area profile and the National Performance Framework, are there 'missing' outcomes, i.e. outcomes you would expect to see but that are not stated?	The local outcomes included in the SOA reflect the needs, circumstances and priorities of East Ayrshire.
<b>Strategic Focus</b>	
Are there a limited number of strategic outcomes as sought in the guidance? (e.g. 20 or less)	The updated SOA contains 40 strategic local outcomes, which have been identified by Community Planning Partners in East Ayrshire.
If there are a large number of outcomes (e.g. 40 or more), could they be consolidated and expressed as a smaller number of strategic outcomes?	As previously stated, the outcomes in the SOA are mainly based on the Community Planning priorities and the aims of the Community Plan Thematic Action Plans. Community Planning Partners have agreed to prioritise the outcomes presented in the SOA over the summer period.
Are the outcomes supported by a limited number of measurable and comparable indicators?	Relevant measurable indicators have been identified against each of the outcomes. Where possible, indicators have been selected which can be compared nationally and benchmarked with comparator authorities.
Are the indicators appropriate measures of the outcomes? If not, are there indicators in the national and local menus that could be used?	Where appropriate, the indicators have been selected from the national menu of indicators and targets and the menu of indicators provided by the Improvement Service, where appropriate.
<b>Capable of Delivery</b>	
Are timescaled targets consistently applied to indicators? Has a direction of travel target been set when a precise target could have been set?	Targets with timescales have been applied where possible. Where timescales have not been applied, a direction of travel has been identified.
Are targets based on past performance trends? If not, what is the basis for the target?	Targets have been based on past performance trends and the knowledge of a range of partners and stakeholders who live and work in the local area.

<b>Capable of Delivery</b> (continued)	
Based on the evidence of past performance, are improvement targets realistic but sufficiently challenging?	Feedback from the Scottish Government has been positive and the Government has reflected that Partners have “captured well the key challenges and have plans in place to address them”.
Have ‘end’ targets been set so as to demonstrate achievement of the outcome?	End targets have been set, where possible. A direction of travel has in the main been identified.
Is there a clear line of sight from each outcome to the supporting plans and activities which should sit ‘below the waterline’?	A range of linked local and national plans and strategies have been identified at each National Outcome Template and within the text of the SOA, all of which can be linked to the overarching Community Plan.
In discussion, has the partnership thought through the extent to which they can shape future outcomes and the levers/mechanisms they will use to do this? (e.g. economic or population growth outcomes)	The SOA is a standing item at CPP Board and Joint Officers’ Group meetings, which allows Partners to consider, discuss, review and agree future priorities on an ongoing basis.  SOA development activity is led by the CPPU and supported by the multi-agency Research, Information and Performance Group.
Are there partners whose contribution will be essential to delivering outcomes but who are not yet part of developing the SOA (e.g. SEPA, Scottish Water, Universities, Colleges, etc)? How will they be engaged?	Significant activity is detailed in the SOA in respect of raising educational attainment. As a consequence of this, the Principal of Kilmarnock College has been invited to represent the local colleges and local higher education establishments on the CPP Board, which will facilitate the achievement of outcomes identified in the SOA. In addition, a representative from the Community Justice Authority has been invited to participate on the Community Planning Joint Officers’ Group. A range of key stakeholders, including the third sector, has an ongoing opportunity to engage in the Community Planning/SOA process through the Thematic Action Plan Working Groups.
Do the statutory partners accept the whole SOA as a corporate commitment by their council or board and as a basis for external scrutiny and accountability?	In respect of governance and scrutiny, and as identified in the SOA, Community Planning Partners have signed up to the whole SOA; adopted the SOA as a formal corporate commitment of the Council or Board; and given a commitment to support the delivery of the SOA and review structures, processes and resource deployment to optimise delivery of outcomes.
<b>Continuous Improvement</b>	
Does the SOA identify how any gaps in information on local conditions will be addressed? (e.g. Equalities information)	The SOA identifies the commitment of the Community Planning Partners to promoting equality duties within our partnership working. Work will be progressed in 2009/10 to identify equalities data and to link the SOA to the Single Equalities Scheme.

<b>Continuous Improvement</b> (continued)	
Does the SOA identify the further work needed to secure full ownership from all local partners and communities?	Partners have been fully committed to delivering the SOA within the Community Planning framework from the outset. The SOA has been endorsed by all core Community Planning Partners.
Does the SOA outline mechanisms for reviewing and improving existing partnership arrangements and resource deployment to enhance outcomes?	It is identified that the SOA will be reviewed on an annual basis to ensure continuous improvement.
Are there plans for shifting the focus from service provision to building the capacity of individuals, families and communities to achieve outcomes? Is there any learning to share?	The ongoing systematic engagement of communities in the Community Planning/SOA process ensures the promotion of the outcome based approach, and that local issues and priorities inform the development of the SOA and the ongoing delivery of effective services.

**EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP****SINGLE OUTCOME AGREEMENT 2008-2011****STRATEGIC PRIORITIES FROM AN AGENCY / PARTNERSHIP PERSPECTIVE****1. INTRODUCTION**

- 1.1 At its meeting of 30 April 2009, the Community Planning Partnership (CPP) Board agreed to progress a piece of work to highlight the key strategic priorities/local outcomes for the Partnership during the implementation of East Ayrshire's Single Outcome Agreement (SOA); and that this work required to be progressed over the summer months and reported in the SOA Annual Performance Report in September 2009.
- 1.2 A range of key strategic priorities/local outcomes from individual organisational perspectives were identified by Partners and, subsequently, considered and refined at the Joint Officers (JOG)/Lead Officers' Group meeting of 14 July 2009. They are presented below for consideration and endorsement by the Board.

**2. STRATEGIC PRIORITIES**

- 2.1 The strategic priorities/local outcomes detailed below are consistent with the priority themes of the Community Plan and encompass the identified national and local outcomes in the SOA.
- 2.2 In addition, the identified strategic priorities are consistent with the priorities identified in 'Achieving our Potential', the Scottish Government's Framework to tackle poverty and income inequality in Scotland, the Early Years Framework and Equally Well, the report of the Ministerial Task Force on Health Inequality.
- 2.3 The ten high level, strategic priorities recommended by the JOG for consideration by the CPP Board are as follows:
- Improving educational and skills attainment in schools.
  - Increasing the capacity of the local workforce and ensuring our young people are properly prepared for the world of work.
  - Promoting economic regeneration.
  - Regenerating our town centres.
  - Protecting and sustaining our environment.
  - Improving community safety in neighbourhoods and homes and protecting our most vulnerable residents.
  - Reducing crime and anti-social behaviour.
  - Reducing fatalities and casualties as a result of road traffic collisions.
  - Shifting the balance of care for older people and community care groups
  - Improving health and reducing health inequalities.

15 July 2009