



**COMMUNITY PLANNING UPDATE AND JOG
WORKPLAN 2007/08**

BOARD MEETING: 6 MARCH 2008

1. PURPOSE OF REPORT

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

2. JOINT OFFICERS' GROUP WORKPLAN 2007/08

- 2.1 Attached at Appendix 1 for noting is the 2007/08 Joint Officers' Group (JOG) Workplan, detailing actions to 29 February 2008. For ease of reference, actions where there has been progress since the last meeting are highlighted.
- 2.2 The JOG work programme for 2008/09 is currently being developed, Planning Partners have been asked to identify priority issues for inclusion in the 2008/09 workplan.

3. RISK MANAGEMENT FRAMEWORK

- 3.1 Attached for information at Appendix 2 is the East Ayrshire Community Planning Risk Register for 2007/08.
- 3.2 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.

4. RESEARCH, INFORMATION AND PERFORMANCE

- 4.1 Attached at Appendix 3 for information is the Research, Information and Performance (RIP) Group Workplan 2007/08, detailing progress against agreed actions.
- 4.2 A detailed report on the Single Outcome Agreement, the process and production of which the Council's Head of Corporate Development and Communication will steer through the RIP Group, is the subject of a separate report at Agenda Item 8.

5. CONSULTATION AND ENGAGEMENT

- 5.1 Attached at Appendix 4 for information is the Consultation Steering Group Workplan 2007/08, detailing progress against agreed actions.
- 5.2 Progress in respect of the Residents' Survey 2008 is the subject of a separate report at Agenda Item 15.

Residents' Panel Evaluation

- 5.3 To ensure that the Residents' Panel continues to be utilised effectively and meet the needs of the Community Planning Partners, the Consultation Steering Group was requested to carry out an evaluation of the first eighteen months of Residents' Panel activity.
- 5.4 Since its establishment in December 2005, nine consultation exercises have been conducted with the Residents' Panel. Seven of the nine evaluation forms distributed were completed by individuals responsible for consultations with the Residents' Panel.
- 5.5 In summary, of the seven Residents' Panel users:
- 86% were either fairly or very satisfied when consulting with the Residents' Panel;
 - 86% stated the information received was good or better; and
 - 86% stated that using the Residents' Panel was worthwhile.
- 5.6 Those who were dissatisfied were the users who utilised focus groups where there was a low response rate. Therefore, in order to maintain the interest of Panel members and achieve higher response rates, it will be important that careful consideration is given to the topic before a decision is taken in relation to whether it is appropriate to utilise the Residents' Panel. This will be a priority issue for the JOG in 2008/09.

6. LOCAL COMMUNITY PLANNING FORUMS

- 6.1 At its meeting of 11 December 2007, the Core Partners' Group agreed the development of four Local Community Planning Forums by 1 April 2008.
- 6.2 At the joint JOG/Lead Officers' Group meeting of 6 November 2007, members agreed to the establishment of a sub-group of the Consultation Steering Group to take responsibility for ensuring that innovative methods of engagement are utilised to ensure the effectiveness of the future Local Community Planning Forums. To date, the sub-group members have participated in a four-day Aspirational Learning programme; and a five-day Certificate Training Course in Public Participation delivered by the International Association for Public Participation Training.

Training for Local Community Planning Forums

- 6.3 It is important that all members of the new Local Community Planning Forums are provided with an opportunity to understand the overall purpose of the Forums and the roles and responsibilities of participants; develop the new concept; and shape the agenda for 2008.
- 6.4 Consequently, the Scottish Community Development Centre has been invited to develop and deliver a two-day 'bespoke' training and development programme for all representatives on the new Local Community Planning Forums on 1 and 3 April 2008.
- 6.5 It was agreed at the JOG meeting of 29 January 2008 that JOG members will be the lead contacts for their respective organisations in respect of the Local

Community Planning Forums. Correspondence will be forwarded directly to them for their consideration and nomination of appropriate representation at Forum events relative to the topic under consideration.

- 6.6 The CPP Board is requested to nominate appropriate representatives to open and close the two-day Working Together Learning Together session, ensuring a cross representation of partner participation and ensure appropriate officer attendance during the two days.

Awareness Raising in Communities

- 6.7 A presentation has been developed to raise community awareness of Community Planning in general. The presentation is currently being delivered by the Community Planning and Partnership Unit's Consultation and Engagement staff and members of the Federations of Community Groups to community/voluntary groups across East Ayrshire and will continue to be delivered over the coming months.
- 6.8 This will provide an excellent opportunity to raise the awareness of Community Councils and other local groups about Local Community Planning Forums and highlight that the route to involvement in the Forums is through the Federations of Community Groups.

7. PARTNERSHIP ASSESSMENT SCORECARD

- 7.1 As Board members will recall, the Partnership Assessment Scorecard (PAS) was implemented initially on 1 March 2006, with a commitment to carrying out the exercise on annual basis. In both March 2006 and March 2007, a representative sample of staff from the following local partner organisations participated:

- East Ayrshire Council
- NHS Ayrshire and Arran
- East Ayrshire Community Health Partnership
- Scottish Enterprise Ayrshire
- Strathclyde Police
- Strathclyde Fire and Rescue.

- 7.2 In addition, two 'Partnership' scoring groups were included in the exercise, the first comprising members of the strategic groups and the Federations of Community Groups and the second members of the Thematic Action Plan Working Groups.
- 7.3 Comprehensive reports on the PAS results for both 2006 and 2007 were submitted to the JOG and issues of concern were included in the JOG Workplans for 2006/07 and 2007/08 to ensure that they were effectively addressed.
- 7.4 Issues specific to individual partner organisations were progressed 'in house', as appropriate.
- 7.5 The March 2006 results established the baseline in respect of perceptions of the effectiveness of partnership working in East Ayrshire. As agreed, the exercise will be repeated during the two weeks from 1 March 2008 to allow progress against the baseline to be established. The RIP Group will co-ordinate the exercise with support from the Community Planning and Partnership Unit.

- 7.6 Partners will be invited to participate as members of the CPP Board and are requested to make every effort to participate to ensure that robust data is available on the effectiveness of partnership working to allow effective comparison with 2006 and 2007 results.

Evaluation of the Partnership Assessment Scorecard

- 7.7 The contract with Rocket Science consultancy in respect of hosting the web based PAS tool is for three years to 2008, to include the PAS 2008 exercise. To inform the decision about the contract renewal, or otherwise, an evaluation of the PAS and its effectiveness in providing robust information on partnership working over time will be implemented following the assessment of the PAS 2008 exercise.
- 7.8 A report will be presented for consideration to the September 2008 meeting of the Community Planning Partnership Board.

8. REQUIREMENTS FOR THE 5th COMMUNITY PLAN ACTION PLAN ANNUAL PERFORMANCE REPORT

- 8.1 In line with routine practice, Community Plan Action Plan Annual Performance Reports, detailing progress against projected outputs for 2007/08, require to be submitted by Thematic Action Plan Lead Officers by 11 April 2008.
- 8.2 The template, developed by Tribal Consulting in consultation with Lead Officers as part of the Four Yearly Review of Community Planning, will be utilised in this regard and Lead Officers have been advised of requirements.
- 8.3 Subsequently, the consolidated 5th Community Plan Action Plan Annual Performance Report will be prepared to allow reporting to the CPP Board, Council's Cabinet and Partner Boards, as appropriate.

9. COMMUNITY PLANNING AWARDS CEREMONY

- 9.1 As agreed at the Core Partners' Group meeting on 11 December 2007, Planning Partners agreed to host a Community Planning Awards Ceremony.
- 9.2 Nominations to participate in a short-term working group to organise such an event were requested at the JOG meeting of 31 January 2008. To date, two nominations have been received; however, further support is necessary if the event is to be successful.
- 9.3 To allow the Awards Ceremony to be progressed, it is essential that a short-term officers' group is established as the Community Planning and Partnership Unit does not have the capacity with existing commitments to organise such an event in isolation.

10. RECOMMENDATIONS

- 10.1 The Community Planning Partnership Board is requested to:
- i) note progress to 29 February 2008 in respect of the JOG Workplan 2007/08;
 - ii) review the Risk Register and identify current risks;

- iii) note progress in respect of the Research, Information and Performance Group and the Consultation Steering Group Workplans 2007/08;
- iv) note the outcome of the evaluation of the Residents' Panel;
- v) note the progress in respect of Local Community Planning and associated support and development programmes;
- vi) note that the PAS exercise will be implemented from 1 March 2008 and agree to participate in the exercise;
- vii) note that an evaluation of the PAS will be implemented following the assessment of the PAS 2008 exercise;
- viii) note the arrangements for the 5th Community Plan Action Plan Annual Performance Reports by 11 April 2008;
- ix) agree to nominate appropriate officer representatives to participate in the short-term working group to be established to organise the planned Community Planning Awards ceremony; and
- x) otherwise, note the content of the report.

Fiona Lees
Chief Executive
East Ayrshire Council
21 February 2008



COMMUNITY PLANNING PARTNERSHIP SERVICE PLAN
JOINT OFFICERS' GROUP
WORK PLAN 2007/08

JOINT OFFICERS' GROUP WORK PLAN 2007/08 AIMS AND ACTIONS

AIM 1: To further mainstream Community Planning practice and principles

- Action 1.1 Support the sustainability of initiatives funded through short term funding streams
- 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 Review all structures and ensure that they continue to be 'fit for purpose' for Community Planning
Rationalise structures, where appropriate
- Action 2.2 Consider and implement appropriate arrangements for local community planning
- Action 2.3 Develop 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 Develop a Partnership Assessment Framework
- Action 3.3 Rationalise plans and strategies

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 Review and refresh the Residents' Panel to ensure it continues to effectively inform the Community Planning process
- Action 4.3 Implement activity of Residents' Panel Annual Consultation Schedule 2007/08
Prepare an annual consultation plan 2007/08
- Action 4.4 Develop a local compact/partnership agreement with each of the Federations of Community groups for 2007/08
- Action 4.5 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 Finalise and implement an Integrated Impact Assessment (IIA)

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

ACTION 1.1	TARGET	TIMESCALE	LEAD PARTNER
Support the sustainability of initiatives funded through short-term funding streams	An increase in joint planning and resourcing of common priorities An increase in the mainstreaming of initiatives which meet strategic priorities	March 2008	JOG Working Group
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS
Exercise ongoing with Partners to map strategic and financial planning timescales Short term working group established to consider joint approaches to the sustainability of flagship projects	Protocol in place for co-ordinated response to short term funded initiatives Range of short term funded projects reviewed, priorities and additional mainstream funding identified	Strategic response to short term funded initiatives	<p>Series of working group meetings convened to identify sustainability options for flagship projects</p> <p>Allocation of recurring funding of £200,000 per annum in respect of the Healthy Living Initiative and Recreation Partnership Project from NHS Ayrshire and Arran reported secured.</p>

* **Progress since the last meeting is highlighted in white on black**

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 2007	PLANNED OUTPUTS 07/08	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 	New co-location opportunities progressed with appropriate Partner agencies, including: <ul style="list-style-type: none"> • Crosshouse Resource Centre • Stewarton Community Facility 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		

ACTION 1.3		TARGET	TIMESCALE	LEAD PARTNER
Explore opportunities for shared services		Maximisation of resources through shared services	2007/08	JOG/Shared Services Group
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Range of shared services/shared purchasing arrangements/areas of joint activity in place	Audit of existing partner agency training implemented Shared training opportunities identified and implemented Further opportunities for shared services explored	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>2007/08</p>	<p>JOG</p>
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS
<p>Community Planning Toolkits developed</p> <p>Consultation and Engagement Toolkit developed and circulated</p> <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>Community Planning Awareness Raising Workbook developed and implemented in team meeting setting across the partner organisations</p> <p>Community Planning Bulletin distributed</p> <p>Community Planning website established</p>	<p>Community Planning Information Booklet produced and circulated</p> <p>Topic specific 'A Quick Word About' documents prepared and circulated</p> <p>Themed events organised addressing crosscutting issues</p> <p>Standard presentation prepared highlighting key issues and achievement through Community Planning and delivered across Partner agencies throughout 2007</p> <p>Community Planning Bulletins produced and distributed</p> <p>Community Planning website reviewed and updated</p> <p>Multi-agency Aspirational Learning programme 2007/08 implemented</p>	<p>Community Planning practice mainstreamed within all Partner organisations</p>	<p>4 'A Quick Word About' documents prepared</p> <ul style="list-style-type: none"> • North West Kilmarnock Area Centre • Audits of Community Planning • Residents' Panel and Consultation Database • Local Community Planning <p>Standard presentation prepared highlighting key issues and achievement through Community Planning</p> <p>Delivered to EAC staff by Directors August/ 7 September 2007</p> <p>Image Gallery available on Community Planning website, including video clips related to each Community Plan theme</p> <p>Edition 4 of Community Planning Bulletin produced and circulated by email</p> <p>Google search facility available on website linking to all Partner websites</p> <p>Multi-agency Aspirational Learning Programme implemented</p>

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

ACTION 2.1	TARGET	TIMESCALE	LEAD PARTNER
<p>Review all structures and ensure that they continue to be 'fit for purpose' for Community Planning</p> <p>Rationalise structures, where appropriate.</p>	<p>All Community Planning structures continue to be 'fit for purpose'</p>	<p>2007/08</p>	<p>JOG/Core Partners' Group</p>
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS
<p>Paper on proposals for review of structures submitted to Core Partners and CPP Board.</p> <p>Short term working group established re CPPB</p> <p>Promoting Community Learning Action Plan Group acts as Community Learning Partnership</p> <p>Community Safety structures reviewed and fit for purpose</p> <p>CHP assuming responsibility for the Improving Health section of Community Plan as main focus for addressing health inequalities and delivering health improvement in our communities</p>	<p>Community Planning structures reviewed, revised and 'fit for purpose', namely:</p> <ul style="list-style-type: none"> - Core Partners' Group - Community Planning and Partnership Board - JOG - Lead Officers' Group 	<p>Community Planning structures and processes operating effectively</p> <p>East Ayrshire Community Health Partnership addressing health improvement and tackling health inequalities within the context of Community Planning</p>	<p>Officer Working Group established</p> <p>Initial meeting convened with North Federation representatives</p> <p>Initial meeting convened with CCF</p> <p>New CPP structures agreed at Core Partners' Group of 22 August 2007</p> <p>Series of consultation meetings convened with community representatives</p> <p>Proposals endorsed at Full Council on 6 December 2007, Core Partners' Group on 11 December 2007 and CPP Board on 13 December 2007</p> <p>CPP Board dissolved at meeting of 13 December 2007</p> <p>Core Partners' Group constituted as new CPP Board</p>

ACTION 2.2	TARGET	TIMESCALE	LEAD PARTNER
Consider and implement appropriate arrangements for local community planning	The range of interests and concerns of communities and Partner agencies at a local or neighbourhood level effectively captured	2007/08	JOG
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	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>	Local planning arrangements explored, developed and implemented, as appropriate	The range of interests and concerns of communities and Partner agencies at a local or neighbourhood level effectively captured	<p>4 Local Community Planning Forum consultations convened involving existing Local Committee representatives – outcome will inform proposals for Local Community Planning</p> <p>Further 2 community consultation exercises convened in November 2007 to inform proposals</p> <p>Proposal for 4 Local Community Planning Forums aligned with multi-member wards endorsed at Full Council on 6 December 2007, Core Partners' Group on 11 December 2007 and CPP Board on 13 December 2007</p> <p>Capacity building and development programme implemented for Forum members and support team</p> <p>'Working Together Learning Together' event being organised for Local Community Planning Forum members</p>

ACTION 2.3		TARGET	TIMESCALE	LEAD PARTNER
Develop appropriate schemes of delegation		Appropriate schemes of delegation developed to ensure the business of all Community Planning structures is progressed effectively	2007/08	
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Structures under review – no schemes of delegation in place	Schemes of delegation/terms of reference developed in respect of Community Planning structures	All Community Planning structures underpinned by appropriate schemes of delegation	Operating arrangements for CPP Board drafted	

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	2007/08	JOG
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Partnership Assessment Scorecard developed and implemented 2006 and 2007 Key actions taken forward in 2006/07: <ul style="list-style-type: none"> Awareness of Partners' Operational Staff – Community Planning Workbook developed and Community Planning website established Awareness of Local People – Celebration of Community Planning, including Showcase implemented, newsletter circulated to all households, promotional material carried in local press and Community Planning website established 	Consider and implement key findings of 2007 annual Partnership Assessment Scorecard	Effectiveness of Community Planning increased	Priorities identified as: <ul style="list-style-type: none"> Awareness of Partners' Operational Staff Awareness of Local People Community influence: CPP decisions Engaging with communities on strategies and plans Activity at Action 1.4 refers	

ACTION 3.2	TARGET	TIMESCALE	LEAD PARTNER
Develop Partnership Assessment Framework	Community Planning Partnership and associated partnership activity in East Ayrshire is evaluated and continues to be 'fit for purpose'	2007/08	JOG
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS
Partnership Assessment Scorecard developed and implemented 2006 and 2007	Partnership Assessment Framework developed, including the following elements: <ul style="list-style-type: none"> • Definition and purpose of partnerships • Role of elected/board members • Role of officers • Checklist of criteria which must be met before a partnership is established Evaluation of effectiveness, impact and cost of partnership activity considered and identified	Community Planning Partnership and associated partnership activity robust and 'fit for purpose'	Partnership Assessment Framework considered and recommended for endorsement at JOG/Lead Officers' Group meeting of 6 November 2007 Audit of partnership activity currently being implemented Partnership Assessment Framework endorsed at Core Partners' Group meeting of 11 December 2007

ACTION 3.3		TARGET	TIMESCALE	LEAD PARTNER
Rationalise plans and strategies		Reduction in plans and strategies, which require to be developed by Partner agencies	2007/08	JOG
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
<p>Community Plan confirmed as Council and Partner agencies lead planning document</p> <p>Improving Health Action Plan acting as JHIP and health improvement element of CHP Action Plan</p> <p>Promoting Community Learning Action Plan acts as Community Learning Strategy</p> <p>Community Plan acts as Regeneration Strategy</p>	All requests for new strategies reviewed 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	<p>Draft Partnership Assessment Framework developed to inform the rationalisation of partnership groups and associated plans and strategies</p> <p>Audit of partnership activity currently being implemented</p>	

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

ACTION 4.1	TARGET	TIMESCALE	LEAD PARTNER
Ensure 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 In particular, ensure the involvement of young people in Community Planning	2007/08	JOG/Consultation Steering Group
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS
<p>National Standards for Community Engagement endorsed as the minimum standard for community engagement by Community Planning Partners</p> <p>Training and awareness raising sessions delivered in respect of National Standards for Community Engagement</p> <p>Consultation and engagement toolkit finalised and circulated</p>	<p>National Standards for Community Engagement applied across all community engagement activity</p> <p>Implementation arrangements and application of National Standards reviewed one year on</p> <p>Mechanisms developed and implemented to increase the involvement of young people in the Community Planning process, particularly in the school setting</p> <p>Mechanisms developed and implemented to rationalise consultation and engagement, including</p> <ul style="list-style-type: none"> • joint Annual Community Engagement Plan • Web-based consultation and engagement database 	<p>Community engagement in the community planning process increased</p>	<p>Consultation database available on Community Planning website</p> <p>Joint Annual Community Engagement Plan developed</p>

ACTION 4.2		TARGET	TIMESCALE	LEAD PARTNER
Review and refresh the Residents' Panel to ensure it continues to effectively inform the Community Planning process		Maintain effectiveness of Residents' Panel	2007/08	JOG/Consultation Steering Group
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Residents' Panel established	Residents' Panel refreshment exercise commissioned and implemented Impact of Residents' Panel and geographic focus groups reviewed	Understanding of local priorities and views on public service provision/satisfaction increased	Brief prepared for Residents' Panel refreshment and funding of £5,000 agreed Refreshment exercise completed - membership now 969	

ACTION 4.3		TARGET	TIMESCALE	LEAD PARTNER
Implement activity of Residents' Panel Annual Consultation Schedule 2007/08 Prepare an annual consultation plan 2007/08		Ensure that the views of residents of East Ayrshire inform the strategic planning of Partner agencies	2007/08	JOG/Consultation Steering Group
BASELINE POSITION 1 April 2006	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Residents' Panel established Annual Consultation Plan 2006/07 developed 5 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	Child Protection consultation completed Library Non-users Consultation completed Public Performance Reporting consultation completed – results insufficiently robust due to low response rate Strathclyde Police consultation completed	

ACTION 4.4	TARGET	TIMESCALE	LEAD PARTNER
Develop a local compact/partnership agreement with each of the Federations of Community groups for 2007/08	Federations of Community Groups effectively underpinning the Community Planning Partnership	2007/08	JOG
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS
Coalfield Communities Federation established East Ayrshire (North) Federation established Two Federations supported and developed to underpin the Community Planning Partnership Agreement reached with both Federations to support the development of local compacts/partnership agreements between CPP and each Federation	Compacts/partnership arrangements with Federations of Community groups developed	Community engagement in the community planning process increased	Work undertaken in 2006/07 to develop Partnership agreements to be concluded following outcome of structures review

ACTION 4.5		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	2007/08	JOG/CPPU
BASELINE POSITION 1 April 2006	PLANNED OUTPUTS 06/07	OUTCOME	PROGRESS	
Community Planning Celebration, including Showcase of Community Planning implemented	Six case studies produced and circulated across East Ayrshire highlighting the individual success stories behind Community Planning	Awareness in the wider community of Community Planning and its benefits increased	CP Presentation prepared for local community groups. Awareness raising presentations currently being delivered to Community Council and community organisations	
Range of information distributed through local press	Series of community group visits to raise awareness of community planning progressed			
Newsletter delivered to every household				
Community Planning website established				

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/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 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Reports routinely delivered to P&R Committee	As part of the structures review, mechanisms considered and established for involvement of Elected Members/Board Members in the Community Planning process	Elected Members/Board Members appropriately involved in Community Planning process ensuring effective scrutiny	Community Plan 4 th Annual Performance Report presented to Council and Partner Agency Boards	
Leader of Council chairs Core Partners' Group			Partnership Assessment Framework developed, clarifying the role of Elected Members and others in partnership activity	
Seminars and individual meetings convened, as appropriate	Range of reports presented to appropriate Committees/Partner Boards			

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
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	2007/08	JOG/Research, Information and Performance Group
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Research, Information and Performance Group (RIP Group) established	Series of robust performance indicators for Community Planning identified Review of performance linked to the overall Community Plan Aspirations implemented Joint data/statistical analysis strengthened	Robust information available to measure the impact of Community Planning	RIP Group has developed a range of core indicators against which performance is reported	

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	2007/08	JOG/ Research, Information and Performance Group
BASELINE POSITION 1 April 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Research, Information and Performance Group (RIP Group) established East Ayrshire by Numbers updated	Structures for data sharing streamlined and joint arrangements strengthened East Ayrshire by Numbers routinely updated on Community Planning website Comprehensive information/data available on Community Planning website Analysis of key statistics carried out jointly and information disseminated appropriately	Robust research and information systems established	East Ayrshire by Numbers updated and issued to all Partners. Pocket Guide version published East Ayrshire by Numbers available on CP website CP key statistics information currently being piloted on website Draft data sharing protocol prepared	

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 2007	PLANNED OUTPUTS 07/08	OUTCOME	PROGRESS	
Community Planning Risk Register established and agreed	Risk Register considered at JOG/Core Partners' Group 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 (previously Core partners' Group) and JOG	

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

ACTION 8.1	TARGET	TIMESCALE	LEAD PARTNER
Finalise and implement an Integrated Impact Assessment (IIA)	Ensure that equalities issues are appropriately considered and addressed in the development of policy and strategy	2007/08	JOG
BASELINE POSITION 1 April 2006	PLANNED OUTPUTS 06/07	OUTCOME	PROGRESS
IIA Tool developed	IIA Tool finalised IIA Tool evaluated and implemented	IIA tool appropriately utilised in the development and review of relevant policies and strategies in Partner organisations	<p>IIA tool finalised</p> <p>Rigorous testing process agreed with a view to roll out in early 2008</p> <p>IIA pilot exercises amended as follows:</p> <ul style="list-style-type: none"> • Community Plan - completed • Improving Health Action Plan (JHIP) – scheduled for 24.10.07 • Capital programme -to be identified • Education initiative – scheduled for 28.11.07 • Human resources Policy – to be identified <p>Results of pilot currently being collated and tool amended accordingly for presentation to JOG on 31 March 2008 and implementation from 1 April 2008</p>

EAST AYRSHIRE COMMUNITY PLANNING RISK REGISTER – 2007/08

Priority & Current Status	Risk	Related Action in JOG Workplan	Mitigating Controls	Action Plan	Responsibility	Progress Reporting Date
1	Community Planning activity and processes are not mainstreamed	Action 1.4 <ul style="list-style-type: none"> • 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 	Community Plan adopted as sovereign planning document for East Ayrshire area	Community Planning routine item on team meetings Rationalisation of plans and strategies ongoing Range of development and awareness sessions organised	All partners	Quarterly Partnership Assessment Scorecard - Annually
2 HIGH RISK*	The level of funding available 2008/09 and beyond will not support or sustain existing service levels or allow for new developments	Action 1.1 <ul style="list-style-type: none"> • Support the sustainability of initiatives funded through short term funding streams 	Review process established in respect of Community Planning finance and overall project performance	Working group established to explore sustainability opportunities for CRF/CVP 'flagship;' projects Finance staff remitted to identify opportunities to secure additional/transfer resources	Core Partners' Group All partners All partners	6 monthly

*Red denotes a high risk

Priority	Risk	Related Action in JOG Workplan	Mitigating Controls	Action Plan	Responsibility	Progress Reporting Date
3	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.	Action 3.2 <ul style="list-style-type: none"> Develop a Partnership Assessment Framework 	All existing and new partnerships reviewed for effectiveness and overall impact	Partnership Assessment Framework being developed/implemented for overall review of existing and new partnership activity	Joint Officers' Group	6 monthly
4	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
5	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	National Standards implementation event planned Community Engagement Toolkit to be distributed Review of consultation and engagement activity to be carried out	All partners	6 monthly

Below the Line Risks to be Monitored

Date Issued:

1 April 2007

Last updated:

31 October 2007

PREVIOUS BELOW THE LINE RISKS

Below the Line Risk	Action Taken	Date Removed from Risk Register
Lack of Civic Leadership/Strategic Leadership	New administration in place following the local elections in May 2007	September 2007



EAST AYRSHIRE

RESEARCH, INFORMATION AND PERFORMANCE GROUP

WORKPLAN: JANUARY 2007– MARCH 2008

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
1.	Co-ordination of research, information and performance activity	Ensure a shared commitment to joint information sharing	Ongoing	RIP Group	Specific action arising from the Core Partners' Group planning session of 2 March 2007
		Explore opportunities with Partners to ensure co-ordinated activity and avoid duplication in respect of key areas of work regarding monitoring and evaluation, and research and information	Ongoing	RIP Group	RIP Group considered further opportunities to rationalise groups/systems and co-ordinate/avoid duplication in respect of research and information, and monitoring and evaluation activity at its meetings on 26 April 2007 and 28 June 2007
		Further strengthen joint data sharing and joint data/statistical analysis	Ongoing	RIP Group	Specific action arising from the Core Partners' Group planning session of 2 March 2007
		Ensure analysis and interpretation of good quality information	Ongoing	RIP Group	Specific action arising from the Core Partners' Group planning session of 2 March 2007
		Prepare and agree Research, Information and Performance (RIP) Group Terms of Reference	February 2007	John Clayton Ann Robertson (LO) RIP Group	Approved: 30 January 2007 (JOG) 15 February 2007 (RIP Group)
		Prepare a Workplan to demonstrate RIP Group activity 2007-08, linked to the Joint Officers' Group (JOG) Workplan	February 2007 and ongoing	John Clayton Ann Robertson (LO) RIP Group	Workplan prepared and routinely updated

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
2.	Community Planning Indicators	Identify and agree Community Planning Core Indicators to measure the impact of the Community Plan over its lifetime	February – May 2007	Karl Doroszenko (LO) RIP Group	Core Indicators agreed by Community Plan Action Plan Lead Officers and approved by the RIP Group on 28 June 2008
		Finalise Community Planning Core Indicators and present to the JOG for consideration	End May/early June 2007	Karl Doroszenko (LO) RIP Group	Core Performance Indicators template revised by RIP Group to incorporate proposed amendments, where appropriate, and subsequently endorsed by the JOG at its meeting on 6 November 2007
		Review and revise outcome indicators, as appropriate, to ensure that they continue to demonstrate progress year on year in respect of Community Plan Thematic Action Plan 2007-2011 activity	Summer 2007 and ongoing	RIP Group	A Community Plan Review Supplement 2006/07 and a new set of Action Plans for 2007-11 have been published and included in the Community Planning portfolio. Documents can be downloaded from the Community Planning website at www.eastayrshirecommunityplan.org
3.	Community Planning Performance Reports	Review Community Planning Performance Reports 2006/07 submitted by Action Plan Lead Officers	Summer 2007	RIP Group	Community Planning Annual Performance Reports 2006/07 were submitted by Action Plan Lead Officers on 30 April 2007. A summary of key achievements was made available to the RIP Group at its meeting on 28 June 2007.
		Prepare a Community Planning Four-Year Performance Report to demonstrate progress and achievement over 2003/04 – 2006/07 inclusive	January-April 2007	June McIntyre Laurie Palmer	Composite report to demonstrate the impact of the first four years of Community Planning completed

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
4.	Partnership Assessment Scorecard (PAS)	PAS 2007: Contact identified 'Scorer Group' Managers to review and update the membership of the 'Scorer Group' for which they have responsibility	January/February 2007	Angela Laird (LO)	Completed
		Implement the second annual PAS exercise	First two weeks in March 2007	Helen Sinclair Angela Laird Ann Robertson	Completed
		Analyse the results of the second annual PAS exercise, collate findings and measure progress from the baseline position	April-May 2007	Helen Sinclair Angela Laird Ann Robertson	Results of the PAS exercise were considered at the JOG meeting on 22 May 2007 and actions included in the JOG Workplan 2007/08
		Review the second annual PAS exercise	April 2007	As above	Technical issues regarding the PAS 2007 have been raised with Rocket Science consultancy
		Disseminate PAS results to Partners, as appropriate	End May 2007 onwards	As above	PAS 2007 results were made available to the RIP Group on 28 June 2007. Partners have access to more detailed analysis in respect of their organisation's scores through their identified 'Scorer Group' Managers.
		PAS 2008: Contact identified 'Scorer Group' Managers to review and update the membership of the 'Scorer Group' for which they have responsibility	January 2008	June McIntyre (LO) Fiona Ferrans	'Scorer Group' Managers have been contacted to confirm that they will continue to manage the PAS process in 2008. A nomination for a new 'Scorer Group' Manager to replace Craig Lean has been requested from NHS Ayrshire and Arran.
		Implement the third annual PAS exercise	First two weeks in March 2008	Ann Robertson June McIntyre (LO) Fiona Ferrans	Contact made with Rocket Science consultancy to ensure appropriate support throughout the PAS process and re-establish contact details

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
5.	One Touch Monitoring	Review and evaluate existing 'one touch monitoring' procedures	January - March 2008	Ann Robertson Angela Laird June McIntyre (LO)	
		Continue to develop an appropriate framework to monitor and evaluate joint funded initiatives developed by Partner agencies	Ongoing	Ann Robertson Angela Laird June McIntyre (LO)	
		Explore opportunities to include external/national funders in the 'one touch monitoring' process	Ongoing	Angela Laird Ann Robertson June McIntyre (LO)	
6.	Regeneration Outcome Agreement (ROA)/Community Regeneration Fund (CRF) Monitoring Procedures	Review financial and performance monitoring procedures to ensure that they continue to be 'fit for purpose' and meet the requirements of the ROA/CRF National Performance Management Framework (PMF) 2006-08	February/March 2007 and ongoing	Gwen Barker Ann Robertson (LO) Angela Laird	PMF Detailed Guidance 2006-08 issued by Communities Scotland on 28 February 2007. Appropriate procedures are in place to meet the requirements of the guidance.
7.	Integrated Impact Assessment (IIA)	Pilot the IIA screening tool	May-June 2007	Helen Sinclair (LO)	The tool was piloted by the IIA Working Group
		Evaluate the IIA screening tool	May-June 2007	Helen Sinclair (LO)	The tool was evaluated by the IIA Working Group
		Seek endorsement, if appropriate, for the IIA screening tool from the JOG	17 July 2007	Helen Sinclair (LO)	Further rigorous testing on a range of identified key areas, as requested by the JOG, has been concluded. Further evaluation of the tool is in progress and the tool will be revised, as appropriate, to reflect the learning from the pilots. In addition, further specific work is being progressed in respect of 'equalities', with a view to presenting the IIA tool for consideration and endorsement to the JOG at its meeting in March 2008.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
8.	Key Statistics and Research and Information Online	Maintain a central database of key statistical information and research findings to support a range of Community Planning processes	Ongoing	John McClung (LO)	Completed and ongoing
		Undertake a data audit of all statistical information held and used by Partners	Summer 2007 and ongoing	John McClung (LO)	Data Directory updated in October 2007
		Develop and implement a data management protocol with Partners	February 2007 and ongoing	Karl Doroszenko (LO) John McClung	Draft Data Sharing Protocol prepared by the RIP Sub-group and further consultation with partners is in progress. Updated draft protocol to be considered by the RIP Group at its first meeting in 2008.
		Review and agree procedures to ensure that data/information remains current and 'fit for purpose'	Summer 2007	RIP Group	Procedures to be included in the data sharing protocol
		Identify and provide key statistics, which can be used to measure and compare progress within and outwith the most disadvantaged (0-15%) data zones/communities	Ongoing	RIP Group John McClung (LO)	Ongoing issues regarding the availability of small area statistics
		Establish a sub-group to further develop a web resource, which will provide a range of statistical information online	ASAP	Karl Doroszenko (LO) John McClung	Key statistics to be made available via the Community Planning website. Draft Research and Information pages currently being reviewed by the RIP Group, prior to the web resource going 'live'.
		Ensure the provision of quality statistical information in the Member Area of the Community Planning website and on the public site, where applicable	Summer 2007	Karl Doroszenko (LO) John McClung RIP Group	Specific action arising from the Core Partners' Group planning session on 2 March 2007

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
9.	East Ayrshire By Numbers (EABN)	Finalise EABN 2007 document for 'sign off, prior to publication as part of the revised Community Planning portfolio	April 2007	Karl Doroszenko (LO) John McClung Margo Houston Ann Robertson	EABN 2007 Pocket Guide published in December 2007 and is currently being circulated to Partners, as appropriate
		Submit finalised EABN 2007 to the RIP Group for endorsement	15 February 2007	Karl Doroszenko (LO) John McClung	RIP Group remitted John Clayton, Karl Doroszenko and Ann Robertson to make final amendments regarding the content of EABN 2007
		Update statistical information contained in EABN on an ongoing basis and ensure appropriate availability on the website	May 2007 and ongoing	Margo Houston John McClung (LO)	Work ongoing
10.	Scottish Index of Multiple Deprivation 2006 (SIMD06)	Complete the initial analysis of SIMD06 and prepare a report for consideration by JOG	January 2007	Karl Doroszenko (LO) John McClung	
		Prepare a series of maps to demonstrate geographical areas of disadvantage (0-30% data zones) identified in SIMD06	May 2007	Karl Doroszenko John McClung (LO)	Completed
		Co-ordinate the ongoing analysis of SIMD06, as required	Ongoing	RIP Group Karl Doroszenko (LO) John McClung	Further analysis of the SIMD06: Employment Domain is currently in progress
		Partners to be invited to attend the briefing session, which will be convened by East Ayrshire Council, in respect of SIMD06 and Neighbourhood Statistics. The Scottish Executive's Chief Statistician is to be invited to attend.	30 August 2007	Karl Doroszenko	Representatives from the Scottish Executive's Office of the Chief Statistician delivered a presentation and led on a question/answer sessions in respect of SIMD06 for Elected Members, Council staff and Partner representatives on 30 August 2007

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
11.	Census 2011	Participate in the formal 2011 Census consultation, as requested	Ongoing	RIP Group	John McClung to co-ordinate all responses on behalf of East Ayrshire Council
		Comment on the 2011 Census (National Statistics Socio-economic Classification)	8 February 2007	RIP Group	Completed
		Comment on the question set proposed for the 2011 Census	7 June 2007	RIP Group	Completed
12.	Equalities Issues	Collate information on how Partner agencies gather equalities information, including equal opportunities monitoring and race equalities monitoring	Ongoing	RIP Group	
		Progress actions from JOG, as appropriate, in respect of the 'equalities agenda'	July 2007 onwards	RIP Group	
13.	East Ayrshire Local Plan	Develop a process to assess the impact of the Council's Local Plan	2008 onwards	Karl Doroszenko (LO)	
		Identify actions to be taken forward by the RIP Group	2008 onwards	RIP Group Karl Doroszenko (LO)	
14.	Single Outcome Agreement	<p>Develop a Community Planning Single Outcome Agreement (SOA) for the East Ayrshire area:</p> <ul style="list-style-type: none"> • Consider the draft SOA provided by the Improvement Service: key principles, template; and timescales • Analyse outcomes and indicators • Develop programme of work 	January – March 2008	RIP Group John Clayton Ann Robertson	Specific action arising from the Core Partners' Group meeting of 11 December 2007. RIP Group and other appropriate Partner representatives considered the development of the Community Planning SOA at a meeting/workshop session on Wednesday 23 January 2008 and actions are being progressed, as required.

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



COMMUNITY PLANNING IN EAST AYRSHIRE

Appendix 4

CONSULTATION STEERING GROUP

Activity	Actions	Timescale	Lead Officer/ Support Officer(s)	Progress
Consultation Steering Group	Develop and drive forward the Consultation Steering Group	Ongoing	Helen Sinclair (LO) Consultation Steering Group	Ongoing
	Prepare a Workplan to demonstrate Consultation Steering Group activity 2007-08, linked to the Joint Officers' Group (JOG) Workplan	May 2007	Helen Sinclair Dawn Watson (LO) Consultation Steering Group	Workplan prepared and routinely updated
	Progress actions arising from Consultation Steering Group meetings	Ongoing	Consultation Steering Group Dawn Watson (LO)	Ongoing
Residents' Panel	Co-ordinate Residents' Panel consultations approved by the Joint Officers' Group (JOG) as follows: <ul style="list-style-type: none"> • Child Protection • Libraries • Public Performance Reporting • Strathclyde Police • Mental Health Review and Nutrition Update 2007 Residents' Panel consultation schedule, as appropriate	April 2007 June 2007 September 2007 November 2007 Ongoing	Dawn Watson (LO) Sam Gardiner Dawn Watson (LO) Consultation Steering Group	Completed April 2007 Completed July 2007 Completed September 2007 Completed November 2007 Rescheduled to spring 2008 Consultation timetable endorsed by JOG on 22 May 2007

Activity	Actions	Timescale	Lead Officer/ Support Officer(s)	Progress
Residents' Panel	Prepare draft Residents' Panel consultation schedule for 2008 for consideration by the Consultation Steering Group and approval by JOG	November 2007	Consultation Steering Group	Consultation Steering Group currently identifying consultation topics.
	Ensure feedback to Residents' Panel members via the Residents' Panel Newsletter and Community Planning website	June 2007 December 2007	Dawn Watson (LO) Sam Gardiner Consultation Steering Group	Newsletter distributed June 2007 Newsletter distributed December 2007
	Collate returns from questionnaires/consultations and disseminate results, as appropriate	Ongoing	Dawn Watson (LO) Consultation Steering Group	Ongoing
	Arrange for JOG 'sign off' of consultation results, prior to making information available on the Community Planning website	Ongoing	Consultation Steering Group	Results from previous panel consultations are posted on the Community Planning website
	Assess the impact of Ward changes on the proposed make-up of the Residents' Panel and reporting mechanisms	May/June 2007	Helen Sinclair Dawn Watson (LO)	Assessment exercise of the new Ward changes carried out on existing panel membership
	Organise and commission the Residents' Panel refreshment exercise	Summer 2007	Helen Sinclair Dawn Watson (LO) Consultation Steering Group	Brief prepared for Panel refreshment exercise Lowland Market Research commissioned to undertake panel Exercise concluded end September 2007 – panel membership now 969

Activity	Actions	Timescale	Lead Officer/ Support Officer(s)	Progress
Residents' Panel	Review the impact of the Residents' Panel and geographic focus groups Report to be prepared for JOG meeting of 6 November 2007	October 2007 6 November 2007	Consultation Steering Group Consultation Steering Group	Evaluation of the Residents' Panel completed and report submitted to JOG 29 of January 2008
Commission of a Community Planning Residents/ Survey	Partners review and consider 2005 question set Tender brief to be prepared Tender brief to be signed off by JOG Complete tender brief and invite tenders Added evaluation meeting Tender Interviews Appointment of Contract Survey Briefing Survey Fieldwork Draft Report Final Report and Presentation	January 2008 February 2008 March 2008 March 2008 April 2008 April 2008 May-July 2008 August 2008 October 2008	Consultation Steering Group	Existing question set distributed for comment/ amendment/additions Tender brief prepared and tenders invited
Local Community Planning Forums	Assist in driving forward the development and implementation of the Council and Partner agency arrangements in respect of local Community Planning, including effective consultation and engagement in the process	November 2007 onwards		Aspirational Learning delivered to nominated Local Community Planning support staff in December 2007 and January 2008 IAP2 training delivered for nominated Local Community Planning support staff and staff from Partner agencies involved in community engagement in February 2008 Preparation ongoing for Working Together Learning Together event in March 2008

Activity	Actions	Timescale	Lead Officer/ Support Officer(s)	Progress
Joint Annual Community Engagement Plan	Establish a joint Annual Community Engagement Plan to ensure coordination and reduce duplication of consultation activity	Ongoing	Dawn Watson (LO) Sam Gardiner	Joint Annual Community Engagement Plan endorsed by JOG on 22 May 2007
	Establish an on-line database to record consultation activity by Community Planning Partners:	Ongoing	Dawn Watson (LO) Consultation Steering Group	Consultation database currently available on the Community Planning website
	<ul style="list-style-type: none"> • Prepare a briefing paper for CMT (16 May 2007) • Prepare a report for JOG (22 May 2007) 	30 April 2007 30 April 2007	Dawn Watson (LO)	Briefing paper and report prepared for CMT and JOG
	Liaise with Partner Agencies to raise awareness of Consultation Plan	Ongoing	Consultation Steering Group	Ongoing
Consultation and Engagement Toolkit	Agree a process for updating the Community Engagement Toolkit and ensure currency and dissemination of information, as appropriate	April 2007 onwards	Dawn Watson (LO) Sam Gardiner	A distribution record has been established, amendments will be forwarded to individuals on a quarterly basis
National Standards for Community Engagement	Ensure the effective implementation of the National Standards for Community Engagement	Ongoing	Helen Sinclair Dawn Watson (LO)	
	Review implementation arrangements/application of Standards one year on	March 2008	Dawn Watson (LO)	

Progress since the last meeting is highlighted in white on black