



COMMUNITY PLANNING PARTNERSHIP SERVICE PLAN

JOINT OFFICERS' GROUP WORK PLAN 2010/11

At 28 February 2011

JOINT OFFICERS' GROUP WORKPLAN 2010/11 AIMS AND ACTIONS

- AIM 1: To ensure the effective implementation of Community Planning activity and CPP Board priorities**
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- Action 1.3 Further develop shared premises and shared management arrangements
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- Action 1.5 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
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- Action 4.3 Utilise the Residents' Panel effectively
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AIM 1: To ensure the effective implementation of Community Planning activity and CPP Board priorities.

ACTION 1.1	TARGET	TIMESCALE	LEAD PARTNER
Ensure the effective implementation of the Community Plan Four-yearly Review	Strategic priorities reviewed and high level outcomes agreed Community plan and related Action Plans update and fit for purpose	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11
Community Plan/Community Plan Review Supplement in place Thematic Action Plans 2009-2011 operational CPP Board and related operating arrangements	Effective consultation and engagement with the community and voluntary sectors, the business community, Council/Elected Members and Partner Agencies in the four-yearly review process High level strategic priorities and outcomes reviewed and updated Review of national and local policy context implemented Review of operating arrangements implemented and structures continue to be fit for purpose Community Plan Review Supplement updated Community Plan Action Plans updated Single Outcome Agreement updated Outcome Based Planning implemented	Community Plan and related documentation sets the strategic direction for the East Ayrshire area	Progress in consultation / engagement activity in respect of Four-yearly Review as follows: <ul style="list-style-type: none"> • Chief Officers' Seminar implemented 19.01.10 • Consultation document issued to Residents' Panel 1 April 2010 • Online survey for East Ayrshire Residents and staff of partner organisations live from 1 April 2010 • Consultation materials made available in libraries and Local Offices across East Ayrshire • Elected Members' Seminar convened 29 April 2010 • Local Community Planning Forum session on 4-yearly Review convened 11 May 2010 • Strategic Priorities and Local Outcomes endorsed by CPP Board on 24 June 2010 • Thematic Action Plan Seminars convened August/September 2010 • Draft Community Planning Actions Plans 2011-15 finalised • Strategic Environmental Assessment drafted • Consultation implemented on Draft Actions and Environmental Report with closing date of

			11.03.11 <ul style="list-style-type: none">• Equality Impact Assessment undertaken in respect of the four thematic Action Plans
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* Progress against planned outputs is highlighted in white on black for ease of reference.

ACTION 1.2		TARGET	TIMESCALE	LEAD PARTNER
Ensure the effective implementation of the Community Planning Partnership Single Outcome Agreement		<p>An increase in joint planning and resourcing of common priorities</p> <p>An increase in the effective management and reporting against planned outcomes</p>	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
<p>Community Planning Single Outcome Agreement (SOA) developed and signed off by Scottish Government</p> <p>Fairer Scotland Fund resources allocated in line with strategic priorities</p> <p>Updated SOA endorsed by Cabinet/CPP Board and Scottish Government</p> <p>2008/09 Annual Performance Report prepared and endorsed</p> <p>2008/09 Improvement Plan prepared and endorsed</p>	<p>Community Plan and SOA reporting procedures rationalised</p> <p>Consolidated annual report prepared</p> <p>Annual performance report prepared and endorsed</p> <p>Menu of indicators reviewed and SOA updated, as appropriate</p> <p>Annual review process implemented</p> <p>SOA updated in response to Four-yearly Review of Community Plan</p>	<p>Strategic response to ensuring a good quality of life for the residents of East Ayrshire</p>	<ul style="list-style-type: none"> To facilitate the rationalisation of reporting, new templates prepared to include annual reporting requirements for Community Planning and SOA for 2009/10 onwards SOA Annual Performance 2009/10 endorsed by CPP Board and Council's Cabinet on 23 September 2010 SOA Annual Performance 2009/10 submitted to Scottish Government on 30 September 2010 report currently being prepared Fairer Scotland Fund Review completed 	
			<ul style="list-style-type: none"> Review of SOA in progress 	

ACTION 1.3		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	Ongoing	JOG/Co-location Board/Shared Services Group
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Range of co-location initiatives established: <ul style="list-style-type: none"> • Dalmellington Area Centre • Drongan Resource Centre • Rankinston Health Centre • North West Kilmarnock Area Centre • Stewarton Area Centre 	Further co-location opportunities identified Opportunities for shared budgets/management arrangements to be explored	Shared management opportunities maximised Opportunities for shared budgets maximised	Crosshouse Area Centre completed and facility opened 12 April 2010 <ul style="list-style-type: none"> • Range of opportunities identified by CPP Board for consideration by Co-location Board • Independent evaluation of co-location in East Ayrshire ongoing 	

ACTION 1.4		TARGET	TIMESCALE	LEAD PARTNER
Further explore opportunities for shared services, aligned and shared budgets		Maximisation of resources through shared services	Ongoing	JOG/Shared Services Group
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS 2010/11	
Range of shared services/shared purchasing arrangements/areas of joint activity in place	Shared training opportunities identified and implemented Further opportunities for shared services explored	Resources maximised and service delivery improved through shared services	<ul style="list-style-type: none"> • Shared services update paper presented to CPP Board of 16.12.10 • JOG requested to consider opportunities for shared management 	

ACTION 1.5	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>Ongoing</p>	<p>JOG</p>
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11
<p>Range of topic specific 'A Quick Word Abouts' documents produced and circulated</p> <p>Community Planning Bulletin distributed</p> <p>Community Planning website reviewed and updated</p> <p>Series of 'The Work That You/We/They Do' booklets developed and circulated</p>	<p>Topic specific 'A Quick Word About' documents prepared and circulated</p> <p>Community Planning Bulletins produced and distributed</p> <p>Community Planning website reviewed and updated</p> <p>Themed events organised addressing crosscutting issues</p>	<p>Community Planning practice mainstreamed within all Partner organisations</p>	<p>Range of background information prepared to facilitate the Four-yearly Review</p> <p>Case Study material in respect of Community Planning and Equalities available on Community Planning website</p> <p>Edition 42 – Partnership Assessment Scorecard 2010 prepared and circulated</p> <ul style="list-style-type: none"> • Draft CHP Profile prepared

ACTION 1.5	TARGET	TIMESCALE	LEAD PARTNER
Ensure a continued, effective and appropriate role for Elected Members and partner agencies in the community planning process	Continued effective governance of Community Planning	2010/11	JOG
BASELINE POSITION 1 April 2009	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS
<p>New CPP Board decision and operating arrangements implemented April 2008</p> <p>Decision and operating arrangements reviewed 1 year on and confirmed 'fit for purpose'</p> <p>The Leader of the Council chairs the Community Planning Partnership Board</p> <p>Elected Members/Partner agencies participating in Local Community Planning Forums</p> <p>The Council's Cabinet and Governance and Scrutiny Committee review CP Performance on an annual basis</p> <p>Kilmarnock College participating on CPP Board and related structures</p>	<p>Present consolidated CP/SOA Annual Performance report to CPP Board, Partner Agency representatives, Cabinet, and Governance and Scrutiny Committee for overall consideration and review</p> <p>Effective Member involvement in the Community Plan Four-yearly Review</p> <p>Effective Members involvement in the review of Fairer Scotland Fund</p> <p>Support provided to the new Improving Community Safety portfolio holder</p> <p>Effective working relationships established with new CP Partners, namely Kilmarnock College; Skills Development Scotland</p> <p>Service Delivery Agreement developed and endorsed between the Council and Skills Development Scotland</p>	<p>Robust governance arrangements for Community Planning</p>	<ul style="list-style-type: none"> • Workshop to develop Delivery Agreement between the Council and Skills Development Scotland convened 22 April 2010 • Elected Member Seminar in respect of Community plan Four-yearly Review convened 29 April 2010 • Elected Member feedback session on Strategic Priorities and Local Outcomes convened • Ongoing support provided to the new Improving Community Safety portfolio holder • Elected Member Seminar convened in respect of the SOA Annual Performance Report 2009/10 <hr/> <ul style="list-style-type: none"> • Workshop to develop Delivery Agreement 2011/12 between the Council and Skills Development Scotland convened 11 March 2011 • Consultation on Draft Actions and Environmental Report circulated to Elected Members • Elected Member Briefing Meeting on Community Plan Four-yearly Review scheduled for 2 March 2011

AIM 2: To ensure effective performance reporting.

ACTION 2.1		TARGET	TIMESCALE	LEAD PARTNER
Streamline Community Planning performance reporting		Integrate performance reporting processes	2010/11	JOG
BASELINE POSITION 1 APRIL 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Individual reporting processes and different reporting timescales for Community Planning and SOA	Community Planning and SOA performance reporting integrated IT-Based Performance Management System 'fit for purpose' in respect of reporting on Community Planning and the SOA	Increased effectiveness and efficiency of performance reporting processes	<ul style="list-style-type: none"> • To facilitate the rationalisation of reporting, new templates prepared to include annual reporting requirements for Community Planning and SOA for 2009/10 onwards • Consolidated Annual Performance Report endorsed by CPP Board of 23 September 2010 • Summary Community Plan Annual Performance Report 2009/10 prepared 	

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	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Partnership Assessment Scorecard developed and implemented 2006-2009 Revised Partnership Assessment Scorecard implemented 2009/10	Results of 2010 annual Partnership Assessment Scorecard considered and key findings identified Activity to address identified priorities implemented	Effectiveness of Community Planning increased	<ul style="list-style-type: none"> • PAS 2010 exercise concluded May 2010. Issues to be addressed in 2010/11 agreed, as follows: <ul style="list-style-type: none"> – further raising the awareness and developing the engagement of key stakeholders and staff in Community Planning; and – developing the awareness of the wider community and building on and developing existing, effective community engagement processes. • Departmental Action Plans/JOG Action Plan developed 	

ACTION 3.2		TARGET	TIMESCALE	LEAD PARTNER
Implement Partnership Assessment Framework Continue to rationalise plans, strategies and structures		Community Planning Partnership and associated partnership activity in East Ayrshire is evaluated and continues to be 'fit for purpose' Reduction in plans and strategies, which require to be developed by Partner agencies	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Partnership Assessment Framework developed and implemented as part of mid term review of Community Planning Audit of partnership activity implemented Community Safety pilot concluded	Partnership Assessment Framework implemented for all Community Plan themes All requests for new partnerships reviewed utilising PAF and actioned appropriately Review of Health/Council working groups implemented	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'	<ul style="list-style-type: none"> Review of Health/Council working groups implemented and ongoing 	

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

ACTION 4.1	TARGET	TIMESCALE	LEAD PARTNER
Ensure the effective operation of the Local Community Planning Forums	<p>Ensure that communities are effectively consulted and engaged in the Community Planning process</p> <p>Ensure that the strategic planning and decision making of Community Planning Partners are effectively influenced by local communities</p> <p>In particular, ensure the involvement of young people in Community Planning</p>	2010/11	JOG/EAC
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11
<p>Four Local Community Planning Forums established linking to the Coalfield Communities Federation and East Ayrshire (North) Communities Federation</p> <p>Reference Group established</p> <p>Support Team established</p> <p>Mechanisms established to ensure robust links with Children and Young People's Forum</p>	<p>Local Community Planning Forum meetings convened as per Annual Plan</p> <p>Actions identified in respect of Forum topics and actioned as appropriate</p>	<p>Community engagement in the community planning process increased</p> <p>The strategic planning and decision making of Community Planning Partners effectively influenced by local communities</p>	<ul style="list-style-type: none"> • Joint Local Community Planning Forum focusing on Four-Yearly Review convened 11 May 2010 • Four Local Community Planning Forums convened August 2010 on the following topics: <ul style="list-style-type: none"> – Regeneration of Kilmarnock – Town and village regeneration and its sustainability – Alcohol Misuse – Mental Health and Community Well Being • Joint Local Community Planning Forum focusing on Community Safety convened on 16 November 2010 • Joint Local Community Planning Forum convened on 24 February 2011 focusing on a review of the Forums and identification of the way forward

ACTION 4.2		TARGET	TIMESCALE	LEAD PARTNER
<p>Ensure ongoing and effective consultation with, and the ongoing engagement of, representative organisations in the Community Planning process</p> <p>Ensure effective consultation and engagement in respect of the Four-yearly Review of the Community Plan</p>		<p>Ensure that representative organisations are effectively consulted and engaged in the Community Planning process</p> <p>Ensure that the strategic planning and decision making of Community Planning Partners are effectively influenced by representative organisations</p>	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2009/10	OUTCOME	PROGRESS 2010/11	
<p>Routine and systematic engagement of the Federations of Community Groups in the Community Planning process ensured</p> <p>Annual meeting with the voluntary sector convened</p> <p>Voluntary sector participating in Action Plan Working Groups as appropriate</p>	<p>Community and voluntary sectors actively participating in Four-yearly Review of Community Plan</p> <p>Third Sector Interface with the Community Planning Partnership established</p> <p>Appropriate voluntary sector participation in Community Planning structures/processes ensured</p> <p>Range of consultation and engagement mechanisms utilised to ensure full participation by all sectors in the Four-yearly Review</p>	<p>Engagement of the wider community in the community planning process increased</p> <p>The strategic planning and decision making of Community Planning Partners effectively influenced by the wider community</p>	<ul style="list-style-type: none"> Series of meetings organised with Third Sector Interface Steering Group to support and facilitate the development of a robust Interface Voluntary Sector organisations participated in Joint Local Community Planning Forum focusing on Four-Yearly Review convened 11 May 2010 	
			<ul style="list-style-type: none"> Voluntary Sector organisations participated, as appropriate, in Four-yearly Review thematic Seminars and subsequent activity to develop new Action Plans for 2011-15 Range of voluntary sector organisations consulted in respect of draft Actions for CP Action Plans 2011-15 Work to support the development / introduction of an effective Third Sector Interface progressing 	

ACTION 4.3		TARGET	TIMESCALE	LEAD PARTNER
Utilise the Residents' Panel effectively		Ensure that the views of residents of East Ayrshire inform the strategic planning of Partner agencies	2010/11	JOG
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Residents' Panel refreshed Annual Consultation Plan 2009/10 developed	Annual Consultation Plan 2010/11 developed 4 Panel consultation exercises undertaken 2 Panel newsletters prepared and distributed	Understanding of local priorities and views on public service provision/satisfaction increased	<ul style="list-style-type: none"> • Consultation in respect of Community Plan Four-yearly Review undertaken with Residents' Panel April/May 2010 • Consultation to inform SOA reporting undertaken June 2010 	
			<ul style="list-style-type: none"> • In the context of the current financial climate, it was agreed that the commissioning of the third Residents' Survey be postponed and reconsidered in the new financial year 	

AIM 5: To ensure a co-ordinated and effective approach to sourcing, analysing and disseminating data/statistical information.

ACTION 5.1		TARGET	TIMESCALE	LEAD PARTNER
Continue to source and analyse information/data to allow the impact of Community Planning to be measured and to inform service delivery		Information/data available to measure the impact of Community Planning and inform service delivery	2010/11	JOG/Research, Information and Performance Group
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
<p>Research, Information and Performance Group (RIP Group) operating</p> <p>Community Planning Partnership Single Outcome Agreement endorsed by partners and signed off by Scottish Government</p> <p>Data sharing protocol agreed</p>	<p>2010/11 workplan developed and implemented</p> <p>Updated range of documentation prepared</p> <p>Menu of national indicators reviewed</p> <p>Further analysis of Scottish Index of Multiple Deprivation (SIMD) 2009 implemented</p> <p>Statistical information provided to inform the annual Community Planning and SOA Performance Reports</p> <p>Improved equalities data developed</p> <p>Role of RIP group reviewed as part of Four-yearly Review of Community Plan</p>	Robust information available to measure the impact of Community Planning	<ul style="list-style-type: none"> • 2010/11 workplan developed and being implemented • Review of national indicators implemented • Analysis of SIMD09 carried out • East Ayrshire by Numbers updated 	
			<ul style="list-style-type: none"> • SOA Area Profile being developed as apart of the overall update of the SOA 	

ACTION 5.2		TARGET	TIMESCALE	LEAD PARTNER
Further enhance joint systems for data collection, management, analysis and dissemination of key statistics, and the commissioning of research		Ensure a joint approach to data collection, management, analysis and the dissemination of key statistics, and the commissioning of research	2010/11	JOG/ Research, Information and Performance Group
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2010/11	
Research, Information and Performance Group (RIP Group) operating East Ayrshire by Numbers available and updated on Community Planning website Comprehensive information/data available on Community Planning website Analysis of key statistics in relation to the Single Outcome Agreement implemented jointly	Structures for data sharing streamlined and joint arrangements strengthened East Ayrshire by Numbers routinely updated on Community Planning website Comprehensive information/data available and routinely updated on Community Planning website Analysis of key statistics carried out jointly and information disseminated appropriately	Robust research and information systems established	<ul style="list-style-type: none"> East Ayrshire by Numbers 2010 updated and available on Community Planning website Key statistics are being reviewed as part of the SOA development process 	

AIM 6: To ensure a robust approach to risk management.				
ACTION 6.1		TARGET	TIMESCALE	LEAD PARTNER
Maintain and monitor a Community Planning Risk Register		Ensure that identified risks are appropriately managed	Ongoing	CPP Board
BASELINE POSITION 1 April 2010	PLANNED OUTPUTS 2010/11	OUTCOME	PROGRESS 2110/11	
Community Planning Risk Register routinely reviewed and appropriate action taken	Risk Register considered at CPP Board meetings and appropriate action implemented to mitigate risk	Risks identified and appropriately managed and mitigated	<ul style="list-style-type: none"> Risk Register routinely inspected/reviewed at CPP Board meetings. 	



EAST AYRSHIRE
RESEARCH, INFORMATION AND PERFORMANCE GROUP

WORKPLAN 2010/11

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	Joint working agreed as a shared commitment of the Community Plan and RIP Group established. Community Planning Partnership Board reconfirmed its commitment to joint information sharing at its meeting on 16 December 2010.
		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	An initial review of the existing RIP Group Terms of Reference under consideration. Further work in relation to the Group's remit being taken forward in 2010/11 as part of the Four-Yearly Review process.
		Further strengthen joint data sharing and joint data/statistical analysis	Ongoing	RIP Group	Draft Community Planning Data Sharing Protocol developed and endorsed by the Joint Officers' Group (JOG) at its meeting on 9 September 2008. Partners agreed to provide information from their individual organisation's Publication Schemes, which can be held centrally and made available through the Community Planning website.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
1.	Co-ordination of research, information and performance activity	Ensure analysis and interpretation of good quality information	Ongoing	RIP Group	<p>Work progressed during the year includes:</p> <ul style="list-style-type: none"> • Ongoing analysis and reporting on SIMD 2009 • Ongoing collation of a range of statistical information to inform East Ayrshire by Numbers • Preparation and analysis of statistical information for Community Planning/SOA reporting • Analysis of survey information, including SOA Residents' Panel Survey 2010 • Analysis of a range of statistical information, including Nomis and Slims economic briefings, CHP Profiles and routine update reports issued by Strathclyde Fire and Rescue.
		Prepare a Workplan to demonstrate RIP Group activity 2010/11, linked to the JOG Workplan	April 2010- March 2011	Derek West (LO) Ann Robertson RIP Group	RIP Group Workplan updated on a routine basis.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
2.	Single Outcome Agreement (SOA)	<p>Update the Community Planning Partnership SOA within the context of the Four Yearly Review of the Community Plan and aligned to agreed identified strategic priorities/high level outcomes:</p> <ul style="list-style-type: none"> • SOA development • SOA sign off • SOA implementation 	<p>September 2010 - March 2011</p> <p>March 2011</p> <p>1 April 2011 onwards</p>	Gwen Barker Ann Robertson	<p>Review and revision of the 2008 SOA completed and, following approval by the CPP Board on 30 April 2009, the updated document was submitted to the Scottish Government for consideration on 7 May 2009. Scottish Government Liaison Director subsequently recommended the updated SOA for Ministerial sign off. Confirmed approval of East Ayrshire's SOA received on 16 June 2009 and Ministerial sign off completed on 23 July 2009.</p> <p>Review of SOA currently in progress as part of the Four-yearly Review process.</p>

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
3.	Single Outcome Agreement Annual Performance Report 2009/10	<p>Develop systems and processes to ensure that the CPP is in a position to report annually on the outcomes identified in the SOA:</p> <ul style="list-style-type: none"> • Prepare and issue CP/SOA reporting templates to nominated Lead Officers • Prepare and submit completed returns • Prepare consolidated CP/SOA Annual Performance Report 2010/11 • Feedback on template returns • Submit consolidated CP/SOA Annual Performance Report 2009/10 to CPP Board and, subject to approval, the Scottish Government, as appropriate 	<p>April -September 2010</p> <p>May 2010</p> <p>2 July 2010</p> <p>Mid July – end August 2010</p> <p>10 August 2010</p> <p>23 September 2010</p> <p>30 September 2010</p>	<p>Gwen Barker Ann Robertson</p> <p>Ann Robertson (LO) Helen Sinclair</p> <p>CP Action Plan Lead Officers</p> <p>Ann Robertson (LO) Gwen Barker June McIntyre</p> <p>RIP Group</p> <p>Gwen Barker Ann Robertson</p>	<p>Arrangements progressed to ensure that the SOA Annual Performance Report 2009/10 prepared within the agreed timescales for submission to the CPP Board and Scottish Government (30 September 2010); Reporting templates (integrated with Community Plan Action Plan reporting templates) prepared by the CPPU and issued to Lead Officers at the beginning of May 2010; returns submitted by Lead Officers by 2 July 2010 and work to validate the returns progressed over the summer period; and CPPU consolidated returns into the overall SOA performance report. RIP Group considered and provided feedback in relation to the template returns at its meeting on 10 August 2010.</p> <p>The Community Planning/SOA Annual Performance Report 2009/10 was approved by the CPP Board at its meeting on 23 September 2010 and subsequently submitted to the Scottish Government by the due date of 30 September 2010.</p>
4.	Single Outcome Agreement - Improvement Plan	Prepare an SOA Improvement Plan in relation to areas identified for improvement in the annual performance report	Ongoing	Gwen Barker Ann Robertson	Areas for improvement and actions under relevant National Outcomes identified, which require to be addressed and taken forward by partners, as appropriate, either solely or on a partnership basis.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
4.	Single Outcome Agreement - Improvement Plan	Prepare an SOA Improvement Plan in relation to areas identified for improvement in the annual performance report	Ongoing	Gwen Barker (LO) Ann Robertson	Progress in respect of identified actions has been reported routinely to the CPP Board, the Council's Cabinet and Governance and Scrutiny.
		Consider opportunities to rationalise and streamline current reporting systems to avoid duplication of activity	Ongoing	Ann Robertson Helen Sinclair	The CPP Board agreed proposals to work towards the integration of reporting in relation to the Community Plan Action Plan Annual Performance Reports and the SOA reporting process, where possible, for 2009/10 reporting onwards. Integrated SOA/Community Plan Action Plan reporting templates prepared and issued to Lead Officers. Community Planning Officers in the CPPU scheduled meetings with Lead Officers, Action Plan Working Groups and key stakeholders, as appropriate, to facilitate effective reporting in respect of the streamlined process. Consolidated Community Planning/SOA Annual Performance Report 2009/10 prepared and endorsed by the CPP Board at its meeting on 23 September 2010. Further work to develop and refine future Community Planning/SOA performance reporting being progressed.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
5.	Partnership Assessment Scorecard (PAS)	Implement the 2010 annual PAS exercise utilising an on-line survey tool	March-May 2010	Ann Robertson (LO) June McIntyre Fiona Ferrans	PAS exercise implemented using the 'SurveyMonkey' online survey tool from 18 March 2010 to date.
		Analyse the results of the PAS 2010 exercise, collate findings and measure progress from the baseline position	May-June 2010	Ann Robertson (LO) June McIntyre	Results of the PAS analysed and reported to the JOG and CPP Board.
		Review and evaluate the effectiveness of the on-line survey tool in respect of the PAS 2010	August 2010	Ann Robertson (LO) June McIntyre Fiona Ferrans	Completed.
		Implement the 2011 annual PAS exercise utilising an on-line survey tool	March – May 2011	Ann Robertson (LO) June McIntyre Fiona Ferrans	Preparations in progress to implement the 2011 PAS.
6.	Key Statistics and Research and Information On-line	Ensure the provision of quality statistical information in the Member Area of the Community Planning website and on the public site, where applicable	Ongoing	Derek West (LO) RIP Group	A range of statistical information/publications is available in the Research and Information section of the Community Planning website, including East Ayrshire by Numbers.
		Maintain a central database of key statistical information and research findings to support a range of Community Planning processes	Ongoing	Derek West (LO) RIP Group	Key statistics, including SIMD and Residents' survey results/analysis available. SOA measures are included in the Council's Performance Management System.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
6.	Key Statistics and Research and Information On-line (continued)	Undertake a data audit of all statistical information held and used by Partners	Ongoing	Derek West (LO)	Partners requested to make their Publication Schemes available for inclusion on the Community Planning website.
		Review data management protocol with Partners to ensure currency and that it is fit for purpose	Ongoing	Derek West (LO) RIP Group	Data sharing protocol developed and endorsed by JOG at its meeting on 9 September 2008.
		Review and agree procedures to ensure that data/information remains current and 'fit for purpose'	Ongoing	Derek West (LO) RIP Group	Ongoing.
		Identify and provide key statistics, which can be used to measure and compare progress within and outwith the most disadvantaged (0-15%) data zones/communities	Ongoing	Derek West (LO) RIP Group	Map profiler updated and available on the East Council website, which can be used to identify small area statistics. Work in progress to establish a link to the Community Planning website.
7.	East Ayrshire By Numbers (EABN)	Update the EABN publication	January-May 2010 and ongoing	Derek West (LO) RIP Group	EABN 2010 updated and available on the Community Planning website at: www.eastayrshirecommunityplan.org
		Update statistical information contained in EABN on an ongoing basis and ensure appropriate availability on the Community Planning website	Ongoing	Derek West (LO)	Work is ongoing to update the EABN publication for re-issue in April 2011.
		Produce regular East Ayrshire Statistical Bulletins with up-to-date information and detailed analysis of topical issues	Ongoing	Derek West (LO) RIP Group	East Ayrshire By Numbers updated on an annual basis. A range of statistical publications/links included on the Community Planning website. Specific information provided as required, including a monthly fire and rescue statistical report.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
8.	Fairer Scotland Fund (FSF)	Develop measures to ensure that FSF programme activity is linked to and reported through the SOA	Ongoing	Gwen Barker Ann Robertson	<p>To ensure effective reporting of the Fairer Scotland Fund in the SOA Annual Performance Report 2009/10, an additional section was included in the reporting templates to allow Departments/Partners to reflect progress in relation to SOA local outcomes.</p> <p>FSF indicators continue to be utilised as part of the overall annual performance reporting process.</p>
9.	Community Planning Four Yearly Review	Support Lead Officers in the implementation of the Community Planning Four Yearly Review	May 2010-March 2011	Ann Robertson Helen Sinclair	<p>Initial contact made with Lead Officers to facilitate the development of new Action Plans for 2011-2015 and the SOA.</p> <p>Seminars involving Lead Officers, Action Plan Working Groups and a range of key stakeholders progressed during the summer months regarding development of Action Plans.</p> <p>Ongoing support provided as appropriate.</p>

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
10.	Scottish Index of Multiple Deprivation (SIMD)	Co-ordinate the initial analysis of the SIMD 2009	From November 2009 onwards	Ann Robertson (LO)	<p>SIMD 2009 was published by the Scottish Government's Chief Statistician on 29 October 2009. Preliminary analysis completed by the CPPU and a report prepared for the Council's Cabinet. Members have been requested to ensure a co-ordinated approach to analysis of the SIMD through the RIP Group and to identify data analyses and reports being progressed within their respective organisations.</p> <p>SIMD Seminar convened on 16 February 2010 led by representatives of the Scottish Government's Office of the Chief Statistician.</p>
					<p>SIMD 2009 Version 2 was published by the Office of the Chief Statistician on 24 August 2010 to reflect revisions to the Income Domain and the Overall Index. Further analysis ongoing.</p>

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
10.	Scottish Index of Multiple Deprivation (SIMD)	<p>Co-ordinate the ongoing analysis of SIMD, as required</p> <ul style="list-style-type: none"> Progress detailed analysis of all three SIMD Indices to identify hot spots across the seven domains Work to be undertaken locally to highlight and improve our understanding of issues around health; and consider what can be done for communities which have remained at the top of the Index over time 	Ongoing	<p>Derek West Ann Robertson</p> <p>Anna Aitken</p>	<p>Progress regarding SIMD analysis includes the following:</p> <p>Analysis of the employment domain provided an evidence base for targeted work being taken forward by partners to tackle high levels of unemployment and worklessness in Kilmarnock North.</p> <p>Analysis of the health domain indicators in respect of hospital episodes related to alcohol and drugs reflected highest rates in Kilmarnock North. SIMD 2009 data also identified a correlation between alcohol and drug use and multiple deprivation, particularly in Kilmarnock North. This analysis provided an evidence base for the targeted work being taken forward to tackle alcohol and drugs addiction in this area.</p>
11.	Census 2011	Participate in the formal 2011 Census consultation, as appropriate	Ongoing	Karl Doroszenko John McClung (LO) RIP Group	Planning Division to co-ordinate all responses on behalf of East Ayrshire Council.
12.	Equalities Issues	Collate information on how Partner agencies gather equalities information, including equal opportunities monitoring and race equalities monitoring	Ongoing	RIP Group	A range of statistical information and case studies was collated for the Equality and Human Rights Commission visit, which identified good practice across the partnership in addressing equality issues.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
		Progress actions, as appropriate, in respect of the 'equalities agenda'	Ongoing	RIP Group	Advice note in respect of SOAs and equalities received in March 2009. Equalities Officer to consider equalities indicators which can be included in the SOA. Further meeting convened by CPPU staff with the Council's Equalities Officer. RIP Group to further consider the Equality Measurement Framework at a future meeting. Work to be taken forward to identify equalities indicators as part of the SOA development.
13.	East Ayrshire Local Plan	Develop a process to assess the impact of the Council's Local Plan	2010 onwards	Karl Doroszenko (LO)	Annual monitoring report for 2010/11 being prepared by the Council's Planning and Economic Development section to inform the main issues report as part of the preparation for the new Local Development Plan. Actions for the RIP Group to be identified and progressed in 2011/12.
		Identify actions to be taken forward by the RIP Group	2010 onwards	Karl Doroszenko (LO) RIP Group	
14	Community Planning Residents' Survey	Support the analysis of data arising from the Residents' Survey 2008	Ongoing	Derek West (LO)	Top line results from the Residents' Survey 2008 presented by Lowland Market Research on 6 November 2008 to a range of key stakeholders, including members of the RIP Group. Additional analysis progressed as required.
		Ensure availability of statistical information from the Residents' Survey results is available in appropriate formats	Ongoing	Derek West (LO)	Residents Survey results published in December 2008 and available on the Community Planning website.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
14.	Community Planning Residents' Survey	Ensure awareness and availability of results of Residents' Panel Schedule of Consultations	Ongoing	Ann Robertson Dawn Watson	Ongoing. Residents' Panel questionnaire prepared and issued in June 2010, and results utilised as an interim measure to inform relevant updates in the SOA Annual Performance Report 2009/10.
		Review Residents' Survey Questionnaire for 2011	Autumn 2010	RIP Group	2008 Residents' Survey Questionnaire issued to RIP Group on 10 August 2010 for review and comment in respect of update for 2011 Survey.
		Commission SOA Residents' Survey 2011	December 2010 – March 2011	Ann Robertson (LO)	SOA specific Residents' Survey 2011 commissioned, the results of which will inform the SOA Annual Performance Report 2010/11 to fulfil reporting requirements to the Scottish Government. (Wider Community Planning Residents' Survey 2011 postponed.)
15.	Community Profiles	Produce community profiles to provide a range of locally relevant information in respect of East Ayrshire's communities	Ongoing	Derek West (LO) RIP Group	Local area profiles prepared as required.
16.	Strathclyde Fire and Rescue Fatal Incident Analysis Report 2008/09	Further analysis of data required to develop a picture of where the incidents happen both geographically and in terms of tenure	Autumn 2010	RIP Group/Strathclyde Fire and Rescue	Action arising from the JOG meeting of 23 February 2010. Detailed monthly update reports continue to be issued by Strathclyde Fire and Rescue.

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

31 January 2011