

EAST AYRSHIRE

COMMUNITY PLANNING PARTNERSHIP BOARD: 23 SEPTEMBER 2010

COMMUNITY PLANNING UPDATE

Report by the Chief Executive, East Ayrshire Council

1. PURPOSE OF REPORT

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

2. RISK MANAGEMENT FRAMEWORK

- 2.1 Attached for information at Appendix 1 is the East Ayrshire Community Planning Risk Register for 2010/11.
- 2.2 Action is taken on an ongoing basis, as appropriate, to mitigate all risks. CPP Board members are requested to review the Risk Register and identify any current risks.

3. JOINT OFFICERS' GROUP WORKPLAN

- 3.1 Attached at Appendix 2 for information and noting is the 2010/11 Joint Officers' Group (JOG) Workplan, highlighting progress against planned outputs to 31 August 2010.

4. RESEARCH, INFORMATION AND PERFORMANCE GROUP

- 4.1 Attached at Appendix 3 for information and noting is the Research, Information and Performance (RIP) Group Workplan 2010/11, highlighting progress to 31 August 2010.

5. ALLOCATING RESOURCES IN A COMMUNITY PLANNING PARTNERSHIP CONTEXT

- 5.1 The Chief Officers' Seminar of 19 January 2010 initiated the Community Plan Four-yearly Review and provided the opportunity to consider the challenges presented to the CPP and individual organisations by the wider economy, and reflect on the way forward, particularly in relation to how enhanced partnership working could help address these challenges.
- 5.2 In respect of the shared strategic agenda, it was agreed that the CPP requires to drive cultural change and ensure that all Partners sign up to agreed strategic priorities and deliver on them operationally.
- 5.3 In addition, it was agreed that there is a clear role for the CPP in critically scrutinising spend across all Partners' mainstream budgets and ensuring that we maximise spend from existing resources.
- 5.4 Subsequently, at its meeting of 24 June 2010, the CPP Board agreed the Strategic Priorities and associated Local Outcomes for 2011-2015, which establish the shared strategic agenda.

- 5.5 In this context, it is important that, as part of our budget setting processes, the potential risk and negative impact of individual Partner decisions on partnership activity and local service delivery should be considered, taking account of issues of governance and risk management.
- 5.6 Consequently, as Partners, we require to consider a mechanism/systematic process for stakeholders to consider and discuss the impact of funding decisions on other partners and future Community Planning activity.
- 5.7 In this regard and further to discussion at the Joint Officers'/Lead Officers' Group meeting of 31 August 2010 about the difficult decisions being taken by all Partner agencies in respect of resource allocation and spending priorities in the current financial climate, it was proposed that a short term working group be convened to devise a mechanism/process by which the impact of these decisions on the wider Partnership may be communicated and considered.

6. COMMUNITY PLANNING RESIDENTS' SURVEY 2011

Background

- 6.1 The first joint East Ayrshire Community Planning Residents' Survey was commissioned in 2005.
- 6.2 The initial intention was that the Residents' Survey should be undertaken every four years; however, it was agreed at the joint JOG/Lead Officers' Group meeting of 6 November 2007, that since information dates quickly and to ensure the currency of data to inform developing agendas, the frequency should be reduced to three-yearly. Consequently, the second Residents' Survey was commissioned in 2008.
- 6.3 The purpose of the Residents' Survey is to gain an increased understanding of local priorities and views on public service provision/satisfaction and inform reporting in respect of Community Planning and the associated Single Outcome Agreement. The results are utilised by Community Planning Partners to assist in directing and informing policies, strategies, programmes/initiatives and funding bids.

Community Planning Residents' Survey 2011

- 6.4 Given the current financial climate, consideration has been given to whether the forthcoming 2011 Census would supply adequate information and allow a saving to be made in this regard.
- 6.5 The national Census and the Residents' Survey are utilised by Community Planning Partners to gain increased information on the demographics of the East Ayrshire population and to plan and provide for future public services. However, there is little duplication between the two surveys, with the Residents' Survey results providing a wider range of information and an increased understanding of the local priorities and views of residents on public service provision/satisfaction. In addition, the commissioning of a third survey would allow the identification of local trends over time.
- 6.6 Consequently, it is proposed that the Community Planning Residents' Survey is progressed in 2011.

Residents' Panel

- 6.7 As part of the Residents' Survey commission in 2005, a Residents' Panel comprising a representative cross-section of East Ayrshire residents was recruited.
- 6.8 Subsequently, to increase the panel membership to 1,000, as agreed by the then Community Planning Core Partners' Group on 13 February 2007, a Panel refreshment exercise was undertaken in 2007.
- 6.9 It is proposed that, as part of the Residents' Survey 2011 commission, the Residents' Panel should be refreshed again to ensure that it continues to be representative of the East Ayrshire population.

Financial Implications

- 6.10 It is estimated that the cost of commissioning the Residents' Survey 2011, including refreshment of the Panel, will be in the region of £40,000 - £50,000.
- 6.11 As the Residents' Survey is a Community Planning Partnership survey, the CPP Board is requested to consider how the commission could be resourced on a partnership basis, with financial contributions from all Partners.

Review of the Residents' Survey Question Set

- 6.12 Subject to endorsement of the proposal to commission the Residents' Survey 2011, the existing question set will require to be reviewed and amended, as appropriate. Consequently, the Residents' Survey 2008 question set was issued to JOG members to co-ordinate this process from their organisational perspectives at the meeting of 31 August 2010. In considering potential amendments or additions, colleagues were requested to be mindful of the need to measure change over time and identify trends. The results of the 2011 Survey will require, therefore, to be broadly comparable with the 2005 and 2008 Surveys.
- 6.13 The University of the West of Scotland has indicated that it would wish to participate in the Residents' Survey. Kilmarnock College has been requested to liaise with the University and agree a set of further/higher education related questions under the learning agenda.

Timescale

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

Activity	Provisional Timetable	Timescale
Confirmation of Partner contributions	End October 2010	
Questionnaire Development – review and amendment of existing Residents' Survey question set to Community Planning Partners	October - November 2010	1 month
Invitation to tender, tender	December 2010 – February	3 months

Activity	Provisional Timetable	Timescale
submissions, tender evaluation and contract award	2011	
Survey briefing, fieldwork, data analysis and interim report, including refreshment of the Residents' Panel	March – May 2011	3 months
Final survey report and presentation	June/July 2011	

7. COMMUNITY PLANNING AWARDS

- 7.1 The Community Planning Awards Ceremony 2009, which was hosted by the CPP Board on 26 March 2009 at the Park Hotel, Kilmarnock, was considered a great success by all who attended.
- 7.2 Attended by representatives from over thirty community and voluntary groups, short listed from more than one hundred and fifty nominations, the ceremony showcased the significant achievements of all those present and provided Community Planning Partners with an opportunity to recognise the commitment and contribution of community and voluntary groups and individuals, who make a real difference to the lives of people in East Ayrshire.
- 7.3 It was envisaged that the Awards Ceremony would take place every two years. Consequently, it is scheduled to take place in March 2011.
- 7.4 In the current financial climate, it is proposed that the Awards ceremony should be repeated but that, while retaining the quality of the event, the format, venue and consequent costs should be reduced/changed.
- 7.5 It is proposed that the Awards be held in the first week in March 2011 in the Council Chambers. It is further proposed that the number of participants should be reduced and that the event should be hosted by Community Planning Partners. The estimated cost would be under £5,000.

8. ALZHEIMER SCOTLAND, ACTION ON DEMENTIA

- 8.1 Alzheimer Scotland provides and secures the provision of high quality services both for people with dementia and their carers. In addition, it aims to be the national voice of and for people with dementia and their carers; and to improve public policies for people with dementia and their carers.
- 8.2 Alzheimer Scotland, Action on Dementia, is Provost Young's chosen charity for 2010/11. During the year she hopes to support the 'Musical Minds' initiative, a 'Football Reminiscences' project, and the establishment of a drop in centre in Kilmarnock and a series of community cafes throughout East Ayrshire dedicated to helping those with dementia.
- 8.3 The CPP Board is requested to consider how the Partnership could support the Provost in realising these aims.

9. EVALUATION OF THE IMPACT OF CO-LOCATION

- 9.1 Community Planning Partners in East Ayrshire are committed to improving the services provided to meet the needs of local people. In this regard, the Partnership has delivered a range of co-location facilities to meet the needs of partners and local communities, including Area Centres in Dalmellington, North West Kilmarnock, Stewarton and Crosshouse, Drongan Resource Centre and Rankinston Health Clinic.
- 9.2 At the CPP Board meeting of 30 September 2009, the CPP Board agreed an allocation of resources to commission an independent evaluation of co-location within East Ayrshire.

Progress to Date

- 9.3 The procurement process has been finalised and Blake Stevenson consultancy has been appointed to undertake the evaluation.
- 9.4 It is anticipated that the evaluation will be implemented from September to December 2010, with the Final Report due in mid December 2010/early January 2011.
- 9.5 Partners are requested to ensure the involvement of the staff of their respective organisations in the evaluation, as appropriate.

10. LOW CARBON VEHICLE PROCUREMENT SUPPORT SCHEME

- 10.1 The First Minister announced the launch of the Low Carbon Vehicle Procurement Support Scheme at the 2020 Climate Change Conference on 16 June 2010. The key aims and objectives of the Scheme are to accelerate progress in decarbonising road transport by promoting the uptake of low carbon vehicles in the Scottish Fleet by using public sector procurement as an exemplar model. This objective will be achieved by satisfactory fulfilment of the schemes Aims, namely:
- providing a platform for low carbon vehicles to demonstrate their functionality and potential for emissions reduction;
 - allowing economies of scale to reduce vehicle cost via the procurement of a significant quantity of emerging vehicle technologies; and
 - stimulating increased confidence in the low carbon vehicle market through public sector leadership.
- 10.2 The scheme will make £3.6m available to CPPs to provide financial support for the procurement or lease of low carbon vehicles through bridging the cost gap between a conventional vehicle and its low carbon counterpart. In addition, the funding may also be used to provide support for the installation of publicly accessible charging/fuelling infrastructure.
- 10.3 Allocations are based on population census data and ensure that all CPPs receive sufficient funds to enable the purchase of, for example, at least one car, one van and the necessary charging infrastructure. The allocation for East Ayrshire is £105,000. The deadline for responses from CPPs to Transport Scotland is 15 September 2010.

- 10.4 In this regard, a meeting of the Transport Sub-group, led by John Bryson, the Council's Head of Roads and Transportation, was convened on 9 September 2010 to ensure that a co-ordinated approach to this potential funding stream is implemented across East Ayrshire. An invitation to attend was extended to interested Partners via the Joint Officers' Group and to Coalfield Community Transport.
- 10.5 Strathclyde Partnership for Transport in particular has expressed an interest in working in partnership to take this matter further and has highlighted possibilities for utilising the funding in relation to Community Transport, which it would be interested in discussing further.

11. THIRD SECTOR INTERFACE

- 11.1 As Board members are aware, the Council for Voluntary Organisations (CVO) East Ayrshire, the Volunteer Centre and the Local Social Economy Partnership (LSEP), supported by officers from Community Learning and Development and the Community Planning and Partnership Unit, are currently working to develop a robust Third Sector Interface.
- 11.2 Current Scottish Government funding arrangements for CVOs and the Volunteer Centre networks will cease from March 2011 to be replaced by a single pot of funding for each Community Planning Partnership area and it is expected that local arrangements in respect of the Interface will be agreed and in place by 1 April 2011.
- 11.3 A letter dated 30 July 2010 has been issued to the voluntary sector and other stakeholders, including Community Planning Partnerships, detailing new arrangements for Interfaces.

Governance

- 11.4 In respect of governance, the Interface will be required to submit to Scottish Government a clear description of its governance and management arrangements. Where the Interface is in a form other than a single agency, it will be expected that lines of accountability for service delivery and expenditure of interface grant are clearly articulated.

Delivery Framework

- 11.5 It is still for the Interface to decide how to deliver its services. However, Scottish Government will require the Interface to prepare a single delivery framework, describing in broad terms how the Interface plans to ensure that outcomes are delivered across the whole local authority area in each of the following areas:
- volunteering development;
 - social enterprise development;
 - supporting and developing a strong third sector; and
 - building the third sector relationship with community planning.
- 11.6 Contrary to previous expectations, the letter indicates that no formal sign-off by the CPP is required by the Scottish Government. However, the delivery framework must be discussed with the CPP as its endorsement would be considered a strong

indicator of the strength of the relationship established between the Interface and the CPP.

- 11.7 Board members will recall that, at its meeting of 18 March 2010, the Board agreed that, until it can be satisfied that the Interface is representative of the voluntary sector in East Ayrshire in its widest sense, including large voluntary organisations active locally and social enterprises, it would not be appropriate for the Interface to be represented on the Board. It further agreed to recommend to the CVO, the Volunteer Centre and the LSEP that a merger into one organisation would be beneficial both in terms of the future strategic direction and economically.
- 11.8 It is proposed, therefore, that a report outlining the governance arrangements and delivery framework for the Interface be submitted to the Board for consideration and endorsement at the earliest possible point.

12. RECOMMENDATIONS

12.1 The Community Planning Partnership Board is requested to:

- i) note the progress against projected outputs in the JOG Workplan 2010/11;
- ii) note the progress in respect of the Research, Information and Performance Group Workplan 2010/11;
- iii) consider the issues in respect of allocating resources in a Community Planning context and remit the JOG to identify a mechanism for stakeholders to consider and discuss the impact of funding decisions on other partners and future Community Planning activity;
- iv) endorse the proposal to commission the Residents' Survey 2011, including the refreshment of the Residents' Panel in the commission, and consider how the commission could be resourced on a partnership basis;
- v) endorse the proposals for the Community Planning Awards 2011;
- vi) consider how the Partnership could support the Provost in realising her aims for her chosen charity, Alzheimer Scotland, Action on Dementia, for 2010/11;
- vii) note the progress in respect of the independent evaluation of co-location within East Ayrshire and ensure the involvement of the staff of Partner organisations in the evaluation, as appropriate;
- viii) consider the potential for a co-ordinated approach to accessing funding from the Scottish Government's Low Carbon Vehicle Procurement Support Scheme;
- ix) agree to receive a report outlining the governance arrangements and delivery framework for the Third Sector Interface to a future CPP Board meeting; and
- x) otherwise note the content of the report.

Fiona Lees
Chief Executive
East Ayrshire Council
16 September 2010

EAST AYRSHIRE COMMUNITY PLANNING RISK REGISTER – 2010/11

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 1	Impact of economic recession on planned actions and outcomes, in particular the proposed closure of Diageo					
	Delivering Community Regeneration Action Plan Aims 1-8	Delivering Community Regeneration Action Plan developed and being implemented Multi-agency Employment Task Force established Council has ring fenced significant resources to tackle overall community regeneration agenda	CPP Board and individual partner agencies monitoring activity/progress	Community Planning Partnership Board Action Plan Working Group – Delivering Community Regeneration Partner Agencies	Quarterly	High

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 2	The Community Planning Partnership Single Outcome Agreement will not be effectively implemented across the Partner organisations					
	<p>JOG Action 1.2 Ensure the effective implementation of the CPP Single Outcome Agreement (SOA)</p>	<p>CPP SOA 2008-2011 developed and signed off by all Partners. Formal sign off by John Swinney, MSP, Cabinet Secretary for Finance and Sustainable Growth on 2 July 2008.</p> <p>Updated CPP SOA submitted to Scottish Government February 2009 and signed off by all Partners. Formal sign off by Stewart Stevenson, MSP, Minister for Transport, Infrastructure and Climate Change to be held on 23 July 2009.</p> <p>SOA Interim Report considered and endorsed by the CPP Board on 20 April 2009.</p> <p>SOA Annual Performance Report 2008/09 endorsed by the CPP Board on 30 September 2009 and submitted to the Scottish Government by the due date.</p> <p>SOA Improvement Plan developed and actions being progressed to facilitate achievement of SOA Outcomes.</p> <p>SOA to be updated as part of the Community Planning Four Yearly Review process for implementation from 1 April 2011.</p>	<p>CPP Board will drive forward the development of the SOA and ensure effective roll out and reporting across partner agencies.</p> <p>SOA included as a standing item at all CPP Board meetings.</p>	<p>Community Planning Partnership Board</p> <p>All Partners</p>	<p>Quarterly</p>	<p>Medium</p>

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 3	Governance and monitoring – unable to demonstrate resources allocated are spent efficiently and effectively on Community Planning priorities					
	<p>Action 1.5: Ensure an effective and appropriate role for Elected Members/ Partner Agency Board Members in the Community Planning process</p> <p>Action 1.3: Further explore opportunities for shared services, aligned or shared budgets</p>	<p>Performance and finance reports presented routinely to CPP Board and relevant Committees</p> <p>Strategic Review of the Council's revenue budget implemented</p>	<p>Established systems/structures in place to ensure effective governance and control</p>	<p>All Partners</p> <p>Executive Director of Finance and Corporate Support</p>	<p>Quarterly</p> <p>Annually</p>	<p>Low</p>
Risk 4	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					
	<p>JOG Action 3.2: Implement the Partnership Assessment Framework (PAF)</p>	<p>PAF implemented as part of Mid Term Review of Community Planning and for new partnership activity</p>	<p>All new partnerships reviewed for effectiveness and overall impact</p>	<p>Joint Officers' Group</p>	<p>6 monthly</p>	<p>Low</p>

BELOW THE LINE RISKS

Below the Line Risk	Action Taken	Date Removed from Risk Register
None		

RISKS REMOVED FROM THE REGISTER

Lack of Civic Leadership/Strategic Leadership	New administration in place following the local elections in May 2007	September 2007
The level of funding available 2008/09 and beyond will not support or sustain existing service levels or allow for new developments	Range of projects mainstreamed Fairer Scotland Fund resources allocated to Community Planning Partners in East Ayrshire and review of project activity linked to strategic direction carried out and actions implemented	April 2008
Community Planning activity and processes are not mainstreamed	Community Planning routine item on team meetings Range of development and awareness sessions organised Partnership Assessment Scorecard implemented and actions progressed	May 2008
Partner agencies not fully utilising the National Standards for Community Engagement	National Standards adopted by CPP Board New Local Community Planning Forums implemented and evaluated as operating effectively	June 2009

Below the Line Risks to be Monitored

Last updated: June 2010
Due to be reviewed: September 2010



COMMUNITY PLANNING PARTNERSHIP SERVICE PLAN

JOINT OFFICERS' GROUP WORK PLAN 2010/11

JOINT OFFICERS' GROUP WORKPLAN 2010/11 AIMS AND ACTIONS

- AIM 1: To ensure the effective implementation of Community Planning activity and CPP Board priorities**
- Action 1.1 Ensure the effective implementation of the Community Plan Four-yearly Review
- Action 1.2 Ensure the effective implementation and reporting of the Community Planning Partnership Single Outcome Agreement
- Action 1.3 Further develop shared premises and shared management arrangements
- Action 1.4 Further explore opportunities for shared services, aligned and shared budgets
- 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
- Action 1.6 Ensure a continued, effective and appropriate role for Elected Members/Partner Agencies in the Community Planning process.
- AIM 2: To ensure effective performance reporting**
- Action 2.1 Streamline Community Planning performance reporting
- AIM 3: To ensure effective partnership working**
- Action 3.1 Implement the findings of the annual Partnership Assessment Scorecard (PAS) exercise
- Action 3.2 Implement the Partnership Assessment Framework
- Continue to rationalise plans, strategies and structures
- AIM 4: To ensure effective joint community consultation and engagement**
- Action 4.1 Ensure the effective operation of the Local Community Planning Forums
- Action 4.2 Ensure ongoing and effective consultation with and the ongoing engagement of representative organisations in the Community Planning process
- Action 4.3 Utilise the Residents' Panel effectively
- AIM 5: To ensure a co-ordinated approach to sourcing, analysing and disseminating data and statistical information**
- Action 5.1 Continue to source and analyse information/data to allow the impact of Community Planning to be measured and to inform service delivery
- Action 5.2 Further enhance joint systems for data collection, management, analysis and dissemination of key statistics, and the commissioning of research
- AIM 6: To ensure a robust approach to risk management**
- Action 6.1 Maintain and monitor a Community Planning Risk Register

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 <ul style="list-style-type: none"> • Strategic Priorities and Local Outcomes endorsed by CPP Board on 24 June 2010 • Thematic Action Plan Seminars convened August/September 2010 • Development of Community Planning Actions Plans 2011-15 utilising principles of outcome-based planning progressing

* 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>	Strategic response to ensuring a good quality of life for the residents of East Ayrshire	<p>To facilitate the rationalisation of reporting, new templates prepared to include annual reporting requirements for Community Planning and SOA for 2009/10 onwards</p> <ul style="list-style-type: none"> • Consolidated annual performance report currently being prepared • Fairer Scotland Fund Review ongoing 	

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	

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 being prepared for presentation to CPP Board 	

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>

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>	<p>Workshop to develop Delivery Agreement between the Council and Skills Development Scotland convened 22 April 2010</p> <ul style="list-style-type: none"> • 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 	

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	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 to be presented to CPP Board of 23 September 2010	

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'	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

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 • Voluntary Sector organisations participating, as appropriate, in Four-yearly Review thematic Seminars and subsequent activity to develop new Action Plans for 2011-15 	

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 	

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. 	

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	
<p>Research, Information and Performance Group (RIP Group) operating</p> <p>East Ayrshire by Numbers available and updated on Community Planning website</p> <p>Comprehensive information/data available on Community Planning website</p> <p>Analysis of key statistics in relation to the Single Outcome Agreement implemented jointly</p>	<p>Structures for data sharing streamlined and joint arrangements strengthened</p> <p>East Ayrshire by Numbers routinely updated on Community Planning website</p> <p>Comprehensive information/data available and routinely updated on Community Planning website</p> <p>Analysis of key statistics carried out jointly and information disseminated appropriately</p>	Robust research and information systems established	East Ayrshire by Numbers 2010 updated and available on Community Planning website	

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	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	An initial review of the existing RIP Group Terms of Reference under consideration. Further work in relation to the Group's remit to be 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	Specific action arising from the Core Partners' Group planning session of 2 March 2007. 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.
		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 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>May- December 2010 March 2011 1 April 2011 onwards</p>	Gwen Barker (LO) 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>

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 2009</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 will be prepared within the agreed timescales for submission to the CPP Board and Scottish Government (30 September 2010): Reporting templates (now 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 to consolidate 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>

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
4.	Single Outcome Agreement - Improvement Plan	Prepare an SOA Improvement Plan in relation to the first Annual Performance Report 2008/09	October-December 2009 and ongoing	Gwen Barker (LO) Ann Robertson	Areas for improvement and actions under relevant National Outcomes have been identified, which require to be addressed and taken forward by partners, as appropriate, either solely or on a partnership basis. Progress in respect of actions has been reported 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 has 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, from 2009/10 onwards. Integrated SOA/Community Plan Action Plan reporting templates have been 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.

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. Results of the PAS analysed and reported to the JOG and CPP Board.
		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	
		Review and evaluate the effectiveness of the on-line survey tool in respect of the PAS 2010	Summer 2010	Ann Robertson (LO) June McIntyre Fiona Ferrans	
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	Specific action arising from the Core Partners' Group planning session on 2 March 2007.
		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	

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	Ongoing issues regarding the availability of small area statistics.
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.
		Update statistical information contained in EABN on an ongoing basis and ensure appropriate availability on the Community Planning website	Ongoing	Derek West (LO)	
		Produce regular East Ayrshire Statistical Bulletins with up-to-date information and detailed analysis of topical issues	Ongoing	Derek West (LO) RIP Group	Future issues to be considered and agreed.

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	To ensure effective reporting of the Fairer Scotland Fund in the SOA Annual Report, an additional section has been included in the reporting templates to allow Departments/Partners to reflect progress in relation to SOA local outcomes.
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	Initial contact made with Lead Officers to facilitate the development of new Action Plans for 2011-2015 and the SOA. Seminars involving Lead Officers, Action Plan Working Groups and a range of key stakeholders to be progressed during the summer months regarding development of Action Plans.
10.	Scottish Index of Multiple Deprivation (SIMD)	Co-ordinate the initial analysis of the SIMD 2009	From November 2009 onwards	Ann Robertson (LO)	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. SIMD Seminar convened on 16 February 2010 led by representatives of the Scottish Government's Office of the Chief Statistician.

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
	Scottish Index of Multiple Deprivation (SIMD) (continued)	<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	Derek West (LO) Ann Robertson	<p>Action arising from the SOA Improvement Plan.</p> <p>Action arising from the JOG meeting of 23 February 2010.</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	
		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.
13.	East Ayrshire Local Plan	Develop a process to assess the impact of the Council's Local Plan	2010 onwards	Karl Doroszenko (LO)	
		Identify actions to be taken forward by the RIP Group	2010 onwards	Karl Doroszenko (LO) RIP Group	

Activity		Actions	Timescale	Lead Officer/ Support Officer(s)	Comments
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 Resident' 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.
		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.
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	
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.

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

31 August 2010