

EAST AYRSHIRE**COMMUNITY PLANNING PARTNERSHIP BOARD: 29 SEPTEMBER 2011****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 2011/12.
- 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 further risks.

3. JOINT OFFICERS' GROUP WORKPLAN

- 3.1 As previously agreed, the 2011/12 Joint Officers' Group (JOG) Workplan, highlighting progress against planned outputs, has been updated and is available for information on an ongoing basis in the Member Area of the Community Planning Website at www.eastayrshirecommunityplan.org.

4. SHARED COMMITMENTS

- 4.1 As part of the Community Plan Four-yearly Review 2010/11 process, the CPP took the opportunity to review the Partnership's Shared Commitments. At its meeting of 16 December 2010, it agreed that the current Shared Commitments remained 'fit for purpose', with some commitments requiring an increased focus going forward into 2011-2015.

Pre-budget Planning

- 4.2 It was further agreed to increase pre-budget planning on a partnership basis to mitigate the impact of potential budget cuts.
- 4.3 In this regard, it is proposed that Core Community Planning Partners from the CPP Board utilise the CPP Board meeting date of 8 December 2011 to consider this issue.

Community Planning Shared Services/Shared Management Event

- 4.4 A focused workshop session in respect of exploring further opportunities for shared services/shared management arrangements was convened on 14 June 2011, involving JOG members and a range of nominated senior officers from across the partner organisations who have experience relevant to this topic.
- 4.5 Agreed actions arising from the workshop session to facilitate further opportunities for shared services/shared management arrangements were approved at the CPP Board meeting of 30 June 2011.

Joint Information Sharing

- 4.6 While the CPP Board noted that significant progress had been made in respect of Joint Information Sharing, this was recognised as an area where the Partnership could refocus activity during 2011-2015 to ensure that information sharing at all levels continued to be robust.
- 4.7 Consequently, it was agreed that the Assistant Director–Planning, NHS Ayrshire and Arran, would assume the chair of the Research, Information and Performance Group, which will comprise performance staff and analysts from the Partner organisations.
- 4.8 The first meeting of the refocused working group was convened on Thursday 8 September 2011 with early actions being:
- identification of key representatives to participate in the refocused working group;
 - review and revision of existing Terms of Reference; and
 - development of a detailed workplan, which sets out defined actions, timescales and responsibilities in relation to achieving set objectives.

Joint training

- 4.9 Joint training was also recognised as an area where the Partnership could provide an increased focus during 2011-2015.
- 4.10 Consequently, it was also agreed that Bernadette McGuire, Director of Learning and Teaching, Kilmarnock College, would assume the chair of the joint training working group.
- 4.11 The first meeting of the working group was convened on Wednesday 24 August 2011 with early actions being:
- identification of key officers to participate in the working group;
 - development of Terms of Reference for the group; and
 - development of a project plan, which sets out defined timescales, stages and responsibilities in relation to achieving the set objectives.
- 4.12 Both working groups will report routinely to the JOG.

5. RESIDENTS' SURVEY 2011

- 5.1 Colleagues will recall that it was agreed at the CPP Board meeting of 23 September 2010 to endorse the proposal to commission the Residents' Survey 2011, including the recruitment of a Residents' Panel of 1,000 members.
- 5.2 Subsequently, it was reported at the Board meeting of 16 December 2010 that a decision had been made to postpone the commission in the context of the financial climate at that time and that the proposal should be reconsidered in the new financial year.
- 5.3 At the East Ayrshire Council Cabinet meeting of 18 May 2011, it was agreed to progress the commissioning of the Residents' Survey 2011 to highlight service areas where residents' satisfaction is low and improvement may be required; inform

decision making; and allow the identification of robust local trends over a six year period through comparison with the 2005 and 2008 Surveys.

- 5.4 A notice was placed on the Public Contract Scotland website on 26 May 2011. Thirty-three firms subsequently expressed an interest in the tender and nine firms returned an electronic tender via the Public Contracts Scotland website by the closing date of 28 June 2011.
- 5.5 All nine tender submissions were considered by the evaluation panel at its meeting of 27 July 2011. As a result, Lowland Market Research was identified as the preferred bidder and was awarded the contract.

Review of the Residents' Survey Question Set

- 5.6 The Residents' Survey question set was first presented for consultation at the joint JOG/Lead Officers' Group meeting of 23 August 2010 at which time colleagues were requested to consider potential amendments or additions, being mindful of the need to measure change over time and identify trends. In addition, members of the Research, Information and Performance Group were also asked to comment.
- 5.7 Due to the time elapsed since the first consultation on the question set, a further opportunity was afforded for partners to comment in May/June 2011.
- 5.8 A significant number of additions/amendments to existing questions and suggested deletions were made. The proposed revisions/additions to the question set were discussed with Lowland Market Research and the question set was approved with some additional minor amendments by the Joint Officers' Group at its meeting of 30 August 2011.
- 5.9 In arriving at the finalised question set, consideration was given to the length of the question set which was already at the top end of what would be considered reasonable; and the necessity of making comparisons and demonstrating trends over the period of the three surveys in 2005, 2008 and 2011.

Timescale

- 5.10 The timescale for implementing the Residents' Survey 2011 and the Refreshment of the Residents' Panel is as follows:

Action	Timescale
Pilot New Farm Loch (20 interviews undertaken)	WC 12 September 2011
Fieldwork across East Ayrshire (commenced)	WC 19 September 2011 to mid November 2011
Interim Data from Fieldwork	WC 31 October 2011
Draft Residents' Survey Results Report provided for comment	WC 5 December 2011
Final Residents' Survey Results Report provided	December 2011
Presentation of final report – 2 pm Council Chambers	19 December 2011
Residents' Panel Members recruitment	December 2011 – February 2012
Dissemination of the Survey data to Council, Partners and members of the public	Early 2012

6. PRINCE'S CHARITIES IN SCOTLAND

- 6.1 The Prince's Charities in Scotland have expressed their interest in undertaking more focused work in East Ayrshire. Consequently, it is proposed that the CPP Board meets with representatives of the Prince's Charities in Scotland in November 2011 (date to be arranged). Further information will be provided to Board members in due course to explore opportunities to drive this agenda forward. Board members are, therefore, requested to participate as appropriate.

7. COMMUNITY HEALTH PARTNERSHIP AUDIT

- 7.1 As members will recall, Audit Scotland published an Audit of Community Health Partnerships in June 2011.
- 7.2 Since that point, NHS and Local Authority Chief Executives have met to discuss the potential of using an expanded version of the self assessment tool provided by Audit Scotland to evaluate the progress of the three Community Health Partnerships (CHP) within Ayrshire and Arran. As a result, it was agreed that the Associate Director of Performance (NHS) would work with local authority colleagues to co-ordinate a cross agenda approach for scrutiny and performance.
- 7.3 This work was undertaken during August 2011, with the Strategic Alliance receiving and agreeing the outcomes and recommendations for inclusion in the expanded self assessment, which will now be considered by CHPs and Chief Executives. When the expanded self assessment has been agreed by all agencies, it will be submitted to the CPP Board and the finalised draft, incorporating the CPP Board comments, presented to the Shared Services Executive Group. Thereafter, once the CHP chairs are in agreement with the final assessment, it will be submitted to the NHS Board for ultimate consideration and approval. This report will then be submitted to the Scottish Government. It is anticipated that the update report will be presented to the CPP Board in December 2011 or January 2012.

8. IMPROVING FUTURES FUND

- 8.1 The CPP Board will recall that the Big Lottery – Improving Futures Programme was launched on 8 March 2011 with the aim of improving outcomes for children and families experiencing multiple and complex problems related, for example, to poor health, unemployment, debt or housing problems, which can affect their children's wellbeing and life chances.
- 8.2 In Scotland, Local Authorities, in consultation with the relevant Community Planning Partnership, required to endorse projects coming forward in their area. Consequently, it was agreed at the JOG of 26 April 2011 that a review panel, comprising a range of Community Planning Partners and including the Council's Head of Community Support, would be convened to review the Expressions of Interest received.
- 8.3 At its meeting of 9 May 2011, the Review Panel considered two Expressions of Interest as follows:
- a submission led by yipworld.com and the Zone; and
 - a submission from the Wise Group.
- 8.4 Having considered both Expressions of Interest against the Improving Futures programme criteria, the Panel took the view that the submission from the Wise

Group was stronger and, therefore, had a better chance of success. Consequently, it was endorsed as the Expression of Interest from East Ayrshire.

- 8.5 Subsequently, the Wise Group was advised in a letter from the Big Lottery Fund dated 15 July 2011 that it was not being invited to submit a full application. Although the Big Lottery Fund Expert Advisory Panel recognised merit in the Wise Group application, it was considered that there were stronger applications. The Panel saw the clear outreach strategy in the proposal as its best feature; and also noted the closely focused partnership. However, it considered that the delivery model might not be as flexible as others to meet families' specific needs.

9. VOLUNTARY SECTOR EVENT (S)

- 9.1 To provide members of the CPP Board with an opportunity to meet with local and national voluntary organisations and hear directly from them about how we can work better together and any local issues they may have, two meetings have been arranged, as follows:

- Tuesday 25 October 2011 from 1.30 to 3.00 pm – Council Chambers
- Friday 4 November 2011 from 2.00 to 3.30 pm – Council Chambers.

- 9.2 Board members are requested to confirm their attendance or otherwise to Gwen Barker, Community Planning and Partnership Manager, at gwen.barker@east-ayrshire.gov.uk or on 01563 554602.

10. RECOMMENDATIONS

- 10.1 The Community Planning Partnership Board is requested to:
- i) review the Risk Register and identify any current risks;
 - ii) agree that Core Community Planning Partners from the CPP Board utilise the CPP Board meeting date of 8 December 2011 to consider increasing pre-budget planning on a partnership basis to mitigate the impact of potential budget cuts;
 - iii) note the progress in relation to taking forward the agendas in respect of joint information sharing and joint training;
 - iv) note the progress in respect of the Residents' Survey 2011 and the Refreshment of the Residents' Panel and the timescale for its implementation;
 - v) agree to participate in a meeting with representatives of the Prince's Charities in Scotland in November 2011 (date to be arranged);
 - vi) note progress and timescales in respect of the Community Health Partnership Audit;
 - vii) note the outcome of the bid by the Wise Group to the Big Lottery Fund Improving Futures Fund;
 - viii) agree to participate in the meetings scheduled with local and national voluntary organisations; and
 - ix) otherwise note the content of the report.

Fiona Lees
Chief Executive
East Ayrshire Council
9 September 2011

EAST AYRSHIRE COMMUNITY PLANNING RISK REGISTER – 2011/12

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
Risk 2	Impact of spending review (1 year budget allocation) on deliverability of new Action Plans and Single Outcome Agreement					
	Thematic Action Plans (2011-2015) and related Single Outcome Agreement	Strategic review of Community Plan carried out Outcome based delivery model used to develop new Action Plans Action Plans ‘critically reviewed’ to ensure deliverability	CPP Board and individual partner agencies monitoring activity/progress	Community Planning Partnership Board Action Plan Working Groups Partner agencies	Quarterly	High

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 3	The Community Planning Partnership Single Outcome Agreement will not be effectively implemented across the Partner organisations					
3.1	JOG Action 1.2 Ensure the effective implementation of the CPP Single Outcome Agreement (SOA)	<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 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>CPP Board will drive forward the development of the SOA and ensure effective roll out and reporting across partner agencies.</p> <p>SOA included at regular CPP Board meetings.</p>	<p>Community Planning Partnership Board</p> <p>All Partners</p>	Quarterly	Medium

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 3	The Community Planning Partnership Single Outcome Agreement will not be effectively implemented across the Partner organisations					
3.1 continued	JOG Action 1.2 Ensure the effective implementation of the CPP Single Outcome Agreement (SOA)	SOA Annual Performance Report 2009/10 endorsed by the CPP Board on 23 September 2010 and submitted to the Scottish Government by the due date. New SOA updated as part of the Community Planning Four Yearly Review process for implementation from 1 April 2011. Final draft and performance report prepared and submitted to CPP Board on 29 September 2011.				
3.2.	That only the Council is accountable for delivering outcomes to service users.	All Community Planning Partners signed up to the new SOA by 29 March 2011, prior to submission the Scottish Government.	All Core Community Planning Partners have signed up to the Single Outcome Agreement. The CPP Board will review progress routinely to ensure effective progress is being made.	Community Planning Partnership Board All Partners Community Planning Partnership Board	Quarterly	Medium
3.3	Increased level of Council/Partner accountability, over and above, the SOA.	Integrated Community Plan/SOA annual performance report prepared for 2009/10 and 2010/11. Performance reporting processes to be further streamlined for 2011/12.	The CPP Board will continue to consider all requests for enhanced/increased reporting and guard against increased levels of reporting.	Community Planning Partnership Board	Quarterly	Medium

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
SOA Financial Aspects:						
3.4	The Council's and Partner Agencies' funding packages are inadequate to deliver the range of specific commitments.	SOA improvement actions identified and reviewed on an annual basis. Opportunities for joint pre-budget planning to be developed in 2011/12.	The CPP Board will review progress on an annual basis and make amendments, where required. In addition, the Board will ensure that agreed strategic priorities inform partner agencies financial planning cycles.	Community Planning Partnership Board Community Planning Partnership Board Partner Agencies	Annually	High
3.5	The Council's and Partner Agencies ability to continue to provide sustainable services in relation to the economic downturn and reducing budgets.	SOA improvement actions identified and reviewed on an annual basis. Opportunities for joint pre-budget planning to be developed in 2011/12.	The CPP Board will review progress on an annual basis and make amendments, where required. In addition, the Board will ensure that agreed strategic priorities link to partner agencies financial planning cycles.	Community Planning Partnership Board Community Planning Partnership Board Partner Agencies	Annually	High

Priority	SOA Risk	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
SOA Performance Reporting:						
3.6	The Council and CP Partners are expected to deliver continuous improvement on national outcomes.	Annual performance reporting progressed to meet the requirements of the CPP Board, Partner agencies, the Scottish Government and local communities. SOA improvement actions identified and reviewed on an annual basis.	The CPP Board will ensure routine reporting of progress against agreed national outcomes and initiate an improvement agenda, where required.	Community Planning Partnership Board	Annually	Medium
3.7	That reliable/useful data sets at local level are available within the required SOA reporting timescales.	Review of Research, Information and Performance Group progressed and refocused activity to be taken forward to enhance joint systems for data collection, management, analysis and dissemination of key statistics.	The Community Planning Partnership Board will 'lobby' to ensure a consistent and relevant data set remains available at both national/local levels.	Community Planning Partnership Board	Quarterly	Medium

Priority	Related Action in JOG Workplan/Thematic Action Plans	Progress	Mitigating Controls	Responsibility	Reporting Date	Current Status
Risk 4	Governance and monitoring – unable to demonstrate resources allocated are spent efficiently and effectively on Community Planning priorities					
	Action 1.5: Ensure an effective and appropriate role for Elected Members/ Partner Agency Board Members in the Community Planning process	Performance and finance reports presented routinely to CPP Board and relevant Committees	Established systems/structures in place to ensure effective governance and control	All Partners	Quarterly Annually	Low
	Action 1.3: Further explore opportunities for shared services, aligned or shared budgets	Strategic Review of the Council's revenue budget implemented		Executive Director of Finance and Corporate Support		
Risk 5	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					
	JOG Action 3.2: Implement the Partnership Assessment Framework (PAF)	PAF implemented as part of Mid Term Review of Community Planning and for new partnership activity	All new partnerships reviewed for effectiveness and overall impact	Joint Officers' Group	6 monthly	Low

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 2011
Due to be reviewed: September 2011