



COMMUNITY PLANNING UPDATE

BOARD MEETING: 30 SEPTEMBER 2009

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 updated East Ayrshire Community Planning Risk Register for 2009/10.
- 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 2009/10 Joint Officers' Group (JOG) Workplan. Progress against planned outputs is highlighted in white on black for ease of reference.

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 2009/10.

5. CONSULTATION AND ENGAGEMENT

- 5.1 Following the recent Best Value Service Review in respect of the Community Planning and Partnership Unit (CPPU), which included consideration of potential overlap with the remit of the Council's Community Learning and Development (CLD) section, responsibility for a range of activity in respect of consultation and engagement was transferred to CLD, as detailed below.

- 5.2 In view of CLD's remit on building the capacity of groups and individuals to engage in the life of their communities and society in general, it was considered that the activities currently undertaken by the Consultation and Engagement Co-ordinator and Consultation and Engagement Worker posts within the CPPU in this regard should be transferred to CLD, namely responsibility for:

- ensuring the ongoing development of systematic consultation and engagement processes to inform Community Planning;
- ensuring the future direction, planning, implementation and overall responsibility for all aspects relating to the four Local Community Planning Forums, in partnership with the Council's Democratic Services;
- supporting the effective participation of Forum Members, including community representatives on Community Planning related structures;
- maintaining and co-ordinating activity in relation to the representative Residents' Panel on behalf of Community Planning Partners;

- supporting the ongoing development of the Federations of Community Groups and related activity, including lead officer responsibility for financial and performance management in respect of Federations' Fairer Scotland Fund resources;
- ensuring the effective implementation and achievement of the National Standards for Community Engagement; and
- maintaining the online consultation database.

5.3 The Consultation and Engagement Co-ordinator and Consultation and Engagement Worker posts have been transferred to CLD to undertake this activity and other relevant activity, as appropriate.

5.4 As part of its strategic responsibilities, it is proposed that the CPPU retains responsibility for the commission and co-ordination of the three-yearly joint Community Planning Partnership Residents' Survey.

6. THIRD SECTOR INTERFACE

6.1 As CPP Board members may be aware, the Council for Voluntary Organisations (CVO) East Ayrshire, the Volunteer Centre and the Local Social Economy Partnership (LSEP), supported by officers from CLD and the CPPU, are currently working to develop a robust Third Sector Interface, which will allow the Third Sector to:

- operate at a more strategic level, ensuring its appropriate representation in Community Planning and other strategic agendas;
- effectively inform policy making and decision making across the Partner agencies, in addition to the planning and delivery of local services;
- further inform the ongoing development of the Single Outcome Agreement (SOA) and develop its contribution to achieving SOA outcomes; and
- articulate what is needed by the voluntary sector and the communities it serves.

In addition, the Interface will provide a robust mechanism to support the Third Sector in relation to funding, strategic commissioning and procurement, and monitoring, reporting and evaluation.

6.2 The Scottish Government has advised that the current 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 to be administered by the Third Sector Interface.

6.3 Although funding arrangements will not change until March 2011, it is expected that local arrangements in respect of the Interface will be agreed by the voluntary sector and Community Planning Partnerships as 'fit for purpose' and be in place by March 2010.

6.4 Over the summer months, a consultation has been implemented by CVO and the Volunteer Centre to inform the development of the Interface and it was anticipated that proposed arrangement would be presented to the Community Planning Joint Officers' Group (JOG) of 8 September 2009 for consideration.

6.5 However, two key issues have delayed this process. The CVO Manager has resigned to take up a new post and the Volunteer Centre has been advised by the Scottish Government that due to its unincorporated status, it would not be deemed

an appropriate organisation to receive and administer the funds in respect of the Interface.

- 6.6 Consequently, the Trustees of the CVO and the Volunteer Centre have decided to merge the two organisations, with the agreement to be ratified at the CVO AGM in October 2009. It is anticipated that this will create a firm basis on which to build a robust Interface, which will meet the needs of the voluntary sector in its widest sense, the LSEP and the Community Planning Partnership.
- 6.7 It is now proposed that a firm proposal, agreed by the merged CVO and Volunteer Centre, and the LSEP, will be presented to the JOG meeting of 3 November 2009 to allow consideration of the proposals prior to them being presented to the CPP Board of 26 November 2009 for consideration and endorsement. It is anticipated that this timescale will allow the Interface to be in place by the end of March 2010.

7. ROAD TRAFFIC COLLISIONS

- 7.1 At the JOG meeting of 14 July 2009, following the presentation delivered by Strathclyde Fire and Rescue on the East Ayrshire Strategic Assessment, it was agreed that a meeting involving key staff from relevant agencies would be convened following the summer recess to discuss and agree actions which could be taken forward in partnership to maximise the impact of activity to address road traffic collisions.
- 7.2 The successful meeting, attended by relevant partners and chaired by Bill Stafford, Executive Director of Neighbourhood Services, East Ayrshire Council, was convened on 19 August 2009 and a range of actions were agreed. A copy of the Action Plan, which details actions in the following key areas, is attached at Appendix 4 for information:
- Education
 - Communication
 - Data sharing
 - Improved working practices
 - Awareness raising.

8. RECOMMENDATIONS

- 8.1 The Community Planning Partnership Board is requested to:
- i) review the Risk Register and identify any current risks;
 - ii) note the progress against projected outputs in the JOG Workplan 2009/10;
 - iii) note progress in respect of the Research, Information and Performance Group Workplan 2009/10;
 - iv) note the transfer of responsibility for a range of consultation and engagement activity from the CPPU to Community Learning and Development;
 - v) note the outcome of the meeting in respect of Road Traffic Collisions; and
 - vi) otherwise note the content of the report.

Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support
East Ayrshire Council
22 September 2009

EAST AYRSHIRE COMMUNITY PLANNING RISK REGISTER – 2009/10

| 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 | The Community Planning Partnership Single Outcome Agreement will not be effectively implemented across the Partner organisations | | | | | |
| | JOG Action 1.1: Ensure the effective implementation of the CPP Single Outcome Agreement (SOA) | 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. 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. SOA Interim Report considered and endorsed by the CPP Board on 20 April 2009. | CPP Board will drive forward the development of the SOA and ensure effective roll out and reporting across partner agencies. SOA included as a standing item at all CPP Board meetings. | Community Planning Partnership Board All partners | Quarterly | Medium |

| 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 | | | | | |
| | Action 1.5: Ensure an effective and appropriate role for Elected Members/ Partner Agency Board Members in the Community Planning process Action 1.3: Further explore opportunities for shared services, aligned or shared budgets | Performance and finance reports presented routinely to CPP Board and relevant Committees Strategic Review of the Council's revenue budget implemented | Established systems/structures in place to ensure effective governance and control | All Partners Executive Head of Finance | Quarterly Annually | Low |
| 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 | | | | | |
| | 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: 31 July 2009



COMMUNITY PLANNING PARTNERSHIP SERVICE PLAN
JOINT OFFICERS' GROUP
WORK PLAN 2009/10

JOINT OFFICERS' GROUP WORK PLAN 2009/10 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 Planning Partnership Single Outcome Agreement
- Action 1.2 Further develop shared premises and shared management arrangements
- Action 1.3 Further explore opportunities for shared services, aligned and shared budgets
- Action 1.4 Continue to raise awareness of Community Planning and staff roles in relation to the Community Plan across Partner agencies
- Ensure that staff in all Partner agencies are aware of the content and relevance of the Community Plan in relation to their remit
 - Build organisational capacity in Partner agencies
- Action 1.5 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
- Action 4.4 Raise awareness of Community Planning and its benefits in the wider community
- 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 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> | 2009/10 and ongoing | JOG |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS |
| <p>Community Planning Single Outcome Agreement (SOA) developed and signed off by Scottish Government</p> <p>Fairer Scotland Fund resources for 2008/09 allocated in line with strategic priorities</p> | <p>Joint sign off of revised SOA by Community Planning Partners and Scottish Government</p> <p>Key strategic priorities identified, linked to the SOA</p> <p>Production of annual SOA Performance Report</p> <p>Annual review process implemented</p> <p>Fairer Scotland Fund resources for 2009/10 allocated in line with strategic priorities</p> | Strategic response to ensuring a good quality of life for the residents of East Ayrshire | <p>Key strategic priorities identified by Partners for consideration at JOG of 14 July 2009. Strategic priorities approved at CPP Board of 30 July 2009.</p> <p>Scottish Government confirmed approval of East Ayrshire's SOA 16 June 2009</p> <p>Ministerial sign off took place at Dumfries House on 23 July 2009</p> |

* Progress against planned outputs is highlighted in white on black for ease of reference.

| ACTION 1.2 | | TARGET | TIMESCALE | LEAD PARTNER |
|--|---|--|---|---|
| Further develop shared premises and shared management arrangements | | Maximisation of resources and improvement of service delivery through shared premises and shared management arrangements | 2009/10 and ongoing | JOG/Co-location Board/Shared Services Group |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| Range of co-location initiatives established: <ul style="list-style-type: none"> • Dalmellington Area Centre • Drongan Resource Centre • Rankinston Health Centre • North West Kilmarnock Area Centre • Stewarton Area Centre | Crosshouse Resource Centre completed Further co-location opportunities identified Opportunities for shared budgets/management arrangements to be explored | Shared management opportunities maximised Opportunities for shared budgets maximised | Co-location Board considering future co-location options. | |

| ACTION 1.3 | | TARGET | TIMESCALE | LEAD PARTNER |
|---|--|---|-----------------------------------|---------------------------|
| Further explore opportunities for shared services, aligned and shared budgets | | Maximisation of resources through shared services | 2009/10 and ongoing | JOG/Shared Services Group |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| Range of shared services/shared purchasing arrangements/areas of joint activity in place, including <ul style="list-style-type: none"> • Shared services website for training established to allow the sharing of training materials • Range of shared services established | Shared training opportunities identified and implemented Further opportunities for shared services explored | Resources maximised and service delivery improved through shared services | Range of shared services in place | |

| ACTION 1.4 | TARGET | TIMESCALE | LEAD PARTNER |
|--|--|--|---|
| <p>Continue to raise awareness of Community Planning and staff roles in relation to the Community Plan across Partner agencies</p> <p>Ensure that staff in all Partner agencies are aware of the content and relevance of the Community Plan in relation to their remit</p> <p>Build organisational capacity in Partner agencies</p> | <p>Mainstreaming of community planning practice and principles within all Partner organisations</p> | <p>2009/10</p> | <p>JOG</p> |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS |
| <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>'The Work That You Do' booklet developed and circulated in respect of Council staff</p> <p>'The Work That We Do' booklet developed and circulated in respect of partnership activity</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>'A Quick Word About Documents prepared as follows:</p> <ul style="list-style-type: none"> • Carers Centre Evaluation • Mid Term Review of Community Planning <p>The 'Work that They Do' booklet produced and circulated</p> <p>Community Planning website reviewed and routinely updated</p> |

| ACTION 1.5 | | TARGET | |
|--|---|--|--|
| Ensure a continued, effective and appropriate role for Elected Members and partner agencies in the community planning process | | Continued effective governance of Community Planning | |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS |
| <p>CPP Board decision and operating arrangements reviewed April 2008.</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 Governance and Scrutiny Committee review CP Performance on an annual basis.</p> | <p>Review new decision and operating arrangements April 2009</p> <p>Review membership of CPP Board</p> <p>Present annual performance report to CPP Board and appropriate partner agency structures for overall consideration and review</p> | <p>Robust governance arrangements for Community Planning</p> | <p>CPP Board reviewed its new decision and operating arrangements in April 2009 and concluded that they continued to be 'fit for purpose'</p> <p>The Principal of Kilmarnock College now participates on the CPP Board representing the interests of Higher and Further education</p> <p>CP Annual Performance Report submitted and endorsed by CPP Board on 30 July 2009 and Council's Cabinet on 8 July 2009</p> |

AIM 2: To ensure effective performance reporting.

| ACTION 2.1 | TARGET | TIMESCALE | LEAD PARTNER |
|--|---|---|---|
| Streamline Community Planning performance reporting | Integrate performance reporting processes | 2009/10 | JOG |
| BASELINE POSITION 1 APRIL 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS |
| 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 | Work commenced to rationalise reporting and merge CP and SOA reporting for 2009/10 |

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 | 2009/10 | JOG |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS |
| <p>Partnership Assessment Scorecard developed and implemented 2006-2009</p> <p>Key actions taken forward in 2008/09:</p> <ul style="list-style-type: none"> • Awareness of Partners' Operational Staff <ul style="list-style-type: none"> - 'A Quick Word About' documents prepared and circulated - Community Planning Bulletin produced and circulated - 'The Work That You Do' booklet circulated for Council staff - 'The Work That We Do' booklet prepared and circulated to staff in partner organisations • Awareness of Local People <ul style="list-style-type: none"> - Awareness raising presentations developed and delivered to Community Council and community organisations • Community influence: CPP decisions <ul style="list-style-type: none"> - Four rounds of Local Community Planning Forum meetings implemented • Engaging with communities on strategies and plans <ul style="list-style-type: none"> - Four rounds of Local Community Planning Forum meetings implemented | <p>Results of 2009 annual Partnership Assessment Scorecard considered and key findings identified</p> <p>Activity to address identified priorities implemented</p> | <p>Effectiveness of Community Planning increased</p> | <p>PAS exercise undertaken and results analysed. Recommended priorities agreed at JOG meeting of 14 July 2009, as follows:</p> <ul style="list-style-type: none"> • Awareness of local people; • Awareness of key stakeholders; and • Awareness of Partners' operational staff. |

| 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 | 2009/10 | JOG |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| Partnership Assessment Framework developed 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 | 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' | Partnership Assessment Framework utilised as part of mid-term review of Community Planning | |

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> | 2009/10 | JOG/EAC |

| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS |
|--|---|--|--|
| <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>Capacity building and development programme implemented for support team</p> <p>Four rounds of Local Community Planning Forum meetings implemented</p> <p>Actions identified in respect of Forum topics and actioned as appropriate</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> | <p>2 joint Local Community Planning Forum meetings convened in May 2009</p> <p>Joint meeting of the four Local Community Planning Forums and Children and Young People's Forum convened in September 2009</p> |

| ACTION 4.2 | TARGET | | TIMESCALE | LEAD PARTNER |
|---|--|---|---|--------------|
| Ensure ongoing and effective consultation with, and the ongoing engagement of, representative organisations in the Community Planning process | <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> | | 2009/10 | JOG/EAC |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| <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>Support provided to the Federations of Community Groups</p> <p>Annual meeting with the voluntary sector convened</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>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> | <p>Annual voluntary sector meeting held on 1 May 2009</p> <p>Federation support transferred to CLAD as a result of the CPPU Best Value Service Review</p> <p>Work progressing to establish a Third Sector interface – update report scheduled for September 2009</p> <p>2 sessions delivered by the Scottish Community Development Centre (SCDC) to a range of stakeholders in respect of the National Standards for Community Engagement and Visioning Outcomes in Community Engagement (VOICE)</p> | |

| 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 | 2009/10 | JOG |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| Residents' Panel refreshed Annual Consultation Plan 2008/09 developed 4 Residents' Panel consultations undertaken | Annual Consultation Plan 2009/10 developed 4 Panel consultation exercises undertaken 2 Panel newsletters prepared and distributed | Understanding of local priorities and views on public service provision/satisfaction increased | Annual consultation plan developed for 2009/10 1 newsletter distributed to Panel members Panel consultation implemented in respect of Employability Service provision | |

| ACTION 4.4 | | TARGET | TIMESCALE | LEAD PARTNER |
|--|---|--|--|---------------------|
| Raise awareness of Community Planning and its benefits in the wider community | | Increased awareness of Community Planning and its successes in the wider community | 2009/10 | JOG/CPPU |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| Community Planning website established and routinely updated CP Presentation prepared and delivered to local community groups Successful Community Planning Awards event hosted by Community Planning Partners | Community Planning presentation delivered to local groups on an ongoing basis Federations of Community Groups supported to feedback outcome of Forum meetings to wider community 'The Work That They Do' booklet developed and circulated in respect of community/voluntary sector activity | Awareness in the wider community of Community Planning and its benefits increased | 'The Work That They Do' booklet developed and circulated | |

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 | 2009/10 | JOG/Research, Information and Performance Group |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS |
| <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>Information analyst recruited to drive forward the agenda</p> <p>Statistical information provided to inform the annual Community Planning and SOA Performance Reports</p> <p>Improved equalities data developed</p> | <p>Robust information available to measure the impact of Community Planning</p> | <p>First recruitment unsuccessful. Re-advertised and interviews scheduled for September 2009</p> |

| 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 | 2009/10 | JOG/ Research, Information and Performance Group |
| BASELINE POSITION 1 April 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| <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>Information analyst recruited to drive forward the agenda</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 | First recruitment unsuccessful. Re-advertised and interviews scheduled for September 2009 | |

| 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 2009 | PLANNED OUTPUTS 2009/10 | OUTCOME | PROGRESS | |
| 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 | Risk Register presented to quarterly CPP Board for consideration and review | |



RESEARCH, INFORMATION AND PERFORMANCE GROUP

WORKPLAN 2009/10

| 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 | Ongoing. An initial review of the existing RIP Group Terms of Reference progressed. Further work in relation to the Group's remit to be taken forward in 2009/10. |
| | | 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 2009/10, linked to the JOG Workplan | April 2009- March 2010 | Ann Robertson (LO) 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 to meet CPP Board and Scottish Government requirements within the required timeframe:</p> <ul style="list-style-type: none"> • Submission of the updated SOA to Scottish Government • SOA Agreement process • Sign off | <p>February 2009</p> <p>March-May 2009</p> <p>Summer 2009</p> | <p>Gwen Barker (LO)</p> <p>Ann Robertson</p> | <p>Review and revision of the 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. (Achieved)</p> |
| | <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 SOA reporting templates to nominated Lead Officers • Prepare and submit completed returns • Prepare consolidated SOA Annual Performance Report 2008/09 • Feedback on template returns • Feedback on health related outcomes/indicators • Submit consolidated SOA to CPP Board and, subject to approval, the Scottish Government | <p>May-September 2009</p> <p>End May 2009</p> <p>17 July 2009</p> <p>Mid July – end August 2009</p> <p>28 July 2009</p> <p>24 August 2009</p> <p>30 September 2009</p> | <p>Gwen Barker</p> <p>Ann Robertson</p> <p>Ann Robertson (LO)</p> <p>SOA nominated Lead Officers</p> <p>Ann Robertson (LO)</p> <p>Gwen Barker</p> <p>June McIntyre</p> <p>RIP Group</p> <p>CHP Committee</p> <p>Gwen Barker</p> <p>Ann Robertson</p> | <p>Arrangements progressed to ensure that the SOA Annual Performance Report 2008/09 is prepared within the agreed timescales for submission to the CPP Board and Scottish Government (30 September 2009): Reporting templates prepared and issued by CPPU to lead officers at the end of May 2009; returns required to be submitted by Lead Officers by 17 July 2009; and CPPU to consolidate returns into the overall SOA performance report. A special meeting of the RIP Group convened to provide feedback in relation to the template returns. Report on health related outcomes endorsed by the CHP Committee on 24 August 2009.</p> | |

| Activity | | Actions | Timescale | Lead Officer/ Support Officer(s) | Comments |
|----------|---|---|--------------------|--|--|
| 2. | Single Outcome Agreement (SOA) (continued) | Consider opportunities to rationalise and streamline current reporting systems to avoid duplication of activity | Ongoing | RIP Group | 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. |
| 3. | Partnership Assessment Scorecard (PAS) | Implement the fourth annual PAS exercise utilising an on-line survey tool | April-May 2009 | Ann Robertson (LO) Angela Laird Fiona Ferrans | PAS implemented using the 'SurveyMonkey' online survey tool and scored by all Scorer Groups between 22 April and 12 June 2009. (Achieved) |
| | | Analyse the results of the PAS 2009 exercise, collate findings and measure progress from the baseline position | May-June 2009 | Ann Robertson (LO) | Results analysed and collated by the CPPU and issues identified for consideration and presented to the JOG on 14 July 2009 and the CPP Board on 30 July 2009. Additional analysis and reporting provided for East Ayrshire Council departments. A new baseline was established as the revised PAS question set meant that it was not possible to compare with the scores of previous years. (Achieved) |
| | | Evaluate the effectiveness of the on-line survey tool in respect of the PAS 2009 | Summer/Autumn 2009 | Ann Robertson (LO) June McIntyre | |
| 4. | 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 | Information Analyst* RIP Group *Information Analyst post re-advertised – anticipated closing date for applications is 4 September 2009 | Specific action arising from the Core Partners' Group planning session on 2 March 2007. |

| Activity | Actions | Timescale | Lead Officer/ Support Officer(s) | Comments | |
|----------|---|---|-------------------------------------|-----------------------------------|---|
| 4. | Key Statistics and Research and Information On-line (continued) | Maintain a central database of key statistical information and research findings to support a range of Community Planning processes | Ongoing | Information Analyst* RIP Group | |
| | | Undertake a data audit of all statistical information held and used by Partners | Summer 2009 | Information Analyst* | 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 | Information Analyst 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' | Summer 2009 and ongoing | Information Analyst 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 | Information Analyst RIP Group | Ongoing issues regarding the availability of small area statistics. |
| 5. | East Ayrshire By Numbers (EABN) | Update the EABN publication | Autumn 2009 | Information Analyst | Updated draft of EABN to be progressed. |
| | | Update statistical information contained in EABN on an ongoing basis and ensure appropriate availability on the Community Planning website | Ongoing | Information Analyst | |
| | | Produce regular East Ayrshire Statistical Bulletins with up-to-date information and detailed analysis of topical issues | Ongoing | Information Analyst* RIP Group | Future issues to be considered and agreed. |

| Activity | | Actions | Timescale | Lead Officer/ Support Officer(s) | Comments |
|----------|---|--|-------------------------------|---|--|
| 6. | Fairer Scotland Fund (FSF) | Develop financial and performance monitoring procedures to ensure that they are 'fit for purpose' and meet the requirements of the FSF | Ongoing | Gwen Barker Ann Robertson | Revised monitoring procedures developed and implemented. |
| | | Develop measures to ensure 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. |
| 7. | Community Planning Mid-Term Review of thematic Action Plans | Support Lead Officers in the implementation of the Community Planning Mid-term Review | September 2008- April 2009 | Ann Robertson Helen Sinclair | Contact made with all existing and new Lead Officers and assistance provided, as required. New Action Plans approved and implemented at 1 April 2009. (Achieved) |
| 8. | Scottish Index of Multiple Deprivation (SIMD) | Co-ordinate the initial analysis of the next SIMD | TBC | Information Analyst | The publication of the next SIMD update is anticipated in October 2009. |
| | | Co-ordinate the ongoing analysis of SIMD, as required | TBC | Information Analyst | |
| 9. | 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. |
| 10. | 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. |

| Activity | | Actions | Timescale | Lead Officer/ Support Officer(s) | Comments |
|----------|---|---|--------------|-------------------------------------|--|
| 11. | 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 | |
| 12. | Community Planning Residents' Survey 2008 | Support the analysis of data arising from the Residents' Survey 2008 | Ongoing | Dawn Watson Information Analyst | 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. |
| | | Ensure availability of statistical information from the Resident' Survey results is available in appropriate formats | Ongoing | Dawn Watson Information Analyst | 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 | Dawn Watson | Ongoing |
| 13. | Community Profiles | Produce community profiles to provide a range of locally relevant information in respect of East Ayrshire's communities | Ongoing | Information Analyst* RIP Group | Special meeting of the RIP Group convened on 19 November 2008 with a representative of Strathclyde Police Public Reassurance Team in attendance. Support to be provided as required. |

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

15 September 2009

COMMUNITY PLANNING IN EAST AYRSHIRE

ACTIONS FROM ROAD TRAFFIC COLLISIONS MEETING: 19 AUGUST 2009

PRESENT

Bill Stafford, Executive Director of Neighbourhood Services, East Ayrshire Council (EAC)

Commander Craig Cook, Strathclyde Fire and Rescue (SFR)

Jim Scott, Group Commander – Head of Community Safety, SFR

Chief Inspector Robert Moore, Strathclyde Police

Amanda Coulthard, Assistant Director – Planning, NHS Ayrshire and Arran

Katie Kelly, CHP Facilitator, NHS Ayrshire and Arran

Gianna Devin, Head of Customer Services, Kilmarnock College

Colin Young, Senior Transport Planner, Strathclyde Partnership for Transport (SPT)

John Bryson, Head of Roads and Transportation, EAC

Keith Orton, Transportation Manager, EAC

Ann Williams, Community Safety Co-ordinator, EAC

Jim Melville, Senior Road Safety Training Officer, EAC

Cheryl Brady, Active Schools Manager, EAC

Helen Sinclair, Community Planning Officer, EAC

APOLOGIES

Superintendent Dougie Robertson, Strathclyde Police

Alan Neish, Head of Planning and Economic Development, EAC

Andrew Sutherland, Head of Schools, EAC

Alan Murray, Head of Community Planning, SPT

David Johnstone, Community Safety Manager, EAC

| | ACTION | RESPONSIBLE OFFICER | TIMESCALE | COMMENT/PROGRESS |
|----|---|---|---|--|
| 1. | <p>To ensure an appropriate response to road traffic collisions (RTC) from relevant agencies, robust liaison arrangements will be established involving Strathclyde Fire and Rescue, Strathclyde Police, and paramedics and ambulance crews:</p> <ul style="list-style-type: none"> • Opportunities to be afforded for Strathclyde Fire and Rescue (SFR) to discuss with police officers when they should be called to an RTC. • Links to be made to the emergency services Control Room to ensure that SFR is made aware of incidents where passengers are trapped/likely to be trapped in a vehicle. • Arrangements to be made for SFR to attend the NHS Internal Ambulance Steering Group to facilitate better links with paramedics and ambulance crews. | <p>Craig Cook/Dougie Robertson</p> <p>Craig Cook/Dougie Robertson</p> <p>Amanda Coulthard</p> | <p>Short Term</p> <p>Short Term</p> <p>Short Term</p> | <p>Points of reference already established following the JOG meeting of 14 July 2009</p> |

| | ACTION | RESPONSIBLE OFFICER | TIMESCALE | COMMENT/PROGRESS |
|----|---|--|--|--|
| 2. | It was highlighted that older people are statistically more likely to drink and drive than younger people. It was agreed that they should be the focus of some targeted interventions | Katie Kelly | Short/Medium Term | Consideration to be given to introducing literature as part of Alcohol awareness Week which targets older people as well as the wider population. |
| 3. | <p>In view of the incidence of serious injuries and fatalities among 17-25 year olds, the following was agreed:</p> <ul style="list-style-type: none"> Schools - an improved uptake of education programmes by schools to be ensured, for example, efforts require to be made to ensure 100% take up of Reckless Driving Wrecks Lives, which is currently attended by only 5 of the 9 secondary schools. In addition, funding of £6,000 for the Reckless Driving Saves Lives initiative was agreed by Bill Stafford. Colleges – mechanisms will be put in place to ensure that Kilmarnock College students receive appropriate information, for example through the Induction Programme, relevant learning and teaching materials, formal guidance and the Student Association. In addition, material relevant to the Hero to Zero Campaign will be forwarded for use at Freshers' Week in mid September 2009. Links also to be made in this regard with Ayr College. It was agreed that consideration should also be given to the provision of education and information to Skillseekers, modern apprentices and young staff who are in the vulnerable 17-25 age group. | <p>Jim Melville/Andrew Sutherland</p> <p>Gianna Devin/Jim Melville/SFR</p> <p>Jim Melville</p> <p>Jim Melville/Road Risk Working Group</p> | <p>Short/Medium Term</p> <p>Short Term</p> <p>Short Term</p> <p>Medium</p> | <p>Schools Alcohol Co-ordinator requested to consider the inclusion of drink/drug driving literature as part of the schools education programme.</p> |
| 4. | Data sharing was highlighted as important in ensuring appropriate targeting of interventions. It was agreed that relevant data will be shared by all partners. It was highlighted that SFR will have access to comprehensive data in relation to road traffic accidents through the West of Scotland Road Safety Forum of which it is now a member. | All | Ongoing | |