

## ABERDEENSHIRE COMMUNITY PLANNING BOARD – 10 JUNE 2015

### IMPROVEMENT PLAN UPDATE

#### 1. Recommendations

The Board is recommended to:

- 1.1 Monitor the Improvement Plan and agree extended deadlines for actions 2, 3, 4 and 7.

#### 2. Background/Discussion

- 2.1 As part of the quality assurance of Aberdeenshire's Single Outcome Agreement 2013-2023 with the Scottish Government, an Aberdeenshire Community Planning Partnership Improvement Plan was agreed. This initially included key areas of development for the SOA and built in the results of the partnership's self-evaluation during 2013. The Improvement Plan was then refreshed in March 2014.
- 2.2 The Aberdeenshire CPP Improvement Plan was refreshed again in March 2015 to incorporate improvement actions and best practice from five Audit Scotland reports on [Community Planning Partnerships](#) (Falkirk, Glasgow, West Lothian, Moray and Orkney) and their overview report [Turning Ambition Into Action](#) (published November 2014). The latter provides an update on national progress in community planning in Scotland since March 2013 based on the agenda for improvement set out in the [Statement of Ambition](#) (March 2012) and was structured around four main themes; how CPPs are run and led, how CPPs are planning for communities, how CPPs are using resources and monitoring performance/helping CPPs improve.

#### 3. Improvement Plan Monitoring

- 3.1 There are currently four actions in the Improvement Plan showing as having missed deadlines. These are actions 2, 3, 4 and 7 and are detailed as follows:
  - Consider the establishment of a community planning/prevention change fund (action 2).
  - Ask partners/partnerships to focus on available funding for preventative actions (action 3).
  - Agree to monitor a range of preventative activities, using an agreed method, in order to evidence the results of the prevention approach (action 4).

These actions have not specifically been progressed so far, however with the introduction of action 5 (Creation of a specific prevention plan) to the Improvement Plan, based on an Audit Scotland recommendation, it gives a

renewed focus to actions 2, 3, and 4. It is recommended that the three actions have their deadlines extended to September 2015 to fall in line with and complement action 5.

- Ensure all statutory partners and Third Sector Interface table business plans at Board and evidence alignment to SOA (action 7)

Partners were challenged to present their business plans and evidence alignment to the SOA as part of the Prevention/Joint Resourcing Workshop in January 2014. The process was not repeated at end of 2014. It is recommended that the deadline be extended to November 2015 as end of the calendar year is the most appropriate time to prompt consideration of alignment to the SOA in business plans.

3.2 All other Improvement Actions remain on target for delivery.

#### **4. Equalities, Staffing and Financial Implications**






4.1 There are no financial or staffing implications arising from this report.







4.2 This report does not require an equalities impact assessment because its recommendations do not have a differential impact on people with protected characteristics.

**Erin Wood, Strategic Development Officer (Community Planning)**

12 May 2015





## APPENDIX: UPDATED IMPROVEMENT PLAN (TIED TO AUDIT SCOTLAND REPORTS)




#	Action	Source	Lead	Timescale	Status	Comment
<b>Prevention – the CPP will develop a detailed plan for prevention across each of the SOA priorities where all partners are clear on their role and actions</b>						
1.	Build in prevention as a theme/principle in any Total Place initiative	Prevention/Joint Resourcing Session	Board	Sept 2014		Included within parameters of the Total Place initiative. Progress tabled at the Board on a regular basis.
2.	Consider the establishment of a community planning/prevention change fund	Prevention/Joint Resourcing Session	Board	April 2015		Recommend extension of deadline to Sept 2015 as with new action (creation of prevention plan) at no.5
3.	Ask partners/partnerships to focus on available funding for preventative actions	Prevention/Joint Resourcing Session	Board	April 2015		Recommend extension of deadline to Sept 2015 as with new action (creation of prevention plan) at no.5
4.	Agree to monitor a range of preventative activities, using an agreed method, in order to evidence the results of the prevention approach	Prevention/Joint Resourcing Session	Board	April 2015		Recommend extension of deadline to Sept 2015 as with new action (creation of prevention plan) at no.5
5.	Creation of a specific prevention plan – led by the Executive. Plan to include specific proposals and a programme of work.  Plan should not just be reflective of national priorities (e.g. GIRFEC and the Early Years Collaborative) but go deeper and envisage locally driven prevention programmes.	Audit Scotland (West Lothian, Moray and Falkirk)	Executive/S DO	Sept 2015		Produce prevention plan based on other CPPs, with input from LCPGs, with the aim of creating a Shire-wide plan with local and community input. This also relates to Actions 1-4.  Progress towards production of the plan will be reviewed in Sept 2015.

<b>Priorities</b>						
6.	Review the SOA priority setting process in line with national best practice.	Prevention/Joint Resourcing Session	SDO	Nov 2014		Partnership Analyst attending national training courses on priority setting and strategic assessments. CPP Board and Executive members attended CPP Community Outcomes Profile sessions with Improvement Service to feed into new Benchmarking regime. Awaiting steer from SG.
7.	Ensure all statutory partners and Third Sector Interface table business plans at Board and evidence alignment to SOA	Prevention/Joint Resourcing Board	Board	April 2015		Recommend deadline changed to Nov 2015, end of year more appropriate deadline (partners previously challenged in Jan 2014). SOA revision process begins late 2015
8.	Rural Partnerships and Cairngorms National Park Authority table business plans at relevant Local Community Planning Group to evidence alignment to Local Community Plans	Prevention/Joint Resourcing Board and Audit Scotland Report (Moray)	Board	April 2015		Rural Partnership – report to Area Committees annually. Rural Partnership rep on LCPG along with Area Chair and Area Manager. CNP have rep on Marr LCPG
<b>Place</b>						
9.	Partners agree the location of a place-based initiative		Board	March 2014		Completed - Total Place Fraserburgh
10.	Detailed proposals of a place-based initiative are brought forward for agreement by the CPP		Board	On-going		Regular item on Board agendas
11.	Participation in a Place Based Shared Learning Event	What Works Scotland	SDO	Sept 2015		Suggested and facilitated by the WWS team to shape Total Place Fraserburgh




12.	Partners to facilitate and encourage Co-Location/Partnership Centres where appropriate	Audit Scotland (West Lothian)	Board	June 2015		Quarterly meetings by Senior Managers to discuss assets and potential opportunities at the earliest stages of the project to be arranged
13.	Greater connection with the spatial planning team and work around Community Land Based Assets (particularly in light of the CE Bill)	Policy Planners and SDO	SDO	Sept 2015		Connection between Land Use Allocations within the LDP and Community Action Plans and stronger links between Community Plans, CAPs and Developer Obligations
<b>Joint Resourcing</b>						
14.	Cross referencing of Partner budgets to SOA	Prevention/Joint Resourcing Session	SDO	Nov 2014		Next steps; how can we shift the priorities? Information has been gathered for actions 14-16 and presented to Executive.
15.	Source information on Partner financial timetables and consider future alignment	Prevention/Joint Resourcing Session	SDO	Nov 2014		Further research to be undertaken on Joint Resourcing Groups (highlighted as a good example within the Audit Scotland reports) to map resources, plan best use and align resource to priorities.
16.	Establish a register of joint assets and joint staff posts (creation of an Asset Plan)	Prevention/Joint Resourcing Session	SDO	Nov 2014		
17.	Review joint asset and staff register	Prevention/Joint Resourcing Session	SDO	Sept 2016		<b>Additional information on Joint Resourcing Groups to be circulated to the Executive for further discussion in August 2015.</b>
18.	Joint training and development plan	Audit Scotland Report (West Lothian)	SDO	Sept 2015		
19.	Partners to consider adopting the Council's current policy on offering partners the first option on vacant properties	Prevention/Joint Resourcing Session	North East Joint Public Sector Group	TBC		Action being progressed by central CP team
20.	Partners reaffirm their commitment to sharing data at a local level	Prevention/Joint Resourcing Session	Board	April 2015		Meetings held with range of partners to identify what can be shared.

									Information Sharing Protocol(s) developed where necessary, e.g. Total Place. Nationally, Improvement Service also progressing this. On track, but to be kept under review
<b>Inequalities</b>									
21.	Sharing of information on specific actions/approaches to address inequalities, including engagement mechanisms	Audit Scotland Report (West Lothian)	Executive	Aug 2015		Briefing paper to be tabled at the August Executive. Development of a Combined Impact Assessment including Health Inequalities is on-going to assist in the identification of potential health inequalities.			
<b>Governance</b>									
22.	Improve the local and central connections: Include more detailed local information on progress against SOA priorities	CPO Team Meeting	SDO	Ongoing		LCPGs to feed into Draft Executive and Board reports and feedback on progress will be provided under the 'Place' heading on SOA Focus Reports – opportunity highlighted to LCPGs. Also Exception Reporting to the Board on Local Community Plan monitoring.			
23.	Improve the local and central connections: Annual reporting to the Board by LCPGs as part of the 'support and challenge' schedule	Audit Scotland (Glasgow Report)	LCPGs/ Board	Sept 2015		Opportunity for challenge and strategic action on local barriers. LCP Annual Report Focus planned for Sept 2015 Board meeting.			
24.	Support the What Works Scotland projects (i) Local Community Planning (ii) Health and Social Care Integration (iii) Community Safety	What Works Scotland	Board	Sept 2017		Support the sharing of best practice, learning opportunities and share resources/information as required			
25.	Community Planning Conference to share best practice and work towards developing the SOA.	Audit Scotland (Glasgow)	SDO	April 2016		More information to be shared in due course. Date to be set. To coincide with SOA development			

	Representation from Board, Executive, LCPGs and partners.								
26.	Creation of a Risk Register to assist in the identification and management of risks	Audit Scotland (West Lothian)	Executive/S DO	April 2016		Focus on delivery of the SOA. Review of existing registers to create a proportionate register.			
27.	Partners should have a clear understanding of their roles and responsibilities	Audit Scotland (Action into Ambition)	Board  SDO	Sept 2015		Improvements to Induction Pack, communication of roles (incl in email to Board members March '15) and increased challenge on progress at CPP Board Meetings  Contact Moray CPP to explore the opportunity to collaborate on the creation of an accredited Partnership training programme through UHI.			
28.	Community Council Representation – Strengthening the links between CCs and the CPP  Clarifying the roles and responsibilities of CC Representatives	Audit Scotland (Orkney)	Board	March 2016		Discuss the proposed mechanism for CPP feedback with CCs through CC Forums, LCPGs and Supporting Our Communities Events. Improve the Induction Process for CC Reps and support the delivery of a CPP ALDO training course for CCs and CC Reps. Support the development of an umbrella group for CCs.			
<b>Communication &amp; Engagement</b>									
29.	Improved performance reporting	Audit Scotland Reports (All) & CE Bill Stage 1 Report	Board	Sept 2016		LCP Annual Reports to include more details on Next Steps, positive and negative progress and community capacity building and involvement.			

			Executive	Sept 2015		New annual report template and timetable agreed, ready for publication Sept 2016 to coincide with revised Local Community Plans 2016-19.
30..	Delivery of refreshed Communications Strategy	Communications Strategy & Audit Scotland Reports (All)				New website design out for quotation and award by end May 2015 – completed. Refreshed Communications Strategy and Action Plan being presented to Executive (August 2015) and Board for approval. Annual reporting on Communications Strategy.
31.	Improved co-ordination of engagement activities	Audit Scotland Report (Orkney, Moray and Glasgow)	SDO/Board /Executive	Sept 2015		More effective co-ordination, including the creation of a shared online partner events and engagement calendar to promote best practice (through new website). Sharing of available consultation data between partners when appropriate.

Traffic Light Key:

	In progress within deadline
	In progress but may not meet deadline
	Deadline not met