

Highland Community Planning Partnership

Chief Officers' Group – 23.2.15

Agenda Item	6.
Report No	COG 04/15

Delivery Plans – Update and Performance Reporting on SOA3

Report by Head of People and Performance, Highland Council

1. Background

1.1 The CPP Performance Board's remit includes:

- Ensuring and challenging the partnership's delivery and performance against the SOA's outcomes.

1.2 The Single Outcome Agreement was agreed along with a development plan. This includes performance reporting and agreement that:

- Delivery plans for the seven themes within the SOA would be updated
- Systems to be in place for performance data to be gathered, base-lines set, data analysed and reported as part of the new governance arrangements for the CPP.

The relevant section of the current Improvement Plan is provided for information below:

Area for improvement	Source	Improvement Activity	Timescale
Partnership Performance Management and reporting	Quality Assurance Panel 2013	1. Refreshed delivery plans for each theme within the SOA	1. Oct 2014
	CPP Board self-assessment 2014	2. Continue quarterly performance reports to Board	2. Quarterly
		3. Avoid duplication in reporting performance – proposals agreed with Responsible Officers concerned	3. Dec 2014
	Audit Scotland	4. Await outcome of CPP performance indicators project (SG/IS)	4. TBC
		5. Improve performance reporting to the public on progress made in the CPP	5. Sept 2015
		6. Self- assessment followed up in theme groups for economic growth, health inequalities & physical activity and the environment.	6. Dec 2015

2. Requirements of Performance Reporting

- 2.1 Lead officers are responsible for preparing and submitting reports for:
- Scrutiny and assistance at the Chief Officers Group;
 - Scrutiny at the CPP Performance Board;
 - The annual report on the SOA to the Scottish Government;
 - Each partners' governance arrangements
 - As part of statutory duties on public performance reporting (PPR).
- 2.2 A key element of ensuring this can be achieved is having updated delivery plans in place. Below is a summary of progress with the 2013/14 refresh which will be used for the annual report to the Scottish Government due by 30th September 2015.
- Economy growth & recovery – updated
 - Employability – work underway in order to respond to the Wood Commission feedback which may result in significant change, update anticipated by 1st April 2015.
 - Early Years/Children – work to align with FHC4 will be completed by 28th February 2015.
 - Health inequality & physical activity – updated
 - Outcomes for older people – no information available
 - Environmental outcomes - updated
- 2.3 While a full set of updated delivery plans are not yet in place there are a number of further factors which will influence the ability of CPP Board to submit an annual report to the Scottish Government on progress and performance.
- Indicators need to have a baseline, trend data (where appropriate) and a clearly identified target. With the exception of Economic Growth and Recovery all delivery plans have weaknesses in this area.
 - It is recommended that a small number of key performance indicators are identified for each priority which can provide a view of progress overall. These can then be supported by a wider set of indicators reflecting progress of the intermediate and long term outcomes identified.
- 2.4 COG should consider and then recommend to the CPP Board the approach to performance reporting recognising both internal and external requirements. A standard approach will be needed for consistency and clarity across the national priorities. Highland Council can offer some assistance and COG may wish to consider this includes:
- Further advice on a standard approach on performance reporting.
 - Support co-ordinating individual reports into a single report for the CPP Board for submission to the Scottish Government.
 - Utilising the Council's electronic performance system (PRMS) to load and co-ordinate data and provide an output for lead officers. This could then be used for their analysis of performance and as an appendix to the SOA performance report for each priority. Use of PRMS for Council data will remove duplication where indicators are already used for other purposes as these can be mapped to the SOA in the database.
- 2.5 The CPP Board was also advised on the implications of the Community Empowerment Bill in December 2015 and for the SOA and performance reporting relevant elements include:
- The Bill confirms that future Governments will develop a set of national

outcomes, publish these and review them at least every five years. These will be consulted on before publication.

- That each CPP publishes a plan for improving local outcomes based on local circumstances and consistent with national outcomes. The plan must be subject to consultation. Progress must be monitored and reported annually, with each partner to be equally accountable for the delivery of this plan.
- That all community planning partners must co-operate and contribute funds, staff and other resources as appropriate for the plan and securing the involvement of community bodies in the process.
- That the CPP must comply with guidance issued for community planning.

3. Recommendation

COG members are asked to:

3.1 Agree how to deal with the slippage in the action agreed at the Board;

3.2 Agree to identify key performance indicators along with the need to include baseline data, trends and targets for indicators in delivery plans where these have still to be identified;

3.2 Discuss and agree the approach to developing and submitting an annual report on SOA3 to the CPP Board and the Scottish Government as outline above including uptake of support offered by Highland Council.

Evelyn Johnston, Corporate Performance Manager, Highland Council

09.02.15