

Highland Community Planning Partnership

Chief Officers' Group – 13.08.15

Agenda Item	9.
Report No	COG 20/15

Performance Reporting on SOA3 for 2014/15

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.

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).

2.3 In reports to COG in January 2014 and February 2015 the approach and requirements for performance reporting were outlined. The most recent report highlighted a number of 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.
- A recommendation 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 At the last COG meeting there was an item on the development of the Community Planning Outcomes Profile, while this will not affect the approach to SOA reporting for 2014/15, it is anticipated it will have influence in future years. There is further information in section 4 of this report on future developments.

2.5 A standard approach was recommended to COG to ensure consistency and

clarity across the national priorities. Highland Council offered assistance to provide:

- 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.

2.6 Content of the SOA Performance Report

As there is no guidance or requirement from the Scottish Government on a standard approach to reporting and local approach needs to be taken. On 7th July 2015 lead officers were provided with advance information on the requirements for annual reporting for 2014/15 based on previous experience of reporting:

- Each delivery plan requires an analysis of progress during 2014/15 on delivering the agreed outcomes, key challenges and improvement activity (this should be drawn where appropriate from quarterly reports)
- Each report should focus on the key data trends in relation to identified key performance indicators.
- Each report should include a data table which shows the baseline, trends including 2013/14 outturn against target for each performance measure in the delivery plan.

For future reporting guidance is expected given the new duties around Local Outcomes Improvement Plans contained within the Community Empowerment Act.

2.7 Timeline for production of SOA Performance Report for 2014/15 progress

- 31st August: lead officers submission of individual delivery plan annual reports for 2014/15 to the Council's Corporate Performance Manager;
- 31st August – 15th September development and collation of final report
- 11th September, scrutiny and feedback from the Board on the circulated annual reports on individual delivery plans;
- 15th September – 25th September consideration of draft by CPP and individual partners;
- 30th September, deadline for submission to Scottish Government;
- Post submission homologation of report by partner boards and committees as required for governance arrangements.

4. Future Developments

4.1 There are two key pieces of work at a national level which are expected to inform and change the approach to performance reporting. These are:

- Community Empowerment Act – performance reporting guidelines
- The development of the Community Planning Outcomes Profile

Further reports will be submitted to COG and to the Partnership Board as the impact of this work is clarified.

4.2 In order to shape the next phase in the development of the draft Community

Planning Outcomes Profile, six CPPs including Highland, have been invited by the Improvement Service to participate in a local facilitated session (invite attached as **Appendix 1**). The session will be to explore how the profile could be used to support decision making and planning with the most deprived communities, to strengthen accountability and governance arrangements, and in promoting collaboration and learning between partnerships. The Chair of the CPP Board is keen that we accept this invitation and a verbal update of arrangements will be provided at the meeting.

3. Recommendation

COG members are asked to:

- 3.1 Agree the content and timeline for lead officers to develop the 2014/15 SOA progress report to CPP and Scottish Government.
- 3.2 Confirm performance reports on delivery plans from each lead officer by 31st August 2015.
- 3.3 Note the future development and the invitation appended.

Evelyn Johnston, Corporate Performance Manager, Highland Council

27th July 2015

Cllr Margaret Davidson
Chair of Community Planning Board
Highland Community Planning Partnership
(sent by email)

Cc: Steve Barron, Chief Executive, Highland Council

7 July 2015

Dear Councillor Davidson

Community Planning Outcomes Profile

I am writing to request your support in shaping the next phase in the development of the draft Community Planning Outcomes Profile. The development of the Outcomes Profile forms an important element of the Outcomes, Evidence and Performance (OEP) programme, an initiative jointly funded by Scottish Government, Local Government and the Improvement Service to support the ongoing reform of Community Planning and the delivery of improved outcomes.

In particular, the OEP programme aims to support the local Community Planning improvement agenda by improving access to outcome measurement and supporting the development of underpinning transparent and accountable systems of performance management.

The OEP programme will also play an important role in shaping the wider national agenda, actively informing the evolving narrative around improving outcomes and tackling inequalities, and working to ensure capacity and resources are co-ordinated and deployed in a way that is efficient and beneficial for CPPs. This national focus will be driven by the OEP Advisory Board which involves senior level representation from key CPP stakeholders, including SOLACE, NHS, Scottish Government, Voluntary Sector, Enterprise Agencies, Audit Scotland, Police, Fire and What Works. This ensures relevant links to key national leadership groups including the National Community Planning Group NCPG Senior officers Group; Scottish Leaders Forum; Public Sector Reform Board; SOLACE; NHS Chief Executives and the Strategic Scrutiny Group.

The development of a Community Planning Outcomes Profile will provide a consistent basis for Community Planning boards to profile their local area in relation to core measures of outcomes and measures of inequalities of outcomes. The aim is to provide a decision support tool which stimulates discussion amongst Community Planning boards, individual partners and with local communities. The Outcomes Profile will form an important element of the strategic intelligence available, sitting alongside professional judgement and wider context setting, and will:

- Provide an overarching high-level tool to track progress and assess if the life of their community is improving over time
- Focus questions on what is happening, for whom, and why
- Enable boards to compare and contrast with other partnerships and communities to target improvement activity, and to share learning on how to achieve better outcomes

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The Community Empowerment Bill (CEB) provides a key driver for this approach, introducing a requirement for Partnerships to produce an Outcome Improvement Plan and an annual performance report against improvement in outcomes.

The first phase of development has identified an initial core set of outcomes measures along with key gaps in current measurement following consultation with Community Planning partners and wider stakeholders. An early draft version of the Community Planning Outcomes Profile is available via [this link](#). This initial profile provides a visual representation of core outcomes and inequality in outcomes at a CPP level, variation in outcomes between local communities within each CPP, and progress in outcomes and inequality over time. It should be noted that this is an early prototype and is very much a work in progress at this stage, with significant work required to address the identified data gaps and to improve the presentation of information within the profile.

The development of the profile is an iterative process and will require ongoing collaboration with partnerships to ensure it offers a useful tool which adds real value. At this early stage of development, we are keen to test the draft profile with a small number of community planning partnerships to better understand the key issues for partnerships and the support which would be most helpful. This will also help inform the development of the wider OEP programme.

We would very much appreciate the opportunity to work with Highland Community Planning Partnership to evaluate how the profile could be used within your local context and against the priorities set out by your partnership. We would propose to deliver a facilitated session with you and your CPP Partners to explore how the profile could be used to support decision making and planning with the most deprived communities, to strengthen accountability and governance arrangements, and in promoting collaboration and learning between partnerships. This session will help inform how the profile and approach should be developed further and identify what support would be helpful in facilitating its use.

I very much hope you will be able to support this important work, your input will be vital in determining how the approach takes shape as it moves forward. If you are willing to participate, we will be happy to liaise with your Community Planning Manager to arrange a facilitated session in August/September.

Yours sincerely

A handwritten signature in cursive script that reads "Elma Murray".

Elma Murray
Chair, Outcomes, Evidence & Performance Board