

## Highland Community Planning Partnership

COG – 21.4.16

Agenda Item	5ii.
Report No	COG 06/16

### Local Community Planning Experiments – An Update

#### Report by Acting Head of Policy

##### Summary

This report provides the group with an update on how to progress local community planning experiments within the context of the community planning duties contained within the Community Empowerment Act along with duties contained within the Public Bodies (Joint Working) (Scotland) Act 2014 and the Requirements for Community Learning and Development (Scotland) Regulations 2013. The report asks the group to: consider the discussions that have taken place to date in relation to taking forward local community planning experiments; note the discussions with key groups that are required prior to finalising proposals for the June Board; and agree that the small working group continue in order to develop the arrangements and self-assessment framework further and report back to the next COG.

## 1. Background

- 1.1 Part 2 of the Community Empowerment Act sets out new duties for Community Planning. A consultation on the statutory guidance and regulation for this part of the Act has now been published and the COG is asked to consider this at item 5i on the agenda.
- 1.2 This report considers the latest discussions around developing local community planning arrangements within the context of the new duties contained within the Empowerment Act but also other local planning responsibilities contained within the Public Bodies (Joint Working) (Scotland) Act 2014 and the Requirements for Community Learning and Development (Scotland) Regulations 2013. It considers key features for progressing community planning locally including potential geographies for local planning; the links between pan-Highland and local planning; local ownership of plans; terminology; and a draft self-assessment framework to support local partnerships develop.

## 2. Community Planning Duties

- 2.1 Part 2 of the Community Empowerment Act sets out new duties for Community Planning at a pan-Highland and local level. As outlined above, the Public Bodies (Joint Working) (Scotland) Act 2014 and the Requirements for Community Learning and Development (Scotland) Regulations 2013 also establishes new duties for community planning for named partners for children, adults and community learning and development at a local level. A

summary of these new duties is outlined below:

2.2 *Community Planning duties through the Community Empowerment Act:*

2.2.1 Who should be involved in community planning – in Highland there are 15 public bodies to be involved and that would form the Community Planning Partnership. The Partnership will agree how partners contribute e.g. taking part in a particular outcome or across them all. The listed bodies must work together and work with any community body who wishes to take part.

2.2.2 Who leads community planning – this is now a shared duty between 5 public bodies – the Council; NHS Highland, HIE, Police Scotland and Scottish Fire and Rescue Service.

2.2.3 What the CPP needs to do – the CPP must act to reduce inequalities of outcome resulting from socio-economic disadvantage. It must produce a Local Outcome Improvement Plan and also Locality Plans.

Local Outcome Improvement Plan (LOIP) – will replace the SOA and needs to demonstrate how the Partnership will respond to national outcomes. The LOIP needs to outline key local priorities but also to reflect improving outcomes and tackling inequalities. The plan must be evidence based. Statutory partners are responsible for delivering the aims however other local bodies may also be included. First plan due October 2017.

Locality Plans – at a local level in order for partners to tackle inequalities for communities facing disadvantage and make it easier for community bodies to be involved. The plans should be evidence based. The statutory guidance notes that the CPP should use its “understanding of local needs, circumstances and opportunities to identify those localities for which it should undertake locality planning.” The geography for these Locality plans is for the CPP to decide but it is expected that they reflect natural communities. The draft published Regulations stipulate that a locality may be an electoral ward and must have a population no larger than 30,000. A proposal for how communities are identified for Locality plans in Highland is discussed at item 5iii on the agenda. The first Locality Plans are expected by October 2017.

2.2.4 Supporting community bodies to participate – is a key component of the Empowerment Act in general and specifically in relation to Community Planning. The Partnership will have a duty to support community bodies to participate at all levels therefore it is particularly important for new local arrangements for community planning to be established as organising such involvement at a Highland level would not be feasible as most community bodies, volunteering and community action are local.

2.3 *Community Planning duties through Public Bodies (Joint Working) (Scotland) Act 2014 and the Requirements for Community Learning and Development (Scotland) Regulations 2013.*

2.3.1 The Public Bodies legislation establishes the new arrangements for the integration of health and social care services. It includes the requirement for each partnership to have a strategic plan, and in Highland this includes local plans at District level.

2.3.2 The Community Learning and Development regulations, made under the powers of the 1980 Education (Scotland) Act, require the local authority to work with partners to develop local CLD plans that target individuals and groups with greatest needs. The Highland CPP has determined this should be undertaken for localities.

2.3.3 While the District Partnerships were established by NHS Highland and Highland Council to support local integration, both agencies have been aware that these further requirements on Community Planning Partnerships would impact on their developing role, and that has been discussed with all Partnerships over the last two years.

2.4 The CPP Board has agreed that one of the partnership's agreed priorities is to engage in dialogue with communities in order to empower them to participate in service planning and delivery. The next section of the paper considers the discussions and developments to date on taking forward community planning locally.

**3. Planning at a local level - local experiments update**

3.1 In order to fulfil aspects of the new community planning duties, there is a need to establish community planning partnerships at a local level. The values and principles already agreed by the CPP Board for developing these experiments can be found at Appendix 1. Arrangements already exist in certain parts of Highland; the Lochaber Partnership has operated for several years and has recently extended to include the District Partnership within the overall Lochaber Partnership; in Skye arrangements are developing around the District Partnership to enable a locality focus but also developing the Ward Forum to engage additional partners.

3.2 Elsewhere in Highland, Members in Caithness, Sutherland, Nairn and Badenoch and Strathspey are keen to have new local partnership arrangements in place to operate at the same geography as the new local committees established for Council decision-making. The geographies around the local committees in Ross and Cromarty and Inverness are more challenging in relation to local community planning arrangements because of their large scale or population size and Members and partners are still to consider these arrangements further.

3.3 Following the last COG, a small working group met to consider how to progress local community planning experiments. The discussion highlighted:

3.3.1 • **Partnership planning responsibilities:** As outlined in section 2, there is a need to consider the statutory responsibilities the Partnership has for planning different services at different levels. At a pan-Highland level, there is a need to develop the Local Outcome Improvement Plan; at a middle level there is a requirement to develop plans for adult and children's services and at a local/community level, there is a requirement to develop Locality and Community Learning and Development plans. In addition, there are a series of additional plans taken forward by individual partners e.g. local policing plans, whilst not statutory in nature, do form the basis of local planning. An initial attempt at illustrating these varying planning levels and types of plan required across Highland can be found in appendix 2.

3.3.2 • **Focusing on inequality:** That both Locality and CLD plans, given their focus on inequality, would likely reflect similar geographies. These plans would focus on those communities within a local community planning partnership most in need and are likely to be at a geography smaller than Ward level. It is suggested that the areas to be prioritised would be identified utilising the SEP index - focusing on rural disadvantage - and SIMD. Work to progress this further has been undertaken and is discussed in more detail at item 5iii on the agenda.

3.3.3 • **Using 'district' geography:** There was support from partners in considering the 'district' geography as a potential for planning at a local level and, where arrangements are not already in place, growing local partnerships from the District Partnership. This would fit well with Members wishes for local community planning for Caithness and Sutherland as District Partnership and Local Committee boundaries are roughly co-terminus. It could accommodate Members wishes for Skye if partners agreed to flexibility in developing the Ward Forum for local community engagement there. It could inform the approach to local community planning in Ross and Cromarty where there are three District Partnerships. It could also inform the approach to Inverness although another approach could be to differentiate between the city and rural Inverness. For Nairn and Badenoch and Strathspey the current District Partnership geography may need to be revisited given the continuance of the former locality planning groups which operate separately for Nairn and Badenoch and Strathspey. Separating the district into two areas for community planning would also meet Member wishes for alignment with local Committees.

If this is adopted the local community planning partnerships would exist in: Caithness; Sutherland; Lochaber; Nairn; Badenoch and Strathspey; Skye, Lochalsh and Wester Ross (with community engagement at Ward level x 2); Mid Ross; Easter Ross; and up to 2 partnerships in Inverness (geography to be discussed). This would provide 10 local community planning partnerships.

3.3.4 • **Importance of terminology:** There is a need to consider terminology in relation to the perception of local community planning and District

Partnerships. It was noted that planning at the 'district' level would go beyond existing District Partnerships and that perhaps a change in language or terminology could be helpful. There is also a need to emphasise the importance of the community in community planning given the new rights afforded to community bodies. It is proposed that local partnerships are asked to adopt the term Community Partnership and to prefix it with the locality name i.e. Caithness Community Partnership, Sutherland Community Partnership etc.

- 3.3.5
- **Chairing:** It was suggested that Chairing of these local partnerships, could be shared across the 5 statutory partners to encourage shared ownership. With 10 localities, each partner could chair 2.
- 3.3.6
- **Draft Evaluation Framework:** Following the discussion at the last COG meeting the group considered a draft evaluation framework for local CPPs. This draft framework can be found at appendix 3. It is set out to use as self-assessment. It draws on what the local CPP has to do and the values for local community planning agreed at the CPP Board. It was noted that this framework could be used to give the local partnerships direction in how they should operate and not just be used to evaluate their effectiveness after they have been running for some time. It could also be extended to encompass CLD partnerships. Further work is required to ensure the framework is developed to encompass all aspects of the local partnerships, including the work required of health and social care integration.
- 3.3.7
- **Local and pan-Highland links:** The importance of ensuring links between local partnerships and the Highland CPP was highlighted. It is proposed that the chairs of local CPPs take part in the Highland CPP Board and local lead officers in the COG. This request has already been made from the Lochaber partnership and it has been suggested by at least one CPP Board member so far.
- 3.3.8
- **Local ownership of plans:** There is a need to ensure the right links between planning at a Highland level (the new LOIP and other Highland-wide plans e.g. police plan, fire and rescue plan, children's plan etc.), and at a local level (local integration plans and the new locality plans). Local partnerships should take responsibility for planning at that level and for Locality plans within their area.

#### 4. Next Steps

- 4.2
- It is suggested that the small working group continues to meet in order to develop the arrangements further for the next meeting of the COG in order to finalise proposals for the June meeting of the Board.
- 4.2
- Prior to this, discussions with key groups are required. This includes:
- The agreement at the Council's Communities and Partnerships Committee that there would be consultation on potential local community planning arrangements and on the draft evaluation framework with Local Committee Chairs and the Chair and Vice Chair

of the Communities and Partnerships Committee. It was also suggested that there should be consultation with District Partnership Chairs if NHSH agree and a meeting is now arranged for all Chairs to meet on 21 June 2016.

- The request from Members for a paper on potential local planning arrangements for Inverness for the Inverness City Committee meeting on 2 June 2016.
- Discussions with the Council's Ward Management team given their role in District Partnerships and in community engagement in their Wards.
- COG Members may have other forums to suggest discussion with.

## **5. Recommendation**

The group are asked to:

- Consider the discussions that have taken place to date in relation to taking forward local community planning experiments.
- Note the discussions with key groups that are required prior to finalising proposals for the June Board and suggest any other forums to hold discussions with.
- Agree that the small working group continue in order to develop the arrangements and self-assessment framework further and report back to the next COG.

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Appendix 1: The Values and Principles to be used in discussion to guide proposals for local experiments.

Appendix 2: Highland Levels of Community Planning

Appendix 3: Local Community Planning Partnership – Self Assessment Checklist

### **The Values and Principles to be used in discussion to guide proposals for local experiments.**

Developed in the COG March 2015 and approved by the Board June 2015

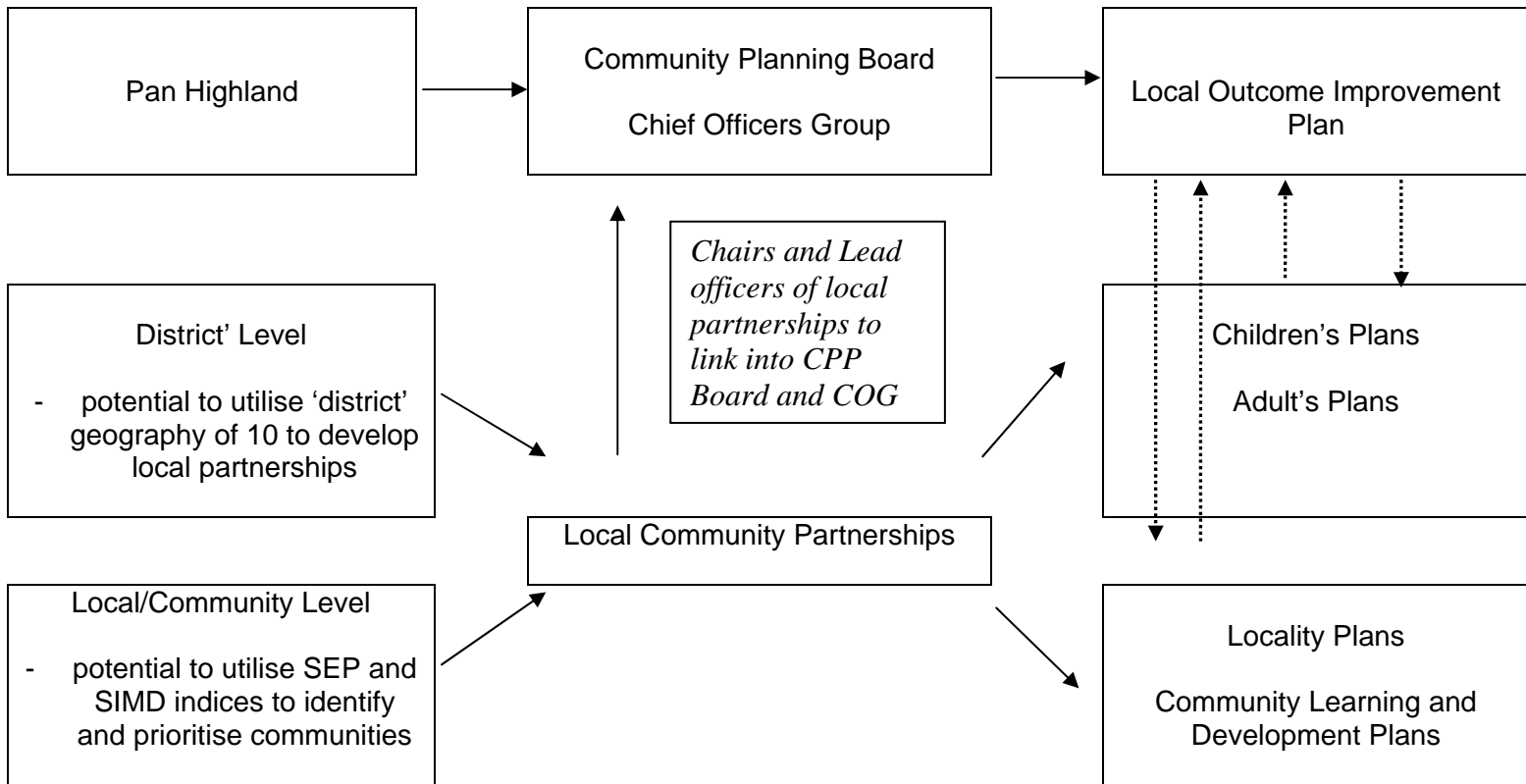
1. Local community planning is about engaging with, listening and responding to communities and there should be a roots-up approach.
2. There should be a bias towards the most deprived communities.
3. There should be a solutions-driven approach.
4. It is necessary to be helpful, positive and make it easy for people to engage.
5. Innovative thinking is required in terms of engagement processes – for example, going out in to the community, not having a specific agenda, utilising technology and social media.
6. There should be an emphasis on involving new people, particularly younger people, in local community planning.
7. The CPP should demonstrate effectiveness, accountability and a willingness to share resources.
8. Outcomes should be measurable in order to demonstrate tangible benefits.
9. The activities and objectives within the SOA should set the boundaries for decision making.
10. Fairness and equality are key.
11. It is important that there was two-way communication between strategic and local forums.
12. Elected Members have different roles in different forums and it is necessary to be explicit about that and support them.
13. It might be necessary to accept that there are different geographical boundaries for some issues.
14. It is essential to avoid duplication and inefficiency.
15. Forgiveness of false starts and wrong turns should be included.

Highland Levels of Community Planning  
DRAFT

Geography/Level

Planning Support Structures

Plans Required





DRAFT

**Local Community Planning Partnership – Self Assessment Checklist**

The Local Community Planning Partnership:

- Will listen, respond to and enable communities to participate
- Will act to reduce inequalities which result from socio-economic disadvantage
- Will develop Locality Plans

By using the self-evaluation framework as a developmental tool, Local Partnerships will be able to consider capacity, skills and knowledge gaps around the headings of:

- Inequality
- Engagement
- Partnership effectiveness

Checklist Questions

**Section A – Inequality**

**Q1 – The work of the local CPP is bias towards its most deprived communities?**

Strongly agree/agree/disagree/ strongly disagree

**Q2 – To what extent is the partnership focused on inequalities?**

To a great extent/some extent/Not really/Not at all

**Q3 – Has the local CPP had equalities training?**

All/some/none

**Q4 – Does the local CPP know the groups to approach which support disadvantaged people?**

Yes/no

**If yes, are they supported and encouraged to get involved in the local CPP?**

Yes/no

**Q5 – Does the local CPP regularly take the opportunity to understand the experiences of those living in poverty and/or facing disadvantage? (e.g. hearing directly from people or groups in the community)**

Sometimes/always/never

**Q6 – Does the local CPP know where their poorest communities are?**

Yes/no

**Q7 – Does the local CPP jointly plan around tackling inequality and disadvantage?**

Yes/no

**If yes, how is this planning undertaken?**

**Q8 – Does the local CPP share resources in order to achieve better outcomes for their poorest communities?**

To a great extent/some extent/Not really/Not at all

General evidence and comments for this section:

## **Section B - Engagement**

**Q1 – To what extent does the local CPP have a ‘roots-up’ approach to engagement with communities?**

To a great extent/some extent/Not really/Not at all

**Q2 – The local CPP listens to communities?**

Strongly agree/agree/disagree/ strongly disagree

**Q3 – The local CPP is responsive to communities?**

Strongly agree/agree/disagree/ strongly disagree

**Q4 – The local CPP is open to new people/groups engaging in the work of the partnership?**

Strongly agree/agree/disagree/ strongly disagree

**Q5 - To what extent is the local partnership planning how it will encourage more participation from younger people in community planning?**

To a great extent/some extent/Not really/Not at all

**Q6 - The local CPP gathers information/feedback on the experiences of those that it engages with and acts on it?**

Strongly agree/agree/disagree/ strongly disagree

**Q7 - Is the partnership using a range of engagement methods and techniques in its engagement processes? (e.g use of technology, social media, going into the community)**

To a great extent/some extent/Not really/Not at all

**Q8 – Are Elected and Board Members aware of a range of methods to involve the public in decisions that affect them?**

Yes/no

**Q9 – If aware of a range of methods to involve the public in decision that affect them, please give example and note if these have been effective:**

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General evidence and comments for this section:

### **Section C – Partnership Effectiveness**

**Q1 – The local CPP is developing processes to enable community bodies to request to participate in designing an improved outcome for their community?**

Strongly agree/agree/disagree/ strongly disagree

**Q2 – The local CPP is developing processes to enable community bodies to enable community asset transfer?**

Strongly agree/agree/disagree/ strongly disagree

**Q3 - To what extent can the local CPP demonstrate its effectiveness?**

To a great extent/some extent/Not really/Not at all

**Q4 - To what extent can the local CPP demonstrate it is accountable to the community?**

To a great extent/some extent/Not really/Not at all

**Q5 - To what extent can the local CPP demonstrate its willingness to share resources?**

To a great extent/some extent/Not really/Not at all

**Q6 - The local CPP can demonstrate it is solution focused (gets things done)?**

Strongly agree/agree/disagree/ strongly disagree

**Q7 - The local CPP is able to evidence it has improved outcomes locally? (e.g. KPIs and measures/milestones, case studies)**

Strongly agree/agree/disagree/ strongly disagree

**Q8 – Can the local CPP identify the links it needs to make to the Single Outcome Agreement (SOA)?**

To a great extent/some extent/Not really/Not at all

**Q9 – Can the local CPP identify how it contributes to the design of the SOA?**

To a great extent/some extent/Not really/Not at all

**Q10 – Can the local CPP identify how it contributes to the delivery of the SOA?**

To a great extent/some extent/Not really/Not at all

**Q11 – The local CPP communicates effectively with strategic CPP and its forums?**

Strongly agree/agree/disagree/ strongly disagree

**Q12 – Have local Members taken part in training and development on their CPP role?**

All/some/none

**Q13 – Have local Board members taken part in training and development on their CPP role?**

All/some/none

**Q14 – Have local Board members taken part in awareness training in each partner's governance arrangements?**

All/some/none

**Q15 – Are partners boundaries co-terminus locally arrangements?**

Yes/no

**Q16 – If boundaries are not co-terminus locally, what issues does this raise?**

**Q17 – Is the local CPP actively working to reduce duplication and inefficiency in *service delivery*?**

To a great extent/some extent/Not really/Not at all

**Q18 – Is the local CPP actively working to reduce duplication and inefficiency in *reporting*?**

To a great extent/some extent/Not really/Not at all

**Q19 – Is the local CPP actively working to reduce duplication and inefficiency in *community engagement*?**

To a great extent/some extent/Not really/Not at all

**Q20 – Is the local partnership reflecting and learning on its progress?**

Yes/no

**Q21 – Does the local partnership adapt/change course in response to lesson learned?**

Yes/no

**If yes can you provide examples of changes made or what is now done differently?**

**Q22 – Is the local partnership open to challenge?**

Yes/no

**If yes, where does this challenge come from?**

**Q23 – Does the local partnership create a supportive environment to encourage experimentation and improvement activity?**

Yes/no

**If yes, what evidence can you provide?**

**And how are you designing these features into your local partnership?**

**Do you need support in order to support experimentation and improvement activity?**

Yes/no

**If yes, what would help the local partnership?**

General evidence and comments for this section: