

Highland Community Planning Partnership Community Planning Board - 30 June 2016

Agenda Item	7.
Report No	CPB 04/16

The Community Planning Improvement Programme – Final Report

Date: 21st June 2016
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Summary:

The Community Planning Improvement Process has now been completed and the following plan has been drafted for consideration and adoption by the Highland CPP. This plan was considered at the Chief Officer Group on the 21st of April 2016.

The process included an online survey, third sector focus group and two cross partnership planning meetings. The following six improvements have been highlighted:

- CPP to develop a coordinated approach to community capacity building involving all partners
- Increase understanding about the District Partnerships and the CPP Role
- CPP to agree the long term vision in relation to the TSI
- Identify the services currently delivered in the third sector and by whom; to allow informed decision making by the CPP
- Develop a Marketing Strategy that informs the community about the roles and functions of the CPP that also takes account of rurality
- Introduce openness and transparency in the sharing of information (both financial and technical) with all partners; so informed decision can be reached at a local level.

Not all outcomes are specifically related to the role of the TSI or exclusively focused on the relationship with the third sector but are more generally about possible development of the CPP as a whole and the CPP Board/COG may want to consider these more fully.

1. Context & Process

1.1 The CPIP Programme was funded by the Scottish Government and the intended outcomes were;

- 1.1.1 The impact of HTSI on community planning and on better outcomes for local communities across Highland is strengthened
- 1.1.2 The HTSI network understands the success factors in contributing to community planning
- 1.1.3 HTSI will have in place an improvement plan that bridges across community planning partners locally
- 1.1.4 Community planning partners have improved relationships locally with the Third Sector
- 1.1.5 Third sector engagement and involvement in community planning is improved
- 1.1.6 Voluntary Action Scotland and Improvement Service knowledge of how the third sector can contribute to community planning is improved.

- 1.2 An awareness session with the CPP Board was provided by the Improvement Service, at the CPP Board on the 2nd Of December 2015. This was subsequently followed by a survey circulated to the CPP members, TSI Lead officers and HTSI Board.
- 1.3 On the 18th of January a focus group with over 30 third sector representatives was held to capture views from within the sector about the CPP and TSI role.
- 1.4 CP Partners were then invited to two IS facilitated sessions on the 26th of January 2016 to agree and prioritise areas for improvement and on the 18th February 2016 where the identified priorities were broken down into suggested actions.

2. Chief Officers Group Consideration

- 2.1 The Cog considered the plan on the 21st of April and following from that it was:
 - 2.1.1 NOTED that Improvement 1 (CPP to develop a coordinated approach to community capacity building) sat with the CLD group and Improvement 2 (Increase understanding about the District Partnership and the CPP role) was underway and would resolve itself as local community planning experiments progressed;
 - 2.1.2 AGREED, in relation to Improvement 5, that “Engagement Strategy” was a more appropriate description than “Marketing Strategy”;
 - 2.1.3 AGREED to recommend to the Board that the overarching plan be agreed in principle and that the CPP focus on Improvements 3 (CPP to agree the long term vision in relation to the Third Sector Interface) and 5 (Develop an Engagement Strategy that informs the community about the roles and functions of the CPP that also takes account of rurality);
 - 2.1.4 AGREED, subject to agreement by the Board, to oversee the progression of the plan and commit staff resources to the improvement process.

3. What the CPP Board is being asked to do?

- 3.1 The CPP Board are asked to adopt the plan in principle with the noted comments as discussed at the Chief Officers Group.
- 3.2 The individual Partner agencies are being asked to commit sufficient time and human resource to support the work of the HTSI in putting in place a working group to generate a long term vision for the CPP relationship with the TSI. The Board are asked to support this approach and receive updates on the progress of that work.
- 3.3 The CPP Board agree that the COG have general oversight of the progression of the plan and support the commitment necessary (time and resource) to the realisation of the plan while reporting back to the Board on progress at appropriate intervals.

4. Next steps

- 4.1 The HTSI will convene a short life working group to draft an overall CPP/TSI vision to be reported to be considered by the COG in November, and the Board in a final draft, thereafter.
- 4.2 The HTSI will then prepare a paper for consideration at the COG in August about possible routes to developing a wider engagement strategy.

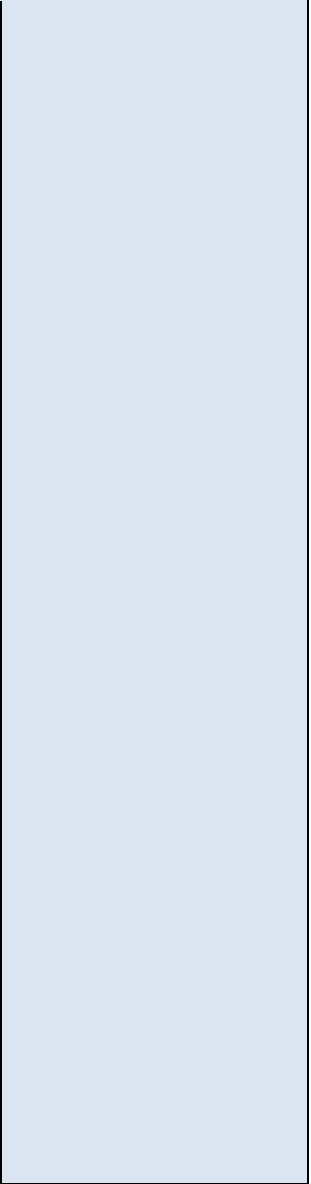
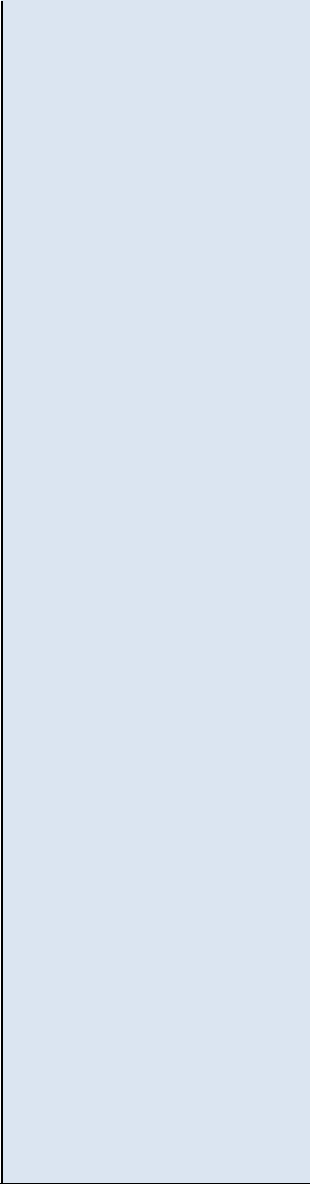
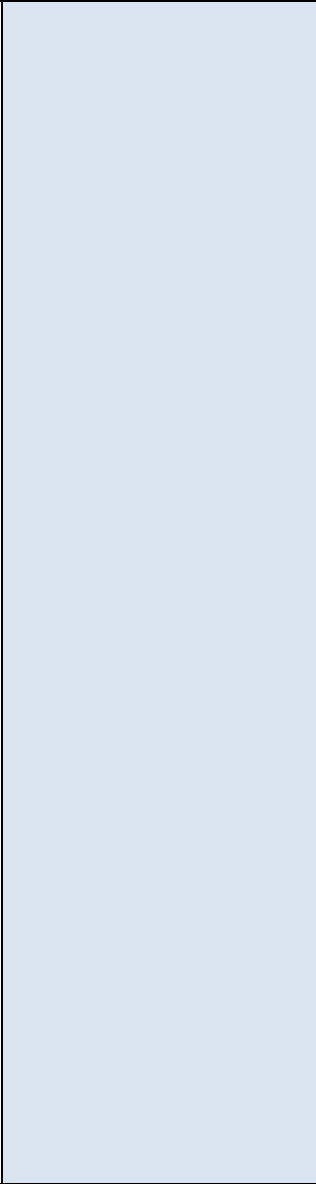
Improvement	Lead	Implications (risk, cost & resource)	Target Date	Measure	Outcomes
1. CPP to develop a coordinated approach to community capacity building involving all partners.					
Establish a forum to discuss capacity building.	Highland Third Sector Interface - Paper to CPP Board in June 2016. CPP to identify owner/lead for Sept 2016.	<u>Costs:</u> Staffing time; Engagement costs; Resource intensive.	Follow up forum - Sept 2016.	Agreed Actions delivered to timescales set. A plan for implementation by April 2017 that identifies key milestones and targets.	Evidence of confident and capable communities in the "experimental" pilot areas.
Collate current information around community capacity building, e.g. LEADER, strengthening communities.	All CPP partners would be expected to take part plus others to take forward.	<u>Risks:</u> Raises community expectations; Engaging ineffectively; Not achieving a sustainable model.	December 2016		
Identify pilot areas - "local experiments" to understand needs.			December 2016		
Develop small scale bottom up pilots (consider CLD plans)			Held in 2017/18		
Identify and learn from areas who have done work in this area, e.g. Badenoch and Strathspey and Caithness.					

2. Increase understanding about the District Partnership and the CPP role.					
Clarify and map the roles and relationships between CPPs and District Partnerships.	All CPP leads (COG).	<u>Costs:</u> Financial resource needed to develop portal. <u>Resources:</u> Resource needed to coordinate information.	Clarification and mapping by June 2016.	Reports from meetings showing approval of resources.	Improved understanding of Community Planning Partnership and District Partnership roles.
Identify the target group/s where awareness needs raised; and agree a responsible person to foster this understanding	All CPP members.		Develop by Sept 2016.	Reports from meetings showing approval of resources.	
Develop a Communications Strategy, explore opportunity for an electronic portal (App) for existing information and push notifications. Need all information in one place.	TSI to lead but with explicit buy-in from the CPP.		Agreed approach by March 2017.	Implementation plan to be undertaken. - Identify what is needed - Identify funders - Engagement with community.	

3. CPP to agree the long term vision in relation to the TSI.					
Begin bilateral discussion between TSI and each CPP partner to work toward agreeing the vision.	TSI	<p><u>Costs:</u> Need a discussion about statutory agencies having to reduce costs and the impact this will have on TSI</p> <p><u>Resources:</u> TSI to have access to resources within agencies, e.g. use of office time and provision of data to inform work and to use in preparing bids for communal services, etc.</p>	Completed by August 2016.	Records of discussion/bilateral agreements.	Clarity of service delivery roles.
Have agreement by whole CPP (including TSI) on relationship with the TSI.			For approximately August 2016.	Board Meeting/Agreement of Statement signed by CPP Board.	
Communicate and embed this agreement in each partner organisation.			Ongoing.	Evaluation of Outcomes/Activity.	

4. . Identify the services currently delivered in the Third Sector and by whom to allow informed decision making by the CPP.					
Develop a better description (jargon free) of what outcomes and service delivery the CPP requires.	CPP partners.	<p><u>Risks:</u> Seen as bureaucratic by some TSO organisations.</p> <p>Could change "grass roots" feel of TSI organisations.</p>	Link timescale with the development of the next LOIP process.	<p>Baseline and measure changes in Third Sector organisations commissioning activity and success.</p> <p>Create a baseline measurement for measuring improvement focused on use, reference and understanding within the third Sector.</p>	More effective (including cost effective) delivery of services.
Identify list of services delivered in the Third Sector.	TSI (Could this be delivered through ALISS/LGOWIT? Could this be extended beyond health?)	<p>Independence of some TSI organisations compromised.</p> <p><u>Costs:</u> Associated costs and resources attached to compiling a list of Third Sector delivery and for providing training.</p>			
The TSI is to offer training for Third Sector organisations to develop capacity building.	TSI				
Establish an annual	TSI				

refresh of the list of who is delivering what in the Third Sector.



5. Develop a Marketing Strategy that informs the community about the roles and functions of the CPP that also takes account of rurality.					
Work to develop branding and establish clear concise messages about the role of the CPP.	Lead should be equally shared across the partnership	<u>Costs:</u> Costs with developing brand and website. Staff time to be factored in. May need to recruit staff.	Within the next 12 months (by February 2017)	That the brand is in place and recognised	So communities know what the CPP is and what it does and how they can engage with it.
Develop an independent website for Community Planning that provides information on relevant areas.				Up to date website, with traffic usage as evidence.	
Declutter the landscape around Community Planning.					
Develop a social media strategy and a vision for Community Planning.				That the social media campaign is successful and that analytical information is provided.	

6. Introduce openness and transparency in the sharing of information (both financial and technical) with all partners so informed decisions can be reached at a local level.					
Need for clear vision around the sharing of financial and technical information.	This requires equal sharing across the CPP Board.	<u>Risks:</u> Risk of non-engagement from partners. Risk of inertia. <u>Costs:</u> Staff resource to develop sharing of information.	Should be in place in August 2016.	Vision statement in place.	Examples of resources such as financial and technical information being shared and utilised across partners..
Establish shared accountability around the sharing of information.			Should be in place in 6 months.		
Develop a set of rules of Engagement/Code of Conduct around the issue of information sharing.			Should be in place in August 2016.	Statement of Engagement/Code of Conduct in place.	