

**Highland Community Planning Partnership**  
**Community Planning Board - 19 December 2017**

Agenda Item	5.
Report No	CPB 17/17

**The Highland Outcome Improvement Plan  
Implementation of the HOIP Action Plan**

**Report on behalf of the Chief Officers Group**

**1. Summary**

Following Board approval of an Action Plan for the Highland Outcome Improvement Plan the Chief Officers Group has agreed the next steps to support implementation and this report provides an update for the Board.

**2. Recommendations**

Community Planning Partnership is asked to:

- Note the next steps being taken by the Chief Officers Group to deliver the action plan.

**3. Background**

3.1 The Highland Community Planning Partnership Board (HCPP) approved an Action Plan for the Highland Outcome Improvement Plan (HOIP) at their meeting on 4 October 2017 which is attached as Appendix 1. The Chief Officers Group (COG) as the lead for the Action Plan considered a report by the HOIP Sub Group on 7 November 2017 and approved the recommended next steps to support implementation.

**4. Actions being taken**

4.1 Communication and Engagement - as part of the plan the Board agreed that a Communication and Engagement Group be set up. This group will provide an important function in increasing public awareness and engagement with the HCPP. A key role will be for this group to develop a communication and engagement strategy for the period November 2017 to November 2018. The Highland Third Sector Interface (HTSI) will take the lead to co-ordinate this work; along with a nominated officer from each statutory partner to support the delivery of the plan and enable the strategy to be developed and delivered. Nominations were also encouraged from non-statutory partners. Named officers are:

- HTSI – Mhairi Wylie
- Highland Council – Pablo Mascarenhas
- NHS Highland – Lynda Thomson
- Scottish Fire & Rescue Service - Fraser Nixon
- SNH - Stewart Sandison
- Highland & Islands Enterprise – James Gibbs
- Police Scotland – Superintendent Philip MacRae
- Skills Development Scotland - Stephen Sheridan
- High Life Highland – Fiona Richardson

- 4.2 Review of CPP Structure – A key component of the action plan is to review the HCPP structure including thematic groups by the end of March 2018. The aim of the review is to put in place the support and delivery mechanisms required to deliver and monitor the HOIP. In order to meet this challenging timescale a workshop will be run in January 2018 with thematic sub-group chairs and members to map existing roles and responsibilities and clarify current activity which might support delivery of the HOIP themes. Going forward the main focus on the thematic sub-groups will be to support the delivery of the HOIP. The aim will be to feedback on findings and proposals to COG in early 2018 before bringing recommendations to the Board.
- 4.3 HOIP Delivery Plan - Having agreed the themes and outcomes of the HOIP further work is needed by each partner to identify how they can contribute to the HOIP Delivery Plan. COG agreed that internal discussions should take place within partner organisations to discuss and agree those contributions by the end of January 2018.

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	Action	Indicator	Measure of Impact	Responsible lead	Deadline	RAG
<b>Developing a communication and engagement plan for the Highland CPP</b>						
1	Establishing a new Highland CPP Communications and Engagement Group for the coming twelve months	Group Established	Separate action plan executed and reported to COG	COG	November 2017	
2	Execute a communications and engagement strategy for the period November 2017 – November 2018	Increased public awareness and engagement with the Highland CPP	Increased visits to CPP Website	Communication and Engagement Group	Ongoing through period	
			Establish a 'network' of community contacts			
			Regular 'news stories' in local press and digital media platforms			
			Feedback and evaluation from engagement exercises			
3	To develop a clear reporting method and structure which supports community accountability for the Highland CPP	Public and community participation impacts and influences on the work of the Highland CPP	Feedback and evaluation from engagement exercises	Communication and Engagement Group	August 2018	
			Establish a 'network' of community contacts who form part of a 'CPP Community Voices Panel'			
4	Support sessions and engagements (Development sessions) around each of the individual themes within the HOIP	Public and community members are able to participate in the development of the action planning process for the HOIP	Feedback and evaluation from engagement exercises	Outcome leads & Communication and Engagement Group	October 2018	

<b>Review the current CPP thematic structure to ensure a focus on delivery of the HOIP</b>						
<b>Outcomes and cross cutting themes</b>						
<b>5</b>	Identify existing role and responsibilities, membership and clarification on relationship with the CPP of the current thematic groups currently identified within the CPP Structure	The CPP Structure is capable of delivering, monitoring and measuring the outcomes it has committed to delivering	Revised CPP structure is reviewed and implemented	HOIP Sub-Group & Thematic Group Chairs	February 2018	
<b>6</b>	Identify the structural needs for delivery of the HOIP, agree and implement recommendations for the delivery structure of the HOIP			HOIP Sub Group	March 2018	
<b>Develop action plans for each of the five outcomes, detailing the specific priorities, identified within the HOIP</b>						
<b>7</b>	The identified 'structure' for the delivery of each outcome will engage, with the support of the communication and engagement group to identify areas of possible action for planning development	Public and community members are able to participate in the development of the action planning process for the HOIP	Feedback and evaluation from engagement exercises	Outcome leads & Communication and Engagement Group	September 2018	
<b>8</b>	Action plans are developed, considered and agreed for implementation.	The Highland CPP can started detailed delivery of actions for the achievement of their outcomes	Action Plans, delivery structures and accountability frameworks are in place	Outcome Groups	September 2018	
<b>Support the ongoing development of the Community Partnerships</b>						
<b>9</b>	Complete a skills analysis and horizon scanning exercise for the CPs and their members in Highland to support a training development process	The Community Partnerships are aware of training needs	Skills analysis documents	Community Partnership Sub Group	April 2018	
<b>10</b>	Develop and implement a training plan for the Community Partnerships	The Community Partnerships are confidence and	Training Plan in place	Community Partnership Sub Group	From May 2018	

		competent to undertake their duties and responsibilities	Evaluation and feedback from partnership surveys	Community Partnership Chairs		
11	Facilitate CP Chair sessions and development	Chairs are supported and able to rely on peer support	Evaluation and feedback	Community Partnership Sub Group	Ongoing	
12	Facilitate inter CP learning exchange and development	The Community Partnerships are confidence and competent to undertake their duties and responsibilities	Evaluation and feedback	Community Partnership Sub Group	Ongoing	
13	Develop and implement a peer review system for the Community Partnerships	The Community Partnerships are confidence and competent to undertake their duties and responsibilities	Evaluation and feedback	Community Partnership Sub Group	Ongoing	
<b>Review the relationships between the new thematic structure, the Board, COG and Community Partnerships</b>						
14	Review the CPP structure, purpose and processes to strengthen the organisation of the CPP for delivery of the HOIP through to 2027	The CPP Structure has clearly defined roles, responsibilities and relationships which deliver the change and ambitions the people of Highland expect	Revised terms of reference are available for each membership area of the CPP and published on the CPP website The Outcomes, priorities and actions of the HOIP are delivered by 2027	CP Board	September 2018	