

Agenda Item	10.
Report No	CPPB/21/23



**Highland**  
Community  
Planning  
Partnership

Com-pàirteachas  
Dealbhadh  
Coimhearsnachd

**na Gàidhealtachd**

## Highland Community Planning Partnership Board – 5 December 2023

### Partnership Development Team Update

Report by: CPP Senior Officers and Partnership Development Manager

#### Summary

The paper summarises the progress made and updated workplan of the Partnership Development Team to December 2023.

The CPP Board are asked to:

- i) Consider the updated workplan to December 2023 included Appendix 1

#### 1. Background

- 1.1 The Partnership Development Team took up post in June 2023. The Team consists of:
  - 1 x full time Partnership Development Manager
  - 3 x full time Partnership Officers
- 1.2 The size of the team reflects the current Project Officer support for Caithness and Sutherland Community Partnerships funded by Highlands and Islands Enterprise. 2 FTEs are employed by Kyle of Sutherland Development Trust to support Sutherland and 1.5 FTEs are employed by Caithness Voluntary Group to support Caithness. The current HIE funding comes to an end in March 2024.
- 1.3 The Partnership Development Team is hosted by Highland Council but works across the Highland Community Planning Partnership and the Partnership Development Manager reports to the Senior Officer's Group.
- 1.4 As agreed at the September HCPP Board meeting an update on the Teams' progress will be provided as a standing agenda item on a quarterly basis.
- 1.5 The allocation of the Partnership Development Team across the nine Community Partnerships in Highland is:
  - 1 x Partnership Officer – Badenoch & Strathspey, Inverness and Nairn & Nairnshire

- 1 x Partnership Officer – Mid Ross, Caithness and Skye, Lochalsh & Wester Ross
- 1 x Partnership Officer – Lochaber, Easter Ross and Sutherland

The level of support allocated to Caithness and Sutherland Community Partnerships will reflect the direct Project Officer support already in place.

- 1.5 The approach to resourcing will support the below developmental strands and embed community planning across each partner organisation to improve the effectiveness.
- Leadership – need for understanding of roles but also empowering staff to prioritise this work
  - Priorities and Action - need for focused priorities and alignment between local and strategic priorities and simplification of plans and outcomes
  - Commitment – from all local partners and embedding throughout an organisation
  - Evidence based decision making – need for data and monitoring
  - Understanding of need and inequalities from all involved
  - Involving and enabling communities – making it meaningful, co-production/ solution focused, learning from covid
  - Being the ‘day job’

## **2. Quarterly Update to CPP Board – December 2023**

- 2.1 The work of the team over the first six months has focussed on understanding the requirements and working directly with the nine Community Partnerships, and now includes the wider HCPP structure - HOIP Delivery Groups, Public Protection Chief Officer Group, Programmes and Partnerships.

### **2.2 *Supporting Community Partnerships***

The Team have had regular development sessions with Chairs and wider Community Partnerships. Plus, online sessions for Chairs with Whole Family Wellbeing Programme and Armed Forces Covenant and a wider Partnership Coordinating Group on 17 November 2023. The Co-ordinating Group supported input on the HOIP Review and their ideas on the structure of the Partnership Coordinating Group going forward. An Identifying Priorities workshop has been developed for Community Partnerships, the Team will start delivering this from January 2024.

- 2.3 The Minimum Standard Model (for Community Partnerships) was launched at the Partnership Coordinating Group in November 2023. The Model incorporates key parameters allowing for all nine Community Partnerships to establish themselves similarly. The Model aims to create a consistent basis for how all Community Partnerships establish themselves and conduct their business, allowing for improvements with delivery, monitoring and reporting.

### **2.5 *HOIP Delivery Groups***

Like the allocation of Community Partnerships, the Partnership Development Team has been allocated responsibilities across the five HOIP Delivery Groups in order to support and build linkages between the strategic and local partnerships. Allocation reflects the structure within the Group

- Community Safety & Resilience: 2 x Partnership Officers
- Community Participation & Dialogue: Partnership Development Manager and 1 x Partnership Officer
- Mental Health and Wellbeing: Partnership Development Manager and 2 x Partnership Officers
- Infrastructure: Partnership Development Manager
- Poverty Reduction: Partnership Development Manager and 1 x Partnership Officer

2.6 *Other developments*

Feedback on the new HCPP website [www.highlandcpp.org.uk](http://www.highlandcpp.org.uk) has been very positive to date. The Team continues to develop content and is working with Community Partnerships, HOIP Delivery Groups, Partnerships and Programmes to achieve the aim of creating an informative landing place for all things Community Planning in Highland.

2.7 The Partnership Development Manager has worked directly with the Chair of the Public Protection Chief Officer Group to develop a page within the HCPP website with the long terms aim of raising the profile of the Group. Support has also included the development of reporting templates to be implemented from January 2024.

2.8 As noted within the workplan for the Partnership Development Team, and agreed at the last Board, work to review the Highland Outcome Improvement Plan has begun. This forms a separate item on today's agenda.

**Recommendation**

The Board is asked to:

- i) Consider the updated workplan to December 2023 included Appendix 1

**Author:** CPP Senior Officers and Partnership Development Manager

**Date:** 22<sup>nd</sup> November 2023

**Appendices:** Partnership Development Team Workplan and Measures for Success

## Partnership Development Team Milestones Year 1

Baseline  
1-4 Months  
Jun '23 - Sep '23

Plan  
4-6 Months  
Oct '23 - Dec '23

Implement  
6-12 Months  
Jan - Jun '24

Review Year 1  
Plan Year 2  
May - Jun '24

Complete  
On Track  
Underway  
No Progress

Baseline & Mapping	Identify Priorities	Deliver Priorities	Review & Plan	Lead
Partnership Development Team			<b>Measures for Success at end of Year 1:</b>	<b>Measures for Success Lead</b>
Establish Partnership Development Team - including weekly Team Meetings, quarterly in person Development Days & Monthly 1:1s	Identify potential training needs & opportunities for Team	Organise quarterly meetings with Caithness & Sutherland teams	Review Partnership Development Team progress	Partnership Development Team/CPP Senior Officers
Circulate Partnership Officers Role Descriptor specifically related to Community Partnerships	Organise quarterly meeting with Caithness & Sutherland teams		Partnership Officers Community Partnership Role Descriptor created & circulated	Partnership Development Manager
Develop Partnership Team Year 1 Milestones	Publish completed Highland Plans diagram		1 Highland Plans diagram published	Partnership Development Team/Place Planning Team
Create Highland Plans Diagram			Schedule learning of Partnerships & Programmes for Team Meetings	Partnership Development Manager/Relevant Partnerships & Programmes leads
Team learning of Partnerships & Programmes relevant to Community Partnerships				
Community Partnerships 9 (CPs)			<b>Measures for Success at end of Year 1:</b>	<b>Measures for Success Lead</b>
Baseline 9 Community Partnerships - Self-Assessment & Initial Meetings	Plan engagement with Partnerships & Programmes aiming to engage with CPs locally	Draft Community Partnership Toolkits including Templates	9 Community Partnerships baselined & allocated to Partnership Officers	Partnership Development Team/Community Partnerships
Allocate 9 Community Partnerships to Partnership Officers	Develop data set resource for Community Partnerships	Implement Community Partnership Communication Plans	9 Draft Community Partnership Plans drafted	Partnership Development Team/Community Partnerships
Organise Community Partnerships Event - 18th August 2023	Draft template: Communications Plan for Community Partnerships	Support development of Community Partnership Plans	9 Draft Community Partnership Engagement Strategies developed	Partnership Development Team/Community Partnerships
Learn about Partnerships & Programmes aiming to engage with Community Partnerships locally	Design & Launch Community Partnerships: Minimum Standard Model	Draft Community Partnership Induction/Handover Manual	9 Community Partnership Communications Plans implemented	Partnership Development Team/Community Partnerships
	Develop template for Community Partnership Plans	Coordinate engagement of Community Partnerships with Partnerships & Programmes collaboration opportunities	1 Monitoring & Evaluation Framework for Community Partnerships developed	Partnership Development Team/Community Partnerships
	Draft Monitoring & Evaluation Framework for Community Partnerships	Promote shared learning opportunities and events for Community Partnerships	1 Community Partnership Toolkit & Templates drafted	Partnership Development Team/CPP Senior Officers
	Draft Community Partnerships Engagement Strategy	Support Community Partnership engagement with regional/national funding & policy opportunities	1 Community Partnership Induction/Handover Manual drafted	Partnership Development Team/CPP Senior Officers
	Support Community Partnerships to identify priorities aligned with HOIP Core Outcomes	Identify potential funding sources for specific Community Partnership activity	9 Community Partnerships operating to minimum standard	Partnership Development Team
	Develop framework for Community Partnerships to report on progress against HOIP Core Outcomes	Source external agency support to assist Community Partnerships with activity delivery		
	Develop framework for reporting HCPP & Delivery Groups priorities & actions to Community Partnerships			
Highland Community Planning Partnership			<b>Measures for Success at end of Year 1:</b>	<b>Measures for Success Lead</b>
Create new HCPP Branding	Develop HCPP Communications Strategy	Prepare annual Community Partnership Self-Assessment	Partnership Development Team Annual Report submitted to HCPP Board June 2024	Partnership Development Team/CPP Senior Officers
Review HCPP: HOIP: Delivery Group, Board documents	Engage in CPP Highlands & Islands and National networks	Implement HCPP Communications Strategy	1 (or 3 geography tbc) End of Year review meeting(s) with Elected Members	Partnership Development Team/Elected Members/CCP Senior Officers
Create annual reporting schedule of HCPP Board meetings for Chair	Identify potential HCPP structural changes	Implement HCPP Engagement Strategy	Engagement Events: 1 Community Partnerships Event; 2 Partnership Coordinating Group Events; 2 Community Partnership Online meetings	Partnership Development Team/Community Partnerships/HOIP Delivery Groups/HCPP Board/CPP Senior Officers
Share previous HCPP Board updates with Community Partnerships	Draft HCPP Engagement Strategy	Create Community Planning Induction Module	1 HCPP Communications Strategy developed	Partnership Development Team/Corporate Comms Teams
Draft HCPP Structural Diagrams	Organise series of HCPP engagement events	Manage content on HCPP network SharePoint	1 HCPP Engagement Strategy developed	Partnership Development Team/CPP Senior Officers
Create SharePoint for HCPP network	Share SharePoint with HCPP network	Prepare Partnership Development Team Annual Report for HCPP Board	1 HCPP network Sharepoint created & shared	Partnership Development Team/Community Partnerships/HOIP Delivery Groups/HCPP Board/CPP Senior Officers
Update HCPP Governance Documents - Risk Register; Terms of Reference; Action Tracker	Present updated HCPP Governance Documents to HCPP Board	Organise End of Year review meeting with Elected Members	1 Community Planning Induction Module created	Partnership Development Team/Highland Council Trainees/CPP Senior Officers

Develop mechanism for Partnership Development Team reporting to HCPP quarterly Board meetings	Complete HCPP Structural Diagrams	Propose potential HCPP structural changes to HCPP Board	HCPP Board annual reporting schedule created	Partnership Development Manager/HCPP Chair
	Organise Partnership Coordinating Group Event - 17th November		HCPP Board updated Governance Documents completed	Partnership Development Team/CPP Senior Officers
Highland Outcome Improvement Plan			<b>Measures for Success at end of Year 1:</b>	<b>Measures for Success Lead</b>
Review HOIP 2017 - 2027	Draft 2024 - 2027 HOIP Delivery Plan	Plan implementation of 2024 Annual Operational Plan	2024 - 2027 HOIP Delivery Plan developed	Partnership Development Manager/CPP Senior Officers/HCPP Board
	Draft 2024 HOIP Annual Operational Plan	Present 2023 to 2027 HOIP Delivery Plan & 2024 Annual Operational Plan to HCPP Board	2024 Operational Plan agreed by HCPP Board	Partnership Development Manager/CPP Senior Officers/HCPP Board
		Publish 2024 - 2027 HOIP Delivery Plan		
HOIP Delivery Groups			<b>Measures for Success at end of Year 1:</b>	<b>Measures for Success Lead</b>
Review 5 HOIP Delivery Groups & Delivery Plans	Allocate HOIP Delivery Groups to Partnership Officers & Manager	Implement new (or reviewed) HOIP Delivery Group Delivery Plans	5 Delivery Groups have new (or reviewed) Delivery Plans	Partnership Development Team/HOIP Delivery Group Chairs
Meet with 5 Delivery Group Chairs	Identify gaps in HOIP Delivery Groups delivery		5 HOIP Delivery Groups allocated to Partnership Development Team	
	Support review or creation of Delivery Group Delivery Plans			
Public Protection Chief Officers Group			<b>Measures for Success at end of Year 1:</b>	<b>Measures for Success Lead</b>
Meet Chair - Pamela Dudek NHS Highland	Develop proposed format for outcome focussed reporting by PPCOG members	Implement new PPCOG reporting format	1 new reporting format developed for PPCOG	Partnership Development Manager/Public Protection COG Chair
Attend PPCOG meeting with Care Inspectorate	Review & update PPCOG Terms of Reference	Implement new PPCOG Annual Report structure	Support Chair to complete 2023/24 PPCOG Annual Report	Partnership Development Manager/Public Protection COG Chair
Review PPCOG draft Assurance Memorandum of Understanding	Propose PPCOG Annual Report structure		1 new Annual Report structure developed for PPCOG	Partnership Development Manager/Public Protection COG Chair
Review 2023 PPCOG Annual Report				
HCPP Website			<b>Measures for Success at end of Year 1:</b>	<b>Measures for Success Lead</b>
Funding and training resources developed for website	Update & maintain HCPP Website content	Plan for HCPP website handover to CPs - write instruction manual; log in options; training	1 HCPP Website launched	Partnership Development Team
Prepare HCPP Website ready for launch	Work with CPs; Delivery Groups & Partnerships to develop website content	Continue to develop Community Partnership resources for HCPP website	Handover to Community Partnerships manual and training complete	Partnership Development Team/Community Partnerships
Complete website management training	Develop Community Partnership resources for HCPP website			