

Agenda Item	12.
Report No	CPPB/6/24



Highland
Community
Planning
Partnership

Com-pàirteachas
Dealbhadh
Coimhearsnachd

na Gàidhealtachd

Highland Community Planning Partnership Board – 1 March 2024

Partnership Development Team Update

Report by: CPP Senior Officers and Partnership Development Manager

Summary

The paper summarises the Partnership Development Team progress and updated workplan to February 2024.

The CPP Board are asked to:

- i) Consider the updated workplan to February 2024 included in Appendix 1.
- ii) Consider the information and evidence gathered on progress in Appendix 2.

1. Background

- 1.1 As agreed by the Board at the September 2023, an update on the Partnership Development Teams' progress will be provided as a standing agenda item on a quarterly basis.

2. Quarterly Update to CPP Board – February 2024

- 2.1 The work of the team over the quarter December 2023 to February 2024 has focussed on:
 - Supporting Community Partnerships individually and as a network
 - Implementing the Community Partnerships: Minimum Standards Model
 - Finalising the Community Partnerships: Identifying Priorities workshop content and arranging delivery with relevant Community Partnerships
 - Broadening the content of the Community Briefing – a fortnightly circulation being utilised by the Team as a core method of communication with Community Partnerships
 - Developing the Highland Community Planning Partnership website
 - Continued learning of Programmes and Partnerships relevant to HCPP activity and additional training opportunities – summary to date included in Appendix 2, Table 1.
 - Outlining sources of information and data in preparation for developing Community Partnership Plans

2.2 *Community Partnerships*

The Team have had regular development sessions with Community Partnerships individually and as a network. The Team have been able to attend and support the arrangement of a number of Community Partnership meetings throughout this quarter.

The Team have met with all Chairs, including new Chairs, and have actively supported the appointment of a number of Vice Chairs since coming into post. All Community Partnerships across Highland are all now active. A summary of the current status of Community Partnerships is included in Appendix 2, Graph 1.

2.3 *Community Partnerships: Minimum Standards Model*

The Model was launched at the Partnership Coordinating Group in November 2023. It 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.

The status of Community Partnerships progress towards the Minimum Standards Model as at February 2024 is demonstrated in Appendix 2, Graph 2. Updates will be provided as part of the quarterly report to demonstrate progress.

The Team is in the process of developing templates as part of the implementation of the Model, including a Communications and Engagement Plan, Role Descriptors and Terms of Reference.

2.4 *Community Partnerships: Identifying Priorities*

A number of Community Partnerships require support to identify priorities within their area. The Team have supported a few Community Partnerships to identify priorities since June 2023 and a workshop to support Community Partnerships who require more intensive support has been developed; workshop delivery has been taking place throughout February 2024. Some Community Partnerships did have priorities and actions identified prior to the Team coming onboard and the Team is supporting with reviewing these when required. A summary of the current status of Community Partnerships: Identifying Priorities is included in Appendix 2, Graph 3.

2.5 *Website*

Developing the content of the new CPP website continues to be a key focus for the Team. The Team is able to do this internally, as a result of training received from the website developer.

The website launched in August 2023, and has therefore been active for six months. Content has increased significantly since launch, with a number of new pages added, this is demonstrated in Appendix 2, Graph 4.

The Team have used Google Analytics to illustrate pieces of key information from 1st August 2023 to 31st January 2024, the total number of unique users to the website since launch is 1,900. Graphs illustrating the data gathered are included in Appendix 2,

Graphs 5, 6, 7 and 8 and cover Google Search Query; Page Views; Monthly Users and Method of Accessing the site.

2.6 *HOIP Review*

The Partnership Development Team, in particular the Manager, have been actively involved in the HOIP Review process. This has included the delivery of engagement sessions and gathering feedback on the HOIP Review consultation. A specific Partnership Coordinating Group was organised by the Team with the HOIP Review as the focus, the Review was discussed directly with Community Partnership Chairs and Vice Chairs and Delivery Group Chairs during this session with feedback gathered during breakout rooms facilitated by the Team.

Recommendation

The Board is asked to:

- i) Consider the updated workplan to February 2024 included in Appendix 1.
- ii) Consider the information and evidence gathered on progress in Appendix 2.

Author: CPP Senior Officers and Partnership Development Manager

Date: 21st February 2024

Appendices: Partnership Development Team Workplan and Information and Evidence Gathered on Progress

Partnership Development Team Milestones Year 1



- Complete
- On Track
- Underway
- No Progress

Baseline & Mapping	Identify Priorities	Deliver Priorities	Review & Plan	Lead
Partnership Development Team			Measures for Success at end of Year 1:	Measures for Success Lead
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 Year 1 progress	Partnership Development Team/CPP Senior Officers
Circulate Partnership Officers Role Descriptor specifically related to Community Partnerships	Organise quarterly meeting with Caithness & Sutherland teams	Team learning of Partnerships & Programmes relevant to Community Partnerships	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	Team learning of Partnerships & Programmes relevant to Community Partnerships		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)			Measures for Success at end of Year 1:	Measures for Success Lead
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 Communications & Engagement Plans	9 Draft Community Partnership Plans drafted	Partnership Development Team/Community Partnerships
Organise Community Partnerships Event - 18th August 2023	Draft template Communications & Engagement Plan for Community Partnerships	Support development of Community Partnership Plans	9 Community Partnership Communications & Engagement Plans implemented	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	1 Monitoring & Evaluation Framework for Community Partnerships developed	Partnership Development Team/Community Partnerships
	Develop template for Community Partnership Plans	Coordinate engagement of Community Partnerships with Partnerships & Programmes collaboration opportunities	1 Community Partnership Toolkit & Templates drafted	Partnership Development Team/Community Partnerships
	Draft Monitoring & Evaluation Framework for Community Partnerships	Promote shared learning opportunities and events for Community Partnerships	1 Community Partnership Induction/Handover Manual drafted	Partnership Development Team/CPP Senior Officers
	Develop framework for reporting HCPP & Delivery Groups priorities & actions to Community Partnerships	Support Community Partnership engagement with regional/national funding & policy opportunities	9 Community Partnerships operating to minimum standard	Partnership Development Team
	Support Community Partnerships to identify priorities aligned with HOIP Core Outcomes	Identify potential funding sources for specific Community Partnership activity		
	Develop framework for Community Partnerships to report on progress against HOIP Core Outcomes	Source external agency support to assist Community Partnerships with activity delivery		
Highland Community Planning Partnership			Measures for Success at end of Year 1:	Measures for Success Lead
Create new HCPP Branding	Develop HCPP Communications & Engagement Strategy	Prepare annual Community Planning 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 & Engagement 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	Create Community Planning Induction Module	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	Present updated HCPP Governance Documents to HCPP Board	Manage content on HCPP network SharePoint	1 HCPP Communications & Engagement Strategy developed	Partnership Development Team/Corporate Comms Teams
Draft HCPP Structural Diagrams	Organise series of HCPP engagement events	Prepare Partnership Development Team Annual Report for HCPP Board	1 Community Planning Induction Module created	Partnership Development Team/CPP Senior Officers/Highland Council TrainEasy

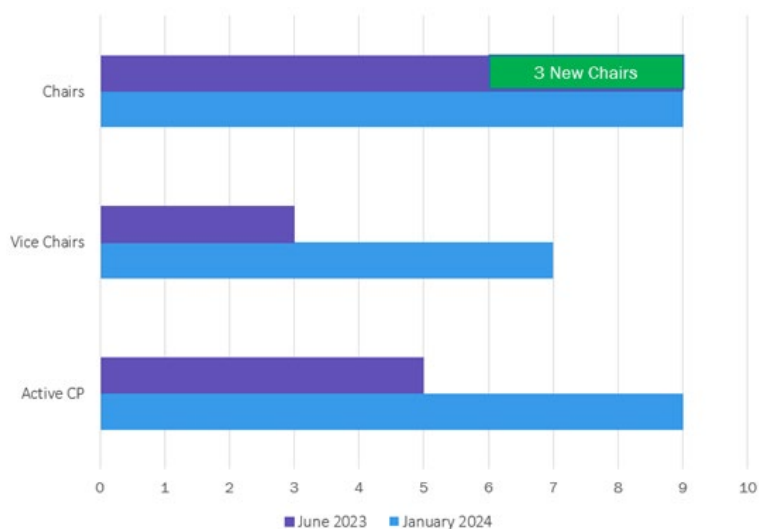
Create SharePoint for HCPP network	Share SharePoint with HCPP network	Organise End of Year review meeting with Elected Members	1 HCPP network Sharepoint created & shared	Partnership Development Team/Community Partnerships/HOIP Delivery Groups/HCPP Board/CPP Senior Officers
Update HCPP Governance Documents - Risk Register; Terms of Reference; Action Tracker	Complete HCPP Structural Diagrams	Propose potential HCPP structural changes to HCPP Board	HCPP Board annual reporting schedule created	Partnership Development Team/CPP Senior Officers
Develop mechanism for Partnership Development Team reporting to HCPP quarterly Board meetings	Organise Partnership Coordinating Group Event - 17th November	Organise & deliver Partnership Coordinating Group 9th February - HOIP Review	HCPP Board updated Governance Documents completed	Partnership Development Manager/CPP Senior Officers
Highland Outcome Improvement Plan			Measures for Success at end of Year 1:	Measures for Success Lead
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			Measures for Success at end of Year 1:	Measures for Success Lead
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			Measures for Success at end of Year 1:	Measurer for Success Lead
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			Measures for Success at end of Year 1:	Measures for Success Lead

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			

Table 1
Learning of Partnerships and Programmes

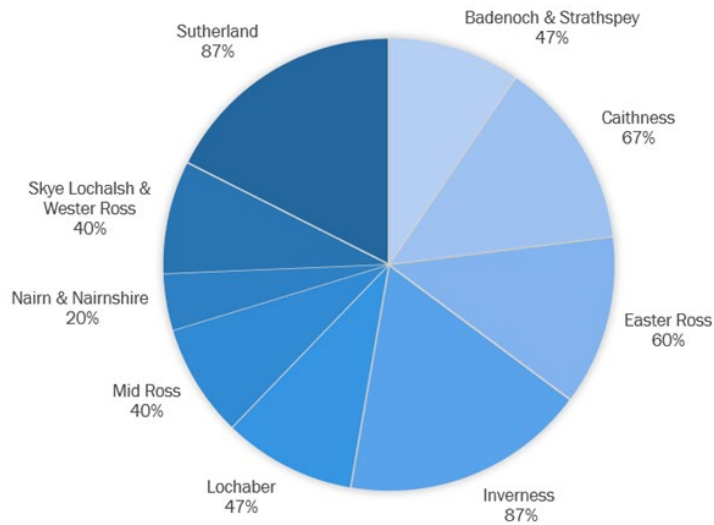
Month	Information/Training Session
July 2023	Community Benefits – Gail Ward
August 2023	Whole Family Wellbeing – Jennifer Baughan
	Website Training - YellowCherry
September 2023	HTSI Platform Tutorial - HTSI
	Health Inequalities – Lynda Thomson
October 2023	Highland Alcohol and Drug Partnership – Debbie Stewart
	Highlands & Islands Enterprise – James Turner
	Community Learning & Development – Helena MacLeod
	Partnership Development Team and Whole Family Wellbeing Team Joint Development Day
November 2023	Armed Forces Covenant
	Community Justice Partnership – Margaret McShane
December 2023	Highlands and Island Climate Hub – Joan Lawrie
	Highland Employability Partnership – David Boag
January 2024	Planet Youth – Vicki Clark
	Adult Services Strategic Plan 2024-2027 – Rhiannon Boydell
	StatXplorer Training – David Boag
February 2024	Google Analytics – Gail Prince

Graph 1
Community Partnerships: Current Status

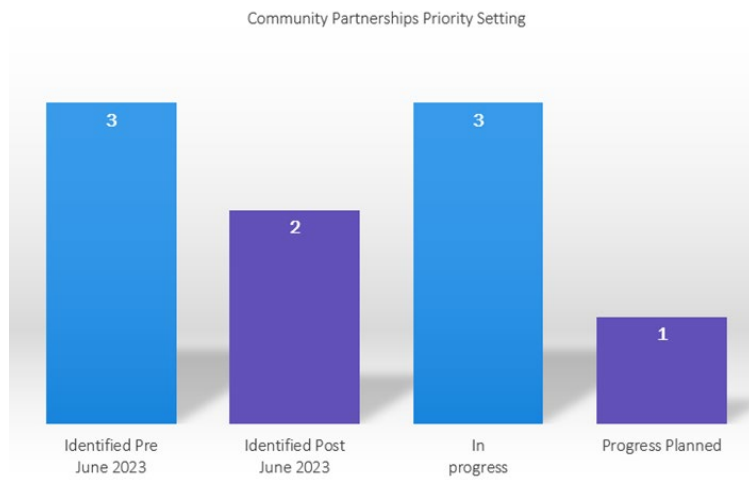




Graph 2
Community Partnerships: Minimum Standards Model

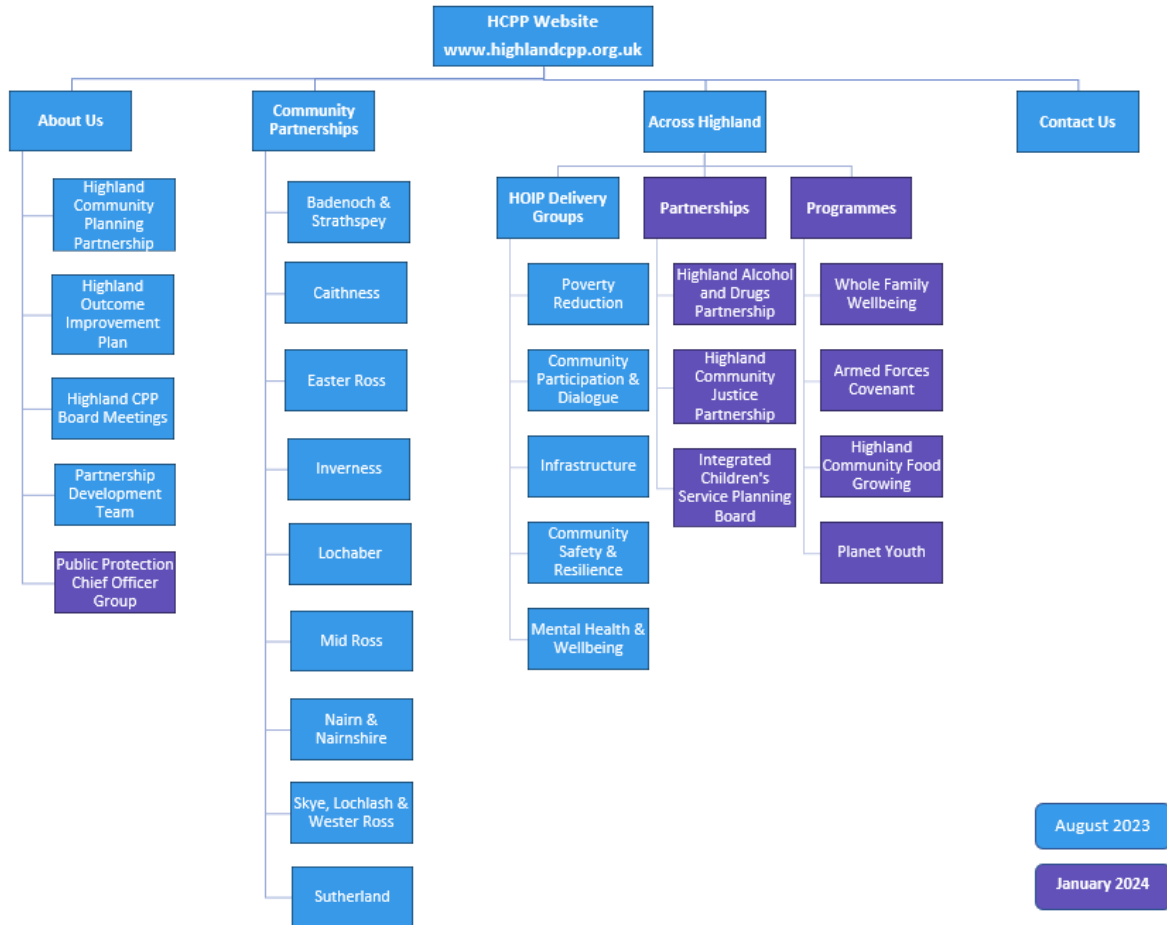


Graph 3
Community Partnerships: Identifying Priorities

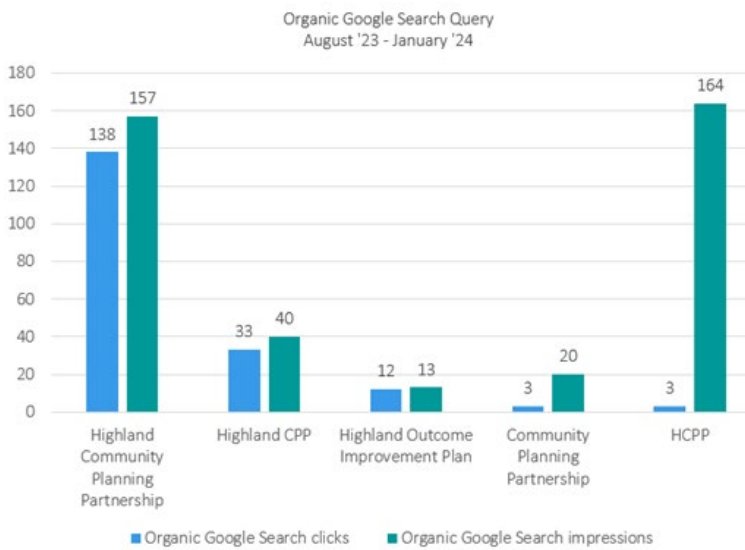




Graph 4
Website Content

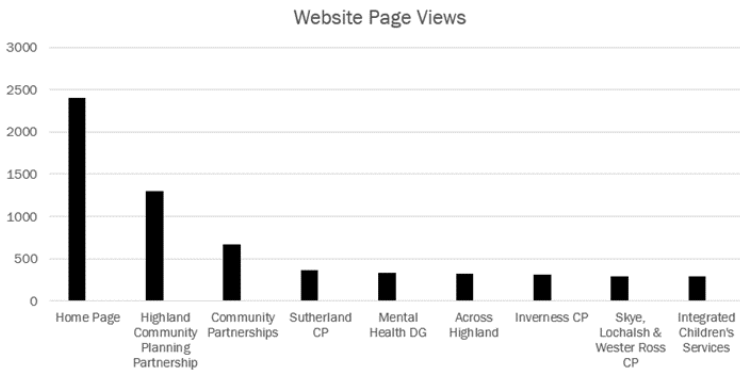


Graph 5
Website: Google Search Query

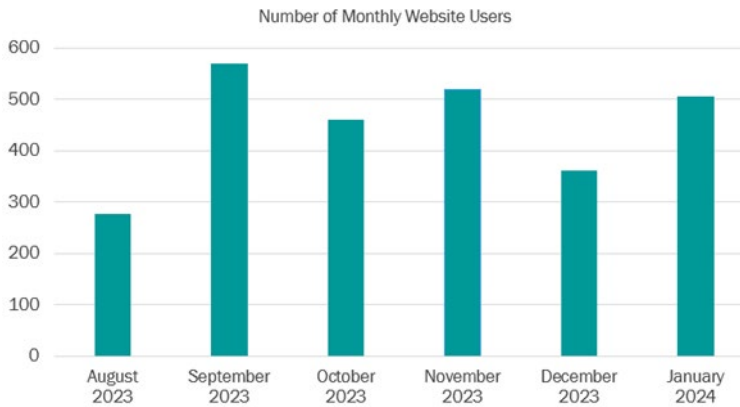




Graph 6
Website: Page Views



Graph 7
Website: Monthly Users



Graph 8
Website: Methods of Accessing

