

Agenda Item	13.
Report No	CPPB/15/24



Highland
Community
Planning
Partnership

Com-pàirteachas
Dealbhadh
Coimhearsnachd

na Gàidhealtachd

Highland Community Planning Partnership Board – 5th June 2024

Partnership Development Team Update

Report by: Partnership Development Manager and CPP Senior Officers

Summary

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

The Board is asked to:

- i) Consider the updated Milestones report to May 2024 included in Appendix 1.

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. Progress to Date – May 2024

- 2.1 The work of the team between March and May 2024 has focussed on:
 - Partnership Development Team
 - Two Partnership Officers completed and passed TQUK Level 2 Certificate in Principles of Team Leading – congratulations to Jane and Lynn.
 - Jane Young, Partnership Development Officer left the Team on Friday 24th May after successfully applying for a full time permanent Community Support Officer role with Highland Council.
 - Recruitment for a new Partnership Officer is underway with the closing date Monday 27th May.
 - Community Partnerships
 - Work has progressed on implementing the Minimum Standards Model
 - Developed the Minimum Standards Model: Compliance Checklist
 - Progressed Identifying Priorities workshops for individual partnerships
 - Implemented Priority Action Trackers
 - Drafting Guidance, Toolkit and Templates document

- Highland Community Planning Partnership
 - Developed draft Communications Strategy
 - Support development of Poverty Reduction Delivery Plan
 - Support delivery of Community Safety & Resilience Delivery Plan with Police and Fire representatives on Community Partnerships

- Highland Outcome Improvement Plan – Review and Reset
 - Support and development of revised 2024 – 2027 HOIP and HOIP Delivery Plan
 - Organised and delivered CPP Conference in Strathpeffer Pavilion on 19 April 2024
 - Lead organisation and delivery of engagement sessions on HOIP Delivery Plan – including specific engagement with Employability and Childcare, other partnership fora and an engagement session with Elected Members – approximately 18 separate engagement sessions
 - Collation and analysis of information and feedback gathered from Conference and engagement sessions.

- Public Protection COG
 - New reporting format implemented

- HCPP Website
 - Continuing to build content
 - Redeveloped page for Community Learning and Development as a landing page for anyone wishing to access CLD information in Highland

- Community Briefing
 - Broadening the content and of the fortnightly circulation being utilised by the Team as a core method of communication

3. Additional Progress over and above Milestones

- 3.1
 - Partnership Officer recruitment
 - CPP Conference
 - Revised 2024 – 2027 HOIP
 - HOIP Delivery Plan
 - Elected Members Session
 - HOIP Delivery Plan engagement sessions

4. Slippage Against Milestones

- 4.1 As can be viewed from the action plan in appendix 1, there have been a number of areas where there has been slippage over the last quarter against planned activity. This includes slippage to deliver community partnership plans, an indication/handover manual and CPP network sharepoint. In the main, slippage is due to the additional work required to support the review and reset of the HOIP and partnership conference and development of the delivery plan.

5. Priority Next Steps

For the next reporting period there are several key areas of work:

- Recruit of a new Partnership Officer
- Align and support work of Community Partnerships to Revised HOIP and HOIP Delivery Plan, to be undertaken as part of the Community Partnership Plan development
- Completion of the Communications Strategy
- Support the development of reviewed Delivery Structure aligning to Revised HOIP and HOIP Delivery Plan
- Complete Community Partnerships: Guidance, Toolkit and Templates document
- Develop Partnership Development Team Year 2 Milestones

Recommendation

The Board is asked to:

- ii) Consider the updated Milestones report to May 2024 included in Appendix 1.

Author: Partnership Development Manager and CPP Senior Officers

Date: 28th May 2024

Appendices: Partnership Development Team Year 1 Milestones



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 - Ongoing	Review Partnership Development Team Year 1 progress - June 2024	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 - Ongoing	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 - Ongoing	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 Guidance, 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 - September 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	Identify potential HCPP structural changes - HOIP Review	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 2024 to 2027 HOIP Delivery Plan & 2024 Annual Operational Plan to HCPP Board	2024 Annual Operational Plan agreed by HCPP Board	
		Publish 2024 - 2027 HOIP Delivery Plan		Partnership Development Manager/CPP Senior Officers/HCPP Board
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	HOIP 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:	Measures 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	
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 resources for HCPP website - ongoing	Handover to Community Partnerships manual and training complete	Partnership Development Team/Community Partnerships
Complete website management training	Develop resources for HCPP website			