

Agenda Item	8.
Report No	CPPB/21/24



Highland
Community
Planning
Partnership

Com-pàirteachas
Dealbhadh
Coimhearsnachd

na Gàidhealtachd

Highland Community Planning Partnership Board – 20 September 2024

National Community Planning Partnership Self-Assessment

Report by: Gail Prince, Partnership Development Manager

Summary

All CPPs in Scotland are invited to participate in a new national CPP self-assessment, led by the Improvement Service (IS). The key aim is to support the Board of the CPP to ensure that areas such as governance, accountability, and leadership are fit for purpose to achieve the outcomes of the Local Outcome Improvement Plan (HOIP in Highland). The Board identified a need to complete a self-assessment as part of the HOIP Review workshops and the recent Community Learning and Development Inspection raised the question around when was the last self-assessment completed.

The Board is asked to:

- i) note the development of a national CPP self -assessment and associated briefing sessions
- ii) agree that Board Members will complete and submit individual CCP checklists when circulated
- iii) agree that a Board Development Session will be set up to review the Highland CPP checklist report, once available from the Improvement Service, to identify actions

1. Background

- 1.1 The Improvement Service (IS) recognise the important role of Community Planning Partnerships (CPPs) in delivering improved outcomes for the communities they serve. IS offers support to CPPs to deliver their statutory duties effectively, such as:
 - Facilitating partnership self-assessments
 - Facilitating the Community Planning Network
 - Supporting the Community Planning Improvement Board
 - Developing guidance materials for Board members
- 1.2 The Checklist Approach was launched in 2016 to support self-assessment work with CPPs to allow Board members to scrutinise the Board's effectiveness and how it operates. Since 2016, over half of CPPs have undertaken a self-assessment using this approach.

The key aim of self-assessment is to support the Board of the CPP to ensure that areas such as governance, accountability, leadership and performance management are fit for purpose to achieve the outcomes of the Local Outcome Improvement Plan.

2. Benefits of a National CPP Self-Assessment

2.1 IS are offering to host a biennial national CPP self-assessment based on the Checklist Approach which has been used by CPPs since 2016.

- National overview of what is working well and where improvements could be made. This would provide a baseline that CPPs could use to assess progress in future years.
- National organisations, such as the IS, can use this information to further develop offers of support.
- Develop case studies based on areas of good practice which will be shared nationally.
- Individual CPP Checklist Reports that can be used at a local level to review strengths and areas for improvement, leading to the development of an improvement plan for the CPP. Individual CPP Checklist Reports will be completely anonymous and not shared outwith the CPP itself.
- The IS, based on demand, can facilitate this process for individual CPPs and will also hold a webinar so that CPPs can undertake the process on their own if they wish.
- No cost to CPPs to participate in the process.

3. National Self-Assessment Process

- 3.1
- Awareness sessions for Board members - October
 - Checklist link to sent to CPP Managers for distribution to Board - Early November
 - Checklist will be live for 3 weeks - November
 - Publication of National Overview Report and Individual Checklist Reports sent to CPP Managers - December/ January
 - Facilitated Sessions - January onwards

3.2 First stage will be a short online Awareness Session hosted by IS to explain the process and what is required from Board Members. This will be a 30-minute Teams call during October which will cover the aims of the national self-assessment approach, the benefits of participating and what is required from Board Members. Board Members only need to attend one of these calls. The Teams call links will be forwarded to all Board Members immediately following this Board meeting.

3.3 Following this, the online checklist will be distributed to CPPs from 30 October for all Board Members to complete. The CPP Checklist consists of Likert scale statements across the following sections:

- Clear Leadership
- Governance and Accountability
- Community Engagement and Capacity Building
- Effective Use of Joint Resources
- Reporting of Performance Management and Outcomes
- How the Partnership is Making an Impact

At the end of each section are two open ended text boxes, the first asks participants to highlight the CPPs strengths in this area and the second asks participants to identify areas for improvement.

- 3.4 Once the checklist closes, the Improvement Service will analyse the findings and highlight these in a national report. The report will be completely anonymised with the findings published at a national level. As well as the national report, each participating CPP will be provided with their own checklist report which can be used to develop an improvement plan at a local level. A copy of the self-assessment flyer can be found in Appendix 1.
- 3.5 The Improvement Service are offering to facilitate sessions with individual CPP Boards to review their local checklist report and develop an improvement plan. However, this is dependent on capacity. If more CPPs would like facilitated sessions than they are able to support, they will run an online webinar for CPP managers to cover how we would run these sessions and provide all the materials for CPP managers to facilitate these locally.

Recommendation

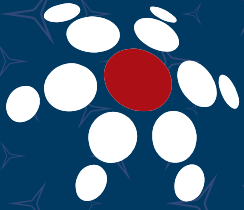
The Board is asked to:

- i) note the development of a national CPP self -assessment and associated briefing sessions
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Author: Gail Prince, Partnership Development Manager

Date: 12th September 2024

Appendices: National CPP Self-Assessment Flyer



NATIONAL COMMUNITY PLANNING SELF-ASSESSMENT



National Community Planning Self-Assessment



Community Planning Partnerships (CPPs) play a leading role in delivering improved outcomes for the communities they serve. To support partnerships to critically review their 'fitness for purpose' in achieving shared outcomes, the Improvement Service are proposing a new national self-assessment to be held every two years. This will be focussed at the strategic Board level using a CPP Checklist. This follows the well-established Public Service Improvement Framework (PSIF) Checklist Approach.

Since 2016, more than half of CPPs have successfully undertaken a self-assessment using this approach. However, this will be the first time that this approach has been applied across Scotland to provide a national overview of areas that are working well and areas where improvements could be made across community planning in Scotland.

The key aim of self-assessment at this level is to support the Board of the CPP to ensure that areas such as governance, accountability, leadership and performance management are fit for purpose to achieve the outcomes of the LOIP.

The checklist acts as a 'can opener' for identifying areas of strength across the partnership and also potential areas for improvement, which can then be developed into an improvement plan for the CPP moving forward.

Self-Assessment Process

For CPPs that engage in this process, the first stage will be a short online Awareness Session to explain the process and what is required from Board members. Following this, the online checklist will be distributed to CPPs for all Board members to complete.

Once the checklist closes, the Improvement Service will analyse the findings and highlight these in a national report. The report will be completely anonymised with the findings published at a national level.

As well as the national report, each participating CPP will be provided with their own checklist report which can be used to develop an improvement plan at a local level. The Improvement Service will make the offer, if required, to facilitate a session for individual CPPs to develop their improvement plan.



Benefits of a National Approach

- National overview of what is working well and where improvements could be made. This would provide a baseline that CPPs could use to assess progress in future years.
- National organisations, such as the IS, can use this information to further develop offers of support.
- Develop case studies based on areas of good practice which will be shared nationally.
- Individual CPP Checklist Reports that can be used at a local level to review strengths and areas for improvement, leading to the development of an improvement plan for the CPP. Individual CPP Checklist Reports will be completely anonymous and not shared beyond the CPP itself.
- No cost to partnerships to participate in the process.

This approach offers an exciting opportunity to develop a national understanding of Community Planning Partnerships that will offer both opportunities to share good practice across Scotland and provide more targeted support from national organisations.

If you would like more information on this approach, please contact:

thomas.boyle@improvementservice.org.uk

