

Agenda Item	12.
Report No	CPPB/30/2



**Highland**  
Community  
Planning  
Partnership

Com-pàirteachas  
Dealbhadh  
Coimhearsnachd

**na Gàidhealtachd**

## Highland Community Planning Partnership Board – 4th December 2024

### Partnership Development Team Quarterly Update

Report by: Partnership Development Manager and CPP Senior Officers

#### Summary

The paper summarises the Partnership Development Team quarterly progress and updated milestones between September and November 2024.

The Board is asked to:

- i) Note the updated Year 2 Milestones in Appendix 1

#### 1. Background

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

#### 2. Quarterly Update

- 2.1 The work of the team between September and November 2024 has focussed on:
  - Community Partnerships
    - Delivered 5 Community Networking Events on behalf of Easter Ross (Invergordon), Mid Ross (Dingwall), Lochaber (Fort William), Nairn & Nairnshire (Nairn) and Badenoch & Strathspey (Grantown) Community Partnerships
    - Attended several community events on behalf of Community Partnerships including Skye, Lochalsh & Wester Ross (Ullapool and Torridon, Kyleakin cancelled due to weather), Inverness (Inverness) and Caithness (Canisbay and Thurso)
    - Reviewing Minimum Standards Model and Compliance Checklists identifying areas for improvement – 100% of Community Partnerships have completed the Compliance Checklist
    - Progressing development of Priority Action Trackers – 100% of Community Partnerships have Trackers created
    - Finalising Community Partnerships: Guidance and Toolkit - launching at the Partnership Coordinating Group meeting on 2<sup>nd</sup> December. Includes

introduction to Community Planning and templates for Terms of Reference, Communication Plan and Role Descriptors

- Highland Community Planning Partnership
  - Managed delivery of the Improvement Service's National Community Planning Self-Assessment Online Checklist – a total of 11 responses received from Highland, 206 responses received nationally across 20 CPPs
  - Circulated quarterly CPP Board update to Community Partnerships
  - Continued to develop communication tools – including management of the CPP website and taking on the lead for coordinating delivery of the fortnightly Community Briefing delivered in partnership with Highland Council
  - Delivered annual CPP update to Elected Members via Ward Business Meetings
- Highland Outcome Improvement Plan
  - Finalised 2024 – 2027 HOIP
  - Supported development of HOIP Delivery Plan and Performance Framework
  - Engagement session with Elected Members – approximately 18 to date
  - Identified potential platform for Virtual Shared Space for CPP

### **3. Scottish Community Planning Network (SCPN) and Community Planning Improvement Board (CPIB)**

3.1 The Scottish Community Planning Network (SCPN) is an initiative that brings together stakeholders involved in community planning across Scotland, coordinated by the Improvement Service. The network supports the development and implementation of strategies that improve public services and address local needs, with a strong focus on reducing inequalities and enhancing community participation. Further information can be found using this link: [Community Planning | Improvement Service](#)

3.2 The Community Planning Improvement Board (CPIB) provides leadership and support for community planning in Scotland. The CPIB aims to work with CPPs to improve local decision-making and outcomes for communities. It focuses on reducing inequalities, enhancing leadership, and fostering effective joint planning and resource allocation. Further information can be found using this link: [Community Planning Improvement Board | Improvement Service](#)

3.3 **CPIB: Fairer Funding for the Voluntary Sector** - The CPIB has identified the need for sustainable funding for the voluntary (third) sector as a recurrent theme across its work streams. The principles of the Verity House Agreement, which guide interactions between the Scottish Government and local government, should also apply to relationships between community planning partners and the voluntary sector.

The Scottish Council for Voluntary Organisations (SCVO) has developed Fair Funding Principles in consultation with the voluntary sector, and the Third Sector Interface (TSI) Network has created a funding charter for local areas based on these principles.

3.4 The Board are asked to note that a copy of the CPIB Fairer Funding for the Voluntary Sector Principles will be circulated for a future discussion.

3.5 **Police Scotland Your Police Stakeholder Engagement Forum** - This forum aims to utilise the skills and insights of experts and key stakeholders to enable Police Scotland to continue to have people and communities at the heart of their vision for a better society whilst continuing to provide a modern, visible and accessible policing service to local communities, supplemented with new support services that adapt and respond to societal shifts. The group is led by Police Scotland and includes public sector, third sector, advocacy groups, academic sector and subject matter experts. Police Scotland has asked for CPP representatives as they would value insight from a community planning perspective in different areas of the country. CPP representatives would be asked to act as a link between this forum, the SCPN Network, and their own CPPs feeding back progress periodically. The Partnership Development Manager has agreed to join this Forum on behalf of Highland CPP.

#### 4. **Priority Next Steps**

4.1 The Board are asked to note the additional paper presented on the future of the Partnership Development Officers.

#### **Recommendation**

The Board is asked to:

- i) Note the updated Year 2 Milestones in Appendix 1.

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

**Date:** 25<sup>th</sup> November 2024

**Appendices:** Year 2 Milestones

# Partnership Development Team Milestones Year 2

■ On Track  
■ Underway  
■ No Progress



Milestone	Measures for Success at end of Year 2	Measures for Success Lead	Status	Status Update
Circulate quarterly HCPP Board updates to Community Partnerships	Quarterly updates circulated within 4 weeks of meetings	Partnership Development Manager	On Track	September Board update circulated October 2024
Complete National Community Planning Self-Assessment	Board members complete and submit individual CCP checklists when circulated Organise a Board Development Session to review the Highland CPP checklist report once available from Improvement Service to identify actions	Highland Community Planning Partnership Board	On Track	11 Checklists submitted from Highland. 206 Checklists submitted in total from 20 CPPs in Scotland Development session to be organised early 2025
Continue to review HCPP Governance: Terms of Reference; Strategic Risk Register; Action Tracker	Strategic Risk Register reviewed quarterly ahead of Board meetings Action Tracker monitored and progressed ahead of Board meetings Terms of Reference updated to reflect new HOIP Delivery Structure	Partnership Development Manager & Senior Officers	Underway	Updated Strategic Risk Register to be presented to December 2024 Board Action Tracker reviewed quarterly, update to December 2024 Board Updated ToR to be presented to CPP Board early 2025
Coordinate involvement in Place Standard Tool for Community Safety	Participate in Information Sessions and work with Senior Community Development Manager and Police Scotland Senior Officer to assess opportunities for identified communities in Highland - Spring 2025	Partnership Development Manager & Senior Officers	Underway	Partnership Development Manager attended session on Place Standard Tool, awaiting report on outcome of Information sessions
Create & implement Performance Monitoring & Reporting Framework	HOIP Delivery Framework and Indicators implemented Framework adapted and implemented for Community Partnerships	Partnership Development Manager & Senior Officers	Underway	Updated HOIP Delivery Plan and Performance Framework to December 2024 Board Once agreed Performance Framework indicators to be adapted for Community Partnership Plans with priority localities identified
Create Community Planning Induction Module	Induction Module created and shared across partners Potential to pilot with Elected Members	Partnership Development Team	Underway	Work commenced on Module, to be launched early 2025, support expressed from Elected Members for pilot engagement
Create National/Highland/Local Plans/Policies/Strategies central resource for HCPP Website	Resource created and uploaded to CPP website	Partnership Development Team	No Progress	To be progressed early 2025
Create Quarterly / Annual Reporting schedule for HCPP Board meetings	Schedule to be drafted based on new HOIP Delivery Structure for discussion at December 2024 Board meeting	Partnership Development Manager & Senior Officers	Underway	Draft schedule prepared, to be reviewed by Senior Officers
Deliver first round of Community Networking Events: October/November 2024	Partnership Officers coordinating organisation of in person events Minimum 50% Community Partnerships will deliver events	Partnership Development Team	On Track	Successful events delivered for 5 Community Partnerships: Easter Ross, Lochaber, Mid Ross, Nairn & Nairnshire and Badenoch & Strathspey. Excellent local partner engagement, demand expressed for annual events to continue
Deliver HCPP annual update to Elected Members business meetings	Aim to deliver an annual CPP update to all Service Support Business Meetings between October and December 2024	Partnership Development Team	Underway	6 presentations made to date, 4 scheduled for December 2024 with the remaining to be delivered early 2025
Develop shared virtual space for CPP network (Aligning Partnership Practices HOIP Cross-cutting Theme)	Platform identified - with support through Highland Council Content developed and use implemented	Partnership Development Team	Underway	Potential platform identified - Egress. Discussions and Business Case to be presented for implementation
Finalise Community Partnership Plans: including priority locality areas - thematic community of interest and/or geography	Plans finalised and presented to Community Partnerships January to March 2025	Partnership Development Team	Underway	Community Partnerships: Priority Action Trackers form basis for Plans. Detailed Area Profiles to be developed. Performance Indicators to be adapted subject to Board approval at December 2024 meeting for HOIP Performance Framework
Finalise HOIP Delivery Plan, HOIP Delivery Framework, Indicators	2024 - 2027 HOIP officially published New governance arrangements identified	Partnership Development Manager & Senior Officers	Underway	To be presented to December 2024 meeting
Identify opportunities to engage seldom heard voices in Community Partnerships: Gypsy / Travellers communities	Ongoing Initial discussions with Gypsy / Travellers communities contacts in Highland Council and NHS Highland	Partnership Development Team	Underway	Initial discussion with Gypsy/Travellers communities undertaken
Implement HCPP Communications Strategy	Following agreement of Strategy at September 2024 Board meeting Communication from the CPP will be increased	Highland Community Planning Partnership Board	On Track	Agreement in place, Strategy has been adapted for Community Partnerships which will be launched at the Partnership Coordinating Group in December 2024
Investigate Age-Friendly Communities framework, including alignment with existing Partnership work	Identified opportunities to include framework in Highland - consider all ages	Partnership Development Team & Senior Officers	Underway	Initial discussion with Councillor MacKenzie, focus on this area will progress early 2025
Launch Community Partnerships Guidance & Toolkit	On completion of the HOIP Delivery structure incorporate into document and launch October 2024	Partnership Development Team	Underway	Launching at the Partnership Coordinating Group meeting in December 2024

Manage, develop & maintain HCPP Website	Ongoing management of CPP website as main point of contact for all community planning information	Partnership Development Team		Ongoing, website changes will be made to reflect the updated HOIP and delivery structure from December 2024
Organise Annual CPP Conference: April 2025	Delivery second annual Conference and continue engagement across all partners and the region	Partnership Development Team & Senior Officers		Provisional date booked at Strathpeffer Pavilion - Friday 18th April
Participate in National CPP network & feedback to HCPP Board	Partnership Development Manager to attend quarterly meetings and include updates in quarterly reports	Partnership Development Manager		Update paper to Board December 2024
Report on Community Partnerships progress against Minimum Standards Model to HCPP Board	Monitor progression and include updates in quarterly reports	Partnership Development Manager		Included in PDT quarterly update report December 2024
Report Partnership Development Team Year 1 activity to HCPP Board: September 2024	Report submitted to September 2024 Board meeting	Partnership Development Manager		Completed - September 2024
Schedule Calendar of Partnership Engagement Events: August 2024 - May 2025	Calendar developed for September 2024 to May 2025	Partnership Development Team		Schedule of dates for Community Partnership meetings 2025 updated on website. Delivery Groups dates TBC. Board meeting dates TBC.
Support development of proposals for Highland Alcohol & Drugs Partnership grants across Community Partnerships	Engage with HADP Coordinator to progress Partnership Officers support development of proposals locally	Partnership Development Team & HADP Coordinator		Discussions ongoing with new Drug and Alcohol officer within Whole Family Wellbeing team - joint working required
Support development of service delivery mapping (Connecting People & Places HOIP Cross-cutting Theme)	Engage with HTSI/NHS re Highland Directory of Services development	Partnership Development Team & Senior Officers		Directory delayed until early 2025
Publish HCPP Annual Report	June 2025 - develop and publish Annual Report - to be presented to Board, and Full Council and published on the CPP website	Partnership Development Manager & Senior Officers & Highland Community Planning Partnership Board		No action required until 2025 ahead of the June deadline