

Agenda Item	11.
Report No	CPPB/5/25



**Highland**  
Community  
Planning  
Partnership

Com-pàirteachas  
Dealbhadh  
Coimhearsnachd

**na Gàidhealtachd**

## Highland Community Planning Partnership Board – 21 February 2025

### 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 to February 2025.

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 to February 2025 has focussed on:

##### Community Partnerships

- Priority Action Trackers – workshops organised February 2025 to review Priorities and Actions (Badenoch & Strathspey, Mid Ross). Further workshops to be arranged March/April 2025 (Nairn & Nairnshire, Caithness, Inverness). Attended workshops January/February 2025 (Sutherland)
- Quarterly meetings - supported delivery across the network, all nine Community Partnership meetings took place between November 2024 and January 2025.
- Community Planning & Community Partnerships: Guidance and Toolkit finalised - includes templates for Terms of Reference, Communications Plan and Role Descriptors
- Secretariat support template drafted – piloting with Inverness Community Partnership February/March 2025
- Community Planning Partnerships Plan template drafted – data section to be developed February 2025 prior to circulation with Community Partnerships

- Invitation to Community Partnerships for representatives to join Delivery Groups drafted and to be circulated – Mental Health and Wellbeing, Poverty Reduction, Community Safety and Resilience
- Partnership Coordinating Group – meeting took place, online, December 2024 with HOIP focus. In person meeting organised March 2025 with Housing, Community Wealth Building and Data focus

## 2.2 Highland Community Planning Partnership

- Improvement Service’s National Community Planning Self-Assessment – Highland report received, to be circulated to the Board ahead of the April workshop
- Supporting the establishment of two short life working groups as part of the HOIP Delivery Plan (Health Inequalities and Natural Capital)
- Draft 2025 CPP Board Reporting Schedule to be finalised and circulated
- Senior Officers to undertake full review of Strategic Risk Register March 2025, including review of risk appetite, risk response
- Planning for CPP Annual Conference started – 25<sup>th</sup> April 2025, Strathpeffer Pavilion

## 2.3 Appendix 1 demonstrates progress against Year 2 Milestones

### 3. Scottish Community Planning Network (SCPN)

3.1 The 2024-2025 Programme for Government aims to eradicate child poverty and enhance family wellbeing and public services. It plans to work with partners to introduce local flexibility in budget and service reconfiguration, adopting a whole family approach as part of the national public sector reform. Community planning, supported by the Verity House Agreement, is crucial for aligning local resources, focusing on prevention, early intervention, and achieving shared priorities.

3.2 An invitation was sent to the SCPN for a representative to join a cross-sector group, which includes leaders from various sectors like government, local authorities, police, fire, health, and the third sector. This group aims to propose solutions by spring 2025 to improve community planning for whole family support. The Partnership Development Manager has joined this group, presenting an exciting opportunity to collaborate across Scotland to enhance community planning and support families in need.

3.3 The first meeting of the community planning group occurred in January 2025, with the next meeting scheduled for February 2025. The group is expected to drive and oversee changes, with members or smaller clusters taking actions between meetings. This group will work alongside two others focusing on funding flexibility, accountability, policy simplification, and data sharing, addressing systemic barriers to effective community planning.

#### **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:** 12<sup>th</sup> February 2025

**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	December 2024 circulated
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	Highland report from IS received, to be circulated to Board. Development session organised for 23rd April 2025 - 10am to 1pm online - diary invites circulated.
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 presented to Board quarterly. Senior Officers to complete Risk Analysis Template module to update Risk Register and bring to June Board. Updates verbally shared at Board meetings on Action Tracker. 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 implement for Community Partnerships	Partnership Development Manager & Senior Officers	Underway	Updated HOIP Delivery Plan and Performance Framework agreed. Performance Framework indicators being 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 started on Module, to be tested 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	10 presentations made to date, 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. Business Case drafted, to be reviewed prior to submission to Chief Officer
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 from 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	On Track	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
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		Verbal launch at the Partnership Coordinating Group meeting in December 2024. Templates uploaded to CPP website, new Resoruce section created.
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		Provisionsal date booked at Strathpeffer Pavilion - Friday 25th April 2025
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		Partnership Development Manager attended November 2024 event. Joined additional national networks as noted in quarterly reports
Report on Community Partnerships progress against Minimum Standards Model to HCPP Board	Monitor progression and include updates in quartery 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 2025 updated on website
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		Dicussions ongoing with new Drug and Alcohol officer within Whole Family Wellbeing team and HADP Coordinator
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