

# Public Document Pack



14 December 2010

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **MEMBERS ROOM, COUNCIL CHAMBER, OBAN** on **WEDNESDAY, 15 DECEMBER 2010** at **10:00 AM**.

## **AGENDA**

- 8. COMMUNITY ENGAGEMENT**  
(b) COMMUNITY ENGAGEMENT - EILEEN WILSON (Pages 1 - 12)
- 9. COMMUNITY PLANNING ACTION PLAN - EILEEN WILSON**(Pages 13 - 16)

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
15<sup>th</sup> December 2010**

argyll and bute  
**communityplanningpartnership**



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## **COMMUNITY ENGAGEMENT ACTION PLAN REVIEW AND UPDATE**

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### **1. SUMMARY**

- 1.1** The Community Engagement Strategy provides CPP partners with a strategic approach to engaging communities of place and interest, in Argyll and Bute.
- 1.2** The CPP Management Committee agreed to the establishment of a CPP Community Engagement Sub-Group to review and update the Community Engagement Action Plan.

### **2. RECOMMENDATIONS**

- 2.1** It is recommended that the Management Committee:
  - notes the contents of this report.
  - acknowledges the progress made in delivering the Community Engagement Strategy.
  - agrees that the Community Engagement Sub-Group should now review the Community Engagement Strategy and develop, in partnership, a new action plan.

### **3. BACKGROUND**

- 3.1** The Community Engagement Strategy provides a framework to support communities to participate in shaping the services they use, and so contribute to better service provision and improved quality of life. It moves consultation to involvement. The objectives which flow from this include -:
  - Developing systems and processes which allow communities to engage
  - Creating and communicating opportunities to engage
  - Maintaining structures and information to support engagement
  - Providing appropriate support to local people involved in the process
  - Establishing systems to review the quality of outcomes from engagement

- 3.2 The Community Engagement Strategy was agreed and adopted by CPP in May 2009.

#### 4. UPDATE

##### 4.1 **CPP-CE01 Community Planning structures and mechanisms are strengthened**

Thematic and Local Area Community Planning Groups have been established. Core partners and local representatives participate at the appropriate level. Existing mechanisms are being mapped through Local Area Community Planning structures and the Strategy has been Equality Impact assessed. Communication and engagement training materials for Local Area Community Planning Groups will be available from March 2011 as part of the Better Community Engagement toolkit.

All other actions under CPP-CE01 have been completed.

##### **CPP-CE02 Communities are involved at a local level**

Two rounds of community consultation events have been held in all four administrative areas. 3<sup>rd</sup> Sector represented through Third Sector Partnership representative and links to local 3<sup>rd</sup> Sector Forums. Community Development Workers are supporting community engagement activities at Local Area Community Planning Groups.

Actions relating to the Scottish Governments' Better Community Engagement Project will be completed by March 2011 when the Better Community Engagement LACPG Toolkit is produced. A draft will be presented in January 2011.

Local Forward Together events have taken place in place of conference to develop local plans and comment on Budget.

All other actions under CPP-CE02 have been completed.

##### **CPP-CE03 Individuals and groups have the capacity to engage in Community Planning**

The CPP Equality and Diversity sub-group is reviewing and developing, where appropriate, mechanisms for the engagement of specific equalities groups. It is essential that this group works closely with the new Community Engagement Sub-Group. Accessible resources are available through the Council and Argyll Communities websites and joint training opportunities and materials are being developed in partnership with the Better Community Engagement Project.

There is a Youth Participation event planned for June 2011.

Support to young people to attend and participate in the Scottish Youth parliament is ongoing.

All other actions under CPP-CE03 have been completed.

### **CPP-CE04 Experience, knowledge, skills, resources and funding is coordinated**

Community engagement activities are being mapped, recorded and evaluated. We are now using the VOiCE Software to help plan, conduct and evaluate engagement activities. Consultation toolkits including guidance are available and the CPP consultation diary has been designed and is currently being populated. Through the Demonstration Project (Harnessing the Potential of the 3<sup>rd</sup> Sector to Deliver Council Priorities) recommendations have been taken forward to coordinate funding and skills training. We continue to recognise value and celebrate volunteering through the annual Volunteer awards.






All actions under CPP-CE04 have been completed.






## **5. CONCLUSION**



- 5.1** The Community Engagement Strategy and Action Plan should now be reviewed and a revised Strategy and Action Plan developed by the Community Engagement Sub-group for consideration in 2011.

For further information contact:



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Chief Executive's Unit - Argyll and Bute Council  
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Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status	
CPP-CE01a	Community Planning structures and mechanisms are strengthened	Establish Thematic Groups and Local Area Planning Groups	Groups established with community engagement clearly highlighted in their remit	June 2009 (First meet August 2009)	ABC, Corporate Services	ABC 12c IP11 National CPP04	SR 09 – failure to progress community planning partnership	Departmental budgets	Groups are all established. Community engagement remit clearly highlighted	 green	
CPP-CE01b		Map existing Community Engagement mechanisms LACPGs/Thematic Groups record partner engagement mechanisms	Existing mechanisms are known and information is shared.	May 2010				ABC, CC, ACSMs	Departmental budgets/FSF	Community engagement mechanisms have been identified and reported to LACPGs and Thematic Groups.	 green
			Community Engagement elements in Service Plans	Nov 2010						All service plans have community engagement element.	 green
			Website has consultation/engagement diary							Consultation Diary has been developed and is available on website.	 green
		LACPGs and Thematic Groups have up to date list of partner engagement mechanisms				Partners have reported on existing mechanisms. LACPG and	 green				





Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status
									thematic groups have access to engagement/consultation diary.	
CPP-CE01c		Develop a Communications strategy (including Community Engagement)	A CPP Communications Strategy is developed which includes Community Engagement	June 2010 Sept/Oct 2010	ABC, Comms/Improve ment and OD			Departmental budgets	CPP Communications strategy has been developed for budget consultation which includes strong community engagement element.	 green
			Better Community Engagement Project developing training materials on communication					Better Community Engagement	BCE toolkit will be available from March 2011.	 red
CPP-CE01d		Undertake Equality Impact Assessment for Community Engagement Strategy	Impact assessment undertaken	June 2009	ABC, P&S			Departmental budgets	Equality Impact Assessment has been completed	 green
CPP-CE02a	Communities are involved at a local level	find out which subjects communities are most interested in	Communities have agreed local priorities	June 2010	ABC, Customer Services	CPP04	CPP-R14-Demographic /Societal changes which increase	Departmental budgets/Leader/FSF	Local Community Plans now in place after 2 rounds of consultation.	 green
CPP-CE02b		Find out the best methods for	Appropriate methods are identified for all levels of	Sept 2010	ABC, Customer			Departmental budgets/FSF	Better Community Engagement	 red




Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status
		involvement	involvement	Spring 2011	Services		demand for services beyond existing/planned budget levels		Project is underway and toolkit ion draft. Will be available March 2011	
CPP-CE02c		Extend capacity building work with communities	Communities have the capacity to engage effectively	ongoing	ABC, Customer Services and CC		CPP-R15 – Changes to Scottish Government policy which increase demand for services beyond existing/planned budget levels SR 09 – failure to progress community planning partnership	Departmental budgets/FSF/WA LT	3 <sup>rd</sup> sector partnership is operational. Capacity building is coordinated and training and support is available and publicised through the argyll communities website. All areas have access to a council Community Development Officer	 green on track
CPP-CE02d		Encourage all organisations to evaluate the way they engage with communities	CPP partners and other organisations have evaluated their community engagement processes	ongoing	ABC, Community Services and I&HR		SR 14 – failure to implement the SOA	Departmental budgets/FSF/WA LT	ABC evaluated service community engagement through annual service review process. Improvement plans in place. Partners have reported evaluation to	 green on track




Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status
									community engagement sub group.	
CPP-CE02e		CPP partners identify staff, time, resources, training and funds to support engagement processes	Resources are identified and committed to support community engagement at all levels	August 2009				Departmental budgets/FSF	Partners with statutory responsibility for community engagement have identified resources and are committed to supporting community engagement at all levels	 green
CPP-CE02f		Deliver CPP Annual Conference in partnership with 3 <sup>rd</sup> Sector and other CPP partners	Conference has taken place, evaluated and actions taken forward	Nov 2010	ABC, ACSMs, CC			Departmental budgets/Leader/FSF	Local Forward Together events have taken place in place of conference as a more appropriate way to develop local plans and comment on Budget. Rescheduled full partnership conference to 2011.	 green

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status
CPP-CEO3a	Individuals and groups have the capacity to engage in Community Planning	Review and develop , where appropriate, mechanisms for engagement with specific equalities groups	Existing forums/groups assessed to determine if representative of identified equalities groups <ul style="list-style-type: none"> <li>• People with disabilities</li> <li>• LGBT (lesbian, Gay, Bisexual and Transgender)</li> <li>• BME (Black and minority ethnic)</li> </ul>	June 2010	ABC, CC	CPP04	CPP-R14- Demographic /Societal changes which increase demand for services beyond existing/planned budget levels CPP-R15 – Changes to Scottish Government policy which increase demand for services beyond existing/ planned budget levels SR 09 – failure to progress community planning partnership SR 14 – failure to implement the SOA	Departmental budgets/ Leader/FSF	CPP Equality and Diversity Group established. Assessment still to take place.	 red
CPP-CEO3b		Engage Young People in the community planning process	More young people engaged with Young Scot/Dialogue Youth.	June 2010	ABC, Leisure and Youth Services			Departmental budgets	Increase in numbers of young people uptaking Young Scot card. Increase in numbers of website portal hits	 green
			Annual Youth Participation event held	June 2010	ABC, Leisure and Youth Services			Departmental budgets	Event planned for June 2011	 red
			Young people supported to attend and participate at Scottish Youth Parliament	ongoing	ABC, Leisure and Youth Services			Departmental budgets	young people attend the youth parliament on a regular basis	 green on track

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status
CPP-CE03c		Provide joint training for CPP partners	A training programme is developed across the CPP	March 2010	ABC, Customer Services and Community Services	CPP04	SR 09 – failure to progress community planning partnership	Departmental budgets Leader/FSF	Training diary developed by TSP. Training events are being publicised through 3 <sup>rd</sup> Sector website (Argyll Communities. Org).	 green
			Training materials developed to support training programme	March 2010	ABC, CC			Departmental budgets Leader/FSF	Range of materials from partners now available through Argyll Communities website.	 green
CPP-CE03d		Include Community Engagement courses within partners corporate training programmes	All corporate training programmes include Community Engagement element	March 2010	ABC, P&S			Departmental budgets	Resources being developed through Better Community Engagement project and will be included following review of partner training materials.	 red
CPP-CE03e		Improve the availability of support to community groups to enable them to participate effectively	Support for community groups is available at all levels	April 2010	3 <sup>rd</sup> Sector Interface	Departmental budgets Leader/FSF	3 <sup>rd</sup> Sector funded to support community groups and volunteers. SLA agreed on level of support delivered. 3 <sup>rd</sup> Sector website (Argyll	 green		

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status
									Communities. Org) provides support mechanism, toolkits and materials. Community Development team service Plan agreed. Regular reports to Community Planning	
CPP-CE03f		Set up a Community Engagement Tool Kit which includes information on locally available resources, expertise, funding , etc.	Community Consultation Tool Kit developed	April 2010	ABC, P&S, CC			Departmental budgets Leader/FSF	3 <sup>rd</sup> Sector website (Argyll Communities. Org) contains toolkits and is available to all partners and communities.	 green
CPP-CE04a	Experience, knowledge, skills, resources and funding is coordinated	Ensure Community Consultation Tool Kit is accessible to all through CPP and other appropriate websites	Community Engagement Tool Kit is easily accessible through a number of appropriate websites	April 2010	ABC, P&S, CC	CPP04	SR 09 – failure to progress community planning partnership	Departmental budgets	3 <sup>rd</sup> Sector website (Argyll Communities. Org) contains toolkits and is available to all partners and communities. Resources also available through council website.	 green
CPP-		Improve recording	Community Engagement	Nov	ABC,			Departmental	Events held,	

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Lead	Source of the outcome	Risks	Funded by	Progress	Status
CE04b		of community engagement activities	activities are recorded and evaluated	2010	LACPG (Customer Services)			budgets Leader/FSF	recorded and evaluated. VOICE software has been piloted.	green
CPP-CE04c		Champion successful initiatives of volunteers, communities and service providers	Successful initiatives are communicated widely and recognised at Volunteer Awards	June 2010	ABC, CC			Departmental budgets Leader/FSF	Progressing as planned. Awards took place successfully June 2010.	 green on track

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**Argyll and Bute Community Planning  
Partnership****Management Committee  
15<sup>th</sup> December 2010**

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**CPP Action Plan - Update**

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**1. SUMMARY**

- 1.1** The CPP Action Plan was agreed at Management Committee on the 18<sup>th</sup> of March 2009. This report briefly outlines progress made against each of the outcomes. The Action Plan is attached at Appendix 1.

**2. RECOMMENDATIONS**

- 2.1** That partners note that the majority of agreed actions have been completed.  
**2.2** That the Management Committee agree to draft a further CPP Action Plan

**3. UPDATE****3.1 CPP01 - Partners engaged and resources committed to new structure**

Revised governance structures are now in place. Partnership agreements have been developed and approved at all levels. Key strategic partnerships have been identified through Thematic Groups and a Highlight and Exception reporting process has been agreed.

**3.2 CPP02 - Partners working together on agreed SOA and Community Plan priorities**

SOA 2009-12 agreed with Scottish Government in August 2009. Community Plan 2009-13 approved October 2009. Thematic groups are now in place with agreed partner participation and priorities identified.

**3.3 CPP03 - Performance monitored, measured and reviewed**

Scorecards are now in place for SOA, Community Plan and Thematic Groups. Local scorecards are now under development following community consultation and engagement. Partnership agreements are in place at all levels. Partners have access to Pyramid. Regular performance review takes place at the Management Committee and is reported to the Full Partnership. Exception reporting is being adopted at all levels of the partnership. A performance sub group has been developed to review and refine indicators.

**3.4 CPP04 - Communities effectively engaged in the CPP and able to influence priorities**

Community Engagement Strategy was approved at CPP in June 2009. The Community Engagement Action Plan is complete as far as possible and a community engagement sub group has been established. All local community planning group support posts have now been filled. Two rounds of Forward Together community consultation events have taken place. The CPP Conference will now take place in 2011, after the election. A further round of Forward Together Events will take place in autumn 2011.

**3.5 CPP 05 - Development of new interface arrangements between 3<sup>rd</sup> Sector and the CPP**








The Third Sector Interface was agreed at CPP in March this year. The interface is a forum for coordination and planning of support services to the third sector in Argyll and Bute.










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# CPP Action Plan

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Status	Update December 2010
CPP01a	Partners engaged and resources committed to new structure	Implement new structure to all appropriate groups/committees	Revised governance structure developed	June 2009		COMPLETE
			Partnership agreement adopted by Thematic Groups	June 10		COMPLETE
			Partnership agreement adopted by Local Area Community Planning Groups	Sept 10		COMPLETE
CPP01b	Partners engaged and resources committed to new structure	Thematic group leads to identify key strategic partnerships	Key strategic partnerships identified by Thematic Groups	Dec 09		COMPLETE
CPP01c		Develop partnership agreement at all levels	Partnership agreements in place at all levels	March 2010		COMPLETE
CPP02a	Partners working together on agreed SOA and Community Plan priorities	Form time limited working group to develop new community plan	Group established with links to key stakeholders	Apr 2009		COMPLETE
			Draft plan produced	July 2009		COMPLETE
Thematic groups review and comment on draft plan		Community Plan has targets/measurements agreed in principle by Thematic Groups	Aug 2009		COMPLETE	
Revised Community Plan presented to Management Committee		Draft Community Plan agreed by all partners for consultation	Sept 2009		COMPLETE	
Present Community Plan for wider consultation		Community Plan approved	Sept 2009		COMPLETE	
Design and publish final community plan		Community Plan published	Sept 2009		COMPLETE	
CPP02e		Performance monitored, measured and reviewed	Implement PPMF for all levels of community planning – top level, strategic partnerships, thematic groups and local area planning groups	Performance scorecard in place for the Single Outcome Agreement	June 2009	
Performance scorecard in place for Community Plan	Oct 2009				COMPLETE	
Performance scorecards in place for key strategic partnerships	March 2010				COMPLETE.	
Performance scorecards in place for Thematic Groups	March 2010				COMPLETE	

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Status	Update December 2010
			Performance scorecards in place for Local Area Community Planning Groups	March 2010	 red	Local Community Plans agreed Nov 2010. Scorecards now being developed.
			CPP risk register agreed	June 2009	 green	COMPLETE (reviewed at MC)
CPP04a	Communities effectively engaged in the CPP and able to influence priorities	Implementation of community engagement strategy	Strategy and action plan approved by Council	April 2009	 green	COMPLETE
			Strategy and action plan approved by CPP	June 2009	 green	COMPLETE
CPP04b		Evaluate and advertise temporary Community Engagement Co-ordinator post	Community Engagement Co-ordinator in post	May 2009		Community Engagement Sub-group has been established.
CPP04c		Access funding for temporary Local Community Planning Support Workers	Local Community Planning Support Workers in post	July 2009	 green	COMPLETE
CPP04d		Form time limited working group to take forward conference planning including consultation on Community Plan, 3 <sup>rd</sup> Sector Interface, FAB and Demonstration Project recommendations	Joint conference delivered with substantial community participation	Sept 2009	 red	DELAYED – agreed to hold conference in spring/summer 2011. Forward Together events have been more appropriate during 2010.
CPP04e		Four events piloted for local community consultation	Events delivered and evaluated	April 2010	 green	COMPLETE
CPP05a	3 <sup>rd</sup> Sector represented and influencing CPP decision making processes	Development of new interface arrangements between 3 <sup>rd</sup> Sector and the CPP	Third sector support organisations agree draft proposals for interface arrangements	Sept 2009	 green	COMPLETE
CPP05b			Agreed interface arrangement in place	April 2010	 green	COMPLETE