

# Public Document Pack



23 October 2013

A meeting of the **ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP - MANAGEMENT COMMITTEE** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **THURSDAY, 24 OCTOBER 2013** at **10:00 AM**.

## AGENDA

### 4. SOA 2013-23 - JANE FOWLER

- b) DEVELOPMENT ACTIONS FROM SOA QUALITY ASSURANCE PANEL – TO FOLLOW (Pages 1 - 10)

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## Argyll and Bute Community Planning Partnership



**MANAGEMENT COMMITTEE**

**24<sup>TH</sup> October 2013**

### Development actions from SOA QA Panel

#### **1 SUMMARY**

- 1.1 This report updates the Management Committee on the progress to date following the Single Outcome Agreement Quality Assurance process in June 2013. The appendix to the report sets out the specific actions and timeline that are summarised in the previous Progress Report paper.

#### **2 RECOMMENDATION**

- 2.1 1 That the Management Committee notes the content of the report and the attached table showing progress against each area for improvement.
- 2 That the Management Committee recognises that there is a significant amount of work required to ensure that the SOA is developed fully and robustly and that partners commit to ensuring that resources are committed to enabling this process.

#### **3 DETAIL**

- 3.1 The Scottish Government's Single Outcome Agreement Quality Assurance Team along with representatives from Argyll and Bute CPP agreed a number of development priorities for the SOA 2013-23. These have been summarised in the Progress report paper. This paper presents a detailed update in the attached appendix on the progress towards achieving the improvement plan targets.

- 3.2 As set out in the next steps paper, the critical timeline is:

Guidance and information issued to outcome leads	October 2013
Economic Development Action Plan Area Meetings	October 2013
Outcome Lead development workshops	November 2013
Area Community Planning Events	November/December 2013
Draft outcome delivery plans	December 2013
Partner consultation and budget	December/January/February

consideration/alignment to SOA outcomes	
Population Summit/Full Partnership	January/February 2014
Final Delivery Plans	February 2014
Options to consider moving resources	March 2014
Agree arrangements for monitoring inequalities and prevention plans	May 2014

- 3.3 In order to ensure that the SOA is completed, there is a requirement for a full commitment from all partners in terms of support for outcome leads, engagement in the development process, participation in consultation and engagement and consideration of the budgetary impact on each organisation.
- 3.4 Each of the stages of the delivery plan development will inform the subsequent stage. The findings of the Economic Development Action Plan area workshops in October will inform the Area Community Planning Events. The findings from the Outcome Lead Workshops will also inform the Area Community Planning Events. The findings from the Area Community Planning Events will provide the outcome leads with community and stakeholder consultation and engagement information that will inform their draft delivery plans. All of this local area consultation will then inform the full partnership/population summit, which will in turn influence the final SOA delivery plan.
- 3.5 Discussion and agreement on resource planning will be one of the most significant areas for discussion amongst partners. As the budget preparation process begins, consideration must be given to the approach that each partner will take in aligning resources to the SOA and delivery of the key outcomes. Each partner will be responsible for ensuring that they can clearly align their resource commitment to SOA delivery.

#### **4 CONCLUSION**

- 4.1 The Community Planning Partnership is focused on taking forward the five areas for improvement outlined by the quality assurance team with a view to having an agreed SOA with delivery plans finalised by February 2013. There will be significant resource requirement by partners to ensure that this target is met and significant challenges in aligning resources with SOA outcome delivery.

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**ATTACHMENTS**

Update table on progress against quality assurance actions



Extracted from Quality Assurance feedback from Ian Davidson, Deputy Director for Public Service Reform, Scottish Government, Leader of Quality Assurance Team

**ARGYLL AND BUTE SINGLE OUTCOME AGREEMENT 2013-23 DEVELOPMENT ACTIONS  
PROGRESS REPORT OCTOBER 2013**

The Quality Assurance process for the draft Argyll and Bute SOA highlighted five areas for improvement. These are listed below along with improvement activity and progress to date.

Area for Improvement	Improvement Activity	Timescale	Progress Oct 2013	Comment	Lead
Inequalities and prevention	Process agreed for development of inequalities and prevention plans.	September 2013	Complete CP COG 19 September 2013	CP COG agreed: Inequalities and prevention agenda will be integrated into Outcome delivery plans. A strategic overview and guidance will be developed by COG at development day	CP COG
		January 2013	Workshops planned for October/November 2013	To be covered initially in half-day delivery plan workshops; Strategic guidance prepared by COG	Outcome Leads
	Community engagement activity carried out as part of development of SOA delivery and action plans to improve understanding of inequalities.	February 2014	Complete 4 carried out in October 2013	Area based EDAP meetings to develop area based economic development action plans linked to SOA. These will feed into the ACPG events	Argyll and Bute Council – Economic Development
			On track Planned for November 2013	Area Community Planning consultation events in all 4 areas	Area Community Planning Groups

			On track Jan/Feb 2014	Population Summit/Full Partnership to provide wider consultation	ABC/HIE
	Activity targeted at prevention and inequalities identified through development of SOA delivery and action plans.	February 2014	On track for completion Nov 2013	To be covered initially in half-day delivery plan workshops. Reviewed at first draft and then final draft stages	Outcome Leads
	Development of SOA delivery and action plans identifies prevention activity at area and partner level.	March 2014	On track	To be covered initially in half-day delivery plan workshops. Information from local area consultation events will inform area prevention activity.	Outcome Leads
	Prevention and inequalities plans agreed through process of development of SOA delivery and action plans.	May 2014	On track	To be covered initially in half-day delivery plan workshops. Strategic guidance will be developed by COG Final outcome delivery plans will have prevention and inequalities embedded. Strategic Plan will be reviewed on completion of delivery plans	Outcome Leads COG
	Arrangements for measurement and monitoring of prevention plan and inequalities plan established following development of SOA delivery and action plans.		On track	To be considered following presentation of 1 <sup>st</sup> draft delivery plan to CPP MC and completion of action above.	Outcome Leads COG MC

Area for Improvement	Improvement Activity	Timescale	Progress Oct 2013	Comment	Lead
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Impact and performance improvement	Development of delivery and action plans for SOA makes clear the change to outcomes over 3 and 10 years.	February 2014	On track for completion in first draft of action plans in Nov 2013	To be covered in half-day delivery plan workshops and submitted in first draft of delivery plan. Review by COG and refined following Full Partnership/Summit	Outcome Leads
	Development of delivery and action plans for SOA sets out the SMART actions that support the long term outcomes and directly relate to the change in outcomes over 3 years and 10 years.	February 2014	On track for development and completion Nov 2013 – Jan 2014	To be introduced in half-day delivery plan workshops. Further detailed work on measures to take place on completion of first draft plans as above	Outcome Leads
	Development of delivery and action plans for SOA identifies the performance measures to be used in quarterly and annual monitoring but also long term tracking of the SOA.	February 2014	On track	To be considered following presentation of 1st draft delivery plan to CPP MC	Outcome Leads
	Systems will be reviewed to ensure performance measures agreed through development of delivery and action plans for SOA are collected, reported and actioned where required on a timely and relevant basis.	March 2014	On track	To be considered following presentation of 1st draft delivery plan to CPP MC	Outcome Leads
	Undertake self assessment directed to investigate how effectively CPP operates as a fully empowered 'Board'	May 2014	On track	Initial contact made with Improvement Service for facilitated self-assessment	COG

Area for Improvement	Improvement Activity	Timescale	Progress Oct 2013	Comment	Lead
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Detailed planning for delivery on priorities	Process agreed for development of SOA delivery and action plans.	September 2013	Complete	Processed agreed at COG September 2013	Outcome Leads
	For each long term outcome a delivery and action plan is developed that sets out at area and partner level for each outcome the SMART actions related to that outcome, the performance measure in terms quarterly and annual monitoring and long term tracking and the resources and risks: <ul style="list-style-type: none"> <li>First draft of plans prepared</li> </ul>	December 2013	On track for development in November, first draft completion December	To be developed in half-day delivery plan workshops Review and first draft complete by December	Outcome Leads
		<ul style="list-style-type: none"> <li>Plans reviewed and finalised following conclusion of community engagement stage.</li> </ul>	February 2014	On track	
	From the process outlined above: <ul style="list-style-type: none"> <li>Area plans developed</li> <li>Partner plans developed</li> </ul>	March 2014 March 2014	On track	To be covered in initially in half-day delivery plan workshops. Further development following engagement and consultation at area and full partnership	Outcome Leads COG

Area for Improvement	Improvement Activity	Timescale	Progress Oct 2013	Comment	Lead
Community engagement	Approach to community engagement during development of SOA delivery	September 2013	Complete	Approach agreed at COG and area community planning	COG

	and action plans agreed.			groups	
	Community engagement activity carried out as part of development of SOA delivery and action plans.	January 2014	On track	To be delivered as EDAP/ACPG and population summit engagement activities. Input at each stage of the delivery plan development.	Management Committee
	Review of ongoing arrangements for community engagement.	March 2014	On track	Will be reviewed following currently planned events	Management Committee

Area for Improvement	Improvement Activity	Timescale	Progress Oct 2013	Comment	Lead
Resourcing	Identify resources required to support the agreed actions for each long term outcome with detail at area and partner level so there is clarity around the contribution each partner is making to the SOA.	February 2014	On track	Will be developed following agreement on first draft delivery plans Partners to develop and present budget preparation proposals showing process of alignment to SOA	COG
	Consider options where there is a need to shift resources in line with SOA and the implications of that for the CPP, partners and the SOA commitments.	March 2014	On track	Informed by partner proposals as above. Challenge process to be carried out by partnership	COG MC

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