

Management Committee

Date: 24th March 2016



Refinement of checklist used to detail the process for including local initiatives into the SOA: Local

1.0 Purpose

The purpose of the report is to update the Management Committee on refinements which have been made to the checklist used to detail the process for including local initiatives into the SOA: Local.

2.0 Recommendations

2.1 The committee is requested to note the contents of the report and to adopt the revised checklist.

3.0 Background

3.1 A checklist detailing the process by which Community Led Initiatives could be included in the SOA: Locals had been piloted during 2015.

3.2 Three community initiatives have gone through the process and areas that require improvement have been identified.

3.3 It was agreed at the Management Committee meeting held on the 18th of December 2016 that it was important to ensure consistency of approach in how items are included within SOA: Locals and the Community Led Initiatives appendices and that more clarity around the process was required.

4.0 Detail

4.1 Three community initiatives have used the checklist.

4.2 The information on how the process worked in practice when using actual projects has been reviewed and the learning used to refined the process.

4.3 The updated checklist is included in Appendix 1.

4.2 Main improvements are as follows:

- The checklist now includes clear criterion to decide if a project/activity is viable and ready to be presented (stage 3 in the process);
- The way Outcome Leads become involved in the process has been clarified (stage 5 in the process). Information regarding the community initiative will be presented in report form to the Outcome Lead at the quarterly SOA Outcome Lead meetings.

5.0 Conclusions

5.1 The refinements to the check list give clarity to the process which should ensure consistency of approach in how items are included within SOA: Locals and the Community Led Initiatives appendices

6.0 Implications

Strategic Implications	The report refers to the CPP Internal Admin System.
Consultations	Refinement of an administrative process pilot using the learning from initial use.
Resources	n/a – refinement to an existing admin process. No additional resource required.
Prevention	Refinement of process gives clarity which will avoid inconsistency of approach across the CPG areas
Equalities	Consistency of approach in how items are included within SOA: Locals and the Community Led Initiatives appendices gives equality of access to community groups.

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References

Community Planning Partnership Management Committee – update from 18th December 2015 - Item 4.2

Appendices

Checklist detailing process for including local actions into the SOA: Local			
Grass root and other activity not currently included in the SOA Delivery Plan			
1.	Does the project/activity directly relate to one or more of the SOA indicators?	Yes	No
2.	Does the project/activity demonstrate partnership working or community support?	Yes	No
3.	Is the project/activity fully developed / viable / underway / ready for implementation? Criterion to inform the response at no 3 Does the project/activity have: 1) A plan or strategy to describe a fundable project 2) A funding strategy 3) Funds in place or pledged 4) Personnel undertaking activities on its behalf 5) An appropriate governance structure 6) Appropriate links with its external operating environment	Yes,	No
4.	Is the project/activity supported by the relevant Area Community Planning Group following a presentation on its activities at an Area Community Planning Group Meeting?	Yes,	No
5.	Is the project/activity supported by the relevant outcome lead for the SOA following a report to the quarterly SOA Outcome Lead meetings? Criterion to inform the response at no 5 The relevant outcome leads is content for the project/activity to be part of the reporting framework and included in the strategic delivery plans of the SOA Or The relevant outcome lead is content for the project/activity to be included in community led initiatives section of the SOA: Local	Yes	No
If all answers are yes to the above proceed to formal presentation to Area Community Planning Group requesting inclusion in the SOA Local. If one or more answer is no, further development work is required before inclusion request is made.			
Formal Presentation to Area Community Planning Group			
6.	If inclusion agreed, would the community group like endorsement from the Area Community Planning Group but not inclusion in the reporting framework?	Yes, go to 7	No, go to 8
7.	Project/activity included in community led initiatives section of the SOA: Local		
8.	If inclusion agreed, would the project/activity to be part of the reporting framework and included in the strategic delivery plans of the SOA?	Yes, activity included at appropriate review period	No, remain at 7