

DRAFT OF PROPOSED COMPLETED QUESTIONNAIRE FOR CIRCULATION TO CPP MANAGEMENT COMMITTEE

Introduction

The agenda papers issued for the CPP Management Committee on 17 October included a blank questionnaire from the Improvement Service seeking views on priorities for support for CPPs. The paper indicated a draft completed questionnaire would be circulated later to the CPP Management Committee. The remainder of this document has the draft completed questionnaire. A separate spreadsheet has been included to show how the scoring and priorities have been arrived.

Survey of Community Planning Partnerships' Priorities for Support

Before completing this survey you may wish to remind yourself of the expectations of CPPs which are set out in the Statement of Ambition for Community Planning and SOAs.

Please now consider your CPP's collective abilities and needs in relation to each of the following 20 areas, in terms of their importance, your CPP's expertise in the area (e.g. knowledge, experience, skills), your CPP's relevant resource (e.g. staff, budgets) and your CPP's priorities for external support.

You will see that in this survey we are keen to identify the total resource available to the CPP and so we ask where in the CPP any relevant expertise and resource are held. For example, the Community Safety Partnership, the Community Health Partnership, the Alcohol and Drugs Partnership, the Director of Public Health or a college may be relevant here as well as the statutory Community Planning partners of the local authority, health board, police service, fire service and enterprise and transport agencies.

Please complete the survey in one sitting. If you wish to go 'back' and review your answers on a previous page, you will lose your completed work on your existing page. A hard copy of the survey has been sent to you in *Word* format if you wish to consider your answers in advance of completing the survey. Once you complete the survey a copy of your answers will be sent to your email address and if after further consideration you wish to change any of your answers, please contact david.barr@improvementservice.org.uk

1. Ability to access and analyse disaggregated social, health, economic etc. data – understanding 'place'.

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP for this				X
Resource within the CPP for this	X			
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	All above			
If your CPP needs external support, what form of support is most needed?	If support is not available through partners then additional resources would be required to gather and analyse data.			

2. Ability to access and analyse evidence of contributions of actions towards outcomes – understanding ‘what works where and why’.

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council			
If your CPP needs external support, what form of support is most needed?	Although other partners have expertise the council gathers, analyses and coordinates all activity around evidence gathering.			

3. Ability to prioritise and target activity toward specific issues, localities or client groups

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Council, Health, Third Sector, Police and Fire			
Which CPP partner/s has a relevant resource?	Council, Health, Third Sector, Police and Fire			
If your CPP needs external support, what form of support is most needed?	Support would be required to pull together the activities of partners where consultation and engagement activities are taking place.			

4. Ability to manage budgets to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this	X			
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire			
If your CPP needs external support, what form of support is most needed?	As above, although resources are available they would need to be co-ordinated against any agreed outcomes. This would require facilitation of discussion across and between partners.			

5. Ability to manage workforce planning/deployment to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health			
Which CPP partner/s has a relevant resource?	Council, Health			
If your CPP needs external support, what form of support is most needed?	Although work is underway, there have been delays and current workstreams don't cross organisational boundaries.			

6. Ability to manage assets (premises / equipment) to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this	X			
Resource within the CPP to support this		X		
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Council			
If your CPP needs external support, what form of support is most needed?	There is a lot of work underway and the Council is engaging with partners. This would benefit from some support to drive forward the process.			

7. Ability to manage procurement / commissioning to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this	X			
Resource within the CPP to support this		X		
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire			
If your CPP needs external support, what form of support is most needed?	There is a need to have a facilitated collective discussion			

8. Engagement and co-production of outcomes with communities

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this		X		
Resource within the CPP to support this	X			
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?	Although there are a number of co-production based activities happening there is a lack of CPP co-ordination, Assistance with facilitating an information sharing event would enable more information to influence strategic decisions made			

9. Engagement and co-production of outcomes with individuals / households

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this	X			
Resource within the CPP to support this	X			
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	TSP			
Which CPP partner/s has a relevant resource?	TSP			
If your CPP needs external support, what form of support is most needed?	If this was to be a priority we would need support, possible additional resources to specific partners i.e. TSP			

10. Localisation of Community Planning to sub areas

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?	Facilitation support for wider community engagement / consultation activities			

11. Outcome based localisation of service planning and delivery on a partnership basis

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this		X		
Resource within the CPP to support this	X			
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?	As above, help would be needed to ensure all partners were/are aware of roles and responsibilities.			

12. Outcome based service / business planning

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this		X		
Resource within the CPP to support this		X		
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health			
Which CPP partner/s has a relevant resource?	Council, Health			
If your CPP needs external support, what form of support is most needed?	Again the need is to facilitate wider discussions to ensure buy in of all partners.			

13. Outcome based performance management

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this		X		
Resource within the CPP to support this		X		
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?				

14. Outcome based organisational redesign

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this	X			
Resource within the CPP to support this	X			
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Support to facilitate discussions and agree commitment across partnership			

15. Outcome based workforce development

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this		X		
Resource within the CPP to support this		X		
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Support would be required to bring partners together in a systematic way to agree and prioritise any development where workforce changes might be required.			

16. Councillors' personal ability to shape CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Council			
Which CPP partner/s has a relevant resource?	Council			
If your CPP needs external support, what form of support is most needed?	Although elected members are involved at a local level there is still a need for learning and development programmes to support councillors in developing their understanding of their roles as at local and strategic levels.			

17. Other Board members' personal ability to shape CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Although all partners are represented at CPP (MC) more resources are required to ensure that adequate development work underpinned and reinforces the roles of those who represent and of those who are represented.			

18. Chief officers' personal ability to support CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	As above, additional support (time/staff) would help to continuously develop the understanding of officers roles within CPP.			

19. Effective CPP Board level governance

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Resources / support to enable discussions across the partnership which would lead to a shared development of an appropriate governance structure			

20. Self evaluation and improvement planning

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Additional resources to conduct regular self-evaluation and then have time and space for realistic open discussions on the findings.			

21. Please now consider whether there is any other area where your CPP needs support in order to meet the expectations of the Review of Community Planning. Please identify the area – and the reason for its significance to your CPP – and the form of support which your CPP would need - in the box below.

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22. Finally, what are your CPP's top 3 priorities for external support over the period to March 2014, in descending order of priority?

1.	Engagement and co-production of outcomes with communities
2.	Outcome based service / business planning
3.	Outcome based performance management

Many thanks for your help in responding to this survey.

Bob Christie
Improvement Service

SCORING FOR IMPROVEMENT SERVICE SURVEY ON CPP PRIORITIES FOR SUPPORT

Question	Importance	Expertise	Resource	Score	Priority	Priority
1 Ability to access and analyse disaggregated social, health, economic etc. data – understanding 'place'.	4	4	1	-1	3	High
2 Ability to access and analyse evidence of contributions of actions towards outcomes – understanding 'what works where and why'.	4	4	3	-3	2	Medium
3 Ability to prioritise and target activity toward specific issues, localities or client groups	2	4	3	-5	1	Low
4 Ability to manage budgets to achieve priority outcomes	2	1	3	-2	2	Medium
5 Ability to manage workforce planning/deployment to achieve priority outcomes	3	4	3	-4	2	Medium
6 Ability to manage assets (premises / equipment) to achieve priority outcomes	3	1	2	0	4	Very High
7 Ability to manage procurement / commissioning to achieve priority outcomes	3	1	2	0	3	High
8 Engagement and co-production of outcomes with communities	4	2	1	1	4	Very High
9 Engagement and co-production of outcomes with individuals / households	1	1	1	-1	3	High
10 Localisation of Community Planning to sub areas	2	4	3	-5	2	Medium
11 Outcome based localisation of service planning and delivery on a partnership basis	2	2	1	-1	3	High
12 Outcome based service / business planning	4	2	2	0	4	Very High
13 Outcome based performance management	4	2	2	0	4	Very High
14 Outcome based organisational redesign	2	1	1	0	4	Very High
15 Outcome based workforce development	3	2	2	-1	3	High
16 Councillors' personal ability to shape CPP decision making	1	3	4	-6	1	Low
17 Other Board members' personal ability to shape CPP decision making	1	3	4	-6	1	Low
18 Chief officers' personal ability to support CPP decision making	1	3	4	-6	1	Low
19 Effective CPP Board level governance	1	3	4	-6	1	Low
20 Self evaluation and improvement planning	3	3	4	-4	2	Medium
Check Total	50	50	50	-50	50	

Scoring - The survey requests scoring over very high, high, medium and low. To try and clearly identify priorities the scoring has been applied by trying to split the 20 questions equally over each of the 4 scoring categories. Allocate a very high score to 5 questions, a high score to 5 questions, a medium score to 5 questions and a low score to 5 questions. In the scoriing table 4 = very high, 3 = high, 2 = medium and 1 = low. The scores for expertise and resources are deducted from the score for importance and the priority score is based on the net score for these first 3 elements. The higher the net score for the first 3 elements the higher the priority. This is based on a question that scores high in terms of importance but where there are also high scores for expertise and resources will be a lower priority than a question that scores high in terms of importance but scores low in terms of expertise and resources.