

East Lothian Partnership Improvement Plan 2015/16

COMMUNITY ENGAGEMENT					
	IMPROVEMENT ACTION	Lead officer/s	Start	End	Progress
1	Produce and implement proposal for ELP business sector engagement strategy	Service Manager Economic Dev & Strategic Inv, ELC	Mar 2015	Jun 2016	
2	Establish reporting on development and delivery of the Area Plans with a focus on outcomes by the Area Partnerships to the S&VCP; two reporting to each meeting starting in June.	Policy Officer (safety) / Local Community Planning Officer , ELC	Jun 2015	Jun 2016	
3	Review Partnership communications including: Communications to staff; Communications to partners and the wider partnership; Public messages and information; Web presence and Social Media.	Communications Team Manager, ELC	Mar 2015	Jun 2015	

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USE OF EVIDENCE					
	IMPROVEMENT ACTION	Lead officer/s	Start	End	Progress
4	Produce a logic model or equivalent (including resourcing) for each Priority Action proportionate to the focus of the action, which is approved and monitored by each Supporting Partnership.	Outcome Accountable Officers	Mar 2015	Dec 2015	
5	Identify and resolve barriers to data sharing, principally in relation to sensitive issues.	ELP Officers Group	Mar 2015	Jun 2015	

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LEADERSHIP					
	IMPROVEMENT ACTION	Lead officer/s	Start	End	Progress
6	Review the Members Handbook and in particular: -governance structure – taking account of the Integrated Joint Board (H&SC) -roles and remits -membership -appointment of chairs	Chairs Group	Mar 2015	Jul 2015	
7	Assess training and support needs for partner members including scrutiny, performance, etc.	Policy officers, ELC	Mar 2015	Jul 2015	
8	Establish new arrangements for Police / Fire scrutiny.	Policy Officer (safety), ELC	Mar 2015	TBC	
9	Set out the governance structure for all ten outcomes at strategic, tactical and operational levels and map the links across the partnership and from partners to delivery.	Partnership Supporting Officers (3)	Mar 2015	Oct 2015	

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GOVERNANCE					
	IMPROVEMENT ACTION	Lead officer/s	Start	End	Progress
10	Each Partnership Group to determine the key risks and opportunities for their group annually.	Chairs Group	Jun 2015	Oct 2015	
11	Bring forward a proposal to strengthen the role of the TSI in ELP.	Depute Chief Executive, STRiVE	May 2015	Oct 2015	
12	Review minute/action note style and publication guidelines and also how information is circulated.	Partnership Supporting Officers (3)	Mar 2015	Jun 2015	

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USE OF RESOURCES					
	IMPROVEMENT ACTION	Lead officer/s	Start	End	Progress
13	Establish Partnership Asset Management Plan.	Service Manager - Strategic Asset & C. Plan Mgmt, ELC	2014	tbc	
14	Bring forward proposals on: a) How partners report on their budgets b) Develop joint resourcing focusing initially on four Priority Actions to support the delivery of the SOA: - Employability/Positive Destinations - Physical Activity with a focus on health and wellbeing - Enabling people to live at home or in a homely setting - Volunteering,	Lead TBC And Chief Finance Officers Group	Mar 2015	Oct 2015	

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PERFORMANCE MANAGEMENT & REPORTING					
	IMPROVEMENT ACTION	Lead officer/s	Start	End	Progress
15	<p>Agree the Performance Reporting calendar for ELP and the supporting partnerships:</p> <ul style="list-style-type: none"> • ELP mtgs / focus on the set of Priority Actions and Annual Performance Report. • Forward planning cycle at each supporting partnerships including performance reporting • Establish partnership self-assessment and improvement planning cycle at strategic and tactical levels. 	Chairs Group	Mar 2015	Jun 2015	

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