East Lothian Community Planning Board	**Meeting Date: 14th March 2011** **Item Number: 6.2**	east lothian community planning

SUBJECT: SOA 2011/12 Update Report

1   Purpose

This report summarises progress on developing the SOA 2011/12 through the agreed Development Plan. The report seeks approval of an updated set of outcomes for SOA 2011/12.

2   Recommendations

2.1 The Board decides on two points of content of SOA 2011/12 set out in 3.2.

2.2 The Board is asked to approve the 16 East Lothian Outcomes as the basis for SOA 2011/12 (reduced from 26 in SOA 2009) set out in Appendix 3

2.3 The Board is asked to approve the overall framework for SOA 2011/12 which incorporates the Statement of Intent and includes the formation of new Communities Theme Group set out in 3.5

3   Background

3.1 At the 13 December meeting the Board agreed to a one year SOA 20111/12 refreshing SOA 2009, the SOA 2011/12 Development Plan to achieve this and action to finalise the three SOA 2009 reviews. Progress to date is summarised in the following points.

3.2 The SOA framework report presenting an outline of SOA 2011/12 was agreed by community planning officers (sub-group of the Working Group) and circulated to the Board by email on 10 February for comment and approval. This report included progress on the SOA Development Plan.

There were two responses including one approval and the other with a question – see below. There were no objections.

"Although I recognise that each member of the CPP is autonomous as regards budgeting, an earlier decision of the CPP means that there is now more joining up of core services and partnership working within the scope of the SOA. In view of that is there nothing that can be done to make the link between this overall approach and budgets while still recognising the independence of each partner."

The SOA Framework Report asked if the SOA 2011/12 document should include an agreement statement and signatures (as in SOA 2009).

The Board is asked for decision on the above two points.

3.3 ELCPP's How Good Is Our Partnership Self-evaluation: this has been carried out - see report to this meeting.
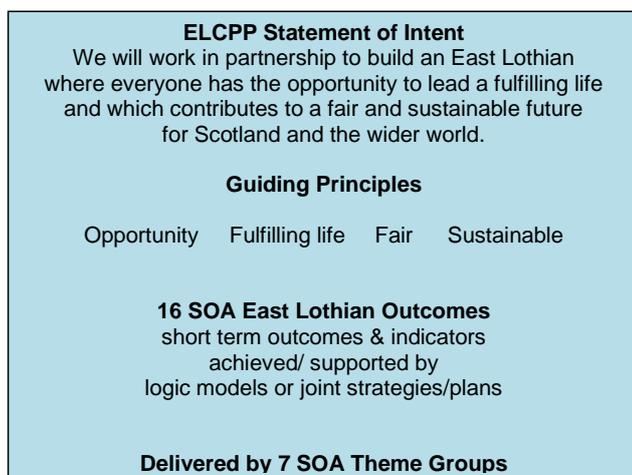
3.4 Action Plan on three SOA 2009 Reviews: The Working Group agreed action on the recommendations from the two SOA 2009 reviews. The Working Group also discussed the Review of Community Engagement in SOA 2009 which was subsequently finalised with

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amendments to the recommendations and a number of actions were drawn out. A summary of actions on the recommendations from the three SOA 2009 reviews is presented in Appendix 2. Several actions will be completed through the SOA Development Plan and the remainder will be included in an ELCPP Improvement Plan for 2011/12.

3.5. Revised SOA 2011/1/2 Outcomes & framework: The SOA Theme Groups have been reviewing outcomes over the past two months as per the remit in the SOA Framework Report.

The Working Group 3rd February meeting (see background papers):
- Updated ELCPP Outcomes and Performance Management Guidance presented.
- Set of first draft revised East Lothian Outcomes (19) presented by Theme Groups and discussed.
- A number of cross cutting issues were identified to be taken forward across the Theme Groups in order to finalise the East Lothian Outcomes and develop the short term outcomes within them.
- A new outcome for strong and vibrant communities was agreed. This is being taken forward by a group of partners and it is proposed to set up a new SOA Theme Group to develop and take responsibility for this area.
- With fewer outcomes and 7 theme groups with responsibility for specific outcomes it was proposed that the 8 SOA 2009 priorities are no longer necessary.
- Presentation on the new external and internal context for 2011
- A framework to link the Statement of Intent through guiding principles to the set of East Lothian Outcomes was agreed and is presented in the diagram below. The guiding principles take account of the social policy and economic requirements set out in the Scottish Government & COSLA Settlement letter as well as the remit for all public services to ensure Best Value.

ELCPP Statement of Intent
We will work in partnership to build an East Lothian where everyone has the opportunity to lead a fulfilling life and which contributes to a fair and sustainable future for Scotland and the wider world.

Guiding Principles

Opportunity   Fulfilling life   Fair   Sustainable

16 SOA East Lothian Outcomes
short term outcomes & indicators
achieved/ supported by
logic models or joint strategies/plans

Delivered by 7 SOA Theme Groups

In conclusion

Work is ongoing in preparation for the Working Group meeting on 4th March where the SOA Theme groups have been asked to present and discuss their East Lothian outcomes, short term outcomes and measures using a new SOA 2011/12 Outcome Template. Some Theme Groups and related partnership groups, particularly Housing, Health & Social Care and the proposed new Strong and Vibrant Communities group will need extra time to finish this work.

- The Board is asked to approve in principle the 16 East Lothian Outcomes as the basis for SOA 2011/12 (reduced from 26 in SOA 2009) presented in Appendix 3.

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- The Board is asked to approve the overall framework for SOA 2011/12 which incorporates the Statement of Intent and includes the formation of the Communities Theme Group.

3.6. Next steps
- SOA Theme Groups finalise their East Lothian Outcomes, short term outcomes, indicators etc. & related logic models – March & April
- Discussion of the outcomes/key work to deliver them - ELCPP Forum 24th March 2011.
- Draft SOA 2011/12 document and circulate to Board, Working Group and Theme Groups for comment – mid April to 16 May
- Final draft SOA 2011/12 for approval by the Board - 13 June 2011
- ELCPP improvement plan (action on the reviews and self evaluation) – 13 June 2011

4   Policy Implications

This report demonstrates ELCPP's ongoing commitment to community planning and the delivery of a partnership East Lothian Single Outcome Agreement established through the Concordat and the Scottish Government / COSLA Settlement agreement for 2011/12.

5   Equalities Impact Assessment

This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6   Resource Implications

6.1 Financial – There are no new financial implications
6.2 Personnel - As above
6.3 Other – As above

7   Background papers

7.1 SOA 2011/12 Development Plan, ELCPP Board 13 December 2011

7.2 ELCPP Working Group meetings of 17th Jan and 3rd Feb 2011 – reports and action note

8   Appendices

8.1 SOA 2011/12 Framework report

8.2 Summary of Action on the recommendations from three SOA 2009 reviews

8.3 Table comparing SOA 2009 Priorities & Outcomes and SOA 2011 East Lothian Outcomes

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Date of report	3rd March 2011

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Appendix 1. SOA 2011/12 Framework Report

Proposed SOA 2011/12 Framework Document for the ELCPP Board for comment and approval

SOA 2011/12 brief

This document is a refresh and update rather than a rewrite. It will therefore be a briefer summary document based on SOA 2009 taking account of the following:

- Need to Incorporate the Statement of Intent (vision)
- Need to incorporate action on the Reviews
- The new UK and Scottish economic context
- The new policy/legal framework (Settlement agreement, key policy areas, Single Equalities duty & Climate Change duties)

Proposed SOA 2011/12 document content

Sections	Content	Questions
SOA Agreement statement & signatures	As current document	Board to decide if this is necessary
Purpose & scope of the agreement	Adapted from current content & including: Based on the Concordat and the new Settlement letter 2011 (new policy framework) Taking account of the new economic context Update/refresh of SOA 2009 for 1 yr.	
Developing this agreement	Update of current content and summarising new developments	
Delivering this agreement	-Statement of intent with guiding principles from this: opportunity, fair, sustainable & best value (cutting across all East Lothian Outcomes) -ELCPP working in partnership/ structure diagram & relationships/ Third sector involvement & involving/engaging communities -Strengthening the partnership - summary of the self –evaluation & action plan & actions from the reviews	
Area profile and the challenges for East Lothian	Update covering key changes in the context by broad theme with key issues and focusing on cross-cutting issues – guiding principles Key differences: Recommended not to have priorities but only a reduced set of East Lothian Outcomes	
Summary of new SOA East Lothian Outcomes	Key differences -Reduced from 26 to max 20 (perhaps less) -Based on East Lothian Outcomes and not National Outcomes (but maps relationship with N Os) - short term outcomes and indicators – No context for each outcome	
Managing performance	Updated from current doc	
Public reporting	Updated from current doc	

Progress to date

1. Summary of Action on the 3 Reviews of the SOA 2009 (appendix) – the majority of actions will fit within the SOA Development Plan, whilst others have a longer timescale.

2. All Theme Groups have produced update papers for their areas outlining challenges and proposing new outcomes or plans to establish these in the near future http://cmis.eastlothian.gov.uk/CMISWebPublic/Meeting.aspx?meetingID=1657

3. Proposed Changes to Outcomes for 20011/12 compared to SOA 2009 – to be updated and almost finalised on 4th March and presented at 14th March Board meeting (appendix)

4. How Good Is Our Partnership self evaluation – the pilot tool is ready and Working Group members are contributing views so that a small group session with a cross section of partners can complete the assessment on Friday 24th February am, results to be presented at 14th March Board meeting.

5. ELCPP Forum (part of the consultation plan) confirmed and preparations underway - http://www.eastlothiancommunityplanning.org.uk/newseventitem.aspx?itemid=252&type=N.

6. SOA 2011/12 Development Plan - progress updated in February (appendix)

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Appendix 2: Summary of Action on the Recommendations from the 3 Reviews of SOA 2009, January 2011

This action plan summarises the discussion on proposals for action on the recommendations from the three Reviews of SOA 2009 at the ELCPP Working Group, 17th January 2011, agenda items 2 & 4. These actions will be integrated into the SOA 2011/12 Development Plan or the subsequent implementation plans.

Action	When	Who
SOA 2011/12 Framework		
1. SOA 2011/12 will be 'smarter' with the following criteria: • Comprehensive approach with both core services and innovation/partnership working which contribute to the agreed priorities. This will ensure that all our public services are focused on delivering outcomes for people and places (as per government policy) with a clear line of sight to the outcomes in the East Lothian SOA. • Take proper account of the new financial context (impact of budget cuts and welfare reform and economic trend) and these government policy priorities: a) Achieving Our Potential (tackling poverty and income inequality), b) Early Years Framework (giving children the best start in life), c) Equally Well (tackling health inequalities), d) Curriculum for Excellence, e) Economic Recovery and f) Sustainability/climate change. • Focus on East Lothian (local) outcomes with a maximum of 15-20 (can be identical to the national outcomes). The East Lothian outcomes will track correlation with the 15 National Outcomes. If any are not correlated then the CPP either agrees that this is not an East Lothian priority or shows how it is met elsewhere (i.e. outwith the SOA). • Cross cutting across all Outcomes & drawing on the Statement of Intent. *Opportunities: Prevention & Early intervention – monitoring through check on content of joint plans *Fair: Equalities to be monitored through the Single Equalities Scheme *Sustainable: Sustainability & monitoring to be established through forthcoming SG Climate Change Act guidance *Effective & Efficient / Best Value: monitoring through performance management system • Consider the usefulness of retaining the 8 Priorities – currently not used & create another tier of reporting (or not). If retained they could be less and should map up to the CPP Statement of Intent and down to the Outcomes and Indicators in a pyramid/line of sight. An alternative to Priorities could be a set of Values/Aims/Goals/Principles stemming from the Statement of Intent.	Jan-Mar	Veronica Campanile & SOA sub-group
Resourcing		
2. Board Partners have confirmed commitment to the SOA outcome focused working. They are reviewing resources within the new financial context which will focus the SOA on feasible delivery/activity. There is no pooling of budgets or joint funding at CPP level. No further action on this to be taken at present.	Jan/Feb	Board
3. The SOA and its delivery tools (Logic Models, Joint Plans or Business Plans) will identify budget inputs and key additional funding streams available outwith the partnership. This will allow consideration of the possible impact of budget decisions on SOA outcomes and additional resources.	Jan-Mar	Veronica Campanile & SOA sub-group
4. SOA Framework document will highlight staff resourcing needed to achieve partnership working for each theme i.e. management of / participation in groups as a commitment from each SOA signatory. The SOA final document identifies this commitment.	Feb/Jun	Veronica C, SOA sub-group
Governance & Performance Management		
5. Getting governance decision making right and increasing the focus on managing performance should bring more effective decision-		

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	making by the top level partnership/theme groups, streamlined structures, and free up the Board to be strategic and hold the Theme Groups to account.		
	a) Map governance, decision making and the network for each priority/or set of outcomes vertically to the Board and horizontally to the key service providers and/or partnership groups, including those not yet fully involved.	Feb/Mar	Priority Leads & Veronica C
	b) Review membership of partnership groups to ensure representation & links to partners and partnership groups which can deliver the Logic Models/Joint Plans and Services agreed to achieve the Outcomes as well as community involvement.		
	c) A Board member is identified as champion for each theme / set of outcomes (currently in 2 themes).		Board / Priority Leads
6.	Consider and take action on the 8 SOA review sub-reports i.e. for each priority	Jan/Feb	Priority Leads
7.	Each outcome will have a Plan identifying: measures, timescales, actions attributed to a service and resources from existing budgets as well as key external resources available (see Guidance on Outcomes and Performance Management).	Jan-Mar	All Priority Leads
	- The Plans will preferably be a Logic Model recognising that this tool is useful to identify gaps, find innovative solutions and check coherence of actions to outcomes.		
	- A Logic Model is not required where Joint Plans/Strategies exist to achieve outcome e.g. Local Housing Strategy, Integrated Children's Service Plan and the Environment Strategy.		
8.	Partners will integrate their Actions into their Service Plans so additional business planning is not required. Theme Groups confirm that Service Plans have been updated through their monitoring reports.	May-Jun	All priority Leads
9.	The new Guidance on Outcomes and Performance Management includes new definitions for all terms[1]		Andrew Strickland
	a) To be presented to Working Group	Feb	
	b) A training session to be provided for members of all Theme Groups	Feb/Mar	Theme Groups Members
	Note: Training on logic modelling with a CLD focus available via CLD Upskilling programme Jan/Feb 2011		
10.	Retain quarterly monitoring – 3 per/yr and 1 annual report - with revised report template to achieve 'smart' reports - 2 pages max - which contribute to managing performance (focus on reporting by exception and key initiatives) .	Ongoing & Feb	Theme Groups Veronica C, Claire G
Building an Outcome Focused ELCPP			
11.	Update ELCPP structure and role and remits of all ELCPP partnership groups	Mar/Apr	Board & Working G
12.	Deliver Information Sessions to all Theme Groups and main Partnership Groups in the structure and SOA Signatories/Partners	May-Jul	Veronica C
13.	Provide Partnership Handbook / agreement	Jun	Veronica C & Board
14.	Provide Induction for all new representatives on Groups - Briefing Pack and information session	Feb ongoing	Priority / Theme Leads
15.	Culture Change towards Outcome Focused Partnerships - Sharing Good practice in setting and achieving Outcomes, Partnership Working and Community Engagement		
	a) Present examples of good practice in at the ELCPP Forum	Mar	Veronica C
	b) Workshops on good practice for Working/Theme Groups & Related Partnership Groups	Jun	Working G
	c) Write up and publish case studies on ELCPP website, e-news and SOA Annual Report 2010/11 – note resourcing issue.	Jul/Aug	Meriel Deans

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[1] Definitions included: inputs, outputs, processes / activities, short-term and long-term outcomes

		CEG	

16. All SOA 2011/12 signatories will:
   a) Update staff remits and business plans in accordance with the SOA commitments
   b) Provide information/training to key staff on community planning, the SOA and their responsibilities.
	Apr-Jun	Board & SOA Signatories	

Community Engagement			
17. Community engagement on SOA 2011 was planned and carried out though the result was limited in scope as it was planned to use the ELCPP Forum to engage across the partnership. Learning to be considered whilst updating the outcomes	Nov/Dec & Feb	Meriel Deans Working G & CEG	
20 Put in place an ELCPP Communications/marketing strategy: to increase the profile of the SOA across the partnership; show the ways communities are involved and influencing and how they can do so - make connections between local concerns and SOA outcomes	May-Jun	Veronica C & Partner Comms.	

21 Effectively use the information available from communities through surveys, lead officers, etc. and ensure feedback mechanisms
   a) Lead staff to email or present information to relevant partnership groups and feed back – both as soon as possible
   b) Lead staff/groups to organise co-events with other relevant partnership groups to take forward concerns
   c) Establish a mechanism for LAF information to influence other partnership groups
	ongoing	All working group & CEG members	

22 Meet with the Association of East Lothian Community Councils to consider improving involvement in/links with Theme Groups -CC involvement in Local Area Forums is good and in some partnership groups including the Community Engagement Group. -Local inspectors are now involved in the Community Safety Theme Group & local groups on Environment Forum and in LAFs	Feb	Veronica C & Paolo Vestri	

23 Elected Member Involvement
   a) Survey underway on EM views on their work in multi-member wards – the results will strengthen their role in Local Area Forum
   b) Check EM's perceptions of involvement in theme / partnership groups now that their responsibilities have been agreed (meeting)
   c) Highlight EM's role in the Communications strategy e.g. website, publications, etc.
	Mar	Paolo Vestri & Veronica C	

24 Consider VAEL's contribution to community engagement within the ELCPP Community Engagement Acton Plan.	Feb	Meriel D,VAEL & CEG	

Appendix 3 TABLE Comparing SOA 2009 Priorities/Local Outcomes & SOA 2011/12 East Lothian Outcomes – updated 3rd March 2011

Priorities 2011/12	Local Outcomes 2009/11	Draft East Lothian Outcomes 2011/12	Key Strategies & Plans	National Outcome

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1. Encouraging enterprise, with a focus on small businesses, tourism, and local food production	Enable business start up, development and growth through supported and sustainable economic development	**East Lothian will have a sustainable and successful local economy through developing key local sectors and enhancing business performance.**	*ELC Our Contract with the People/related service plans* *Retail action plan* *EL Tourism Action Plan* *EL Tourism Events Strategy* *Food & Drink action plan* Skills Pipeline Project Economy Logic model	**1, 2 & 3**
	Increased visitor numbers, visitor spend and economic activity in East Lothian by positioning East Lothian as a place to visit within local, regional, national and global tourism markets			
	Individuals are equipped with appropriate skills to secure & retain employment, to progress onto more rewarding jobs and to lead satisfying lives			
2. Ensuring that our children and young people have the best start in life	All young people fulfil their potential	**All our young people are successful learners, confident individuals, effective contributors and responsible citizens.**	*Integrated Children's Services Plan*	*4*
	All children in East Lothian will get a better start in life	**Our children have the best start in life and are ready to succeed**	*Integrated Children's Services Plan & Support from the Start*	*5*
	The needs of children and families will be met at the earliest identified point	**We have improved the life chances for children, young people and families at risk or with disability**	*Integrated Children's Services Plan*	*8*
	Children and young people at risk are protected and have improved life chances through appropriate intervention and support		*Integrated Children's Services Plan*	*9*
	The most vulnerable children's needs are met through receiving high quality support and where appropriate care			
3. Promoting healthier, more active, and independent lives	In East Lothian we will live healthier, more active and independent lives	**In East Lothian we will live healthier, more active and independent lives**	Revised Older People's Strategy 2011-20 Lothian Joint Mental Health & Wellbeing Strategy 2011-16	**6**
4. Addressing inequality, with a focus on tackling	We have reduced the gap in health inequalities within East Lothian	**We have reduced the gap in inequalities within East Lothian**		**7**

poverty and health inequalities, especially in the west of the area	Fewer people will fall into unmanageable debt	**Fewer people will experience poverty in East Lothian**	Poverty Profile Tackling Poverty Strategy 2012	**7**
	Fewer people will be affected by Hate Crime			
	Fewer people will be affected by domestic abuse			
	Adults in East Lothian will have the core and life skills, knowledge and confidence to make decisions in their lives			
	Residents of East Lothian are confident and responsible with a positive sense of wellbeing			
5. Building safer communities	Fewer people in East Lothian will be the victim or cause of crime or anti-social behaviour	**Fewer people are the victim of crime, disorder or abuse**	?	**9**
	Everyone living in, working in or visiting East Lothian will be safer	**Fewer people experience antisocial behaviour**		**9**
	East Lothian roads will be safer for all road users	**East Lothian's homes and roads are safer**		**9 & 11**
6. Ensuring that everybody in East Lothian has access to affordable housing	People in housing need have access to an appropriate type, tenure and standard of housing and are prevented from becoming homeless	**To be replaced by draft overarching vision/outcome for the LHS** <mark>(ready by March/April)</mark>	East Lothian Local Housing Strategy 2012-17	**10**
7. Protecting and enhancing the environment	East Lothian has a well-maintained built and historic environment, where new development is well-designed and reflects and reinforces distinctive individual place identity			
	East Lothian has an attractive and healthy environment with a rich diversity of wildlife, habitats and distinctive historic built environments, which enhances peoples' lives	**East Lothian will have an attractive, healthy natural, built and historic environment, with a rich diversity of habitats and well designed new developments that enhance the well-being of people and the local community**	Environment Strategy SESPlan	**12 & 6**
	East Lothian will be a less resource intensive, oil dependent county, by reducing its ecological and carbon footprints by 80% by 2050	**East Lothian will be less dependant on finite resources by moving to a more localised, low carbon economy and reducing its ecological and carbon footprints by 80% by 2050**	Environment Strategy 2010-15 Resource logic model	**14**

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	East Lothian has well connected communities with increased use of sustainable transport modes	**East Lothian has well connected communities with increased use of sustainable forms of transport**	Environment Strategy 2010-15 EL Local Transport Strategy 2011 (under development)	**14 & 10?**
8. Encouraging stronger and more vibrant communities	East Lothian's towns and villages are sustainable, thriving places with good access to services and amenities	**East Lothian has strong, vibrant communities where residents are responsible and empowered with a positive sense of well-being.**	ELLP strategy 2010-15 (adult, community & young people) Local Community Plans Musselburgh & Dunbar Environment Strategy 2010-15 adaptation & resilience Cultural strategy Heritage strategy Diversity Network programme	**10, 13, 14 & 3**
	East Lothian and Scotland's culture and diversity is recognised and celebrated	-within above as a short term outcome		
	Effective and efficient services are delivered, which are valued by the people of East Lothian	**Effective and efficient services are delivered, which are valued by the people of East Lothian**	Partners Business Plans All strategies & plans	**15**
	SOA 2009 – 26 Outcomes	**SOA 2011 – 16 Outcomes**		