

**SUBJECT: Quarterly Monitoring Report on Effective & Efficient Services:  
ELCPP Improvement Plan and Workplan 2011/12**

**1. Purpose**

This is the Quarterly Monitoring Report on the cross-cutting theme Effective & Efficient Services, which is the responsibility of the Working Group. An update on progress on the ELCPP Improvement plan 2011/12 and the ELCPP Workplan 2011/12 is provided in the appendices to this report. The remainder of this report focuses on proposed actions for the Working Group.

**2. Actions proposed**

The Working Group is asked to:

- 2.1 Consider the updated Improvement Plan and actions for this group - 1.2, 1.3, 2.7, 3.5
- 2.2 Consider the updated Workplan and actions for this group – 1.1 (Forum proposal tabled) 1.3, 1.4 and 1.7

**3. Background to actions**

3.1 The Community Planning Officers' Group reviewed progress on the actions in both the Improvement Plan and the Workplan at their meeting on 13 February 2012 and agreed the proposed actions in this report.

3.2 Together these two plans greatly contribute to achieving Effective & Efficient Services across SOA 2011. In addition each theme group contributes within their actions to achieve outcomes as per the approach presented in the Improvement Plan.

**4. Equalities Impact Assessment (in relation to actions)**

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

**5. Resource Implications (in relation to actions)**

The resource implications are:

- 5.1. Financial: None
- 5.2. Organisations: None
- 5.3. Personnel: None
- 5.4. Other: None

**6. Community Consultation and Engagement (in relation to actions)**

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6.2. The actions proposed are not applicable to communities. No community consultation/engagement activity is required.

### 7. Background Papers / Appendices

7.1. ELCPP Improvement Plan 2011/12 – updated February 2012

7.2. ELCPP Workplan 2011/12 – updated February 2012

7.3. ELCPP Forum 2012 Proposal for the Working Group (tabled)

<i>Report from:</i>	Community Planning Officer's sub-group Chair: Paolo Vestri, Corporate Policy Manager, East Lothian Council, E: <a href="mailto:pvestri@eastlothian.gov.uk">pvestri@eastlothian.gov.uk</a> / Tel: 01620 827320
<i>Report written by:</i>	Veronica Campanile, Community Planning Officer, East Lothian Council, Email: <a href="mailto:vcampanile@eastlothian.gov.uk">vcampanile@eastlothian.gov.uk</a> / Tel 01620 827475
<i>Date:</i>	20 February 2012 and updated 28 February 2012 with tabled report.

# East Lothian Community Planning Partnership Improvement Plan 2011/12 (updated 16/02/2012)

## 1. Effective and efficient services are delivered, providing value for money to East Lothian Residents

Ref.	Action/ Improvement Point	Timescale	Lead	Progress/ Update
1.1	Develop the SOA and its support/delivery tools (Logic Models, Joint Strategies or Plans) to track the alignment of funding to SOA Outcomes including key external funding available to East Lothian (e.g. Leader+) and identify: budget inputs and key additional funding streams; the possible impact of budget decisions on SOA outcomes; and additional resource requirements	Dec 2011	CP Officer / Theme Groups	<p>TGs to report on partnership funding streams, key budgets and resource requirements - resources is included within section 5 of the Quarterly Updates on Action Plans and again in the cover report.</p> <p style="color: green; font-weight: bold;">COMPLETE</p>
1.2	Learn lessons from the Integrated Resource Framework pilot in Health and Social Care to support the development of joint resource planning	Nov 2011	CP Board	<p>The IRF should come through the H&amp;S Care Theme Group. Presentation planned at Sept &amp; Dec CP Boards but postponed. Major Lothian IRF event 18 Jan.</p> <p style="color: blue; font-weight: bold;">Action</p> <ul style="list-style-type: none"> <li style="background-color: yellow;">• Health &amp; Social Care Theme Group to hold an IRF event (Allister S &amp; David Heaney)</li> <li style="color: blue;">• Presentation at the June Board</li> </ul>

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<p><b>1.3</b></p>	<p>Develop the use of Joint Plans and Strategies and Logic Models to support joint working and identify further areas where joint planning is required at CPP level (e.g. Asset Management Plan; transport strategy)</p>	<p>Mar 2012</p>	<p>Theme Groups</p>	<p>TGs to report on progress with joint strategies and any gaps/areas that require further work – Asset management planning being taken forward through work with HubCo.            Summary of joint strategies and gaps discussed at Nov Working Group mtg. Asset Management Strategy agreed &amp; post mtg agreed to develop a Sustainable Economic Growth Strategy.            Summary &amp; gaps approved at Dec Board.  <b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Set completion dates for both strategies (Susan Smith &amp; Paolo Vestri)</b></li> <li>• <b>Follow up on Hubco &amp; asset management (Paolo Vestri/Alec McCrorie)</b></li> </ul>
<p><b>1.4</b></p>	<p>Support / encourage partners to ensure that relevant SOA outcomes are incorporated into their Business Plans/ Strategies; progress to be reported through Theme Group monitoring reports</p>	<p>Mar 2012</p>	<p>CP Board / Theme Groups</p>	<p>Action agreed at December Board &amp; spreadsheet for reporting developed and being completed by partners; 4 of 7 responses received to date at 12 February. Noted that partners plans focus on some outcomes but often contribute to a range of others.  <b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Follow up with remaining 3 partners – complete Feb</b></li> <li>• <b>Produce a summary of gaps for the Board (Veronica C)</b></li> </ul>

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1.5	Integrate learning from the experience of Support from the Start/ early intervention approach across the CPP/ SOA	Mar 2012	CP Board / Theme Groups	<p>Support from the Start evaluation planned for Sept Board but postponed.</p> <p>SftS learning has been mainstreamed through the Early Years Review within ICSP and progress is reported in Nov GIRFECYP quarterly report – no further action requested... Major event planned early 2012</p> <p>Learning from SftS included in 7 Nov workshop on building a resilient East Lothian.</p> <p>CJA process within Community Safety aims to shift resources and work to EI / Prevention.</p> <p>Major IRF workshop on 18 Jan 2012.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>ELCPP Forum 2012 will focus on all cross-cutting themes and could include session on IRF.(Veronica C)</b></li> <li>• <b>Council master class on Early Intervention which will include partners-before summer break (Paolo V)</b></li> </ul>
1.6	Retain quarterly monitoring from Theme Groups to the CP Board with revised report template to achieve ‘smart’ reports which contribute to managing performance (focus on reporting by exception and key initiatives).	Jul 2011 Mar 2012	CP Officer / Theme Groups	<p>Draft guidelines and report template have been piloted and minimum feedback was received. System revised and re-issued in Oct. Veronica met with 5 of 7 Theme Groups (TP &amp; Communities pending) to go through it, however, system still being discussed by some TGs.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Jun CP Officers group mtg - check.</b></li> </ul>
1.7	Put in place performance management arrangements for the five cross cutting themes of SOA 2011/12	Sept 2011	CP Officers Group	<p>Due for August CP Officers Group mtg but postponed. Nov CPO group agreed to include reference to all in quarterly monitoring reports.</p> <p>Updated QMR circulated to CPO group with two options – introduce now or delay until after the forum – PV &amp; VC decided to delay</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>June CPO group mtg - review</b></li> </ul>

## 2. East Lothian CPP has the leadership and capacity to deliver high quality outcomes

Ref.	Action/ Improvement Point	Timescale	Lead	Progress / Update
2.1	Review CPP and SOA governance procedures including the role, remit and membership of the CP Board, Theme Groups and Working Group, the arrangements for handling disputes and complaints and scrutiny arrangements	Dec 2011	CP Officers Group / CP Board	<p>Discussion at August CP Officers mtg postponed &amp; discussed at Nov CPO group. Allister S, Paolo V &amp; Veronica C discussed this in Dec 2012 - taking account of major changes within partner organisations they agreed to delay review until May 2012.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Prepare paper for a special CPO mtg- March (Veronica &amp; Paolo)</b></li> <li>• <b>Results to the June Board and Forum 2012</b></li> </ul>
2.2	Review membership of Theme Groups to ensure representation and links to partners and partnership groups which can deliver the Logic Models/Joint Plans and services to achieve the outcomes as well as community involvement	Nov 2011	CP Working Group	<p>TGs were asked to review their membership in line with new reporting guidance. See also 3.6. , engagement with communities including membership of Theme groups and related partnership groups. Discussed at Nov W. Group; the membership is developing to include relevant partners and community reps – to be reviewed within governance.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Review within 2.1.</b></li> </ul>
2.3	Identify the staff resourcing required to achieve partnership working for each theme (i.e. management of/ participation in groups) as a commitment from each SOA signatory. All CP partners will provide information/ training to key staff on community planning, the SOA and their responsibilities	Mar 2012	CP Officers Group	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Review within 2.1, then through CP Officers Group</b></li> </ul>

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<p><b>2.4</b></p>	<p>Use refreshed SOA 2011 to encourage more active involvement of all partners/sectors (including third sector and elected members) in supporting the SOA and support the CP Board, Theme Groups and related partnership groups to participate fully in the CPP/ SOA through:</p> <ul style="list-style-type: none"> <li>• providing information about the role, remit and method of operation of the CPP</li> <li>• producing a Partnership Handbook</li> <li>• induction for all new representatives on Groups (a Briefing Pack and information session)</li> </ul>	<p>Dec 2011</p>	<p>CP Officer</p>	<p>Discussed at Nov CPO group mtg &amp; again at Nov W.Group mtg.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Include within 2.1</b></li> </ul>
<p><b>2.5</b></p>	<p>Support culture change towards Outcome Focused Partnerships including sharing good practice in setting and achieving Outcomes, Partnership Working and Community Engagement through:</p> <ul style="list-style-type: none"> <li>• Workshops on good practice for Working/Theme Groups and related partnership groups</li> <li>• Write up and publish case studies on ELCPP website, e-news and SOA 2010/11 Annual Report</li> </ul>	<p>Mar 2012</p>	<p>CP Officer</p>	<p>This also relates to action 1.5 Early Intervention/ Prevention. Discussed at Nov CPO group mtg – Communication mechanisms may be: <i>regular items in ELCPP news &amp; on website; feature as intro to each outcome report in SOA 2011/12 Annual Report (Sept 2012); feature article in EL Courier Sept/Oct 2012; Feature in Living but when: July issue too early &amp; C. Safety pull-out in Nov?</i></p> <p>Nov W. Group mtg considered approach, format and communication mechanisms. Employer Offer leaflet highlighted as a good example. Agreed to collect brief case studies from Theme Groups etc. demonstrating success &amp; attach examples to monitoring reports, put on website, include in annual report, etc. Template underway in Jan-Feb</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>VC to complete &amp; send out–end Feb 2012</b></li> </ul>

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2.6	Continue to encourage elected member engagement with the SOA at a strategic level (spokespeople engagement with relevant Theme Groups and related partnership groups) and at a local level through involvement in Local Area Forums	Mar 2012	CP Officer / Local CP Officers	<p>Work begun on this and information available for LAFs and several Theme Groups.</p> <p>Nov W. Group mtg – we didn't check status of engagement with Councillors in Theme Groups (membership or connections) &amp; Local Area Forums (local member involvement and role of LAF chairs) &amp; agree action to improve.</p> <p>Feb 2012: most ward elected members are participating in the three Local Area Forums, and elected members are directly involved in 4 of 7 Theme Groups</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure all elected members continue to be invited to Local Area Forums (Kaela Scott &amp; Stephanie Kerr)</b></li> <li>• <b>Consider the role of Elected Members in 2.1</b></li> <li>• <b>Ensure ELCPP/SOA is a topic in the induction of new Councillors – May./June (Paolo V)</b></li> </ul>
2.7	Undertake a Risk Assessment of the SOA	Dec 2011	CP Officer	<p>Initially discussed at Aug CP Officers Group mtg and was on W. Group agenda but postponed. Discussed at Nov CPO group mtg with some amendments made.</p> <p>Risk assessment updated and discussed at the Nov. Working Group and the Dec Board. Amendments have been included in the final report template. Residual Risk in progress (Feb 2012)</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Theme Groups undertaking Residual Risk Assessment / Management – by end Feb 2012 (Theme Group leads)</b></li> </ul>
2.8	Theme Groups to consider and take action on the detailed outcomes report produced by the SOA outcomes review	Mar 2012	Theme Groups	<p>TGs were reminded to take review report findings into account in developing SOA 2011 Logic Models and Action Plans. <b>COMPLETE</b></p>



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2.9	Improve data quality, gathering and analysis across the CPP and in particular in relation to SOA outcome indicators and the production of an updated Area Profile	Mar 2012	CP Officers Group	<p>Andrew Strickland is leading. Police &amp; Fire have asked to progress strategic assessment for East Lothian. Options paper for the Council chief officers under-preparation in Nov.</p> <p>This was agreed and a proposal to commission data analysis has been developed through the CX policy team and lead officer. Unused funds in the CPP budget could cover the work.</p> <p>CPO agreed Council proposal to commission data analysis and use of CPP funds for this purpose at Feb mtg.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Implement Data Analysis project –Feb/March (Paolo V)</b></li> </ul>
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**3. East Lothian residents, communities and partners are fully engaged in the CPP**

Ref.	Action/ Improvement Point	Timescale	Lead	Progress/ Update
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<p><b>3.1</b></p>	<p>Deliver the Community Engagement Action Plan</p>	<p>Mar 2012</p>	<p>Community Engagement Group</p>	<p>CP Engagement Group delivering the CP Action Plan. 2010/11 Community Engagement Annual Report reported to Sept Board. C. Engagement became a cross-cutting theme in SOA 2011. Working Group commented on this topic and agreed actions below. Community Engagement Group (CEG) agreed to amend the action plan to include CE as a cross-cutting theme  Feb CPO mtg – discussed the limited usage of VOiCE and the considerable investment to date. It was felt that training was not enough and that hands-on support might be needed. Agreed that CEG review VOiCE covering use, identifying barriers and action.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Review the CE Action plan - include CE as a cross-cutting theme &amp; quarterly reviews at meetings-March -Meriel/CEG</b></li> <li>• <b>Review VOiCE as per points above-March - Meriel/CEG</b></li> <li>• <b>Include VOiCE on CPP reporting format-June- Veronica C</b></li> <li>• <b>Check relationship with the Council Consultation Hub - Meriel D and Claire Goodwin</b></li> </ul>
<p><b>3.2</b></p>	<p>Put in place an ELCPP Communications/marketing strategy</p>	<p>Dec 2011</p>	<p>CP Officer</p>	<p>Work begun in November by CP Officer and ELC Head of Communications to review existing strategy and produce options for approach. Feb CP Officer Group mtg considered Communications Options paper &amp; agreed: Option 3 as an interim with further work to be considered after Governance Review.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Implement Communications Paper – Option 3 as interim – Feb/March -Veronica C/David Russell</b></li> </ul>

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<p><b>3.3</b></p>	<p>Effectively use the information available from communities through surveys, lead officers, etc. and ensure feedback mechanisms:</p> <ul style="list-style-type: none"> <li>• Lead staff to email or present information to relevant partnership groups and feed back</li> <li>• Lead staff/ groups to organise co-events with other relevant partnership groups to take forward concerns</li> <li>• Establish a mechanism for Local Area Forum information to influence other partnership groups</li> </ul>	<p>Mar 2012</p>	<p>Theme Groups / Local CP Officers</p>	<p>ELC 2011 residents' survey published Aug 2011 &amp; info sent to Working Group.          ELC Consultation and Engagement Strategy almost complete – draft anticipated Dec 2011.          TGs reporting on engagement and consultation within new reporting procedure.          Checked usage of ELRS at Nov W.Group mtg:</p> <ul style="list-style-type: none"> <li>• YES – Tackling Poverty; Health &amp; Social Care; Community Safety &amp; Local Community Planning</li> <li>• PENDING: Enterprise &amp; Skills, Env. H.&amp; Places, GIRFECYP</li> </ul> <p>As agreed at Nov W. Group, community engagement is a permanent W. Group agenda item – see Feb agenda.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Review Theme Group reports each quarter and raise action as needed with the Working Group (Meriel/CEG)</b></li> <li>• <b>Consider mechanisms for LAF feedback to TGs within Governance Review (Veronica C/Paolo V)</b></li> </ul>
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3.4	Work with the Association of East Lothian Community Councils to improve Community Councils' involvement in/ links with the CPP, SOA Theme Groups and Local Area Forums	Mar 2012	CP Officer / Local CP Officers	<p>AELCC co-chairing Communities TG. Chair of W. Group &amp; CP Officer met with AELCC chair in Sept/Oct and agreed some steps.</p> <p>Members of Community Councils are participating in local community planning initiative in all three areas, through this may be on an individual basis and there is no feedback on consistent discussion of action at local community council meetings. Work with AELCC is needed to ensure active promotion and support.</p> <p>Noted at CPO Feb mtg that the SOA Snapshot designed and at print – agreed letter to AELCC as below.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Send letter to AELCC and all CCs on ELCPP, SOA 2011 with the Snapshot – highlighting CC involvement and inviting participation at the forum - Feb/March-Veronica C</b></li> <li>• <b>Further action after Governance Review</b></li> </ul>
3.5	Support and develop VAEL's contribution to community engagement across the CPP/ SOA and the ELCPP Community Engagement Acton Plan.	Mar 2012	VAEL / CP Engagement Group	<p>VAEL co-chairing the Communities TG and active in the CP Board, Working Group &amp; CP Engagement Group. VAEL has appointed reps to some Theme Groups. Nov update - VAEL is awaiting release of funds to be able to appoint a coordinator to support/take forward CPP work.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>VAEL to report progress &amp; gaps- Feb W. Group</b></li> </ul>
3.6	Ensure communities are engaged with the CPP/ SOA at all levels including theme groups	Mar 2012	Theme Groups	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>See 2.2, 3.4 and 3.5</b></li> </ul>
3.7	Encourage and support Local Community Planning through the roll out of Local Area Forums across all six areas of East Lothian	Mar 2012	CP Board/ Local CP Officers	<p>LAF update is a permanent item at the Board – Dec onwards.</p> <p><b>COMPLETE</b></p>

Appendix 7.2

SOA ACTION PLAN/TABLE: ELCPP WORKPLAN 2011/12 – updated 16/02/2012				
Ref.	Initiative/Action	Timescale	Lead Person	Progress/ Update
1.1	ELCPP Forum	May/June 2012	Veronica C & Meriel D	<p>Discussed briefly at Sept W. Group – proposed May/June 2012. Nov CPO group proposes: focus five cross-cutting themes and in particular Prevention &amp; Localism as key policy drivers. Focus and task group agreed at Nov W. Group mtg.</p> <p>Task group of 10 set up and met on 2<sup>nd</sup> Feb – learning points from last forum collected and outline proposal agreed.</p> <p>CPO Feb mtg - approved outline proposal with preference for date mid to late June &amp; weekday evening (not Saturday)</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Proceed with plans/present proposal &amp; date to the Feb Working Group (Veronica/Meriel/Task Group (tabled))</b></li> </ul>
1.2.	Self evaluation- stage 2 – Survey HGIOP	March 2012 May 2012	Veronica C	<p>Nov CPO group agreed this will be useful once the Improvement Plan, on the first self-evaluation, is completed.</p> <p>This year carry out a stakeholder survey in March/April</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Carry out survey March/April in preparation self-evaluation 2 (HGIOP) and the Forum in June 2012</b></li> </ul>

Appendix 7.3

<p><b>1.3.</b></p>	<p>Performance management SOA 2011:</p> <ul style="list-style-type: none"> <li>• AspireView</li> <li>• East Lothian Performs</li> <li>• SOA Annual Report 2010/11</li> <li>• SOA Annual Report 2011/12</li> </ul>	<p>March 2012</p>	<p>Veronica C &amp; Andrew S</p>	<p>SOA Annual Report 2010/11 – submitted in September and updated in December 2011. Feedback session held with the S.G on 24 January – formal reply pending.</p> <p>SOA 2011 - all indicators have named updaters and owners; definitions and methodology for all indicators 98% complete.</p> <p>East Lothian Performs is live on ELCPP website with the SOA outcome framework and real-time information on indicators.</p> <p>Work is underway to ensure all SOA outcomes have up to date logic models or strategy action plans attached: 5 Theme Groups have these for their Outcomes-Enterprise &amp; Skills, Community Safety &amp; Vibrant Communities logic models &amp; GIRFECYP &amp; Env. Housing &amp; Places – strategies/plans.</p> <p>Pending:</p> <ul style="list-style-type: none"> <li>-Tackling Poverty pending approval of new strategy;</li> <li>- H&amp;Social Care – not yet available</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Plan for SOA Annual Report 2011/12-end Feb</b></li> <li>• <b>Consider data and examples of impact/ agenda item - May round of Theme Group meetings</b></li> </ul>
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Appendix 7.3

<p>1.4.</p>	<p>Website development &amp; maintenance</p>	<p>March 2012</p>	<p>Veronica C</p>	<p>Website is restructured for SOA 2011 including a landing page for Vibrant Communities and rebuilding of East Lothian Performs (ELP); the cost of the latter has been higher than anticipated due to work required to integrate with the new Aspireview interface. Further redesign underway to display the cross-cutting themes.</p> <p>The website Admin Handbook was updated and two training sessions for new &amp; existing administrators were run in Nov: due to a connection failure the first session was cut short, therefore 10 people attended, only 3 were trained.</p> <p>Landing pages – some are active with several administrators; some don't have a main administrator and/or not yet developed (Nov 11)</p> <p>Twitter <a href="https://twitter.com/#!/EastLothianCPP/lists/memberships-followers">https://twitter.com/#!/EastLothianCPP/lists/memberships - followers 198 / following 243 Nov 2011.</a></p> <p>Training session held 19 Jan run with 4 of 5 people registered.</p> <p>MELDAP &amp; VAW Partnership now have named administrators and sections on the H&amp;SC landing page.</p> <p>Some difficulty with IT security so not all administrators have access to social media</p> <p>Restructuring complete to include all cross-cutting themes –these pages need further development. Google analytics now pinned to admin section for quick checks by all (Jan 2012)</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>● <b>H&amp;S Care, T Poverty &amp; Vibrant Comms. TGs to name main administrators and develop page</b></li> <li>● <b>VC to resolve permissions for social media with IT &amp; line managers (1 admin)</b></li> <li>● <b>Complete content of cross-cutting theme landing pages-March</b></li> </ul>
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Appendix 7.3

1.5.	ELCPP Annual Calendar / meeting cycle	Quarterly	Veronica	<p>The calendar is continually updated and circulated to the Working Group. Nov CPO group – discussed gaps and meeting outwith the quarterly cycle. Communities TG mtgs now on calendar (Sheila). Updated calendar circulated in January and to be circulated in Feb. TP TG mtg was not possible in Nov.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Paolo to arrange a TP mtg late Feb 2012</b></li> </ul>
1.6.	Financial management			<p>Budget approved in June; monitoring report to Dec Board. Nov CPO mtg – discussed 2012/13 budget and partner contributions. Draft budget for 2012/13 based on ELC &amp; NHS contribution for £30,000 on Feb CPO agenda as agreed. Monitoring reports for 2011/12 up to date &amp; on Feb CPO &amp; March Board agendas</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>LBFRS to update on contribution, when possible.</b></li> </ul>
1.7.	Communications – E-news & SOA docs			<p>E-News sent to date: 2 x Aug, Sept, Dec 2011, Jan, Feb 2012</p> <ul style="list-style-type: none"> <li>• SOA 2011 Snapshot – designed and printed. This should be useful to increase understanding and ownership of the SOA across partners and communities</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback on content &amp; frequency of E-News</b></li> <li>• <b>SOA Snapshot - engagement/distribution - Feb W. Group</b></li> </ul>



## Appendix 7.3

### ELCPP Forum 2012 Proposal for the ELCPP Working Group 27 Feb 2012 (Item 6.10)

1. Task group set up Jan. 2012 with 10 people: Steph Kerr, Monica Patterson, Linda McNeill, Gordon Simpson; Meriel Deans, Veronica Campanile, Oliver Escobar, Kaela Scott, Jane Ogden-Smith, Claire Goodwin.
2. The task group met on 2<sup>nd</sup> Feb identifying key learning points (see appendix) and an outline proposal which was discussed and a preferred date and focus was agreed by the CPO group.
3. The task group met on 23<sup>rd</sup> Feb 2012 and outlined this proposal for comment at Feb Working Group

## PROPOSAL

**ELCPP Forum 2012:** XXXXXX funky name needed ...suggestions?

**Wednesday 13 June, 6.00-9.00pm, Knox Academy, Haddington, with light buffet,**

### Purpose

- Showcase successes/achievements across the 14 outcomes
- Focus on cross-cutting themes – what is working well & what are the challenges for building these into the 14 outcomes
- Bring people together from across ELCPP themes and localities

**Participants:** 120-150 (almost 100 in 2011, & more expected from bedding in of LAFs & TGs)

- Staff and community reps from public, third, community & private sectors
  - People involved in CPP groups and Local Area Forums
  - People from partner organisations but not directly involved in groups
  - Young people who are involved in some way
- NOT the general public

### Main Content & timeline

**5.45 Registration and buffet (take to seats)**

**6.15 Welcome**

**6.25 Presentation: key challenges ahead & definition of cross-cutting themes**

(supported by updated Area Profile and SOA snapshot - in packs?)

**7.00 SOA successes/achievements of 14 Outcomes – focussed on the cross-cutting themes**

**Tool: Poster presentation** around the hall (2-4 posters from each Theme Group highlighting how they are addressing the cross-cutting themes)

**Poster brief**-each poster will have a standard format highlighting the Outcome, the cross-cutting theme it is showcasing, the background, issues identified, action taken, results / progress and the partners involved.

Theme group members at each poster to discuss

**7.30 Break**

**7.45 Groupwork on 4 cross-cutting themes: what's working, what're the challenges for embedding in the outcomes, what next?**

– early intervention/equalities/community engagement/sustainability (effective & efficient probably too dry to engage in this way)

**Tool:** Ketso kits x 10-12 tables & team of facilitators (not topic specialists)

**8.50 Closing remarks**

**9.00 End**

## Appendix 7.3

### Budget:

- **Key items:** Buffet, PA, poster printing, admin, Ketso kits
- **Costs:** to be finalised – 2011 spend around £3,100.
- **No cost items:** venue, photocopies, graphic design, ourselves

### Next steps:

- Feedback from the February Working Group and March Board
- Pre-invite **Date for your Diaries** out asap (via partners, Theme Groups/related groups, LAFs, community organisations, E-news ....)
- Set up topic sub-groups (communications/organisation, methodology, posters)
- Event plan – actions, dates & budget
- Purchase items for this financial year
- Poster template to theme groups early March
- Theme groups prepare posters March so all complete for printing 14 May
- Full task group meetings: 20 March 10-11.30, 17 April 10-11.30, 15 May 10-11.30, 25 May 10-11.30, June tbc

## Appendix 1

### Key learning points from Forum 2011

- Purpose: Celebration good idea and key part of the focus – good buzz about the event. Forum report summarised the day and post-forum action, but unclear how well this was used through the Theme groups and some questions raised about the robustness of the contributions. Consider clear/solid purpose for the forum and use of information to encourage local people/partners to come & ensure this is useful for CPP work.
- Participants: good take-up and balance across sectors but young people absent so consider best way for them to be involved e.g. creative moments
- Methodology: good overall but presentations ran over & Q&A session not useful & too long (several left before the group work which had to be shortened) – no evaluation so missed opportunity. Make it shorter with robust methodology (what, how, time) – timing is key and tight presentations, linked into one & include evaluation.
- Marketplace: looked good and an opportunity to showcase work, but not well browsed. Consider displays (not stalls) and interactive with the outcomes/theme groups & possibly cross-cutting themes
- Venue/environment/catering: looked attractive and festive, but not enough space to move around, particularly for people with mobility issues. Catering good quality and balance with focus on local produce & reasonable costs.
- Admin: Good overall but onerous - room for streamlining registration & follow up - use event-brite & event plan.
- Communications: good but onerous- need to get written invitations out for some organisations in time – pre-invitation date for diary.
- Careful of costs – consider the current climate

### First thoughts on methodology 2012:

- Ensure sufficient time given to contributions from participants, facilitating their meaningful involvement
- Provide a robust methodology to support the information generated to be useful to the theme groups in relation to addressing the cross cutting themes
- Suggestion for using Ketso kits – with discussion groups around each of the cross-cutting themes (though possibly with Effective and Efficient as umbrella for all)
- Using Ketso would require identifying and training facilitators for each table and, with a maximum of 10 participants per group, would require access to 4-5 Ketso kits.
- Needs a venue with a friendly environment, appropriate space for workshops, possibly market place