

**AUDIT SCOTLAND COMMUNITY PLANNING PARTNERSHIP BASELINE REVIEW: PRO FORMA**

The following pro forma was completed in part by Audit Scotland using the sources of information listed below. They have asked the Partnership to verify the data and complete the blanks which has been done. The Management Committee is invited to discuss the pro forma and identify areas where information is incorrect/incomplete (especially the sections on partnership working, policy context and successes/barriers) so that the pro forma can be submitted to Audit Scotland.

Lolita Lavery  
 Community Planning Manager  
 April 2005

<b>PROFILE OF Argyll &amp; Bute Community Planning Partnership</b>	
<b>Boxes to be completed where information available. To be checked and verified by CPP.</b>	
Name of person verifying form:	Lolita Lavery, Community Planning Manager on behalf of CPP Management Committee
Date of verification:	20 April 2005
Sources used to complete form to date:	<ul style="list-style-type: none"> <li>• 'A Vision for Action in Argyll and Bute'</li> <li>• 'A Vision into Action for Argyll and Bute'</li> <li>• Argyll &amp; Bute community planning website (<a href="http://www.actionargyllandbute.org.uk">www.actionargyllandbute.org.uk</a>)</li> <li>• CPP Overview, Dec 2004</li> <li>• CPP Proposed Transitional Structure</li> </ul>
Date first Community Plan published:	Autumn 2001
Updated:	Summer 2002
Date of current Community Plan:	Summer 2003 (new priorities decided at CPP Conference held in June 2003 – Actions Plans are reviewed on an ongoing basis)
Duration of current Community Plan:	2 Years – will be revised after CPP Biennial Conference in June 2005
<b>STRUCTURE</b>	
Partners: (X the appropriate boxes)	<p>X Council                      X Transport Authority                      X NHS Argyll &amp; Clyde                      X Police                      X Communities Scotland                      X Fire                      X Scottish Enterprise Dunbartonshire                      X Argyll and the Islands Enterprise</p> <p><input type="checkbox"/> Further &amp; Higher Education Sector (represented through LEF's)</p> <p>X Voluntary organisations (list)</p> <ul style="list-style-type: none"> <li>• Argyll CVS</li> <li>• Bute Community Links</li> <li>• Islay &amp; Jura CVS</li> </ul> <p>X Other (please list all)</p> <ul style="list-style-type: none"> <li>• Argyll and Bute Volunteer Centre</li> <li>• Association of Community Councils</li> <li>• Tourist Board</li> <li>• Caledonian MacBrayne</li> </ul>

	<ul style="list-style-type: none"> <li>• Careers Scotland</li> <li>• Crofters Commission</li> <li>• Forestry Commission Scotland</li> <li>• Housing Associations (Dunbritton, Fyne Homes &amp; West Highland)</li> <li>• Jobcentre Plus</li> <li>• Loch Lomond and the Trossachs National Park</li> <li>• Ministry of Defence</li> <li>• Scottish Environment Protection Agency</li> <li>• Scottish Natural Heritage</li> <li>• Scottish Water</li> </ul>
Chair:	Allan MacAskill, Leader of Argyll & Bute Council
<p>Formal sub groups / strategic partnerships: (those which report directly to CPP) <i>Please attach a structure plan, if possible.</i></p> <p><i>For others – include management or support groups</i></p>	<p><b>Management Committee (Chaired by SNH)</b></p> <p><b>Thematic Groups</b></p> <ul style="list-style-type: none"> <li>• Promoting Health &amp; Wellbeing Theme Group (Chaired by NHS)</li> <li>• Improving Opportunities for Learning, Employment and Skills Development Theme Group (Theme Group 2 has recently amalgamated with 2 Local Economic Forums operating across Argyll and Bute – Chaired by LEF’s)</li> <li>• Sustaining and Developing our Communities, Culture and Environment (Chaired by Council)</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Bute &amp; Cowal Local Community Planning Pilot (Chaired by Council)</li> </ul>
Reporting arrangements:	<ul style="list-style-type: none"> <li>• A Management Committee (comprising 10 Partners) reports to the CPP and is responsible for the day-to-day running of the partnership.</li> <li>• The 3 strategic theme groups (see above) translate the CPP’s priorities into Action Plans and are responsible for taking these Action Plans forward. The Theme Groups report to the Management Committee.</li> <li>• The Area Partnership (part of Bute &amp; Cowal Local Community Planning Pilot) reports to the Management Committee and will develop “Themed” Area Strategies which will be informed by Local Community Action Plans. These Local Community Action Plans will be produced by Local Community Forums who in turn will have representatives on the Area Partnership.</li> <li>• Note: The Bute and Cowal Local Community Planning Pilot is only just getting underway</li> </ul>
<p>Does <b>the CPP</b> have arrangements for independent scrutiny / challenge: <i>(We are looking for arrangements designed by the CPP itself and not things like Best Value)</i></p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes, what are they:</p> <ul style="list-style-type: none"> <li>• CPP Biennial Conference (attended by partners, other strategic partnerships, MPs/MSPs, voluntary orgs, youth, citizens’ panel, press, etc.) <ul style="list-style-type: none"> <li>– identifies strategic priorities for CPP/reviews progress</li> <li>– acts as “community watchdog/sounding board” for CPP</li> </ul> </li> <li>• Community representatives on the various levels of the CPP participate in the following ways: <ul style="list-style-type: none"> <li>– As watchdogs of organisations providing services (a community conscience/scrutiny role)</li> <li>– As development partners (active participation)</li> </ul> </li> </ul>

Formal arrangements: <i>(For example terms of agreements, remits, constitutions, etc.)</i>	<input checked="" type="checkbox"/> Signed protocols (all Partners at the time signed up to the CPP's vision at the formal launch of the Partnership on 2 April 2001. New partners are invited to join but do not sign up to any protocol) <input type="checkbox"/> Legal arrangements (eg, Company Ltd) <input checked="" type="checkbox"/> Other arrangements (please list) <ul style="list-style-type: none"> <li>• Each of the components of the CPP's structure has a stipulated remit, membership, accountability and frequency of meetings</li> </ul>
---	--

### BUDGET

If you cannot provide financial information split out as below, please affix the relevant information in whatever form it is available.

*Please also make explicit what is included and excluded in figures quoted.*

Dedicated budget this year:	£79,476 p.a	Year: 2005 / 2006
Source of this budget and exact contribution:	Council	£22,866
	NHS	£12,194
	Scottish Enterprise Dunbartonshire	£4,244
	Argyll & the Isles Enterprise	13,721
	Scottish Executive	£ -
	Communities Scotland	£7,622
	SNH	4,573
	Forestry Commission Scotland	3,183
	Strathclyde Police	3,183
	Strathclyde Fire Brigade	3,183
	Careers Scotland	3,183
	Tourist Board	1,524
	Scottish Executive "ring-fenced funding" for 2005/06	
	Choose Life Initiative	£83,000
	Community Voices Programme	£60,000
	ROA's	£986,000

### MEETINGS

Partnership meeting cycle:	<ul style="list-style-type: none"> <li>• CPP Biennial Conference: Every 2 years</li> <li>• Full CPP Meetings: 3 times a year</li> <li>• Management Committee meetings: Every 2<sup>nd</sup> month</li> <li>• Theme Groups: Approximately every 6 weeks – varies for each Theme Group</li> <li>• Bute &amp; Cowal Area Partnership: Every 2<sup>nd</sup> month</li> </ul>
----------------------------	--

### PARTNERSHIP WORKING

Informal partnerships / joint working arrangements which CPP is involved in: (those with no direct reporting arrangements to CPP)  (X the appropriate boxes)	<input checked="" type="checkbox"/> Transport Forum <input type="checkbox"/> Local Economic Forum (direct reporting to CPP) <input checked="" type="checkbox"/> Community Health Partnership <input checked="" type="checkbox"/> Other (please list all) <ul style="list-style-type: none"> <li>• Community Safety Partnership</li> <li>• Biodiversity Partnership</li> <li>• Childcare Strategy Partnership</li> <li>• Children's Services Partnership</li> <li>• Young Scot /Dialogue Youth</li> <li>• Community Learning Partnership</li> <li>• Employability Team/New Deal Partnership</li> <li>• Community Regeneration Partnership</li> <li>• Various other smaller partnerships through the work of the Theme Groups (see Theme Group Action Plans)</li> </ul>
How are these arrangements managed?	Through the various theme groups

<b>POLICY CONTEXT</b>	
Community Plan themes:	<ul style="list-style-type: none"> <li>• Promoting health and well being</li> <li>• Improving opportunities for learning, employment and skills development</li> <li>• Sustaining and developing communities, culture and environment</li> </ul>
Policy areas with performance indicators: (X the appropriate boxes)  <i>(If you are in the process of developing indicators on some areas, please make this clear and give details of timescales)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community safety</li> <li><input type="checkbox"/> Economy and employment</li> <li><input type="checkbox"/> Education and life long learning</li> <li><input type="checkbox"/> Environment, infrastructure and transport</li> <li><input checked="" type="checkbox"/> Health and social care</li> <li><input checked="" type="checkbox"/> Housing and anti poverty/social inclusion</li> <li><input type="checkbox"/> Community engagement</li> </ul>
<b>SUCSESSES / BARRIERS</b>	
Please list the main strengths of the CPP:	<ul style="list-style-type: none"> <li>• Established separate identity for CPP with own logo, letterheads and website</li> <li>• CP Manager employed jointly by CPP</li> <li>• Dedicated budget funded by 12 Partners</li> <li>• Wide and varied partner involvement</li> <li>• Clear structures and reporting mechanisms</li> <li>• Community involvement and engagement at local level</li> <li>• Reduced duplication by amalgamating Theme Group 2 with Local Economic Forums</li> <li>• Citizens' Panel used by the Partnership as a whole to consult local communities on a wide range of issues</li> <li>• Drivesafe Initiative</li> <li>• Joint Health Improvement Plan</li> <li>• Bute &amp; Cowal Local Community Planning Pilot</li> <li>• Amalgamation of 2<sup>nd</sup> Theme Group with Local Economic Fora</li> </ul>
Please outline what impacts, if any, the Local Government Act 2003 has had on community planning in the area:  <i>(If the Act itself has made little difference to what was being done already, you can say this)</i>	<ul style="list-style-type: none"> <li>• Due to the LGA and other policy directives, the CPP held a Review Day in June 2003 to take a fundamental look at how it operates and how it can engage more effectively with communities at local level</li> <li>• As a result the structure of the CPP was changed to take community planning down to local level (Bute and Cowal Pilot)</li> <li>• Other than that, the LGA has made little difference to what was/is already being done</li> </ul>
Three main barriers to community planning effectiveness:	<ol style="list-style-type: none"> <li>1) Partner boundaries that are not co-terminous</li> <li>2) Initiative overload</li> <li>3) Overlap and duplication of activity</li> </ol>

Listed below are some of the barriers identified in previous studies that can affect achievements within CPPs.

- I. Please identify **in column a**, if this has ever been a barrier for your CPP
- II. For each one with an X at column a, please state if the partners have resolved the problem in the main (**in column b**) or if it is still an issue (**in column c**)
- III. And finally, **in column d**, please select the 5 barriers that have had the greatest negative impact on the work of the CPP

(X the appropriate boxes for each part of this question)

	(a) Ever a barrier	(b) Resolved	(c) Not yet resolved	(d) 5 main barriers
<b>Partnership complexity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Boundary issues</b>	<b>X</b>	<input type="checkbox"/>	<b>X</b>	<b>X</b>
<b>Involving the community</b>	<b>X</b>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administrative issues</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirements of central govt / new initiatives</b>	<b>X</b>	<input type="checkbox"/>	<b>X</b>	<b>X</b>
<b>Requirements of partners (new priorities / initiatives)</b>	<b>X</b>	<input type="checkbox"/>	<b>X</b>	<b>X</b>
<b>Decision making processes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Achieving a balance between partner interests</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication amongst partners</b>	<b>X</b>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
<b>Overlap and duplication of activity</b>	<b>X</b>	<input type="checkbox"/>	<b>X</b>	<b>X</b>
<b>Continuity of commitment and effort</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lack of dedicated budget</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other resource constraints</b>	<b>X</b>	<input type="checkbox"/>	<b>X</b>	<b>X</b>
<b>Other (please list all)</b> <ul style="list-style-type: none"> <li>• Need to promote CP amongst general public</li> <li>• More emphasis on cultural and organisational change</li> </ul>				
What are the key improvements that could be made to the current structures and arrangements of the CPP?	<ul style="list-style-type: none"> <li>• Need to be more effective in conveying community planning message to general public</li> <li>• Need to demonstrate and report successes</li> </ul>			