
Title: Highlight and Exception Reporting

1. SUMMARY

- 1.1** The purpose of this paper is to propose a process to enable the integration of relevant Strategic Partnerships with CPP Thematic Groups.

2. RECOMMENDATIONS

- 2.1** That the CPP Economy Thematic Group acknowledges the importance of existing partnerships and networks in helping achieve Community Planning Outcomes.
- 2.2** That the CPP Economy Thematic Group agree to the use of the attached pro-forma to gather information on progress being made on CPP Outcomes by relevant Strategic Partnerships.
- 2.3** That the CPP Economy Thematic Group identify which partnerships they would like to submit reports.

3. BACKGROUND

- 3.1** CPP Thematic Groups were established in November 2009 to co-ordinate the activities of CPP Partners to ensure the agreed CPP Action Plan is delivered .
- 3.2** For each CPP Thematic group there are many existing partnerships delivering on CPP Outcomes and a reporting mechanism is required to enable relevant partnerships to report progress and to highlight challenges
- 3.3** The Highlight and Exception Report format has been developed to enable other partnerships to give detail of how they are helping us achieve our overall community planning outcomes.

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Local Partnership Highlight & Exception Report

Network/Partnership	
Thematic Group	Economy
CPP Outcome	<input type="checkbox"/> CPP/CP01 – Competitive and successful businesses <input type="checkbox"/> CPP/CP02 – Sustainable economic assets <input type="checkbox"/> CPP/CP03 – Vibrant towns that are centres of economic activity
Activity Summary in Period	
Key Challenges & Actions to Address	
Name	
Date	

Guidance

Strategic Partnership

What is the name of your Partnership?

CPP Thematic Group

What Thematic Group are you reporting to?

CPP Outcome

What CPP Outcome are you reporting on?

Activity Summary in Period

In this section we want to know about events and activities that have taken place that progress CPP Outcomes.

Key Challenges & Actions to Address

In this section we want to know about any challenges there are to progressing CPP Outcomes and if there's anything the Thematic Group or group members can be doing to help.

Thematic Groups have associated scorecard enabling partners to see progress made against agreed actions, address problems and mitigate risk. By gathering information through **Highlight and Exception** reporting we can ensure that the scorecards give the most accurate and up to date picture possible.