



## Steering Group Orkney Community Planning Partnership

Note of the meeting of the OCPP Steering Group held at 15.30 on 13 January 2015  
in the Director's Office, Orkney Health & Care, Orkney Islands Council

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Present:	Steven Heddle	Convener, Orkney Islands Council ( <i>Chair</i> )
	Jim Foubister	Vice-Convener, Orkney Islands Council
	John Ross Scott	Chair, NHS Orkney
	Alistair Buchan	Orkney Islands Council
	Eddie Graham	Police Scotland
	Gordon Deans	Police Scotland
	Graeme Harrison	Highlands & Islands Enterprise
	Gail Anderson	Voluntary Action Orkney
	Sally Inkster	Partnership Liaison Group
	Gillian Morrison	Orkney Islands Council
	Andrea Massey	Community Planning Officer, OIC
	Anna Whelan	Orkney Islands Council ( <i>Secretary</i> )

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### 1. Apologies for absence

Andrew Drever	Chair, OIC Police and Fire Sub-Committee
Cathie Cowan	NHS Orkney (from 10.00)
Ian Ross	Scottish Police Authority
Billy Wilson	Scottish Fire & Rescue Service

### 2. Purpose of the meeting

- 2.1 The Chair confirmed that the purpose of the meeting was to review the work which had been undertaken by the short-life working group established at the meeting of 3 December 2014, so that it could be endorsed and the next steps be taken forward.

### 3. Presentation

- 3.1 GM presented an outline of the structure proposed by the sub-group, the aims and outcomes of the three proposed delivery partnerships (aligned to the strategic priorities), the proposed executive Resource Alignment Group, the main functions of each group in the new structure and proposed next steps (appended to this note).

### 4. Discussion

The following views were raised in discussion:

- 4.1 The OCPP would need parts of the thematic groups in the future so couldn't cut them all loose. It should be careful not to spoil its relationship with existing groups and partner organisations.

- 4.2 The PLG should have some say in how existing organisations fitted into the new structure.
- 4.3 Much partnership work takes places outside the "official" OCPP in any event.
- 4.4 The task should define the membership of the delivery partnership groups, but they could invite feed-in from satellite groups.
- 4.5 The OCPP was effectively changing from a bottom-up to a top-down approach and would need to get the communications right, especially with the wider community.
- 4.6 There was potential for existing groups to feel "divorced" from the CPP and a role would need to be found for elected members who currently sat on the thematic groups.
- 4.7 It was envisaged that the chairs of the delivery partnership groups would sit on the new Board.
- 4.8 The delivery groups on the structure diagram should be labelled "Priority 1", "Priority 2" etc to underline that the priorities and membership might change over time but the groups would have a continuing existence.

## **5. Agreed next steps**

- 5.1 Run the proposals past Colin Mair, Improvement Service, and invite him to attend the next Steering group meeting on 23 February 2015 (to which the Accounts Commission have already been invited).
- 5.2 Consult further on the proposed structure as in diagram 1 (without the satellite groups, to avoid confusion). GM to present to Partnership Liaison Group at their meeting of 29 January 2015 as part of consultation exercise.
- 5.3 Sub-group to draft the following for further consideration by the Steering Group:
  - Terms of reference for the CPP Board and the Delivery Partnerships
  - Completed Development Plan for OCPP
  - Selected key performance indicators for the strategic priorities
  - Proposed membership of CPP Board, Resource Alignment Group and Delivery Partnerships
  - Recommendations for the future resourcing of OCPP

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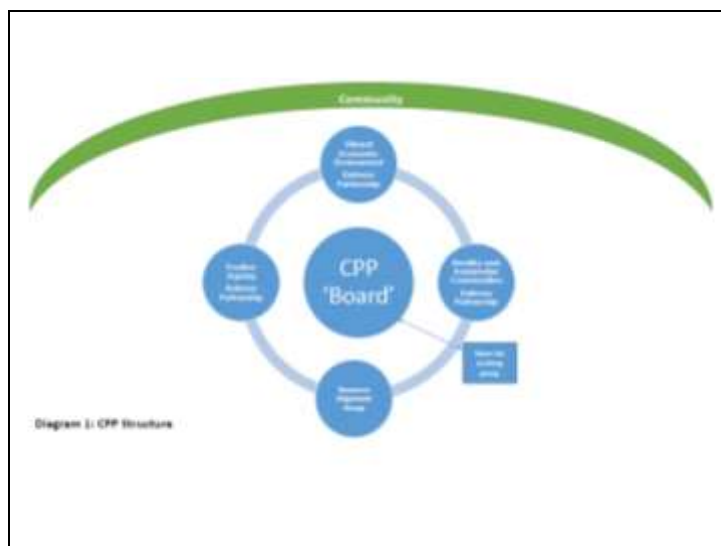


## Orkney Community Planning Partnership Structure and Governance

13 January 2015

### Restructure and refocus – why now?

- Need to pool scarce collective resources
- Need to focus on issues for Orkney that are not being successfully dealt with by other agencies/services or partnerships
- Need to focus on addressing inequalities



What the restructured CPP and SOA is about:

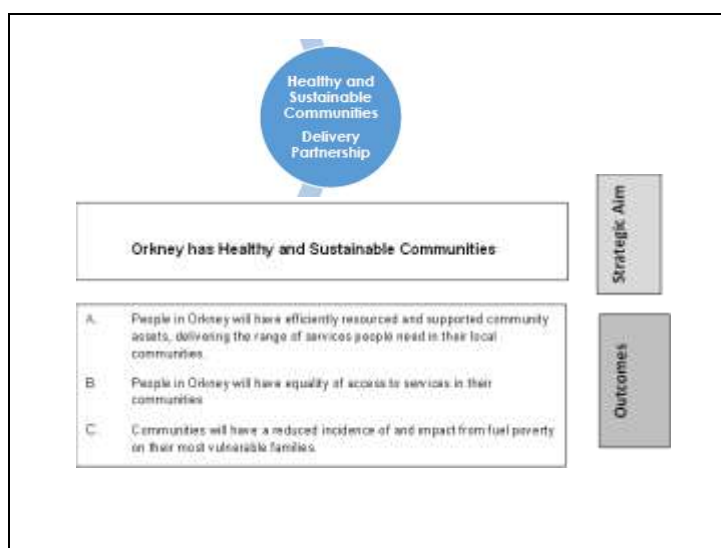
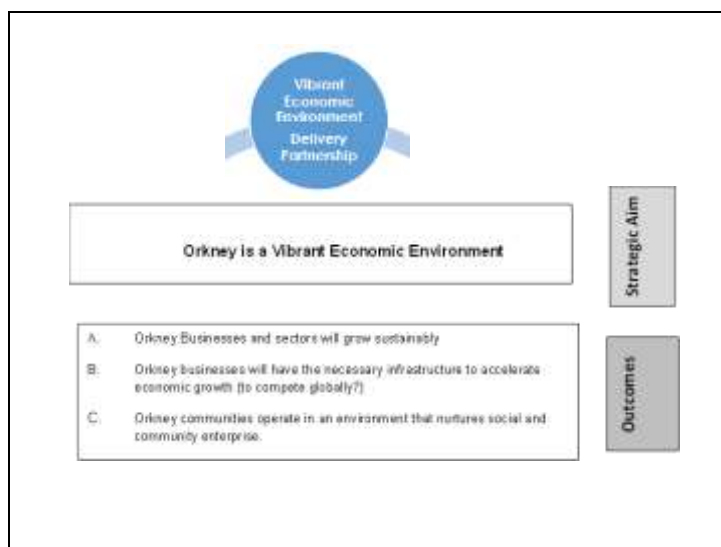
- *identifying priorities and targeting scarce resources effectively to address inequalities at a very local level*

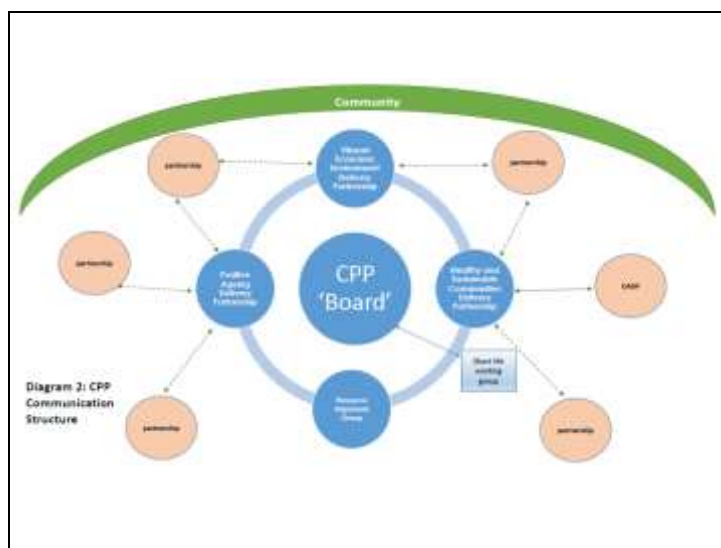
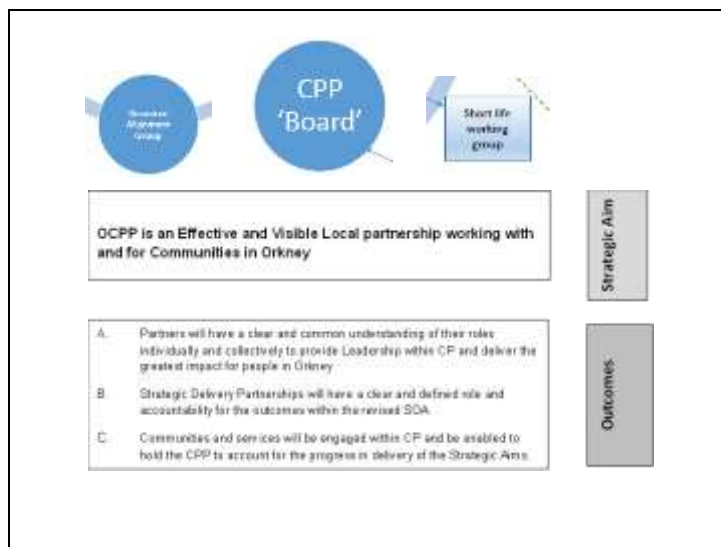
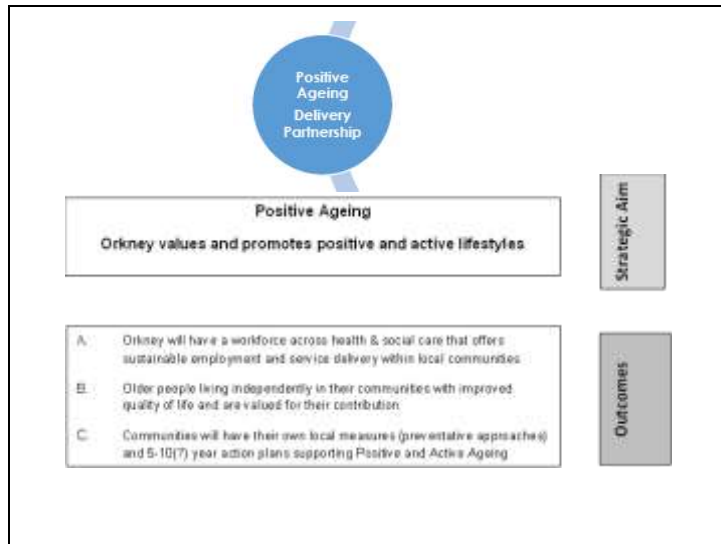
What the CPP and SOA aspires to do:

- *Tackle inequalities in different ways to meet the needs of each community through early intervention and preventative approaches*

What the CPP and SOA is not:

- *an endorsement of what is happening and working well in Orkney*





## Role of the CPP Board

It is the responsibility of each partner to:

- ensure the structure is a success and to commit to continuous improvement
- commit to supporting delivery partnerships to fulfil their roles, being particularly supportive of the chairperson
- ensure they have absolute clarity regarding what needs to be achieved and the confidence to hold others to account

## Role of the Delivery Partnerships

- agree and approve standing items on their agendas to ensure uniformity of reporting from each partnership
- develop with their members, and others as appropriate, a robust delivery plan including measures, timescales, responsibilities, equalities and risk
- have absolute clarity regarding what needs to be achieved and the confidence to hold others to account
- report quarterly to the CPP Board
- have autonomy within the structure to make informed decisions
- towards the end of the last quarter of the financial year review and make changes to ensure plan continues to meet identified need

## Role of the Resource Alignment Group

- Membership from partners with executive authority to commit resources;
- Supports the CPP Board in identifying resources (in cash or kind) to jointly address identified gaps and priorities not bridged by Delivery Groups
- Produces Joint Resourcing Plan

## Monitoring and reporting

The CPP Board should be provided with:

- regular updates on national/local policy issues that may have an impact on priorities or future work
- Quarterly progress reports from each Delivery Partnership and annual reports from other partnerships
- Information about new and emerging priorities to ensure that if appropriate they are incorporated into planning

## Next steps

- Engage with Partnership Liaison Group (meeting 29 Jan)
- Agree terms of reference for the CPP Board and the Delivery Partnerships
- Complete Development Plan for OCPP
- Select key performance indicators for the strategic priorities
- Agree membership of CPP Board, Resource Alignment Group and Delivery Partnerships
- Consider future overall resourcing of OCPP and develop recommendations for the CPP Board