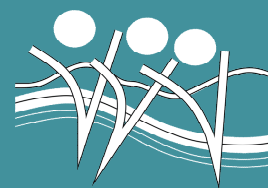


Orkney Community Planning Partnership

Protocol for endorsement of plans and strategies



1.0 Purpose of the protocol

- 1.1 Endorsement of plans and strategies by Orkney Community Planning Partnership (OCP) verifies that they have been adopted as formal OCP policy. This can be of benefit when formulating related action plans, convening multi-agency working groups to address them or bidding for funds to support them.
- 1.2 This protocol sets out the way in which a plan or strategy can be endorsed within the Partnership. Examples of such documents would be:
 - multi-agency statements, policies, plans or strategies which are owned by the Orkney Community Planning Partnership (OCP)
 - documents which are branded or 'badged' with the OCP logo
 - thematic groups action plans or work plans.
- 1.3 Consideration should be given to including other documents which make reference to the OCP. If in doubt, the Community Planning Officer can advise.

2.0 When it is and when it is not a Community Planning document

- 2.1 A Community Planning document is multi-agency although not all multi-agency or joint plans or strategies are necessarily badged as OCP. For example, Orkney Health and Care has its own plans and strategies as a bi-lateral partnership.
- 2.2 On the whole, plans or strategies which require endorsement as set out within this protocol would normally be of a strategic nature. If in doubt, the Community Planning Officer can advise.

3.0 The process

- 3.1 The Partnership is comprised of several thematic groups and each group is aligned to one or more national outcomes. A plan or strategy is produced collectively by this thematic group and their endorsement or agreement would be required before it could be considered by any other group. In essence, this group provides the specialist steer within the particular areas.
- 3.2 Once agreement has been reached by the thematic group, the plan or strategy should be considered by the Partnership Liaison Group (PLG) in parallel with any consultation taking place. This is because the Group provides feedback and comment as opposed to endorsement of the document. The PLG is comprised of representatives from all thematic groups and can contribute a wider perspective. At this stage, it would become evident if the plan or strategy should be presented to another thematic group within

the Orkney Community Planning Partnership. Presentation at one of the four PLG meetings held per year would be preferable, however the Group can “meet” and return comments virtually if required. The Community Planning Officer can arrange for the distribution of drafts to the PLG.

- 3.3 Once the Partnership Liaison Group are satisfied, consideration should be given to whether any specific organisations should authorise the document prior to final endorsement by the Steering Group. For example, the Council, NHS and Orkney Health and Care would be relevant bodies in approving the Health and Wellbeing Strategy. Similarly, a Community Safety Strategy would most likely require authorisation from those bodies who have a significant involvement in the Strategy such as Northern Constabulary. As a general guideline, should an organisation have day to day business within the themed area it would be recommended that they are contacted for their advice about whether or not it would require approval. This should happen once any consultation periods are finished and the document is in final format.
- 3.4 Once all relevant organisations are satisfied with the plan or strategy, it should be submitted to the Steering Group for final endorsement. The Steering Group meets five times per year and the Community Planning Officer can advise regarding future meeting dates.
- 3.5 Because Steering Group meeting dates are not planned to be held in succession following on from Partner or other organisation meetings, in some cases it may be necessary for the Steering Group to approve the plan or strategy prior to another organisations meeting. This is acceptable where timescales are not aligned although the preference is for the Steering Group to be the final endorsement sought.
- 3.6 The same process should apply to any plan or strategy which has been substantially renewed or updated.

4.0 Monitoring and reviewing a plan or strategy

- 4.1 Arrangements for monitoring or reviewing a plan or strategy should be described as part of the document, including which group(s) would receive progress reports. The Steering Group may wish to receive reports, and they should be consulted about this when the strategy presented for endorsement.

5.0 Contact

- 5.1 The Community Planning Officer may be contacted via communityplanning@orkney.gov.uk or telephone 01856 873535 ext 2153.