

Agenda Item	12.
Report No	CPPB/23/24



**Highland**  
Community  
Planning  
Partnership

Com-pàirteachas  
Dealbhadh  
Coimhearsnachd

**na Gàidhealtachd**

## Highland Community Planning Partnership Board – 20 September 2024

### Partnership Development Team Year 1 Report Year 2 Milestones Quarterly Update: June to August 2024

**Report by: Partnership Development Manager and CPP Senior Officers**

#### Summary

The paper summarises the Partnership Development Team progress and updated milestones to August 2024.

The Board is asked to:

- i) Consider the Year 1 Report in appendix 1
- ii) Consider the proposed Year 2 Milestones in appendix 2
- iii) Review the Conference and 2024 – 2027 HOIP Illustration in appendix 3

#### 1. Background

- 1.1 At the December 2021 Board, a new approach and financial model for resourcing the Community Planning Partnership was agreed. This would involve the appointment of a full time Partnership Development Manager and a team of Partnership Officers who could be appointed on a funded or secondment basis.
- 1.2 At the April 2022 Board a Community Planning Development Update was discussed. The Board agreed to establish a core central team with the purpose of supporting local partnership working. The rationale for this approach is a central team to support shared learning and develop consistent approaches across Highland. Further to this, a central team would enable mutual aid across partnerships whilst also providing peer support. The size of team proposed balances the level of support required by partnerships with what is considered to be deliverable.
- 1.3 Whilst a new approach to resourcing was agreed in April 2022, it was noted that there are still key developmental strands which need ownership across all organisations which will also make a difference to the effectiveness of partnership working. These are:

- Leadership – need for understanding of roles but also empowering staff to prioritise this work
- Priorities and Action - need for focused priorities and alignment between local and strategic priorities and simplification of plans and outcomes
- Commitment – from all local partners and embedding throughout an organisation
- Evidence based decision making – need for data and monitoring
- Understanding of need and inequalities from all involved
- Involving and enabling communities – making it meaningful, co-production/solution focused, learning from covid
- Being the ‘day job’

1.4 The new approach to resourcing will support the above but embedding the approach to community planning is required across each partner organisation to improve the effectiveness of community planning.

## 2. Year 1 Report

2.1 The Partnership Development Team took up post in June 2023. The Team consists of:

- 1 x full time Development Manager
- 3 x Partnership Officers

2.2 The size of the team reflects the current Project Officer support for Caithness and Sutherland Community Partnerships. 2 FTEs are employed by Kyle of Sutherland Development Trust and 1.5 FTEs are employed by Caithness Voluntary Group. The funding for Caithness and Sutherland Community Partnerships was due to come to an end in March 2024, this has been extended to March 2025. The level of support allocated to Caithness and Sutherland Community Partnerships reflects their Project Officer support already in place.

2.3 As agreed, the Partnership Development Team is hosted by Highland Council but works across the Partnership and the Manager reports to the Senior Officer’s Group.

2.4 The allocation of the nine Community Partnerships in Highland is split evenly with each Partnership Officer being allocated three Community Partnerships.

2.5 The work of the Team over the first twelve months has focused primarily on baselining and understanding the requirements of the Community Partnerships and supporting the delivery of the HOIP review.

2.6 A report summarising the quarterly highlights for Year 1 can be found in Appendix 1

### 3. Year 2 Progress: June to August 2024

3.1 With support from the CPP Senior Officers, the Partnership Development Manager has developed Milestones for Year 2 with identified Measures for Success. A copy of the Milestones table can be found in Appendix 2.

3.2 The work of the Team between June and August 2024 has included:

- Recruitment of new Partnership Officer, started beginning of August, and corresponding review of team responsibilities
- Continued direct support with Community Partnerships, including review of progress against Minimum Standards Model and priority setting and development of Priority Action Trackers in line with new HOIP
- Community Networking Events planning started – Partnership Officers will lead organisation of events or attend existing events on behalf of Community Partnerships
- Community Partnerships: development of Guidance and Toolkit materials
- Continued involvement in the HOIP Review, including supporting development of Delivery Framework and associated materials – Indicators; Delivery Plan
- Annual CPP update to Elected Members commenced
- Finalised CPP Communications Strategy

3.3 During this period, following agreement of the final HOIP, the graphic illustration from the CPP Conference and 2024 – 2027 HOIP has been completed and this can be found in Appendix 3.

### 4. Priority Next Steps

4.1 The Board are asked to note that the Partnership Development Officers were recruited on temporary contracts for 2 years, until May 2025. It is important an early review of the ongoing resourcing requirements is undertaken to consider next steps. Senior Officers will progress this and report back to the next CPP Board.

#### Recommendation

The Board is asked to:

- i) Consider the Year 1 Report in appendix 1
- ii) Consider the proposed Year 2 Milestones in appendix 2
- iii) Review the Conference and 2024 – 2027 HOIP Illustration in appendix 3

**Author:** Partnership Development Manager and CPP Senior Officers

**Date:** 10<sup>th</sup> September 2024

**Appendices:** Year 1 Report; Year 2 Milestones; Conference and 2024 – 2027 HOIP Illustration



# Partnership Development Team

## Year 1 Report

### Summary

The Partnership Development Team Year 1 Report (June 2023 - May 2024) outlines key activities and achievements in supporting the Highland Community Planning Partnership (CPP) and Community Partnerships (CPs). Initial key achievements included successfully establishing the team, baselining the current CP landscape, introducing new CPP branding, and launching the new CPP website.

The team provided direct support to CPs, which included the development of the Minimum Standards Model, delivering workshops to identify key priorities. Plus, they created tools like a Partner Contacts Database and Priority Action Tracker.

Significant events included organising Partnership Coordinating Groups and the CPP Annual Conference, and developing a CPP Communications Strategy, while supporting the review of the Highland Outcome Improvement Plan (HOIP).

Overall, the activities and achievements greatly enhanced the capacity and structure of Highland Community Planning Partnership and Community Partnerships. Throughout the year, the team maintained strong engagement with CP network and continued to manage website content and deliver support for various wider CPP activities.

### Key milestones include:

#### **Establishment phase:**

The team researched the Community Partnerships landscape, introduced their roles, created CPP branding, launched a new website, and delivered an in-person Chairs Event. They also began partners learning and development meetings.

#### **Engagement and development:**

The team successfully activated all nine CPs, worked directly with them to understand their needs and led development sessions. They organised Partnership Coordinating Group events, developed the Identifying Priorities workshop, developed a Minimum Standards Model, and scheduled quarterly CP meetings. A partners contact database was created and CPP website content was managed. The team also engaged with the HOIP Delivery Groups and Highland Public Protection Chief Officer Group.

#### **Ongoing support and expansion:**

The team implemented the Minimum Standards Model and Compliance Checklist, finalised and delivered the Priorities workshop, expanded the Community Briefing circulation and content, and continued website updates. They initiated recruitment for CP Vice Chairs, and began drafting templates, which will be included in a Guidance and Toolkit document.

#### **Highland Outcome Improvement Plan (HOIP) Review:**

The HOIP review was undertaken during this year. This included the organisation and delivery of engagement sessions: These sessions were held with various stakeholders, including third sector partners, statutory agencies, elected members, childcare providers, and employment partners, to gather insights for the new HOIP. The team progressed the drafting of the new HOIP and its Delivery Plan, this involved gathering data, conducting workshops, and analysing feedback.

# Partnership Development Team Milestones Year 2

■ On Track  
■ Underway  
■ No Progress



Milestone	Measures for Success at end of Year 2	Measures for Success Lead
Circulate quarterly HCPP Board updates to Community Partnerships	Quarterly updates circulated within 4 weeks of meetings	Partnership Development Manager
Complete National Community Planning Self-Assessment	Board members complete and submit individual CCP checklists when circulated Organise a Board Development Session to review the Highland CPP checklist report once available from Improvement Service to identify actions	Highland Community Planning Partnership Board
Continue to review HCPP Governance: Terms of Reference; Strategic Risk Register; Action Tracker	Strategic Risk Register reviewed quarterly ahead of Board meetings Action Tracker monitored and progressed ahead of Board meetings Terms of Reference updated to reflect new HOIP Delivery Structure	Partnership Development Manager & Senior Officers
Coordinate involvement in Place Standard Tool for Community Safety	Participate in Information Sessions and work with Senior Community Development Manager and Police Scotland Senior Officer to assess opportunities for identified communities in Highland - Spring 2025	Partnership Development Manager & Senior Officers
Create & implement Performance Monitoring & Reporting Framework	HOIP Delivery Framework and Indicators implemented Framework adapted and implemented for Community Partnerships	Partnership Development Manager & Senior Officers
Create Community Planning Induction Module	Induction Module created and shared across partners Potential to pilot with Elected Members	Partnership Development Team
Create National/Highland/Local Plans/Policies/Strategies central resource for HCPP Website	Resource created and uploaded to CPP website	Partnership Development Team
Create Quarterly / Annual Reporting schedule for HCPP Board meetings	Schedule to be drafted based on new HOIP Delivery Structure for discussion at December 2024 Board meeting	Partnership Development Manager & Senior Officers
Deliver first round of Community Networking Events: October/November 2024	Partnership Officers coordinating organisation of in person events Minimum 50% Community Partnerships will deliver events	Partnership Development Team
Deliver HCPP annual update to Elected Members business meetings	Aim to deliver an annual CPP update to all Service Support Business Meetings between October and December 2024	Partnership Development Team
Develop indicators for Community Partnerships Priority Action Trackers (Aligning Partnership Practices HOIP Cross-cutting Theme)	HOIP Indicators to be agreed Indicators adapted for Community Partnerships with priority locality communities identified	Partnership Development Team
Develop shared virtual space for CPP network (Aligning Partnership Practices HOIP Cross-cutting Theme)	Platform identified - with support through Highland Council Content developed and use implemented	Partnership Development Team

Finalise Community Partnership Plans: including priority locality areas - thematic community of interest and/or geography	Plans finalised and presented to Community Partnerships January to March 2025	Partnership Development Team
Finalise HOIP Delivery Plan, HOIP Delivery Framework, Indicators	2024 - 2027 HOIP officially published New governance arrangements identified	Partnership Development Manager & Senior Officers
Identify opportunities to engage seldom heard voices in Community Partnerships: Gypsy / Travellers communities	Ongoing Initial discussions with Gypsy / Travellers communities contacts in Highland Council and NHS Highland	Partnership Development Team
Implement HCPP Communications Strategy	Following agreement of Strategy at September 2024 Board meeting Communication from the CPP will be increased	Highland Community Planning Partnership Board
Investigate Age-Friendly Communities framework, including alignment with existing Partnership work	Identified opportunities to include framework in Highland - consider all ages	Partnership Development Team & Senior Officers
Launch Community Partnerships Guidance & Toolkit	On completion of the HOIP Delivery structure incorporate into document and launch October 2024	Partnership Development Team
Manage, develop & maintain HCPP Website	Ongoing management of CPP website as main point of contact for all community planning information	Partnership Development Team
Organise Annual CPP Conference: April 2025	Delivery second annual Conference and continue engagement across all partners and the region	Partnership Development Team & Senior Officers
Participate in National CPP network & feedback to HCPP Board	Partnership Development Manager to attend quarterly meetings and include updates in quarterly reports	Partnership Development Manager
Report on Community Partnerships progress against Minimum Standards Model to HCPP Board	Monitor progression and include updates in quarterly reports	Partnership Development Manager
Report Partnership Development Team Year 1 activity to HCPP Board: September 2024	Report submitted to September 2024 Board meeting	Partnership Development Manager
Schedule Calendar of Partnership Engagement Events: August 2024 - May 2025	Calendar developed for September 2024 to May 2025	Partnership Development Team
Support development of proposals for Highland Alcohol & Drugs Partnership grants across Community Partnerships	Engage with HADP Coordinator to progress Partnership Officers support development of proposals locally	Partnership Development Team & HADP Coordinator
Support development of service delivery mapping (Connecting People & Places HOIP Cross-cutting Theme)	Engage with HTSI/NHS re Highland Directory of Services development	Partnership Development Team & Senior Officers
Publish HCPP Annual Report	June 2025 - develop and publish Annual Report - to be presented to Board, and Full Council and published on the CPP website	Partnership Development Manager & Senior Officers & Highland Community Planning Partnership Board

# RECONNECT CHANGE DELIVER



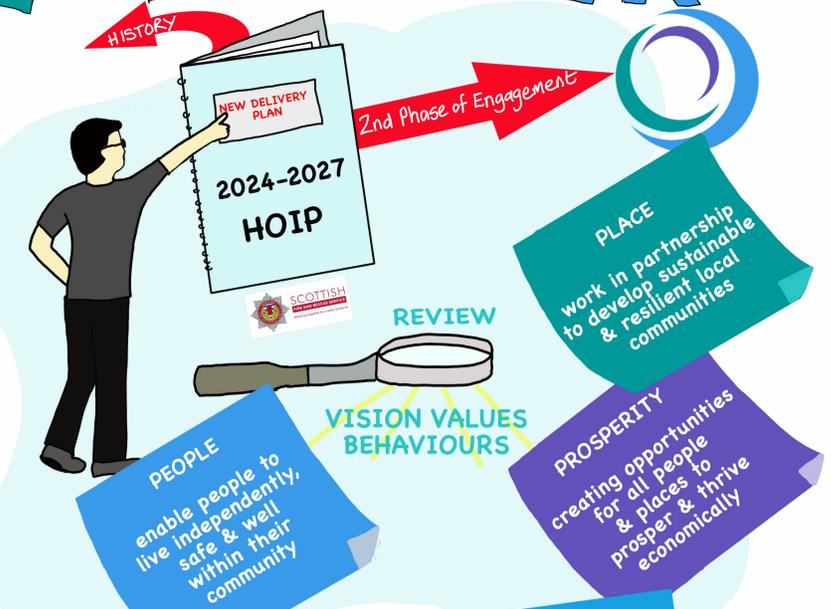
Highland Community Planning Partnership  
Com-pàirteachas Dealbhadh Coimhearsnachd na Gàidhealtachd



**TONY McDAID**  
Playing a critical role on behalf of communities

CALEDONIA GLADIATORS

MANAGING CHANGE



Delivering the 2024-2027 HOIP

Shared partnership approach

Design of services

Workforce development

NHS Highland

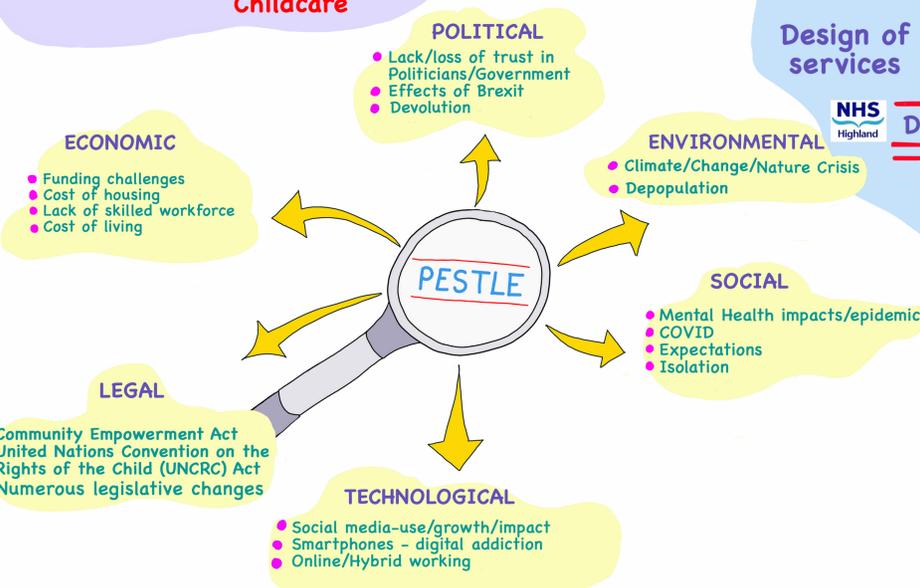
**Director of Public Health**

How will people understand what we are doing?

PRIORITIES PLANNING RELATIONSHIPS TRUST CALL TO ACTION DEFINING SUCCESS BEYOND PARTNERSHIP WORKING BUILDING ON SUCCESS TELL THE STORY BE AMBITIOUS INNOVATION FOCUS

**AREAS FOR ACTION**

- Connecting People and Places
- Whole family & community-based approaches
- Employment & Employability
- Community Wealth Building
- Housing
- Shared approaches to commissioning
- Aligning partnership practices



## COMMUNITY PLANNING

### PEOPLE

- Trauma Informed
- Lived Experience
- Preventative
- Right Support Right Time

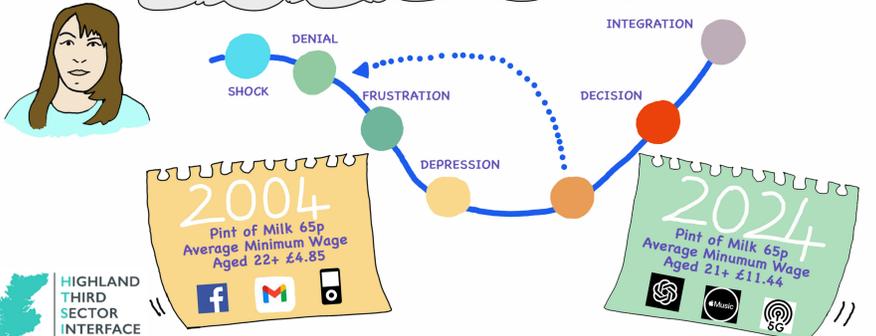
### PLACE

- Placed-based
- Sustainable
- Resilient
- Local Decision Making

### PROSPERITY

- Integrated
- Aligned
- Technology
- Strengthened

## REFLECTING on CHANGE



EDUCATION

WHOLE SYSTEM APPROACH

PERSON CENTRED APPROACH

CONNECTED COMMUNITIES

NET ZERO

MAXIMISE OPPORTUNITIES

£

