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**Report to Resources & Audit Sub-committee**

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**Date of Meeting: 29 October 2014**

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**Subject: Community Well-being Partnership Team Report, Quarter 4,  
2013/14**

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**Report by: Head of Strategy & Customer Services**

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**1.0 Purpose**

- 1.1. The purpose of this report is to provide an update on the progress of the Community Well-Being Partnership team in Quarter 4 of 2013/14. The partnership met on the 16<sup>th</sup> May 2014. This report provides a summary of developments and key initiatives to date.

**2.0 Recommendations**

- 2.1. It is recommended that the Committee notes, challenges and comments on the report.

**3.0 Considerations**

- 3.1. Part of the remit of the Resources & Audit Sub-committee, as approved by Council in March 2013, is scrutiny of community planning and its effectiveness.
- 3.2. Appendix 1 contains a report, prepared by the Chair of the Alliance's Community Well-being Partnership Team, which provides an outline of progress made during Quarter 4, 2013/14.
- 3.3. Appendix 2 provides the Terms of Reference for the Community Well-being Partnership Team.

**4.0 Sustainability Implications**

- 4.1. There are no sustainability implications arising from this report.

**5.0 Resource Implications**

*5.1. Financial Details*

- 5.2. There are no direct financial implications arising from this report.

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes ☒

5.4. *Staffing - there no staff implications arising from this report.*

## 6.0 Exempt Reports

6.1. Is this report exempt? Yes ☐ (please detail the reasons for exemption below) No ☒

## 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box ☒)

The area has a positive image and attracts people and businesses	<input checked="" type="checkbox"/>
Our communities are more cohesive and inclusive	<input checked="" type="checkbox"/>
People are better skilled, trained and ready for learning and employment	<input checked="" type="checkbox"/>
Our communities are safer	<input checked="" type="checkbox"/>
Vulnerable people and families are supported	<input checked="" type="checkbox"/>
Substance misuse and its effects are reduced	<input checked="" type="checkbox"/>
Health is improving and health inequalities are reducing	<input checked="" type="checkbox"/>
The environment is protected and enhanced for all	<input checked="" type="checkbox"/>
The Council is effective, efficient and recognised for excellence	<input type="checkbox"/>

(2) **Council Policies** (Please detail)

## 8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?  
Yes ☐ No ☒ n/a

## 9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes ☒

## 10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1 - CWPT, Quarter 4 2013/14 Report to Clackmannanshire Alliance

## Appendix 2 - CWPT, Terms of Reference

### 11.0 Background Papers

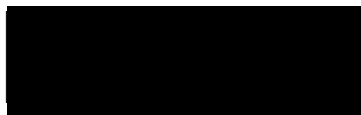
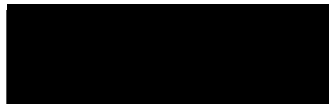
- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes ☐ (please list the documents below) No ☒

#### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Gillian Taylor	Acting Strategy & Performance Manager	2418

#### Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Head of Strategy & Customer Services	
Nikki Bridle	Depute Chief Executive	



## Appendix 1

### CLACKMANNANSHIRE COUNCIL

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**Report to: Clackmannanshire Alliance**

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**Date of Meeting: 6th June 2014**

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**Subject: Community Well-Being Partnership Q4 Performance Report**

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**Report by: Kenneth Rogers, Local Senior Fire Officer & Cherie Jarvie,  
Strategy and Performance Manager**

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#### **1.0 Purpose**

- 1.1 The purpose of this report is to provide an update on the progress of the Community Well-being Partnership in quarter four of 2013/14. The partnership met on the 16<sup>th</sup> May 2014. This report provides a summary of developments and key initiatives to date.

#### **2.0 Recommendations**

- 2.1 It is recommended that the Alliance;
- Notes, Challenges and Comments on the report for quarter four of 2013/14.

#### **3.0 Considerations**

##### Partnership Governance

- 3.1 The partnership considered a number of briefings which aim to improve CWPT governance arrangements. A revised Terms of Reference was presented and agreed at the meeting, and in accordance a Vice Chair was appointed. Membership and attendance at the partnership was also discussed and it was agreed that a representative from Fife and Forth Valley Criminal Justice Authority would attend future meetings of the CWPT and that Cllr Sharpe (Convenor of Housing, Health and Care) would also be invited to attend future meetings.
- 3.2 The partnership also reviewed 'an Overview of Local Government in Scotland 2014 and discussed the Audit Scotland report 'Improving Community Planning in Scotland'. The partnership discussed a number of areas that merited further focus; Leadership and clarity of purpose; planning and resourcing, governance, performance management and reporting. It was agreed that the partnership undertake a self-assessment exercise to critically evaluate

partnership working and its effectiveness in the CWPT. This exercise will be carried out in quarter two of 2014/15.

- 3.3 The partnership reviewed its delivery plan and considered updates from each partnership team comprising the CWPT Delivery Plan. These were provided via written updates circulated at the partnership. No partnership leads were present at the meeting.
- 3.4 A number of improvements were discussed and agreed relating to reporting mechanisms and which also aimed to improve accountability and scrutiny of the CWPT. Firstly Covalent templates will be devised for all partnership teams based on the delivery plans and progress measured through these. This will take effect for the meeting in August 2014. Secondly it was agreed that on a rotational basis, leads would present on progress of delivery plans at both the Alliance and Resources and Audit Sub-committee. At the Alliance on the 6th June and Resources and Audit on the 11th June joint leads for the Local Community Planning Partnership will present on overall progress and the MATAAC process.
- 3.5 Progress by each partnership team, against the delivery plan is summarised below;

#### Local Community Planning Partnership

- 3.6 This Group evolved from the Community Safety Partnership under the realignment of Community Wellbeing in support of the Clacks Community Planning Partnership and Single Outcome Agreement (SOA). The Group is jointly chaired by Mr Ahsan Khan, Head of Housing and Community Safety and Chief Inspector Stephen Sneddon, Area Commander, Clackmannanshire. The Group enjoys representation from Local Authority Strategy / Performance, Scottish Fire and Rescue, Violence Against Women Partnership, Education, Housing, Youth Services, Health and Voluntary Sector.
- 3.7 To ensure Group activities are focussed, a delivery plan has been drafted, approved and added to the Clackmannanshire Covalent Performance System. The plan is linked directly to SOA outcomes with clear actions and owners. Feedback, via 'Covalent' in respect of the Groups initial activities has been sought for 31 May 2014, updates will then be sought for presentation of a status report for the CWPT's August meeting.
- 3.8 Specific achievements made in relation to the Local Community Planning Partnership delivery plan include;
  - A new Community Safety Strategy has been agreed and approved.
  - The Alcohol and Drugs Partnership action plan contributes to the Local Community Partnership Delivery Plan. Work has been ongoing to refine the Alcohol and Drugs Action Plan for Clackmannanshire and the reporting framework which will support its delivery.
  - The MATAAC process continues to be successful and is receiving favourable feedback from Partners. A detailed presentation on the process will be given at the Alliance meeting in June and also the Resources and Audit Sub-Committee in June 2014.

### Working Age Journey Partnership

- 3.9 The multi-agency Working Age Partnership group has met on two occasions to date. A draft action plan has been developed which sets the overall priorities for the group. These priorities now need further refinement but will include the key areas; health inequalities, reoffending, problem solving, welfare reform, advice, information and guidance, adult learning and CLD. Joint chairs have now been identified to take forward delivery of the Action Plan and these nominations were supported by the Alliance in March 2014. Senior leads from Education and NHSFV have been nominated to lead in this area, although progress to date has been minimal.

### Children and Young Persons Partnership

- 3.10 The partnership has a key focus on;
- The development of a single Integrated Children's Services Plan which serves both Clackmannanshire and Stirling Community Planning Partnerships.
  - Clarifying and streamlining the governance arrangements and reporting requirements across the Clackmannanshire and Stirling Community Planning Partnerships.
  - Establishing a joint community planning forum which will develop and oversee the implementation of the Integrated Children's Services Plan (ICSP).
- 3.11 A project group has been established to support the task group to deliver the ICSP. It has now been agreed that a Clacks and Stirling Children and Young Peoples Task group will report to both CPPs on the implementation of the ICSP. This group will be jointly chaired by the Head of Education and the Head of Social Services.
- 3.12 It is anticipated that the outcomes within the current partnership plan will be achieved by the next CWPT in August and that the ICSP will then provide the key outcomes and measures going forward.

### **Early Years Collaborative**

- 3.13 It has been agreed that Clackmannanshire and Stirling will join together for the next away learning session which takes place on 9<sup>th</sup> and 10<sup>th</sup> June. The Head of Education is now the lead for Early Years Collaborative in Stirling and will attend the learning session in June. It is anticipated that the work of the Collaborative in both Councils will be overseen by the Task Group and reported into each CPP.
- 3.14 A number of tests of change are currently active in Clackmannanshire. These include Maternity Services with tests focussed on antenatal bookings, postnatal vitamins, booking lines and access to maternity services. Parental bedtime story reading, outdoor walking through the 'big toddler', physical activities at nursery and information sharing around domestic abuse where children are exposed are all tests of change currently being investigated. Increased uptake of healthy start vitamins has now been successfully scaled up across Clackmannanshire.

### **Corporate Parenting**

- 3.15 The first joint meeting of the Clackmannanshire and Stirling Corporate Parenting group took place on Wednesday 14<sup>th</sup> May, and a joint strategy will

be put in place to serve both Councils. This group may also report into the Children's Task Group.

### Reshaping Care for Older People Partnership

- 3.16 The need for Long term care placements continues to reduce and care at home is increasing in line with client preference and national strategy. Delayed discharges have shown real improvement following a period of difficulty last winter. A workshop is taking place in mid May to ensure lessons are learned and to find solutions to issues that affect efficient client flow. An emphasis remains on preventing admission with excellent work facilitating an increasing number of anticipatory care plans within the older age group. The challenge in shifting the balance of care remains, managing current demand whilst developing new services supporting independence and client choice.
- 3.17 The change fund supporting the reshaping older peoples care agenda has been comprehensively reviewed to support outcomes being met and the sustainability of change projects. A national review of change fund activity has taken place and the learning has been absorbed. A full review of commissioned services is also in progress across Clackmannanshire and Stirling by the partnership, to align investment with outcome and to support innovative and collaborative practice.
- 3.18 The priorities indicated have been broken down into detailed actions that are being monitored by the strategy group. A full plan with performance Information will be tabled at the next meeting. The same format is being rolled out to Stirling.
- 3.19 A second workshop has taken place to review all available national and service based data. This is showing positive trends over recent years, but also the clear need for continued focus. A capacity planning exercise has also been initiated to offer an informed picture of population projection, future demand and resource requirement. The alignment of activity, performance and financial data will provide a firm basis for the commissioning strategy and to lead us into the integration of Health and Social care.

### Tullibody Pilot and TOP.

- 3.20 The partnership considered the Making Clackmannanshire Better Target Operating Model and Initial Tasks paper, and the Tullibody Pilot Findings Report. Both were discussed in detail at the partnership meeting in May. The Tullibody Pilot Findings Report recommends three clear tests of change for delivery in Tullibody between now and December 2014;
  - 1) Integrated Transactional Services
  - 2) Integrated family and community based services and facilities and;
  - 3) Integrated preventative and early implementation services for vulnerable people and families (key worker approach).
- 3.21 Tests of change 2 and 3 have been tasked and allocated as part of the CWPT and will therefore form part of the delivery plan and performance reporting framework going forward.

### Community Justice Redesign



- 3.22 The group received a presentation on the Consultation on 'Future Models for Community Justice in Scotland' and the impact on Community Planning Partnerships. Anne Pinkman from FFVCJA will attend the CWPT going forward. Feedback and responses from CWPT have informed the initial response from Clackmannanshire Alliance on the proposed model. This response will be considered at the Alliance meeting in June. The consultation on the model ends on the 2nd July 2014.

### Third Sector Updates

- 3.23 The partnership agreed that regular updates on Third Sector progress will be presented to the CWPT which will enable greater working links between the third sector and delivery of the CWPT delivery plan.

### **Our Priorities** (Please double click on the check box ( ))

The area has a positive image and attracts people and businesses	✓
Our communities are more cohesive and inclusive	✓
People are better skilled, trained and ready for learning and employment	✓
Our communities are safer	✓
Vulnerable people and families are supported	✓
Substance misuse and its effects are reduced	✓
Health is improving and health inequalities are reducing	✓
The environment is protected and enhanced for all	✓
The Council is effective, efficient and recognised for excellence	✓

### **Author(s)**

NAME	DESIGNATION	TEL NO / EXTENSION
Kenneth Rogers	Local Senior Fire Officer	01324 710254
Cherie Jarvie	Strategy and Performance Manager	2365



## **Appendix 2 - CWPT Terms of Reference**

### **Clackmannanshire Alliance - Community Well-being Partnership Team (CWPT)**

#### **1. PURPOSE**

- To develop, resource and monitor strategies and interventions that will support the achievement of community planning outcomes with regard to the Well-being and Early Intervention Priority Action Area in Clackmannanshire's Single Outcome Agreement;
- To enhance and improve partnership working in Clackmannanshire by collaborating across agency, service and sector boundaries, removing barriers to improvement and, where relevant, integrating Services.

#### **2. RESPONSIBILITIES**

To deliver on the following Priority Outcomes in Clackmannanshire, ensuring alignment with the work of the Community Well-being Partnership Team:

- Our communities are more cohesive and inclusive
- Our communities are and feel safer
- Our vulnerable people and families are supported
- Substance misuse and its effects are reduced
- Health is improving
- The environment is protected and enhanced for all
- Our public services are improving

#### **3. FUNCTIONS**

- By November 2013, to agree and appoint a Vice-Chair from its membership.
- By November 2013, to agree a schedule of meetings to accommodate Clackmannanshire Alliance's reporting requirements.
- To identify the support needs required for its ongoing working arrangements.
- To identify any capacity or competency needs of the Partners and/or of the CWPT itself in delivering the Statement of Ambition.
- To identify the information/data/evidence required to establish priorities and to understand local community needs.
- To develop a framework by which to involve Third Sector partners in delivering on the SOA and by which communities in Clackmannanshire inform and are fully engaged in decision making processes.
- By December 2013, develop an action plan which articulates actions that will be carried out in the short to medium term (1-3 years) and the longer term (3 years +) to deliver the relevant outcomes in the SOA.

- By December 2013, establish and agreed joint leads for each of the sub-Partnership structures which will support the CWPT to deliver on relevant priorities in the SOA through the action plan.
- To identify resources required to deliver on the action plan
- To develop and agree a framework by which its supporting structures report on performance.
- To provide performance information as requested for reporting on the SOA.
- By November 2014, undertake an annual self-assessment of the performance of the Team.

#### **4. MEMBERSHIP**

- Clackmannanshire Council
- Clackmannanshire Third Sector Interface
- Forth Valley College
- NHS Forth Valley
- Scottish Fire & Rescue
- Police Scotland

As with the Alliance, it is the Organisation which is the member so if the named representative is unable to attend, the Organisation may nominate another representative from their Organisation to attend.

In pursuit of its strategic priorities, the Chairperson may invite people from internal or external Organisations to attend CWPT meetings to provide advice and assistance considered necessary.

#### **5. WORKING ARRANGEMENTS**

The CWPT will meet a minimum of every quarter in advance of the Alliance meeting. The proposed dates for quarterly meetings in 2014 are:

- 14 February
- 16 May
- 15 August
- 14 November

The CWPT will be chaired by a representative of Scottish Fire & Rescue.

A minimum of 3 Partner agencies must be present for meetings to proceed.

The agenda of quarterly meetings will include Partnership project updates, performance reports, and identification of risk and restraints.

The Chair is responsible for the production and presentation of the quarterly report to the Alliance. Clackmannanshire Council will provide the secretariat.

These Terms of Reference will be reviewed in November 2014

### **Current Members of CWPT:**

Kenny Rogers (Chair) - Scottish Fire and Rescue Service  
Robert Walters - CTSI  
Stephen Sneddon - Police Scotland  
Cherie Jarvie / Gillian Taylor - Strategy and Customer Services  
Wilson Lees - Housing Service  
Julie Hamilton - Development Services  
Val de Souza - Social Work  
Jane Fowell - Forth Valley College  
Sharon Johnston - Education  
Liam Purdie - Social Work  
Nigel Ironside - Scottish Prison Service  
Anne Currie - NHS  
Ann Pinkman - Fife and Forth Valley Criminal Justice Authority  
Ahsan Khan - Housing Service  
Bill Miller - Education  
Ed Gibbons - Education

### **Task Group Leads:**

1. **Clackmannanshire Local Community Planning Partnership** - Stephen Sneddon / Ahsan Khan
2. **Children and Young Persons Implementation Partnership** - Sharon Johnson / Liam Purdie
3. **Adult Journey Partnership** - Ed Gibbons / Anne Currie
4. **Reshaping Care for Older People Partnership** - Jane Menzies / Kathy O'Neil

