

REPORT TO: COMMUNITY PLANNING BOARD ON 19 NOVEMBER 2009

SUBJECT: MONITORING OF LOCAL DELIVERY ACTION PLANS

BY: CORPORATE POLICY UNIT MANAGER

1. REASON FOR REPORT

1.1 The Community Planning Board is asked to consider the outcomes of discussions with the Strategic Theme groups on their preferred methods of monitoring the Local Delivery Action Plans and the work of the operational groups.

2. RECOMMENDATION

2.1 The Community Planning Board is asked to:

- (i) agree that all overall monitoring statements on the progress against the Local Delivery Action Plans are submitted to the strategic theme groups;
- (ii) note that the strategic theme groups may ask for detailed reports arising from the monitoring statements on 1-2 projects;
- (iii) consider whether to recommend to all groups to provide space on the agenda for detailed discussion on one topic at the end of the meeting;
- (iv) consider whether the practice of reviewing the details of each project at the close of the meeting should be recommended; and
- (v) recommend that monitoring reports are submitted on the work of the operational groups to enable the strategic theme groups to oversee progress.

3. BACKGROUND

3.1 At the previous cycle of theme group meetings a standard report was submitted on the next stage of the Local Delivery Action Plans. Discussion took place at most of the meetings regarding the format of how the group wanted to monitor the detail against each of the key actions.

3.2 The summary of these discussions is:-

- (i) The groups agreed to receive an overview of previous quarter across all milestones highlighting exceptions (All Groups).
- (ii) In addition to the above some groups suggested that:
 - (a) detailed oral updates are given highlighting any blockages on each key action at the close of the formal agenda (Wealthier and Fairer and Greener)

- (b) decide at the end of the meeting what areas to receive a focussed report for the next meeting (Smarter)
- (c) discuss one main item from the Single Outcome Agreement at the end of the meeting in great detail with extended representatives to enhance the discussion.

3.7 To assist further with the monitoring of progress against priorities it was envisaged that operational groups would be monitored by the lead strategic theme group. A report is contained on this agenda with details of operational groups.

3.8 Only Safer and Stronger currently receive quarterly updates on operational groups. This practice is also recommended to all theme groups as the operational groups become established and assisting in the delivery of the priorities.

4. SUMMARY OF IMPLICATIONS

(a) Single Outcome Agreement/Service Improvement Plan

The SOA should inform the contents of the Community Plan and partners' strategic documents.

(b) Policy and Legal

The Council must meet requirements of the Scottish Government to comply with the Concordat. The Community Planning Statutory Partners are required to sign up to the whole SOA and be held accountable for its delivery.

(c) Resources (Financial, Risks, Staffing and Property)

The resource implications of the local delivery action plans are highlighted under each theme group discussion.

(d) Consultations

Consultations have been held with the various partners listed in the report and the appendices.

5.1 The Community Planning Board is asked to make recommendations to the theme groups on the format for monitoring the Local Delivery Action Plans to ensure proper monitoring and actions are delivered.

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Background Papers:

Ref: