

# SOA Local Delivery Plans 2009-10 – Quarter 3 updates

## Community Planning Board Milestones

<b>Local Outcome: Inequalities in Moray will be addressed</b> <b>Key Action: Implement Fairer Scotland Fund</b> <b>Key Action overall 66% complete. 15 of the 18 underlying milestones due to be completed in this reporting period have been. Exception comments have been provided in the main report to explain milestones slipping below 50% complete.</b>			
Milestone	Milestone Due Date	Milestone Note	Progress
Production of initial Fairer Scotland Fund strategic assessment - Q1	30 Jun 2009	Initial Fairer Scotland Fund strategic assessment has been produced.	100 %
Review content of strategic assessment to identify areas of deprivation - Q1	30 Jun 2009	Key areas for ongoing research have been identified and undertaken (employability, financial inclusion). Through discussion key areas to concentrate on for tackling poverty were agreed as Financial Inclusion, Employability and health inequalities. Link with priority areas is used in ongoing assessment for funding proposals, shaped the content of the employability tender and the Financial Inclusion Strategy and Actions.	100 %
Employability research study complete. Write draft Employability Action Plan - Q1	30 Jun 2009	Employability assessment completed and Employability action plan has been developed and agreed. Activity toward the actions underway.	100 %
Financial Inclusion seminar to receive feedback on local issues and agree priorities for Financial Inclusion Strategy - Q1	30 Jun 2009	A Financial Inclusion Seminar was held on 5th June 2009 to seek the views of providers of financial services, services working with vulnerable groups 'at risk' or facing financial exclusion, and elected members. 47 delegates attended the event. The out come of this event will be the development of a Financial Inclusion Strategy for Moray, and the development of a Financial Inclusion Network.	100 %
Fairer Scotland Fund process for applicants launched (1st and 2nd round) - Q1	30 Jun 2009	Process developed and 2 rounds of proposals were submitted by end of September.	100 %
Discussion with Moray Council Training department on development of MARS linking with existing apprenticeship scheme - Q1	30 Jun 2009	MARS outline idea developed. Consultation undertaken with key stakeholders on idea. Feedback received.	100 %
Review Employability Research Study to identify areas of deprivation - Q2	30 Sep 2009	Areas of deprivation identified and been used to influence the development of the employability tender and ongoing developments through the project development groups (task group of the Employability Action Group). Employability survey with key stakeholders and the unemployed client groups will be undertaken to further influence decision making.	100 %
Consultation with other local authorities and experts on poverty indicators appropriate to rural areas. Fairer Scotland Fund team meeting with NHS regarding key areas for health related to poverty - Q2	30 Sep 2009	Meeting with NHS Grampian held – key areas of measurement utilized by NHS identified. Meeting of Tackling Poverty – Rural Network (21st September 2009) discussed potential ideas in relation to setting accurate poverty indicators for rural areas. A scoping exercise by Heriot Watt University is being undertaken into the development of a poverty toolkit. Several Rural Local Authorities have been involved in the consultation. The Scottish Government have also commissioned work into the development of poverty indicators.	100 %
Finalise Employability Action Plan.	30 Sep 2009	Employability action plan finalised and agreed. Employability tendering process complete and tender awarded on 14th	100 %

Strategy drafted Employability tendering process complete. Draft surveys for unemployed people and local services to obtain feedback on current service provision - Q2		September 2009. Service implementation date 1st October 2009. Surveys drafted.	
Research into services offering financial information and advice. Survey of local services to assess awareness of national financial organisations and online resources. Draft Financial Inclusion Strategy - Q2	30 Sep 2009	The Fairer Scotland Fund team have produced a Financial Inclusion Directory, detailing services offering financial information and advice.  The team have also conducted a Financial Inclusion Survey. This targeted providers, and aimed to test their knowledge and awareness of local and national financial services. This was in response to the suggestion by many attending the Financial Inclusion Seminar that there was a lack of knowledge of the services available, and that there was an indication that national and on-line resources were not readily utilised.  The draft Financial Inclusion Strategy was presented at the Community Planning Board on 27/08/09.	100 %
First contracts for delivery under the fund agreed and finalised, 3rd round of funding launched - Q2	30 Sep 2009	7 projects approved for funding through 1st and 2nd. 2 Service level agreements agreed to date, 3 currently under discussion and 2 to be developed. 3rd round of funding proposals invited with a deadline of the 16th October.	100 %
Develop scheme outline and identify suitable funding streams including the FSF. Write and submit funding proposals - Q2	30 Sep 2009	Scheme detail developed. Funding stream identified. Funding proposals written and submitted for: Lowlands and Uplands European Social Fund priority 2 – 'progression through employment' and the Department of Work and Pensions Future Jobs Fund. First round applications approved and second round submitted. Funding sought from Fairer Scotland Fund – approved by the Social Inclusion Implementation group and Community Planning Board on 27th August 2009. Funding also approved from Moray Council Economic Development.	100 %
Identify and seek initial indications of interest from local employers - Q2	30 Sep 2009	Employers have been advised of the project and indications of interest from 140 have been received across many occupational sectors including retail, health, construction, social enterprise and hospitality.	100 %
Development of list of potential poverty indicators and consultation process. Feedback and re-drafting of list - Q3	31 Dec 2009	The team are working with the Tackling Poverty Rural Network in combination with The Scottish Poverty Information Unit and the Poverty Alliance to investigate poverty indicators suitable for rural areas. The Scottish Government commissioned work to establish a set of rural indicators to complement the National Performance Framework. These results are not yet published and in the meantime the landscape has changed due to the Scottish Governments new Rural Development Framework, which will go out for consultation in draft form in summer 2010.	0 %
Award Employability Tenders. Employability Surveys to gather information on focus of improvements to services. EAG Strategy group finalise Employability Strategy and distribute to CPP. Revise milestones for Q4 - Q3	31 Dec 2009	Employability tender awarded and project underway. Project workplan completed. Servicer will focus on areas of deprivation as defined by the SIMD 2009. Initial activity report on activity completed. All data input into covalent to allow monitoring. Employability surveys complete however, further activity is required due to low response rate from unemployed client groups. Milestone for Q 4 to reflect development of focus groups to engage with unemployed clients. Results from surveys utilised to shape the activity of the employability service. Employability Strategy has not been developed and will be completed at Q4.	50 %
Financial Inclusion day to consult on strategy. Finalise Financial Inclusion Strategy and action Plan; distribute to CPP. Revise Q4 milestones based on content of Strategy - Q3	31 Dec 2009	Consultation day on the Financial Inclusion Strategy took place (October 2009) and Financial Inclusion Strategy and Action plan completed and approved by the CPP Board. Financial Inclusion network now formed and sub groups developed. Strategic action identified and currently being developed.	100 %
Develop the FSF further - contracts from second round funding process awarded - Q3	31 Dec 2009	Significant progress has been made in developing contracts from the second round of funding. The paperwork for 2 contracts from the second round of funding have now been completed and where relevant have been input into the Covalent Performance Management System. The 3 remaining contracts (Service Level Agreement and Workplans) are near completion.	40 %

Continue to develop MARS with partners and local employers - Q3	31 Dec 2009	Second round process underway deadline for employers to complete paperwork (assuming they are still interested is the 17th December). 140 employers have noted interest. Future Jobs Fund funding proposal requires revision and will be resubmitted at 31st January 2010. Project due to start 1st May 2010.	100 %
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**Local Outcome: Inequalities in Moray will be addressed**

**Key Action: Implement Social Inclusion Strategy**

**Key Action overall 46% complete. 7 of the 13 underlying milestones due to be completed in this reporting period have been. Exception comments have been provided in the main report to explain milestones slipping below 50% complete.**

Milestone	Milestone Due Date	Milestone Note	Progress
Production of initial FSF Strategic Assessment - Q1	30 Jun 2009	Fairer Scotland Fund Strategic Assessment produced.	100 %
Hold Financial Inclusion Seminar to receive feedback on local issues - Q1	30 Jun 2009	Refer to comment in milestone - 'Financial Inclusion seminar to receive feedback on local issues and agree priorities for Financial Inclusion Strategy - Q1' in 'Implement Fairer Scotland Fun' Key Action.	100 %
Employability research study complete. Write draft Employability Action Plan - Q1	30 Jun 2009	Refer to comment in milestone - 'Employability research study complete. Write draft Employability Action Plan - Q1' in 'Implement Fairer Scotland Fun' Key Action.	100 %
Consultation with other local authorities and experts on poverty indicators appropriate for rural areas. FSF team meeting with NHS regarding key areas for health related to poverty - Q2	30 Sep 2009	Refer to milestone comment in 'Implement Fairer Scotland Fund' comments Key Action.	100 %
Social Inclusion Implementation Group to complete initial review of Social Inclusion Strategy and begin drafting new version. Draft Social Inclusion Action Plan - Q2	30 Sep 2009	This action has been delayed and will be taken forward in Q4 through the Social Inclusion Implementation Group.	0 %
Research into services offering financial information and advice. Survey of local services to assess awareness of national financial organisations and online resources - Q2	30 Sep 2009	Refer to milestone comment in 'Implement Fairer Scotland Fund' comments Key Action.	100 %
Draft Employability Strategy and finalise Action Plan - Q2	30 Sep 2009	Action plan finalized no progress on and Employability Strategy to date.	50 %
Draft Financial Inclusion Strategy and set date for consultation day with local services - Q2	30 Sep 2009	The draft Financial Inclusion Strategy was presented at the Community Planning Board on 27/08/09. A consultation day with the delegates from the original Financial Inclusion Seminar and others who have been identified as key to this agenda will be held on Friday 9th October 2009 to discuss and finalise the draft Strategy and Action Plan.	100 %

Devise range of Moray poverty indicators and submit to Social Inclusion Implementation Group for review. Feedback from SI Group and re-consultation with local authorities and experts if required - Q3	31 Dec 2009	This milestone has not been achieved as specified. The Scottish Government commissioned work to establish a set of rural indicators to complement the National Performance Framework. These results are not yet established and in the meantime the landscape has changed due to the Scottish Governments new Rural Development Framework, which will go out for consultation in draft form in summer 2010. The team are however, undertaking work on an analysis of the SIMD 2009 which can be utilised to inform future strategies and actions in relation to tackling deprivation and are also involved with a piece of work through the Tackling Poverty Rural network (identifying poverty indicators sub group) in establishing more accurate measurements of rural poverty in partnership with other rural local authorities.	0 %
Finalise new version of Social Inclusion Strategy and distribute to CPP. Finalise Social Inclusion Action Plan - Q3	31 Dec 2009	This action has been delayed and will be taken forward in Q4 through the Social Inclusion Implementation Group.	0 %
Consultation day to finalise Financial Inclusion Strategy and action plan; distribute to CPP. Coordinate Financial Inclusion Network and revise milestones for Q4 as result of action plan content - Q3	31 Dec 2009	Consultation day on the Financial Inclusion Strategy took place (October 2009) and Financial Inclusion Strategy and Action plan completed and approved by the CPP Board. Financial Inclusion network now formed and sub groups developed. Strategic action identified and currently being developed.	100 %
Finalise Employability Strategy and distribute to partners - Q3	31 Dec 2009	Employability tender awarded and project underway. Project workplan completed. Service will focus on areas of deprivation as defined by the SIMD 2009. Initial activity report on activity completed. All data input into covalent to allow monitoring. Employability surveys complete however, further activity is required due to low response rate from unemployed client groups. Milestone for Q 4 to reflect development of focus groups to engage with unemployed clients. Results from surveys utilised to shape the activity of the employability service. Employability Strategy has not been developed and will now be completed at Q4.	50 %
Social Inclusion Implementation Group to agree targeted interventions to tackle social exclusion, align with development of FSF and develop integrated approach across Financial Inclusion, Social Inclusion and Employability Strategies - Q3	31 Dec 2009	Social Inclusion monitor FSF programmes and ensure link with SI Strategy. Strategy will be reviewed in line with developments and revision will be complete by March 2010. Financial inclusion targeted interventions linked with FI Strategy to be agreed by SI group February 2010. FSF fully allocated and monitoring systems in place for all delivery. Employability Strategy link with Social Inclusion Strategy once developed.	75 %

**Local Outcome: Inequalities in Moray will be addressed**  
**Key Action: Implement Council Single Equality Scheme**  
**Key Action overall 71% complete. 9 of the 11 underlying milestones due to be completed in this reporting period have been.**

Milestone	Milestone Due Date	Milestone Note	Progress
Contact partner agencies and arrange to meet with regard to the Equalities Forum - Q1	30 Jun 2009	Meetings were held with partner agencies with the remit of the Equalities Forum being highlighted. Partners views on the forum have been gathered in order to ensure that the forum develops into a body which is reflective of the needs of the Partnership in addressing equalities issues. Partners were encouraged to attend meetings when invited. The importance of the forum and encouraging the forum to make partners aware of issues affecting the groups was highlighted. All partners have shown support for the forum and are willing to participate. All partners, other than HIE, attended the Diversity Day delivered by the Equalities Forum. Due to replacement of the Area Manager at HIE the forum remit has been sent to ensure he is aware of their role.	100 %

Arrange presentation from the Equality and Human Rights Commission to the CPP and Equalities Forum - Q1	30 Jun 2009	Arrangements were made for the Equality and Human Rights Commission to attend the Moray Equalities Forum on 27/08/09 to give a presentation on the Single Equality Bill.	100 %
Complete EIA's due to be carried out within the quarter - Q1	30 Jun 2009	Equalities - have been reviewed and agreed by Corporate Equalities Forum.	100 %
Gain Partnership buy-in to the Equalities Forum - Q2	30 Sep 2009	Meetings have been held with the Police, Moray College, NHS Grampian, Volunteer Centre, MVSO, Careers Scotland and Grampian Fire and Rescue. Partners have expressed interest in attending Equalities Forum meetings, and receiving training on the issues facing local groups. Partners have also been invited to attend a forthcoming presentation by the Equalities and Human Rights Commission in August regarding the Single Equality Bill.	100 %
Presentation delivered by the Equality and Human Rights Commission; CPP and forum have understanding of the new Single Equality Bill - Q2	30 Sep 2009	Representatives from the Equality and Human Rights Commission attended the Moray Equalities Forum meeting on 27/08/09. A presentation was given on their role nationally, in addition to the Single Equality Bill. 25 delegates were present, including 6 Partner representatives.	100 %
Complete EIA's due to be carried out within the quarter - Q2	30 Sep 2009	Equalities – have been reviewed and agreed by Corporate Equalities Forum.	100 %
Discuss any issues that equality groups may experience to inform the Council's Single Equality Scheme - Q3	31 Dec 2009	Issues were discussed at the Diversity day held on 15th of December 2009.	100 %
Invite partner agencies to Equality Forum meetings that are relevant to their organisation - Q3	31 Dec 2009	Partner agencies are invited to meetings that are relevant to their organisation. To date partners have attended the presentation by the Equality & Human Rights Commission and all partners invited to the Diversity Day were in attendance other than HIE Moray. The Corporate Policy Unit Manager attended a meeting which focussed on the budget proposals. In addition Grampian Fire & Rescue have shown interest in delivering a presentation to the Equalities Forum on what training they provide. DBS will present their design brief to the Equalities Forum in April for consultation / involvement purposes.	100 %
Create and publish Council Single Equality Scheme - Q3	31 Dec 2009	There will be a delay in producing The Single Equality Scheme. A draft was submitted in December to the recently formed Corporate Equalities Forum and circulated to the group.	50 %
Ensure all Partnership agencies have Equality Scheme(s) in place - Q3	31 Dec 2009	All statutory partners have Equality Scheme(s) in place. The Moray Council has individual equality schemes covering race, gender and disability at the moment but has a Single Equality Scheme in draft. NHS Grampian, Moray College and Grampian Fire and Rescue all have individual equality schemes. Grampian Police, HIE Moray and HITRANS all have Single Equality Schemes in place.	100 %
Complete EIA's due to be carried out within the quarter - Q3	31 Dec 2009	Equalities – being reviewed by Corporate Equalities Forum . Statistics were compiled and reported to the Corporate Equalities Forum in January.	57 %

**Local Outcome: Efficiencies****Key Action: The Community Planning Partnership will deliver positive outcomes and be accountable to the community****Key Action overall 79% complete. 5 of the 9 underlying milestones due to be completed in this reporting period have been.**

Milestone	Milestone Due Date	Milestone Note	Progress
Review the 5 strategic theme group membership and remit to align with the SOA priorities and key actions for the local delivery action plans - Q1	30 Jun 2009	Special meeting of the theme groups were held in May. Changes to the remit and membership were agreed by each theme group and approved by the Board on 10 June.	100 %
Submit first draft Risk Register to Community Planning Partnership - Q1	30 Jun 2009	Risk Register was submitted to the Community Planning Board meeting on 10 June but the report was deferred. It was agreed to form a small working group to consider the risk tool and make recommendations to the next meeting.	100 %
Submit revised draft Risk Register to Community Planning Partnership - Q2	30 Sep 2009	A revised risk tool was submitted to the Community Planning Board on 27 August. A small working group was remitted with development of the risks using this tool and report back to the next meeting of the Board in November.	100 %
Review of Community Engagement Group membership and actions - Q3	31 Dec 2009	A special meeting of the Community Engagement Group took place in October to review membership and actions. Membership and remit confirmed revised format for the agenda and was agreed and used at the next meeting in November 2009.	100 %
Review operational groups supporting each of the strategic groups - Q3	31 Dec 2009	A report on the Operational Groups review was submitted to the Community Planning Board meeting in November. The Board remitted a further review to be undertaken by each theme group to confirm if the group was still required and to identify outcomes of each local operational group. This work is being undertaken during quarter 3 and is hoped to be completed by the next Community Planning Board meeting in March 2010.	80 %
Submit a draft Corporate Governance statement to Community Planning Board - Q3	31 Dec 2009	A draft statement was submitted to the Community Planning Board meeting in November. It was remitted to individual partners to discuss the contents within respective organisations and report back to the next meeting.	100 %
Submit a draft scheme of delegation for Community Planning Partnership - Q3	31 Dec 2009	This will be progressed once the governance statements are agreed.	0 %
Submit a draft Performance Management Framework/Public Performance Reporting Strategies - Q3	31 Dec 2009	This will be reported to the next CP Board meeting in March and has been delayed due to work be undertaken on the governance statement.	0 %
Submit final Risk Register for approval - Q3	31 Dec 2009	The sub-group finalised the risk register in December but it still requires final approval by the CP Board which cannot be submitted until the next meeting in March. Therefore it will be complete in quarter 4.	95 %

**Local Outcome: Efficiencies****Key Action: Agencies will work together and individually to improve services****Key Action overall 72% complete. All 8 underlying milestones due to be completed in this reporting period have been.**

Milestone	Milestone Due Date	Milestone Note	Progress
Complete PSIF pilot services and begin further self assessments - Q1	30 Jun 2009	2 PSIF pilots were completed with a further 3 services carrying out assessments.	100 %
Gain approval for the revised performance management framework including the local delivery action plans, service standards, service outcomes and statutory performance indicators - Q2	30 Sep 2009	The Performance Management Framework was approved at Special Full Council meeting on 30 September 2009.	100 %
Complete 7 further PSIF self assessments - Q2	30 Sep 2009	7 further PSIF self-assessments have been completed.	100 %
Submit monitoring information to Moray Performs Board - Q2	30 Sep 2009	Reports are submitted on progress to each meeting. Board meets on a 6 weekly basis. Quarter 1 performance reported on 3rd September and quarter 2 reported on 21 October.	100 %
Complete detailed design stage on 6 strands of DBS programme and report to committee - Q3	31 Dec 2009	2 Strands (Customer Care and Procurement) are complete and were reported to the Policy & Resources Committee in December 2009.	100 %
Complete further 10 PSIF assessments - Q3	31 Dec 2009	Still on target from a % point of view as number of services have reduced from 65 to 58 as we have gone through the process. Over all completion is now due end 2010 from May 2011 on original plan.	100 %
Begin quarterly monitoring to committee on local delivery action plans, service standards, service outcomes and statutory performance indicators - Q3	31 Dec 2009	Monitoring reports were submitted to Policy & Resources Committee and Audit & Performance Review Committee in December on the Local Delivery Action Plans. Cycle 3 service committee cycle included monitoring reports on Service Standards, Service Outcomes and SPIs.	100 %
Submit monitoring information to Moray Performs Board - Q3	31 Dec 2009	Monitoring information was submitted to Moray Performs Board meeting in December.	100 %