

SOA Local Delivery Plans 2009-10 – Quarter 4 updates

Community Planning Board Milestones

Community Planning Board Inequalities in Moray Implement Fairer Scotland Fund			
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 has 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 utilised 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 Herriot 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 %

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Finalise Employability Action Plan. Strategy drafted Employability tendering process complete. Draft surveys for unemployed people and local services to obtain feedback on current service provision - Q2	30 Sep 2009	Employability action plan finalised and agreed. Employability tendering process complete and tender awarded on 14th September 2009. Service implementation date 1st October 2009. Surveys drafted.	100 %
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	This milestone has not been achieved as specified and requires revision. Work is currently underway to provide an analysis of the Scottish Index of Multiple Deprivation (SIMD) 2009 data. 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 Government’s new Rural Development Framework, which will go out for consultation in draft form in summer 2010. The FSF team are in the meantime working with the Tackling Poverty Rural network (identifying Poverty indicators sub group) on a Rural Indicators project which will look at measurements of rural poverty in partnership with other rural local authorities. The outcome of this work will be the production of a report aiming to collate current thinking on rural poverty indicators and to identify a programme of activity to effect change. It is hoped that this will be a springboard to further targeted action by practitioners.	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 work plan completed. Service will focus on areas of deprivation as defined by the SIMD 2009. Initial activity report on activity completed. 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.	100 %

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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 CP 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.	100 %
Continue to develop MARS with partners and local employers - Q3	31 Dec 2009	Second round process underway deadline for employers to complete paperwork by 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 %
Poverty indicators for Moray and method of tracking established - Q4	31 Mar 2010	This milestone has not been achieved as specified and requires revision. Work is currently underway to provide an analysis of the Scottish Index of Multiple Deprivation (SIMD) 2009 data.	0 %
Employability Action Group to complete review of Employability Strategy. Milestones for Q4 to be set in Q3. Set initial targets for 2010/11 - Q4	31 Mar 2010	Strategy review agreed to focus on Employability action plan Targets set for 2010 /11.	100 %
Social Inclusion Implementation Group to review Financial Inclusion Strategy. Milestones for Q4 set in Q3. Feedback on method of communication of Financial Inclusion Network. Set initial targets for 2010/11 - Q4	31 Mar 2010	Financial Inclusion completed March 2010 to be distributed April 2010. Financial Inclusion Network established and meeting regularly with CPDM.	98 %
Contracts for 3rd round of funding awarded. Review and evaluation of impact of FSF complete. Review of Social Inclusion Strategy and FSF submission action plan complete. 75% funding awarded - Q4	31 Mar 2010	Funding awarded all contracts and signed for 3rd round of funding. Review of Social Inclusion Strategy will be completed Qtr 4 90% complete. Review and evaluation of FSF impact not due till March 2011. FSF Action plan almost complete.	75 %
Continue development of MARS with partners and local employers - Q4	31 Mar 2010	Awaiting confirmation of ESF funding however initial job description being discussed with employers.	20 %
Results of funding proposals received and implementation of MARS (May 10)	31 Mar 2010	Received confirmation of funding from Future Jobs Fund.	50 %

Community Planning Board Inequalities in Moray Implement Social Inclusion Strategy			
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 milestone comment in 'Implement Fairer Scotland Fund' comments Key Action.	100 %
Employability research study complete. Write draft Employability Action Plan	30 Jun 2009	Refer to milestone comment in 'Implement Fairer Scotland Fund' comments 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	Review of Social inclusion Strategy underway.	95 %
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 finalised 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 action requires revision in light of developments by the Scottish Government and the Tackling Rural Poverty Network.	0 %
Finalise new version of Social Inclusion Strategy and distribute to CPP. Finalise Social Inclusion Action Plan - Q3	31 Dec 2009	Review of Social inclusion Strategy underway.	95 %

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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 CP 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 action plan finalised.	100 %
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 Financial inclusion Strategy to be agreed by Social Inclusion group February 2010. FSF fully allocated and monitoring systems in place for all delivery. Employability Strategy link with Social Inclusion Strategy once developed.	75 %
Poverty indicators for Moray and method of tracking established (75% FSF funding to be allocated by this Q) - Q4	31 Mar 2010	See earlier comment.	50 %
Social Inclusion Implementation Group to complete end of year review of Social Inclusion Strategy. Set initial targets for 2010/11 - Q4	31 Mar 2010	Review will be complete by April 2010 awaiting final health input. Targets to be set 2010/11 1st Qtr.	95 %
Social Inclusion Implementation Group to review Financial Inclusion Strategy. Feedback on method of communication of Financial Inclusion Network. Set initial targets for 2010/11 - Q4	31 Mar 2010	Financial Inclusion completed March 2010 to be distributed April 2010. Financial Inclusion Network established and meeting regularly with CPDM. Targets to be set 2010/11 1st Qtr	95 %
Employability Action Group to complete review of Employability Strategy. Set initial targets for 2010/11 - Q4	31 Mar 2010	Employability Strategy superseded by Employability Action plan initial targets set till August 2011.	100 %
Update from Social Inclusion Network to Social Inclusion Implementation Group. Set initial targets for 2010/11 - Q4	31 Mar 2010	Financial Inclusion network update has been reported to Social Inclusion Group 23 March 2010 Targets to be set 2010/11. 1st Qtr.	95 %
Review progress of FSF over 2009/10. Feedback to Audit and Performance Committee. Set targets for 2010/11	28 Mar 2010	Reported to Audit & Performance committee in December 2009. Reporting to committee on MCMC on 28 April 2010. Reporting again in June 2010 on FSF Targets to be set 2010/11 1st Qtr.	95 %

Community Planning Board Inequalities in Moray Implement Council Single Equality Scheme			
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. 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 due to replacement of the Area Manager at HIE, attended the Diversity Day delivered by the Equalities Forum.	100 %
Arrange presentation from the Equality and Human Rights Commission to the CPP and Equalities Forum - Q1	30 Jun 2009	Equality and Human Rights Commission will attend the Moray Equalities Forum on 27/08/09 to give a presentation on the Single Equality Bill.	100 %
Complete EIAs due to be carried out within the quarter - Q1	30 Jun 2009	EIAs are being completed according to the schedule.	100 %
Gain Partnership buy-in to the Equalities Forum - Q2	30 Sep 2009	Partners received 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 EIAs due to be carried out within the quarter - Q2	30 Sep 2009	EIAs are being completed according to the schedule.	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	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	A draft was submitted in December to the recently formed Corporate Equalities Forum and circulated to the group.	75 %
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 EIAs due to be carried out within the quarter - Q3	31 Dec 2009	EIAs are being reviewed by Corporate Equalities Forum. Statistics were compiled and reported to the Corporate Equalities Forum in January.	57 %

Invite Partner agencies to Equality Forum meetings that are relevant to their organisation - Q4	28 Feb 2010	DBS have been invited to the Equality Forum Meeting in April 2010. This meeting has now taken place	100 %
Ensure actions within the Council Single Equality Scheme are progressing - Q4	31 Mar 2010	The draft Single Equality Scheme has been approved for consultation purposes by the Policy & Resources committee on 27 April.	100 %
Complete EIAs due to be carried out within the quarter - Q4	31 Mar 2010	The EIA schedule is continuing with good progress being made against the programme. A revised schedule for 2010-11 is being developed.	100 %

**Community Planning Board
Continuous Improvement - Efficiencies
The Community Planning Partnership will deliver positive outcomes and be accountable to the community**

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. Further work was requested by the CP Board including reducing the number of groups as well as representatives attending from partners. In addition it was requested that the CPUM develop criteria in relation to managing the groups to recommend to the CP Board meeting in May. After which this should be implemented and monitoring report framework agreed.	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	Governance statements presented to the CP Board in November have now been formally considered by all partners except for NHS who require further time to consider the statements. CP Stat partners who have considered the statements agreed to approve all statements except for the proposal for 'total place' budgeting as this is more of an aspiration at this time.	0 %

Submit a draft Performance Management Framework/Public Performance Reporting Strategies - Q3	31 Dec 2009	With the changes to the performance management framework, the project has been delayed. However with the changes approved it is anticipated that the project can now progress in the next cycle.	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. The CP Board approved the risk register in March and remitted it to the CP Stat partners to manage the risks. The register is finalised and reported to the CP Stat partners meeting in April.	95 %
Complete community consultation on budget priorities to inform SOA - Q4	31 Mar 2010	All budget consultations were complete including meeting with Area Forums, Community Groups and other interested parties, partners, staff and citizens panel. Outcome from the consultation will be concluded in January prior to setting the budget in February.	100 %
Revise SOA for 2010-11 - Q4	31 Mar 2010	Timetable for strategic assessments to be undertaken over 18 month plan was agreed by the CP Board in November. The first assessment will begin in January 2010.	100 %

**Community Planning Board
Continuous Improvement Efficiencies
Agencies will work together and individually to improve services**

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	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 %

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outcomes and statutory performance indicators - Q3			
Submit monitoring information to Moray Performs Board - Q3	31 Dec 2009	Monitoring information was submitted to Moray Performs Board meeting in December.	100 %
Complete further 10 PSIF assessments - Q4	31 Mar 2010	The PSIF programme is on target. The programme is highlighting a number of corporate issues which need to be supported to enable services to improve scores overall. In addition a number of quality assurance issues have been raised with implementing the framework. These are being addressed within the PSIF team as a learning process as assessments are undertaken and based on feedback for the Moray Performs Board. The PSIF team also link with national quality assurance projects to ensure best practice is being followed.	100 %
Submit quarterly monitoring report to committee on local delivery action plans, service standards, service outcomes and statutory performance indicators - Q4	31 Mar 2010	All areas are reported to a variety of sources in line with the performance management framework. At Policy & Resources committee on 27 April 2010 an amendment to the publishing of the data was approved. This will now allow the publication of all performance information to be produced at the end of the quarter and held in one document. This quarterly document will be used as a reference throughout the quarter. This change affects both council and CPP reporting.	100 %
Submit monitoring information to Moray Performs Board - Q4	31 Mar 2010	The Board considered monitoring reports at their meeting on 27 April 2010. At that meeting it was agreed to transfer all achievements for this year into the completed action plan and begin a clean monitoring statement for 2010-11 actions.	100 %