

From the Chief Executive, Rory Mair



31 October 2008

Your Ref:

To : Chief Executives

Our Ref:

Cc: Chief Executives of Health Boards
Chief Constables
Chief Fire Officers
Lead Officers of Regional Transport Partnerships

Dear Chief Executive

Single Outcome Agreement (SOAs) Guidance 2009 & Key Messages

Please find attached the following two documents:

1. Set of Key Messages regarding the Outcomes Process, and
2. SOA Guidance 2009

The High Level Group on Single Outcome Agreements has agreed this set of key messages because we believe it's important that all of us in the public sector who have committed to the outcomes process are able to project progress, success and future development in a consistent and enthusiastic manner. We would hope that you and your community planning partners would feel able to use these key messages in joint discussions, and in discussions you're having with others, in a way that projects the growing momentum and success of the outcome process.

As you will be well aware, the guidance on SOA's 2009 has been developed through much very useful consultation. The High Level Group would like to thank you for the efforts you put into responding to draft documentation and we feel sure that this guidance document takes on board all those message that arose consistently through the development process.

You will see from the mailing list that the High Level Group has sent these documents to all of the statutory community planning partners. However there may be others you feel would benefit from the documentation. These are public documents and you should not feel constrained in any way from using them in ways that will be useful in pushing the outcome process forward.

We hope that you will find both documents useful.

Yours sincerely

A handwritten signature in black ink that reads "Rory Mair".

Rory Mair
Chair of the High Level Group

WHEN CALLING PLEASE ASK FOR: Karen Macrae 0131 474 9203