Berwickshire Area Partnership:
Community-Led Plan Guidance

July 2022

This guidance note describes the content and core information needed in a Community-Led Place Plan.

1. Purpose of Community-Led Plans

Community-Led Plans are a way for communities to change and improve their local area and local services and are:

- **Community-led** – the community is directly involved in creating and agreeing the plan and ensuring that the actions and projects are delivered
- **Collaborative** – it involves a wide range of people from the community and from the range of agencies and organisations that will be responsible for delivering at least some of the actions and projects contained within the plan
- **Open and inclusive** – all members of the community have the opportunity to be actively involved in creating the plan and in contributing to its delivery and are given the appropriate support to do so, if needed.
- **Holistic** – they should cover all aspect of life in a community – whatever is important to the community and whatever improves peoples' lives
- **Sustainable** – community-led place plans should seek to be sustainable not only from an environmental perspective but also in terms of financial and other resources – in particular, the capacity and capabilities of the community and local agencies to deliver it.

2. Format and content of Community-Led Plans

While the format and focus of each Community-Led Plan will differ according to the needs and opportunities of each community, each Plan should provide a common core of information and evidence.

The Plans must be evidence-based, demonstrating how evidence of need and demand has been used to identify the key opportunities and challenges for each community, and how this supports proposed actions, projects and changes in the delivery of public services that will be prioritised in the Plan.

While this guidance is not prescriptive, it sets out a template with the kind of information that will be essential in demonstrating to funders that a robust approach has been taken and that there is a credible body of evidence and narrative that supports potential funding applications.

A good starting point could be an assessment of what is good and bad about the community using the Place Standard Tool.

A guide to the structure and content of a Community-Led plan is set out below.

Community-Led Plan Content

Type of information required	Description	Why this information is needed, and how it will be used
1. Introduction	At the beginning of the Plan, provide an introduction to the community and its unique features. Also provide a brief summary of the scope and duration of the Plan, the geography covered (e.g. just the community, a collection of communities or a wider area including outlying settlements) which organisations have been involved in its development, and how it has been developed (e.g. lead role, developing ideas and proposals, participation in focus groups, workshops or consultations)	▪ Establish up-front the level of partner involvement and local 'buy-in' to the plans. ▪ Demonstrate the collective input / ownership of the Plan
2. Vision and objectives	The long-term vision for the community (e.g. 20 years), along with the specific objectives and themes (e.g. health, transport, young people, heritage, sustainability, leisure etc.). This section could identify how the community's objectives link to/inform wider regional and national legislation, targets, policies and/or initiatives.	▪ Clear understanding of what the community wants to achieve / where it wants to get to. ▪ Demonstrate that the community has a clear vision and strategy upon which projects and initiatives will be based. ▪ Initial identification of themes, consistent with (but not limited to) potential funding programmes.
3. Description of the community	Describing the area covered by the Plan and its current situation, e.g. the plan may be limited to a specific community, or may include a wider geography covering small outlying areas or multiple communities. The description should include, for example: location and layout (including maps), and data available from the Council and local public service providers (e.g. demographics, local economic structure and performance, deprivation, educational achievement, housing stock, infrastructure, industrial / development land; visitor attractions; retail offer; empty commercial, retail, industrial units, rurality, public transport / accessibility / travel to work patterns).	▪ Provide an overview of the community and the current challenges and issues it faces ▪ To bring to life the community, placing it in context, and enabling those that may not know much about the place to develop a better understanding.

Type of information required	Description	Why this information is needed, and how it will be used
4. Assets, opportunities, needs and challenges	Description of the: • Needs and challenges facing the community e.g. poor transport links, declining working age population, poor employment opportunities, lack of things for young people to do etc. • Existing assets in the community e.g. community facilities including educational facilities, development land, local employers/businesses • Opportunities e.g. securing private sector investment; growing the visitor economy; growing the housing stock to attract more working age residents; investments/changes in services and infrastructure to match population change All of the above must be supported with evidence and research (e.g. social and economic analysis, demand studies, local consultations and surveys – help from this may be available from the local authority and public bodies)	• To understand the focus of, and key drivers for the Plan • To evidence the links between the vision, the investment objectives, and the needs / opportunities • To demonstrate to funders the potential for growth / recovery / resilience in each community, alongside a strong evidence base to support projects.
5. Fit with National, Regional and Local Strategies and Initiatives	Describe how the Plan is aligned to - and will inform -, and will help to deliver the objectives / priorities of other **relevant** plans and strategies e.g. Regional Economic Strategy, Legislation (such as the Community Empowerment Act, Planning Scotland Act, Public Bodies (Joint Working) (Scotland) Act 2014); Community Plan; Council Plan; locality, and statutory local development plans. Detail whether the plan builds on a previous / existing plan for the community, and how this Plan adds value, or moves the previous plan forward.	• Understanding how the Plan fits into a wider context and will contribute to the achievement of other strategies and plans covering the community. • Demonstrating to funders the wider impact of the Plan, and its alignment with key national, regional and local priorities

Type of information required	Description	Why this information is needed, and how it will be used
6. Projects & Actions	For each theme (e.g. health, transport, leisure etc.), there may be a number of projects and/or actions, each one of which may be at a different stage of development. The Plan should highlight each project/action to be delivered and its stage of development (e.g. aspiration / idea; initial concept / early stages of development; in development; fully developed and ready to start). ▪ The Plan should include a summary description of the identified projects/actions that make up the Plan. ▪ The summary would be supported by a more detailed **Action Plan**, appended to the Place Plan, which would include more detail about each of the projects and actions (where known). This would include: brief description of the proposed project; stage of development; evidence of needs; the difference it will make; lead partner and delivery partners; total costs, indicative potential funding sources and amounts; indicative timescale for delivery; expected outputs and outcomes; delivery risks and constraints.	▪ To demonstrate how each project in the Plan contributes to the overall vision and adds value to the whole plan. ▪ To identify and clarify eligibility of those projects against funders criteria.
7. Costs and funding	A high-level summary (for all projects) of the total costs of the Plan delivery, and the expected sources and amounts of funding (including public, private and other). This may be a simple table that summarises information from 6 above.	▪ To demonstrate the overall scale and value of the proposed projects in the community, at the same time as highlighting the likely funding requirement from funding sources.
8. Outputs, outcomes and benefits	A high-level summary (for all projects) of the total outputs and outcomes to be delivered through the Plan.	▪ To demonstrate the overall scale and impact of the proposed investment in the community.

Type of information required	Description	Why this information is needed, and how it will be used
9. Complementary initiatives	Include details of complementary initiatives/Plans that are being developed or delivered in surrounding communities that will add value and benefit to the projects identified in the Place Plan.	• Demonstrating the wider impact/links (including cross-community projects or activities (e.g. a footpath that crosses multiple communities or a facility in one community that benefits others). • Highlighting to funders the broader context and added value of the Place Plans, and that the investments are not taking place in isolation.
10. Development of the Plan	A detailed description and evidence of how the plan has been developed through an inclusive engagement process involving all sections of the community and which organisations / partners have been involved. A description of how the projects have been selected for inclusion.	• To clarify the level of community, stakeholder, and partner involvement. • To demonstrate to funders that a robust process has been undertaken to select the proposed actions and projects
11. Management and Governance	Details of which organisations will be involved in managing and delivering the Plan including roles and responsibilities. Including a description of the decision-making processes involved in delivering the Plan, with a focus on how investment decisions will be made.	• Clarify ongoing partnership involvement • Demonstrate to funders that robust, transparent governance and decision-making processes are in place.
12. Monitoring and performance management	Describe how delivery of the Plan will be monitored and performance managed against its investment objectives and financial and output / outcome targets with clear linkage to how the Plan will contribute to the achievement of outcomes in relevant local or regional plans.	• Demonstrate to funders that robust performance management processes are in place to ensure funded projects deliver on the outcomes and impacts identified in the Plan.

3. Community-Led Plan process and assessment

Each Plan will be reviewed by the Berwickshire Area Partnership with a view to:

- providing advice and feedback to communities to ensure plans are as effective and robust as possible;
- identify emerging themes and linkages across all community Place Plans that can help inform the development of a wider locality plan for Berwickshire; and
- informing and influencing local, regional and national strategy and policies.