

Scottish Borders Third Sector Interface Community Planning Improvement Programme

IMPROVEMENT PLAN – FEBRUARY 2016 update

1. COMMUNICATION

Improvement	Lead	Implications [Risk, Cost, Resource]	Target Date	Measure	Outcomes	Achievements
1.1 Increase Third Sector awareness and understanding of the Community Planning Process and the role of the TSI, and promote the Community Engagement Framework						
1.1.1 Design and implement awareness-raising programme/ materials which will inform the audience about the functions of the TSI and CPP, and CPP priorities for the Scottish Borders. These will be adapted for targeted groups.	Borders Third Sector Partnership (TSI)	Staff resource Materials	August 2016	Presentation and other promotional materials developed and produced. Newsletter articles produced and published. BTSP website reviewed and improved	The Third Sector has a greater understanding of the TSI, its structure and function in relation to community planning.	BTSP leaflet produced Nov 15 BTSP Conference Report – in Newsletters Feb 16 New website up and running – further development required. To be addressed at next meeting.
1.1.2 Deliver TSI/ CPP presentation at range of events organised by TSI/others. Use continual evaluation to adjust information to meet needs of our audiences.	Borders Third Sector Partnership (TSI)	Staff resource Impact increased by effective evaluation	From July 2016	Series of presentations delivered across the Borders to a range of audiences and evaluated	The Third Sector understands community planning, their place within the process and the changes delivered through the Community Empowerment Bill.	
1.1.3 Host conference regarding the impact of the Community Empowerment Bill, including proposed changes to community planning	Borders Third Sector Partnership (TSI)	Conference overheads Staff resource	22 August 2015	Conference delivered and evaluated		Reorganised to 21 Nov 15 Conference delivered 21/11/15 and evaluated 23/11/15.

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1.1.4 Work with CPP to ensure the Third Sector understands public procurement policy, particularly with respect to adding value for community benefit. Work with Future Services Reform Community Benefit Group.	Borders Third Sector Partnership (TSI) and CPP	Staff resource	June 2016	Number of Third Sector Organisations informed. Third Sector organisations engaged in tendering for public contracts/sub-contracting .	Increased awareness within Third Sector of how procurement policy can add value to communities	BTSP working with partners on developing surgeries around community benefits. BTSP sending out tenders from local authorities etc for third sector. Working with Community Benefit officer to help shape potential community benefits on local authority contracts, building examples of good practice for local authority
1.2 Raise awareness within CPP of the breadth of Third Sector activity in relation to Reducing Inequalities, Economy and Low Carbon and Future Services Reform.						
1.2.1 Raise awareness of Third Sector organisations having an impact on the CPP priorities for the Scottish Borders, including their locality, focus, remit and outcomes CPP Priorities: <ul style="list-style-type: none"> Reducing inequalities Growing our economy and maximising the impact of the low carbon agenda Future services reform 	Borders Third Sector Partnership (TSI)	Staff resource but should be contained within budgets Risk – lack of engagement from Third Sector organisations Risk – lack of engagement from CPP Partners	Ongoing September 2016	Database of Third Sector organisations active in respect of CPP priorities is developed, maintained and distributed appropriately	Greater awareness and understanding between CPP Partners and Third Sector leading to potential for joint programmes of targeted work with focus on CPP agreed priority outcomes	

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1.3 Develop a Third Sector/CPP communication strategy which will engage and inform stakeholders						
1.3.1 Deliver information session to increase CPP partners' awareness of TSI and Third Sector	Borders Third Sector Partnership (TSI)	Staff resource	Ongoing September 2015	Information session delivered and evaluated	CPP Partners' awareness and understanding of TSI and Third Sector is increased.	
1.3.2 Build on the Draft Induction Guide for CPP Board Members developed by the Improvement Service to enhance information from the Third Sector for the TSI Plan.	Borders Third Sector Partnership (TSI) CPP	Staff resource	November 2015 ongoing	Induction information produced; Information sessions delivered	Wider CPP stakeholders have increased awareness and understanding of TSI/Third Sector	Draft Induction Guide for CPP Board Members circulated to wider Third Sector and responses submitted. Awaiting on the final Induction Guide for CPP Board members
1.3.3 Put in place a Third Sector Communications Protocol which will support robust two-way communication between CPP and Third Sector.	Borders Third Sector Partnership (TSI) and CPP	Staff resource Risk - Perceived duplication	February 2016 ongoing	Creation and distribution of standard reporting template to all partners attending and reporting on delivery team meetings	Accessible, meaningful, timely, accurate data and communication between CPP and Third Sector are established to ensure improved communications.	Template on BTSP website along with list of representatives. Dates of meetings to be on the site as well.
1.3.4 Develop and agree the CPP/Third Sector Communication Strategy which will support the Community Engagement Framework.	Borders Third Sector Partnership (TSI) and CPP	Staff resource	Ongoing March 2016	Communication Strategy agreed and implemented and aligned with Community Engagement Framework	As 1.3.3	Community Engagement Framework circulated to wider Third Sector. BTSP represents the third sector on the Community Engagement Strategic Group

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1.3.5 Establish the necessary data management and security procedures for maintaining stakeholder information and communications data.	Borders Third Sector Partnership (TSI) and CPP	Staff resource	Ongoing May 2016	Procedures established and agreed	Trust with respect to data sharing between parties is strengthened through effective use of data security and agreed protocols	This has not been achieved due to national issues with the sector database MILO.
1.3.6 Use of current data will be used to develop Third Sector integration across all priority themes.	Borders Third Sector Partnership (TSI) and CPP	Staff resource	June 2016	Information resource created and in use by CPP Partners and wider Third Sector	All CPP Partners and stakeholders have improved access to information	

2. REPRESENTATION

Improvement	Lead	Implications [Risk, Cost, Resource]	Target Date	Measure	Outcomes	Achievements
2.1 Ensure correct representation, engagement and participation of the TSI/Third Sector on the various CPP Theme Groups/working groups.						
2.1.1 Establish and publish a shared calendar of meetings and events for CPP and Third Sector/ community engagement. Develop a Terms of Reference for Third Sector Representation on CPP working groups.	Borders Third Sector Partnership (TSI) CPP	Staff resource Information resource	September 2015 currently being reviewed and updated	Calendar maintained and published	Third Sector is better able to feed in relevant information in time for its consideration when decisions are being made by CPP.	Terms of reference completed Template BTSP website along with list of representatives.

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<p>2.1.2 Continue to liaise with the Third Sector Forum to identify individuals with appropriate knowledge and skills base to represent the interests of the Third Sector at specific CPP Theme/working groups. Terms of Reference reviewed/agreed</p> <p>Establish a formal agreed framework for 2-way communications re Third Sector involvement in CPP groups and methods for its management</p>	<p>Borders Third Sector Partnership (TSI)</p> <p>Borders Third Sector Partnership (TSI)</p>	<p>Risk: Representatives attending CPP meetings fail to feed back;</p> <p>Staff/travel cost implications for third sector organisations involved;</p> <p>Staff resource to ensure all CPP representatives give feedback and that this is communicated to the wider Third Sector through effective networks</p>	ongoing	<p>Representatives identified by TSI and proved by Third Sector Forum, notified to CPP Manager.</p> <p>Terms of Reference for Third Sector Forum representatives agreed including mechanism for any training/induction.</p> <p>2-Way communication process set up and working effectively</p>	<p>Third Sector is consistently informed of the CPP processes, joint planning opportunities and decision making processes, and vice versa.</p>	
<p>2.2 Work with CPP Partners to ensure Third Sector involvement in the design of local service delivery, including supporting the wider third sector to effectively participate in and support new initiatives e.g. Scottish Borders Council Localities approach to improvement in services</p>						
<p>2.2.1 Support the development of the Locality Framework across each of the 5 localities which includes development of Local Action Plans</p>	<p>Borders Third Sector Partnership (TSI) and CPP</p>	<p>Staff resource</p>	<p>June/July 2016 and on-going as introduced</p>	<p>Information provided on local community facilities and services.</p> <p>Evidence of BTSP involvement as key Stakeholder and link to engagement of wider third sector/community in Local Action Plans/Local Outcome Improvement Plans.</p>	<p>CPP have better information and understanding of community assets</p> <p>Local communities/third sector are more involved in service delivery and improvement.</p>	<p>This has now been superseded by the Community Empowerment Act and Local Outcome Improvement Plans. Awaiting further information from CPP.</p> <p>Continued awareness of Community Empowerment Act following on from Third Sector Conference in November 2015.</p>

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2.2.2 Identify and engage Third Sector 'champion' (SBC Elected Member) for inclusion in all communication.	CPP SBC (Elected Members) Borders Third Sector Partnership (TSI)		June 2016	The 'Third Sector Champion' is a pivotal resource in terms of communications and promotion of the Third Sector to CPP and vice versa	Role of Third Sector as an important stakeholder is recognised and promoted by 'Third Sector Champion'.	
2.3 Work with CPP to raise awareness of the Community Engagement Framework and promote its use						
2.3.1 Support an awareness campaign to alert the Third Sector and wider community of the new Framework document	Borders Third Sector Partnership (TSI)	Staff resource	September 2015 Ongoing	Newsletters Website info Online Borders Events and presentations	Third Sector/local communities are more able to engage with CPP and public policy development	
2.3.2 Support local communities/third sector to review local Action Plans at Area Forums and share their own plans	Borders Third Sector Partnership (TSI)	Staff resource	September 2015 and ongoing	Attendance by wider community at Area Forum meetings Increased partnership working	Local democracy strengthened, activity is better co-ordinated	Promote dates in newsletters

3. ACCOUNTABILITY

Improvement	Lead	Implications [Risk, Cost, Resource]	Target Date	Measure	Outcomes	Achievements
3.1 Develop a targeted approach to gathering evidence of the impact of the third sector based on local demand						
3.1.1 Identify and collect evidence of impact of the Third Sector upon CPP priorities. Demonstrate value of the contribution the sector brings.	Borders Third Sector Partnership (TSI)	Staff resource	September 2016	Information collated	Improved understanding of the diverse and invaluable impact of the Third Sector	TSI Evaluation will influence this outcome.
3.1.2 Communicate evidence of the impact of Third Sector organisations with CPP Partners	Borders Third Sector Partnership (TSI)	Staff resource Common template to facilitate impact reporting	October 2016	Information disseminated	Opportunities for targeted partnership working between CPP partners and Third Sector organisations are increased.	Link to 1.2.1
3.2 Work with CPP Partners to review the governance and accountability arrangements of the TSI in accordance with national compliance. Ensure these are effective and clearly communicated to the Third Sector.						
3.2.1 Raise Third Sector awareness of proposed changes and promote engagement in consultation	Borders Third Sector Partnership (TSI) CPP	Community Empowerment Act will potentially have significant resource impact and cost implications	March 2016 (as per Community Empowerment guidance)	The implications of the Community Empowerment Act upon governance are communicated and consulted upon	Clearer understanding across the CPP and Third Sector with respect to governance and accountability of the CPP, following the changes imposed by the Community Empowerment Act	
3.2.2 Review of governance 2013 arrangements per Audit Scotland Action Plan and impact of Community Empowerment Act	Borders Third Sector Partnership (TSI) with CPP	Staff resource	March 2016	Governance arrangements reviewed and approved		

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3.3 All partners should be pro-active in submitting reports to the CPP Board for update, decision and/or information on achieving outcomes						
3.3.1 Report on 3-4 key actions that each CPP partner is undertaking to deliver some/all the 3 priorities of the CPP	CPP	Common template to facilitate reporting for the Third Sector	August 2015 and ongoing	Outcomes-focussed 1 page highlight reports provided to CPP Strategic Board and circulated to Partners/stakeholders	Deeper understanding by all partners of what each CPP Partner offers Improved awareness of Third Sector as to how they can work in partnership through CPP	Awaiting update from CPP
3.3.2 Reports provided to CPP on the effects and implications of changes in national and local policy on the Third Sector in the Borders (e.g. H&SC Integration, Universal Credit, Welfare Reform)	Borders Third Sector Partnership (TSI)	Staff resource	February 2016 and ongoing	Reports provided	CPP has greater understanding of how changes can impact on the Third Sector	Reports provided <ul style="list-style-type: none"> •Reducing Inequalities •Social Isolation •Community/ Social Transport •Welfare Reform