Community Planning Aberdeen Management Group

Meeting on TUESDAY, 26 MARCH 2019 at 2.00 pm

** Committee Room 4 - Town House, Aberdeen **

B U S I N E S S

APOLOGIES

MINUTES

1.1   Minute of Previous Meeting of 29 October 2018 - for approval   (Pages 3 - 16)

1.2   Draft Minute of the Meeting of the CPA Board of 26 February 2019 - for information (Pages 17 - 26)

LOCAL OUTCOME IMPROVEMENT PLAN/LOCALITY PLANNING

2.1   CPA Improvement Programme 2019-21 (Pages 27 - 52)

2.2   Q4 2018/19 Locality Partnership Improvement Tracking Report (Pages 53 - 74)

GENERAL BUSINESS

3.1   Community Planning Budget 2018/19 - Q3 Budget Monitoring Report (Pages 75 - 78)

3.2   Revised Community Planning Aberdeen Constitution (Pages 79 - 94)

FOR INFORMATION

4.1   Aberdeen City Health & Social Care Partnership Strategic Plan 2019-22 (Pages 95 - 100)

FORWARD BUSINESS PLANNER AND LEGISLATION TRACKER

Should you require any further information about this agenda, please contact Allison Swanson, tel. 01224 522822 or email aswanson@aberdeencity.gov.uk

COMMUNITY PLANNING ABERDEEN MANAGEMENT GROUP

29 OCTOBER 2018

Present:- Frank McGhee (as a substitute for Angela Scott) (Aberdeen City Council) (Chair), Graeme Duncan (Police Scotland) (Vice Chair), Jamie Bell (Scottish Enterprise), Neil Cowie (North East College), Nicola Graham (as a substitute for Alison Carrington) (Skills Development Scotland), Rab Dickson (as a substitute for Derek Murray) (Nestrans), Joyce Duncan (ACVO), Jillian Evans (NHS Grampian and Sustainable City), Graeme Simpson (as a substitute for Rob Polkinghorne) (Integrated Children's Services), Matt Lockley (Aberdeen Prospers), Lavina Massie (Civic Forum), Darren Riddell (Scottish Fire and Rescue Service and Community and Engagement Group), Alistair Robertson (as a substitute for Keith Gerrard) (Active Aberdeen Partnership) and Sandra Ross (Health and Social Care Integration).

Also Present:- Guy Bergman, Michelle Cochlan, Neil Carnegie, Derek McGowan, Martin Murchie, Matt Reid (for item 10 only), James Simpson (all Aberdeen City Council).

Kevin Toshney and Jenny Rae (Aberdeen Health and Social Care Partnership).

Apologies:- Angela Scott (Aberdeen City Council) (Chair), Keith Gerrard (Active Aberdeen Partnership) and Derek Murray (Nestrans).

Topic	Discussion/Decision	Action By
1. Chair	In the absence of the Chair, Frank McGhee took the chair for today's meeting.	
2. Minute of Previous Meeting of 6 August 2018	The Management Group had before it the minute of its meeting of 6 August 2018, for approval. **The Management Group resolved:** (i) to approve the minute as a correct record; and (ii) to request Michelle Cochlan to clarify with Public Health whether they intended to respond to any of the questions summarised at article 2 of the minute.	Michelle Cochlan, ACC
3. Community Planning Event Outcome Report and Emerging Priorities	The Management Group had before it a report which provided an overview of the outcomes of the Community Planning Event which was held on 11 September 2018, including the output from the event workshops, revised Local Outcome Improvement Plan (LOIP) template, stretch outcome aim statements emerging from Outcome Improvement Groups and next steps in refreshing the LOIP by December 2018.	

Topic	Discussion/Decision	Action By
Page 4	**The report recommended –** that the Management Group (a) provide feedback on the emerging stretch outcome aims; and (b) note the timescales for submission of the refreshed LOIP to CPA Board on 3 December 2018. Speaking in furtherance of the report, Michelle Cochlan highlighted the following key changes to the LOIP, namely: • the introduction of stretch outcome aims – max of top 20 outcomes; • Key drivers to replace primary and secondary; • Improvement project aims (shorter term outcome aims) to be included in the LOIP; • Key improvement measures to enable better alignment to improvement work; and • Baseline data and current data to provide trend and impact to date. Michelle thanked Partners for the feedback received, during which she advised that the Community Planning Team were continuing to collate the feedback and would be in touch with each Outcome Improvement Group in the course of the next week with specific comments/actions. In the meantime, she advised of the general feedback received as follows: • Initial submission received but gaps/ ideas which needed developed further • Clarity of stretch outcome aims – reader friendly, specific, measurable, based on evidence (Reconciliation appendix)? • Key drivers – how effectively do these articulate our theory of change? Reflect multi-agency response/ added value? Continuity from current LOIP? • Improvement project aims – in most cases these were appearing as general areas for improvement rather than specific improvement aims • Improvement measures – alignment to improvement project? measurable? continuity from current LOIP? Do we need them? • Are we reflecting multi-agency response/ added value or duplicating single system business?	

Topic	Discussion/Decision	Action By
Page 5	• Cross cutting issues emerging – mental health, tackling stigma etc Thereafter, Michelle advised of the key milestones and timescales to be met to enable the submission of the refreshed LOIP to the CPA Board in December 2018. Partners discussed how the LOIP refresh linked to all single system transformation plans and also to the Locality Partnership plans, during which it was agreed that linking to the Locality Partnerships was important. In this regard, it was noted that Locality Managers attended Outcome Improvement Group meetings to highlight linkages. The Management Group also noted that varying performance reporting arrangements which required to be adhered to by the Partnership, i.e. annual Integrated Children's Services Plan and annual Community Justice Authority. Partners agreed that the information contained in the aforementioned annual reports could be delivered through the LOIP reporting and that such streamlined reporting would be beneficial. Partners went on to discuss the challenges of multiple reporting and the benefits of aligning all required annual reports to the LOIP and the LOIP annual report therefore becoming the single annual report for all areas of activity being undertaken by the Partnership. In the meantime, whist multiple reports were required, the Partnership should ensure that all plans aligned. **The Management Group resolved:** (i) to approve the recommendations; (ii) to note that 121 sessions for the Chair of each Outcome Improvement Groups with the Community Planning Team would be arranged; (iii) to agree that the initial feedback as detailed by Michelle Cochlan be circulated to each Outcome Improvement Group immediately and that the detailed feedback would be issued later that week; and (iv) to request Outcome Improvement Groups to strengthen the linkages in the LOIP refresh between city wide priorities and locality priorities where relevant.	 Michelle Cochlan, ACC Michelle Cochlan, ACC Michelle Cochlan, ACC

Topic	Discussion/Decision	Action By
4. Outcome Improvement Group Improvement Tracking Report Quarter 2	With reference to item 4 of the minute of the meeting of 6 August 2018, the Management Group had before it a report which presented the Improvement Tracking Report on the improvement activity being led by the Outcome Improvement Groups to meet the improvement aims identified within the Local Outcome Improvement Plan 2016-26 and also identified key issues and barriers for the Management Group to consider and discuss. **The report recommended –** that the Management Group (a) approve the following improvement project charters for project initiation: 1. Furthering community involvement in the community benefits process (page 28); 2. Enhancing employer brokerage (page 30) 3. Family support (page 33) 4. Wider support for families (page 37) 5. Sustainable demand responsive transport (page 40) 6. Participation requests – satisfactory conclusions (page 43) (b) consider the new Aberdeen City Council Apprenticeships improvement project listed on page 17; and consider whether this project required a multi-agency response and should be tracked by CPA; (c) consider the delay to progress on the food and drink sector development start up in localities on page 18 due to capacity constraints; (d) approve the removal of the raising aspirations – primary programme project on page 17; (e) consider the update on the Electronic Wellbeing and Resilience Assessment Tool for Young People Project on page 19, noting that the project started in March 2018 but data was yet to be reported; (f) consider the update on the Community Resilience Plans Project on page 25, noting that this project started in March 2018 but data was yet to be reported; and (g) note progress of all other improvement projects.	

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Topic	Discussion/Decision	Action By

Page 7	The Management Group discussed the proposed project charters.
	
	The Management Group resolved:
	(i) to approve the following improvement project charters for project initiation:
	    a. Furthering community involvement in the community benefits process (page 28)
	    b. Enhancing employer brokerage (page 30)
	    c. Wider support for families (page 37)
	    d. Sustainable demand responsive transport (page 40)
	    e. Participation requests – satisfactory conclusions (page 43); and
	(ii) to agree that the Family support project charter (page 33) be considered by the Integrated Children's Services Board at its next meeting and thereafter be resubmitted to the Management Group for consideration before being submitted to the CPA Board.
		Matt Lockley, AP
		
		Matt Lockley, AP
		Angela Scott, ACC
		Sandra Ross, RIS
		Darren Riddell, CEG
		Graeme Simpson, Integrated Children's Services

Locality Partnerships Improvement Tracking Report Quarter 2	With reference to item 5 of the minute of the meeting of 6 August 2018, the Management Group had before it a report which presented the Improvement Tracking Report on the improvement activity being led by the Locality Partnerships to meet the improvement aims identified within the Locality Plans 2017-27.
	
	The report recommended –
	that the Management Group
	(a) approve the following improvement project charters for project initiation:
	    1. Seaton Employability – Job Club (page 58);
	    2. Community Payback Orders (page 59)
	    3. Increasing Local Involvement in the Locality Partnership (page 61)
	    4. Scoop Watch (page 64)
	    5. Free school meals initiative (page 66)
	(b) consider the update on the Seaton Recovery Project on page 50 and whether this project should continue to be tracked by CPA, noting that this project started in June 2017 and was due to end in July 2018. To date there had been no data provided on the outcomes of those supported through the project. There had	

Topic	Discussion/Decision	Action By

Page 8	also been a reduction in clients being supported as a result of a vacancy within the team;
	
	(c) consider the update on the Domestic Abuse project on page 51, noting that this project first started in Jan 2018 but the Locality Partnership reports that the scope of the project was still under review. To date, no domestic abuse data had been reported and the related domestic abuse coercive control awareness project on page 51 was on hold;
	
	(d) consider the barrier highlighted by the Torry Locality Partnership in relation to the Drugs and Alcohol Community Support project. Partners were invited to a project charter refocus session at the end of September, with a view to develop a recalibrated project. The meeting had limited attendance, with no representation from key partners such as ADA or ADP. There was a need to revise this charter to reflect circumstances and ensure the commitment of partners. It might be expedient to ask the ADP to take a joint lead in developing a revised charter to address the specific needs of Torry;
	
	(e) consider the update on the Northfield Gaming and Internet Safety Project on page 57, noting that this Project started in April 2018 but no data had been provided relating to the project aims; and
	
	(f) note progress of all other improvement projects.
	
	The Management Group resolved:
	(i) to approve the following improvement project charters for project initiation:
	     1. Seaton Employability – Job Club (page 58);
	     2. Community Payback Orders (page 59)
	     3. Scoop Watch (page 64)
	     4. Free school meals initiative (page 66); and
	(ii) in relation to the Increasing Local Involvement in the Locality Partnership (page 61) proposed project charter, to agree that this would be reported through the Locality Partnership rather than being reported to the Management Group through the improvement tracking report.
		Neil Carnegie, ACC

Topic	Discussion/Decision	Action By
6. Aberdeen City Health and Social Care Partnership Strategic Plan 2019-2022	The Management Group had before it a report which presented an initial working draft of the Aberdeen City Health and Social Care Partnership's Strategic Plan 2019-2022 for information and consideration. **The report recommended –** that the Management Group (a) note the development timeline with appropriate governance milestones set out in Appendix 1; and (b) note the draft Aberdeen City Health and Social Care Partnership Strategic Plan 2019-2022. Partners discussed the initial draft, during which Kevin Toshney advised of the governance arrangements for the approval of the Plan and that Partners could respond directly to that consultation. Partners also noted that the Health and Social Care Partnership was looking to align its localities with those of the Community Planning Partnership, therefore moving from a four to a three locality model. Lavina Massie raised concern that the current CPP three locality model focusses on areas of deprivation which would not cover the whole city. Kevin Toshney clarified that all geographical areas of the city will be covered in any new proposed model and no area will be missed. **The Management Group resolved:** (i) to approve the recommendations; and (ii) to request to be kept appraised of progress with the consultation and development of the ACHSCP Strategic Plan 2019-2022, including new localities areas, through matters arising and that the final Plan be presented to a future meeting of the Management Group and Board for consideration.	Kevin Toshney, ACHASCP
7. North East Scotland College (NESCol): Strategic Plan	The Management Group had before it a report which presented the North East Scotland College's (NESCol) recently published Strategic Plan (2018-21) and its Outcome Agreement (2018-19).	

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Topic	Discussion/Decision	Action By
2018-21 and Outcome Agreement	**The report recommended –** that the Management Group (a) consider the content of both the College's new Strategic Plan (2018-21) and its current Outcomes Agreement (2018-19); and (b) provide comments to the College which would enable it to consider more fully how best to reflect the views and needs of CPA and its partners within its Strategic Planning- and OA-related activities. Partners welcomed the report and discussed it extensively, in particular the importance of it linking to, but not duplicating, the outcomes contained in the LOIP, Locality Plans and other strategic regional documents such as the Regional Skills Strategy. With regards alignment to other documents, Neil Cowie advised that NESCol was very keen to work collaboratively and develop links with Partners to ensure the best outcomes for all students, in particular for care experienced students, prior to, during and following attendance at college. Following questions regarding the development of digital skills, Neil Cowie advised the NESCol was reviewing the curriculum to ensure that it was delivering courses which reflected the needs of employers. In this regard, he explained the NESCol was enhancing its engagement with employers to ensure that they were delivering courses to meet their needs both now and in the future. **The Management Group resolved:** (i) to approve the recommendation (a); (ii) to agree that Partners should provide comments to the Neil Cowie directly which would enable North East College to consider more fully how best to reflect the views and needs of CPA and its partners within its Strategic Planning- and Outcome Agreement related activities; and (iii) to agree that NESCol's Outcome Agreement be submitted to a future meeting of the Management Group for discussion once complete.	 All Partners Neil Cowie

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Topic	Discussion/Decision	Action By
8. Aberdeen Autism Strategy	The Management Group had before it a report which provided an update on the revision of Aberdeen City's Autism Strategy and Action and appended the consultation draft of the revised Strategy. **The report recommended –** that the Management Group (a) note the development of a revised Strategy and Action for Autism for Aberdeen City; and (b) note the next steps in relation to approval and implementation. Partners discussed the report wherein they highlighted the importance of the Strategy covering the whole range of life activity and in this regard it was suggested that the Strategy should link to the private sector. With regards the private sector, it was proposed that the Strategy be shared with Aberdeen Inspired for its input as it was looking into developing autism friendly shopping. The Management Group also discussed other conditions and recognised the challenge of having multiple strategies in particular on commissioning activity. It was also noted that an implementation action plan would be developed and this would link to the Outcome Improvement Groups. **The Management Group resolved:** (i) to approve the recommendations; and (ii) to request that the Autism Strategy be resubmitted to the Management Group prior to being finalised to enable the Partnership to be satisfied that the Strategy was integrated with the LOIP and that a clear implementation plan had been developed.	Jenny Rae, ACHASCP
9. Fairer Aberdeen and Locality Partnerships	The Management Group had before it a report which provided an update on proposals to align the Fairer Aberdeen Fund with the Locality Plans in priority areas to ensure the Fund was supporting the delivery of Locality Plans; to develop the relationship between the Fairer Aberdeen Board and the Locality Partnerships and increase community participation in decision making.	

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Topic	Discussion/Decision	Action By
Page 12	**The report recommended –** that the Management Group (a) support the proposals detailed in the report; (b) note that the Fairer Aberdeen Board and Locality Partnerships would be consulted on the proposals; and (c) note that proposals for final approval would be reported to the CPA Board in December 2018. Partners discussed the report, during which the rationale for the proposal was sought and discussed. The importance of the current and any future arrangement having thorough performance data and rigorous evaluation and scrutiny was emphasised. **The Management Group resolved:** (i) to approve recommendations; (ii) to note that a Participatory Budgeting Policy would be submitted to a future meeting; and (iii) to request Neil Carnegie to discuss the proposal within the report with the Chair of the Communication and Engagement Group outwith the meeting.	Neil Carnegie, ACC
10. Child Friendly Cities	With reference to item 9 of the minute of the meeting of the Management Group of 6 August 2018, the Management Group had before it a report which provided an update on the current status with regards to the Unicef Child Friendly City (CFC) programme and outlined the next steps for progression within the accreditation process. **The report recommended –** that the Management Group (a) identify a lead from each agency to act as key contact for each agency; (b) request that the Community Planning Board identify members of their respective organisations to form a CFC Oversight Board who would lead the development of multi-agency project governance and provide key recommendation; (c) request that the CFC Oversight Board brings a proposal around the selection of badges to the Community Planning Partnership for approval; and	

Topic	Discussion/Decision	Action By
Page 13	(d) support and promote children's rights training opportunities across organisations/the partnership. Speaking in furtherance of the report, Matt Reid explained that he was still awaiting partners to identify members of their respective organisations who would be on the CFC Oversight Board. He explained that the membership of the Board was required to enable the first meeting to be held and for the project to move forward and also that the governance arrangements for the Oversight Board required to be submitted to the CPA Board at its meeting in December 2018. It was noted that the paper referenced 3 project teams, however Partners intimated this was misleading and in fact it was one project team and asked for this to be clarified in future reports. **The Management Group resolved:** (i) to approve recommendations (b) to (d); (ii) to request Matt Reid to email out all Partners asking them to identify a representative of their respective organisations to be a member of the CFC Oversight Board which would lead the development of multi-agency project governance and provide key recommendation; and (iii) to note that once the members for the Oversight Board had been identified and the governance arrangements approved by the CPA Board in December 2018 a training session delivered by Unicef would be delivered.	Matt Reid/All Partners
11. Quarter 2 – 2018/19 Budget Monitoring Report	With reference to item 11 of the minute of the meeting of the Management Group of 6 August 2018, the Management Group had before it a report which provided an update on the 2017/18 Community Planning budget's financial performance for the period July 2018 to 30 September 2018. **The report recommended –** that the Management Group (a) note Community Planning Aberdeen Budget's performance during quarter 2 of	

Topic	Discussion/Decision	Action By
	2018/19; (b) note the increase in the overall CPA Budget to £1,718,76 in Q2 due to an increased ACC Contribution of £5,542 to the Fairer Aberdeen Fund; and (c) note the additional increase of £80,000 in grant funding made available for Low Emission Vehicle Procurement in 2018/19 through ACC match funding using the EU HyTrEc2 fund. **The Management Group resolved:** to approve the recommendations.	
12. Governance of Transport in Scotland	The Management Group received a verbal update from Rab Dickson, Nestrans, on the review of the National Transport Strategy (NTS). Rab advised that the Scottish Government was currently undertaking a review of the NTS in order to develop a successor to the current strategy. The new transport strategy would set out the vision for transport over the next 20 years. The NTS Review engagement and consultation would take place over the next couple of years with a view to publishing the new strategy in summer 2019. A Working Group had been established and Derrick Murray, Director of Nestrans, was a member of that Group. **The Management Group resolved:** to note the update.	
13. Transport (Scotland) Bill	The Management Group had before it a report which provided an update on the Transport (Scotland) Bill. **The report recommended –** that the Management Group note that the Nestrans Board had submitted a response to the Rural Economy and Connectivity Committee's call for evidence. **The Management Group resolved:** to approve the recommendations.	

Topic	Discussion/Decision	Action By
14. Community Justice Annual Report	The Management Group had before it a report which presented the annual report on Community Justice which had been submitted to Community Justice Scotland. **The report recommended –** that the Management Group note the report at Appendix 1 which had been submitted to Community Justice Scotland. Partners discussed the requirement to report performance annually and again suggested that this could in future be reported through the LOIP annual report. The Management Group also discussed how to align local and national priorities. **The Management Group resolved:** (i) to approve the recommendations; and (ii) to agree that as part of the LOIP refresh that the Community Planning Team identify the improvement measures within the LOIP which statutory performance indicators were and identify all of the Partnership's statutory reporting requirements.	Michelle Cochlan, ACC
15. CPA Management Group Forward Business Planner	With reference to item 12 of the minute of the meeting the Management Group of 6 August 2018, the Management Group had before it the Management Group forward business planner. **The Management Group resolved:** to note the forward business planner	
16. CPA Board Forward Business Planner	With reference to item 13 of the minute of the meeting the Management Group of 6 August 2018, the Management Group had before it the CPA Board forward business planner. Michelle Cochlan advised that the LOIP refresh would be presented to the Board at its meeting in December 2018 rather than February 2019.	

Topic	Discussion/Decision	Action By
	The Management Group resolved: to note the forward business planner.	

17. Consultation and Legislation Tracker	With reference to item 14 of the minute of the meeting the Management Group of 6 August 2018, the Management Group had before it the CPA legislation tracker which detailed all current open consultations and pending legislation.
	
	The Management Group resolved:
	(i) to note the legislation tracker;
	(ii) to agree that the CPA responses be collated and submitted for the following current consultations by the Outcome Improvement Group as detailed below:
	   • Scottish National Investment Bank – to await the implementation plan and that Aberdeen Prospers keep the Management Group appraised
	   • Young Carer Grant Regulation – Integrated Children's Services
	   • National Transport strategy - Nestrans
	   • Scottish Government evaluation of parts 3 and 5 of the Community Empowerment (Scotland) Act 2015 – Communication and Engagement Group.
		Elisabeth Manners
		
		Matt Lockley, AP
		
		Graeme Simpson, ICS
		Derrick Murray, Nestrans
		Darren Riddell, CEG

18. Community Planning Aberdeen Funding Tracker	With reference to item 15 of the minute of the meeting the Management Group of 6 August 2018, the Management Group had before it the funding tracker which advised of key funding opportunities available to the Partnership linked to the themes within the LOIP and Locality Plans. **The Management Group resolved:** (i) to note the funding tracker; and (ii) to request Stuart Bews, External Funding Team, to email the Chairs of each Outcome Improvement Group with the list of funding opportunities and to encourage Outcome Improvement Group to explore available funding opportunities.	Stuart Bews, ACC/Outcome Improvement Group Chairs
19. Date of Next meeting	The Management Group noted that its next meeting would be held on 28 January 2019 at 2pm.	

COMMUNITY PLANNING ABERDEEN BOARD
26 FEBRUARY 2019

<u>Present</u>:- Councillor Laing, Chair,
Campbell Thomson, Vice Chair (Police Scotland),
Councillors Flynn, Greig and Wheeler,
Councillor Duncan (Integration Joint Board Chair),
Ally Birkett (as a substitute for Bruce Farquharson) (Scottish Fire and Rescue Service),
Ruth Christie (as a substitute for Neil Rennick) (Scottish Government),
Nicola Graham (as a substitute for Gordon MacDougall) (Skills Development Scotland),
Ken Milroy (North East College),
Jonathan Smith (Civic Forum),
Susan Webb (Public Health).

<u>Also Present</u>**:-** Neil Carnegie, Michelle Cochlan, Elsie Manners, Frank McGhee, Derek McGowan, Matt Reid (for item 11 of the minute) and Susan Thom (for item 6 of the minute) all Aberdeen City Council.

Alison Macleod (Aberdeen City Health and Social Care Partnership) (for item 7 of the minute).

<u>Apologies</u>:- Bruce Farquharson (Scottish Fire and Rescue Service), Gordon MacDougall (Skills Development Scotland), Neil Rennick (Scottish Government) and Angela Scott (Aberdeen City Council).

<u>Also Absent</u>:- Liv Cockburn (ACVO) and Amanda Croft (NHS).

Topic	Discussion/Decision	Action By
1. Declarations of Interest	Councillor Wheeler declared an interest in item 3.1 (Annual Outcome Improvement Report 2017/2018 and Public Summary) on today's agenda, by virtue of his previous employment with Action for Children. Councillor Wheeler did not consider the nature of his request required him to leave the meeting during consideration of this item.	
2. Agenda Order	The Chair proposed that items 4.1 (Fairer Aberdeen Fund) and 4.3 (Aberdeen Health and Social Care Partnership and Aberdeen City Council Autism Strategy), on today's agenda be considered following item 2.3 (National Update, Scottish Government). **The Board resolved**:- to concur with the Chair's proposal.	

Topic	Discussion/Decision	Action By
3. Minute of Previous Meeting of 3 December 2018	The Board had before it the minute of its previous meeting of 3 December 2018, for approval. **The Board resolved**:- to approve the minute as a correct record.	
4. CPA Board Forward Business Planner	With reference to item 5 of the minute of its meeting of 3 December 2018, the Board had before it the forward business planner for the Community Planning Aberdeen Board. **The Board resolved**:- (i) to note the forward business planner and to request all Partners to advise Michelle Cochlan of reports they intended on submitting to future meetings for inclusion on the forward business planner; and (ii) to note that the forward business planner had been updated to reflect the refreshed LOIP.	All Partners
5. National Update, Scottish Government	With reference to item 6 of the minute of its meeting of 3 December 2018, the Board received a verbal update from Ms Ruth Christie, on behalf of the Location Director for the Partnership, Scottish Government. Ms Christie provided an update on the following areas: (1) EU Exit The Scottish Government continued to prepare for EU Exit, including the possibility of a no deal exit and was engaging with the UK Government and other devolved administrations in this regard. (2) Local Governance Review The consultation on the Local Governance Review: Democracy Matters closed on 30 November 2018. The analysis of the consultation was nearly complete with a report expected to be published in early March 2019.	

Topic	Discussion/Decision	Action By
Page 19	(3) Health and Social Care Budget £160m additional monies for Health and Social Care for the 2019/2020 budget had been agreed of which £148m would be passported through Health and Social Care Partnerships and £12m would be for school counselling services. (4) Social Security Scotland Social Security Scotland was currently recruiting for positions to create client support teams in all localities in Scotland. The aim was to client and support groups in all localities in place by the end of the year. (5) Impact of the Introduction of Universal Credit (UC) (as requested at the previous meeting of the Board) In January 2019 there were 2,142 households on UC in Aberdeen City. There was overwhelming evidence to suggest that UC was pushing people into poverty; causing rent arrears, an increase in food bank usage and anxiety. Ms Christie quoted the following statistics: • Research by the Trussell Trust released in October 2018 found food bank use increased by an average of 52% in areas with the full roll out of UC for 12 months or more, compared to 13% in other areas. • CoSLA evidence shows that average rent arrears for those on Universal Credit are more than 2.5 times the average arrears of those on Housing Benefit. • Highland Council experienced a 47% increase in rent arrears in 2017, and East Dunbartonshire Council a 32% increase in the same period. (6) Scottish Crown Estate Act 2019 (as requested at the previous meeting of the Board) The Scottish Crown Estate Act 2019 (the Act) was approved by Parliament on 21 November 2018 and received Royal Assent on 15 January 2019. The Act reformed the management of the Scottish Crown Estate (SCE) and established a framework to deliver wider benefits and new opportunities for local control of the management of individual SCE assets.	

Topic	Discussion/Decision	Action By
Page 20	The Act contained general powers and duties for a manager of a Scottish Crown Estate asset and the Scottish Ministers were considering the timing for commencement of the individual provisions of the Act. In the meantime, the current manager of the SCE, Crown Estate Scotland (Interim Management) (CES (IM)), continued to operate under the legislative framework contained in the Crown Estate Act 1961. A summary of the main provisions of the Act was provided. In respect of the impact of Universal Credit, Councillor Wheeler advised that a report on the impact of Universal Credit and identifying ways to mitigate any impact was to be considered at a future meeting of the Council's Operational Delivery Committee. Councillor Wheeler proposed that when available this report be circulated to the Board for its information. It was also noted that a report on Council Housing rent management and the impact of Universal Credit on this aspect would be considered by the Operational Delivery Committee on 14 March 2019. In relation to additional mental health funding, Ken Milroy, advised that additional funding had also been provided to universities and colleges and suggested that the allocation of the funding for mental health through health and social care and universities colleges should be aligned to ensure the most effective allocation of resources in the city. The Board sought assurance that the following areas being developed and introduced at a national level were being aligned to the City Region Deals and LOIPs: • Charitable Bonds • Infrastructure Commission • Fuel Poverty Funding • National Equalities Outcome Assessment In respect of the national equalities outcome assessment, Jonathan Smith referred to a meeting with the Equalities Human Rights Commission earlier that week in which they had discussed application of equality outcome assessments to strategic commissioning and procurement. In this regard, he asked how the Partnership could better articulate the economic benefits of improved equalities and whether there was national support available to align and further develop equality outcomes locally.	

Topic	Discussion/Decision	Action By
	The Board resolved:- (i) to agree that the report on the impact of Universal Credit to be considered by the Council's Operational Delivery Committee be circulated to the Board for its information when it was available; (ii) to request Ruth Christie, Scottish Government, to email the verbal update to the Board; (iii) to request Ruth Christie, Scottish Government, to confirm whether the following matters being developed at a national level were being aligned to local City Region Deals and LOIPs: (1) Charitable Bonds; (2) Infrastructure Commission; (3) Fuel Poverty Funding; and (4) National Equalities Outcome Assessment; and to advise whether support was available to the Partnership from the Scottish Government to enable the Partnership to better articulate the economic benefits of improved equalities and to align and further develop equality outcomes locally; and (iv) to otherwise note the verbal update.	Derek McGowan, ACC Ruth Christie, SG Ruth Christie, SG
Fairer Aberdeen Annual Report	The Board had before it a report which presented the Fairer Aberdeen Fund Annual Report 2017-18 detailing progress and achievements over the year. **The report recommended –** that the Board note the Annual Report for 2017-18, at Appendix 1, and advise the Fairer Aberdeen Board of any comments on the report. The Board emphasised the importance of projects which were provided with funding having a clear understanding that the funding was for that year only and repeat funding was not guaranteed. Partners also noted that the funding allocated at present was not just for start up projects and discussed whether the funding should be for start up projects only, or for both start up and for funding successful projects. They also discussed the process for supporting successful projects following the first year of funding and how projects were identified as being suitable for mainstreaming and scaling up. **The Board resolved:-** (i) to approve the recommendation; and (ii) to request the Fairer Aberdeen Board to (1) consider whether there needs to be clearer guidelines/ criteria for the types of project (start up or existing) which will be funded by the	Councillor Laing/ Susan Thom

Topic	Discussion/Decision	Action By
	Fairer Aberdeen Fund ; and (2) consider the process for mainstreaming and scaling up successful projects.	
7. Aberdeen City Autism Strategy	The Board had before it a report which provided an update on update on the Aberdeen City's Autism Strategy and Action Plan as appended to the report. **The report recommended –** that the Board (a) note the approval of the revised Strategy and Action for Autism for Aberdeen City; and (b) note the next steps in relation to implementation and linkage with the Local Outcome Improvement Plan. **The Board resolved:-** to approve the recommendations.	
8. Refreshed Aberdeen City Local Outcome Improvement Plan 2016-26	With reference to item 7 of the minute of its meeting of 3 December 2018, the Board had before it a report which (1) presented the proposed refreshed Aberdeen City Local Outcome Improvement Plan (LOIP) 2016-26 for approval by the CPA Board as a living document; and (2) provided an update on the CPA Outcome Management and Improvement Framework. **The report recommended –** that the Board (a) approve the Refreshed Local Outcome Improvement Plan (LOIP) 2016-26; (b) agree to monitor progress in delivering the LOIP via the quarterly improvement tracking reports and make decisions on whether projects should be supported to continue based on improvement data and evidence provided; (c) approve the Partnership Communications Plan; (d) instruct the Chair of the CPA Management Group and Chair of Aberdeen Prospers to engage the private sector to improve shared understanding of the LOIP and empower the sector to get more involved in its delivery; (e) agree that delivery of the improvement aims within the LOIP was subject to resource availability;	

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Topic	Discussion/Decision	Action By
Page 23	(f) instruct the Chair of Integrated Children's Services to ensure that the Champions Board Refreshed Action Plan take cognisance of the refreshed LOIP; and (g) note that Locality Plans would be reviewed following the refresh of the LOIP and definition of the localities would also be reviewed to take account the realignment of the Health and Social Care Partnership localities. The Board welcomed the report and commended the Community Planning Team and all Partners for the extensive work undertaken in the development of the refreshed LOIP. **The Board resolved:-** (i) to approve recommendation (a), subject to North East College being added as a Lead Partner for Prosperous People (Children and Young People); (ii) to approve recommendations (b) and (f); (iii) to note that Locality Plans would be reviewed following the refresh of the LOIP and definition of the localities would also be reviewed to take account the realignment of the Health and Social Care Partnership localities if approved by the Integrated Joint Board; (iv) to request the Integrated Children's Services Group to include a key improvement measure for stretch outcome 5, key driver 5.4 to ensure that physical health was appropriately covered; (v) to request Michelle Cochlan, Community Planning Manager, to write again to the University of Aberdeen and Robert Gordon's University to invite them to become members of the CPA Board, as well as any of the applicable Outcome Improvement Groups; (vi) to instruct the Frank McGhee, Director of Commissioning, to report to the next meeting of the CPA Board with a proposal for how a whole system view of mental health from pre-birth to older life could be delivered by the Partnership and reflected in a future iteration of the LOIP; and (vii) to request Susan Webb, Director of Public Health, to circulate the CAMHS (Child and adolescent mental health services) improvement plan and Aberdeen City CAMHS data to the Board.	Michelle Cochlan, ACC Michelle Cochlan, ACC Graeme Simpson, ICS Michelle Cochlan, ACC Frank McGhee, ACC Susan Webb, Public Health
9. Update on Leadership of	The Board had before it a report which provided an update on the Chair and Vice Chair appointments to the Community Planning Management Group and Outcome Improvement Groups.	

Topic	Discussion/Decision	Action By
Outcome Improvement Groups	**The report recommended –** that the Board – (a) approve Frank McGhee as new Chair of CPA Management Group; and (b) approve Derek McGowan as new Chair of Community Justice Group. **The Board resolved:-** to approve the recommendations.	
10. Community Planning Aberdeen Innovate and Improve Programme	With reference to item 11 of the minute of its meeting of 3 December 2018, the Board had before it a report which provided an update regarding the Innovate and Improve Programme for Community Planning Aberdeen. The aim of the programme was to ensure a coordinated approach was taken to support colleagues and communities across Community Planning Aberdeen to build knowledge, skills and expertise to use Quality Improvement (QI) methodology and associated improvement frameworks and tools. The support was critical to the delivery of the refreshed Aberdeen City Local Outcome Improvement Plan and Locality Plans. **The report recommended –** that the Board (a) note the current innovate and improve development programme; and (b) note that the programme would be updated on an ongoing basis to reflect emerging development needs and opportunities. **The Board resolved:-** to approve the recommendations.	
11. Child Friendly Cities	With reference to item 13 of the minute of the meeting of the Board of 3 December 2018, the Board had before it a report which provided an update on the current status with regards to the Unicef Child Friendly City programme and outlined the next steps for progression within the accreditation process. **The report recommended –** that the Board	

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Topic	Discussion/Decision	Action By
Page 25	(a) approve the proposed thematic badge selection; (b) instruct the CFC Oversight Board and Integrated Children's Services Board to support self-evaluation activity and submit an Action Plan proposal for agreement at next CPA Board meeting; and (c) note the next steps. Matt Reid, introduced Alison Cameron who had recently been appointed as the Chid Friendly Cities Programme Manager. The Board sought assurance that community engagement regarding the programme was being planned. In response, Matt Reid advised that a communications strategy was currently being developed and that they would be promoting the opportunity of the programme to the whole city. With regards the governance structure and membership of the different groups, Partners emphasised the importance of each group have a clear remit and agreed that structure should be as streamlined as possible and should avoid duplication of members where possible. **The Board resolved:-** (i) to approve the recommendations; and (ii) to request Alison Cameron, Chid Friendly Cities Programme Manager, to review the current governance structure for the programme to ensure that it was robust with clear remits and avoiding duplication of membership where possible and to report back in this regard at the next meeting of the Board on 1 May 2019.	Alison Cameron, ACC
12. Date of Next Meeting	The Board noted that its next meeting would be held on 1 May 2019 at 2pm.	

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Community Planning Aberdeen

Progress Report	CPA Improvement Programme 2019-2021
Lead Officer	Frank McGhee, Chair of CPA Management Group and Director of Commissioning, Aberdeen City Council
Report Author	Michelle Cochlan, Corporate Strategy and Community Planning Manager
Date of Report	15 March 2019
Governance Group	CPA Management Group – 26 March 2019

Purpose of the Report

This report presents the Community Planning Aberdeen Improvement Programme 2019-21. The programme sets out the timescales for initiation of all 125 improvement projects included within the Local Outcome Improvement Plan (LOIP) 2016-26 over three years up until 2021, at the end of which the LOIP will be reviewed.

Summary of Key Information

1   BACKGROUND

1.1   The refreshed Aberdeen City Local Outcome Improvement Plan (LOIP) was approved by Community Planning Aberdeen Board on 26 Feb 2019. It introduces 15 Stretch Outcomes which break down the overarching vision for Aberdeen as 'a place where all people can prosper' into specific, measurable improvement aims for 2026. For each Stretch Outcome, the LOIP details a number of shorter term improvement projects which the Partnership believes will lead to the achievement of the overall stretch outcomes in 2026. Using quality improvement methodology, we will test new ways of working together and with communities to achieve our improvement project aims by 2021; which is when we intend on refreshing the LOIP once again.

2   CPA IMPROVEMENT PROGRAMME 2019-2021

2.1   Community Planning Aberdeen will take a programme management approach to coordinate the delivery of the 125 improvement projects in the refreshed LOIP. It is proposed that a phased approach to the initiation of the projects will help ensure that in the first year we are channelling our resources to those projects which are least understood, but most likely to have the biggest impact; and/ or set the foundation for further improvement activity over the next two to three years. To this end, the Outcome Improvement Groups have conducted an impact assessment of the improvement projects included in the LOIP using the impact assessment matrix below.

1

Level	Project Status
0	Project area not defined or status unknown
1	Informal understanding by some people. No formal description
2	Project processes documented and understood by all (including 'customers' where appropriate)
3	Project area is defined and carried out reliably. Measures to track the quality of the outcomes related to the project are defined
4	Regular monitoring of project outcomes with stakeholders acting on data for further improvement
5	Project outcomes predictable and embedded in the system. Consistently meets the needs of all requiring it

Level	Predicted impact
0	Project has no impact / irrelevant to our 'customers' or staff
1	Project area has minimal impact on outcomes
2	Project will improve services and outcomes but others are more important
3	Project has significant impact on outcomes
4	This project is necessary for delivering services. It has a direct impact on the outcomes for our 'customers'
5	Project is essential for achieving results. Improvement in this project alone would have a direct, immediate impact on outcomes

2.2   The Improvement Programme 2019-21 included in Appendix 1 shows how the LOIP projects against each Stretch Outcome have been scheduled to start over 2019, 2020 and 2021. It is important to note that a delay in project initiation does not mean that work is not already going on which could contribute to improvement in that area, for example single system activity. However, it does mean that the project has not been identified as a partnership priority for immediate initiation and application of robust improvement methodology.

2.3   It is expected that the CPA Board will be receptive to the idea of a phased approach to improvement projects, but there will be no compromise on pace of improvement. To help the CPA Board understand the rationale for how the projects have been prioritised in the improvement programme, Outcome Improvement Groups will be asked to include a paragraph within Appendix 1 to explain this before it is submitted to the CPA Board for approval in May 2019. Outcome Improvement Groups are advised to be sure of their rationale for starting any project as late as 2021.

3   **PROJECT INITIATION AND PROJECT CHARTERS**

3.1   Subject to approval of the Improvement Programme by CPA Board, Outcome Improvement Groups are required to initiate their improvement projects without delay. The Improvement project stage assessment tool included in Appendix 2 provides an overview of the 10 stages involved in an improvement project. These are summarised below.

Score	Stage of Project
1	Project area identified and agreed (complete for all LOIP projects)
2	Draft Outline Project Charter and team in place
3	Understanding baseline of current system (Data and practice)
4	Project Charter endorsed by CPA Board
5	Change ideas and project measures developed
6	Testing underway
7	Initial indications of improvement
8	Improvements achieved
9	Sustainable improvement
10	Project complete

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3.2   The expectation of the Community Planning Board is that all 125 improvement projects will have reached at least stage 2 by the end of 2019. That is to say that there will be a draft outline project charter, if not a full project charter, in place and reported to CPA Board by December 2019. This will give the CPA Board assurance that plans are in place for the delivery of all the LOIP improvement projects by 2021. See below.

Projects starting in 2019	Proceed with development of full project charters and submit to CPA Board as per the timescales indicated in the programme at Appendix 1.
Projects starting in 2020	Draft outline project charters to be submitted to CPA Board in September 2019; and full project charters as per the timescales indicated in the programme at Appendix 1.
Projects starting in 2021	Draft outline project charters to be submitted to CPA Board in December 2019; and full project charters as per the timescales indicated in the programme at Appendix 1.

3.3   The improvement programme includes the date the full project charter will be reported to CPA Board as well as the project manager responsible for the project, where this has been agreed.

3.4   The CPA Annual Outcome Improvement Report provides an annual opportunity to review overall progress against the improvement projects in the LOIP. The next report will be produced in December 2019 and will enable the CPA Board to assess whether the current prioritisation of improvement activity continues to be appropriate. Collection of baseline data and analysis of improvement will be critical to our understanding of whether our changes are resulting in improvement.

4   IMPROVEMENT TRACKING REPORT

4.1   There are a small number of improvement projects which were initiated following the first Local Outcome Improvement Plan 2016 and continue to be relevant for the refreshed LOIP. Progress against these improvement projects is included in Appendix 2 for noting.

4.2   Following approval of the CPA Improvement Programme 2019-21, the Improvement Tracking Report will be updated and reported as usual to CPA Board with information on all live projects.

5   NEXT STEPS

OIGs to submit final changes to Programme	5 April 2019
Draft Papers due to CPA Board	10 April 2019
CPA Board Pre-agenda	17 April 2019
Fina Papers due to CPA Board	22 April 2019
CPA Board Meeting	1 May 2019
2019 Full Project Charters due	Various
2020 Draft Outline Project Charters due	9 September 2019
2021 Draft Outline Project Charters due	2 December 2019

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Recommendations for Action

It is recommended that members of the CPA Management Group:

i) Review the draft CPA Improvement Programme in Appendix 1 for any interdependencies between projects and to ensure that project sequencing is sound;

ii) Review timescales for initiation of improvement projects to ensure pace, in particular considering whether projects scheduled to start in 2021 can be brought forward to at least 2020;

iii) Confirm project managers where these have not been identified;

iv) Confirm timescales for submitting full project charters to CPA Board where these have not been identified;

v) Confirm that all project managers identified to lead on improvement projects have received at least basic level quality improvement training;

vi) Submit final changes to the Improvement Programme, including rationale for prioritisation of the improvement projects, to the Community Planning Team by 5 April 2019;

vii) Note that full project charters are required for all improvement projects starting in 2019 and draft outline project charters are required for all improvement projects starting in 2020 & 2021;

viii) Note the revised help sheet and template to be used for full Improvement project charters in Appendix 2;

ix) Note progress of improvement projects continued from 2018 in Appendix 3.

Opportunities and Risks

Outcome improvement involves gathering, analysing and acting on performance information to improve services and the quality of people's lives in the local community. Having an effective outcome management and improvement framework will help Community Planning Aberdeen assess whether the Partnership is delivering on the priorities within the Local Outcome Improvement Plan 2016-26 and Locality Plans. The Improvement Projects proposed in this report once established will provide ongoing assurance to the Partnership and the public that Community Planning Aberdeen it is contributing towards better outcomes with and for local communities.

Consultation

The following people were consulted in the preparation of this report:
Martin Murchie, Chief Officer for Business Intelligence and Performance Management
Outcome Improvement Groups
Community Planning Aberdeen Lead Contacts Group

Background Papers

The following papers were used in the preparation of this report.
Local Outcome Improvement Plan 2016-2026 (Refreshed 26th of February 2019)

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Contact details:
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Community Planning Manager
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APPENDIX 1

COMMUNITY PLANNING ABERDEEN IMPROVEMENT PROGRAMME 2019-2021

PROSPEROUS ECONOMY

Stretch Outcome 1. 10% increase in employment across priority and volume growth sectors by 2026 (Aberdeen Prospers)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Aim: Increase the number of SVQ level 4 qualifications achieved in ICT and Digital by 10% by 2021. **Project Manager:** Allison Carrington, SDS/ Duncan Abernethy, Nescol **Project charter to CPA Board:** TBC	**Aim:** Increase the number of Modern and Graduate Apprenticeships in priority and volume growth sectors by 5% by 2022. **Project Manager:** Duncan Abernethy, Nescol **Project charter to CPA Board:** TBC	**Aim:**Increase the number of people employed in growth sectors by 5% by 2021. **Project Manager:** Allison Carrington (SDS) / Martin Barry (SE) / Kirsty Jarman (DWP) **Project charter to CPA Board:** TBC
Aim: Increase the number of people from priority localities employed by public sector partners and in major capital projects by 2022. **Project Manager:** TBC **Project charter to CPA Board:** TBC	**Aim:** Support 2 investments per year in priority growth sectors through Invest Aberdeen by 2022. **Project Manager:** Matt Lockley **Project charter to CPA Board:** TBC	**Aim:**Stimulate a 5% increase in the number of start-up businesses in growth sectors by 2021. **Project Manager:** Roz Taylor (Elevator) / Martin Barry (SE) **Project charter to CPA Board:** TBC

To be inserted following Management Group Meeting *- paragraph from each OIG summarising rationale for prioritisation of projects.*

Stretch Outcome 2. 90% of working people in Living Wage employment by 2026 (Aberdeen Prospers)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Increase the number of people from priority localities employed by public sector partners and in major capital projects by 2022. **Project Manager:** Matt Lockley **Project charter submitted to CPA Board**: TBC	Increase no. of people over 50 in employment in Aberdeen by 10% by 2021. **Project Manager:** Kirsty Jarman (DWP) **Project charter to CPA Board:** TBC	80% of young people will successfully complete their Modern Apprenticeship programme by 2022. **Project Manager:** Allison Carrington (SDS) / Duncan Abernethy (Nescol) **Project charter to CPA Board:** TBC
Increase the number of people from priority groups (care experienced young people, people with convictions, people with housing need) employed by public sector partners by 2021. **Project Manager:** Matt Lockley **Project charter to CPA Board:** TBC	90% of employers reporting that they have appropriately skilled people in their workforce by 2026. **Project Manager:** Kirsty Jarman (DWP) **Project charter to CPA Board**: TBC	Increase the number of people entering employment from Stage 4 employability activity to 80% by 2021. **Project Manager:** Angela Taylor (ACC) / Kirsty Jarman (DWP) **Project charter to CPA Board**: TBC
Increase employer sign up to the Real Living Wage by 2021 and year on year to achieve Real Living Wage City Status by 2026 **Project Manager:** Martin Barry (SE) / Kirsty Jarman (DWP) **Project charter to CPA Board**: TBC		
Increase the impact and measured value of Partnership wide community benefits programme by 2022. **Project Manager:** Lori Manson (ACC) / Jonathan Smith (Civic Forum) **Project charter to CPA Board**: TBC		
Increase the % of people in Aberdeen who feel comfortable using digital tools by 2021. **Project Manager:** TBC **Project charter to CPA Board**: TBC		

To be inserted following Management Group Meeting - *paragraph from each OIG summarising rationale for prioritisation of projects.*

Children & Young People

Stretch Outcome 3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026 (ICS)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Reduce the rate of teenage pregnancies [under 16s] by 3%, by 2021 **Project Manager:** Racheal Thompson **Project charter to CPA Board**: July 2019	Increase the number of pregnant young people who are able to remain in education during pregnancy by 50%, by 2022 **Project Manager:** TBC **Project charter to CPA Board**: TBC	
Reduce the rate of teenage pregnancies [under 16s] in the CPP locality areas by 10% by 2021. **Project Manager:** Racheal Thompson **Project charter to CPA Board**: July 2019	Reduce the number of births affected by drugs by 0.6 %, by 2022 **Project Manager:** Simon Raynor, ADP **Project charter to CPA Board**: TBC	
Increase the number of early learning and childcare settings providing a tailored needs led family support offer to 90%, by 2022 **Project Manager:** Louise Beaton **Project charter to CPA Board**: July 2019	Reduce the number of emergency hospital admissions for unintentional injury to children under 5 years by 3.69%, by 2021 **Project Manager:** TBC **Project charter to CPA Board**: TBC	
Increase the number of families who request additional support and receive an offer of an appropriate service within 30 days of receipt of the Child's Plan, to 80%, by 2021 **Project Manager:** TBC **Project charter to CPA Board**: TBC	Reduce number of children who are witness to domestic abuse by 2022 **Project Manager:** TBC **Project charter to CPA Board**: TBC	
Increase in the MMR vaccine uptake for children at 24 months by 3.9%, by 2020 **Project Manager:** TBC **Project charter to CPA Board**: July 2019	Reduce child obesity at Primary 1 stage by 10%, by 2022 **Project Manager:** TBC **Project charter to CPA Board**: TBC	
Increase the number of 27-30 month reviews completed for eligible children by 5.2%, by 2021 **Project Manager:** TBC **Project charter to CPA Board**: July 2019	Increase the percentage of babies exclusively breastfed at 6-8 weeks to 41% by 2021. **Project Manager:** TBC **Project charter to CPA Board**: TBC	
Increase in the uptake of Healthy Start Scheme and Vitamins by 4%, by April 2020 **Project Manager:** Emma Williams **Project charter to CPA Board**: Sep 2019		
Reduce the number of pregnant mothers who smoke by 10% by 2022 **Project Manager:** Racheal Thompson- **Project charter to CPA Board**: July 2019		
Reduce the number of babies exposed to second-hand smoke (at 6-8 week review) by 10% by 2022 **Project Manager:** Louise Beaton **Project charter to CPA Board**: July 2019		

***To be inserted following Management Group Meeting** - paragraph from each OIG summarising rationale for prioritisation of projects.*

Stretch Outcome 4. 90% of children and young people will report that they feel mentally well by 2026 (ICS)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Increase the confidence of school-based staff to recognise and respond to children who require support and directing them to the school Nursing Service to 90%, by 2021 **Project Manager:** TBC **Project charter to CPA Board**: TBC		
Increase the confidence of parents and young people to recognise and seek support in response to deteriorating mental wellbeing by 2022. **Project Manager:** TBC **Project charter to CPA Board**: TBC		
Increase the support provided by the school Nursing service to children and young people with escalating mental wellbeing concerns by 50% by 2022 **Project Manager:** TBC **Project charter to CPA Board**: TBC		
Reduce the number of children and young people who are exhibiting self-harming behaviours **Project Manager:** TBC **Project charter to CPA Board**: TBC		
Reduce number of requests for specialist support from children's social work in partnership forums by 5% by 2020 **Project Manager:** TBC **Project charter to CPA Board**: TBC		

To be inserted following Management Group Meeting *- paragraph from each OIG summarising rationale for prioritisation of projects.*

Stretch Outcome 5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026 (ICS)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Increase the number of care experienced young people accessing a positive and sustained destination by 25% by 2022 **Project Manager:** Larissa Gordon **Project charter to CPA Board:** July 2019	Increase the number of staff, including carers who report increased understanding and skills to respond to children who have adverse childhood experiences (ACE) by 20% by 2021. **Project Manager:** Isabel McDonnell **Project charter to CPA Board:** TBC	Increase the number of care experienced young people receiving appropriate multiagency throughcare by 2021 **Project Manager:** Andrea McGill **Project charter to CPA Board:** TBC
Increase number of staff, including carers working with care experienced children and young people trained in trauma skills and knowledge, to 80% by 2021 **Project Manager:** Isabel McDonnell **Project charter to CPA Board:** Dec 2019	Reduce the length of time that care experienced children and young people wait for an initial Child and Adolescent Mental Health Service (CAMHS) appointment to less than 4 weeks by 2021. **Project Manager:** Caroline Clark **Project charter to CPA Board:** TBC	
Increase in the number of inhouse foster and kinship placements by 2021 **Project Manager:** Isabel McDonnell/Tam Walker **Project charter to CPA Board:** July 2019		
Increase in the number of inhouse foster care placement by 2021 **Project Manager:** Isabel McDonnell **Project charter to CPA Board:** July 2019		
Increase the number of children and young people remaining in a placement between 16-18 year by 2021 **Project Manager:** Andrea McGill/ Isabel McDonnell **Project charter to CPA Board:** Dec 2019		
Reduce the number children who experience more than 1 placement over a year by 2022. **Project Manager:** TBC **Project charter to CPA Board:** TBC		
Increase the number of care experienced people who receive appropriate support when accessing their records by 2022 **Project Manager:** TBC **Project charter to CPA Board:** TBC		

To be inserted following Management Group Meeting *- paragraph from each OIG summarising rationale for prioritisation of projects.*

Stretch Outcome 6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026 (ICS)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Increase the no. young people who effectively transition from primary school to secondary school by 2021 **Project Manager:** Gael Ross **Project charter to CPA Board**: July 2019	Increase the range and number of accredited courses being provided by schools & partners by 25% by 2021 **Project Manager:** Eleanor Sheppard **Project charter to CPA Board**: TBC	
Increase the number of young people taking up foundation apprenticeships to 142 by 2021 **Project Manager:** Leona McDermid **Project charter to CPA Board**: July 2019	Increase the number of partners supporting delivery of the Senior Phase by 10% by 2021 **Project Manager:** Nicola Graham **Project charter to CPA Board**: TBC	
Increase the number of opportunities for parents and carers to gain an insight into how to meaningfully contribute to the educational progress of their children and young people by 30% by 2021 **Project Manager:** Allison Horne **Project charter to CPA Board**: July 2019	Reduce the number of winter leavers with no positive destination by 50% by 2021 **Project Manager:** TBC **Project charter to CPA Board**: TBC	
Increase the number of young people living in Quintiles 1,2 and 3 who achieve a sustained positive destination by working with communities to 90% 2022 **Project Manager:** James Simpson **Project charter to CPA Board**: July 2019	Increase the number of young people who leave school with a minimum of SVQ 3 in literacy and numeracy and 4 other qualifications to 98% 2021 **Project Manager:** Carole Sneddon **Project charter to CPA Board**: TBC	
	Increase the number of curricular offerings shaped by school communities by 20%, by 2021 **Project Manager:** Carole Sneddon **Project charter to CPA Board**: TBC	
	Increase the number of opportunities to discuss and record skills for life, learning and work from S1 by 20%, by 2021 **Project Manager:** TBC **Project charter to CPA Board**: TBC	
	Increase children, young people and families' awareness and understanding of future skill requirements by June 2021 **Project Manager:** Gael Ross **Project charter to CPA Board**: TBC	

To be inserted following Management Group Meeting *- paragraph from each OIG summarising rationale for prioritisation of projects.*

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Stretch Outcome 7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026 (ICS)

Projects starting in 2019	Projects starting in 2020	Projects starting in 2021
Achieve badges in: Health Equality and Inclusiveness; Participation; and 3 more to be identified by 2022 **Project Manager:** Alison Cameron		

Stretch Outcome 8. 25% fewer young people (under 18) charged with an offence by 2026 (Community Justice Group/ ICS)

Projects starting in 2019	Projects starting in 2020	Projects starting in 2021
Reduce the number of young people identified as having indicators of being at risk of being excluded from school by 2021 **Project Manager:** Claire Duncan **Project charter to CPA Board**: Sep 2019	i) Increase the number of awareness-raising events relating to 'digital' offending by 2021, and then ii) reduce the number of 'digital' offences from 2021 – 2026 **Project Manager:** Susan Morrison **Project charter to CPA Board**: Feb 2020	Increase by 10% the number of young people who are jointly reported to SCRA and COPFS who are offered robust alternatives to entering the statutory system by 2021 **Project Manager:** Alex Purdie **Project charter to CPA Board**: Aug 2021
Reduce the number of young people referred to the Children's Reporter on offence grounds as a result of appropriate and effective interventions by 2021 **Project Manager:** Elaine Logue **Project charter to CPA Board**: Sep 2019		
Increase by 20% the number of young people identified as being at risk of becoming involved in offending behaviour who are engaged in targeted community-based activities by 2021 **Project Manager:** Claire Duncan **Project charter to CPA Board**: N/A Project continued from 2018		

To be inserted following Management Group Meeting *- paragraph from each OIG summarising rationale for prioritisation of projects.*

Adults

Stretch Outcome 9. 25% fewer people receiving a first ever Court conviction each year by 2026 (Community Justice Group)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Extend the multi-agency problem solving approach to all 16 and 17 year olds charged with an offence to reduce the likelihood of reoffending which could lead to a conviction by 2021 **Project Manager:** Claire Duncan **Project charter to CPA Board**: Sep 2019	Using a whole population approach: i) Increase awareness of domestic abuse by 2021, and then, as a result of this; and ii) decrease number of reported incidents by 30% by 2026 **Project Manager:** Susan Morrison **Project charter to CPA Board**: Feb 2020	Reduce the number of wilful fires by 20% by 2021 **Project Manager:** Alex Purdie **Project charter to CPA Board**: Aug 2021
Reduce instances of anti-social behaviour as a result of appropriate and effective interventions in targeted areas by 10% by 2021 **Project Manager:** Elaine Logue **Project charter to CPA Board**: Aug 2019		
Increase the number of cases of people appropriately diverted from prosecution by 2021 **Project Manager:** Claire Duncan **Project charter to CPA Board**: N/A Project continued from 2018		

To be inserted following Management Group Meeting *- paragraph from each OIG summarising rationale for prioritisation of projects.*

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Stretch Outcome 10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026 (Community Justice Group)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Increase the number of individuals who are involved in cuckooing* incidents who undertake effective interventions or who are referred to relevant support services in priority localities by 2021 **Project Manager:** Neil Carnegie **Project charter to CPA Board**: July 2019	Reduce no. of repeat convictions of 16 and 17 year olds, and 18+ year olds, as a result of targeted focus on specific offending behaviour, and use of appropriate and effective interventions, by 2021 **Project Manager:** David Wilkie-Thorburn/ Sherrif McLaughlin **Project charter to CPA Board**: April 2020	Increase the number of individuals charged with hate crimes who undertake effective interventions by 30% by 2021 **Project Manager:** TBC **Project charter to CPA Board**: June 2021
Increase no. of individuals who are on a custodial sentence, CPO Supervision or Diversion from Prosecution are being supported to make progress on the Employability Pipeline by 2021 **Project Manager:** Nicola Graham **Project charter to CPA Board**: N/A Project continued from 2018	Extend the multi-agency problem solving approach to all 16 and 17 year olds charged with an offence to reduce the likelihood of reoffending by 2021 **Project Manager:** Graeme Simpson **Project charter to CPA Board**: Apr 2020	Increase % of individuals indicating an improvement in at least one area* at the end of their Community Payback Order Supervision by 2021 **Project Manager:** Val Vertigans **Project charter to CPA Board**: Feb 2021
Increase the uptake and retention of people in the Justice System with drug and alcohol problems in specialist services by 100% by 2021 **Project Manager:** Simon Rayner **Project charter to CPA Board**: July 2019	Increase % of non-statutory prisoners (aged 21+) who are offered relevant voluntary support on release from HMP Grampian by 2021 Scottish Prison Service **Project Manager:** TBC **Project charter to CPA Board**: TBC	
Increase number of young people who need support in relation to trauma and bereavement having access to such support by 2021 **Project Manager:** Jane Fletcher **Project charter to CPA Board**: Dec 2019	Increase number referred for appropriate assessment/support/ treatment/services By 2021 John Donaghey **Project Manager:** TBC **Project charter to CPA Board**: Feb 2020	
Increase the number of family members of people in HMP Grampian and HMYOI Polmont who received appropriate and timely support from Families Outside, Family Centre & Help Hub (Action for Children), and Alcohol & Drugs Action by 20% by 2021 **Project Manager:** Susan Morrison **Project charter to CPA Board**: N/A Project continued from 2018	Increase the uptake and retention of people in the Justice System with a diagnosed mental illness in specialist services by 2021 **Project Manager:** Jane Fletcher **Project charter to CPA Board**: Nov 2020	
	Increase in number of calls by Criminal Justice professionals for advice/support to an expert helpline **Project Manager:** Claire Duncan **Project charter to CPA Board**: Nov 2020	
	Increase number of people engaged in a person-centred multi-agency problem solving approach as part of a community sentence **Project Manager:** Jeff Newman **Project charter to CPA Board**: Aug 2020	

To be inserted following Management Group Meeting - *paragraph from each OIG summarising rationale for prioritisation of projects.*

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Stretch Outcome 11. Healthy life expectancy (time lived in good health) is five years longer by 2026 (Resilient, Included, Supported Group)		
Projects starting in 2019	**Projects starting in 2020**	**Projects starting in 2021**
Increase uptake of a range of activities that enable people with long term conditions to manage their health and well-being by 2021. **Project Manager:** Keith Gerrard **Project charter to CPA Board**: July 2019	Increase the number of unpaid carers participating in support programme reflecting healthy life choices by 25% by 2021 **Project Manager:** *Alison McLeod* **Project charter to CPA Board**: Feb 2020	Increase the number of distress brief intervention opportunities for people with mental health issues by 10% by 2021 **Project Manager:** Rachel Middleton **Project charter to CPA Board**: Feb 2021
Reduce % of men and women who are obese to 20% by 2021. **Project Manager:** Chris Littlejohn **Project charter to CPA Board**: Sep 2019	Reduce suicide rates amongst men in Aberdeen to below 2016 levels (16) by 2021. **Project Manager:** Louise Officer **Project charter to CPA Board**: Feb 2020	Increase the number of people with autism who are supported to be in education, employment or training by 2021. **Project Manager:** Jenny Rae **Project charter to CPA Board**: Feb 2021
Increase opportunities for people who are retired to continue and increase their contribution to communities by 10% by 2021 **Project Manager:** Jane Russell **Project charter to CPA Board**: Sep 2019	Increase the number of groups for people with long term conditions which are co-produced with service users by 2021 **Project Manager:** Emma King **Project charter to CPA Board**: April 20	Extend link working approach across primary care to support 3,000 people to attain their own identified outcomes by 2021 **Project Manager:** Jenny McCann **Project charter to CPA Board**: Feb 2021
Improve health and wellbeing outcomes for at least 50% of homeless people participating in the Housing First programme by 2021 **Project Manager:** TBC **Project charter to CPA Board**: TBC	Increase number of people in local communities promoting wellbeing and good health choices by 2021 **Project Manager:** Jayne Boyle **Project charter to CPA Board**: Apr 2020	Increase the number of people who are engaged with citizens in areas which impact on lifestyle and health that are trained in Teachback techniques by 100% by 2021 **Project Manager:** Ann Smith **Project charter to CPA Board**: Feb 2021
	Increase the number of community run green spaces that are organised and self-managed, particularly in priority localities where satisfaction and use is low **Project Manager:** Stephen Shaw **Project charter to CPA Board**: Feb 2020	Increase by 25% year on year, the number of people who have benefited from a Making Every Opportunity Count conversation or intervention **Project Manager:** Linda Leighton Beck **Project charter to CPA Board**: Feb 2021
	Reduce tobacco smoking by 5% overall by 2021. **Project Manager:** Linda Smith **Project charter to CPA Board**: Feb 2020	
	Increase number of people accessing community based hubs (including digital social hubs) which offer social resources and access to a range of professionals which increase citizens health literacy **Project Manager:** Neil Carnegie **Project charter to CPA Board**: Apr 2020	
	Increase the number of unpaid carers participating in support programme reflecting healthy life choices by 25% by 2021 **Project Manager:** Alison McLeod **Project charter to CPA Board**: Feb 2020	

***To be inserted following Management Group Meeting** - paragraph from each OIG summarising rationale for prioritisation of projects.*

Page 41

Stretch Outcome 12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026 (Alcohol and Drugs Partnership)		
Projects starting in 2019		**Projects starting in 2020/2021**
Increase the % of Care experienced children and young people receiving educational and support input on alcohol/ drugs issues by 2021 **Project Manager:** Tam Walker **Project charter to CPA Board:** July 2019	Increase uptake of drug treatment and specifically within Locality Areas by 10% each year by 2021 **Project Manager:** Martin Smith **Project charter to CPA Board:** Dec 2019	Increase the number of Number of alcohol licensed premises awarded Best Bar None status by 2021 **Project Manager:** Kenny McGeough **Project charter to CPA Board:** Feb 2020
100% of schools have a progressive, cohesive and relevant substance misuse curriculum by 2021 **Project Manager:** Eleanor Shepard / Simon Rayner **Project charter to CPA Board:** July 2019	Increase number of people undertaking recovery from drug and alcohol issues who are being supported to maintain drug / alcohol free lives in their community by 2021 **Project Manager:** Simon Rayner **Project charter to CPA Board:** Sep 2019	
Increase % of the population who feel informed about using alcohol responsibly by 2021 **Project Manager:** TBC **Project charter to CPA Board:** Dec 2019	Increase opportunities for individuals who have been at risk of Blood Borne Viruses, being tested and accessing treatment by 2021 **Project Manager:** Simon Rayner / Lisa Allerton **Project charter to CPA Board:** Dec 2019	
Increase by 10% the percentage of adults in Aberdeen City who are non drinkers or drink alcohol in a low risk way by 2021 **Project Manager:** TBC **Project charter to CPA Board:** Dec 2019		
Increase number of alcohol brief interventions delivered by Primary Care providers and other professionals by 100% by 2021 **Project Manager:** Tara Shivaji **Project charter to CPA Board:** Sep 2019		
Increase the uptake of alcohol treatment by improving access to alcohol services and ensuring they are local, integrated and targets areas of greatest need by 10% year on year by 2021 **Project Manager:** Simon Rayner **Project Manager:** Eleanor Sheppard **Project charter to CPA Board:** Sep 2019		
Reduce the incidence of fatal drug overdose through innovative developments and by increasing the distribution of naloxone by 10% year on year by 2021. **Project Manager:** Simon Rayner / Tara Shivaji **Project charter to CPA Board:** July 19		

***To be inserted following Management Group Meeting** - paragraph from each OIG summarising rationale for prioritisation of projects.*

16

Stretch Outcome 13. No one in Aberdeen will go without food due to poverty by 2026 (Sustainable City Group)

Projects starting in 2019	Projects starting in 2020	Projects starting in 2021
Increase community food growing in schools, communities and workplaces by 2021 **Project Manager:** Steven Shaw **Project charter to CPA Board**: Dec 2019	Increase the number of people using community pantries by 2021 **Project Manager:** Dave Simmers, CFINE **Project charter to CPA Board**: Aug 2020	

To be inserted following Management Group Meeting - paragraph from each OIG summarising rationale for prioritisation of projects.

Stretch outcome 14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate (Sustainable City Group)

Projects starting in 2019	Projects starting in 2020	Projects starting in 2021
Community led resilience plans in place for areas most vulnerable to flooding by 2021 **Project Manager:** David Blackwood **Project charter to CPA Board**: July 2019	Reduce Aberdeen's carbon emissions by 30% by 2021 **Project Manager:** Joanne Riach, NHSG **Project charter to CPA Board**: Feb 2020	Community led resilience plans in place across all areas by 2026 **Project Manager:** David Blackwood **Project charter to CPA Board**: Nov 2021
	Reduce the generation of waste in Aberdeen by 2021 **Project Manager:** Sinclair Laing **Project charter to CPA Board**: July 2020	Increase the completeness of data within the 'at risk database' to identify those people most vulnerable. **Project Manager:** David Blackwood **Project charter to CPA Board**: Feb 2021

To be inserted following Management Group Meeting - paragraph from each OIG summarising rationale for prioritisation of projects.

Stretch outcome 15. 38% of people walking and 5% of people cycling as main mode of travel by 2026 (Sustainable City Group)

Projects starting in 2019	Projects starting in 2020	Projects starting in 2021
Increase % of people who walk as main mode of travel to 31% by 2021 **Project Manager:** Jon Barron **Project charter to CPA Board**: TBC 2019	Increase % of people who cycle as main mode of travel to 3% by 2021 **Project Manager:** Jon Barron **Project charter to CPA Board**: Nov 2020	

To be inserted following Management Group Meeting - paragraph from each OIG summarising rationale for prioritisation of projects

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COMMUNITY ENGAGMENT

Projects starting in 2019	Projects starting in 2020	Projects starting in 2021
Participation Requests **Project Manager:** Jonathan Smith **Project charter to CPA Board**: N/A Continued from 2018	Participation in Public Decision Making **Project Manager:** Darren Riddell/ Jonathan Smith **Project charter to CPA Board**: Feb 2020	
Asset Transfer **Project Manager:** Darren Riddell/ Jonathan Smith **Project charter to CPA Board**: TBC 2019	Community Engagement & Co-Production - Support for OIGs **Project Manager:** Darren Riddell **Project charter to CPA Board**: Feb 2020	
City Voice **Project Manager:** TBC **Project charter to CPA Board**: Sep 2019	Community Learning & Development: Strengthening Strategic Links & Implementing Recommended Inspectorate Improvements **Project Manager:** TBC **Project charter to CPA Board**: Feb 2020	
	Strengthening Local Democracy: Demonstrating Improvements from National Steering Group and Research **Project Manager:** TBC **Project charter to CPA Board**: Apr 2020	

To be inserted following Management Group Meeting *- paragraph from each OIG summarising rationale for prioritisation of projects.*

Community Planning Aberdeen

Quality Improvement Toolkit

Improvement Project Charter and Project Stage Assessment Tool

HELP SHEET 1

Why would I use these tools?

The development of an **Improvement Project Charter** is a cruical step in the execution of your improvement project. It establishes the purpose, scope, measures and targets necessary to achieve success. It identifies key members of the improvement team as well as the Executive Sponser of the project. Support from the organisation leadership will help team members maintain their focus and momentum and protect them from being overloaded with other work. The **Improvement Project Charter** is a "live" document to be used throughout the improvement project. It is used initially to answer and clarify the 'thinking' questions in the Model for Improvement: "What are we trying to accomplish"; "How will we know that a change is an improvement?"; "What changes can we make that will result in improvement?"

The Charter also includes an outline project plan which helps you to understand the phases of the improvement journey, the actions required within each phase and provides the opportunity to set out the timescale of your project.

The **Improvement Project Stage Assessment tool** should be used throughout the improvement journey to assess and communicate the current stage of your improvement project. It can help individuals, teams, strategic groups (such as the Community Planning Outcome Improvement Groups) and Executive Sponsers understand if the project is progressing at the necessary pace to achieve the improvement project aim.

An Improvement team should use these tools to plan the project, communicate with leadership and keep track of the progress being made.

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What tips and tricks will be useful in facilitating the use of these tools?

- Engage the Improvement team at the start, rather than presenting them with completed documentation for review
- Co-production of the **Improvement Project Plan** and **Improvement Project Charter** will help build momentum and generate consensus and a sense of purpose.
- Ensure that the **Improvement Project Plan, Project Stage Assessment Tool, Improvement Project Charter** is used at every meeting to provide a focus for discussion and ensure that the team regularly reflects upon its aim and progress made.

Improvement Project Charter Template

Improvement Project Title:
Executive Sponsor (Chair of Outcome Improvement Group):
Project Lead:
Aim statement (What are we trying to accomplish? Over what time? Numerical target for improvement?)
Link to Local Outcome Improvement Plan:
Why is this important (The rationale/business case for the improvement project: Does this support prevention and early intervention? Benefit to clients/ stakeholders/ residents? Are costs reduced now or in the future by addressing this issue? What published research can you draw on as evidence?)
Measures: (How will we know if a change is an improvement?) • **Outcome measures** • **Process measures** • **Balancing measures**
Change ideas (What changes can be made that will result in improvement?)
Potential risks and/or barriers to success & actions to address these
Project Team:

| Outline Project Plan - Set out your initial plan about the timeline for your project. (This should be reviewed regularly)		
Project Stage	**Actions**	**Timescale**
Getting Started (Project Score 1-3)	**What initial activities are required to get started?** (Forming the improvement team; developing the project charter; gathering and analysing baseline data; understanding the current system)	**When do you expect to complete this stage?**
Designing and Testing Changes (Project Score 4-7)	**What activities are required to start testing changes?** (Identifying changes and prioritising; engagement with customers & colleagues; Identifying the people, place to start testing)	**When do you expect to complete this stage?**
Implementing and sustaining changes that demonstrate improvement (Project Score 7-10)	**What actions would be required to implement and sustain the changes that have resulted in improvement?** (Training?; Changes to procedures?; changes to resources?)	**When do you expect to complete this stage?**
Spreading Changes (Project Score 9-10)	**What actions are required to reach the full scale of the project?** (Engagement of other teams/colleagues; other locations?)	**When do you expect to complete this stage?**

Improvement Project Stage Assessment Tool

Score	Stage of Project	Description
1	Project area identified and agreed (complete for all LOIP projects)	Project has been identified as a priority from the Local Outcome Improvement Plan or Locality Plan
2	Draft Outline Project Charter and team in place	Draft Improvement Project Charter has been developed (rationale, initial aims, scope, resources, timescales, measures, expected outcomes) and project team formed.
3	Understanding baseline of current system (Data and practice)	Current system is being analysed- applying tools such as process mapping; cause & effect diagrams etc to understand processes and people, including readiness for change and analysis of baseline data
4	Project Charter endorsed by CPA Board	Knowledge of the system and other evidence of what could work have been brought together into a theory of change. This has been articulated in a final Improvement Project Charter which has been shared with the CPA Board. (A driver diagram may also be developed to support this stage.)
5	Change ideas and project measures developed	Range of specific change ideas developed further, measurement plans established and initial PDSAs are being planned
6	Testing underway	Testing strategy developed and is being deployed. Data being gathered and analysed (e.g. through use of run charts)
7	Initial indications of improvement	Anecdotal evidence or feedback that changes are resulting in improvement can be reported.
8	Improvements achieved	Evidence of improvements shows in project measures and has been reported to Community Planning Aberdeen Management Group. Implementation and Spread plans are being developed and deployed.
9	Sustainable improvement	Implementation plans have been deployed for key changes. Spread plans are developed if appropriate. Data indicates sustainability of impact of changes implemented in system.
10	Project complete	The aim has been met or exceeded and improvement sustained and spread where appropriate. Changes are now part of business as usual.

For more information, email: CommunityPlanning@aberdeencity.gov.uk

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Manager	Discussion Points
Stretch Outcome 9. 25% fewer people receiving a first ever Court conviction each year by 2026					
Increase the number of cases of people appropriately diverted from prosecution by 2021.	Apr 18 – Mar 21	6	• Map of data sharing processes • Single point of contact in Police Scotland Aberdeen Division and CJSWS • Data recording mechanism by CJSW	Claire Duncan – Community Justice Group	To note position

Improvement Data
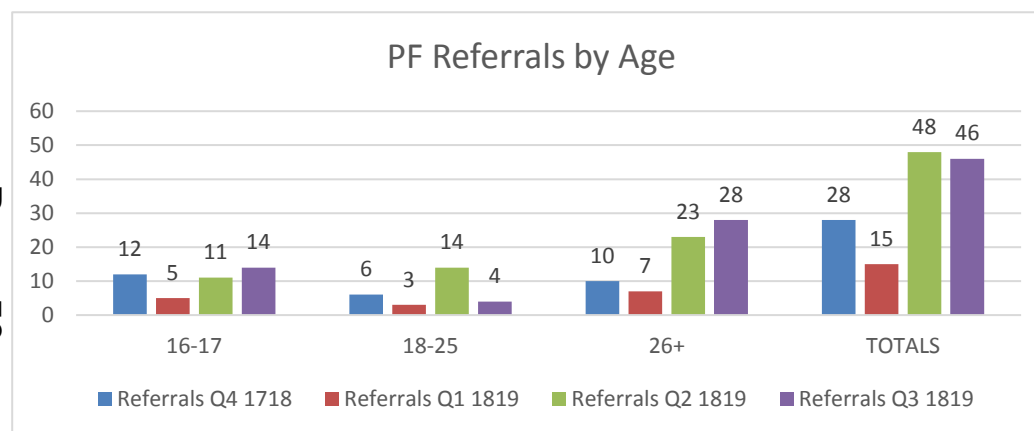
PF Referrals by Age

PF Referrals by Age

This chart shows the split in the number of referrals from the PF per quarter by age. A significant increase can be seen in the number of referrals across all age groups from Q1 to Q2 2018-19, prior to a slight reduction in Q3. This reduction is due primarily to a reduction in the number of appropriate cases for referral of 18 – 25 year olds.

NB CJSWS received 54 referrals between 1st January and 25th February 2019. This increase is due to a temporary arrangement whereby 'summary' cases are being 'marked' by the local COPFS in addition to marking taking place at the COPFS National Initial Case Processing Unit. This is aimed at reducing a national back-log in the number of cases to be marked. (All summary cases would normally be marked by the national unit.)
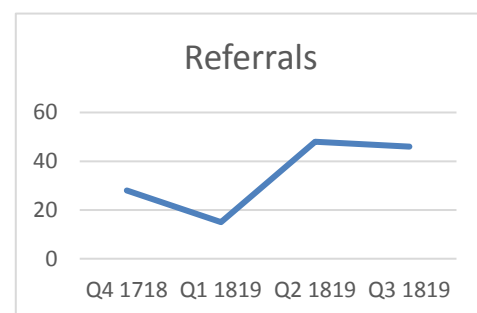
Referrals

Referrals The chart shows the totals of Diversion Referrals to CJSWS by quarter.

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Manager	Discussion Points
Stretch Outcome 10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026					
Increase the number of family members of people in HMP Grampian and HMYOI Polmont who received appropriate and timely support from Families Outside, Family Centre & Help Hub (Action for Children), and Alcohol & Drugs Action by 20% by 2021.	May 18 – Mar 21	6	Awareness-raising: • Regular specific training for prison staff, including Booking Line and peer mentors • Leaflets/posters/cards including information about three key agencies (• YouTube channel/clips about family issues/support • Role of solicitors • Role of Police/Referral at point of arrest Focus on Children and Young People: • Appropriate pre- and post-visit feedback mechanism for children Collaborative Working between 3 key agencies: • Common questionnaire for use across 3 key agencies	Pam Simpson, Manager, Family Centre & Help Hub, HMP Grampian	To note progress.

Improvement Data
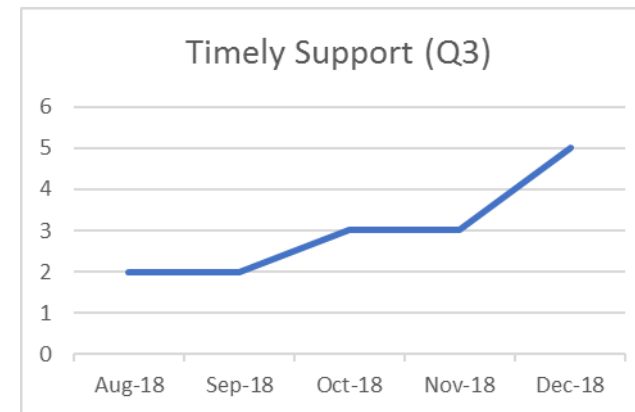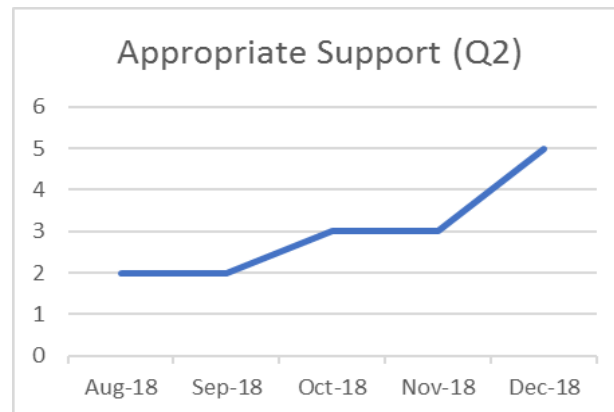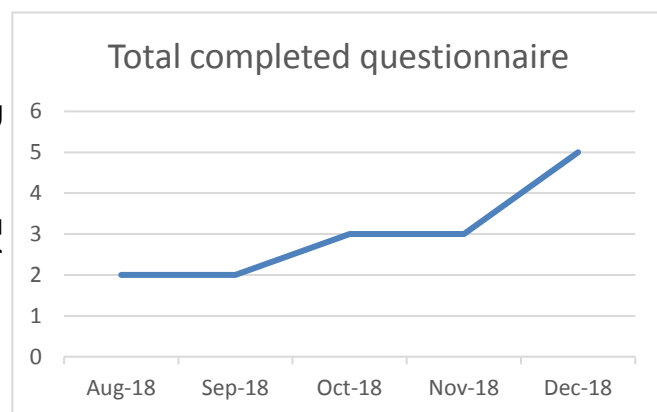
The data in the above charts was collected via a new Common Questionnaire (Change Idea which has been tested). Alcohol & Drugs Action did not collect data (via the Common Questionnaire) prior to the local launch of the project/co-branded promotional material on 13th December 2018. This questionnaire is used as much as possible, although wouldn't be used with every family member at every contact.

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Manager	Discussion Points
Increase no. of individuals who are on a custodial sentence, CPO Supervision or Diversion from Prosecution are being supported to make progress on the Employability Pipeline by 2021.	Feb 18 – Mar 21	7	**Pathways are in Place** • Training/awareness-raising events for statutory partners and other employers • Single point of contact identified by employer organisations • My Way to Employment Handbook for partners • Briefing note for employers – with tear-off slip **Individuals are engaged** • Flyer for individuals • Initial Assessment Form • 'Lead Professional' identified for each individual • Personal Mentor identified for each individual • Regular meetings involving Lead Professional, Personal Mentor, individual, and others as appropriate • Spreadsheet to record individual profile data	Nicola Graham, SDS	To note progress

Improvement Data

Engagement with Employers

Input at 8 employers' events including two organised specifically by the project team (22/2/18 and 29/9/18)
Event on 29/9 resulted in further meeting arranged with SFRS to discuss specific opportunities
Employers Briefing Note given out at 3 of these events
8 out of 9 statutory partners have identified single points of contact
Additional opportunities for awareness raising being pursued with Chamber of Commerce, Federation of Small Businesses, and other employers

Pathways for individuals
Seven males have agreed to participate in the project so far.
- One individual has continued to engage successfully, and is at Stage 2 of the Employability Pipeline.
- #Two engaged positively initially, but have subsequently returned to custody. Efforts being made to re-engage.
- #Four engaged positively initially but then disengaged. Efforts being made to re-engage.

The individuals involved were experiencing a wide range of issues/barriers, including in relation to housing, mental and other health issues, alcohol and drugs, low confidence due to length of time not in work, etc.

Ways of recording and sharing data relating to the progress of these individuals via the Spreadsheet which is being tested, are still being explored.

26
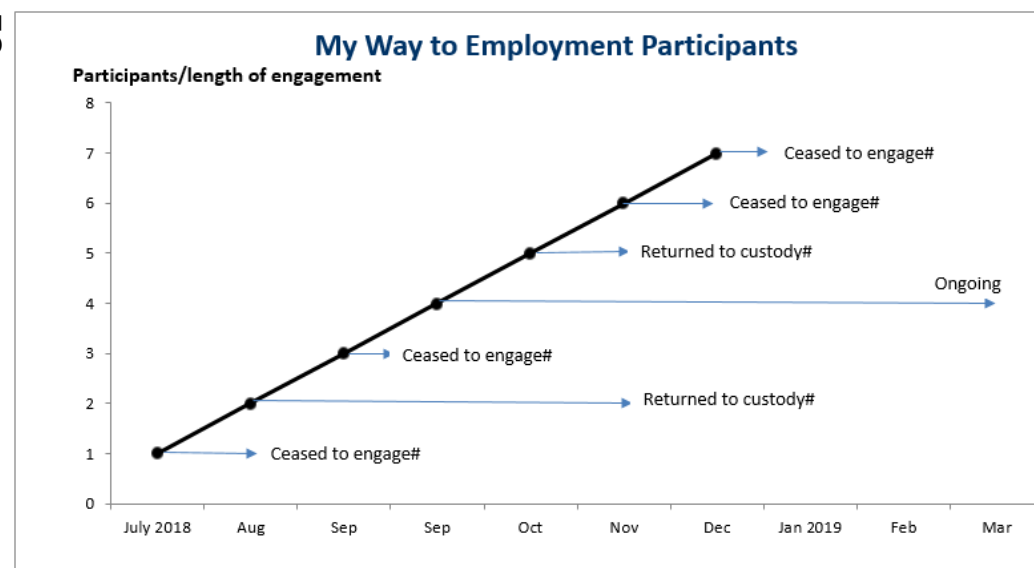
Progress Report	Q4 2018/19 Locality Partnership Improvement Tracking Report
Lead Officer	Frank McGhee, Director of Commissioning
Report Author	James Simpson, Performance & Strategy Development Officer
Date of Report	14 March 2019
Governance Group	CPA Management Group – 26 March 2019

Purpose of the Report

This report presents the Improvement Tracking Report to the CPA Management Group on the improvement activity being led by the Locality Partnerships to meet the improvement aims identified within the Locality Plans 2017-27.

Summary of Key Information

BACKGROUND

On 27 February 2017 the CPA Board approved an Outcome Management and Improvement Framework to strengthen the Partnership's governance and accountability arrangements. Since March 2017 the Improvement Tracking Report has been presented at CPA Management Group and CPA Board Meetings to ensure effective, systematic and collaborative scrutiny of outcome improvement.

Recommendations for Action

It is recommended that members of the CPA Management Group:

i) approve the following improvement project charters for project initiation:

    1. Wider Community Participation in Locality Planning (Page 16);
    2. External Funding Initiative Torry (Page 20)

ii) note progress of all other improvement projects.

Opportunities and Risks

Having an effective outcome management and improvement framework helps Community Planning Aberdeen assess whether the Partnership is delivering on the priorities within the Local Outcome Improvement Plan 2016-26 and Locality Plans.

Consultation

The following people were consulted in the preparation of this report:
Michelle Cochlan, Community Planning Manager
Neil Carnegie, Communities and Housing Area Manager
Community Planning Aberdeen Lead Contacts
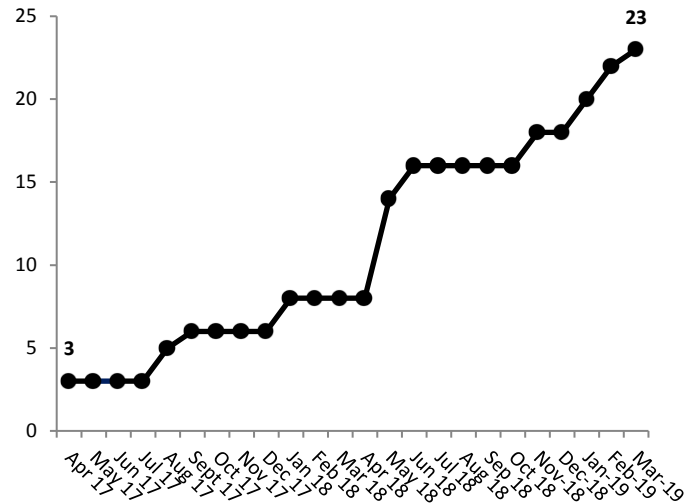
Background Papers

The following papers were used in the preparation of this report.
Outcome Management and Improvement Framework

Contact details

James Simpson
Performance & Strategy Development Officer
Community Planning Team
Tel: 01224 52 2187
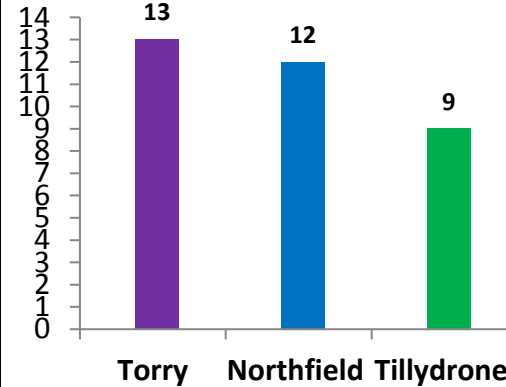Email: JamesSimpson@aberdeencity.gov.uk

Improvement Dashboard

No. of Locality Improvement Projects:
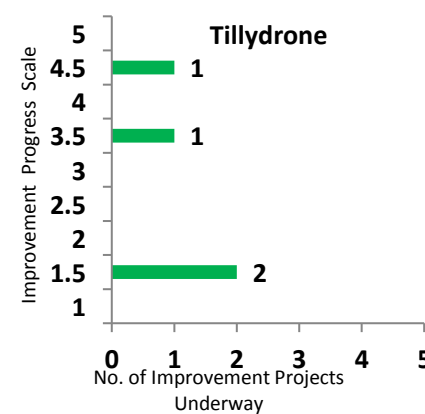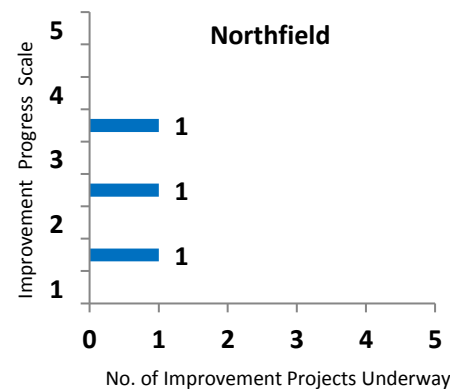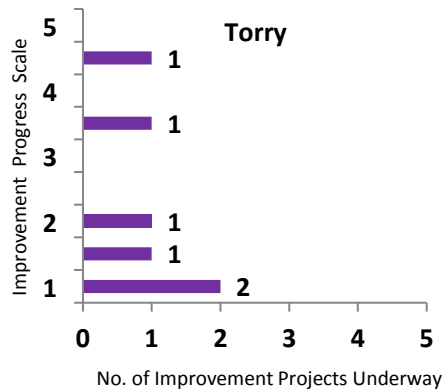

No. of Meetings Held:

No. of Meetings held since groups formed in April 2017

| Torry | Northfield | Tillydrone |

Barriers / Opportunities:

- Book your space on the Model for Improvement Training Bootcamps here.

Locality Partnership Projects:

Torry

Northfield

Tillydrone

Project Progress Scale:

1.0	Forming as an improvement team
1.5	Clear project charter in place
2.0	Activity, but no changes
2.5	Changes tested, but no improvement
3.0	Modest improvement
3.5	Improvement
4.0	Significant improvement
4.5	Sustainable improvement
5.0	Outstanding sustainable improvement

3

OUR ECONOMY

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Locality 3 Employability Support -To increase the number of people seeking employability support weekly in Seaton, Woodside and Tillydrone to 20 by June 2019	Mar 2019 – June 2019	1.5	• Weekly employability support • Referrals to employment programmes (PPP) and (Momentum). • Supporting people in to employment or training • Partners delivering employability support across the locality • Improving access to Aberdeen Youth • Employment Activity Plan opportunities	Emma McPherson – Tillydrone Locality	**CHARTER UNDER REVIEW**

4

OUR PEOPLE

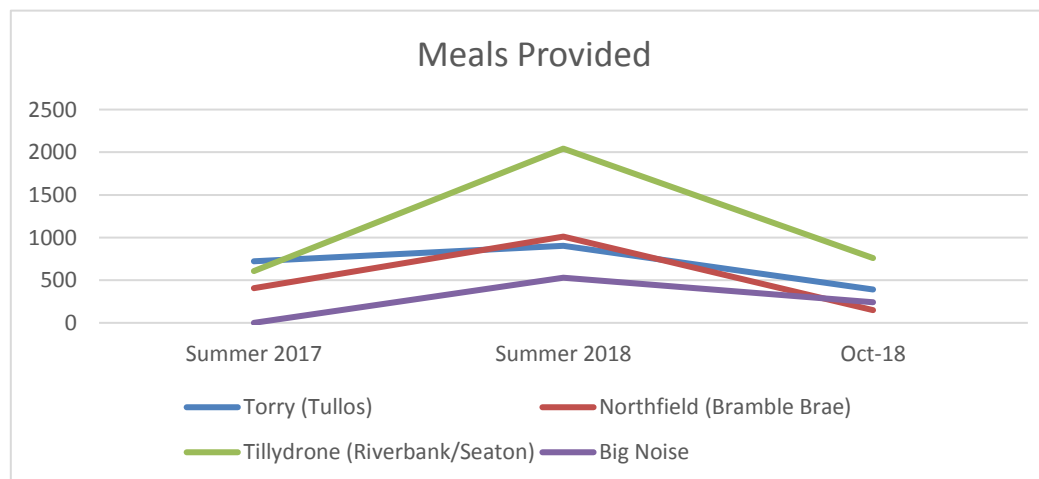| Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Wider Community Participation in Locality Planning Torry	Feb 2019 – June 2020	1.0	• Develop a Community Noticeboard & Community Roadshows • Establish a Community digital platform (ACC Transformation Project) • Development of the Torry Partnership Brand – Torry Mascot, Torry Song and clearly link • Develop Annual We love Torry Family Event • Community Engagement in development of Annual Report & Easy Read Annual Report • Develop Community Ambassador Programme • Development of a wider Torry network – conversation cafes, engagement with the community council • Establishment of Bonny Torry - Torry's version of "Torry in Bloom"	Jade Leyden– Torry Locality	**APPROVAL REQUIRED** (See page 16) See attached charter for approval, and note Charter was considered by The Locality Partnership Dec 2018.
Healthy Start Seaton -- To understand the issues affecting the community in Seaton around Early Years Health and to develop support in the community to address those issues.	Feb 2019	1.5	• Support provided locally – i.e. financial inclusions sessions • Links made to support groups - breast feeding/baby wearing • Developing links between local providers to improve signposting • Improved engagement with community – ensuring relevance • Increase use of the community centre by parents • Information distributed about the free services such as school meals, healthy start vitamins, clothing grants, access to sanitary wear. • Support sessions to be developed form the focus group discussions and from feedback from the Baby Box session. Topics anticipated are; sleeping, breast feeding, relationships, dental, baby led weaning.	Emma McPherson – Tillydrone Locality	**CHARTER UNDER REVIEW**

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Improvement Data					
[Unpaid Work placement Project](#) - To increase the number of providers of Community Payback Order Unpaid Work individual placements in the Cummings Park, Heathryfold, Northfield, Mastrick and Middlefield wider locality area to five by end December 2018.	May 18 – Dec 18	2.5	• Article in community magazine – Cumming North (covers Cummings Park and Northfield) – August 2018 • Individual engagement with potential providers	Martin Smith - Northfield Locality	**CHARTER UNDER REVIEW**
Improvement Data 3 new potential providers have been identified by the Localities Team to date.					
External Funding Initiative Torry	May 19 – Dec 19	1	• We (CDOs/funding officer) will run monthly funding surgeries in Torry to generate funding bids and offer follow up support to increase the quality of those bids. • We will use social media and community networks to proactively promote of relevant funding opportunities to community groups and partners • We will promote developing community initiatives to local businesses and develop opportunities for them to support such projects and to work in partnership with the community to achieve greatest impact	Teresa Dufficy and Susan Fraser – Tory Locality	**APPROVAL REQUIRED** (See page 20)

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OUR PLACE

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Food and Fun - Increase provision of free meals during school holidays to children by delivering 10,000 meals during 2018/19.	Jul 18 – Apr 19	3.5	• The Council work with CFINE to utilise fair share food in the programme, likewise other organisations and businesses who may provide free or discounted food for the programme. • We will organise and deliver Food and Fun programme with partners in priority Localities where there is insufficient delivery by community groups. • We will support communities to develop their capability and capacity to deliver programmes in the future. • Community groups providing activities shall be invited to take children to schools in priority localities where food will be prepared. • Aberdeen City Council has allocated £50,000 in 2018/19 for the provision of free meals. Community groups/social enterprises will be invited and supported to seek grants to deliver free food and activities. • Provide welfare advice type services alongside the programme.	Martin Smith - Northfield Locality	**NEW CHARTER UNDER REVIEW** 18/19 programme delivered. Several aims and outcomes achieved. New charter required for 19/20 –

Improvement Data

Place	Meals Provided		
	Summer 2017	Summer 2018	Oct-18
Torry (Tullos)	720	903	391
Northfield (Bramble Brae)	407	1011	149
Tillydrone (Riverbank/Seaton)	607	2042	760
Big Noise	0	529	243

Meals Provided

7

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points

December 2018 Parties	
Tullos	61
Northfield	41
Tillydrone	38

December 2018 Parties

Festive Food parcels	Given out	Children Benefited
Tullos	25	50
Northfield	38	69
Tillydrone	91	132
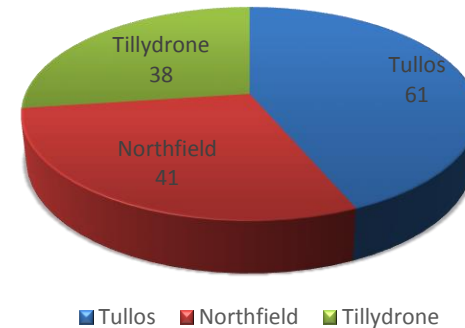
Festive Food Parcels 2018
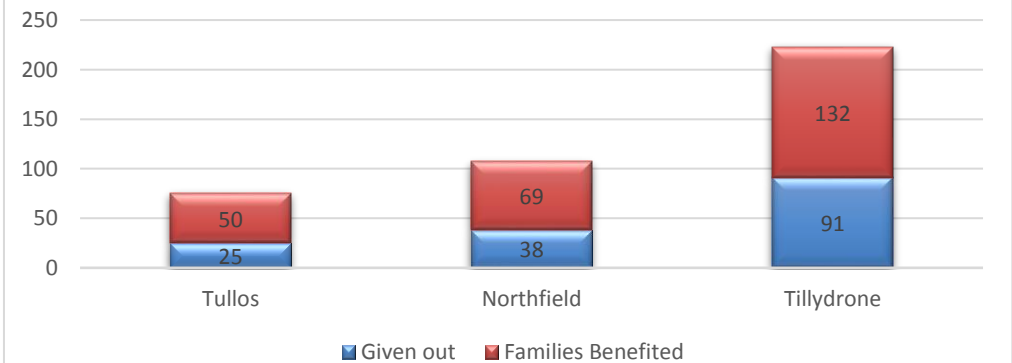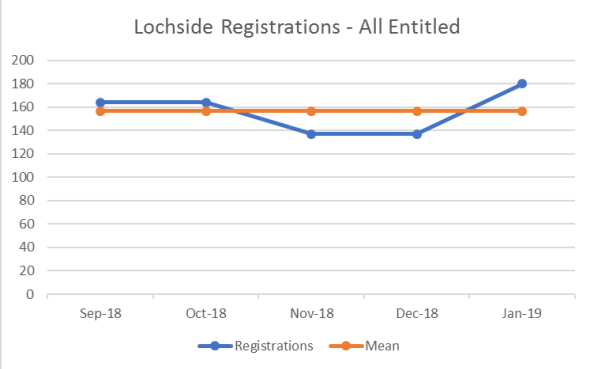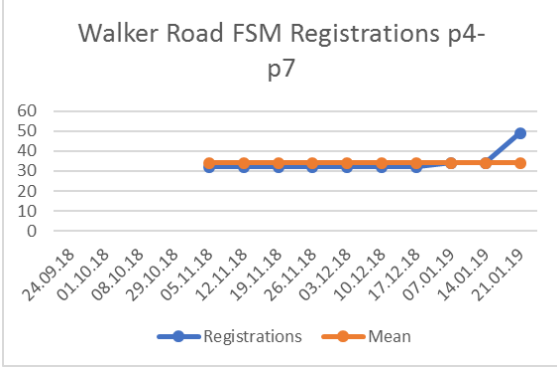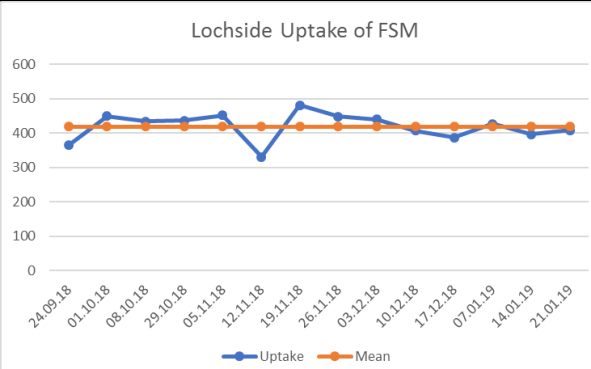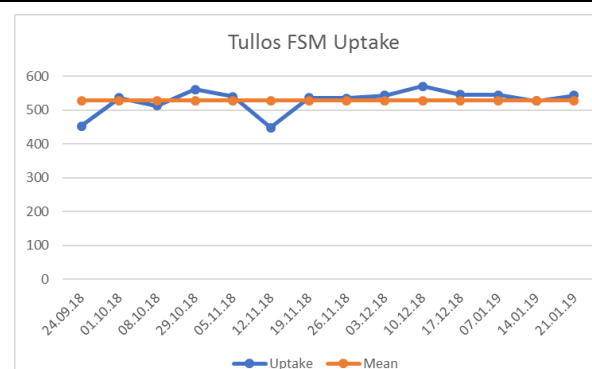
During the 6 week school summer holidays the programme saw meals provided at:

- Northfield Academy, Northfield
- Riverbank Primary, Tillydrone
- Tullos Primary, Torry

supported by ACC Communities Team staff along with partner agencies Sport Aberdeen through their Active Schools Co-ordinators, coaches, volunteers and senior pupil leaders; Aberdeen Football Club Community Trust coaches and volunteers and also ACC Youth Work and Family Learning workers.

All food was provided through CFINE with as much as possible provided through FareShare. Hot meals were provided Monday/Wednesday/ Friday with 'Build your own Sandwich' – where all the ingredients to make a sandwich are put on tables for children to make their own sandwich – on Tuesday and Thursdays. ACC catering cooks provided the hot meal days and kitchen assistants on sandwich days. Roughly 25% of hot meal costs and 50% of packed lunch costs were provided through FareShare and therefore technically free

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Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Scoop Watch - scale up and spread of Living Streets Dog Fouling Initiative - Increase the number of schools / local groups actively using the dog fouling reduction model by 12 by May 2019.	Jan 2019 – Dec 2019	1.5	• Workshops with local school children to educate them on dog fouling. • Making dispensers with local school children to contain dog mess bags to be erected. • Creating awareness raising posters about the issue with school children and distributing them around community centres in the area. • Presentations to community groups- community groups leading project delivery. • Testing a collaborative approach working alongside the City Warden team so that there is one effective and widely recognised dog fouling initiative in Aberdeen City. • Working alongside the environmental team all the schools participating in the Clean-Up Aberdeen programme will have dog fouling as their theme for the 2019/2020 school year, initially using our model as a starting point	Jade Leyden - Torry Locality	
Improvement Data					
This project is a continuation of the initial 12 week project which saw a 33% reduction in the levels of dog fouling on two streets significantly affected by dog fouling.					
Free School Meals Initiative - We aim to increase the number of free school meals taken by those pupils registered for free school meals at Lochside Academy, Tullos Primary and Walker Road Primary by 10% at each school by 31st of September 2019.	Nov 18 April 2020	2.0	• Menu written in most prevalent languages spoken by parents of children in schools. • Local advertising campaign linked to promotion of health and educational benefits of school meals • Use of rewards on the accord card to incentivise uptake of school meals at Lochside Academy. • Taster sessions for children/parents/families and develop nutritional educational opportunities for families. • Recipe book being developed with Pupils to encourage healthy meal options at home and family cooking • Collaborative menu development –introducing more pupil/parent involvement using Torry as a pilot. • Pilot a reward scheme for pupils in the primary schools (Walker Road and Tullos) • Supersize meals with additional veg, fruit, water presented more prominently as an option • Engage pupils in serving each other (enterprise restaurant type idea) and 'redesigning' the layout of canteen	Tanita Addario, Anne-Marie Steehouder-Ross – Torry Locality	**NEW CHARTER UNDER REVIEW** Charter for Phase 2 of the project under development

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Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Improvement Data					

Improvement Data

Phase 1 of the Free school Meals Project Focused on registration of free school meals. A particularly positive outcome of this phase was identifying, the barrier to significant increases in registrations for families was the opt in method rather than automatic registration. This barrier was addressed through process changes within ACC, which now automatically registers those children that have an entitlement. The change was initiated on 14th January 2019 and by 21st January registrations had increased significantly for all three Torry schools – Lochside Academy from 136 to 180; Tullos Primary from 34 to 65 for primary 4 - 7: Walker Road Primary from 34 to 49 for primary 4 – 7. This is reflective across the City (circa 700 registrations).

A new charter (phase 2) has been developed to look at the uptake of free school meals - implemented November 2018:

Whilst there has been a slight increase in uptake across all three schools it is too early in the process to attribute this to the implementation of change ideas

Lochside Registrations - All Entitled

Tullos FSM Registrations - p4-p7

Walker Road FSM Registrations p4-p7

Lochside Uptake of FSM

Tullos FSM Uptake

Walker Road FSM Uptake

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Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Victoria Road Project - Increase the overall score assigned to the way people think and feel about Victoria Road by 10% by January 2019.	Oct 17 –Oct 19	**4.5**	• VictoriArt Road is one of three community projects local people can vote for at the Bags for Help at TESCO stores across Aberdeen. • VictoriArt was successful at the recent UDECIDE participatory budgeting event in Torry receiving funds to run a pebble painting workshop. This workshop will be for children and adults and will take place on the 18th of May in the Tullos Community Wildlife Garden.	Tanita Addario, Anne-Marie Steehouder-Ross – Torry Locality	

Improvement Data

• Deadline for proposals was - 1st of March

• Shortlisted artists will be invited to an informal conversation on Saturday 23rd of March between 9:30 and 1pm.

• Projects are to be carried out between April and mid-August 2019.

• End of August – Launch of health walk and workshop at Torry Youth and Leisure Centre

| The Hayton Road Improvement Project (Phase 1: Traffic Safety) will aim to reduce the actual incidents of speeding and related traffic safety issues on Hayton Road by 40%. | Feb 18 – Aug 18 | 4.5 | • The traffic Safety sessions will take place with Riverbank Primary School, Police Scotland over 5 morning sessions in February, March, April, May and June 2018.
• Speed surveys carried out with speed guns by Police Scotland and pupils from Riverbank Primary School.
• Driver Interventions with pupils and police asking drivers about their awareness of the speed limit and proximity to the school along with other questions.
• Produce a speed awareness campaign video with pupils
• (SHMU.)] | Hamish Cattanach – Tillydrone Locality | **NEW CHARTER UNDER REVIEW**

Charter for Phase 2 of the project under development |

Improvement Data

Combined data counter and speed watch figures for cars going over 20mph between 8-9am on Hayton Road

Baseline measures 1-4 (2017)
Speedwatch measures 5-9 (Feb-June 2018)
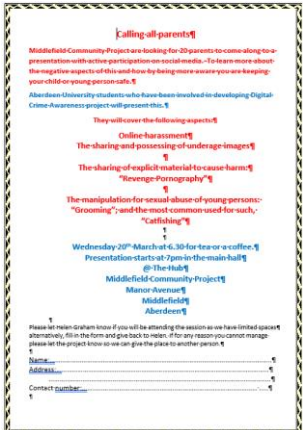
Phase 1 of the project, called Speedwatch resulted in data counter and speedwatch figures demonstrating a reduction in speeding on Hayton Road by significantly more than the aim of 40%. The run chart demonstrates the actual data counter figures. The percentage of reduction for each month is based on an average data counter figure of 254 speeding cars between 8-9am on Hayton Road.

Month	% Reduction
February	92.9%
March	93.7%
April	95.3%
May	97%
June	100% (due to road works)

The project team have agreed to deliver phase 2 Speedwatch Project charter between February – June 2019 which will consider City wide upscaling.

The group presented their findings and a video at Riverbank School in July 2018.

OUR TECHNOLOGY

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Northfield Gaming and Internet Safety - Reduce the age inappropriate gaming time for children in the Middlefield area by 30% by Summer 2018.	Apr 18 – Oct 18	1.5	• Inviting parents to an awareness raising session. • Testing booklet as a resource for teaching parents how to implement parental controls on devices. • Parent led data collected on children's amount of gaming time/gaming habits to promote buy in and involvement in project aims. • Survey to establish baselines. • Awareness workshop for parents now set up and scheduled for 20 March 2019 for 20 parents (poster to the right)	Helen Graham – Northfield Locality	

Improvement Data

A questionnaire was created and completed by parents who attend the Middlefield Community Centre to see what the knowledge of their children's online use was. This data is currently being analysed. 30 questionnaires have been completed with parents to identify their knowledge levels. The results have determined the information needed in the booklet developed for parents and the kinds of information that will be needed at the event to increase their awareness.

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Learning Together – Clifton Court Intergenerational Project To increase participation in digital learning and technology among tenants through intergenerational work by 15/%	Oct 18 - TBC	2.0	• The Learning Together sessions will take place with Clifton Court tenants and Kittybrewster Primary School pupils over 10 sessions between January and April 2019 • Intergenerational learning will take place in an informal setting to enhance digital skills amongst tenants and Pupils • Tenants will also progress their digital skills through supported Silver Surfer open sessions held at Clifton Court • At the outset of the project, 28/58 tenancies are registered with Rent Online account services at Aberdeen City Council. This will be measured at the end of the project to view increase.	Hamish Cattanach/Zuzana Jatelova – Tillydrone, Locality	**CHARTER UNDER REVIEW**

Project & Aim	Start-End	Progress Scale	Changes being tested	Project Lead	Discussion Points
Improvement Data					

38 Digital skills needs were identified by residents and School children. The aim is to address 60% of these in the 10 sessions

Clifton Court Learning Together project

Digital Skills (y-axis), values 0 and 5

Session number (x-axis): S1 S2 S3 S4 S5 S6 S7 S8 S9 S10

— Digital skills addressed in the session

— Average number of skills addressed at sessions

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NEW PROJECT CHARTERS

Improvement Project Title: Wider Community Participation in Torry
Executive Sponsor (Chair of Outcome Improvement Group): Chair of Community Engagement Group- Darren Riddell
Project Lead: Jade Leyden
Aim statement **We aim to increase the numbers of people attending and participating with community events/groups by 50% by April 2020.** *By 'attending and participating' we mean: Attending - people community to community events whether that is to come see what's happening or to find out more about their local community. Participating -People making decisions about what happens in their community in relation to design and provision of services in relation to the locality plan. For example: -voting in PB events -Completing questionnaires/surveys -participating/organising focus groups -organising groups/events in the community
Link to Local Outcome Improvement Plan: Links to Aberdeen's Local Outcome Improvement Plan: - We will empower citizens to feel they have a voice in key decisions affecting them at a local level. - We will ensure Aberdeen is a place where everyone feels supported and included Links to the Torry Locality Plan: Community Priority (People) We will Build on our community assets to improve Torry as a place to live and work and create opportunities for involvement in all aspects of community life. *Primary Drivers* - Build on our strong community spirit and the potential of groups, individuals and families to develop community action in response to this Locality Plan. - Enhanced social cohesion

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- Our Community has increased opportunities to influence decision making

How does this support prevention and early intervention?

In line with the Community Empowerment (Scotland) Act 2015 this project aims to secure the participation of community bodies in locality planning in Torry, by increasing the awareness, participation and attendance of local community members in groups and event held within their community.

Working collaboratively with the local community will build a more resilient and cohesive community both now and in the future. We are aiming to create a community where those who wish to, can be involved and make help to make choices in their community with ease. The change ideas identified have been highlighted as the gaps within the Torry community by the Torry Locality Partnership. The partnership is made up of 50% local people taking on the role of Community Representative in a voluntary capacity and 50% community planning partners, including the NHS, Police Scotland, ACVO, AHSCP and more.

We aim to increase participation community wide, and this includes the next generation to the older generation and communities of interest across the board. The change ideas we will test will give local people more opportunity to engage with, participate in and make decisions in the Torry community.

Success stories linked to community members participation in their own communities include UDECIDE Torry, a participatory budgeting project that has seen 13 projects receive the funding they required to either set up or expand their current provision. In addition, local people were asked to vote on the projects that they would like to see in their community, thus actively participating and shaping the provision within their community. Since then, we have established a community steering group for the development and roll out of UDECIDE Torry, where 5 local people and 2 community planning partners work together with the support of a Community Development Officer to organise the project from start to finish.

We have had feedback from both independent local people and groups including the Community Council to suggest that our current methods of communication are not suited to the whole community. As mentioned above, we have consulted and worked with the Torry Locality Partnership and have taken the views of local people on board to come up with this project.

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Measures:

- *Outcome measures*
  - No. of people who report via UDECIDE that they believe they can shape decisions in Torry
- *Process measures*
  - No. of local people attending community events
  - No. of 'events' to highlight 'what's on' in the community
  - Social media figures rise (monitor 'likes' on Communities Torry Facebook Page and '% of engagement with post etc).

- *Balancing Measures*
  - No. of people aware of the locality plan & partnership (via survey)
  - Community satisfaction with locality planning is increased (social media narrative/survey)

Some of these measures will have a baseline of 0 as they are newly introduced, however we will take numbers from existing events to use as a baseline where possible.

Current Data

Participatory Budgeting
PB '17- Through the use of Participare (an online voting mechanism) 10% of the Torry Population voted at the UDECIDE event, therefore actively participated in a community event.
PB '18 – Without the use of Participare. 137 people attended the event, 117 of which were voters.

PB '19 – Without the use of Participare but introducing roadshows as well as an event 182 local people voted.

City/Locality Voice
Data to be inserted.

Social Media Figures
817 'likes' on the Communities Torry Facebook Page (28.02.19)
Average % of post engagement – Data to be inserted

No of 'events' to highlight 'whats on' in the community
0 (28.02.19)

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Change ideas

- Develop a Community Noticeboard & Community Roadshows
- Establish a Community digital platform (ACC Transformation Project)
- Development of the Torry Partnership Brand – Torry Mascot, Torry Song and clearly link to Locality Partnership delivery (to support the awareness and recognition of work linked to local community planning – launch and measure social media figures)
- Develop Annual We love Torry Family Event (to increase engagement and encourage participation)
- Community Engagement in development of Annual Report & Easy Read Annual Report
- Develop Community Ambassador Programme (support community spirit/encourage participation for future community members – qualitative data)
- Development of a wider Torry network – conversation cafes, engagement with the community council
- Establishment of Bonny Torry - Torry's version of "Torry in Bloom"

Potential Barriers
- Access to funding & resources
- Hesitation to engage
- Staff resources

Project Team:
Jade Leyden (ACC, Community Development Officer)
Representative from the South Housing Team
Pat Robertson (Community Rep)
Margaret Wright (Community Rep)
Normunds Vargavos (Community Rep)
Susan Morrison (ACVO, Partnership Officer)
Fay Morrison (Community Rep)
Blessing Udofia (Community Rep)
School representative
Health and Social Care Partnership
Scottish Fire and Rescue Service
Police Scotland
ACC Operations - Environment

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Improvement Project Title: **External Funding Initiative Torry**
Executive Sponsor (Chair of Outcome Improvement Group): Darren Riddell Community Engagement Group
Project Lead: Teresa Dufficy (Community Development Officer) /Susan Fraser (External Funding Officer)
Aim statement Community groups and Partners working in Torry will secure £200k external funding to support locality delivered projects, by 1st December 2019
Link to Local Outcome Improvement Plan: Links to Aberdeen's Local Outcome Improvement Plan: • We will empower citizens to feel they have a voice in key decisions affecting them at a local level. • We will ensure Aberdeen is a place where everyone feels supported and included Links to the Torry Locality Plan: *Community Priority (People)* • We will Build on our community assets to improve Torry as a place to live and work and create opportunities for involvement in all aspects of community life. Primary Drivers • Build on our strong community spirit and the potential of groups, individuals and families to develop community action in response to this Locality Plan. • Enhanced social cohesion • Our Community has increased opportunities to influence decision making
Business Case How does this support prevention and early intervention? In line with the Community Empowerment (Scotland) Act 2015 this project aims to secure the participation of community bodies in locality planning in Torry, by increasing the resources available to them to develop and deliver community led projects which address priorities in the locality plan. Increasing the capacity of the local community to develop initiatives which meet the needs of their community will build a more resilient and cohesive community both now and in the future.

The local community are uniquely placed both to identify problems and developing issues at an early stage and also to design and deliver solutions which meet the needs and aspirations of the community. The change ideas we will test will give local people more opportunity to engage with, participate in and deliver community led solutions in the Torry community.

The change ideas identified have been highlighted as the gaps within the Torry community by the Torry Locality Partnership. The partnership is made up of 50% local people taking on the role of Community Representative in a voluntary capacity and 50% community planning partners, including the NHS, Police Scotland, ACVO, AHSCP and more.

Measures:
- £200k of external funding (via external funding support) for locally delivered projects by 31st March 2020
- five new locally delivered projects, contributing to Locality Plan outcomes, by 1st December 2019, increasing to 10 by 31st March 2020
- three local businesses contributing resources to and working in partnership with community groups and initiatives in Torry by 1st December 2019

Outcome measures
- Number of new initiatives developed through external funding
- External funding achieved £
- Feedback from users and wider community on value of project
- Number of successful bids
- Number of local businesses visibly supporting community initiatives

- **Process measures**
  - Number of support sessions
  - Number of community groups accessing funding surgeries
  - Number of applications completed and submitted
  - Number of different groups & partners accessing support sessions

- **Balancing measures**

Change ideas
- We (CDOs/funding officer) will run monthly funding surgeries in Torry to generate funding bids and offer follow up support to increase the quality of those bids.
- We will use social media and community networks to proactively promote of relevant funding opportunities to community groups and partners
- We will promote developing community initiatives to local businesses and develop opportunities for them to support such projects and to work in partnership with the community to achieve greatest impact

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Potential Barriers	
• Lack of business engagement	
• Availability of funding sources to meet targets	

Project Team:
Local CDOs
External funding officer
Community representatives
ACVO rep
HSCP rep

CHALLENGE QUESTIONS

To support effective scrutiny of the outcome improvement projects, it is recommended that CPA members and staff use the following challenge questions.

1) Is the project aim specific and clear about what we are trying to accomplish?

2) Is there a sound business case? Should we be doing this project? Does it support prevention and early intervention?

3) Is it likely that the changes being tested will achieve the aim?

4) Will the measures show us whether a change is an improvement?

5) Are the right people involved in this project?

GROUP & PROJECT PROGRESS SCALE:

1.0	**Forming as an Improvement Group** Group has been formed; target population identified; aim determined and baseline measurement has begun.
1.5	**Planning for Improvement has begun: clear project charter in place** Group is meeting, discussion is occurring. Plans for improvement have been made.
2.0	**Activity, but no changes** Group actively engaged in development, research, discussion but no changes have been tested.
2.5	**Changes tested, but no improvement** Components of the model being tested but no improvement in measures. Data on key measures are reported.
3.0	**Modest improvement** Initial test cycles have been completed and implementation begun for several components. Evidence of moderate improvement in data.
3.5	**Improvement** Some improvement in outcome measures, process measures continuing to improve. PDSA test cycles on all components. Evidence of moderate improvement in process measures.
4.0	**Significant improvement** Most components of the change package are implemented for the population of focus. Evidence of sustained improvement in outcomes measures, halfway toward accomplishing all of the goals. Plans for spreading the improvements are in place.
4.5	**Sustainable improvement** Sustained improvement in most outcome measures, 75% of goals achieved, spread to a larger population has begun
5.0	**Outstanding sustainable improvement** All components of the Change Package implemented, all goals accomplished, and spread is underway.

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Progress Report	Community Planning Budget 2018/19 – Q3 Budget Monitoring Report
Lead Officer	Frank McGhee, Director of Commissioning
Report Author	Michelle Cochlan, Community Planning Manager
Date of Report	7 March 2019
Governance Group	CPA Management Group – 25 March 2019

Purpose of the Report

The purpose of this report is to provide an update on the 2018/19 Community Planning Budget's financial performance for period 3, 1 October 2018 to 30 December 2018.

Summary of Key Information

1   BACKGROUND

1.1   The community planning budget agreed for 2018/19 on 27 of February 2018 was £1,712,734. This included contributions from Aberdeen City Council, Police Scotland, NHS Grampian and NESTRANS.

	2018/19 Budget £
Aberdeen City Council	1,690,244
NHS Grampian	18,032
Police Scotland	5,000
NESTRANS	5,000
Total*	**1,718,276**

*Note the overall CPA Budget of £1,712,734 reported in Q1 increased to £1,718,276 in Q2, this was to reflect an increased ACC Contribution of £5,542 to the Fairer Aberdeen Fund.

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2   COMMUNITY PLANNING BUDGET 2018/19

2.1   This budget monitoring report shows current and projected expenditure for 2018/19 as at the end of quarter 3.

	2018/19 Budget £	Year to date spend £	Full year forecast £	Variance £ (Difference between forecast and budget)
Fairer Aberdeen Fund	1,632,439	1,212,082	1,632,439	0
ACVO Third Sector Interface/ engagement: Community Planning	43,837	32,878	43,837	0
City Voice	37,000	37,000	37,000	0
Civic Forum	5,000	3,750	5,000	0
Total	**1,718,276**	**1,285,710**	**1,718,276**	**0**

3   GRANT FUNDING 2018/19

3.1   As well as the agreed community planning budget, the Partnership receives income from a number of external funding sources. The funding secured to date is below:

	2018/19 Budget £	Year to date spend £	Full year forecast £	Variance £
Community Justice Collaboration and Partnership Fund	68,988	45,696	68,988	0
Grant for Switched on Fleets Ultra Low Emission Vehicle Procurement	286,168	285,100	286,168	0
Total	**355,156**	**315,594**	**355,156**	**0**

3.2   The Scottish Government Community Justice Collaboration and Partnership funding (Previously referred to as transitional funding) of £50k for 2018/19 continues to fund the Community Justice Officer post to oversee the three-year transition of community justice. The underspend of £18,988 accrued since funding started in 2015/16 will cover the remaining costs of the Community Justice Officer post for 2018/19. The Scottish Government has confirmed that Scottish Government Community Justice Collaboration and

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Partnership funding will be made available for 2019/20 and it is proposed that this will fund the continuation of the fixed term Community Justice Officer post for another year.

3.3 The Scottish Government confirmed increased funding of £206,168 for 2018/19 for the purchase or lease of ultra-low emission vehicles. Transport Scotland have also allowed ACC to match fund the Switched on Fleets budget using EU HyTrEc2 funding of £80,000, bringing the total funding available to £286,168. NESCOL, SNH, SEPA, Police Scotland and NHS Grampian have expressed an interest to date. Three hydrogen / electric Renault Kangoo vans and thirteen hydrogen Toyota Mirais leases have been committed to so far at a cost of £365,000. All vehicles will be ordered prior to December 2018 and delivered prior to May 2019. To find out more about Aberdeen's Hydrogen Infrastructure please view the Aberdeen Hydrogen showcase video. This opportunity supports the aim in the Local Outcome Improvement Plan 2016-26 to increase the percentage of partnership fleet that are low carbon vehicles.

Recommendations for Action

It is recommended that the CPA Management Group:

i)   Note Community Planning Aberdeen Budget's performance during quarter 3 of 2018/19.

Opportunities and Risks

Regular reporting on the current year's budget gives Community Planning Aberdeen the opportunity to determine whether value for money is being achieved and allows early identification of possible shortfalls.

Consultation

The following people were consulted in the preparation of this report:

Clare Davidson, Assistant Accountant, ACC
Louise Napier, Senior Project Officer, ACC
Susan Thom, Fairer Aberdeen Fund Co-ordinator, ACC

Background Papers

The following papers were used in the preparation of this report.

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Community Planning Budget 2018/19

Q2 2018/19 Budget Monitoring Report

Contact details:
Michelle Cochlan
Community Planning and Corporate Strategy Manager
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MCochlan@aberdeencity.gov.uk

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Community Planning Aberdeen

Progress Report	Revised Community Planning Aberdeen Constitution
Lead Officer	Frank McGhee, Chair of CPA Management Group and Director of Commissioning, Aberdeen City Council
Report Author	Elsie Manners, Community Planning Development Officer
Date of Report	14 March 2019
Governance Group	CPA Board – 26 March 2017

Purpose of the Report

This report presents the revised Constitution for Community Planning Aberdeen to align with the refreshed Local Outcome Improvement Plan 2016-26 as agreed by the CPA Board in February 2019.

Summary of Key Information

1   BACKGROUND

1.1   The Local Outcome Improvement Plan (LOIP) 2016-26 was refreshed in February 2019. As part of the refresh, the CPA structure was also reviewed which has necessitated an update to Community Planning Aberdeen's Constitution, last updated in December 2017.

1.2   The revised constitution included in Appendix 1 recognises the Community Justice Group and the Alcohol and Drugs Partnership as Outcome Improvement Groups, equally responsible for the delivery of the LOIP outcomes as the other four Outcome Improvement Groups in the structure: Aberdeen Prospers; Integrated Children's Services; Resilient, Included, Supported; and Sustainable City.

1.3   The Community Engagement Group continues to support all Outcome Improvement Groups to better engage local communities in community planning and improvement activity. The Locality Partnerships continue to work with Outcome Improvement Groups to deliver improved outcomes for priority localities in partnership with local communities.

1.4   The revised constitution sets out the terms of reference for each of the groups within the CPA structure. This includes the group role, membership, chairmanship, responsibilities, code of conduct and governance and reporting arrangements.

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2   NEXT STEPS

2.1   Following approval of this report by the CPA Board, the revised constitution for Community Planning Aberdeen will be published on the Community Planning Aberdeen website.

Recommendations for Action

It is recommended that members of the Management Group:

i)   Consider the revised constitution for Community Planning Aberdeen; and
ii)   Agree to submit to CPA Board for approval and publication on the Community Planning Aberdeen website

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Opportunities and Risks

Successful implementation of the Local Outcome Improvement Plan 2016-26 is reliant on strong partnership governance arrangements. The proposals within this report ensure that partners and Groups are aware of their role and remit

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Consultation

The following people were consulted in the preparation of this report:

Michelle Cochlan, Community Planning Manager
Allison Swanson, Committee Clerk, Aberdeen City Council

Background Papers

The following papers were used in the preparation of this report.

Revised Community Planning Aberdeen Constitution - CPA Board, 4 December 2017

Contact details:

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Aberdeen City Council
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Community Planning Aberdeen Constitution
March 2019

Contents

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1.   Introduction

1.1   The Community Empowerment (Scotland) Act 2015 places Community Planning Partnerships (CPPs) on a statutory footing and imposes duties on them around the planning and delivery of local outcomes with a view to reducing inequalities which result from socio-economic disadvantage. It requires CPPs to produce a Local Outcome Improvement Plan (LOIP) which is underpinned by Locality Plans; reporting on these annually.

1.2   The Community Empowerment Scotland Act 2015 stipulates the following statutory community planning partners.

Local Authority
The Board of Management of a Regional College designated
The Chief Constable of the Police Service of Scotland
The Health Board
Highlands and Islands Enterprise
Historic Environment Scotland
Integration Joint Board
A National Park authority whose area includes the whole or part of the area of the local authority
A regional strategic body specified in schedule 2A to the Further and Higher Education (Scotland) Act 2005 which is situated in the area
Scottish Enterprise
The Scottish Environment Protection Agency
The Scottish Fire and Rescue Service
Scottish Natural Heritage
The Scottish Sports Council
The Skills Development Scotland
A Regional Transport Partnership
Visit Scotland

1.3   In delivering the LOIP and locality plans, partners are responsible for ensuring the CPA delivers on the commitments within the plan. This includes deploying resources in support of agreed outcomes in a way which promotes prevention. Partners are also individually responsible for how they act as partners to help ensure that these commitments are fulfilled.

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2.   Community Planning Aberdeen

1.4   Community Planning Aberdeen is the name of Aberdeen City's Community Planning Partnership. The structure of the Partnership is detailed below. It comprises of 12 groups established to ensure the Partnership is effectively organised to deliver on the LOIP and locality planning.

3. Board

1.5 Role

1.5.1 The CPA Board provides strategic leadership and direction for Community Planning across Aberdeen. This includes scrutinising the overall delivery of progress again the Local Outcome Improvement Plan (LOIP) and the Locality Plans.

1.6 Membership

1.6.1 The membership of the CPA Board consists of:

- Council Leader
- 3 Aberdeen City Council Councillors
- Chair of the Aberdeen Health and Social Care Partnership
- Chair of ACVO
- Chair of Aberdeen Civic Forum
- Regional Chair of North East College
- Chief Executive of ACC
- Chief Executive of NHS Grampian
- Director of Public Health – NHS Grampian
- Senior Police Scotland representative – Chief Superintendent
- Senior Scottish Fire and Rescue Service representative
- Senior Skills Development Scotland representative
- Representative from the Active Aberdeen Partnership
- Scottish Government Location Director (non-voting)

1.6.2 Statutory Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Board and will be added to the membership as and when approved by the CPA Board.

1.6.3 Other organisations can be co-opted onto the Board when appropriate. Any additions to or removals from the current membership will be determined by the CPA Board.

1.6.4 Partners can arrange a substitute member with appropriate authority to represent and take decisions on behalf of their organisation.

1.7 Chair/Vice Chair

1.7.1 The Chair of the CPA Board will be the Leader of Aberdeen City Council.

1.7.2 In the event Aberdeen City Council appoints Co-leaders, the Co-Leaders will determine who will undertake this role, and will notify the Chief Executive of Aberdeen City Council.

1.7.3 The Vice Chair will be appointed by the CPA Board.

1.8 Remit and Responsibilities

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- Set the strategic vision for Community Planning Aberdeen to improve outcomes for individuals, families and communities with a view to reducing inequalities of outcome which result from socio-economic disadvantage and taking consideration the national outcomes established by the Scottish Government.
- Prepare and publish a LOIP which sets out how the Partnership will achieve its vision by working together with partners and communities citywide.
- Prepare and publish Locality Plans, in partnership with communities, for those areas where people experience significantly poorer outcomes than other people across the City as a result of socio-economic disadvantage.
- Ensure delivery of the LOIP and Locality Plans via the CPA Management Group and Locality Partnerships.
- Ensure the delivery of the Outcome Management and Improvement Framework through the Management Group and Locality Partnerships.
- Prepare and publish an Annual Report.
- Scrutinise the delivery of the LOIP and Locality Plans through consideration of the Annual Report and other performance reporting mechanisms throughout the year.
- Ensure people and communities are effectively engaged in the decisions made on public services that affect them in Aberdeen through the implementation of the CPA Engagement, Participation and Empowerment Strategy.
- Set and approve an annual budget, deploying resources in support of the outcomes within the LOIP and Locality Plans.
- Delegate authority to the CPA Management Group to take decisions pertaining to its remit and responsibilities.
- Ensure that appropriate consultation has been followed.

1.9 Code of Conduct

1.9.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner organisation does not have a Code of Conduct the Partner must adhere to the principles set out in the Councillor's Code of Conduct.

1.10 Governance and Reporting Arrangements

1.10.1 The Board must have at least 3 voting members to be quorate.

1.10.2 Should a vote be required, a ballot will be held and a simple majority of the votes cast will decide. Every voting partner will have one vote. If there are an equal number of votes, the Chair will have the casting vote.

1.10.3 The Board will aim to meet at least four times per year.

1.10.4 Board meetings will be open to the public, unless items of a confidential or exempt nature are to be discussed. In cases of exempt business the Board will take a decision to hold such items in private.

1.10.5 Where appropriate, decisions taken by the Board should be followed through by Partners reporting through their relevant decision making systems.

1.10.6 Copies of the agenda, minutes and reports will be available on the Community Planning Aberdeen website.

4. Management Group

1.11 Role

1.11.1 The Community Planning Aberdeen Management Group facilitates effective joint working across the CPA partners, to ensure delivery of the LOIP and Locality Plans remains on track and to advise the CPA Board of any additional action required to overcome barriers.

1.11.2 The Management Group is accountable to the CPA Board. It oversees the progress delivery by the five Outcome Improvement Groups, Community Justice Group, Alcohol and Drugs Partnership, Community Engagement Group and Locality Partnerships.

1.12 Membership

1.12.1 The membership of the CPA Management Group consists of:

- Chief Executive ACC
- Chief Executive of ACVO
- Chief Officer of Aberdeen Health and Social Care Partnership
- Senior executive NHS Grampian
- Senior local representative from Police Scotland
- Senior local representative from Scottish Fire and Rescue Service
- Vice Principal from North East College
- Senior executive Scottish Enterprise
- Senior Executive from Skills Development Scotland
- Vice Chair of the Civic Forum
- Representative from Active Aberdeen Partnership
- Representative from NESTRANS
- Chairs of Outcome Improvement Groups (non-voting)

1.12.2 Statutory Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Management Group and will be added to the membership as and when approved by the CPA Board.

1.12.3 Community Planning Partners represented at CPA Board level are expected to also have representation on the CPA Management Group.

1.12.4 Other organisations can be co-opted onto the Management Group when appropriate. Any additions to or removals from the current membership will be determined by the CPA Management Group.

1.12.5 Partners can arrange a substitute member with appropriate authority to represent and take decisions on behalf of their organisation.

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1.13 Chair/Vice Chair

1.13.1 The Chair of the CPA Management Group will be appointed by the Community Planning Aberdeen Board.

1.13.2 The Vice Chair will be appointed by the CPA Management Group.

1.14 Remit and Responsibilities

- Plan, oversee and be accountable for the timely and effective delivery and implementation of the LOIP and Locality Plans via the CPA structure.
- Oversee the delivery of the Outcome Management and Improvement Framework, including embedding the use of improvement methodology across the Partnership, via the CPA structure.
- Monitor and evaluate progress against the improvement aims within the LOIP and Locality Plans and take appropriate action to ensure delivery through the CPA structure.
- Ensure communities are engaged in the planning and delivery of CPA's priorities through implementation of the Engagement, Participation and Empowerment Strategy through the CPA.
- Identify and respond to proposed new legislation which impacts on the Partnership.
- Ensure that Community Planning is promoted within all partner organisations, including ensuring partner plans clearly articulate how they link to the Aberdeen City Local Outcome Improvement Plan and Locality Plans.
- Identify risks and barriers to effective delivery, and advise the CPA Board on mitigating action required at CPA Board level.
- Support effective links between all the groups and wider community planning discussions taking place at both a strategic and operational level.
- Scrutinise the use of resources throughout the financial period and determine any in year virements required.
- Take decisions on matters pertaining to their remit.

1.15 Code of Conduct

1.15.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner organisation does not have a Code of Conduct the Partner must adhere to the principles set out in the Councillor's Code of Conduct.

1.16 Governance and Reporting Arrangements

1.16.1 The Management Group must have at least 3 voting members to be quorate.

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1.16.2 The Management Group will aim to meet at least four times per year.

1.16.3 Where appropriate, decisions taken by the Management Group should be followed through by Partners reporting through their relevant decision making systems.

1.16.4 The Management Group will report to the CPA Board in line with the requirements of the CPA Outcome Management and Improvement Framework.

1.16.5 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

5. Outcome Improvement Groups

1.17 Role

1.17.1 There are six Outcome Improvement Groups (OIGs) within the CPA structure. Each are responsible for delivering on relevant sections of the LOIP. The Outcome Improvement Groups are:

- Aberdeen Prospers
- Integrated Children Services
- Resilient, Included and Sustainable
- Alcohol and Drugs Partnership
- Community Justice Group
- Sustainable City

1.17.2 Each group leads and is responsible for actions which support delivery of the Local Outcome Improvement Plan and underpinning locality plans. They are responsible for ensuring progress against the stretch outcomes and improvement projects set for the priority area they lead on.

1.18 Membership

1.18.1 Statutory Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Outcome Improvement Groups.

1.18.2 Community Planning Partners represented at CPA Board level are expected to also have representation on the appropriate Outcome Improvement Groups.

1.18.3 Other organisations can be co-opted onto the Outcome Improvement Groups when appropriate. Any additions to or removals from the current membership will be determined by the Outcome Improvement Group.

1.19 Chair/Vice Chair

1.19.1 The Chair of the Outcome Improvement Group will be appointed by the Management Group.

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1.19.2 The Vice Chair, where considered appropriate, will be appointed by the Outcome Improvement Group.

1.20   Remit of Outcome Improvement Groups

- Plan, oversee and be accountable for delivery of outcome improvement by Community Planning partners for the relevant stretch outcomes within the Local Outcome Improvement Plan and Locality Plans.
- Deliver the stretch outcomes within the LOIP through the delivery of the LOIP improvement project aims.
- Advise on, and be accountable for, how resources are aligned and allocated across Community Planning partners to support delivery of key actions.
- Ensure communities are engaged in the planning and delivery of CPA's priorities through implementation of the Engagement, Participation and Empowerment Strategy and by liaising effectively with the Community Engagement Group and Locality Partnership.
- Ensure the effective management of performance and risk in relation to delivery of the priorities and improvement outcomes for which the Outcome Improvement Group has oversight and report progress to the CPA Board on a six monthly basis via the Management Group.
- Identify risks and barriers to effective delivery, and advise the CPA Management Group on mitigating action required at CPA Board level.

1.21   Code of Conduct

1.21.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles in the Councillor's Code of Conduct.

1.22   Governance and Reporting Arrangements

1.22.1 The Outcome Improvement Groups will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework which include, but not limited to, the following:
Quarterly Improvement Tracking Report
Annual Outcome Improvement Report

1.22.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

6.   Community Engagement Group
1.23   Role

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1.23.1 The Community Engagement Group oversees the delivery of the Engagement, Participation and Empowerment Strategy, participation requests and advises and supports CPA Board, Management Group and Outcome Improvement Groups on effective approaches to engage and involve communities in public service planning, delivery, monitoring and reporting. It is an important link between the strategic perspective of the CPA Board and the priorities and perspectives of communities across Aberdeen.

1.24 Membership

1.24.1 Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Community Engagement Group.

1.24.2 Other organisations can be co-opted onto the Community Engagement Group when appropriate. Any additions to or removals from the current membership will be determined by the Community Engagement Group.

1.25 Chair/Vice Chair

1.25.1 The Chair of the Community Engagement Group will be appointed by the Management Group.

1.25.2 The Vice Chair, where considered appropriate, will be appointed by the Community Engagement Group.

1.26 Remit

- Plan, oversee and be accountable for the development and delivery by Community Planning partners of the Engagement, Participation and Empowerment Strategy and community aspects of the Locality Plans.
- Agree and implement an implementation plan which details the actions required to deliver the Engagement, Participation and Empowerment Strategy.
- Ensure Community Planning Aberdeen is meeting its statutory duties in relation to community engagement and participation, as prescribed by the Community Empowerment Scotland Act 2015.
- Advise on effective practice on how to involve and engage with communities and promote consistency and cohesion of approach across Outcome Improvement Groups.
- Oversee, understand and share best practice in terms of community development and engagement initiatives, for example volunteering, recruitment and training.
- Oversee delivery of the Community Learning and Development Plan.

1.27 Code of Conduct

1.27.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective

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organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to principles in the Councillor's Code of Conduct.

1.28 Governance and Reporting Arrangements

1.28.1 The Community Engagement Group will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.

1.28.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

7. Locality Partnerships
1.29 Role

1.29.1 Provide leadership to locality planning activity to achieve improved short, medium and long term socio-economic and environmental outcomes for the locality.

1.30 Membership

1.30.1 Membership of the Locality Partnerships will be determined at a local level based on local needs and priorities.

1.30.2 The Locality Partnership will aim to ensure that at least 50% of representation will be community representatives.

1.30.3 Public service representation will be capped to ensure the balance remains with communities. Representation may include the Locality Manager, Local Police, Local Head Teacher and Local Health rep/ G.P.

1.30.4 All ward elected members in the locality are invited to join the Locality Partnerships.

1.31 Chair/Vice Chair

1.31.1 The Chair of the Locality Partnership will be appointed by the Locality Partnership.

1.31.2 The Vice Chair, where considered appropriate, will be appointed by the Locality Partnership

1.32 Remit

- Collective ownership, leadership and strategic direction for their locality.
- Set an ambitious vision for the locality and involve all stakeholders and resources that can deliver this vision.

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- Develop, publish and keep under review a Locality Plan to deliver the locality vision and achieve priority outcomes.
- Establish and maintain effective relationships with other relevant bodies and partnerships including single systems and health and social care partnerships.
- Apply effective scrutiny to the achievement of set outcomes and delivery of the locality plan.
- Effective implementation of CPA participation, consultation and engagement strategy ensuring appropriate involvement of all bodies that can contribute to locality planning.
- Maintain a strong understanding of emerging needs, circumstances and opportunities relevant to the locality, building a robust evidence base drawing data, information and community perspectives to inform decision and actions.
- Ensuring appropriate operational collaboration between respective partners (e.g. local daily, weekly tasking and coordinating groups, neighbourhood networks, etc).
- Embed prevention and early intervention as core business of locality partners; assessing and evaluating to identify opportunities to invest in moderate future service/ resource demand.
- Being accountable to and referring relevant business to CPA Board/ Management Group, Community Engagement Group and Outcome Improvement Groups with the objective of changing policy and strategy, and resourcing to deliver locality priority outcomes.
- Apply test of change and support scale and spread as appropriate.
- Develop detailed terms of reference

1.33 Code of Conduct

1.33.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles in the Councillor's Code of Conduct.

1.34 Governance and Reporting Arrangements

1.34.1 The Locality Partnerships will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.

1.34.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

Contacts
For further information about this constitution, please email communityplanning@aberdeencity.gov.uk if you have any queries, or visit our website http://communityplanningaberdeen.org.uk/.

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Community Planning
Aberdeen

Progress Report	Aberdeen City Health & Social Care Partnership Strategic Plan 2019-22
Lead Officer	Sandra Ross, Chief Officer – Health and Social Care Partnership
Report Author	Alison Macleod
Date of Report	8 March 2019
Governance Group	CPA Management Group – 26 March 2019

Purpose of the Report

The report provides an update on the production of the Aberdeen City Health & Social Care Partnership Strategic Plan 2019-22.

Summary of Key Information

1   BACKGROUND

1.1 At the October meeting of the CPAMG considered an initial draft of the Aberdeen City Health & Social Care Partnership Strategic Plan 2019-22 and requested to be kept appraised of progress with the consultation, including new localities areas, through matters arising and that the final plan be presented to a future meeting of the Management Group and Board for consideration.

2   KEY FINDINGS/ PROPOSALS

Strategic Plan

2.1 Since the draft was considered by CPAMG, further engagement sessions were held with various stakeholders. The IJB approved a draft of the strategic plan for consultation at their meeting in December although they were advised that a design company would be engaged to make the plan more visually engaging.

2.2 The graphically designed version of the strategic plan went out for consultation mid-January with a closing date for comments set as 28th February.   Further engagement sessions continued including Aberdeen City Council holding a workshop to determine their formal response on 28th January and ACHSCP staff having the opportunity to have their say at an Integration Workshop on 14th February.

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2.3 During the consultation period, work was also undertaken on determining a Strategic Planning Framework for ACHSCP. The basic premise of this was that we are 3 years along our integration journey, more mature as a Partnership and there already exist, or are in development, a number of strategic planning documents that articulate our strategic intentions in relation to various areas of service delivery. In addition, we have commitments and contributions in various partner strategic documents to deliver, most notably NHS Grampian's Clinical Strategy and the Local Outcome Improvement Plan but there are a number of others.

2.4 It was established that ACHSCP plans fall into two categories. The first category is those plans which are service, service area or condition specific. Under the Strategic Planning Framework these will be known as **Delivery Plans**, examples of these are the Carers, Learning Disabilities, and Autism strategies. The second category is those plans that are cross partnership and which support service delivery, such as the Strategic Commissioning Implementation Plan, the Medium-Term Financial Framework, and the Workforce Plan. These will be known as **Enabling Plans**. A third category is those plans which are owned and developed by our partner organisations but within which we have a commitment or a contribution to make. These will be known as **Partner Plans**.

2.5 Each of these plans will have a lead or senior manager nominated as having overall responsibility for ensuring that the commitments or contributions are delivered. Some of the plans which are already developed will be refreshed to align with the revised Strategic Plan. A Strategic Planning Framework guide and templates will be developed along with a timeline for developing those delivery and enabling plans not yet in place. The requirement for some plans will be identified as a result of a gap being acknowledged, for example, the Social Work Criminal Justice service is already developing their delivery plan. Others will be developed as a local response to national strategies e.g. Mental Health and Dementia.

2.6 The Strategic Plan is the high-level, overarching plan that sits above the delivery and enabling plans and alongside the partner plans. It sets out our overall strategic direction which references the strategic intent of all of the other plans but does not duplicate the detailed information contained in them. The format and layout of the revised strategic plan reflects this new approach.

2.7 All activity within ACHSCP, whether it is operational service delivery or decision making in relation to committing expenditure, should be aligned to the Strategic Plan. Our own managers and staff and those working with our partners should be able to recognise their contribution to the Strategic Plan. The Interim Leadership Team are currently in the process of setting their individual objectives for 2019/20. These are all based on the Strategic Plan. Objectives for staff will also be framed within the Strategic Plan.

2.8 It is recognised that the Strategic Planning Framework is new and not yet widely understood. It is also accepted that the links between the Strategic Plan and the

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various other plans are not always immediately obvious. A Strategic Implementation Dashboard has been compiled. The dashboard lists the deliverables in the various plans, notes the lead manager, the measure, the timescale and the progress status and links the deliverable to a relevant aim and commitment in the Strategic Plan. The dashboard is in excel format so the information can be sorted using any of the fields and there is a separate sheet relevant to each of the 3 years of the strategic plan.

2.9 Not all the existing plans have timescales and measures noted so there is still some work to be done in completing the dashboard. It is hoped that the progress status from this dashboard can be used to produce performance dashboards It is intended that the dashboard, once finalised, will be published alongside the strategic plan to provide the link to the finer detail in relation to specific service delivery areas. It will also be used as a management tool to monitor progress on delivery.

2.10   The work in developing the dashboard helped to cross reference the information contained in the strategic plan and to refine the commitments and priorities identified. It also helped to refine and align relevant performance indicators.   The finalised version of the strategic plan for 2019-22 has been updated using the consultation feedback and the work undertaken in developing the strategic implementation dashboard.

2.11   The Strategic Plan is going to the IJB meeting in March for approval. Thereafter the plan, the engagement record, a summary of the comments received during the consultation and the action taken in respect of these, the list of Delivery, Enabling and Partner Plans and the Strategic Implementation Dashboard can all be made available to the CPAMG and/or the CPA Board.

Localities

2.12 During December 2018, a consultation on the proposal to move from four to three localities took place. This consultation included an online survey, a number of drop-in sessions and discussions at each of the existing Locality Leadership Groups. The following table displays the results of the survey

| 56% of respondents thought that moving to three localities was a good idea | 79% of respondents agreed with the rationale of moving to three localities | 92% of respondents thought that there would be benefits in having more joined up locality planning arrangements. |

2.13 Following the initial consultation, members of locality leadership groups, locality partnership groups, staff, partners and community members were invited to a locality event on 25 February 2019, with the title "Our Localities Journey". Over 80 people attended this event, including a mix of staff (Aberdeen City Health and Social Care Partnership, Aberdeen City Council & NHS Grampian), third sector organisations, and community members.

2.14 The event consisted of a number of presentations and workshops, considering our journey so far and seeking input about how we build on the work to date in the next stages of our localities journey.

2.15 These discussions identified a number of benefits of working towards dovetailing the geographies of our citywide localities. These include:

- Opportunities for greater efficiencies in terms of data sharing and delivery planning etc.
- Greater opportunities for collaboration and realising benefits for people in communities as a result of increased collaborative working.
- Opportunities to ensure greater alignment between wider locality plans and smaller area plans.
- Opportunities to enable and empower multi-agency teams of people, to look at what's important to people in our communities as part of their journey through life – on a cross-system basis.
- Opportunities to support a cross-system response to "wicked" issues such as obesity and whole population wide public health priorities.

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- Opportunities for teams to be based together, guiding what is planned and progressing from a cross sectoral perspective.

2.16 Discussions are ongoing with colleagues in Communities and Integrated Children's Services in relation to the final boundaries for the three localities. In addition, an implementation plan is being developed. Again, all of the finalised information can be shared once approved by the IJB.

3 NEXT STEPS

3.1 Include an explanation of the next steps. A table which includes key milestones is useful, where relevant.

Key Milestone	Timescale
The Strategic Plan is going to the IJB meeting in March for approval.	March 2019
Submission of the approved Plan, the engagement record, a summary of the comments received during the consultation and the action taken in respect of these, the list of Delivery, Enabling and Partner Plans and the Strategic Implementation Dashboard presented to the CPA Board.	May 2019

Recommendations for Action

It is recommended that members of the Group:

i)   note the current position with regards to the development of the Aberdeen City Health & Social Care Partnership Strategic Plan 2019-22; and
ii)   note that the final approved Aberdeen City Health & Social Care Partnership Strategic Plan 2019-22 would be submitted to the next meeting of the CPA Board for information.

Opportunities and Risks

Consultation

The following people were consulted in the preparation of this report:

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Background Papers

Contact details:

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Community Planning Aberdeen

CPA MANAGEMENT GROUP FORWARD PLANNER/ BUSINESS STATEMENT

The reports scheduled within this document are accurate at this time but may be subject to change.

Title of report *(For a copy of the minute reference please contact aswanson@aberdeencity.gov.uk)*	Contact officer
2019	
25 March 19	
CPA Improvement Programme 2019-21	Michelle Cochlan, ACC
Q4 2018/19 Locality Partnership Improvement Tracking Report	Neil Carnegie, ACC
Revised CPA Constitution	Michelle Cochlan, ACC
ACHSCP Final Strategic Plan 2019-2022 – for information	Alison MacLeod, ACHSCP
Community Planning Budget 2018/19 - Q3 Budget Monitoring Report	Michelle Cochlan, ACC
27 May 19	
Outcome Improvement Group Improvement Tracker	Michelle Cochlan, ACC
Locality Partnership Improvement Tracker	Neil Carnegie, ACC
CPA PB strategy	Neil Carnegie/ Public Health
Future of Scotland's Planning System	Gale Beattie, ACC / Public Health
CPA Budget Quarterly 1 Report	Michelle Cochlan, ACC
NESCol's Outcome Agreement	Neil Cowie, NESCOL
5 August 19	
Outcome Improvement Group Improvement Tracker – Q2	Michelle Cochlan, ACC
Locality Partnership Improvement Tracker – Q2	Neil Carnegie
CPA Budget Quarterly 2 Report	Michelle Cochlan, ACC
CPA PB strategy	Neil Carnegie, ACC
28 October 19	
Annual Outcome Improvement Report 2019/20	Michelle Cochlan
Locality Annual Reports 2019/20	Neil Carnegie
CPA Budget Quarterly 3 Report	Michelle Cochlan, ACC
Timescale TBC	
Local Fire and Rescue Plan 19/20	Darren Riddell, SFRS
Aberdeen City Council Strategic Business Plan	Angela Scott, ACC
Regional Alliance Skills Partnership	Neil Cowie, North East College

Acronyms:

ACC   Aberdeen City Council

ACVO   Aberdeen Council of Voluntary Organisations
CPA   Community Planning Aberdeen
CSP   Community Safety Partnership
HSCP   Health and Social Care Partnership
NHSG   National Health Service Grampian
PS   Police Scotland
SDS   Skills Development Scotland
SE   Scottish Enterprise

For further information, or to make a change to this document, please contact Allison Swanson, tel. 01224 522822 or email aswanson@aberdeencity.gov.uk.

Community Planning
Aberdeen

CPA BOARD FORWARD PLANNER/ BUSINESS STATEMENT
The reports scheduled within this document are accurate at this time but may be subject to change. *Please note that the reporting has been updated to reflect the reporting timetable following the refreshed LOIP.*

Title of report *(Hyperlink to minute reference where applicable)*	Contact officer
1 May 19	
Revised CPA Constitution	Michelle Cochlan, ACC
Outcome Improvement Group Improvement Tracker	Michelle Cochlan, ACC
Locality Partnership Improvement Tracker	Neil Carnegie
Future of Scotland's Planning System	Gale Beattie, ACC / Public Health
ACHSCP Final Strategic Plan 2019-2022	Alison Macleod, ACHSCP
Child Friendly Cities (article 8 of 26/02/19 meeting)	Matt Reid, ACC
Whole System View of Mental Health (article 8 of 26/02/19 meeting)	Frank McGhee, ACC
1 July 19	
Presentation by Chair and Vice Chair of Integrated Children's Services	Rob Polkinghorne/ Neil Cowie
Outcome Improvement Group Improvement Tracker	Michelle Cochlan, ACC
Locality Partnership Improvement Tracker	Neil Carnegie, ACC
CPA PB strategy	Neil Carnegie/ Public Health
North East College Regional Outcome Agreement	Neil Cowie, NE College
Outcome Improvement Group Improvement Tracker	Michelle Cochlan, ACC
Locality Partnership Improvement Tracker	Neil Carnegie, ACC
9 September 19	
Presentation by Chair and Vice Chair of Sustainable City Group	Jillian Evans/ Gale Beattie
Presentation by Chair and Vice Chair of Resilient, Included, Supported Group	Sandra Ross / Derek McGowan
Outcome Improvement Group Improvement Tracker	Michelle Cochlan
Locality Partnership Improvement Tracker	Neil Carnegie

Title of report *(Hyperlink to minute reference where applicable)*	Contact officer
2 December 19	
Presentation by Community Engagement Group and Locality Partnerships	Darren Riddell, SFRS, Martin Smith, Paul Tytler and Jo Mackie, ACC
Presentation by Chair of CPA Management Group and Chairs of Outcome Improvement Groups	Frank McGhee
Annual Outcome Improvement Report 2018/19	Michelle Cochlan
Locality Annual Reports 2018/19	Neil Carnegie
Timescale TBC	
Aberdeen City Council Strategic Business Plan	Angela Scott, ACC
Regional Alliance Skills Partnership	Neil Cowie, North East College
2020	
Local Fire and Rescue Plan 2019/2020 (article 13 of the CPAB of 3/12/18)	Bruce Farquharson, SFRS
Presentation by Aberdeen Prospers	

Acronyms:
ACC   Aberdeen City Council
ACVO   Aberdeen Council of Voluntary Organisations
CPA   Community Planning Aberdeen
CSP   Community Safety Partnership
HSCP   Health and Social Care Partnership
NHSG   National Health Service Grampian
PS   Police Scotland
SDS   Skills Development Scotland
SE   Scottish Enterprise

For further information, or to make a change to this document, please contact Allison Swanson, tel. 01224 522822 or email aswanson@aberdeencity.gov.uk

Consultation and Legislation Tracker

The below tables are adapted from the monthly update sent to Aberdeen City Councils Corporate Management Team (CMT). The Community Planning Team have added in consultations and legislation that are relevant to the CPA Management Group.

Name	Subject of Consultation / Legislation	Date of Closure	Lead Partner / OIG	Status	Theme				
					Economy	Adults	CYP	Place	Communities
Social Security Support for Housing	The Scottish Parliament's Social Security Committee has launched an inquiry into Social Security Support for Housing. The Committee will explore how changes to the social security system are impacting on tenants and landlords. The Committee is seeking input from organisations and individuals to inform their view.	18/03/2019		To be removed as closing date before management group.		✔			
Good Food Nation	This consultation sets out our proposals for legislation around the Good Food Nation ambition.	29/3/19				✔		✔	
Transforming Parole in Scotland	The aim of this consultation is to seek your views on further	27/03/2019				✔			

Name	Subject of Consultation / Legislation	Date of Closure	Lead Partner / OIG	Status	Theme				
					Economy	Adults	CYP	Place	Communities
	reforms we are considering making to our justice system to improve the experience of victims in the parole process, increase openness and transparency of the Parole Board for Scotland and ensure the independence of the Parole Board is maintained.								
Pregnancy and maternity discrimination: extending redundancy protection for women and new parents	This consultation seeks views on extending redundancy protection for pregnant women and new parents. It also sets out more widely what the department is doing to tackle pregnancy and maternity discrimination, and explain the current law on redundancy protection.	05/04/2019			✔	✔			
Job Grant Consultation	The Scottish Government is consulting on its key	09/04/2019			✔		✔		

Name	Subject of Consultation / Legislation	Date of Closure	Lead Partner / OIG	Status	Theme				
					Economy	**Adults**	**CYP**	**Place**	**Communities**
	eligibility criteria and format of the Job Grant, a new benefit which will be delivered by Social Security Scotland to support young people moving back into employment. The grant will be paid to 16-24 year olds (up to 26 years old for care leavers) who have been out of paid employment and who have been in receipt of a qualifying benefit specified by the Scottish Government. The purpose of this consultation is to seek views on the key eligibility criteria and our proposal for the format of the payment for the Job Grant. We also want to identify any unintended consequences of our proposals.								
Changing Places Toilets: Building	Changing Places Toilets offer larger, supported	13/05/2019				✓		✓	

Name	Subject of Consultation / Legislation	Date of Closure	Lead Partner / OIG	Status	Theme				
					Economy	Adults	CYP	Place	Communities
Standards Consultation	facilities that address the needs of people for whom current accessible sanitary accommodation is inadequate. These facilities enable people with complex care needs to take part in everyday activities such as travel, shopping, family days out or attending a sporting event. The proposal is to require these larger sanitary facilities, through building standards, in certain types of larger new buildings.								

APPENDIX 1   Community Planning Aberdeen Funding Tracker

The tracker below includes key funding opportunities available to the Partnership linked to the themes within the LOIP and Locality Plans.

Title	Description	Amount	Deadline for applications	Relevant CPA Group
Economy				
Nestrans – Sustainable Travel Grants https://www.nestrans.org.uk/about-nestrans/organisation/documents-sustainable-travel-grants/	Sustainable Travel Grant Scheme to support and encourage Travel Planning and increase sustainable travel throughout the North East of Scotland. The scheme provides financial assistance to organisations investing in measures aimed at encouraging sustainable travel, such as increasing travel to work by public transport, cycling and walking, low emission vehicles and reducing the need for travel.	Up to £10,000 Applicants expected to secure 50% match funding	No deadline date	Aberdeen Prospers/ Sustainable City Group
People				
Tesco Bags of Help Centenary Grants http://bit.ly/centenarygrantscot	Applications open for not for profit organisations to apply for projects that bring significant benefit to communities. The Centenary Grants are two special voting rounds of the Tesco Bags of Help local community grant scheme and offer a unique opportunity to help more people across five regional areas in Scotland. Voting for these grants will take place in July/August and November/December 2019. Following the vote, the project that receives the most votes in the voting region will receive a grant of up to £25,000, second place receiving up to £15,000 and third place up to £10,000.	Up to £25,000	Details are given once organisations go through the registering process via http://bit.ly/centenarygrantscot	Resilient, Included, Supported Group Locality Partnerships Aberdeen Prospers Group

	The July/august 2019 voting period will feature projects with a Health and Wellbeing theme, and projects focussing on cancer, heart disease and diabetes will be prioritised.			
John Lewis Partnership – Community Matters https://www.johnlewis.com/our-services/helping-our-community	Each quarter every John Lewis store will select 3 community groups to receive one of the following; • Products • Volunteer time from partners • Cash	Up to £3000	No Deadline date	Resilient, Included, Supported Group Locality Partnerships Aberdeen Prospers Group
Oral Health Community Challenge Fund https://www.gov.scot/publications/oral-health-community-challenge-fund/	This fund supports project which: • Different types of interventions to tackle oral health inequalities and improvement in oral health and wellbeing • Focus on pre nursery children, their families, carers, expectant mothers and their wider community • Introduce positive lifestyle choices which affect oral health and wellbeing. • Link to a range of health initiatives such as local food cooperatives, cooking skills development, breast and infant feeding support • Link to wider social factors such as welfare benefit support, physical activity and child obesity	Grants of between £7000 and £30,000 Project should take place between July 2019 and March 2022	Deadline – 21st March 2019	Resilient, Included, Supported Group Locality Partnerships Integrated Children's Services
Young Start – Big Lottery Fund https://www.biglotteryfund.org.uk/funding/programmes/young-start	The Young Start programme offers funds to help people aged 8-24 become more confident and play an active part in realising their potential. • Support for voluntary and community organisations	Funding between £10,000 to £100,000 – can be over 3 years	No deadline but the BLF prefer you to discuss your project with them. The funding team has a good relationship	Resilient, Included, Supported Group Locality Partnerships

			with the BLF North funding officer	Aberdeen Prospers Group Sustainable City Group Integrated Children's Services
	Focus on the following 3 outcomes; • children and young people have better physical, mental and emotional wellbeing • children and young people have better connections with the wider community • children and young people get access to new skills and training opportunities which will help them to get a new job or start a business.			
BT – Community Fibre Partnerships https://communityfibre.openreach.co.uk/	A £2 million grant for communities in the UK to get superfast, or ultrafast broadband so long as there is a school/learning function. Increasing access to the right technology helping communities and schools achieve: • Superfast broadband can enhance learning and online safety • Students and staff won't see any internet slow-downs, even during peak times • Schools that have got superfast find it has a very positive effect on teaching outcomes and students spending more time accessing virtual learning environments	Grants of up to £30,000 of new infrastructure serving school or learning establishments	No deadline date	Integrated Children Services Aberdeen Prospers
Place				
Vattenfall Unlock our Future Fund https://www.foundationscotland.org.uk/programmes/unlock-our-future-fund/	Focus on projects that: • Contribute to a climate smarter world with sustainability at its core. • Invest in community facilities/or activities that are fit for the future • Be Innovative	Unknown amount from an annual £150,000 pot	Launches on 14th January and closes on 15th April	Aberdeen Prospers Sustainable City Group Resilient, Included, Supported Group

	• Ensure a legacy and lasting impact which brings benefit to a local community			Locality Partnerships
Community Growing Fund https://www.gov.scot/publications/community-growing-fund-2019-2020/pages/overview/	Application are welcome from: • Public sector bodies • Community groups • Third sector organisations Project applications can be for: • Financial help to set up a community growing area • Purchase and building of raised beds. Poly-tunnels etc • Materials and labour to make existing sites accessible • Purchase or lease of tools and equipment • Community education classes • Purchase of outdoor educational/social cooking facilities • Administration costs	Up to £3000	Deadline 5pm Sunday 31st March	Resilient, Included, Supported Group Locality Partnerships Aberdeen Prospers Group Sustainable City Group
Aberdeen Harbour Board – Community Action Fund http://www.aberdeen-harbour.co.uk/about-us/community/community-action-fund	Applications must fall under 1 of the 3 categories: • Environmental improvement • Health and Wellbeing • Skills and Talent Applicants must be: • Community Group • Local Charity	Up to £10,000	31st March 2019	Resilient, Included, Supported Group Locality Partnerships Aberdeen Prospers Group Sustainable City Group