

## Community Partnership Public Value Review - Action Plan

Overall accountable individual: Jane Last

Recommendation		Actions and key milestones	Accountable owner	Start Date (mm/yy)	Due Date (mm/yy)	Resources required	Expected savings / benefit	Progress (RAG & comments)
Ref	Description							
a	<b>Recommendation 1:</b> Review SCC's Scheme of Delegation to assess where decisions should be taken, or influenced, more locally (i.e. at the Cabinet, the Local Committee or the Divisional level).	Work with Services to identify further opportunities for increasing local decision making and/or influence.	Mark Irons Jane Last	Jan 13	Mar 14	To be delivered within current resources	Enabling greater local decision making and influence.	
b	Local Committees to consider and agree new local operating arrangements  This action describes the process by which each Local Committee will discuss and agree their new local operating arrangements.  The items for each individual Local Committee to decide are described in the recommendations below.	Presentation of options to the Local Committee Chairman Meeting for information and high level agreement	Mark Irons Jane Last James Painter	Jan 13	Jan 13	Local Committee Chairs	as per detailed recommendations below	
		Presentation of options to the 11 individual Local Committees meetings to agree local detail		Feb 13	Mar-13	11 Local Committees		
		Implementation of new operating arrangement in 2013/14.		Apr 13	Mar 14	Community Partnership Team		
c	<b>Recommendation 2:</b> Strengthen local priority setting and the advisory role of SCC's Local Committees by introducing annual priority setting meetings with key stakeholders.	Introduction of an annual priority setting meetings with key stakeholders.  Local Committees to decide:  a. if they want to introduce this meeting b. date (ideally Autumn 2013 to align with budget cycle) c. format / location d. invitees (partners, residents, business)	Mark Irons Jane Last James Painter	Implementation process described in recommendation 2		Community Partnership Team	Increase the involvement of residents, local communities, businesses and partners.	

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		Develop Local Priorities Profiles for each Local Committee	Jane Last James Painter	Autumn 2013 - in line with next planning cycle		Community Partnership Team	Improve decision making	

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d	<b>Recommendation 3:</b> Simplify and speed-up local decision making processes and introduce a more proportionate level of scrutiny.	Local Committees to reviews which items require discussion at public Local Committee meeting	Mark Irons Jane Last James Painter	Implementation process described in recommendation 2.0		Community Partnership Team	Improve decision making and speed-up decision making processes	
		Review use of delegated authority on Member's allocations: a. Delegated limit b. Required approvers (ideally reducing to single member)						
e	<b>Recommendation 4:</b> Implement an e-communications strategy which supports councillors to communicate with local residents, businesses and partners.	Review use of e-communications and Member training	Mark Irons Louise Footner	Jan-13	Apr-13		Increase the involvement of residents, local communities, businesses and partners.	
		Design new local web pages	Louise Halloway	Jan-12	Apr-13	Web Team		
		Present designs to Local Committee Chairs and Local Committees for comment	James Painter / Web Team	Implementation process described in recommendation 2.0		James Painter / Web Team		
		Build and implement new web pages for use by Community Partnership Team	James Painter / Web Team	Apr-13	Jun-13	Web Team		
f	<b>Recommendation 5:</b> Maintain Local Committees as meetings in public but take steps to make the meetings more welcoming and useful for those residents, businesses and partners who attend.	Local Committees to decide on interaction and engagement with residents during the meetings: - introduce public questions during meeting - Introduce explanatory leaflets at all meetings - introduce new agenda - tour - Task groups - times of day	Local Committee Chairs /Jane Last/James Painter	Implementation process described in recommendation 2		Community Partnership Team	Increase the involvement of residents, local communities, businesses and partners.	
		Introduce new training for Local Committee Chairs	Mark Irons James Painter Rachel Crossley (Susie Kemp)	01-Apr-13	01-Apr-13	To be delivered within current resources		Increase the involvement of residents, local communities, businesses and partners.

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g	<b>Recommendation 6:</b> Simplify local funds and financial processes to increase efficiency.	Consolidate budgets by combining capital and revenue budgets in line with start of new financial year	James Painter	Apr-13	Apr-13	Community Partnership Team	Speed-up processes and increase efficiency	
		Conduct an Rapid Improvement Event to review financial processes and identify further opportunities for improvement	Mark Irons / James Painter	Jan-13	Jan-13	RIE Team		
h	<b>Recommendation 7:</b> Make the local committee processes clearer for residents and more efficient to administer by adopting consistent approach.	Community Partnership Team to present new protocols as part of processes outlined in recommendation 2.	James Painter	Implementation process described in recommendation 2		Community Partnership Team	Increase the involvement of residents, local communities, businesses and partners.	
Page 230	<b>Recommendation 8:</b> Review the governance model of the Local Committees and the practice of substitutes to make voting on Local Committees equal.	Local Committees to consider move to a Joint Committee model or remain with a 'co-opted' membership model. (Some Local Committees have already made this decision)	James Painter	Implementation process described in recommendation 2		Community Partnership Team	Improve decision making and partnership working	
		Each Local Committee to decide if it would prefer to remove the 'rule of substitutes'	James Painter					
		Review the Constitution to be more permissive (To be agreed by the Leader - subject to legal confirmation).	James Painter					
			Make representation to the Secretary of State to equalise voting rights of co-opted members on all matters.	Allan Wells Mark Irons	Dec-12	Dec-12	n/a	
j	<b>Recommendation 9:</b> Strengthen the role of the Community Partnerships Team to facilitate partnership, engagement and democratic support.	Once the efficiency recommendations are implemented and embedded it is recommended that the team is reviewed to ensure that there is enough capacity to support the recommendations from this review	Mark Irons	01-Apr-13	Sep-13	Customer and Communities Policy Team	To enable recommendations	

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k	<b>Recommendation 10:</b> Implement a “Think Councillor, Think Resident” culture change programme to deliver the Leader’s vision of a member led, customer focused Council.	Develop and implement steps to: <ul style="list-style-type: none"> <li>• improve officers’ general awareness of Councillors</li> <li>• help officers understand the role of Councillors in the organisation</li> <li>• improve the dialogue between officers and Members</li> </ul>	Mark Irons James Painter Rachel Crossley Carmel Millar (Susie Kemp)	01-Apr-13	01-Apr-13	To be delivered within current resources	Improve decision making and speed-up processes	
l	Introduce new Quality Assurance Measures	Key Performance Indicators (KPIs) implemented to assure quality	Jane Last	Jan-13	Ongoing	Community Partnership Team	Quality Assurance	

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