

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	<p>Recommendation 1: 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).</p>	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	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	
	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 11 individual Local Committees meetings to agree local detail Implementation of new operating arrangement in 2013/14.		Feb 13	Mar-13	11 Local Committees		
c	<p>Recommendation 2: Strengthen local priority setting and the advisory role of SCC's Local Committees by introducing annual priority setting meetings with key stakeholders.</p>	<p>Introduction of an annual priority setting meetings with key stakeholders. Local Committees to decide:</p> <p>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)</p>	Mark Irons Jane Last James Painter	Apr 13	Mar 14	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	Recommendation 3: 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	Review use of delegated authority on Member's allocations: a. Delegated limit b. Required approvers (ideally reducing to single member)	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		
e	Recommendation 4: Implement an e-communications strategy which supports councillors to communicate with local residents, businesses and partners.	Review use of e-communications and Member training	Design new local web pages	Mark Irons Louise Footner	Jan-13	Apr-13	Web Team	Increase the involvement of residents, local communities, businesses and partners.		
f	Recommendation 5: 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	Build and implement new web pages for use by Community Partnership Team	James Painter / Web Team	Apr-13	Jun-13	Web 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	Recommendation 6: Simplify local funds and financial processes to increase efficiency.	<p>Consolidate budgets by combining capital and revenue budgets in line with start of new financial year</p> <p>Conduct an Rapid Improvement Event to review financial processes and identify further opportunities for improvement</p>	James Painter	Apr-13	Apr-13	Community Partnership Team	Speed-up processes and increase efficiency	
h	Recommendation 7: 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.	Mark Irons / James Painter	Jan-13	Jan-13	RIE Team		
i	Recommendation 8: 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	Increase the involvement of residents, local communities, local businesses and partners.	
		Each Local Committee to decide if it would prefer to remove the 'rule of substitutes'	James Painter			Community Partnership Team	Improve decision making and partnership working	
		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	Recommendation 9: 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	Recommendation 10: 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"> • improve officers' general awareness of Councillors • help officers understand the role of Councillors in the organisation • improve the dialogue between officers 	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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