

**COMMUNITY PLANNING IMPLEMENTATION GROUP  
FINAL MEETING – 17 MARCH 2004  
PRESTONFIELD HOUSE, EDINBURGH**

**Present**

Willie Rae (Chair)  
Alison Cameron, CVS Fife  
Derek Crichton, Dumfries and Galloway Council  
Michael Graham, Cambusbarron Community Council  
Jon Harris, COSLA  
Heather Koronka, Scottish Executive  
Ian Mitchell, Communities Scotland  
Douglas Paterson, Aberdeen City Council

Karen Jackson, Secretariat  
Jane Broderick, Secretariat  
Judith Proctor, Secretariat  
Donald Coutts, Secretariat

**Presentation from:**

Steve Martin, Cardiff University

**Present**

Elliot Stern, Cardiff University  
Gillian Lancaster, Scottish Executive

**Apologies**

Stuart Black, Inverness and Nairn Enterprise  
Tom Divers, NHS Greater Glasgow  
Caroline Gardner, Audit Scotland

**1. INTRODUCTION AND WELCOME**

Willie Rae opened the meeting by welcoming those present to the final meeting of the Implementation Group.

Willie Rae introduced Professor Steve Martin and Elliot Stern who had been commissioned by the Scottish Executive to produce a 'think piece' on evaluation models which could be applied to evaluate the improvement initiatives (Community Planning, Power to Advance Wellbeing and Best Value) introduced through the Local Government in Scotland Act 2003.

**2. PRESENTATION: EVALUATION OF IMPROVEMENT PROGRAMMES (CP, PAWB and BV) IN THE LOCAL GOVERNMENT IN SCOTLAND ACT 2003**

Steve Martin gave a presentation on the work that he had been commissioned to do on preparing a 'think piece' on how to evaluate the improvement initiatives in the Local Government in Scotland Act 2003. The main points of the presentation were:

- The work was looking at how to evaluate the combined impact of the initiatives;
- The project would look at mapping existing evaluations and analysing the findings;
- The report had been commissioned for around the end of April and there would be a workshop to discuss the report and its proposals;
- The think piece was looking at ways of evaluating the impacts of the initiatives on the quality of local services, the constraints of implementing the initiatives and whether the effectiveness of the implementation varied across Scotland.

Steve Martin then discussed the key issues that had emerged in their early interviews about the project. These included:

- The need for a multi-stakeholder approach;
- The longitudinal nature of the improvement initiatives and the impacts;
- The need to develop means of collecting both quantitative and qualitative information;
- What the baseline for the evaluation was and whether it was April 1 2003, when the Act came into force, or before this date; and
- Whether an evaluation would focus on the policies themselves and look forward, or whether it would look at the outcomes and then look retrospectively to the policies and the links.

There followed a wider discussion of the presentation – key points included the need to:

- ensure the Scottish context and less prescriptive approach was taken into account;
- recognise the history and experiences of cross sectoral working before being formalised in the Local Government in Scotland Act 2003;
- recognise that the initiatives were not just focused on local authorities but on a wider range of agencies, organisations and bodies;
- remember the initiatives were integral to improvement;
- explore the scope for joint ownership of the project, eg whether the future evaluation should be jointly funded by the Executive and other delivery agents;
- look at how researchers might engage with the community about the difference the improvement initiatives were making from their perspective;
- link this to other projects that are going ahead, to ensure a fit and to avoid duplication of effort or overlap and to build on their information and findings;
- be clear about the ultimate customer for the improvement initiatives and how their views and experiences would be sought;
- look at how to evaluate issues that were important to CPPs eg the engagement with local politicians;
- remember this work was a ‘think piece’ and not the evaluation, the ‘think piece’ would inform that work.

Steve Martin, Elliot Stern and Gillian Lancaster left the meeting following this item.

### **3. MINUTES FROM MEETING ON 17 JANUARY 2004 and MATTERS ARISING**

The minutes from the meeting of the 14 January were agreed as a true and accurate record.

## Building Better Links with Community Planning Partnerships – Management Group Project

Letters had gone to the relevant CPPS on 9 March about the arrangements planned for the Scottish Executive Management Group visits to CPP clusters. MG members would be arranging initial meetings with the initial points of contact.

### Capacity Building Resources

Jane Broderick explained that she was analysing how the Scottish Executive capacity building resources had been spent by CPPs. The Executive would look at ways of sharing that information as there were some examples of good practice eg in communication strategies. There were limited resources for the next financial year and the CP team would be putting recommendations to Ministers on how those might be used most effectively. These resources were always intended to be pump-priming and not recurring.

### Local Government and Transport Committee

Willie Rae had appeared at a session of the Local Government and Transport Committee in January. He reported that session had been productive and the Committee had been interested in the work of the Community Planning Implementation Group had been taking forward. The Committee asked about the level of understanding of CP that MSPs had and about issues around the integration of SIPs into CPPs. The Local Government and Transport Committee intended to revisit the implementation of CP in the future. A transcript of Mr Rae's appearance was available on the CP website and on the Scottish Parliament's website at: <http://www.scottish.parliament.uk/lg/or/lg04-0302.htm#col609>

### Joint FSB / CPIG Community Planning Seminar

Judith Proctor reported on this event which had taken place on 3 February and was well attended with over 100 people participating from a range of backgrounds. Willie Rae spoke at the event and it was also addressed by the Deputy Minister for Enterprise and Life Long Learning, Lewis Macdonald. There were opportunities, in the workshops, to discuss a wide range of issues surrounding the involvement of small businesses in community planning and the report of the event would reflect those discussions.

## **4. DRAFT FINAL CPIG REPORT**

The draft final CPIG report had been circulated, prior to the meeting, to members for consideration at the meeting. There was a discussion about the style, content and focus of the report from members and the main points raised included:

- The size and length of the report were about right, although members were keen that the language was more proactive to recognise the dynamic process;
- The report needed to be useful and practical for practitioners and not just a historical document recording CPIG's work although should set out progress and work done
- It should focus on areas where progress had been slower such as in data and information sharing but it should also recognise progress had been made;
- The report should set out some of the challenges for CPPs in taking forward CP;

- The report needed to be explicit in tasking CPPs and other partners in embedding CP as a mainstream way of working, highlighting that the task was clear and it was now up to CPPs to put it into practice;
- The report should challenge those involved in CP to take forward the recommendations and take ownership of them – members were keen to use the report to point to the way ahead;
- It was agreed that the final CP Guidance and Advice notes be published before the final report.

Willie Rae summarised the discussion by saying that the draft report generally struck the right balance between reporting on the work of CPIG and setting recommendations for the future however in re-drafting it needed to include challenges to CP partners in areas such as data and information sharing and local / neighbourhood community planning. Mr Rae said that CPIG members should all contribute their suggestions for the re-draft by email.

Mr Rae then closed the final meeting of the Community Planning Implementation Group and thanked all members for their involvement and hard work in furthering Community Planning. He also thanked the secretariat for their support in this process.

Finally, there was a vote of thanks from the Group for Mr Rae's work as Chair of the Implementation Group.

CP Secretariat  
April 2004