SOA 2011/12 – Quarter 4
Community Planning Board Milestones

Local Priority Key Actions

Community Planning Board		
Local Priority	Due Date	Progress
Accountability	31-Mar-2012	54%
Improve Services	31-Mar-2012	93%

Local Priority Milestone updates

Community Planning Board **Key Action: Accountability**			

Milestone	Milestone Due Date	Milestone Note	Progress
Revise Budget Challenge	30-Sep-2011	May be looked at as part of SOA consultation.	0%
Implement Community Engagement Framework	31-Mar-2012	Seminar held March 15th where the Community Engagement Manual/Directory was launched. Good feedback and excellent input was received from attendees. 1) As a result of feedback provided at the event, it was identified that there is a need to amend the manual/directory to make it more user friendly. It is now anticipated that this will be completed by September. 2) Operational meetings set up to carry out tasks (CEG group). 3) PSIF evaluation - carried out. Awaiting feedback report.	75%
Develop Citizens' Panel Surveys	30-Sep-2011	The draft survey has been circulated to CMT, Community Planning Board and Community Engagement Group for comment. Awaiting final version before Craigforth can send to Panel members.	40%
Full Review of 5 Community Planning Theme Strategic Assessments	31-Aug-2011	The strategic assessments have informed priorities for the SOA discussion by the Community Planning Board in December. Work will now focus on specific areas to be included in the SOA.	100%

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Community Planning Board
Key Action: Improve Services

Milestone	Milestone Due Date	Milestone Note	Progress
Community Planning PSIF facilitated by Improvement Service for Community Engagement Group and MADP	31-Mar-2012	The Community Engagement Group PSIF assessment was facilitated by the Improvement Service on 22 March. The next step is for the group to meet to discuss the areas for improvement as identified in the assessment and from there to develop an action plan.	100%
Develop performance management framework for revised SOA	31-Mar-2012	The draft 2012/15 SOA contains proposals on the performance management framework and reporting schedules. This was presented to the Community Planning Board in March. It is now out for consultation to members of the Board with a deadline of Monday 23rd April. Feedback will be discussed at a special meeting of the Board on Friday 18th May.	90%
Produce 2012/15 SOA	31-Mar-2012	The draft 2012/15 SOA was presented to the Community Planning Board in March. It is now out for consultation to members of the Board with a deadline of Monday 23rd April. Feedback will be discussed at a special meeting of the Board on Friday 18th May.	90%
Produce Public Performance Reports for Corporate and SOA audiences	31-Mar-2012	The Standards and Quality Report was approved by the Head of Schools, Learning and Development and published on the Council website in March 2012.	100%
Produce Community Plan 2011-2014	31-Mar-2012	SOA is community plan.	0%
Revise Local Delivery Action Plans for 2011/2012	30-Jun-2011	Local Delivery Action Plans for 2011/12 complete.	100%
Performance monitoring of the SOA. Quarterly report to Community Planning Board and Theme Group	31-Mar-2012	Quarter 3 reports submitted to A&P and CP Board.	100%
Develop and implement Joint Governance & Scrutiny arrangements for the Council and its Community Planning Partners	31-Mar-2012	Contained in draft SOA which was presented to the Community Planning Board in March. It is now out for consultation to members of the Board with a deadline of Monday 23rd April. Feedback will be discussed at a special meeting of the Board on Friday 18th May.	100%
Align Community Planning structure with Committee Structure for meeting cycle	31-Mar-2012	Alignment agreed and implemented.	100%

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