



**DUMFRIES AND GALLOWAY  
COMMUNITY PLANNING  
PERFORMANCE MANAGEMENT FRAMEWORK**

**As at 13 March 2021**

## 1. Performance Management Framework

- 1.1 This document sets out the framework for performance management for the Dumfries and Galloway Community Planning Partnership (CPP). It sets out the responsibilities and accountability for performance management within the partner organisations and the integration of these arrangements, through this framework, for delivery of shared outcomes, through the Local Outcomes Improvement Plan (LOIP).
- 1.2 The *Scottish Government Performance Management Framework* identifies national outcomes and indicators. We take account of the national menu of performance indicators, relevant NHS HEAT (health, effectiveness, access and treatment) targets and the Local Government Benchmarking Framework. Our LOIP identifies the contribution that Dumfries and Galloway partners make together to these outcomes.
- 1.3 Each organisation is held accountable for its individual responsibilities and performance. This framework ensures that together, through the CPP Board, we deliver improved outcomes for local people, securing improvement in how we deliver and making best use of resources.

## 2. Role of the Community Planning Partnership (CPP) Board

- 2.1 The CPP Board focuses on the delivery of the LOIP and Locality Plan; The Guidance requires that the LOIP and Locality Plan should include clear, formally agreed outcomes, supported by detailed indicators and targets. We have added case studies and personal testimonies to give complementary qualitative information.

The Board also oversees the work of key thematic partnerships, its Working Groups and Locality Hubs; the implementation of twelve key Strategies and Plans; risk management; and continuous improvement in our partnership arrangements.

It fulfils these responsibilities through four main approaches:

- **Planning** - By ensuring that the right actions and focus are identified and agreed in the LOIP and Locality Plan. The LOIP and Locality Plan are developed through the CPP Board and approved here. Partners endorse and agree their contribution to the Outcomes as part of this process.

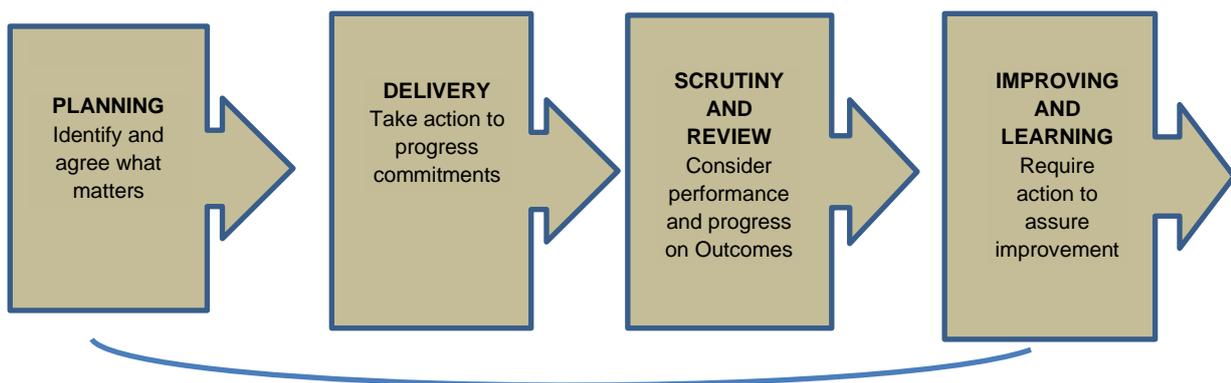
The Work Programmes for the year ahead of key thematic partnerships and Working Groups are presented to the CPP Board; and the Improvement Plan and Risk Register for the year ahead are also developed by the Executive Group and reported to the CPP Board.

- **Delivery** - Holding chief officers of key partners to account for the delivery and monitoring of the LOIP and Locality Plan. The CPP Board meets quarterly to review and discuss progress on the LOIP and Locality Plan and partnership working through thematic partnerships, Community Planning Working Groups and Locality Hubs, Information on the implementation of twelve key Strategies and Plans is presented to the CPP Board at each meeting to provide an opportunity for scrutiny and co-ordination.
- **Scrutiny and Review** - Reviewing and understanding progress on the LOIP and Locality Plan commitments and the activity and achievements of thematic partnerships and Working Groups. This framework sets out the cycle of reporting, aimed at ensuring there is oversight and scrutiny of progress and performance on a systematic basis.
- **Improving and Learning** - Requiring action and learning as a result of the review process. The deliberations of the CPP Board are likely to necessitate action by chief officers of partners, to ensure the delivery of the LOIP and Locality Plan.

An Improvement Plan is in place, updated annually to ensure continuous development of our arrangements.

2.2 This is summarised at Figure 1 below.

Figure 1 – Performance Management Framework



### 3. Delivering the LOIP

3.1 The delivery of the LOIP takes place at three levels: within individual *partner organisations*; through *thematic partnerships and Working Groups*; and within *local or area teams*.

3.2 **Individual Partners** - Each community planning partner in the public and third sector, who has responsibility to deliver or contribute to the delivery of the LOIP has its own performance management arrangements. These generally link to their business or service planning processes and ensure an explicit link between agreed or planned actions and the monitoring of delivery. The list below provides links to information on each of the main partners' arrangements:

- [NHS Dumfries and Galloway](#)
- [Dumfries and Galloway Council](#)
- [Health and Social Care Partnership](#)
- [Police Scotland](#)
- [Scottish Fire and Rescue Service](#)
- [South of Scotland Enterprise](#)
- [Third Sector Dumfries and Galloway](#)
- [Swestrans](#)

**Thematic Partnerships** - A number of thematic partnerships exist which have their own formal governance arrangements required by statute, regulation or guidance.

A small number have been identified by the CPP Board as fundamental to the delivery of the LOIP and Locality Plan and therefore voluntarily report annually to the CPP Board on their operational arrangements e.g. attendances at meetings, development of Board/Group members and Workplan

- Children's Services Executive Group
- Community Learning and Development Partnership
- COVID Recovery Group
- Economic Leadership Group
- Integration Joint Board
- Safer Communities Partnership
- Skills and Employability Partnership
- Strategic Housing Forum

3.4 **Key Strategies and Plans** there is a significant number of Strategies and Plans which have been developed and agreed by individual or multiple partners.

Twelve of these Strategies and Plans have been identified by the CPP Board as being fundamental to the delivery of the LOIP and Locality Plan and therefore voluntarily report progress on their implementation to the CPP Board:

- Anti-Poverty Strategy
- Children's Services Plan

- Community Justice Outcomes Improvement Plan
- Community Learning and Development Partners' Strategic Plan
- COVID Recovery Plan
- Employability Skills Plan
- Health and Social Care Strategic Plan
- Local Child Poverty Action Report
- Local Development Plan
- Local Housing Strategy
- Poverty and Inequalities Strategy
- Regional Transport Strategy
- South of Scotland Regional Economic Strategy

3.5 **Working Groups** – Working Groups are established by the CPP Board or Executive Group for specific tasks. They report at least annually to the CPP Board and require their remit, membership and annual Work Plan to be approved:

- Participation and Engagement Working Group
- Equality and Diversity Working Group
- Syrian Refugee Resettlement Project Board

3.6 **Locality Hubs** – Four Locality Hubs are in place which have responsibility for inter-service working at local level.

3.7 There are a number of Plans and Strategies which now contain in their Guidance, a requirement for the CPP to approve or endorse them –for example the Annual Report on the Local Child Poverty Action Report and the Annual Report on the Community Learning and Development Partners Strategic Plan.

#### 4. **Scrutiny and Review of Performance**

4.1 Review and scrutiny of the delivery of the LOIP and Locality Plan relies on regular concise and accurate reporting and effective questioning of the evidence and information presented.

4.2 **Reporting Cycle** - The reporting cycle for performance on delivery of the LOIP is set out in table 1 below:

**Table 1 - Reporting Cycle**

Report	Notes
LOIP and Locality Plan	Public Performance Reports (PPR) reports:  Reporting period of 1 April to 31 March– draft normally reported to the Executive Group after 30 June and then CPP Board in the autumn of each year  Visits to key projects and services can be arranged.

Report	Notes
Thematic Partnerships	Key Thematic Partnerships will present their activity and achievements over the previous year; and their plans and improvements for the coming year, focussing on key inequality issues and challenges to the CPP Board, normally through the Executive Group.
Community Planning Working Groups	All Community Planning Working Groups will present their activity and achievements over the previous year; and their plans and improvements for the coming year, focussing on key inequality issues and challenges to the CPP Board, normally through the Executive Group.
Locality Hubs	Annual Report to the CPP Board, normally through the Executive Group.

4.3 The Performance reports for the LOIP and Locality Plan will include:

- **A summary narrative**, prepared collectively by leads and partners on the overall Outcomes/key Objectives, and the achievements to date.
- **An ‘At A Glance’ report** summarising all of the projects and indicators for that Outcome within the LOIP at the end of year position.
- **A note on key inequalities issues and challenges facing the Outcomes/objectives**, prepared collectively by leads and partners involved in the Outcome/Objectives to give a longer term perspective and wider context.
- **Personal testimonies and case studies**. Examples of where the actions have improved the lives of people and/or community groups living in our region and/or our environment.

4.4 The PPRs for the LOIP and Locality Plans will be developed with the involvement of community representatives from minority groups and other partnerships and Working Groups are encouraged to involve stakeholders in the preparation of their reports also.

## 5. Communication

In addition to formal reporting described above, we tell partners and the communities we serve how we are performing and provide other relevant updates; we do this through regular reporting through our [Community Planning web pages](#) and our e-newsletter.