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## REPORT

To: Executive Committee

11 May 2004

From: Executive Director – Community Services  
Head of Organisational Development

Report No: CE-17-F

Community Planning in Shetland

### 1 Introduction

1.1 The purpose of this report is to provide an update, and opportunity for Executive Committee to comment, on community planning in Shetland.

## 2 Background

2.1 Community planning is the process of knowing the needs of communities by engaging with them and involving them and their views in the planning of services. And working effectively in partnership with the relevant public, private and voluntary service providers in this process to deliver these services.

2.2 This process, therefore, is not new in Shetland: with strong cultural identity and community, where agencies, communities and individuals have worked together over the years for the good of Shetland. But it has been given the name 'Community Planning' by the Scottish Executive. And, since the Local Government in Scotland Act 2003, there is now a statutory basis for community planning to ensure long term commitment to effective partnership working with communities and between local authorities and other key bodies and organisations. The emphasis being placed on the increasing involvement of communities, by the Scottish Executive, in the planning of services, is demonstrated by the strong links now being made between community planning and Community Learning and Development.

2.3 Local authorities have a duty to initiate, maintain and facilitate community planning in their area, and have responsibility for determining the means of consultation and co-operation.

2.4 They are also required to invite and encourage all other public bodies in their area, and appropriate community bodies, to participate in community planning, tailored to suit the circumstances

of each Community Planning partnership. NHS Boards, Scottish Enterprise, Highlands and Islands Enterprise, Joint Police Boards and Chief Constables and Joint Fire Boards have a duty to participate.

2.5 Statutory guidance on community planning in Scotland can be found at  
<http://www.scotland.gov.uk/views/views.asp>.

2.6 The Community Planning Board in Shetland was established in 2000 to lead this process within Shetland.

2.7 'Responsiveness and Consultation' and 'Joint Working', the two key elements of community planning, are areas against which the Council will be assessed in the Best Value Audit.

### **3 Progress**

3.1 There are many excellent examples of work with communities in Shetland which embrace the key principles of Community Planning – agencies and communities working in partnership to find solutions and plan services.

The Shetland Regeneration partnership worked together with community representatives in the island of Foula to develop a Ranger service for visitors. Foula is Shetland's remotest island and it was felt to be important to ensure Foula was supported to develop this community led initiative as it will contribute to the longer viability of the island by encouraging visitors and providing local employment. Islanders were encouraged to put their skills and knowledge to a new use and develop other skills too. They also shared their experience and learning with other community activists at the Shetland Regeneration Event.

Health staff in Unst developed an innovative means to encourage the community to think about their health. First of all, they held a workshop for women, "Zest for Life"; then hosted a Youth Health day and finally a health check for men, with the reward all those men who took part, being an invite to a dinner with guest speaker. All of these projects have been developed with community and partner input and again Unst is one of Shetland's remoter islands. Undoubtedly, the projects have engaged many sectors of the community in thinking about their health and there have been some longer term outcomes - as a result of the "Zest for Life" workshop, a group of women decided to continue meeting to undertake health based activities and support each other.

3.2 This way of working is becoming more commonplace, and should become the way in which all public organisations plan and deliver services in Shetland.

3.3 In recognition of this the Community Planning Board have recently established three projects to support and facilitate the ease with which organisations can work in this way, utilising funding from the Scottish Executive provided to facilitate community planning in local authority areas.

#### **3.3.1 Datashare**

A system has been developed in order to share data currently held throughout different organisations in Shetland. It is designed to facilitate everyone's search for data for the purpose of long-term planning and strategic and service development.

The system has initially been developed to share aggregate data for Shetland, similar to the Community Directory site. The use of location-based data through Geographical Information Systems is being investigated, as is the sharing of information from consultation exercises.

This site can be accessed at <http://content.shetland.gov.uk/datashare>.

**3.3.2 Capacity Building**

Although community planning is already a common process within a number of organisations and communities, there was recognition nationally and locally that work was required to increase knowledge about what community planning is and also to improve the skills of organisations and communities to engage more effectively with communities and to work more efficiently in partnership with others.

A half-day training course on 'Making the Most of Community Planning in Shetland' was developed and delivered to managers across the public and voluntary sectors in Shetland earlier this year. Following this, a package of learning opportunities, consultancy and support is being developed, to be available to all organisations and communities in Shetland, delivered by a cross-agency team.

A number of smaller projects are also being developed, including a CD-ROM, Extranet, Internet and newsletter.

**3.3.3 Engaging with Communities Mechanism**

Recognising the many valuable methods communities currently have available to ensure their views are heard and taken into account by organisations in Shetland, this project is about drawing together these methods into a more co-ordinated approach and logging and sharing the results of consultation exercises, where practicable, across organisations.

And, recognising the diversity of communities and therefore the diversity of services required, augmenting current methods of engagement by developing a number of new mechanisms, such as Youth Voice and Dialogue Youth to obtain the views of Young People; Your Voice to obtain statistical and qualitative results from a representative group of the adult population over time; and an informal method of seeking the views of ethnic minority groups in Shetland.

The increased emphasis on engagement, and a move away from more formal consultation methods, where possible, requires the capacity of organisations to work in this way to be improved. This is being delivered on through 3.3.2 above.

At all times, Community Learning and Development Workers and other practitioners working in communities, are continuing to work with individuals and communities to ensure they have the skills to get engaged and want to be engaged.

**3.4 Community planning is also about using these processes to plan for the long-term in Shetland. A number of partnership groups have developed over the last few years to bring together relevant professionals to plan and ensure the delivery of services across Shetland, based on a number of themes and policy areas: such as the Local Economic Forum, Community Safety Partnership, Community Learning and Development Partnership and Health Action Team.**

**3.4.1 This activity has been drawn together through the Community Planning Framework, enabling the Community Planning Board to facilitate the overall direction and delivery of public services in Shetland within these themes. These groups now report to the Community Planning Board on a six monthly basis on outcomes against targets; examples of good practice; and any problems being**

encountered, enabling the Community Planning Board, as representatives from the different organisations, to provide advice and/or assistance, as required.

- 3.4.2 Implementation of this broad, overarching framework by incorporation into service review, service planning and policy creation, will help organisations work together more efficiently and effectively to deliver on these themes; aid finding solutions to the policy and strategy maze within Shetland; and work towards more seamless service delivery.
- 3.4.3 The draft Community Planning Framework was presented to Executive Committee on 21 October 2003 for feedback and comment (Minute Ref 27/03). After consultation with stakeholders, the Community Planning Board approved it on 1 December 2003 and Council approved it on 11 February (Minute Ref 2/04).
- 3.4.4 This framework is complimented by a number of other partnerships delivering on key policy agendas within this framework, such as the Joint Future Implementation Group, Children and Young People's Services Planning Group and the Housing Strategies Group.
- 3.4.5 Key to effective and efficient partnership working and ultimately successful implementation of strategies and action plans is: establishing clear roles and remit and lines of responsibility; ensuring the appropriate organisations are represented; and ensuring open channels of communication.

3.5 In recognition of the need to ensure good practice in partnership working, the Community Planning Board has been undertaking a review into its membership, including developing a constitution and standing orders and setting-out clear lines of communication and decision-making/delegation between each organisation and the Board. This has been undertaken within the context of community planning legislation and guidance; governance and accountability issues; size and examples from elsewhere.

- 3.5.1 It is anticipated that this process will be completed at the meeting of the Board on 10 May 2004.
- 3.5.2 Executive Committee will therefore be asked to comment and/or approve the constitution and standing orders, relationships and methods of communication between the SIC and the Board at their next meeting.

3.6 The project to develop a revised Community Plan for Shetland, setting the strategic direction until 2020 is just being initiated, using the support projects and community planning framework. The process to develop this is yet to be established. The Council, as a key partner in the Community Planning Board, will be consulted on this development, as well as extensively involved in its production.

## **4 Financial Implications**

4.1 There are no financial implications associated with this Progress Report.

## **5 Policy and Delegated Authority**

- 5.1 Executive Committee has delegated responsibility for all matters relating to Community Planning, so it is within its remit to be informed of progress in this area.
- 5.2 The community planning process, by enhancing the involvement of communities and other organisations in the planning and delivery of services across Shetland, is helping the council deliver on all corporate priorities.

## **6 Conclusions**

6.1 Community planning, as the effective engagement and involvement of communities in the planning process and constructive partnership working to deliver, is historically well advanced in certain areas.

6.2 And progress is being made to roll-out the process across Shetland in a strategic manner, through the leadership and facilitation of the Community Planning Board: through the implementation of supporting projects; the community planning framework; and the development of a community plan.

## **7 Recommendations**

7.1 We recommend that Executive Committee note the content of this report.

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Ref: EFP/JJ  
F

Report No: CE-17-





# Shetland Islands Council

## REPORT

To: **Executive Committee**

**11 May 2004**

From: **Executive Director – Community Services**

## WORKING IN PARTNERSHIP

### 1. Introduction

1.1 In light of the emerging importance of the work of the Community Planning Board (CPB) and the increasing emphasis on multi agency and multi disciplinary working, there is a need to share information on a regular basis with elected Members. The purpose of this report is to update Elected Members on specific work I am involved in on behalf of the Community Services Department and also to draw attention to the wider corporate brief now held in terms of my delegated responsibility as the lead Council Officer in the Community Planning process.

### 2. Current Work/Proposals

2.1 Examples of the kind work I am currently involved in, chairing, leading, developing or taking part in, are as follows:-

Group/Work Area	My Role	Aims/Achievements
Community Safety Partnership	Chair (Until March 04)	A group formed as a result of Scottish Executive funding to tackle crime, the fear of crime, repeat victimisation and anti social behaviour. Lerwick town centre problem solving workshop.
Domestic Abuse Partnership	Chair (Supported by Chris Medley)	To get this multi agency group working again to drive and steer an effective local strategy and action plan.
Sudden Deaths Group	Chair	This started as a group of individuals from different agencies concerned with the levels of self-harm and suicide in Shetland. It has become the group, which has put together the 'Choose Life' bid on behalf of the

		Community Planning Board.
JFIG	Attendee	JFIG was set up under the auspices of Community Planning Board and exists to implement the Government's Joint Future initiative tying Health and Local Authority Services closer together.
Disability Strategy Group	Chair	Working on a multi agency basis to produce a disability strategy for the whole of Shetland. Consultation to begin soon.
Equalities Forum	Chair	Ongoing work to seek to comply with race/equality scheme across our organisation.
SADAT (Shetland Alcohol and Drug Action Team)	Attendee	This team seeks to drive forward drug and alcohol misuse prevention strategies across agencies and across Shetland.

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Policy & Delegated Authority

4.1 Matters relating to the work of the Community Planning Board strand are referred to Executive Committee. However, as this report is for noting no decision at Committee is required.

5. Conclusion

5.1 There is a wide range of significant work currently taking place under the broad umbrella of Community Planning. As the Council's lead officer acting on behalf of the Chief Executive, it's important that Members are aware of the range of work and the potential this work has to enhance partnership working and the effectiveness of service delivery as a whole.

6. Recommendations

6.1 Members are asked to note the above report.



