

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
RECOMMENDATIONS ACTION PLAN

'Fit for Purpose', 'Fit for Future' - A Review of Durham County Council's Area Action Partnerships (Refer to 'Report of Scrutiny Working Group – Dated July 2011)	Lead Principal Coordinator: Lee Copeland
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Working Group Membership: John Murphy, Corinne Walton, Brian Riley

Recommendation 1.

A review of the Area Action Partnerships; Terms of Reference to be commenced to cover:

- a. The Inclusion of AAP's being non-political within the purpose and principles outlined within the AAP Terms of Reference
- b. The list of alternative public representatives drawn up at the initial appointment stage to be revisited as it is over two years old
- c. The rules regarding co-option and their application (currently co-optees have to stand down after six months but can be co-opted again formally)
- d. The rules relating to the rotation of Chairmanship of the AAP Board amongst the three Board Groups and their application
- e. Clarification on the roles of the AAP Forum and Board Meetings and which issues can be discussed at which meeting
- f. The inclusion of information and guidance regarding 'Conflicts of Interest' and the rules for declaring personal/prejudicial interests
- g. The production of robust Terms of Reference for Task and Finish Groups to ensure that their activity is conducted within appropriate governance arrangements
- h. Where AAP's identify a need to alter their Terms of Reference this should be done in compliance with the County Council's Local Code of Corporate Governance

No.	Action	Links Milestones	Delivery Date	Status	Link Recommendation(s)
1	All 14 AAP Boards agreed to a light touch approach to the election of Chairs and Vice Chairs for this year while the AAP Terms of Reference are reviewed	Report received March 2012 Election of Chairs 2012/13 held.	April - May 2012	Completed	
2	Working Group to be established	First meeting to be held June 2012	June 2012	Completed	
3	Scope of working group to be produced	Draft Scope to be produced	June 2012	Completed	
4	Terms of Reference to be produced	Draft Terms of Reference to be presented and sign off by relevant parties	July 2012		

5	County Durham Partnerships Forum representation to be reviewed		Sept. 2012		
6	A Sounding Board established, comprising of representation from all 14 AAPs. The Groups will critique the Terms of Reference.		October 2012		
7	Terms of Reference Agreed	Sign off by relevant parties	November 2012		

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**Lead Principal Coordinator:
Shealagh Pearce**

Recommendation 2.

Routine analysis of training needs and training to meet such development needs for both the Board and staff should continue as this will enhance their effectiveness.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Skills Audit undertaken of all 14 AAPs	Completed to inform training directory	January 2012	Completed	
2	A comprehensive training Directory that reflects the information from the Skills Audit for use by AAP Board Members and PACE staff produced		May 2012	Completed	
3	Monthly Training review report prepared			Ongoing	

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Working Group Membership: Derek Snaith, Rob McMullen, Jason Turnough

Recommendation 3.

All Durham County Councillors to be encouraged to engage with their Local AAPs.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Sub Group to be established		June 2012	Completed	
2	Promote the work of Task and Finish Groups to elected Members		June 2012/ ongoing		
3	Monthly Drop in Sessions to be held for Board Members held within localities	Cabinet Portfolio holder to write out to all Councillors	Sept 2012 onwards		

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Recommendation 4.

Cabinet reaffirm the role of the AAPs as a key mechanism through which the Council and Partners will consult upon service and policy reviews, that service groupings, via the Consultation Officer Group ensure that such consultation is timely, appropriate and consistent across all AAPs

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Cabinet Members to re-affirm the role of the AAP when Cabinet received scrutiny report		Sept. 2011	Completed	
2	Review of Consultation Officers Groups (COG) procedure to improve the consistency of consultation across AAPs and forward plan reported to CMT and AAPs		July 2012		

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Recommendation 5.

Where Town and Parish Councils are members of the County Durham Association of Local Councils (CDALC) appointments to the AAP Board should be made via CDALC. However, not all Town and Parish Councils are affiliated to CDALC and where this is the case in particular AAP area then every effort should be made to ensure that those Town and Parish Councils have an equal opportunity to become involved with their respective AAP

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Work with Town and Parish Councils to embed the new procedures for selection of AAP representatives into a revised CDALC area structure	Presentation to CDALC Executive Committee	Sept. 2012		

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Recommendation 6.

The key actions identified within the internal review of AAP Project Funding (Section 5.78 of the main report) be implemented, particularly in respect of those areas of training and development identified.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	New documentation developed		April 2012	Completed	
2	Members Seminar delivered and information sent to those Members who could not attend		May 2012	Completed	

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Recommendation 7.

Cabinet in determining its Medium Term Financial Plan (MTFP) take into consideration any financial allocation to the AAP's, the value that AAP Area Budget (AB) and Neighbourhood Budget (NB) have brought by way of matched funding opportunities namely, that each £1 of AB funding generates an average of £1.39 matched funding and each £1 of NB funding generates an average of £1.75 matched funding.

Recommendation 9.

The AAP project funding approval appraisal process and application forms include a requirement that reports be submitted to AAP Boards on a quarterly basis detailing project progress.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Importance of matching resources generated by AAPs identified in the Scrutiny Review noted by Cabinet in September on receipt of report	Presentation of Scrutiny report to Cabinet	Sept. 2011	Completed	
2.	New monitoring procedures implemented following communication to Elected Members	Members' Seminar to launch new procedures	May 2012	Completed	
3	Communicate match funding information to Councillors and AAP Board Members	Produce quarterly report on AAP Boards	Sept.2012 onwards		

Working Group Membership: Jane Bellis, Daniel O'Brien, Andrew Walker.

Recommendation 8.

AAP's look to develop the level of engagement and activity with the press and other media by:

- Actively engaging with Town and Parish Councils and utilising their publications to evidence and raise awareness of AAP activity
- Enhancing relationships between AAP Boards and Coordinators with local media
- Liaising with Community Groups/Residents associations
- Including dedicated AAP Pages within Durham County News
- Further enhancing AAP activity via new ways of working using the Internet, Facebook, Twitter and SMS Messaging

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Review/scope current means of press engagement and prepare paper on opportunities to increase effective cover	<ul style="list-style-type: none"> • Facebook • E Bulletins • Newsletters • Twitter (Young People) 	July 2012		
2	Assigned Press contacts from North of England Press to each AAP Co-ordinator		April 2012	Completed	
3	Letter sent to Town and Parish Councils requesting AAP information to be included in Town and Parish magazines		April 2012	Completed	
4	Engage with Council Press Office to investigate the potential for AAP pages in DCN		June 2012		
5	Audit local community groups/residents associations to establish the level of local newsletters and determine means for AAPs to feature within them		July 2012		

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Recommendation 9

The AAP project funding approval appraisal process and application forms include a requirement that reports be submitted to AAP Boards on a quartley basis detailing project progress

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1.	New Application documentation agreed		April 2012		
2	Suite of standard output and outcome measurements agreed		May 2012		
3	Commence AAP Board quarterly reports		Sept 2012		

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Working Group Membership: Andrew Megginson, Lee Copeland, Shealagh Pearce, Stephen Tracey, Marie Moore

Recommendation 10.

Performance reports for AAP activity be shared with wider AAP Forum Membership and that the AAP's further develop the process of publication and reporting the delivery and impact made by AAP projects against local priorities. That the 14 AAP's come together in an annual conference to celebrate their achievements and successes in this respect.

Recommendation 11.

AAP's undertake further work in conjunction with ACE Planning and Performance Team to enhance the reporting of performance management information and indicators.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Annual joint AAP conference, celebrating achievements and sharing	1 st annual conference held	Oct. 2011	Completed	Rec. 8.

	best practice for all 14 AAPs				
2	Develop a standard suite of outcome measures		April 2012	Completed	Link to Rec. 7 and 9
3	Develop a performance framework to include the question What difference is AAP's making in their localities?		May 2012	Completed	Rec. 9
4	Commence AAP quarterly performance reports		Sept. 2012		Rec. 9
5	Hold second AAP Annual Conference		Sept. 2012		

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Working Group Membership: Craig Morgan, Sandy Denney

Recommendation 12

The learning and evidence of good practice detailed within this review report be shared by AAP Co-ordinators and their respective Chairs across all 14 AAP's and the bespoke improvement plans for each AAP be produced, for example engagement with young people, options for broadening representation.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Learning of good practice identified through the report of the Scrutiny Working Group disseminated through presentations at all 14 AAP	Review of the findings of all review presented to all AAP Boards	Autumn 2011	Completed	
2	Complete Skills Audit for AAP Boards		May 2012	Completed	
3	All AAPs to develop Project Case Studies to ensure sharing best practice across all 14 AAPs	Development of a County wide e-bulletin	July 2012		Rec.8

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Recommendation 13.

The Council's Equalities and Diversity Team run a seminar with all 14 AAP's to develop an Action Plan to ensure that equality consideration are embedded in AAP practice and procedures evidencing the good practice that already exists.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Equality and Diversity Training seminar for all 14 AAP Co-ordinators at the PACE Away day	Seminar delivered to Co-ordinators and AAP Board E&D Champions	13th June	Completed	
2	Include specific question into all AAP neighbourhood and Area Budget application forms	New application form containing E&D questions presented to Co-ordinators for future use	13 th June	Completed	

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Working Group Membership:

Recommendation 14.

An initial response to the above recommendations is brought back to the Overview and Scrutiny Management Board within six months and that Cabinet agree to a review of the AAP's in another two years.

No.	Action	Milestones	Delivery Date	Status	Link Recommendation(s)
1	Present update report to Cabinet and Overview and Scrutiny Management Board		July 2012		