

**West Dunbartonshire Council**  
**Report by Chief Executive**  
**Council Meeting : 26 November 2008**

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**Subject: Single Outcome Agreement**

**1. Purpose**

- 1.1. This report presents an update of the Single Outcome Agreement (SOA) process along with a progress report on the 2008 SOA

**2. Background**

- 2.1. The 2008 SOA was agreed by Council on 25<sup>th</sup> June and signed off by the Scottish Government on the 30<sup>th</sup> July.
- 2.2. The document was also submitted to the Community Planning partnership (CPP) Board on the 22<sup>nd</sup> June.
- 2.3. The Concordat process requires us to agree and submit a 'CPP' SOA by May 2009.
- 2.4. The High Level Steering Group (HLSG) – comprising officers from SOLACE, COSLA, The Scottish Government and the Improvement Service have recently issued revised guidance on the process.
- 2.5. A series of eight partner workshops has been set-up from 17-27<sup>th</sup> November.

**3. Main Issues**

- 3.1. All of the indicators listed in the 2008 SOA (112) have been input to the Covalent system. A draft progress report (Appendix 1) has been prepared showing the current status of the indicators. This style of report is similar to the template proposed in the guidance for setting out the Agreement.
- 3.2. There remains more research work to do to source and refine historical values, add comparator data and propose targets for some of the indicators. It is hoped that the majority of the outstanding data input and clarification will be complete in time for the workshops.
- 3.3. The new guidance documents are attached as Appendices 2-5. Appendix 1 – a letter from the COSLA Chief Executive (Rory Mair) notes that Appendix 2 – A statement of Key Messages – should be widely distributed and read. Appendix 3 comprises the detailed guidance and Appendix 4 comprises the latest list of possible local indicators that CPPs could draw from in setting up the new SOAs.

- 3.4. The key messages stresses that the SOA is strategic and should clearly highlight our priorities. Not everything we do need to be in it. Our current SOA is about 'average' in terms of numbers of indicators and slightly above average in terms of numbers of local outcomes. The message is to continue to simplify and prioritise the document.
- 3.5. The key challenge for the future will be create more effective mechanisms for joint accountability for the SOA commitments – this process kicks off later this moth with a series of 8 ½-day workshops involving senior Council officers and officers from partner organisations. We have taken the 15 National Outcomes and grouped them logically into the 8 workshops.
- 3.6. A first draft 2009 SOA will emerge from this process in early January. The key next step will be to discuss and agree the targets and obtain joint commitment to them. Partners will need to agree their contributions through their own governance arrangements and the CPP Board and the Council will need to agree the final document. Some form of joint signing ceremony will be required.
- 3.7. The timetable is as follows:
- CPPs should present their draft SOAs to Scottish Government by **end-February 2009**;
  - CPPs and Scottish Government should agree the SOAs by **end-May 2009**, with sign-off over summer 2009; and
  - the SOAs agreed in 2009 will run on a three year rolling basis, with annual reviews to reflect progress and changing circumstances, including political and financial contexts.
- 3.8. The Scottish Government is expecting that Councils produce an annual report setting out progress and achievements in September each year on behalf of the CPP. For one year only a report is expected in April 2009. Reporting to the Board and Council would precede these submissions – however the Council might wish to receive progress reports in a different timescale and/or format.
- 3.9. A briefing/workshop session for Elected Members will be set-up in January should Members agree that such a session would be useful.
- 3.10. Further public consultation would be useful – but at this stage there are no firm plans other than the existing publication of the Agreement and the progress of indicators on the Council website <http://www.west-dunbarton.gov.uk/council-and-democracy/about-your-council/single-outcome-agreement/>.
- 3.11. Further guidance is expected in December regarding best practice in equalities impact assessment, Strategic Environmental Assessment (SEA) and risk assessment. These would need to carried out in January-March 2009.

#### **4. Conclusions**

- 4.1. Guidance on developing the 2009 CPP SOA has been received. A series of partner workshops has been set-up during November. The role of the partners in inputting to and agreeing the SOA, on reporting requirements and on consultation arrangements is under consideration by the CPP Board.

#### **5. Recommendations**

- 5.1. That Members of the Council advise on the necessity, timing and format of a proposed briefing/workshop session on development of the SOA.
- 5.2. That Members of the Council agree their requirements for progress reporting
- 5.3. That Members of the Council advise on their views on a process for public consultation.

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**David McMillan**  
**Chief Executive**  
**Date: 17 November 2008**

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**Appendix 1:** SOA – Progress Report  
**Appendix 2:** Letter from Rory Mair dated 31 October to Chief Executives  
**Appendix 3:** Key Messages Statement  
**Appendix 4:** Guidance for Community Planning Partnerships  
**Appendix 5:** Menu of Local Indicators Version 2

**Background Papers:** [Single Outcome Agreement 2008](#)

**Wards Affected:** All Wards