



## COMPACT ACTION PLAN - DRAFT

This first Compact Action Plan has been developed to ensure the implementation of the Compact. This will be a living document which will be monitored and reviewed by the Compact Partnership. Actions will be reviewed quarterly and when completed will be removed. Through annual review and consultation, other actions will be added to the Plan to ensure continuous improvement.

### Workstream 1: COMMUNICATION AND UNDERSTANDING

#### Key Objectives for the Compact relating to Communication and Understanding area:

- *Raise awareness of the Compact*
- *Generate participation and engagement in the Compact and its ongoing development*
- *Promote improved communication between Public and Third sector bodies, in line with the National Standards for Community Engagement*
- *Achieve greater understanding between Public and Third sector bodies*
- *Avoiding the use of unnecessary jargon*

Action	Indicator	Lead	Timescale	Outcome
An annual Compact event is held to act as a forum for discussion and ensure wider involvement in the Compact	Annual meeting is held	Compact Partnership	February annually (first 2011)	Annual meeting acts as a wider forum for discussing and raising issues of joint interest
An annual report on progress of the Compact is published	Annual report is published	Compact Partnership	February annually (first 2011)	Publicising of the progress of the Compact action plan
Highland Life is utilised as a hub for Compact information	Number of documents placed on the Highland Life site	Compact Partnership	Reviewed quarterly	One site for information related to the development and operation of the Highland Compact

## Workstream 1: COMMUNICATION AND UNDERSTANDING cont.

Action	Indicator	Lead	Timescale	Outcome
Identify and train Compact Champions within the public and third sector	Number of Compact Champions trained	Compact Partnership	Reviewed quarterly	Compact Champions are available within the public and third sector to promote the Compact and support individuals and organisations
Investigate ways in which to disseminate and promote understanding of the Single Outcome Agreement (SOA)	Options to be decided	Compact Partnership	September 2010	Development of a strategy to disseminate and promote the SOA
When undertaking consultation, Partners will aim to undertake a standard twelve week consultation	Number of consultations where the 12 week standard has not been applied, as reported to the Compact Partnership	All	Review Quarterly	Improving involvement of Partners in the decision making process
Develop an awareness raising plan for the Compact across the sectors	Plan developed and actioned	Compact Partnership	Review Quarterly	Greater awareness of the Compact across the Third and Public sectors

## Workstream 2: PARTICIPATION AND REPRESENTATION

### Key Objectives for the Compact relating to Participation and Representation are:

- *There is clear representation within the Third Sector*
- *The Third Sector has a greater influence in Community Planning*
- *There is closer joint working between the sectors*

Action	Indicator	Lead	Timescale	Outcome
The Compact Partnership will continue to meet and operate as part of the Community Planning Process	Group meets on a quarterly basis	Compact Partnership	Meets quarterly	Group acts as a forum for discussing Third and Public sector issues
Increase participation in Compact related discussion	<ul style="list-style-type: none"> <li>• Increase the number of visits to the Compact pages on Highland Life</li> <li>• Increase the number of individuals participating in the on-line forum</li> </ul>	Compact Partnership	Reviewed quarterly	Greater participation from the Public and Third sector in the Compact
Increase Third sector participation in the Highland Third sector forum	<ul style="list-style-type: none"> <li>• Increase number of Third sector groups participating in the Third sector forum meetings</li> </ul>	Third sector forum	Reviewed quarterly	Greater participation from Third sector organisations in the Third sector forum
Map current community planning groups and their third sector membership	Report to Compact Partnership	Third sector forum	October 2010	Fuller understanding of third sector membership on community planning groups
Develop proposed protocols and remits for Third sector representatives on pan-Highland groups	Protocol and remit drawn up	Third sector forum	Reviewed quarterly	There is clear guidance and protocols in place for third sector groups on pan-Highland bodies
Develop a pro-forma to enable all Third sector organisations to consider how to contribute to these objectives	Pro-forma developed and circulated for use	Third sector forum	October 2010	Third sector organisations can demonstrate how they are contributing to the Compact objectives
Increase participation in the Compact from Public sector bodies who engage with the Third sector	Increase the number of public bodies signed up to the Compact	Compact Partnership	Reviewed Quarterly	Greater participation from the Public sector

## Workstream 3: RESOURCING ARRANGEMENTS

### Key Objectives for the Compact relating to Resourcing Arrangements are:

- *Third sector organisations know where to access opportunities for funding*
- *Greater awareness amongst the third sector of monitoring, evaluation and reporting requirements*
- *Ensure consistent approaches to assessment, evaluation, monitoring and reporting*

Action	Indicator	Lead	Timescale	Outcome
<b>General Funding</b>				
Develop a consistent approach across the public sector to assessment, evaluation, monitoring and reporting (short life working group)	Report from Short Life Working Group	Public sector partners	April 2011	Greater understanding and awareness by Third Sector organisations of resourcing arrangements, monitoring, evaluation and reporting
<b>Tendering</b>				
Promote the tendering process across the third sector	Link to Public Contracts Scotland website on the Highland Life website	Public sector partners	Reviewed Quarterly	Greater understanding of the tendering process
	Number of awareness raising roadshows undertaken	Public sector partners	Reviewed Quarterly	
	Tendering opportunities included within the Third sector bulletin	Third Sector Forum	Reviewed Quarterly	
<b>Grant Funding</b>				
Develop a single application process for grant funding	A standard application form and guidance for all grant funding is available and is also accessible on-line	Public sector partners	Highland Council April 2010 Reviewed annually	Funding information on grant funding is more readily available
Raise awareness across the Third sector of the account management process for organisations trading as Social Enterprises	To be decided	Highlands and Islands Enterprise	Reviewed quarterly	Improve knowledge and understanding
Cascade the information regarding grant process to third sector organisations	To be decided	CVS	Reviewed quarterly	Improve knowledge and understanding