



Inverclyde Alliance

AGENDA ITEM NO: 10

Report To:	Inverclyde Alliance Board	Date:	9 December 2019
Report By:	Aubrey Fawcett Chair of Programme Board	Report No:	
Contact Officer:	Lynsey Logsdon	Contact No:	N/A
Subject:	Reporting Timetable 2019/20		

1.0 PURPOSE

- 1.1 The purpose of this report is to provide the Alliance Board with a timetable that shows the annual reports and presentations that will be submitted to the Programme Board and Alliance Board during 2019/20, as well as the meeting dates of the Partnerships that are responsible for delivering the LOIP.

2.0 SUMMARY

- 2.1 A timetable has been developed to show all the reports and presentations that will be submitted to each meeting of the Alliance Board and LOIP Programme Board during 2019/20. In addition, the timetable contains the meeting dates of the Repopulation Partnership, Cultural Partnership and Environmental Partnership.
- 2.2 The Partnerships that are responsible for the delivery of the LOIP are required to submit quarterly progress reports and an annual report to the Programme Board and Alliance Board as part of the governance of the LOIP. The timetable shows what reports will be submitted to each meeting on the delivery of the LOIP.
- 2.3 As part of the wider community planning agenda, there are a number of groups / partnerships that are required to submit annual reports to the Programme Board and Alliance Board and the timetable provides details of these.
- 2.4 The development of the timetable means that each group will know when they are required to submit an annual report and will be able to plan and develop their annual report accordingly.
- 2.5 The timetable is contained within Appendix 1 of this report.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Alliance Board approves the reporting timetable for 2019/20.

**Aubrey Fawcett
Chair, Programme Board
Chief Executive, Inverclyde Council**

4.0 BACKGROUND

- 4.1 As part of the governance and delivery of the Local Outcome Improvement Plan (LOIP) and the wider community planning agenda, there are a number of annual reports and presentations that must be submitted to the Programme Board and the Alliance Board.
- 4.2 The partnerships that are responsible for the delivery of the LOIP, including the Repopulation Partnership, the Environment Partnership, the Cultural Partnership and the Strategic Implementation Group for Inequalities must provide the Programme Board and Alliance Board with a quarterly progress report and an annual report.
- 4.3 There are also a number of groups / partnerships which are responsible for partnership working across Inverclyde but they do not specifically target the LOIP priorities. Legislation dictates that Community Justice Partnerships, CLD and Joint Children's Services Planning should all sit within Community Planning. These groups/partnerships are required to report performance on an annual basis to the Programme Board and Alliance Board.
- 4.4 A time table for 2019/20 has been developed so that each group/partnership knows when they are required to submit a report to the Programme Board and Alliance Board. The timetable will also provide the Programme Board and Alliance Board with an overview of the reports that will be submitted to each meeting during 2019/20 and the meeting dates of the three partnerships that are responsible for the delivery of the LOIP.
- 4.5 The timetable is contained within appendix 1 of this report.

5.0 IMPLICATIONS

- 5.1 Legal: none at present
Finance: none at present
Human Resources: none at present
Equality and Diversity: none at present
Repopulation: none at present
Inequalities: none at present

6.0 CONSULTATIONS

- 6.1 n/a

7.0 LIST OF BACKGROUND PAPERS

- 7.1 Inverclyde's Local Outcome Improvement Plan 2017-2022

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Appendix 1

Annual Reports / Presentations to the Alliance Board and LOIP Programme Board 2019/20

Call for Agenda	Submission Date	Pre- Agenda Meeting	Issue Agenda	Board Meeting	Presentation/Annual Reports
LOIP Programme Board	18 October 2019	–	25 October 2019	Friday 1 November 2019	<ul style="list-style-type: none"> • Locality Action Plans - Timeframes • IREP Update • LOIP Structure update • LOIP Progress Report • Getting it right for Broomhill
Repopulation Partnership	-	-	-	22 November 2019	
Alliance Board Meeting	8 November 2019	20 November 2019	25 November 2019	Monday 9 December 2019	<ul style="list-style-type: none"> • Inverclyde Transport Outcome Report – SPT • Getting it right for Broomhill • CLD Progress Report • Locality Action Plans • LOIP Progress Report
Environment Partnership	-	-	-	13 January 2020	
Cultural Partnership	-	-	-	25 January 2020	
LOIP Programme Board	31 January 2020	-	1 February 2020	7 February 2020	<ul style="list-style-type: none"> • Inequalities Presentation • Inverclyde Alliance Drug Action Plan • HSCP Strategic Assessment • LOIP Progress Report

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Repopulation Partnership	-	-	-	21 February 2020	
Call for Agenda	Submission Date	Pre-Agenda Meeting	Issue Agenda	Board Meeting	Presentation / Annual Reports
Alliance Board Meeting	14 February 2020	26 February 2020	2 March 2020	16 March 2020	<ul style="list-style-type: none"> • Inequalities Presentation • Regeneration and Employability Annual Report • SDS Annual Regional Skills Assessment for Inverclyde • Corporate Parenting Plan Progress Report • Inverclyde Alliance Drug Action Plan • LOIP Progress Report
Environment Partnership	-	-	-	13 April 2020	
Cultural Partnership	-	-	-	15 April 2020	
LOIP Programme Board	24 April 2020	-	1 May 2020	8 May 2020	<ul style="list-style-type: none"> • Children's Services Update • Pregnancy and Parenthood in Young People Progress Report on implementation of improvement plan • LOIP Annual Report • Child Poverty Local Action Report (Annual) • Community Safety Partnership Strategic Needs Assessment + Annual Report
Repopulation Partnership	-	-	-	22 May 2020	

Alliance Board Meeting	15 May 2020	27 May 2020	1 June 2020	15 June 2020	<ul style="list-style-type: none"> • LOIP Annual Report • Child Poverty Local Action Report (Annual) • Repopulation Partnership Presentation • Environment and Culture Partnership Annual Report • Joint Children's Services Annual Report • Community Safety Partnership Strategic Needs Assessment + Annual Report
Call for Agenda Submission	Submission Date	Pre-Agenda Meeting	Issue Agenda	Board Meeting	Presentation / Annual Reports
Environment Partnership	-	-	-	13 July 2020	
Cultural Partnership	-	-	-	22 July 2020	
LOIP Programme Board	7 August 2020	-	14 August 2020	21 August 2020	<ul style="list-style-type: none"> • Community Safety Strategic Group Annual Report • LOIP Progress Report
Alliance Board Meeting	4 September 2020	16 September 2020	21 September 2020	5 October 2020	<ul style="list-style-type: none"> • SDS Participation Measures • Inverclyde Violence Against Women Annual Report • Inverclyde Community Justice Annual Report • LOIP Progress Report
	-	-	-	7 October 2020	

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Cultural Partnership					
Environment Partnership	-	-	-	12 October 2020	
LOIP Programme Board	9 October 2020	-	16 October 2020	23 October 2020	<ul style="list-style-type: none"> • IREP Update • LOIP Progress Report • Getting it right for Broomhill • ADP Annual Report • Inverclyde Alliance Drug Action Plan
Alliance Board Meeting	6 November 2020	18 November 2020	23 November 2020	7 December 2020	<ul style="list-style-type: none"> • Inverclyde Transport Outcome Report – SPT • Getting it right for Broomhill • CLD Progress Report • LOIP Progress Report • ADP Annual Report • Inverclyde Alliance Drug Action Plan