Appendix D – Summary Checklist of Key Questions and Issues to Consider

Improvement Service Place-Based Working
Summary Checklist of Key Questions and Issues to Consider

1. How do we ensure there is clarity of purpose, shared rationale / objectives and desired outcomes agreed amongst all key partners for this place-based initiative (e.g. This may include tackling disadvantage; better integrating service delivery; better engaging residents / service users; developing co-production approaches; developing preventative working; testing a new approach for potential wider roll-out, etc).

2. What criteria are we considering when we are selecting the **geographic area of focus**?
    (Criteria for selection may consider issues such as data mapping / profiling; optimal size; relative deprivation ranking; existence of known opportunities; demand from community, etc).

3. Within the geographic area of focus, what are the particular **outcome areas / services / themes / client groups** that ought to be a particular priority?
    (e.g. lone parents, children's services, youth unemployment)

4. How will we ensure appropriate **Community Participation** in the key stages of the work?
    e.g. Participation could potentially be in relation to initial selection of area, agreeing objectives, prioritising focus of activities, representation on governance structure, ongoing information exchange, assessment of impact, etc.
    A wide range of forms of participation could be considered, such as public meetings, surveys, Participatory Budgeting, annual community conferences, etc.
    The optimal mechanisms and stages of participation will be contingent on a range of factors, including purpose, resources available, etc.

5. What are the appropriate **governance and reporting** arrangements which ought to be in place?
    e.g. This may include consideration of:
    a. Key individuals / organisations / services that ought be involved;
    b. Direct community representation and wider engagement;
    c. Role of private sector and third sector; and
    d. Reporting linkages to CPP / Area-based Committees / wider community / key partner organisations.
    e. It will usually be helpful to set out clear terms of reference, including the roles and responsibilities of various partners, at an early stage. Consideration should also be given to any developmental / training, etc requirements for partners.

6. How do we ensure we have secured / allocated the appropriate **resources** for implementing the initiative and achieving its objectives? What action do we need to take to put in place a clear process for developing an implementation plan that sets out the respective roles, responsibilities and contributions of key partners? This may include:-
    a. A review of existing assets / gaps / opportunities as a useful starting point;
    b. Considering the balance between additional resources and embedding place-based work as core to mainstream staff responsibilities / budgets;
    c. Mechanisms for encouraging greater joint resourcing between partners – e.g. shared staff, data-sharing, co-location, client engagement, etc.
    d. An assessment of existing community resources that could be aligned to complement public services, such as volunteering; and
    e. An assessment of public sector assets that could be better utilised by community ownership and/or management.

7. What do we need to consider and what action do we need to take in relation to devolving **decision-making** / increasing delegation / empowering local practitioners to use initiative and encourage innovation? What barriers and support may require to be overcome to achieve this?

8. What is the nature of the initiative, for example, should it be an **ongoing or time-limited**? Where relevant, how will we plan our exit strategy?

9. Whilst the focus is on a specific geographic area, how can wider linkages best be built in to the design of the initiative? (e.g. Ensuring appropriate linkages to economic opportunities, access to services / amenities, etc that do not lie within the immediate geographic area)

10. How will we **Research, Monitor, capture learning and evaluate the intervention**? For example, is there a proportionate M&E Framework in place for assessing progress?
    a. What can be learned from research and evaluation evidence to help inform the overall design of the initiative?
    b. is there clarity on the key outcomes / improvements sought?
    c. Is there agreed baseline data / realistic targets / key indicators of progress for tracking the desired outcomes?
    d. Who has responsibility for tracking and reporting progress?
    e. How will progress be reported? How regularly? / To whom?
    f. How will the monitoring information be used to inform the management and focus of the initiative, including decisions relating to resource allocation, what is / is not working, etc.?

Place-Based Working - Summary Checklist of Key Questions and Issues to Consider		
Questions	Summary of Partnership Discussion	Action to be taken
1		
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