

Appendix B

Draft template for CAA Self Assessment

1. **Introduction**
2. **The South Cambridgeshire District Council Context**
3. **Understanding local needs and translation into local priorities;**
 - Our local intelligence
 - Community engagement
 - Ensuring engagement opportunities for all
 - Working in Partnership
 - Community engagement influencing decision making and service improvement
 - Community leadership
 - Our priority setting, links to Cambridgeshire Together, Local Area Agreement and South Cambridgeshire LSP

Assess the extent to which:

- There are arrangements for community engagement which provide an accurate understanding of the diverse needs and interests of all sections of the community, including those at risk of disadvantage or social exclusion
- The council and its partners actively seek to build the capacity of local communities to enable their engagement
- The input of local people genuinely informs and influences decision-making
- Local intelligence is gathered and shared in a co-ordinated way by the council and its partners
- Local intelligence is robust enough to provide a solid base for future plans and accurately identify opportunities, risks and threats for the future well-being of the community

4. **Organisational effectiveness;**

Assess the extent to which:

- The resources of the council and its partners are aligned with the agreed priorities of the area

- The council maximises the benefit secured from their resources and ensure value for money
- There are collaborative approaches between partners wherever working together will provide greater value than organisations working separately
- The opportunities for shared services and joint procurement are maximised by the council and its partners
- Practices and policies relating to the use of resources have regard to issues of sustainability
- The organisational policies, practices and cultures of the council and its partners support high quality performance, good people management and joined-up working
- The council HR practices and change activities are subject to rigorous equality impact assessment
- Within the council, there are constructive working relationships between elected members and officers and clearly defined respective roles and responsibilities

5. The delivery of improvements and outcomes in the area – evaluating progress

- Successes – what we have achieved against our priority areas

Assess the extent to which:

- The council and its partners are successfully delivering the priorities for the local area
- Life is improving for local citizens
- The council and its partners are reducing inequalities and discriminatory outcomes for all members of the community
- Risks to fulfilling the priorities and vision for the local area are identified, understood and managed effectively
- Barriers to the achievement of the agreed priorities and/or improvement in organisational functioning and delivery are understood and being addressed

6. Gap analysis and planning for the future – identifying areas for improvement