

29 July 2010

A meeting of the **BUTE AND COWAL AREA COMMUNITY PLANNING GROUP** will be held in the **QUEEN'S HALL, DUNOON** on **THURSDAY, 26 AUGUST 2010** at **10:00 AM**.

AGENDA

1. **APOLOGIES**
2. **MINUTES OF MEETING OF 13TH MAY 2010** (Pages 1 - 4)
3. **PARTNERSHIP AGREEMENT FOR LOCAL PARTNERSHIPS - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR - REPORT TO FOLLOW**
4. **CONSULTATION ON THE NEW VISION - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR** (Pages 5 - 6)
5. **BUDGET CONSULTATION WORKSHOP - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR - VERBAL REPORT**
6. **ADULT LEARNING DISABILITY CONSULTATION - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES - VERBAL REPORT**
7. **MENTAL HEALTH RE-DESIGN - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES - VERBAL REPORT**
8. **FORWARD TOGETHER EVENT - ARGYLL & BUTE COUNCIL, CUSTOMER SERVICES** (Pages 7 - 8)
9. **YOUNG PEOPLE AND COMMUNITY PLANNING - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES** (Pages 9 - 10)
10. **COMMUNITY ENGAGEMENT STRATEGY - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR**(Pages 11 - 14)
11. **CONSULTATION DIARY - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR** (Pages 15 - 20)
12. **COMMUNITY PLANNING PARTNERSHIP SCORECARD - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR**
13. **LACPG SCORECARD - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR**

Working with communities to improve the quality of life for all in Argyll and Bute

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**MINUTES of MEETING of BUTE AND COWAL AREA COMMUNITY PLANNING GROUP held
in the QUEEN'S HALL, DUNOON
on THURSDAY, 13 MAY 2010**

Present: Councillor B Marshall (Chair)

Councillor A MacAlister
Councillor R Macintyre
Councillor A McNaughton
Councillor J McQueen
Councillor L Scoullar
Councillor I Strong
Councillor J R Walsh
Sandy Mactaggart, Link Director
Shirley MacLeod, Area Corporate Services Manager
Brian Barker, Policy & Strategy Manager
Eileen Wilson, Community Planning Officer
Chief Inspector Mosley, Strathclyde Police
Geoff Calvert, Strathclyde Fire and Rescue
Alison McCrossan, Scottish Health Council
Sheila McKechnie, NHS Highland
Donald MacLeod, Bute Community Council
Peter McWhinnie, Dunoon Community Council
Elizabeth Carey, South Cowal Community Council
Liz Marion, Senior Community Learning and Development Worker
Janet Skillin, Bute Community Links (TSP)
Brian Chennell, Dunoon & Cowal Business Association
Ann Scott, Business Gateway
Lorna Ahlquist, ABSEN/TSP

1. APOLOGIES

Apologies for absence were intimated on behalf of the following:-

Councillor R Simon
David McCaughey, Strathclyde Fire and Rescue
Viv Smith, NHS Highland
Peter MacDonald, Fyne Homes
Mike Geraghty, ABSEN
Donald Morrison, Scottish Ambulance Service

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF MEETING OF 12TH JANUARY 2010

The minutes of the meeting of 12th January 2010 were approved as a correct record.

4. REPORT ON BUTE & COWAL AREA COMMUNITY SEMINAR

The Group discussed the Area Community Seminar and agreed it was a great success. Brian Barker explained that the outcomes from this seminar have been incorporated in the Area Community Plan.

5. BUTE & COWAL LOCAL AREA COMMUNITY PLANNING GROUP AREA COMMUNITY PLAN

Brian Barker spoke on the Area Community Plan advising that it goes into more detail than expected. Brian advised that he looked at the overall voting process and weighted some of the preferences accordingly. Brian explained that he had taken out the information about Capital Investment because this requires detailed information and is something that should be considered in the future.

Brian Chennell said that within the plan it identifies local businesses taking the lead for some actions and asked if this could be mentioned when applying for the BIDS Scheme and Brian Barker said that would be acceptable.

Sandy Mactaggart noted that sport/sport development was not part of Health and Wellbeing and Shirley MacLeod advised that this was dealt with under prevention schemes.

Lorna Ahlquist said that the plan was based on the people who attended and this was the first step; some items will be missed but it will be developed as the process is taken forward.

Liz Marion advised that she will be posting the Plan to everybody who was invited along to the seminar.

The Group agreed the Area Community Plan.

6. PARTNER UPDATES ON AREA ISSUES

Peter McWhinnie advised that the Local Community Council were keen to bring rural transport and lack of facilities to the Development Plan; he advised that the group of Community Councils met last Wednesday to discuss Strategic Issues but found this difficult when papers were issued so close to meetings.

Councillor Marshall advised that he had asked that the Agenda be issued a month before the meeting to allow groups to discuss items. He advised that Officers should provide reports well in advance of meetings to make this process robust.

Donald MacLeod asked about Planning Permission for Windfarms and if there was a policy on these; Councillor Walsh advised there are policies within the Local Development Plan and Community Councils are statutory consultees within the planning process.

Lorna Ahlquist spoke on the 3rd sector finding it hard in terms of funding when people don't know about grants and said that there needed to be a mechanism in place for communication. Councillor Walsh advised that there had been a change in the issuing of voluntary sector grants which is now one grant fund with a separate Events and Festival grant. Councillor Walsh explained that Argyll & Bute Council would be looking at 15% cuts across the board and there is a chance that the grants budget could be removed.

7. PRINCIPLES OF REPRESENTATION

Eileen Wilson spoke on the Principles of Representation paper advising that everybody has to be represented and there must be a mechanism put in place to allow communication to get to the table.

The Group discussed the number of Community Councillors that should be involved within the group and it was agreed that 4 would be the maximum, the additional attendee will be identified by the Community Council Caucus, and will represent the rural Cowal Community Councils.

Eileen Wilson explained that there was a new Web Team within the Council who will be tasked with ways of getting information out.

8. THIRD SECTOR INTERFACE

Brian Barker spoke on the Third Sector Interface saying there was agreement for a third sector representative on the LACPG group.

Councillor Marshall said that the third sector was a mass of organisations and asked how they would interact with everybody.

Brian Barker explained that connection was through the CVS, Volunteer Centre, ABSEN etc and Janet Skillin explained that they were a newly formed partnership and their first task was about representatives and at their second meeting they will be discussing subjects. Janet said that they are now accountable for the third sector. Lorna Ahlquist said that there was no money for the representatives and the resources were needed to keep websites up to date. Brian Barker explained that Liz Marion had an important role because she was part of the third sector support.

9. DEVELOPMENT OF A MISSION STATEMENT FOR LOCAL AREA COMMUNITY PLANNING GROUP

Eileen Wilson asked the meeting to think about if they want a local Mission Statement or one for all areas.

It was agreed that Eileen would send around the draft Mission Statements she had and the Group would think about it for the next meeting.

10. ASSET TRANSFER DEMONSTRATION PROJECT

This item was withdrawn.

11. SECOND COMMUNITY SEMINAR - SEPTEMBER 2010

The Group discussed the date of the second community seminar and it was agreed it would be held on the 11th September due to the Flower Show being held on the 4th. It was further agreed a small working group would be setup with Liz Marion reporting back to the LACPG Group.

Eileen Wilson advised there was a Community Planning event being held on 15th June in Glasgow and the group agreed that Janet Skillin and Donald MacLeod would like to attend.

12. AGENDA ITEMS FOR FUTURE MEETINGS

Eileen Wilson advised that the Better Communication Project would be on the next agenda.

13. ANY OTHER COMPETENT BUSINESS

Brian Chennell advised that he could only currently represent members of the Business Association although if the BIDS Scheme is successful then he will have to deal with all businesses to establish what projects are achievable.

Local Area Community Planning Group
Bute and Cowal



26 August 2010

THE NEW VISION FOR ARGYLL AND BUTE

1. SUMMARY

- 1.1 Argyll and Bute Council is on an improvement journey and is committed to changing the way it works in order to provide Best Value services. In light of this, the Council has committed to reviewing its vision and values in line with the changing external environment, both financial and political, the review of its corporate plan and the implementation of its new communications strategy. As the vision is joint one with the Community Planning Partnership, the Council has opened up the review of the vision to partners for consideration.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Bute and Cowal Local Area Community Planning Group:
- notes the contents of this report and provides feedback on the proposed new vision and values highlighted below in relation to the identified priorities in the area
 - notes that a further report will be provided to the CPP Management Committee in September, once feedback from areas has been gathered

3. BACKGROUND

- 3.1 The CPP's current vision is to be the Leading Rural Area by working for vibrant communities, an outstanding environment and by being forward looking. There are a number of questions around what is meant by 'Leading Rural Area' in that it is not clear to all stakeholders whether we mean that we want to be *the* leading rural area; *Scotland's* leading rural area; or *a* leading rural area and it is therefore difficult to measure whether or not we are achieving it.
- 3.2 Feedback on this vision has suggested that it may not be fully inclusive or reflective of the diversity of the area. For example, Leading Rural Area does not necessarily apply to our larger towns. With this in mind, we aim to review / develop our vision to make it all encompassing, realistic and measurable.
- 3.3 As we are becoming much more outcome focused through our Single Outcome Agreement, our vision needs to explicitly reflect this. Considering that we are facing a significant period of change in light of challenging budgets and an extraordinary external political environment, it is suggested that we consider a

joint vision, which is ambitious, yet realistic and something that is measurable and meaningful to all of our stakeholders.

3.4 As an area, we have lots of potential on all levels and the suggested theme for a revised vision would be around *Realising Our Potential*. This theme translates into all areas of service delivery and it can be easily applied to everything we do to ensure that we are delivering Best Value services to the communities of Argyll and Bute e.g. Realising the potential of individuals, communities, partners and the area overall. The consistent use of, and clarity of our vision, will be imperative to ensuring that we can achieve it. This is why we need to ensure that we get it right.

3.5 The proposed vision and values for Argyll and Bute Council is highlighted below and its adoption by the CPP is open for consideration:

Argyll and Bute - Realising Our Potential Together

- *We involve and listen to our customers and communities*
- *We take pride in delivering best value services*
- *We are open, honest, fair and inclusive*
- *We respect and value everyone*

3.6 Measurement of our daily activities should contribute to establishing how far we are *Realising Our Potential*. We can measure this on a number of levels and from a CPP perspective, at an area level, through the Local Area Scorecard, the Community Planning scorecard and through our SOA annual report. The Planning and Performance Management Framework, already in place, will provide a systematic and effective approach to measuring how far we are achieving our vision through all that we do in partnership.

4. CONCLUSION

4.1 In order to develop a realistic and inclusive vision that will be achievable, it is important that all stakeholders are in agreement to review the vision and provide feedback on the proposed new vision. Feedback can be provided by emailing chief.executive@argyll-bute.gov.uk or by calling 01546 604420.

For further information contact:

Jane Fowler – Head of Improvement and Strategic HR
Chief Executive's Unit - Argyll and Bute Council
01546 604466

**Argyll and Bute Community Planning
Partnership**

**Bute and Cowal Local Community Planning
Group**

Date: 26th August 2010

Title: Second Community Seminar

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1. SUMMARY

- 1.1** This report outlines progress in taking forward effective Community Engagement as a core function of the Local Community Planning Group.

2. RECOMMENDATIONS

- 2.1** That the Local Community Planning Group note the progress made in planning the second local community seminar, as a key delivery mechanism outlined within the Community Engagement Strategy.

3. BACKGROUND

- 3.1** The Bute and Cowal Local Community Planning Group held its first Community Seminar, "Forward Together" on 6th March 2010 in Dunoon Grammar School. The event was very successful, with 103 people attending, 70% of whom were representing community or voluntary organisations or were individual community reps. Twenty nine different voluntary organisations were represented.
- 3.2** Outcomes from the first Community Seminar held in March have been progressed, and incorporated where possible into the Area Community Plan, as a result of which the Bute and Cowal Local Area Community Planning Group were able at their meeting of 13th May to adopt an agreed Local Area Community Plan, which retains the 4 overarching aims identified at draft stage, and now includes a number of actions which have been amended to reflect local communities wishes as expressed at the seminar
- 3.3** The next seminar will enable feedback to be given on the progression of actions in the agreed local Community Plan, and will enable participants to work on "Making A Difference" to Bute and Cowal. In order to have meaningful updates on progress, it is proposed that we postpone the autumn seminar from the original date of 11th September, to Saturday 23rd October. This would allow more effective monitoring of outcomes, and updating of actions, and would additionally allow other areas in Argyll and Bute to "catch up" with us, and have the second round of seminars held closer together. This seminar will be held in Rothesay Joint Campus. Planning for the event will be taken forward by Liz Marion, Community Development Officer, in partnership with other

Council services and CPP partners.

- 3.4** The Bute and Cowal Local Community Planning Group have therefore made good progress in establishing membership of the group, and have an agreed Area Action Plan which incorporates and reflects issues and topics identified through the successful Community Engagement Seminar held earlier in the year. Success measures agreed in the Action Plan are being built into a Pyramid Scorecard for the group, which will enable effective monitoring of progress in delivering these measures through the adopted Performance Management system. Reporting on this progress will be made at each LACPG meeting, and directly to the next and subsequent Community Seminars.

4. CONCLUSION

- 4.1** In order to allow effective reporting of progress of actions contained within the agreed Community Plan, it is suggested that the second Community Seminar "Making a Difference" be postponed until Saturday 23rd October 2010, and that planning for the event continues to be taken forward on a partnership basis, led by the Community Development Officer

For further information contact: Shirley MacLeod, Area Manager,
Customer Services

Telephone 01369 707130

ARGYLL AND BUTE COUNCIL
Community and Culture

BUTE & COWAL
Local Area Community
Planning Group
Thursday 26th August 2010

Young People and Community Planning Proposal

1. BACKGROUND

- 1.1 Local Area Community Planning Groups have been established to encourage community engagement and increase the involvement of communities in the Community Planning process.
- 1.2 There has been noteworthy success with the community events, which attracted significant numbers of participants from a wide cross section of the local community; however continued and ongoing efforts to engage with all sections of the local community will be required to make this process a success.
- 1.3 Although young people were present at the community event, they are under represented in most stages of the Community Planning process. This is not a criticism but rather a reflection of how the process is implemented – formal meetings, jargon, agendas which may appear irrelevant to young people, daytime meetings when they are at school/college/work etc.
- 1.4 Young people are valuable members of our communities, both in terms of the roles they currently fulfil and the potential they have to shape the future –

“Organising public services around the needs and aspirations of service users and citizens is fundamental in our approach to reforming public services. Children and young people are an important and challenging group in this. Involving them now is an investment in the future of our public services, ensuring that they are responsive to our changing needs in coming years, but also an investment in citizenship for Scotland.”

Engaging Young People in Community Planning 2006

2. PROPOSAL

- 2.1 To facilitate the involvement of young people in the Local Area Community Planning Groups by holding one meeting (or the main part of the meeting,) per year, which will be given over to youth issues and the views of young people? The meeting will be titled “Youth Focus” and the agenda will be set by young people and youth workers from the LACPG area.
- 2.2 Youth services staff will co-ordinate and support young people and youth work providers to programme the meeting with a mixture of examples of good practice/positive developments and local issues that are causing young people from Bute and Cowal concern.

- 2.3 The content of the programme will be decided from discussions involving young people and staff from local schools, Youth Forums, Youth Groups and other youth work providers in Bute and Cowal.
- 2.4 Ideally, young people will lead the session and the intention will be to give them as prominent position as possible in the presentations and discussion. Youth workers will also explore with young people different formats for expressing views and getting views across (video, powerpoint, photos etc,) to maximise the participation of young people.
- 2.5 The advantage of this model is it provides a clear structure for young people and youth work providers to link into Community Planning. It is cost effective and offers a link between youth democracy activities such as Youth Forums and School Councils to Community Planning.
- 2.6 Some people will no doubt ask why have a youth meeting rather than any other section of the community? However, if you look at the representation at LACPG meetings most sections of society are either directly or indirectly represented at the table. For various reasons, young people have little or no opportunity to feed into the structures.

3. RECOMMENDATIONS

Bute and Cowal Local Area Community Planning Group is asked to agree to pilot a "Youth Focus" meeting at the LACPG meeting scheduled in November 2010.

4. IMPLICATIONS

Policy	The Youth Focus meeting is consistent with CPP policy and the Community Engagement Strategy.
Financial	A small amount of funding may be required for transport.
Personnel	There are no personnel implications for this project.
Equal Opportunities	None
Legal	None

Martin Turnbull
Youth Services Manager
Community and Culture
26th August 2010

For further information please contact Martin Turnbull, Youth Services Manager, Argyll House, Alexandra Parade, Dunoon, PA23 8AJ Tel: 01369 708542

**Argyll and Bute Community Planning
Partnership**

**LACPG: Bute & Cowal
DATE: 26th August 2010**

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COMMUNITY ENGAGEMENT ACTION PLAN REVIEW AND UPDATE

1. SUMMARY

- 1.1** The Community Engagement Strategy provides CPP partners with a strategic approach to engaging communities of place and interest, in Argyll and Bute.
- 1.2** As the Council has restructured and Community Learning and Regeneration has undergone changes as a result of the Best Value Review the Action Plan for delivering on the Community Engagement Strategy has been reviewed and updated.

2. RECOMMENDATIONS

- 2.1** It is recommended that:
- The LACPG notes the contents of this report.
 - The LACPG acknowledges the progress made in delivering the Community Engagement Strategy.

3. BACKGROUND

- 3.1** The Community Engagement Strategy provides a framework to support communities to participate in shaping the services they use, and so contribute to better service provision and improved quality of life. It moves consultation to involvement. The objectives which flow from this include -:
- Developing systems and processes which allow communities to engage
 - Creating and communicating opportunities to engage
 - Maintaining structures and information to support engagement
 - Providing appropriate support to local people involved in the process
 - Establishing systems to review the quality of outcomes from engagement
- 3.2** The Community Engagement Strategy was agreed and adopted by CPP in May 2009.

- 3.3 Community Engagement is the responsibility of all partners at both Thematic and Local Community Planning levels.

4. UPDATE

4.1 **CPP-CE01 Community Planning structures and mechanisms are strengthened**

Thematic and Local Area Community Planning Groups have been established. Core partners and local representatives participate at the appropriate level.

CPP-CE02 Communities are involved at a local level

Community consultation events have been held in all four administrative areas. 3rd Sector represented through Third Sector Partnership representative and links to local 3rd Sector Forums. Further events are being planned for late autumn to be followed by an Argyll and Bute wide event in November.

Community Development Workers will support community engagement activities at Local Area Community Planning Groups. Two are already in post and two more will be joining the team in early August.

As part of our involvement with the Scottish Governments' Better Community Engagement Project we are developing a learning programme to support and improve practice. The aim of the project is to build the capacity of practitioners, develop effective learning models and provide a firm evidence base for future development.

CPP-CE03 Individuals and groups have the capacity to engage in Community Planning

The CPP has established an Equality and Diversity sub-group which will review and develop, where appropriate, mechanisms for the engagement of specific equalities groups. Local Area Community Planning Groups also have a responsibility to engage hard to reach groups. Accessible resources are available through the Council and Argyll Communities websites.

Joint training opportunities are being developed and materials are being developed in partnership with the Better Community Engagement Project.

Support for community groups is available through Third Sector Partnership and local Community Development workers linked to Local Area Community Planning Groups.

CPP-CE04 Experience, knowledge, skills, resources and funding is coordinated

Community engagement activities are being mapped, recorded and evaluated. Consultation toolkits including guidance are available and we are in the process of developing a CPP consultation diary. Through the Demonstration Project (Harnessing the Potential of the 3rd Sector to Deliver Council Priorities) recommendations have been taken forward to coordinate funding and skills training. We continue to recognise value and celebrate volunteering through the annual Volunteer awards.

5. CONCLUSION

- 5.1** The CPP, at all levels, continues to be committed to engaging and involving communities and enabling communities to influence the decisions that are made.

For further information contact:

Eileen Wilson – Community Planning Manager
Chief Executive's Unit - Argyll and Bute Council
01436 658726

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Argyll and Bute Community Planning Partnership

Bute and Cowal Local Area Community Planning Group

Date: 26th August 2010

Title: Consultation Diary

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1. SUMMARY

- 1.1** The CPP Community Engagement Strategy and Action Plan was approved in June 2009. The Action Plan details 4 main outcomes and a number of actions to achieve those outcomes. One of the actions is to gather and record engagement activities of all partners at all levels.
- 1.2** As part of this a pro forma has been developed to begin the process of gathering information about any planned, current or recent consultation
- 1.3** The information will be gathered at a local level and collated to give an overall picture of consultation activity. Information will also be collated at an Argyll and Bute level and made available to all partners.

2. CONSULTATION DIARY

- 2.1** Consultation describes the many ways that we in Argyll and Bute use to help people know about our services and activities, to give them a voice in what we do, and to get involved in community action and decision making. Through our local community planning groups we will
 - keep a diary covering recent, current and future consultation exercises;
 - work closely with community organisations, voluntary groups and forums;
 - encourage individuals, groups and communities to help us plan how we deliver services in local areas and across Argyll and Bute; and
 - work to strengthen local communities by encouraging people to participate.

We encourage all our partners and all our services to consult widely and to work in partnership where appropriate.

2. RECOMMENDATIONS

- 2.1** That the LACPG agrees the proposed format for gathering and sharing information.

- 2.2 That partners use the form to gather information and return any completed forms to their local LACPG contact within the time agreed.
- 2.3 That information be collated and made available to all partners
- 2.4 That 'Consultation Diary Update' be an agenda item at every second LACPG (four monthly)

For further information contact: Eileen Wilson,
Community Planning Manager
eileen.wilson@argyll-bute.gov.uk

Telephone 01436 658726

CONSULTATION DIARY ENTRY

If you are organising a consultation, please fill in this form, either electronically or on paper, then email or post the completed form to your local LACPG contact. (Details for LACPG contacts are given at the bottom of this form.)

Please complete a separate form for each consultation exercise.

A. Key Points

A1. Title of consultation

A2. Purpose of consultation

A3. Key contact person for the consultation

Name

Council Service / Partner organisation

Telephone number

Email

A4. Approximate start date (dd/mm/yy)

A4. Approximate end date (dd/mm/yy)

A5. Are you carrying out the consultation as part of a statutory process?

Yes No

A6. When do you expect to give feedback on the consultation (dd/mm/yy)?

B. Who is consulting?

B1. If you are leading this consultation on behalf of Argyll and Bute Council, please identify the Services within the Council that will be involved in carrying out the consultation (check all that apply).

Chief Executive's Unit

Strategic Finance

Improvement and HR

Community Services

Adult Care

Education

Children and Families

Community and Culture

Development and Infrastructure Services

Roads and Amenity Services Planning and Regulatory Services
 Economic Development

Customer Services

Governance and Law Customer and Support Services
 Facility Services

B2. Please list any partner organisations / departments involved in carrying out the consultation:

i.	
ii.	
iii.	
iv.	
v.	

C. Who are you consulting with?

C1. Which of the following groups will you consult with? (Check all that apply.)

Elected Members	<input type="checkbox"/>	Argyll and Bute Youth Forum	<input type="checkbox"/>
Council Officers	<input type="checkbox"/>	Young people / youth groups	<input type="checkbox"/>
Voluntary groups	<input type="checkbox"/>	General public / residents	<input type="checkbox"/>
Community Councils	<input type="checkbox"/>	Community Planning Partnership	<input type="checkbox"/>
Community / Local Forums	<input type="checkbox"/>	Community Planning Partners	<input type="checkbox"/>
Third Sector Partnership	<input type="checkbox"/>	Parents	<input type="checkbox"/>
Disability Network	<input type="checkbox"/>	Parent Councils	<input type="checkbox"/>
Elderly Forum	<input type="checkbox"/>	School pupils	<input type="checkbox"/>
Citizens' Panel	<input type="checkbox"/>	Pupil Councils	<input type="checkbox"/>
User groups	<input type="checkbox"/>	Service users	<input type="checkbox"/>
Tenants / Residents Associations	<input type="checkbox"/>	Potential Service Users	<input type="checkbox"/>
Other groups (please write in)			

D. How are you carrying out the consultation?

D1. Please indicate which of the following you will use to publicise your consultation. (Check all that apply.)

Articles in newsletters	<input type="checkbox"/>	Posters / flyers	<input type="checkbox"/>
Information sheets	<input type="checkbox"/>	Presentations	<input type="checkbox"/>
Letters	<input type="checkbox"/>	Press release	<input type="checkbox"/>
Website	<input type="checkbox"/>	Press advert	<input type="checkbox"/>

Libraries

Service points / community centres

Other

D2. If you have checked 'other', please give details:

D3. What consultation methods do you intend to use? (Please check all that apply)

- | | | | |
|-------------------------------|--------------------------|---|--------------------------|
| Community visioning | <input type="checkbox"/> | Survey – face to face | <input type="checkbox"/> |
| Customer comment card / slips | <input type="checkbox"/> | Survey – telephone | <input type="checkbox"/> |
| Exhibition | <input type="checkbox"/> | Survey – postal | <input type="checkbox"/> |
| Focus groups / workshops | <input type="checkbox"/> | Survey – online | <input type="checkbox"/> |
| Public meeting(s) | <input type="checkbox"/> | Web-based discussions | <input type="checkbox"/> |
| Participatory appraisal | <input type="checkbox"/> | Individual interviews | <input type="checkbox"/> |
| Circulating documents | <input type="checkbox"/> | Conference | <input type="checkbox"/> |
| Opinion poll | <input type="checkbox"/> | Partnership approach / ongoing dialogue | <input type="checkbox"/> |

Other (please write in)

E. Consultation events

E1. Are you planning any events as part of this consultation? Yes No

E2. If you are planning events, please briefly describe their number and types.

Number of planned events	
Type of events	

When you know dates and locations of the events, please give your LACPG contact the details so that these can be entered into the events diary.

F. Geographic areas covered

F1. Which parts of Argyll and Bute will the consultation cover? (Tick all that apply)

- | | | | |
|-------------------------------------|--------------------------|------------------------|--------------------------|
| Argyll and Bute wide | <input type="checkbox"/> | Helensburgh and Lomond | <input type="checkbox"/> |
| Mid Argyll, Kintyre and the Islands | <input type="checkbox"/> | Bute and Cowal | <input type="checkbox"/> |
| Oban, Lorn and the Isles | <input type="checkbox"/> | Other | <input type="checkbox"/> |

F2. If you have said that the consultation will cover 'other' areas, please give details:

G. Feeding back the consultation results

When you have written a final report for the consultation, please send an electronic copy to your LACPG contact(s) for distribution.

Thank you for completing this form. Please send it to your local LACPG contact (details below).

LACPG contacts

**Eileen Wilson
Community Planning Officer
25 West King Street
Helensburgh
G84 8UW
01436 658726
eileen.wilson@argyll-bute.gov.uk**