

19 October 2010

A meeting of the **BUTE AND COWAL AREA COMMUNITY PLANNING GROUP** will be held in the **QUEEN'S HALL, DUNOON** on **FRIDAY, 5 NOVEMBER 2010** at **10:00 AM**.

AGENDA

- 1. APOLOGIES**
- 2. MINUTES OF MEETING OF 26TH AUGUST 2010(Pages 1 - 6)**
- 3. ATTENDANCE AT GROUP - REQUEST FROM 3RD SECTOR**
- 4. MENTAL HEALTH RE-DESIGN - ARGYLL & BUTE COUNCIL/NHS HIGHLAND COMMUNITY SERVICES - VERBAL REPORT**
- 5. PARTNERSHIP AGREEMENT FOR LOCAL PARTNERSHIPS - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR**
- 6. LOCAL PARTNERSHIP HIGHLIGHT AND EXCEPTION REPORTING - REPORT TO FOLLOW**
- 7. POTENTIAL FOR RATIONALISATION OF LOCAL COMMUNITY GROUPS - SANDBANK COMMUNITY COUNCIL**
- 8. REPORT ON FORWARD TOGETHER 2 SEMINAR - REPORT TO FOLLOW**
- 9. COMMUNITY ENGAGEMENT CPP SUB-GROUP - VERBAL UPDATE**
- 10. UPDATE FROM ECONOMY THEMATIC GROUP(Pages 7 - 8)**
- 11. UPDATE FROM SOCIAL AFFAIRS THEMATIC GROUP(Pages 9 - 10)**
- 12. UPDATE FROM ENVIRONMENT THEMATIC GROUP(Pages 11 - 12)**
- 13. DEVELOPMENT OF LACPG SCORECARD - ARGYLL & BUTE COUNCIL IMPROVEMENT & STRATEGIC HR**

This page is intentionally left blank

**MINUTES of MEETING of BUTE AND COWAL AREA COMMUNITY PLANNING GROUP held
in the QUEEN'S HALL, DUNOON
on THURSDAY, 26 AUGUST 2010**

Present: Councillor B Marshall (Chair)

Councillor A McNaughton
Councillor J McQueen
Councillor L Scoullar
Councillor R Simon
Councillor I Strong
Councillor J R Walsh
Sandy Mactaggart, Link Director
Douglas Hendry, Executive Director, Customer Services
Shirley MacLeod, Area Manager, Customer Services
Ken Macdonald, Area Manager, Customer Services
Jane Fowler, Head of Improvement and Strategic HR
Eileen Wilson, Community Planning Manager
Andrew Mosley, Area Commander, Strathclyde Police
Geoff Calvert, Strathclyde Fire & Rescue
Viv Smith, NHS Highland
Alison McCrossan, Scottish Health Council
Heather Grier, Strachur Community Council
Peter McWhinnie, Dunoon Community Council
Tony Miles, South Cowal Community Council
Anne Gabriel, Association of Scottish Community Councils
Liz Marion, Senior Community Learning and Development Worker
Janet Skillin, Bute Community Links (TSP)
Ann Scott, Business Gateway
Chris Carr, Research & Information Officer
Jo Smith, Communications Manager
Douglas Boynton, Consultant
Laura Porter, Area Manager, Learning Disability
Carron Tobin, Rural Dimensions

1. APOLOGIES

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

Councillor A MacAlister
Councillor R Macintyre
Martin Turnbull, Youth Services Manager
Donald MacLeod, Bute Community Council
David McCaughey, Strathclyde Fire and Rescue

2. MINUTES OF MEETING OF 13TH MAY 2010

The minutes of the meeting of 13th May 2010 were approved as a correct record.

The Chairman ruled and the Committee agreed, in terms of Standing Order 3.2.2 that a report regarding Benmore Botanic Gardens Proposed New Visitor Hub, dealt with at item 6 of this minute, be taken as a matter of urgency.

3. PARTNERSHIP AGREEMENT FOR LOCAL PARTNERSHIPS - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR

Eileen Wilson spoke on the Partnership Agreement for Local Partnerships advising that the Bute & Cowal table of agreed outcomes will be inserted into the report. Eileen asked for any feedback and the Group agreed that any comments would be directed to Eileen.

Decision

The Group agreed the finalised Partnership Agreement would come to the next meeting for agreement.

4. CONSULTATION ON THE NEW VISION - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR

Jane Fowler spoke on the New Vision for Argyll and Bute advising that the current vision is to be the Leading Rural Area and advised that since the Council are becoming more outcome focused through the Single Outcome Agreement the vision needs to explicitly reflect this. The Group discussed scrutiny of outcomes and measuring this through scorecards in the Pyramid system and Jane explained that even if partners did not have access to the Pyramid system there will be updates on the Council website and these will be submitted to meetings.

Decision

The Group agreed to note the contents of the submitted report and provide feedback on the proposed new vision and values highlighted in relation to the identified priorities in the area and noted that a further report will be provided to the CPP Management Committee in September once feedback from the areas has been gathered.

5. BUDGET CONSULTATION WORKSHOP - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR - VERBAL REPORT

Sandy MacTaggart gave a presentation on the Councils Budget Outlook advising of Argyll and Bute forecast and the future challenges. Sandy explained that the Council will have a funding gap between £9m and £13m and explained how the Councils budget was spent. He said that the Council have started service reviews and consultation with the public, communities, media, employees and trade unions. He went on to explain the key stages of the service reviews. Sandy asked for feedback from partners that would in turn be fed into the budget process.

Jo Smith split the group into working groups to consider where they would

make the savings and the consensus was that the Council continue to carry out statutory functions and think about doing all other functions differently.

The Group discussed where the savings were to come from and clarified that if they did not take money from one Department then the other Departments would have to make up the shortfall. The Group also discussed the consultation process and Douglas Hendry that there was an online facility for feedback. Councillor Marshall asked for a press release to let the public know there of the hard times to come and Jo Smith advised that there had been a media briefing and she would keep the momentum going. Andrew Mosley said that £40m over 3 years turns into difficult choices and the Council will have to look at Roads and Education. Viv Smith wished to commend the Council opening up the budget process to public consultation and advised that the NHS would be following in the Council's footsteps.

Decision

The Group agreed that the Budget workshop would be an item for inclusion at the Community Seminar in October.

Councillors Scoullar, Simon and Strong intimated their apologies and left the meeting at this stage.

6. BENMORE BOTANIC GARDENS PROPOSED NEW VISITOR HUB

Members heard an informative presentation from Carron Tobin on the Benmore Botanic Gardens proposed New Visitor Hub. Carron spoke on the projects hopes, fears and aspirations, advising that the Botanic Gardens realise that partnership working is key and therefore are working with SNH, FCS, the National Park, HIE, Argyll & Bute Council and hopefully the Community Planning Group. Peter McWhinnie asked if Carron had contact the Education department and Carron advised she had. Janet Skillin said she should contact The Bute Community Land Company who have recently purchased a Forest in Bute and contact Kew Gardens.

The Group thanked Carron for her presentation and agreed to be a partner with the project.

Douglas Hendry and Sandy Mactaggart intimated their apologies and left the meeting at this stage.

7. ADULT LEARNING DISABILITY CONSULTATION - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES - VERBAL REPORT

Douglas Boynton spoke on the Review of the Learning Disability Services advising that there was an increase in demand for services and they need to satisfy policy requirements in response to user/carer choice. Douglas spoke on the Home and Community Service budget and where this was spent, he also spoke on the review process advising that the review was structured on Treasury Green Book Guidance. Douglas spoke on the

options for change with building based day services and services delivered in the home or community.

Viv Smith asked for clarity over Residential Care Homes and Douglas explained this was not about general care homes it was learning disability care homes.

Decision

The Group noted the information provided.

8. MENTAL HEALTH RE-DESIGN - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES - VERBAL REPORT

This item was postponed to the next meeting.

9. FORWARD TOGETHER EVENT - ARGYLL & BUTE COUNCIL, CUSTOMER SERVICES

Shirley MacLeod advised that the next Community Seminar would be held on Saturday 23rd October in the Rothesay Joint Campus and a large part of the programme will be the budget consultation issue.

Decision

The Group noted the progress made in planning the second local community seminar, as a key delivery mechanism outlined within the Community Engagement Strategy.

10. YOUNG PEOPLE AND COMMUNITY PLANNING - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES

Liz Marion spoke on Young People and Community Planning advising the process is not user friendly for young people. Liz recommended that the Group agree to a pilot youth focus meeting where young people would lead the session. Liz asked that the event be carried out in November.

The Group expressed concerns over the timescale of the event and felt that November was too soon.

Decision

The Group agreed that Liz Marion and Shirley MacLeod would discuss having the Local Community Planning Group Meeting in January led by young people.

11. COMMUNITY ENGAGEMENT STRATEGY - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR

Eileen Wilson spoke on the Community Engagement Strategy advising that the Strategy has been reviewed and updated. Eileen gave a reassurance that the Council is committed to delivering the Strategy.

Decision

The Group noted the contents of the report and acknowledged the progress made in delivering the Community Engagement Strategy.

12. CONSULTATION DIARY - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR

Eileen Wilson explained that one of the main outcomes of the Action Plan was to gather and record engagement activities of all partners at all levels. Eileen said that as part of this pro forma the Council will gather information about planned, current or recent consultations, this will be advertised on the Council's website with a link to the particular consultation.

Decision

The Group agreed the proposed format for gathering and sharing information and agreed that partners would use the form to gather information and return it within the time agreed. The Group further agreed that the Consultation Diary Update will be an agenda item at every second LACPG meeting.

Geoff Calvert intimated his apologies and left the meeting at this stage.

13. COMMUNITY PLANNING PARTNERSHIP SCORECARD & LACPG SCORECARD - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR

Jane Fowler spoke on Scorecards advising that they were in early stages of pulling together service delivery. Jane explained the Council is working to provide partner access to the Pyramid system the first being Argyll & Bute Community Health Partnership. Jane said that the Group must decide on the most important Key Performance Indicators, these must be something that can be measured. Jane further explained that it was important that partners contribute towards the scorecard.

Decision

The Group noted the information provided.

This page is intentionally left blank

**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date: 8th September 2010**



Title: Update Report on Economy Thematic Group

1. SUMMARY

1.1 This report summarises progress which the Economy Thematic Group has made in regard to developing and implementing actions in the Community Plan, and in developing a scorecard and work programme.

2. RECOMMENDATIONS

2.1 That the Management Committee note the progress which the Economy Thematic Group has made in progressing outcomes from the agreed action plan and scorecard for the group.

3. BACKGROUND

- 3.1** The Economy Thematic Group meets quarterly and is progressing in delivering the outcomes and actions relating to the Economy of Argyll and Bute contained in the Community Plan.
- 3.2** The agreed Scorecard now forms the basis of the scrutiny and performance monitoring work which the group undertakes under their Terms of Reference. Group members continue to express ongoing concerns about the relevance of the Scorecard in light of continuing difficulties in allowing partners to input information onto the Pyramid system, with frustration being expressed by both Elected Members and strategic partners about the lack of partner performance data which the Scorecard contains. It was noted that work is continuing to address these issues, and the group agreed that the process of monitoring progress is of secondary importance to taking the work of the group forward.
- 3.3** Partner updates in relation to actions in the Community Plan gave the group detailed information about progress, noting in particular success with partners signing up for the Food From Argyll initiative, Business Gateway roadshows, and the very recent announcement about HIE board approval for the budget for the Argyll Marine Science Initiative at Dunstaffnage.
- 3.4** The group considered issues relating to Principles of Representation within Community Planning, and also a draft Partnership Agreement for the group. It was agreed that partners would feedback comment on these items to the Community Planning Manager, and that finalised documents would be submitted to the November meeting of the group for adoption. This

will help clarify and simplify procedural items relating to the group's work, and will be important in the development of the group into an effective partnership working forum.

- 3.5** In terms of performance monitoring, the group has agreed that the thematic group scorecard will be considered at each group meeting, and in addition, there will be a standing item on update of progress of Community Plan actions, and verbal input from attending partners, and associated strategic partners, on the work which they are carrying out in helping to deliver the key Economy actions of the Community Plan.
- 3.6** The group agreed that the focus of the next meeting due to be held in November will be on marketing of Argyll and Bute, specifically in relation to the Argyll and The Isles Brand, and Destination Management Organisations.

4. CONCLUSION

- 4.1** The Economy Thematic Group have made good progress in taking forward the development of thematic actions within the Community Plan and have a clear process in place to ensure effective implementation and monitoring of same.

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

Telephone 01369 707130

**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date: 8 September 2010**

argyll and bute
communityplanningpartnership



Title: Social Affairs Thematic CPP Group

1. SUMMARY

- 1.1 The fourth Social Affairs Thematic CPP Group meeting was held on 9 August 2010.

2. RECOMMENDATIONS

- 2.1 Note progress in the development of the Social Affairs Thematic CPP scorecard.
- 2.2 Note that the group agreed to sign the proposed partnership agreement subject to some amendments.

3. BACKGROUND

- 3.1 The group considered a report providing an update on progress of the performance management arrangements for the Social Affairs Thematic CPP Group.

The Thematic Lead Officer also reported on background work currently being undertaken by the Council in respect of changes to the Pyramid system which will be rolled out over the next 2 to 3 weeks.

The group noted the details of these reports and agreed some changes to the scorecard which is likely to be further amended following feedback from the recent 'Forward Together' events.

- 3.2 The group considered a report outlining details of the integration of strategic partnerships and a proposed partnership agreement and agreed to sign the agreement subject to a couple of minor amendments.
- 3.3 The group noted progress on the pilot currently being undertaken to enable Partners to access the Council's performance management system, Pyramid and that 3 Argyll and Bute CHP representatives had access to it.

- 3.4** The group considered a report from NHS Highland which highlighted the type of work being undertaken by the Highland Improvement Planning and Performance Group (HIPAG) and agreed to request that HIPAG identify a measure which could be included in the groups' scorecard.

4. CONCLUSION

- 4.1** The group has made progress in taking forward the scorecard and the integration of strategic partnership arrangements.

Iain Jackson
Governance Manager

Telephone 01546 604188

**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date: 8th September 2010**



Title: Update Report on Environment Thematic Group

1. SUMMARY

1.1 This report summarises progress which the Environment Thematic Group has made in regard to developing and implementing actions in the Community Plan, and in developing a scorecard and work programme.

2. RECOMMENDATIONS

2.1 That the Management Committee note the progress which the Environment Thematic Group has made in progressing outcomes from the agreed action plan and scorecard for the group.

3. BACKGROUND

- 3.1** The Environment Thematic Group meets quarterly and is progressing in delivering the outcomes and actions relating to the Environment of Argyll and Bute contained in the Community Plan.
- 3.2** The developing Scorecard now forms the basis of the scrutiny and performance monitoring work which the group undertakes under their Terms of Reference. At the most recent meeting of the group there was extensive discussion on how information could be meaningfully recorded within Pyramid, and about partner access to Pyramid for the purpose of updating the Scorecard. The group agreed to devote a significant amount of time at their next scheduled meeting to consider and refine targets within the Scorecard, including consideration of related strategies which may contain outcomes more appropriate for inclusion within the Scorecard. The group also agreed to consider at the next meeting what partnerships the group would like to seek information from in related to highlighted/exception reports.
- 3.3** The meeting considered a draft Partnership Agreement for the group and endorsed it, with agreement that it will be reviewed on an annual basis. This agreement will be important in the development of the group into an effective partnership working forum.
- 3.4** The group had an informative presentation on the Green Gym scheme, noting that such schemes have been taken forward in both Helensburgh and Dunoon. The Project Manger informed the Group that a submission had been made for LEADER funding, which if successful would allow an additional 50 Green Gym

sessions to be run.

- 3.5** The group discussed the Offshore Wind Consultation paper by Marine Scotland, noting that a draft consultation response would be considered by the Council's Executive in September, and that this would be circulated to the Environment Thematic Group.

4. CONCLUSION

- 4.1** The Environment Thematic Group have made progress in taking forward the development of thematic actions within the Community Plan and are now developing an effective system of monitoring implementation and monitoring of same by way of a Pyramid Scorecard.

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

Telephone 01369 707130