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

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argyll and bute

**communityplanning**partnership

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24 August 2012

A meeting of the **BUTE AND COWAL COMMUNITY PLANNING GROUP** will be held in the **CASTLE HOUSE, CASTLE GARDENS, DUNOON** on **TUESDAY, 4 SEPTEMBER 2012** at **1:30 PM**.

## AGENDA

1. **APOLOGIES**
2. **MINUTES OF MEETING OF 6TH JUNE 2012**(Pages 1 - 6)
3. **SCOTTISH WATER UPDATE**  
Jane McKenzie, Scottish Water
4. **COMMUNITY RESILIENCE**  
Argyll & Bute Council - Morag Brown, Improvement & HR (Pages 7 - 10)
5. **POPULATION DECLINE**  
Argyll & Bute Council – Eileen Wilson, Chris Carr, Improvement & HR (Pages 11 - 24)
6. **CO PRODUCTION CONFERENCE**  
Report by Glenn Heritage, Argyll Voluntary Action
7. **SURVIVE AND THRIVE PROJECT**  
Presentation by Katrina Sayer, Argyll Voluntary Action
8. **ISSUES RAISED BY THE CAUCUS OF COMMUNITY COUNCILS**  
Public Entertainment Licences
9. **ISSUES RAISED BY THIRD SECTOR FORUM**
10. **PARTNERSHIP UPDATES**
11. **COMMUNITY SAFETY PARTNERSHIP EXCEPTION REPORTING TO AREA COMMUNITY PLANNING GROUP**  
Argyll & Bute Council – Shirley MacLeod, Governance & Law (Pages 25 - 30)

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**MINUTES of MEETING of BUTE AND COWAL AREA COMMUNITY PLANNING GROUP held  
in the CASTLE HOUSE, CASTLE GARDENS, DUNOON  
on WEDNESDAY, 6 JUNE 2012**

**Present:** Councillor R Macintyre (Area Leader)

Councillor M Breslin  
Councillor I Strong  
Charles Reppke, Head of Governance & Law  
Shirley MacLeod, Area Governance Manager  
Kate Connelly, Project Officer  
Eileen Wilson, IOD Project Officer  
Margaret Fyfe, Community Development Manager  
Callum Robertson, Roads Performance Manager  
Maggie McLay, Admin Assistant for School Support  
Eleanor Stevenson, South Cowal Community Council  
Iain McNaughton, Sandbank Community Council  
Anne Gabriel, Dunoon Community Development Group  
John Forth, Loch Lomond & The Trossachs National Park  
Alistair McLaren, Argyll Voluntary Action  
Lorna Ahlquist, CCCG  
Alison McCrossan, Scottish Health Council  
Catherine McLoone, Acting Senior Social Worker  
Lorraine Paterson, NHS Highland  
Pat Tyrell, NHS Highland

**1. APOLOGIES**

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

Councillor G Blair  
Liz Marion, Senior Community Learning & Development Worker  
Andy McClure, Strathclyde Fire & Rescue

**2. MINUTES OF MEETING OF 14TH MARCH 2012**

The Minutes of the Meeting of 14<sup>th</sup> March 2012 were agreed as a correct record.

**3. CRITICAL ACTIVITY RECOVERY PLAN (AGENDA ITEM 8)**

The Project Officer gave the background to Business Continuity Management within the Council to ensure that critical activities can be recovered quickly following any major incident which causes disruption of normal business. She advised that an internal audit identified that improvements should be made to the existing plans with a requirement to engage stakeholders and local communities to make it easier to engage with them and enlist their support. She encouraged the Group to fill in the survey which refers to critical activities and can be found on the following link:-

<https://secure.crtviewpoint.com/OnlineSurvey/default.aspx?session=819f0d9e-7ae7-4791-9bf6-1789ebadfb11>

Councillor Strong spoke on the problems regarding communication during the last storms and the Head of Governance and Law advised that these would be fed into this process.

### Decision

The Group noted the information provided.

#### **4. ISSUES RAISED BY THE CAUCUS OF COMMUNITY COUNCILS**

##### New Event Licence /PPSL.

The Head of Governance and Law spoke on the changes to the Public Entertainment Licences advising that a licence is required in relation to the following classes of entertainment if the event has payments of money or money's worth from members of the public.

- a. Concerts
- b. Theatrical performances
- c. Fairgrounds
- d. Circuses
- e. Leisure centres with audience accommodation
- f. Dancing, discotheques or roller disco
- g. Ice rinks with audience accommodation
- h. Boxing, wrestling, judo or similar presentations
- i. Snooker or billiard halls
- j. Amusement arcades
- k. Video shows

He further explained that if an Occasional Liquor Licence is required then a Public Entertainment Licence is not also needed.

Mr Reppke also spoke on the charging policy for the Public Entertainment Licence and explained that the following will be put to the Council at their next meeting.

No fee should be charged for a free to enter event if the event is organised by a formally constituted voluntary or charitable organisation on the basis that this exemption from payment of a fee only applying if the following criteria are met (i) there is no admission charge or fee; (ii) no charge for use of any of the facilities provided by the event organiser; and (iii) no donations are made towards the cost of running the event;

If entry to an event held by a voluntary or charitable organisation is not free there is no fee for the first 2 events held per year by the organisation with subsequent events held in the same year being charged a reduced fee of £40 per event.

##### Roads Issues – Capital Programme

The Roads Performance Manager spoke on the progress to date in the Capital reconstruction programme and expenditure vs budget. He explained what works had been done to date and what will be progressed in the coming months. He further spoke on the new bus shelters at

Glenbranter.

Iain McNaughton asked if somebody from the Roads Department could come to the Caucus of Community Council meetings to discuss items that were going on in the area.

#### School Catchment Areas

Iain McNaughton asked if there could be a review of the school catchment areas in particular regards to Strone and North Bute. Iain explained about a stretch of road with 60 houses that is felt should be part of the Strone catchment and Councillor Strong explained that Ardbeg's catchment should be North Bute.

The Group agreed the Admin Assistant for School Support would report back to Iain McNaughton on the individual school catchment areas and update the Area Governance Manager on the requirements for these to be in place and the mechanism to make changes to them.

#### Mutual Communication between LACPG/ Council Officers/ Caucus Community Councils as and when necessary.

Iain McNaughton advised that having the Area Governance Officer at the last Caucus meeting was very productive and asked that Officers be invited along to the meetings to discuss individual items. The Area Governance Manager advised that it would depend on Officer's time constraints advising the Caucus to contact her in the first instance and she would see what could be done.

### **5. RESHAPING OLDER PEOPLE'S SERVICES INCLUDING THE CHANGE FUND**

Lorraine Paterson, Pat Tyrell and Catherine McLoone gave an informative presentation on Reshaping Care for Older People in Argyll and Bute.

Lorraine advised that this is a national policy launched in 2011 in recognition of some key imperatives which are happening. There is a considerable change in the population age structure in Argyll and Bute over the next 20 years. Lorraine spoke on how the £4.5 billion is spent each year on care of older people and what will happen if we don't change. The aims of the policy is to promote healthy ageing, support self care, support communities and unpaid carers, preventative and anticipatory care and more telecare, equipment, adaptations. The actions in Bute and Cowal are to implement the extended community care team approach, single point of access, lead professional role, virtual ward meeting, daily ECCT ward meetings and development of co-production.

The Change Fund is a pump priming fund from Scottish Government to support partnerships to make the necessary changes to address the priorities identified, it is available to partnerships over four years, there is a shift in resource from NHS to Council, and from institutional care to Independent and Third Sector organisations.

Catherine McLoone spoke on the integration of Health and Social Care, Getting Community Care Right in Argyll and Bute and what the priorities are for year one of the Change Fund investment and the key principles of the model of care.

Decision

The Group asked questions and noted the information provided.

**6. NEW COMMUNITY PLAN**

The IOD Project Officer spoke on the New Community Plan explaining it incorporated the Single Outcome Agreement and for this reason it was an interim plan for one year. The IOU Project Office advised that the report attached was only a small amount of the available information and advised the Group to have a look on the Council's website which gives far more details on Community Planning.

Decision

The Group noted the information provided.

**7. COMMUNITY SAFETY**

The Area Governance Manager spoke on the status and membership of the Local Community Safety Forums and outlined where these lie in relation to other groups such as the Local Area Community Planning Group and the Argyll and Bute Community Safety Partnership.

Iain McNaughton advised that Community Councils have never been involved in Community Safety and the Area Governance Manager advised that Community Councils have a seat at the Strategic Partnership.

Decision

The Group agreed:-

- i. To note the current status of the Community Safety Forums in the Area.
- ii. To acknowledge the Community Safety Forums as a key strategic partner within the local community planning structure.
- iii. To Community Safety Forums being asked to provide Highlight/Exception report to the Local Area Community Planning Groups.

**8. UPDATE FROM THEMATIC GROUPS**

The Area Governance Manager updated the Group on the work being carried out by the Thematic Groups.

Decision

The Group noted the information provided.

**9. PARTNERSHIP UPDATES (AGENDA ITEM 3)**

Lorna Ahlquist passed round leaflets on the Out of Hours Review urging people to complete the form.

Lorna Ahlquist also spoke on the work being provided by the Sub Group looking at communication.

Lorna further spoke on the Co-Production event that unfortunately did not take place and Margaret Fyfe said that there may be a pilot project in Oban, Lorn and the Isles later on in the year.





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**Argyll and Bute Community Planning  
Partnership**

**Bute and Cowal Community Planning  
Group**

**Date: 4 September 2012**

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**Title: Community Resilience Project Update Report**

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## **1. INTRODUCTION**

- 1.1 The Project Initiation Document for the Council's Community Resilience project was presented to the Community Planning Partnership Management Committee at the meeting on 6 June. This report provides an update on the development of the project.
- 1.2 The Community Resilience project is informed by the lessons learnt from the severe weather of winter 2011/12 and subsequent power outages for protracted periods in some areas highlighted the need to improve power and communication resilience.
- 1.3 The development of wider community resilience is also seen as an area for significant improvement across Argyll and Bute.
- 1.4 The CPP management committee helped to identify key stakeholders who would be able to assist the project team in delivering the outcomes. The project team have now met with almost everyone and these meetings have been very informative, helping to shape the approach to the project and have already resulted in improved sharing of information.

## **2. RECOMMENDATIONS**

- 2.1 That the Bute and Cowal Community Planning Group notes the progress of the Community Resilience project to date.
- 2.2 That the Bute and Cowal Community Planning Group endorses the approach to the distribution and promotion of the Scottish Government community resilience toolkits.
- 2.3 The Bute and Cowal Community Planning Group promotes the project within Bute and Cowal to encourage communities to complete their resilience plans and to highlight and promote the importance of self-resilience.

## **3. DETAIL**

- 3.1 The project is split into two workstreams, organisational resilience

and community resilience. Within each workstreams there is a further split into two themes.

- 3.2 The organisational resilience workstream will deliver improvements to Council buildings, communications and IT.
- 3.3 The project team are recommending the Council enters in to an agreement with a leading provider in the hiring of standby generators to provide backup power for 6 key offices. These offices are in Oban, Lochgilphead, Campbeltown, Helensburgh, Dunoon and Rothesay. For an annual fee the council will enter into a contract which will ensure that each office has a plan for loss of power, identifying the capacity of generator required and delivery and installation details. We will also install connection panels to connect these generators to the buildings. Generators can then be delivered to site or put on standby if severe weather is forecast.
- 3.4 In order to protect the Councils IT systems our servers will be supported by fixed generators in Helensburgh and the Council HQ in Kilmory.
- 3.5 The project team are also investigating opportunities for backup power arrangements at the large council owned rest centres.
- 3.6 The council's telephony system, Microsoft Lync, will be made more resilient as a result of the backup power arrangements. In addition, the project will also ensure that there is an emergency phone, which doesn't require power to operate, in each key office, care home, hostel and depot. The council has also taken ownership of a satellite phone trailer from the Scottish Government which can be towed to any location to provide additional communications via satellite.
- 3.7 The community resilience workstream is tasked with promoting resilience within Argyll at both an individual and community level.
- 3.8 The project team are working with the Scottish Government to promote individual resilience through the 2012/13 "Ready for Winter" campaign. Rather than focusing on one weather type, the campaign this year will promote individual resilience in an emergency situation. The Scottish Government are going to use real life stories to illustrate this and have approached the council with a view to using residents and workers in Bute.
- 3.9 The Scottish Government will launch their campaign on Monday 22 October and then embark on a programme of road shows around Scotland promoting the campaign. We have suggested that these be held in Campbeltown and Rothesay this year. The council will promote these road shows via the website and other

communication channels.

- 3.10 Community resilience will be improved by encouraging communities to complete the Scottish Government “Guide to emergency planning for community groups” and its associated resilience plan templates and information. These information packs will be prepared by the project team working with Strathclyde Police, Strathclyde Fire and Rescue, NHS Highland, Argyll Voluntary Action, Red Cross, WRVS, Strathclyde Emergency Coordinating Group and both power companies to make sure they are relevant for Argyll. They will include endorsements, information about roles and responsibilities, public safety information and key risks affecting the area, as well as templates and useful hints and tips. Examples of completed plans will also be provided. Everything will be presented together in a handbook.
- 3.11 Packs are going to be distributed towards the end of September by Argyll Voluntary Action and the police officers attending community council meetings are going to help endorse and encourage participation, even offering to scribe plans to ensure a consistent quality. AVA will triage responses and requests for further information from the community councils and collate plans that are returned. Copies of returned plans will be sent to all agencies involved. Plans received by the Council will be quality assured by the civil contingencies team and feedback given. Copies will be filed for future reference and the content will help to inform future training exercises.
- 3.12 The project team would also ask that the Community Planning Partnership encourages communities to complete their resilience plans and to highlight and promote the importance of self-resilience. Whilst it is no requirement to complete a plan, any plans produced will be very beneficial to all members of the community, the first responders and the Community Planning Partnership.

#### **4. CONCLUSION**

- 4.1 The project will deliver its objectives by improving resilience at an organisational, community and individual level. The project is on track to deliver its outcomes before the start of winter 2012/13
- 4.2 The support of the Community Planning Partnership will help to deliver improved resilience for communities by endorsing the approach taken and encouraging participation to maximise the uptake in completed Community Resilience plans.

For further information contact:

Morag Brown  
IOD Programme Manager  
Business Development

Tel: 01546 604199

# **NRS' 2010-based population projections for Argyll and Bute**

Chris Carr

Improvement and Organisational Development



# Introduction

- 2010-based population projections for local authority areas published 29 February 2012
- Over projection period (2010-2035) in Argyll and Bute:
  - Total population will fall
  - Number of children will fall
  - Number of working age people will fall, despite increases in pension age
  - An increase in the number of people of pensionable age
  - Population aged 75+ to increase by 73.6%
- There will be more deaths than births
- Migration flows will not compensate

# Background (1)

- NRS produces population projections every two years
- Projections
  - make assumptions about
    - Future fertility rates
    - Future mortality rates
    - Migration (hardest to predict)
  - Are based on past trends
- Projections affect policies; policies affect projections
- Projections are NOT predictions

## Background (2)

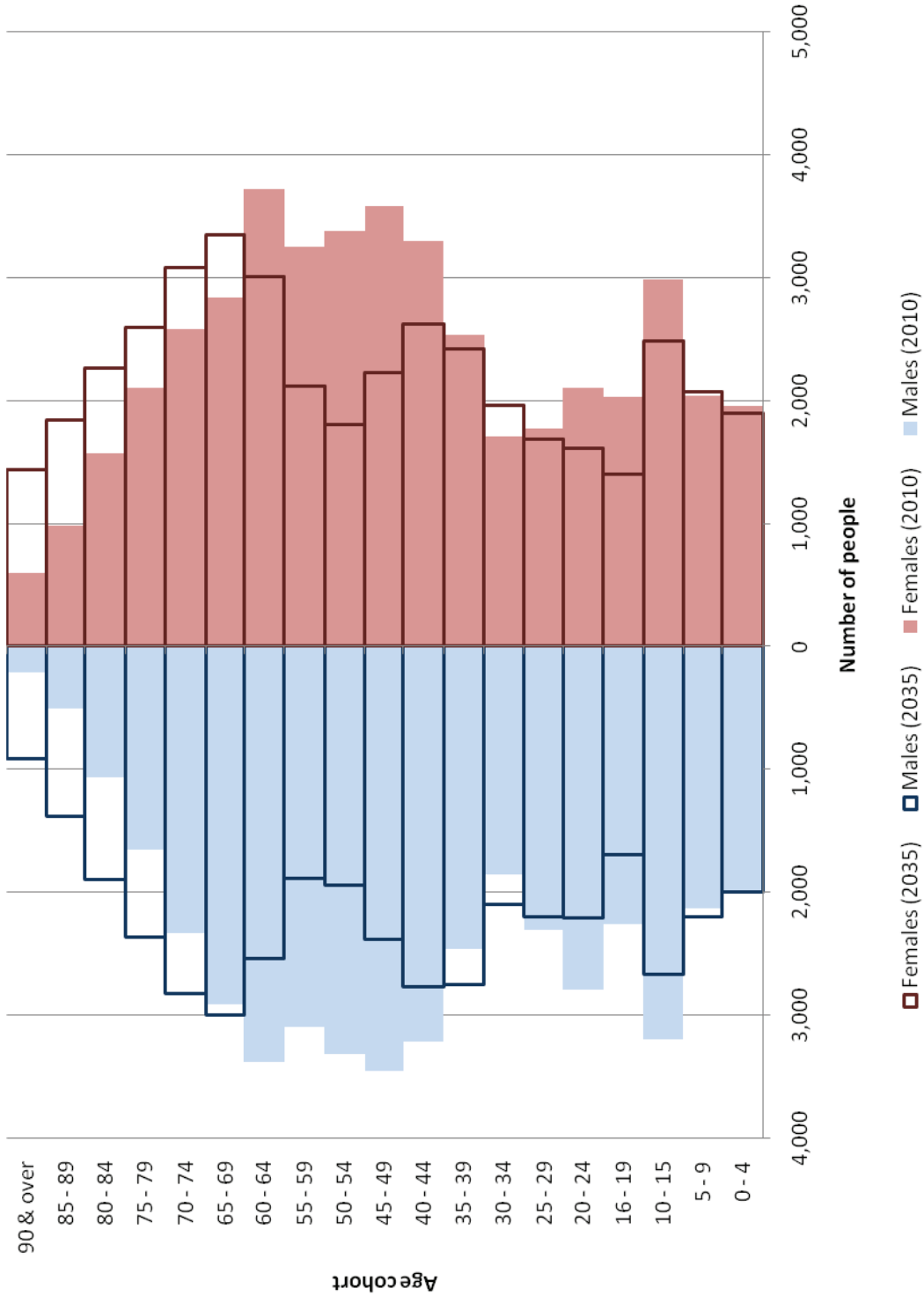
- Over the period 2010 to 2035:
  - Population of Scotland to increase from 5.2million to 5.7million
  - 32 Scottish local authorities:
    - 22 expected to show population growth
    - 10 expected to experience population decline.
- Argyll and Bute’s population is projected to decline.



# Argyll and Bute

- Population change in Argyll and Bute (2010 to 2035)
  - 89,200 in 2010
  - 82,754 in 2035
  - Deaths will exceed births
  - Migration flows in longer term assumed to be zero
  - Age profile of population will change:
    - Total population will decrease by 7.2%
    - Number of 0 to 15 year olds will decrease by 8.7%
    - Number of working-age people will decrease by 14.4%.
    - Number of people of pensionable age will increase by 9.8%.
    - An increase of 73.6% in the population aged 75 and over.
    - These figures take account of changes in pensionable age.

### NRS 2010-based population projections: 2010 base year and projections for 2035 compared (Argyll and Bute)



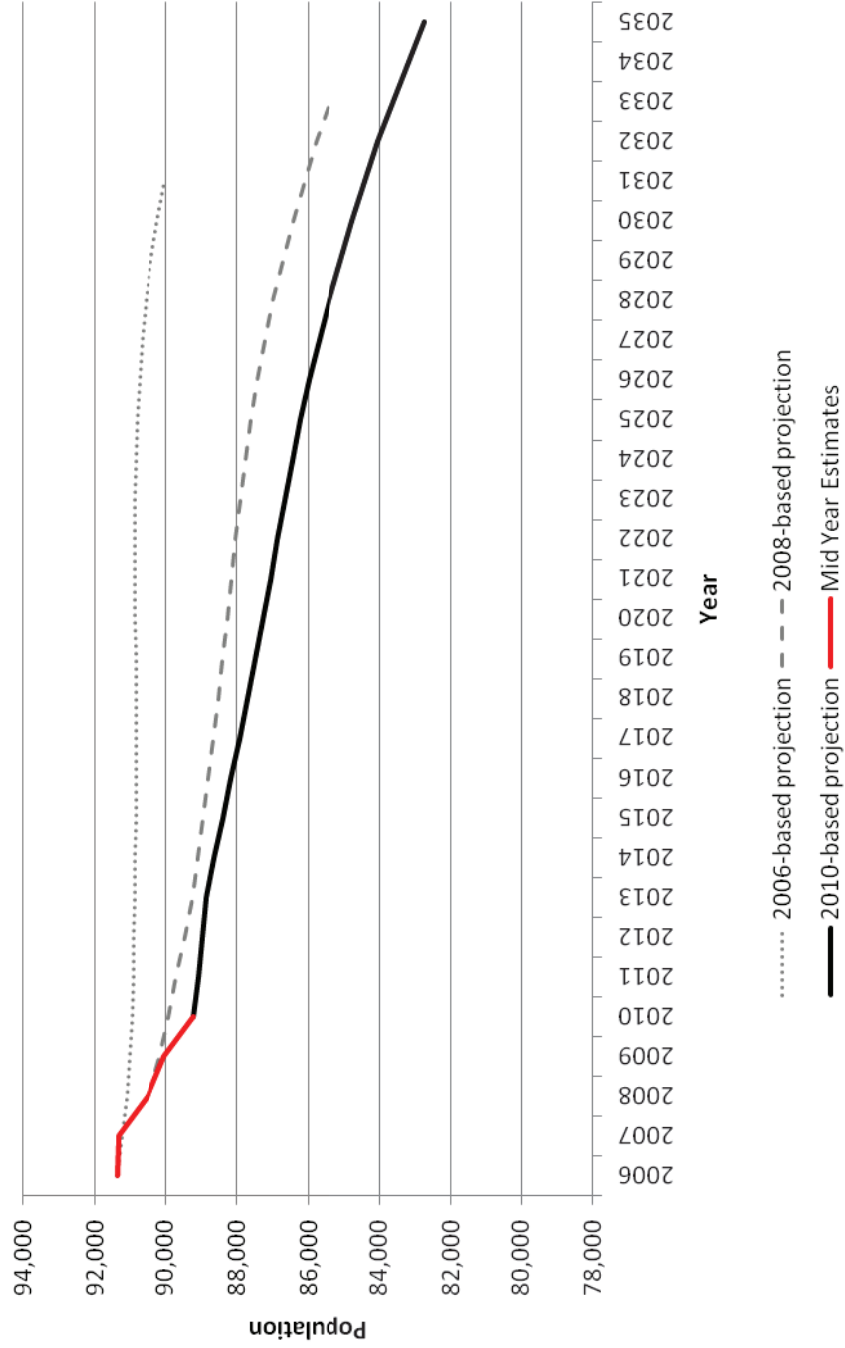
# Argyll and Bute's population (thousands)

Age group	2010	2015	2020	2035
All ages	89.2	88.4	87.3	82.8
0-15	14.3	13.1	13.0	13.1
16-29	13.3	14.5	13.5	10.8
30-49	22.1	19.3	17.7	19.0
50-64	20.2	19.8	19.8	12.7
65-74	10.7	11.9	12.0	12.0
75+	8.7	9.8	11.1	15.1

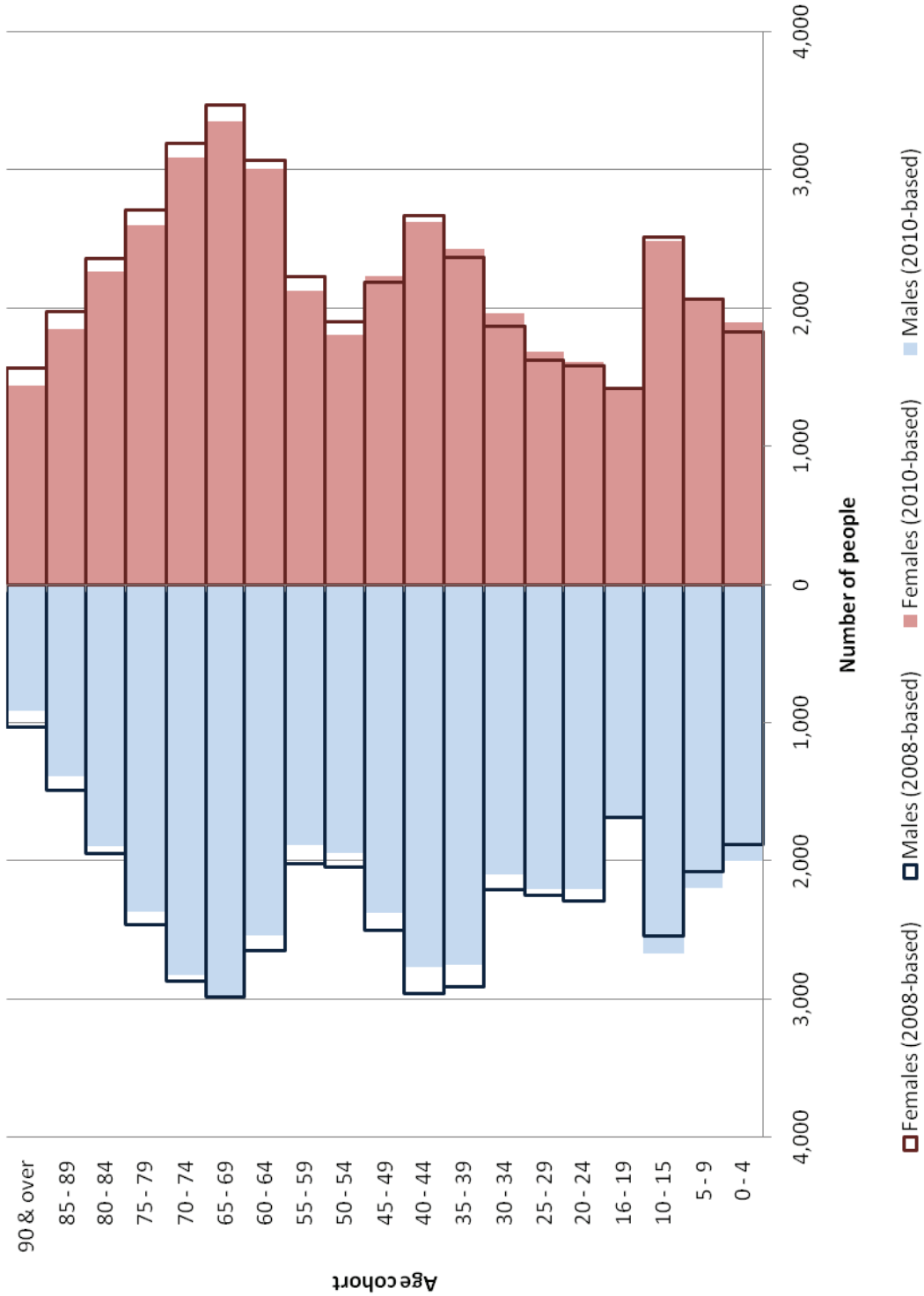
# Comparisons with previous projections

- Previous projections also suggested a decrease in Argyll and Bute's population
  - 2008-based projections: 5.7% population decline over 25 years
  - 2010-based projections: 7.2% decline
- Reasons why 2010-based projections show a more rapid decline:
  - Net migration flows have been lowered

### NRS Mid Year Estimates and 2006-, 2008- and 2010-based population projections for Argyll and Bute compared



### NRS 2008- and 2010-based population projections for 2033 compared (Argyll and Bute)



# How accurate are projections?

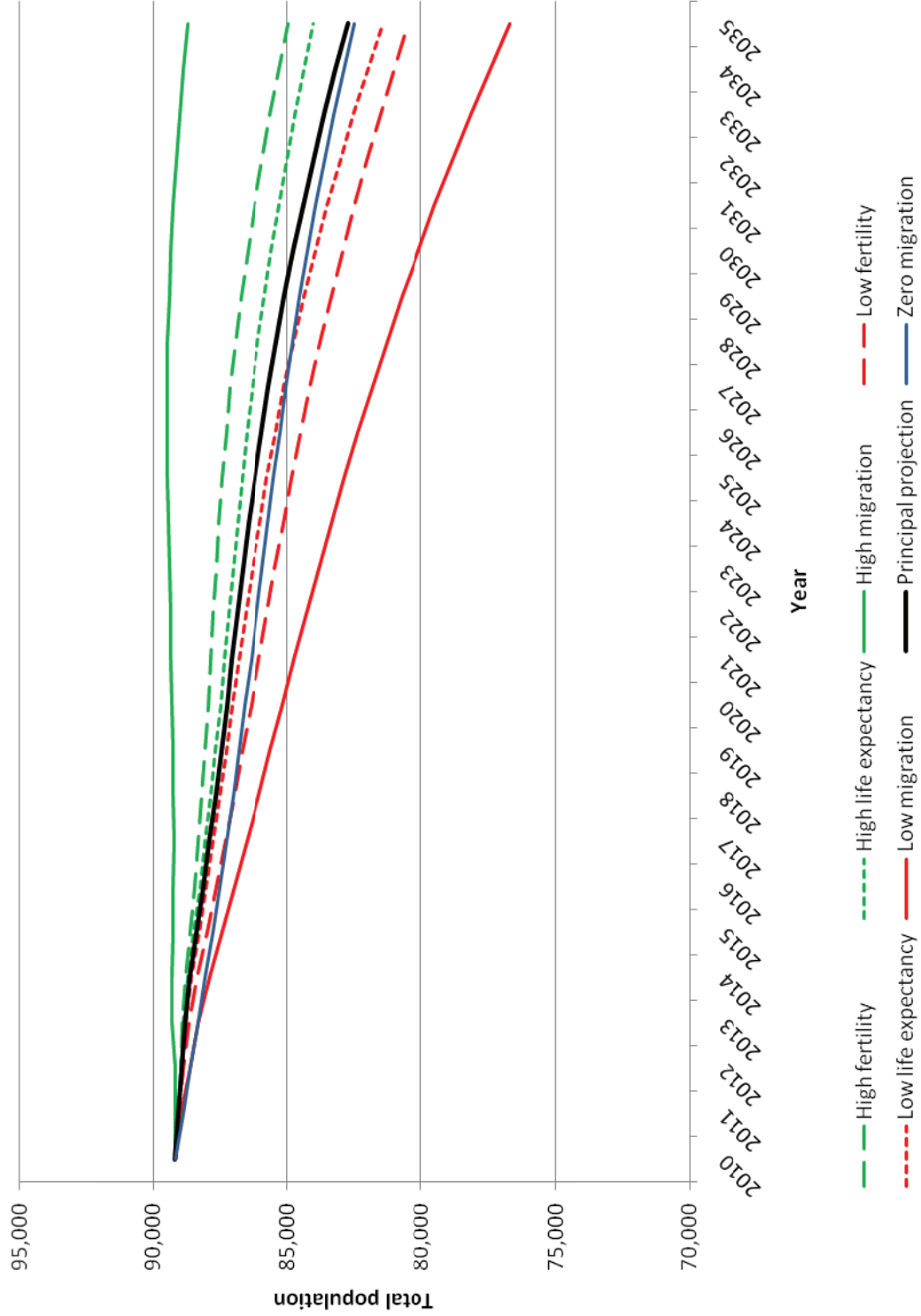
- Overall accuracy depends on:
  - Accuracy of base year population
  - Accuracy of assumptions built into the model
  - Whether past trends will continue into future
- Can only tell how accurate projections are by looking at them retrospectively
- Calibration with Census 2011 will be helpful

# Variant projections

- NRS has published:
  - Principal projection
  - Seven variant projections
- Variant projections suggest alternative, plausible scenarios for what might happen
- Note the impact of changing migration assumptions



### NRS 2010-based Population Projections for Argyll and Bute: principal projection and variants



# Conclusion

- Projections are not predictions
- With one exception, all variants and principal projection suggest population decline
- Projections are used to inform budget allocations
- How will these projections be used to inform policies?
- What are the impacts of these projections for service planning?

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**ARGYLL & BUTE COUNCIL****Bute and Cowal ACPG****CUSTOMER SERVICES****29<sup>th</sup> July 2012**

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**Community Safety Partnership Exception reporting to Area Community Planning group**

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**1. SUMMARY**

- 1.1 The purpose of this Paper is to advise the Area Community Planning group of the main activities of the Community Safety Partnership which have taken place in the last few months.

**2. RECOMMENDATIONS**

Area Community Planning Group Members:

- 2.1 Note the highlight/exception reports from the two Partnership groups
- 2.2 Acknowledge the ongoing work of the two partnership groups.
- 2.3 Consider whether there are any specific areas of work which the ACPG wishes the Area Community Safety Partnerships to consider developing further

**3. DETAIL**

- 3.1 As has been highlighted previously, there are two Community Safety Partnership groups operational in the Bute and Cowal Area. Both Groups work to deliver the goals of the Community Safety Partnership Strategy and while a substantial proportion of the work undertaken is similar in each area, there are noticeable variations in the work streams, due to the priorities and circumstances of the local areas.

The Community Safety Strategy has very recently undergone a review to ensure that it ties in closely with the Single outcome agreement and the Partner organisations service delivery strategy. This review is awaiting formal approval by the Argyll and Bute strategic Partnership.

One outcome of the review is that the Community Safety priorities for the Argyll and Bute Forums have been re-identified and have been split into a number of priority action areas which can be reported upon. It is hoped that this will provide a level of cohesion to the metrics being applied across the entire Argyll

and Bute Area, while at the same time retaining each areas individual character and priorities. The tables below at appendix 1 are the exception reports produced from the work of the partner groups and provide an indication of the types of work undertaken recently by the groups. These reports are not however an exhaustive listing of the community safety works being undertaken by each group or partner and further detail re most topics can be made be available if requested

#### **4. IMPLICATIONS**

- |     |                                     |   |
|-----|-------------------------------------|---|
| 4.1 | <b>Policy</b>                       | Adoption of the proposal will assist in delivery and reporting of aspects of the SOA and the Community Plan |
| 4.2 | <b>Financial</b>                    | None,   |
| 4.3 | <b>Personnel</b>                    | None  |
| 4.4 | <b>Equalities Impact Assessment</b> | None.   |
| 4.5 | <b>Legal</b>                        | None  |

For further information, please contact Stephen Doogan Area Governance Officer tel 01546 604342

## Bute Community Safety Forum Exception Report

Theme	Community Safety Outcome'	Issue and Actions	Comment	Outcomes/ Indicators
<b>Personal and Home Safety</b> <i>Considers the safety of the individual in areas such as accident prevention, online safety, fire safety, home security, bogus and scam callers</i>	Combating Cyber bullying  Camping Caravanning Summer safety initiative	CEOP presentation provided-  This initiative underway, home safety visits being offered to caravan owners/occupants (both static and touring)	A Variant of this presentation to be used for adult/older groups since TESSA funding means this is now covered in Schools. Parental education seen as key  Also being offered to Traveller sites	
<b>Travel Safety</b> <i>Includes issues that and individuals may encounter such as pedestrian safety, road traffic accidents, water safety, public transport safety</i>	Road Traffic Collision event  Bikers breakfast	RTC event held  Consider further locations	Event was very popular (over 200 participants despite weather)  Inverary Event very successful, possibility of doing this event in other locations to be considered.	
<b>Safety of Vulnerable Groups</b> <i>Deals with issues in relation to individuals or groups who may be vulnerable including elderly people, young children, victims of hate crime and sexual violence</i>	Unnecessary Call outs  TESSA Funding	SFR presented data showing impact  Education program now deployed to secondary schools covering cyber(and ordinary) bullying sexual violence	Ongoing issue with callouts to particular premises  Funding in place for three years	SFR Stats
<b>Environment Safety</b> <i>Environment safety concerns the aesthetics of communities and neighbourhoods and includes vandalism and criminal damage,</i>	Refuse Collection/ Bin location  Dog Fouling	Repeated rumours of changes to Bin collection regime checked  Streetscene officer liaising with Police	The current system to remain unchanged at this time A Proposal for fortnightly collections next year to include Safety issue Issues re the siting of Bins which needs to be resolved via discussions with the various landlords/s owners. SFR and EH staff.  Police have agreed to work with Streetscene officers to note offenders details and pass info on to allow fixed penalty to be issued	

<p>graffiti, fly tipping, littering, dog fouling and secondary fires</p>				
<p><b>Public Space Safety</b> <i>This deals with people's safety in their communities and public perception of safety including anti social behaviour, public disorder and violence.</i></p>	<p>ASB  Parking on Esplanade</p>	<p>Group continues to Meet main participants are police, RSLs and Council  Key controllable Bollards to be erected</p>	<p>Should be in place end September- the priority is to ensure emergency vehicle access</p>	

### COWAL Community Safety Forum Exception Report

Theme	Community Safety Outcome'	Issue and Actions	Comment	Outcomes/ Indicators
<p><b>Personal and Home Safety</b> <i>Considers the safety of the individual in areas such as accident prevention, online safety, fire safety, home security, bogus and scam callers</i></p>	<p>SFR Summer campaign</p>	<p>Visits to campsites and safety visits to caravan being undertaken</p>	<p>This is a campaign largely re the gas and electrical fittings</p>	
<p><b>Travel Safety</b> <i>Includes issues that and individuals may encounter such as pedestrian safety, road traffic accidents, water safety, public transport safety</i></p>	<p>Clyde Coastguard Closure issue  Deployment of variable speed sign</p>	<p>Forum and Council lobbied unsuccessfully to retain the Clyde based service  Deployment of the signage is being requested</p>	<p>Closure now likely</p>	
<p><b>Safety of</b></p>	<p>Safe and Sound</p>	<p>These are smaller scale events targeting vulnerable</p>	<p>Events are being arranged as groups respond to</p>	

<p><b>Vulnerable Groups</b>  <i>Deals with issues in relation to individuals or groups who may be vulnerable including elderly people, young children, victims of hate crime and sexual violence</i></p>	<p>2012 events                   Tessa Funding                   Nursery                  Crhymes</p>	<p>and potentially vulnerable groups to take place as suites the groups from September onwards                   Now deployed to secondary schools                   First Showing was in January</p>	<p>approaches timing allows distribution of chimney fire info which is a problem in B&amp;C SFR keen to promote these as a way of contacting appropriate candidates for home safety Visits</p>	
<p><b>Environment Safety</b>  <i>Environment safety concerns the aesthetics of communities and neighbourhoods and includes vandalism and criminal damage, graffiti, fly tipping, littering, dog fouling and secondary fires</i></p>	<p>Dealing with Dog Fouling</p>	<p>Similar system to Cowal i.e police Liaison is set up, however, this is an ongoing issue</p>		
<p><b>Public Space Safety</b>  <i>This deals with people's safety in their communities and public perception of safety including anti social behaviour, public disorder and violence.</i></p>	<p>CCTV                   ASB Group                   Changes in Police &amp; SFR</p>	<p>Forum approved deployments of mobile camera from Bishops glen to Chrs Square                   Group meets regularly, and is successfully meeting its goals                   The Local Inspector and Fire Commander have both changed,</p>	<p>Approval is on the basis of set criteria and need                   Chair has asked that the different focuses of the forum and the ASB group be highlighted in an effort to improve attendance/                   Both will be invited to future meetings of the group.</p>	

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