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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

communityplanningpartnership

22 Hill Street, Dunoon PA23 7AY
Tel: 01369 707135 Fax: 01369 705948
Email: eilidh.fitzpatrick@argyll-bute.gov.uk

6 November 2012

A meeting of the **BUTE AND COWAL COMMUNITY PLANNING GROUP** will be held in the **EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY** on **TUESDAY, 4 DECEMBER 2012** at **1:30 PM**.

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF MEETING OF 4TH SEPTEMBER 2012**(Pages 1 - 6)
4. **ARGYLL COMMUNITY HOUSING ASSOCIATION UPDATE**
Alastair MacGregor – Chief Executive, Argyll Community Housing Association
5. **SCOTTISH WATER UPDATE**
Jane McKenzie – Scottish Water
6. **ECONOMIC DEVELOPMENT PLAN REFRESH, 2013-18**
Ishabel Bremner Economic - Development and Infrastructure Services
7. **ECONOMIC DEVELOPMENT ACTIVITY IN ARGYLL AND BUTE**
Sandy Mactaggart – Executive Director of Development and Infrastructure Services
8. **UPDATE ON THE NEW COMMUNITY PLAN**
Eileen Wilson – Improvement and HR
9. **FEEDBACK FROM MANAGEMENT COMMITTEE ON THE AREA FORUM EVENTS**
Eileen Wilson – Improvement and HR
10. **FUTURE GOVERNANCE ARRANGEMENTS FOR COMMUNITY PLANNING PARTNERSHIP**
Eileen Wilson – Improvement and HR (Pages 7 - 10)
11. **POPULATION DECLINE**

Chris Carr - Improvement & HR

12. CAUCUS OF COMMUNITY COUNCILS

Population decline
Graveyards
Public Entertainment Licences

13. THIRD SECTOR FORUM

Highlighting impact of responsible/irresponsible dog ownership and fouling. – Cowal Dog Training Club

14. COMMUNITY SAFETY FORUM UPDATE

Shirley Macleod – Governance & Law (Pages 11 - 16)

15. COMMUNITY SAFETY PARTNERSHIP WORKING

Edward Renfrew, Strathclyde Fire & Rescue

16. PROPOSED COOKSAFE COURSES

Edward Renfrew, Strathclyde Fire & Rescue

17. SF&R MEDIA AND FESTIVE SEASON/WINTER CAMPAIGN

Edward Renfrew, Strathclyde Fire and Rescue

18. 23 AND A HALF HOURS

NHS Highland

**MINUTES of MEETING of BUTE AND COWAL COMMUNITY PLANNING GROUP held in the
CASTLE HOUSE, CASTLE GARDENS, DUNOON
on TUESDAY, 4 SEPTEMBER 2012**

Present: Councillor R Macintyre (Chair)

Councillor M Breslin
Councillor McNaughton
Councillor I Strong
Shirley MacLeod, Area Governance Manager
Jane McKenzie, Scottish Water
Liz Marion, Senior Community learning & Development Manger
Ann Scott, Business Gateway
Yvonne Brown, Argyll Voluntary Action
Bill Stewart, A&B Social Enterprise Network
Morag Brown, IOD Projects Officer
Liz Higgins, NHS Highland
Sue Minns, Caucus of Community Councils
Iain McNaughton, Caucus of Community Councils
Anne Gabriel, DCDG
Ken Barr, Dunoon Community Council
Inspector Paul Robertson, Strathclyde Police
Lorna Ahlquist, Third Sector Representative

1. APOLOGIES

Frank Baxter, Bute Community Council
Glen Heritage, Argyll Voluntary Action

2. MINUTES OF MEETING OF 6TH JUNE 2012

The Minutes of the Meeting of 6th June 2012 were agreed as a correct record with the following changes:-

At the end of the item related to the new arrangements for Public Entertainment Licences addition to read:-

"Iain MacNaughton asked that as he found Mr Reppke's verbal report very detailed and quite difficult to fully digest could a simple, explanatory leaflet be produced by the Council for the benefit of community groups, charitable bodies, etc. Mr Reppke agreed this was worthy of consideration and also said that an appropriate press release on the matter would be issued."

On the Roads Issue item the second paragraph to read :-

"Iain MacNaughton suggested that it would be most helpful if from time to time, e.g. when concerns related to road repairs, roadworks, etc featured prominently, someone from Roads Department could attend the Community Council caucus meetings."

3. SCOTTISH WATER UPDATE

Jane McKenzie introduced herself to the meeting advising she was happy to attend meetings but asked for any issues to be raised with Scottish Water's call centre so that they are not being held over until the next meeting.

Jane advised that the works at Loch Eck are now complete Scottish Water are, flushing out the system at the moment and the new Treatment Facility is working well.

Decision

The Group noted the information provided.

4. ISSUES RAISED BY THE CAUCUS OF COMMUNITY COUNCILS (AGENDA ITEM 8)

By- Elections

The Area Governance Manager advised she did not have any figures on the by-elections but thought that there would be no contested Community Councils in the Bute & Cowal Area. She further advised that there will be a by-election for Kilfinan Community Council later in the year.

Training

Iain McNaughton and Sue Minns asked about the training being offered to Community Councils and the Area Governance Manager advised a report was being prepared at the moment but it looked like the training would focus on:-

- i. Panning
- ii. Governance
- iii. IT/Social Media
- iv. Community Engagement

Councillor Attendance

Iain McNaughton expressed his concerns about Councillors attending Community Council meetings and asked if the Members could set up a rota to attend.

Iain McNaughton asked for the School Catchment areas to be kept on the agenda until after the review.

Ken Barr asked about integration of the Fire Service/Police etc and was advised that it was regarding shared premises.

5. COMMUNITY RESILIENCE

The IOD Programme Manager gave an update on the Community Resilience project advising that communities are being encouraged to complete the Scottish Government "Guide to emergency planning for

community groups". Packs are going to be distributed by AVA and the Police to Community Councils. The Community Planning Partnership is encouraging communities to complete their resilience plans and to highlight and promote the importance of self resilience.

Decision

After a full discussion the Group agreed:-

- i. To note the progress of the Community Resilience project to date.
- ii. To endorse the approach to the distribution and promotion of the Scottish Government community resilience toolkits.
- iii. To promote the project within Bute & Cowal to encourage communities to complete their resilience plans and to highlight and promote the importance of self-resilience.

6. POPULATION DECLINE

The Area Governance Manager spoke on the population projections for Argyll and Bute.

Councillor Breslin said this was potentially a serious issue and that Communities and the Council should be sympathetic to Planning that may have an economic impact and the Area Governance Manager said the Economic Development Plan was focusing on keeping communities alive.

Decision

The Group noted the information provided.

Sue Minns intimated her apologies and left the meeting at this stage.

7. CO PRODUCTION CONFERENCE

Yvonne Brown from AVA advised that the Co-Production conference proposal was approved at the Community Planning Management committee in August and will be taken forward by a small group. The target audience for this conference are public sector staff and this will support implementation of the model of care across Argyll & Bute. There is an Argyll & Bute Local Services Initiative event in October and AVA are ensuring relevant links are made.

Councillor Strong asked that a more appropriate title be used.

Decision

The Group noted the information provided.

8. SURVIVE AND THRIVE PROJECT

Yvonne Brown spoke on the Survive and Thrive Project advising the aims of this project is to establish a joint working approach to supporting survivors to have a greater sense of self worth and emotional wellbeing.

Decision

The Group noted the information provided.

Councillor Macintyre intimated his apologies and left the meeting at this stage, Councillor Strong took over the Chair.

9. ISSUES RAISED BY THIRD SECTOR FORUM

None

10. PARTNERSHIP UPDATES

Lorna Ahlquist spoke on the Health and Wellbeing Partnership advising that there was still funding available both in Bute & Cowal to promote health and wellbeing initiatives.

Lorna Ahlquist also spoke on the Cowal Community Care Forum's conference on health and social care, she advised the second stage conference would take place in October.

Liz Higgins spoke on the NHS 24/7 review advising that there is a preferred option but this has been slightly delayed. She further advised the Pathfinder initiative in Bute will be started in Cowal in the near future.

Ann Scott advised that Business Gateway are not only there to help new businesses but they also help struggling or growing businesses, she advised that she has recently been helping the PA23BID.

Inspector Paul Robertson introduced himself to the meeting advising he was the new Inspector for Dunoon & Cowal. He advised that Cowal Games went well and the Police are getting ready for the Royal National Mod in October. On being asked about Police representation at Community Council meetings, he advised he would try and have a Police representative along to as many Community Council meetings as possible.

Bill Stewart from ABSEN spoke on Social Enterprise and gave an explanation on ABSEN's remit. He advised ABSEN are trying to increase their membership and are working closely with schools.

11. COMMUNITY SAFETY PARTNERSHIP EXCEPTION REPORTING TO AREA COMMUNITY PLANNING GROUP

The Area Governance Manger spoke on the activities of the Community Safety Partnership and Iain McNaughton spoke on the upcoming "Safe and Sound Event"

Decision

The Group noted the information provided.

12. AREA FORUM EVENTS 2013

The Area Governance Manager spoke on the proposals for the annual area forum event advising the group would have to consider:-

- i. The format of the event
- ii. Length of the event
- iii. How to include remote/island communities
- iv. Would it be an opportunity to highlight good practice or showcase community projects.
- v. Suggest appropriate topics for inclusion.
- vi. Would these events be used to consult on issues/plans.

The Group discussed the possibility of having two half day events, one in Bute the other Cowal.

Decision

The Group noted the information provided and agreed that November was too close to plan for this year and further agreed to feedback any information or ideas to the Area Governance Manger.

**Argyll and Bute Community Planning
Partnership
Management Committee
17 October 2012**

Future Governance Arrangements for the CPP

1 SUMMARY

- 1.1 This report sets out proposals on future governance arrangements for the CPP.

2 RECOMMENDATIONS

- 2.1 The proposals on future governance are approved and a further report on detailed arrangements is prepared for the December meeting of the Management Committee.

3 DETAIL

- 3.1 A report was submitted to the August meeting of the CPP Management Committee proposing a review of the governance arrangements for the CPP given that a new community plan was being developed. The CPP Management Committee agreed that a more detailed paper be brought to the October meeting of the CPP Management Committee for consideration.
- 3.2 The overall role of the CPP is extensive. The policy agenda for community planning is developing nationally, there are extensive commitments in the Community Plan which is being revised etc etc. It is important that an appropriate support structure is part of plan to ensure effective governance of community planning.
- 3.3 The benefit of community plan is the overall impact of partners activities is partnership working is greater than the impact of partners working individually. In addition the community planning should ensure communities are at the center of decision making and planning.
- 3.4 The statement of ambition arising from the national review of community planning sets out the following as key aspects of community planning:
- What Community Planning Partnerships must do
 - Understanding place:
 - Planning for outcomes:
 - Delivering outcomes:
 - How Community Planning Partnerships should operate
 - Organising for Outcomes
 - Accountability for Outcomes
 - How Community Planning Partnerships should improve outcomes
 - Reporting Outcomes

- 3.5 The activities of the CPP can be broken down into the following:
- Strategic oversight of community planning.
 - Developing the community plan to set the overall direction for community planning partners in Argyll & Bute.
 - Policy development across community planning partners that support the delivery of the community plan.
 - Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP.
 - Responding / reacting to national policy developments.
 - Effective working across community planning partners.
 - Continuous improvement in the effectiveness of the CPP.
 - Performance management to ensure delivery of the community plan.
 - Reporting performance to the public.
- 3.6 The Full Partnership of the CPP should be retained as the body responsible for overall development of community planning in Argyll & Bute. No change is proposed to the membership of the Full Partnership of the CPP. Meetings should continue to take place 3 times each year in line with current arrangements.
- 3.7 Argyll & Bute is a large and diverse area. Each of our communities can have different issues even within the overall umbrella of a community plan for the whole area. It is important that there continues to be effective governance over the CPP at a local level. It is proposed to retain the existing Area Community Planning Groups to discharge this function. The Area CPGs would meet quarterly. The role of Area CPGs would be:
- Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at an area level.
 - Effective working across community planning partners at an area level.
 - Continuous improvement in the effectiveness of the CPP at an area level.
 - Performance management to ensure delivery of the community plan at an area level.
- 3.8 Ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management is a key role. It is suggested this requires a degree of focus that would benefit from a group of outwith the Full Partnership of the CPP. It is proposed that this role is carried out by and becomes the main focus of the Management Committee. The Management Committee would meet on a quarterly basis. The proposed role of the Management Committee is set out below.
- Strategic oversight of community planning at a strategic level.
 - Developing the community plan to set the overall direction for community planning partners in Argyll & Bute at a strategic level.
 - Policy development across community planning partners that support the delivery of the community plan at a strategic level.
 - Engaging with communities to understand their needs and

requirements and also to inform and consult on issues relating to the CPP at a strategic level.

- Responding / reacting to national policy developments at a strategic level.
- Effective working across community planning partners at a strategic level.
- Continuous improvement in the effectiveness of the CPP at an area level.
- Performance management to ensure delivery of the community plan at a strategic level.
- Reporting performance to the public

3.9 It is proposed the current thematic groups would cease to exist. The role of the thematic groups would effectively be subsumed into the Management Committee. The new community plan will be based on objectives, outcomes and actions. It is proposed that there is a nominated lead for each outcome. The outcome leads would have responsibility for managing and reporting on that outcome across the whole CPP. It is anticipated multiple partners would contribute to each outcome. There would be a series of actions contributing to each outcome. Each partner would nominate a lead for each of their actions. This would provide a clear line of sight for each of the partners contribution to the community plan and its outcomes.

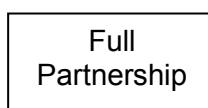
3.10 A CPP Chief Officer Group should be established. The CPP COG would have a dual role. One role would be to make real/action/operationalise the actions and activities agreed by the Management Committee to underpin effective delivery of the community plan – accountable to the Management Committee. The second role would be related to continuous improvement identifying and taking forward opportunities for collaboration, joint working and shared service at a strategic level – accountable to the Full Partnership. This would address the following key aspects of community planning:

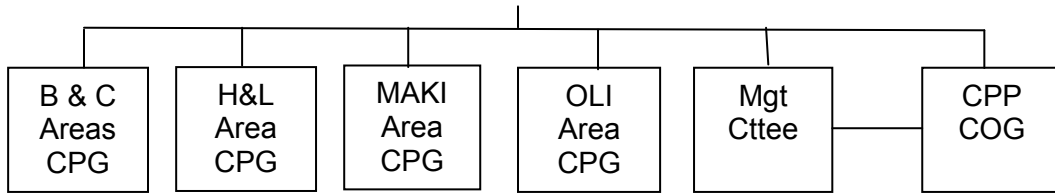
- Effective working across community planning partners.
- Continuous improvement in the effectiveness of the CPP.
- Performance management to ensure delivery of the community plan

A report would be prepared for the Management Committee and Full Partnership following each meeting of the CPP COG. When urgent issues fall out with the cycle of meetings the Full Partnership and Management Committee the CPP COG would action these and report back to the relevant group. It is envisaged meetings would take place every 2 months.

3.11 All groups will report to the full partnership. CPP COG will also report to the Management Committee. The minutes or a report of group meetings will be submitted to the full partnership. The full partnership can call in for consideration any issue considered by the groups. The full partnership can also delegate or direct the groups to consider a particular matter.

3.12 The proposed governance structure would be as follows:





3.12 If the CPP management committee is content with this overall approach then further details including a proposed meeting schedule, membership and chairing arrangements can be developed.

For further information contact: Bruce West, Head of Strategic Finance, Argyll and Bute Council

Telephone 01546 604151

ARGYLL & BUTE COUNCIL**Bute and Cowal ACPG****CUSTOMER SERVICES****5 November 2012**

Community Safety Partnership Exception reporting to Area Community Planning group

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 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 There are two local Community Safety Partnerships working in the Bute and Cowal Area delivering the goals of the Community Safety Partnership, 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 tables below at appendix 1 are the highlight/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 available if requested

4. IMPLICATIONS

- | | | |
|-----|-------------------------------------|---|
| 4.1 | Policy | Adoption of the proposal will assist in delivery and reporting of aspects of the SOA and the Community Plan |
| 4.2 | Financial | None, |
| 4.3 | Personnel | None |
| 4.4 | Equalities Impact Assessment | None. |
| 4.5 | Legal | 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
Personal and Home Safety <i>Considers the safety of the individual in areas such as accident prevention, online safety, fire safety, home security, bogus and scam callers</i>	Camping Caravanning Summer safety initiative Fire retardant bedding	This initiative Now complete and has been superseded by the annual Autumn Bonfire safety campaign. Following on from a discussion re the National Community safety awards, it was highlighted that fire retardant bedding is available if recommended as a result of a fire safety Home visit safety	This year the Bonfire campaign is concentrating on areas where there are no organised events since these carry a higher risk. Council supporting this initiative by putting posters up and loading materials on Website.	Minimal accidents at events
Travel Safety <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	RTC event held	It is Proposed that we put this project forward for a community Safety Award in April when the applications can be submitted for 2013	Award Submission
Safety of Vulnerable Groups <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 Fire safety Visits TESSA Resilience Project	SFR presented data showing impact Safety visits require the individual's consent for access to Premises Update to be delivered to next Forum meeting The existence of the project is noted	Ongoing issue with callouts to particular premises still a particular issue The Process for obtaining one of these visits was clarified for all forum members and is now able to be promoted, A "first thought the door" policy will be promoted by the Forum, to all those involved in front-line care to allow such visits – This need not be overly formal, but, consent needs to be clear Local Community councils are being asked to develop resilience plans, to protect the vulnerable in their communities. There is an event in Dunoon on 7 th November re this project	SFR Stats
Environment Safety <i>Environment safety</i>	Refuse Collection/ Bin location- additional bins	As reported previously the current system is to remain in place, however issues surrounding the siting of bins are still problematical in some places, and the legislation is rather ambiguous about obligations of	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	

<p><i>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>Dog Fouling</p>	<p>owners and occupiers which makes it hardtop resolve this.</p> <p>Amenity services have been asked to bring the draft plans for the changes to collections to the next forum meeting</p> <p>Streetscene officer liaising with Police but no further update</p>	<p>various landlords/s owners. SFR and EH staff.</p> <p>Police have agreed to work with Streetscene officers to note offenders details and pass info on to allow fixed penalty to be issued</p>	
<p>Public Space Safety</p> <p><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</p> <p>Parking on Esplanade</p>	<p>Group continues to Meet main participants are police, RSLs and Council</p> <p>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>Personal and Home Safety</p> <p><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>Experiential learning</p> <p>Nursery Chymes</p>	<p>This initiative Now complete and has been superseded by the annual Autumn Bonfire safety campaign.</p> <p>A very low response to this from community groups led to the forum deciding to ask whether the funding could be used for a single larger event. AGO asked to investigate linking with Resilience project</p>	<p>This year the Bonfire campaign is concentrating on areas where there are no organised events since these carry a higher risk. Council supporting this initiative by putting posters up and loading materials on Website.</p> <p>The funding cannot be used with the resilience Project since it has its own funding from partners</p>	
<p>Travel Safety</p> <p><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</p> <p>Deployment of variable speed sign</p>	<p>Forum and Council lobbied unsuccessfully to retain the Clyde based service</p> <p>Anti-Speeding campaign Currently underway,</p>	<p>Closure now likely</p> <p>One driver caught ding 96 in a 60ntly zonerec</p>	
<p>Safety of Vulnerable Groups</p> <p><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>Safe and Sound 2012 events</p> <p>Nursery Crhymes' & 'In her Shoes'</p>	<p>These are smaller scale events targeting vulnerable and potentially vulnerable groups to take place as suites the groups from September onwards</p> <p>Shown as part of the Scottish Mental health festival in Dunoon- other venues to be suggested at the next Forum meeting</p> <p>Now deployed to secondary schools</p> <p>First Showing was in January</p>		

	<p>New package from Children from Police</p> <p>Neighbourhood watch schemes</p>	<p>Mark Wilson highlighted a new package aimed at children who are not street wise from Strathclyde police .</p> <p>A new scheme is being investigated for Sandbank main issues of concerning Speeding, and ASB, including Alcohol</p>		
<p>Environment Safety</p> <p><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>Public space Lighting</p>	<p>Similar system to Cowal i.e police Liaison is set up, however, this is an ongoing issue</p> <p>A request for lighting has been received for Sandbank Play Park, however there are concerns re providing this lighting due to its precieved ancillary effects.</p> <p>Sandbank Primary to be subject of additional attention due to reported vandalism and dog fouling</p>		
<p>Public Space Safety</p> <p><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</p> <p>ASB Group</p> <p>Changes in Police & SFR</p>	<p>Forum approved deployments of mobile camera from Bishops glen to Chrs Square No further update</p> <p>Group meets regularly, and is successfully meeting its goals</p> <p>The Local Inspector and Fire Commander have both changed,</p>	<p>Approval is on the basis of set criteria and need</p> <p>At last meeting 14 cases were considered, with five being fully resolved and</p>	