

**MINUTES of MEETING of ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP -
MANAGEMENT COMMITTEE held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD
on FRIDAY, 31 OCTOBER 2014**

Present: Paul Connelly, Scottish Fire and Rescue (Chair)

Douglas Cowan, HIE
Rona Gold, Argyll and Bute Council
Glenn Heritage, Argyll Voluntary Action
Shirley MacLeod, Argyll and Bute Council
Cleland Sneddon, Argyll and Bute Council

Elaine Garman, NHS Highland
Stuart Green, Argyll and Bute Council
Donald MacVicar, Argyll and Bute Council
Samantha Quarton, Argyll and Bute Council
Helen Swann, Police Scotland

1. WELCOME AND APOLOGIES - PAUL CONNELLY

Apologies were received from:

Councillor Dick Walsh
Councillor Ellen Morton
Sally Loudon
Christina West
Fraser Durie

Pippa Milne
Donald Henderson
Andrew Campbell
Jane Jarvie

A warm welcome was extended to Chief Superintendent Helen Swann of Police Scotland who introduced herself to the Management Committee and it was confirmed that Helen would take up the position of Chair following this meeting.

2. MINUTE AND HIGHLIGHTS OF THE CPP MANAGEMENT COMMITTEE MEETING 19TH AUGUST 2014

The minutes from the meeting of 19th August 2014 were approved as a correct record. Glenn Heritage gave a verbal update on the Third Sector Interface review and it was agreed that the Chief Officer's Group would look at the report around this after it was published in November 2014.

3. ACTION TRACKER

The Action Tracker was approved as an accurate reflection of current actions.

4. INFORMATION FROM OTHER COMMUNITY PLANNING MEETINGS / NETWORKS

(a) National Community Planning Group - verbal update, Rona Gold

Rona Gold gave a verbal update and advised the Management Committee that as per the meeting of the 19th August, she had written to them requesting more direction around joint resourcing.

(b) Community Planning Managers meeting - update report, Rona Gold

Rona updated the Management Committee on the discussions held at the recent meeting of the Community Planning Managers network.

As per the recommendations, the Management Committee agreed:

- 1) No further comment was necessary at present to the existing and planned action from the key areas identified by Audit Scotland set out in Appendix A of the report
- 2) To incorporate the Improvement Services' induction materials for Board Members into the Development Day planned for CPP Management Committee Board members.
- 3) To include the joint resourcing toolkit work of the Improvement Service at the CPP Management Committee Development Day.
- 4) To ask the CPP Chief Officers Group to consider in detail the management of the transfer of responsibilities and role of the CPP and Health and Care Partnership.

(c) Highlights from Area Community Planning Groups - report, Lorna Elliott

Shirley MacLeod informed the Management Committee that the Highlights report that was sent from the Management Committee to the Area Community Planning Groups was well received. Shirley also gave a short overview of each area group, noting that the area groups were enthusiastic about reviewing the Terms of Reference and potential partnership opportunities with the Amenity Services department of the council.

The work of ACUMEN highlighted at the Mid Argyll, Kintyre and Islay Area Community Planning Group was discussed and all partners agreed that it would be beneficial to learn more about this group.

5. PERFORMANCE MONITORING

(a) Update report, Samantha Quarton

Samantha Quarton informed the Management Committee on the progress to date with the performance reporting of the delivery plans for each outcome of the SOA.

As per the recommendations within the report, the Management Committee agreed:

- 1) To note that there have been changes to the delivery plans and that further changes will not be accommodated for a period of 12 months
- 2) That the proposed extrapolation of strategic high-level indicators for quarterly scrutiny was no longer being pursued
- 3) To note the progress to date of the creation of scorecards for each delivery plan in the council's performance management system
- 4) To approve the Highlight report as a suitable template for outcome leads to provide their update
- 5) To approve the timetable for outcomes to be presented to the Management Committee

It was noted that some of the proposed meeting dates for 2015 clashed with proposed Council meeting dates. It was agreed that new meeting dates for the Management Committee be arranged and communicated to members of the Management Committee.

(b) **Outcome 1 - Presentation from Machrihanish Airbase Community Company**

Tom Millar and Malcolm McMillan of MACC were warmly welcomed to the CPP Management Committee and subsequently presented an interesting and informative overview and vision of the company.

Key points included:

- The use of Argyll based contractors
- The current businesses using the facilities and the company's approach to attracting new business opportunities
- Using the SCOTGRAD scheme for a graduate marketing role
- The community charity work undertaken by MACC
- The way that MACC worked with other businesses in the area to maximise opportunities for them e.g the MACC 1 Rally.

The future growth and opportunities of the Company was also discussed along with how the CPP could support the company raising its profile. It was also noted that the site is a candidate for the proposed UK Spaceport.

It was agreed that MACC should be invited to attend a meeting of the Mid-Argyll, Kintyre and Islay Area Community Planning Group.

(c) **Outcome 1 - Pyramid and highlights report, Douglas Cowan**

Douglas Cowan informed the Management Committee about the progress on the delivery plan of Outcome 1. The following points were noted:

- The renewables sector appears to be slowing down
- HIE were finding it hard to find new companies who wished to export for the first time as it was either not appropriate for that business or it was already happening.
- Unemployment had reduced in the last 12 months with 170 fewer individuals being unemployed.
- The lack of housing was a constraint to economic growth in some parts of the area.

It was agreed that Douglas would seek to find out more details on the number of part time and full time jobs created in the last 12 months.

It was also discussed and agreed that future meetings should incorporate a verbal update from any outcome lead who had exceptions that they wished to be raised.

(d) **Outcome 1 - Economic Summit debrief, Douglas Cowan**

Management Committee members discussed the Economic Summit which was held on the 29th October 2014 at the Queen's Hall, Dunoon.

Key messages from each of the presentations were circulated on the day and it was agreed that these would be circulated electronically to all Management Committee members.

There was general enthusiasm about the event which was seen as positive. The issues and challenges facing Argyll and Bute were clear and crossed all outcomes rather than just one. It was agreed that the key themes which emerged were housing, connectivity – both digital and infrastructure, and education.

It was noted that Argyll and Bute Sustainable Economic Forum (ABSEF) would be a key thematic group of the CPP and that Rona would liaise with Fergus Murray regarding dates of meetings.

(e) Outcome 5 - Presentation from Elaine Garman

Elaine Garman gave a presentation highlighting the key points of the Director of Public Health's Annual Report which focused on health and the changing environment. The following key points were noted:

- Health is impacted by extremes in weather, the security of water/food supply and the effects of population displacement and communicable diseases
- Fuel poverty is a real issue in the NHS Highland area
- More was needed to be done to promote the links between the environment and health
- Actions were sought that improved health, increased sustainability and reduced carbon emissions

(f) Outcome 5 - Pyramid and highlights report, Elaine Garman

Elaine updated the Management Committee on the progress of the delivery plan for Outcome 5. It was noted that more work was required on promoting the mental health framework.

(g) Outcome 5 - Alcohol and Drugs Partnership Annual Report, Elaine Garman

Elaine presented the ADP Annual Report which is required to be approved by the CPP Management Committee. Cleland Sneddon requested some amendments and it was agreed that subject to these changes, the report be approved.

6. PUBLIC SECTOR REFORM

(a) Health and Social Care Integration, update report

Cleland updated the Management Committee on the continuing work of integrating Health and Social Care and Christina West was congratulated on being offered the post of Chief Officer.

As per the recommendations within the report, the Management Committee agreed to:

- 1) Note the appointment of Christina West as Chief Officer
- 2) Note that 470 staff attended information sessions across Argyll and Bute to find out more about plans to create a new Health and Social Care Partnership in Argyll and Bute.
- 3) Note that engagement and involvement sessions are currently being finalised with the Scottish Health Council to have local conversations with small groups of people in localities who have an interest in health and social care during November and December.
- 4) Note that a new joint staff partnership forum involving management and Trade Union reps from both the NHS and Council is now established.
- 5) Note that a national Integration Scheme has been devised by Government and Partnerships across Scotland are advised to use the draft Scheme to ensure compliance with the requirements of the Regulations.
- 6) Note that the Shadow Integration Board met for the first time on 10th September to oversee the recruitment of the Chief Officer post and start to ensure the work of the Programme Board and joint project team produces the outputs required to set up the new partnership arrangements.
- 7) Note that the Shadow Integration Board will not have any legal powers until the 1st April 2015 which is in line with the regulations and guidance associated with the Act.
- 8) Note that it has been agreed by the Shadow Board that the four current administrative areas of Bute and Cowal, Helensburgh and Lomond, Mid-Argyll, Kintyre and Islay and Oban, Lorn and the Isles are the designated localities in terms of the requirements of the legislation.

It was requested and agreed that updates regarding Health and Social Care Integration should also go to the Area Community Planning Groups.

(b) Community Justice Reform - update report, Louise Long

Louise Long, Head of Children and Families, updated the Management Committee on the reform of Community Justice.

As per the recommendations of the report, it was agreed that the Management Committee note the measures outlined in the report with regard to affecting the transition to local planning and delivery of community justice.

7. GOVERNANCE REVIEW

(a) Strategic CPP arrangements, report, Rona Gold

Rona updated the Management Committee on the outcome of the recent

governance review of the CPP.

As per the recommendations within the report, it was agreed:

- 1) That the main committees and groups of the CPP have strengthened roles, remits and membership as set out in Table 1
- 2) To endorse the CPP's new governance structure which includes links to key thematic areas of engagement, third sector and businesses, equalities and prevention
- 3) To endorse the Terms of Reference for the CPP

(b) Area level CPP arrangements - report, Shirley MacLeod

Shirley advised that the Area Community Planning Groups had requested 3 amendments to the proposed Terms of Reference discussed at the Management Committee on the 19th August.

As per the recommendations within the report, the Management Committee considered the revised Area Community Planning Group's Terms of Reference and agreed that the proposed Terms of Reference be adopted.

8. COMMUNITY EMPOWERMENT (SCOTLAND) BILL - REPORT, RONA GOLD

Rona informed the Management Committee of the potential implications of the Community Empowerment (Scotland) Bill for Community Planning Partnerships. It was agreed to note the content of the report and that each partner nominate a contact within their own organisation to liaise with Rona on this subject.

9. PROPOSED CPP DEVELOPMENT DAY - REPORT, RONA GOLD

Paul Connelly presented the report. It was agreed that the Development Day be held on Friday 6th February 2015 and to include a team building session led by the Scottish Fire and Rescue Service. The venue will be confirmed but is most likely to be Oban Fire Station.

10. COMMUNICATION PRIORITIES - REPORT, DONALD MACVICAR

Donald MacVicar presented the report on behalf of Jane Jarvie. It was agreed that communication messages should centre around the idea of "what does community planning mean for me?" and that 3 to 4 key messages should be selected at each meeting to be fed through all available communication channels across partner organisations.

11. AOCB

(a) Scotland being a Good Food Nation Consultation, Samantha Quarton

Samantha thanked the partners who had contributed to the CPP response in relation to the consultation and advised that this had now been submitted.

Relevant updates would be brought to further meetings.

(b) Community Payback Order Consultation, Rona Gold

Rona advised that the council's Criminal Justice team were currently running a consultation to look at opportunities for unpaid work for their clients. It was agreed that information regarding this would be circulated to all partners and that the deadline for response was Friday 7th November.

(c) Scottish Fire and Rescue CPP event, Paul Connelly

Paul updated the Management Committee on the recent event that was held by the Scottish Fire and Rescue Service on what Community Planning meant for them. The event was well received by those who attended.

12. DATES OF NEXT MEETINGS

Having been advised that the proposed meeting dates clashed with proposed council dates, it was agreed that these would be revisited and new dates circulated.