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26 August 2014

A meeting of the **BUTE AND COWAL COMMUNITY PLANNING GROUP** will be held in the **CASTLE HOUSE, DUNOON** on **TUESDAY, 2 SEPTEMBER 2014** at **2:00 PM**.

Douglas Hendry
Executive Director – Customer Services

AGENDA

1. **WELCOME AND APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES - BUTE & COWAL COMMUNITY PLANNING GROUP - 3 JUNE 2014**(Pages 1 - 8)
4. **AREA GOVERNANCE REVIEW REPORT**
 - (a) Area Community Planning Group - Terms of Reference Update by Area Governance Manager (Pages 9 - 20)
 - (b) SOA Localised Delivery Update by Area Governance Manager (Pages 21 - 28)
5. **SUB GROUP REPORT - COMMUNITY ENGAGEMENT**
Report by Community Planning Manager (Pages 29 - 36)
6. **OUTCOME 1. IN ARGYLL AND BUTE THE ECONOMY IS DIVERSE AND THRIVING**
 - (a) Highlight/Exceptions Report - Forward Dunoon and Cowal Report by Area Governance Officer (Pages 37 - 40)
7. **OUTCOME 2. WE HAVE INFRASTRUCTURE THAT SUPPORTS SUSTAINABLE GROWTH**



- (a) Recent Service Changes in Amenity Services
Report by Amenity Services Manager
 - (b) Scottish Water
Verbal update by Joanna Peebles
 - (c) Exception/Highlight report - Cowal Transport Forum
Report by Area Governance Officer (Pages 41 - 44)
- 8. OUTCOME 3. EDUCATION, SKILLS AND TRAINING MAXIMISES OPPORTUNITIES FOR ALL**
- (a) Education Standards and Quality Report
Report by Quality Standards Manager (Pages 45 - 84)
- 9. OUTCOME 5. PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES**
- (a) NHS Highland
Mental Wellbeing
Report by Sam Campbell
 - (b) Argyll Voluntary Action
Verbal update by Alistair MacLaren
- 10. OUTCOME 6. PEOPLE LIVE IN SAFER AND STRONGER COMMUNITIES**
- (a) Police Scotland
 - (b) Scottish Fire and Rescue
 - (c) Highlight/Exceptions report - Bute and Cowal Community Safety Forums
Report by Area Governance Officer (Pages 85 - 90)
- 11. ISSUES RAISED BY COMMUNITY COUNCILS**
- Update on Dog Fouling (Pages 91 - 92)
- 12. ISSUES RAISED BY THIRD SECTOR PARTNERSHIPS**
- 13. AOCB**
- 14. DATE OF NEXT MEETING - TUESDAY 2 DECEMBER 2014**

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**MINUTES of MEETING of BUTE AND COWAL COMMUNITY PLANNING GROUP held in the
CASTLE HOUSE, DUNOON
on TUESDAY, 3 JUNE 2014**

Present: Councillor Alex McNaughton (Chair)

Councillor Michael Breslin

Councillor Gordon Blair

Shirley MacLeod, Argyll and Bute Council
Rona Gold, Argyll and Bute Council
Liz Marion, Argyll and Bute Council
Gary Stitt, Police Scotland
Eddie Renfrew, Scottish Fire and Rescue
Jonny Moran, Transport Scotland
Joanne Peebles, Scottish Water
Iona MacPhail, ACHA
Carol Muir, NHS Highland
Yennie Van Oostonde, NHS Highland
Iain McNaughton, Sandbank Community Council
Max Barr, Dunoon Community Council
Susan McFadyen, Cowal Community Care Forum

1. WELCOME AND APOLOGIES

Apologies for absence were received from:-

Sue Gledhill, HIE
Viv Hamilton, NHS Highland

The Chair ruled and the Committee agreed to take the agenda items out of sequence to facilitate Officers.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES - BUTE & COWAL COMMUNITY PLANNING GROUP - 4 MARCH 2014

The Minutes of the Bute and Cowal Community Planning Group meeting of 4 March 2014 were approved as a correct record.

4. TRANSPORT SCOTLAND

Johnny Moran of Transport Scotland gave a verbal update to the Group on the Rest and Be Thankful. He advised that he attends the A83 Taskforce Group on a quarterly basis with Police Scotland, the Head of Roads and Amenity Services and Councillors Ellen Morton and Duncan MacIntyre to help reduce the impact on the network through landslides.

He advised that £32M has been spent on the A83 in the last 7 years and £8M of that money was towards landslides.

Decision

The Group:

1. Noted the information provided;
2. Asked that information disseminated by Transport Scotland in relation to the Rest and be Thankful always be sent to Ward 6 elected Members; and
3. Asked a representative from Transport Scotland to attend the Cowal Transport Forum on Friday 6th June to address the signage issue on the A83.

5. AREA COMMUNITY PLANNING GROUP EVENTS

The group considered a report which informed the Area Community Planning Group on the data gathered at the Area Forum events as part of the engagement on the Single Outcome Agreement 2013.

Rona Gold spoke to the report and illustrated that her intention was to work with the new Community Governance Manager once they are in post to implement more effective communication with partners and local communities, identifying any gaps and issues of concern.

Decision

The Group:

1. Noted the information provided;
2. Agreed to set up a sub group to discuss the Single Outcome Agreement and begin to develop an action plan for Bute and Cowal and provide feedback to the next meeting of the Community Planning Group. The members of the sub group are Max Barr, Rona Gold, Liz Marion, Councillor Breslin and a representative from Police Scotland.

(Reference: Report by the Community Development Manager, dated 12 May 2014, submitted).

6. OUTCOME 1. IN ARGYLL AND BUTE THE ECONOMY IS DIVERSE AND THRIVING

(a) HIGHLANDS AND ISLANDS ENTERPRISE

The Area Governance Manager spoke on a report on behalf of Sue Gledhill of HIE following a previous report that was presented in 2013 recommending that the Steering Group which was set up in 2007 to deliver the Destination Dunoon and Cowal Framework report should no longer meet. It was suggested that in future the issues which were being addressed should be linked to the Single Outcome Agreement Delivery plans.

The Group felt that it would be beneficial if HIE were involved in more meetings in the local area.

Decision

The Group agreed that the Forward Dunoon and Cowal and the PA23 BID Groups should continue to deliver the outcomes contained within the Framework Report and set out in the executive summary which was presented to the Community Planning Group in March, and report on their progress to the CPG.

(Ref: Report by Sue Gledhill, HIE dated June 2014, submitted).

(b) **HIGHLIGHT/EXCEPTIONS REPORT - FORWARD DUNOON AND COWAL**

A report was presented to the Members by the Area Governance Officer giving the highlights and exceptions of the Forward Dunoon and Cowal Group.

Decision

The Group noted the work undertaken.

(Ref: Report by Area Governance Officer dated June 2014, submitted).

7. **OUTCOME 2. WE HAVE INFRASTRUCTURE THAT SUPPORTS SUSTAINABLE GROWTH**

(a) **SCOTTISH WATER**

Joanna Peebles of Scottish Water introduced herself to the Community Planning Group and updated the Group on her new role to date.

She asked the Group to email her with any queries they may have in relation to Scottish Water and said she was happy to have conference/video calls and ongoing dialogue with communities on specific issues.

Decision

The Group:

1. Noted the information provided; and
2. Asked Joanna Peebles to look into the sewage system that is installed in Dunoon and come back to the next meeting to update the group on whether or not there is significant capacity for the system to be expanded.

(b) **ACHA**

Iona MacPhail of ACHA updated the Group on the anti social behaviour figures to date. She advised that there has been 1 eviction last year for drug cultivation and they have attempted to take another tenant to court recently for drug dealing but they left the property before the case appeared in court. She reported on the ASBO they have for another tenant for a case of persistent noise and disturbance which they are in the process of dealing with.

Iona spoke about the evictions ACHA have had for tenants in rent arrears, none of which are related to bedroom tax and assured the Group that they are always try and help those tenants that are in need. She advised that there have been 493 cases for bedroom tax and with help from Argyll and Bute Council they have managed to help all tenants out of their arrears.

She updated the Group on a problem ACHA are facing just now due to 38 empty homes in Rothesay and this causes a £2,500 lose in rent payments every week, she asked the Group to please contact her if there was anyone looking to be housed in Bute. She suggested that ACHA look into a different category of tenants, i.e workers that are coming into Bute Monday-Friday to work or pull together a package for someone that is relocating to the island.

She updated the Group on the Community Open Day for Strachur Play Park last Friday which was a real success as the community got together and got equipment and ACHA got labourers in to carry out the job.

Iona advised the Group that recent meetings had been ongoing in relation to Ardenslate shop and they have discovered that the ground outside the shop actually belong to them so the shop owner is now looking to buy the ground from ACHA.

The Group noted the information provided.

(c) **EXCEPTION/HIGHLIGHT REPORT - COWAL TRANSPORT FORUM**

A report updating the Community Planning Group regarding the main pieces of work undertaken in the last reporting period by the Cowal Transport Forum was considered.

Decision

The Group noted the work undertaken.

(Ref: Report by Area Governance Officer dated June 2014, submitted).

8. **OUTCOME 3. EDUCATION, SKILLS AND TRAINING MAXIMISES OPPORTUNITIES FOR ALL**

(a) **EDUCATION STANDARDS AND QUALITY REPORT**

The group noted a report the purpose of which was to update the members on the progress being made within Education in Argyll and Bute.

Decision

1. The group noted the information provided; and
2. The Group agreed to take this item to the September Community Planning Group when an officer from Education is

present to answer any queries that they may have and to forward any queries they have in the meantime to the Area Governance Manager.

(Ref: Report by the Quality Standards Manager dated 30 April 2014 – submitted).

9. OUTCOME 4. IN ARGYLL AND BUTE CHILDREN AND YOUNG PEOPLE HAVE THE BEST POSSIBLE START

10. OUTCOME 5. PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES

(a) NHS HIGHLAND

The Group heard an update and presentation on healthy weight by Carol Muir, Senior Health Promotion Specialist – Community Development.

Further discussion followed and Carol Muir outlined another initiative – Beyond the School Gate – whereby parents and teachers would try and encourage children to eat healthier lunches.

Decision

The Group:

1. Noted the partnership working activity and the contents of the paper in relation to healthy weight; and
2. Agreed to pass this information onto the Health and Wellbeing Partnership.

(Ref: Report by the Senior Health Promotion Specialist, dated May 2014, submitted).

(b) ARGYLL VOLUNTARY ACTION

There was no one present from Argyll Voluntary Action so the Group agreed to postpone this item to the next meeting.

11. OUTCOME 6. PEOPLE LIVE IN SAFER AND STRONGER COMMUNITIES

(a) POLICE SCOTLAND

Gary Stitt from Police Scotland advised the Group that the local Policing Plan was now complete and his main priorities for the area were road safety and enforcement, anti social behaviour and violence and drug dealing.

He advised that the anti-social behaviour levels have risen in Cowal as they had 28 cases in the first 2 months and in Rothesay there has been an increase in common assaults as there have been 11 this year and was only 2 last year.

Gary updated the group on the serious crime stats and advised that

this has gone down by 63%. He advised there have been 11 fatalities across Argyll and Bute in the last year so road safety will be the main focus of their activity.

He reported on the recent trouble they have had with house break ins but have targeted this issue and have identified a group of 4 people who are now in jail.

He advised that the police are in the process of conducting Operation Myriad which will be a month of activities specifically to targeting alcohol, Anti-Social Behaviour, Drug, and Traffic Offences etc., and that an action plan is currently being drawn up to take this forward.

The Group noted the information provided.

(b) **SCOTTISH FIRE AND RESCUE**

Eddie Renfrew from Scottish Fire and Rescue advised the Group that the Fire Plan for 2013/14 met most of its targets.

He updated the Group on the 10 dwelling house fires they have had recently, with 2 being in Rothesay and 8 in Dunoon since January. He advised his aim is to try and engage with other partners to help prevent this from happening in the future.

He advised that they are looking into starting cook safety courses and will be carry these courses out in sheltered housing complexes.

He advised that there is an actors group set up called "Home Sweet Home" that could deliver Community safety based plays in the area if the local community want them to come. For the exercise to be worthwhile, at least three groups per day are necessary to provide morning, matinee and evening performances. This has a cost of approximately £600, for which funding may be available.

The Group noted the information provided.

(c) **HIGHLIGHT/EXCEPTIONS REPORT - BUTE AND COWAL COMMUNITY SAFETY FORUMS**

A report updating the Area Community Planning Group regarding the main pieces of work undertaken by the Community Safety Forums was considered.

Decision

The Group noted the work undertaken.

(Ref: Report by Area Governance Officer dated June 2014, submitted).

12. ISSUES RAISED BY COMMUNITY COUNCILS

Max Barr outlined the recent discussion held at the Caucus of Community Councils regarding the feeling that the CPG meetings were not

progressing issues raised by Community Councils effectively, and noted that he had written to the Chief Executive to this effect and was awaiting her response.

Car Parking

The caucus raised an issue about car parking which was discussed at the last Community Planning Group meeting. The Chair advised that De-Criminalisation of Parking came into effect on 12th May and Mr. Barr asked that a consultation event is held with communities later this year as parking policy for the area is developed in light of the outcome of DPE.

Dog Fouling

It was noted that this item is coming to the September Business Day as the new Warden's had only taken up their post on 12th May, update on that iscvusion will be provided to the September CPG meeting.

Public Toilets

The Area Governance Manager agreed to contact the Roads Performance Manager and ask him to circulate an update on the signage of public toilets.

Transport A83

This item was covered at item 5(c) of this minute when Jonny Moran from Transport Scotland was present.

Mr Barr also asked a question regarding the apparent costs of waste disposal at Dalinlongart, it was agreed that this information would be forwarded by the Amenity Services Manager to Mr Barr.

13. ISSUES RAISED BY THIRD SECTOR PARTNERSHIPS

There were no issues raised by Third Sector Partnerships.

14. AOCB

There was no other business discussed.

15. DATE OF NEXT MEETING - TUESDAY 2 SEPTEMBER 2014

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Argyll and Bute Community Planning Partnership



Bute & Cowal AREA COMMUNITY PLANNING GROUP

2nd September 2014

AREA COMMUNITY PLANNING

1 SUMMARY

- 1.1 The governance of Area Community Planning Groups is under review. This process involves strengthening the Terms of Reference under which the Area Community Groups operate. A revised Terms of Reference is being presented for consideration.
- 1.2 The Argyll and Bute Community Planning Partnership SOA/Community Plan 2013-2023 needs to include localised delivery. A methodology to take forward the development of localised SOA plans is being presented for consideration.

2 RECOMMENDATION

- 2.1 The Area Community Planning Group is requested to:
 - 1 Consider the revised Area Community Planning Group Terms of Reference and agree that the proposed Terms of Reference be adopted at the Community Planning Partnership Management Committee meeting on 31 October.
 - 2 Consider the proposed method of taking forward the development of localised SOA plans and agree that the proposed method of development of localised SOA plans be taken forward.

3 DETAIL

- 3.1 A review of Area Community Planning Groups (Area CPG) governance arrangements is being undertaken and is part of a review of Community Planning Governance to strengthen Community Planning in Argyll and Bute, which will be fully considered by the Community Planning Partnership's Management Committee in October 2014. A draft of the Area CPG's Terms of Reference (TOR) with revisions is attached for consideration at item 4 (a)
- 3.2 The main changes to the original TOR are listed below:

- In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council [insert area name] Area Committee and one other Elected Member from an Argyll & Bute Council [insert area name] Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.
- Chair and Vice Chair of the Area Community Planning Group to be elected by members of the group rather than being appointed by the Council.
- A ratio of 50% public sector/non-public sector membership to give a balanced representation.
- Accountability (Full Community Planning Partnership via the Area Community Planning Group; Community within local area; Argyll & Bute Council as lead partner).
- Details the rules of procedure for short term working groups set up by the Area CPG.
- Conflict of interest more general – does not specify financial/non-financial.

3.3 In addition, sections relating to the headings below have been added/ given clarity:

- Communication
- Equal opportunities
- Membership
- Roles of members
- Decision making
- Purpose/role/remit

3.4 It is acknowledged that the impact of the above on current membership will differ for each area and the Area CPG is asked to consider this and provide comment for consideration by the Community Planning Partnership Management Committee at its meeting in October 2014.

3.5 Community Planning in Argyll and Bute needs to have a local focus. There is therefore a need to develop a localised approach to the SOA with the four Area Community Planning Groups across Argyll and Bute. A phased approach to develop local SOA plans is outlined in the report at item 4 (b)

3.6 The proposed initial phase will translate what exists as actions (and indicators) in the SOA into a local context. For this to be effective there needs to be engagement with a number of relevant partners. A draft example of a localised SOA Plan's structure is attached for consideration.

3.7 Following proposed phases will refine what is to be delivered at a local level and ultimately work towards having actions identified at local level and a process in place to enable these to contribute to the overall SOA.

3.8 It is therefore proposed that time is taken this financial year to develop these plans and processes with the Area Community Planning Groups and that the result will be a two year plan (2015-17).

3.9 It is worth noting that there may be longer timescales involved in getting necessary data to monitor performance at a local level and that this is a new undertaking which may be subject to change as it progresses.

4 CONCLUSION

4.1 The Area Community Planning Group's role and remit is being reviewed to strengthen Community Planning in Argyll and Bute. As part of this changes to the Terms of Reference are proposed for consideration. The Area CPG is asked to consider the revised Terms of Reference and agree that the proposed Terms of Reference be adopted at the Community Planning Partnership Management Committee meeting on 31 October.

4.2 An action plan to take forward the development of localised SOA plans has been prepared for consideration and agreement by the Area Community Planning Group.

Donald MacVicar, Head of Community and Culture

For further information please contact:

Shirley MacLeod
Area Governance Manager
01369 707134

Supplementary Papers

Area Community Planning Groups draft terms of reference
Localising SOA Delivery
Local SOA Plans example draft template

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Agenda Item 4 a) Area Community Planning Group - Terms of Reference

Argyll and Bute Community Planning Partnership

Terms of Reference: [insert name] Area Community Planning Group

The [insert name] Area Community Planning Group is a sub group of the Argyll and Bute Community Planning Partnership

It is an unincorporated partnership of agencies and organisations with membership drawn from the public sector, third sector, private sector, community organisations and partnerships that have an interest in [insert name]

Purpose

Argyll & Bute is a large and diverse area. Communities can have different issues even within the overall umbrella of a community plan for the whole area.

Area Community Planning Groups are the vehicle to ensure that there is effective community planning delivery at a local level by:

- Acting on behalf of the Full Community Planning Partnership via the Management Committee to oversee the implementation of Localised Delivery Plans which contribute to the delivery of the Single Outcome Agreement /Community Plan
- Acting on behalf of the community to ensure that local concerns and priorities are highlighted to the Full Community Planning Partnership via the Management Committee.

Role

The role of the [insert name] Area Community Planning Group is to:

- Oversee the implementation of the Localised Delivery Plan for [insert area name]
- Encourage effective working across community planning partners at an area level
- Act as a conduit to ensure that local priorities are met and local issues addressed

Remit

The [insert name] Area Community Planning Group has the authority to:

- contribute to the development of a Localised Delivery Plan for [insert name]
- monitor progress of the Localised Delivery Plan with regard to the agreed outcomes on what is being done within [insert name]
- provide the scrutiny role for the Full Community Planning Partnership within [insert area name]
- consider regular performance monitoring reports and provide information to the Argyll & Bute Community Planning Partnership Management Committee
- form short term working groups to undertake defined pieces of work as required by the group
- engage with communities within [insert area name] to understand their needs and requirements

- inform and consult on issues relating to Community Planning at an area level
- contribute to an annual report on progress on the agreed outcomes

Short Term Working Groups

Short Term Working Groups initiated by the [insert name] area Community Planning Group must:

- be approved at a meeting of the [insert name] Area Community Planning Group and its purpose recorded in the minute of the meeting
- have a named member of the [insert name] area Community Planning Group acting as lead officer for the group
- have a list of members of the group agreed at inception
- have a clear objective agreed at inception
- have a clear remit agreed at inception
- have a clear output agreed at inception
- have a clear start and end date agreed at inception
- have an appropriate source of administrative support identified and agreed at inception
- have an appropriate funding package identified at inception where relevant and a named member of the short term working group undertaking financial responsibility for the initiative
- provide regular reports of activity and progress to the [insert name] area Community Planning Group
- any changes to the above must be approved by the [insert name] Area Community Planning Group and recorded in the minute of the meeting

EQUAL OPPORTUNITIES

The [insert name] Area Community Planning Group will seek to ensure that promotion of equal opportunities is central to its on-going activities

Criteria for Membership

- Membership is drawn from public sector, third sector, private sector, community organisations and partnerships operating within the [insert area name] area.
- Membership is open to all organisations public sector, third sector, private sector, community organisations and partnerships operating within the [insert area name] area with an interest in at least one of the six outcome areas of activity identified in Argyll and Bute Community Planning Partnership's Single Outcome Agreement (SOA).
- Organisations can self-nominate, be invited to join or have a statutory obligation to participate.
- In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council [insert area name] Area Committee and one other Elected Member from an Argyll & Bute Council [insert area name] Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.
- In order to ensure democratic accountability, community councils situated with in the [insert area name] area will sit as a member of the group. Subject to local needs, this may be

individual community councils, or by way of a caucus arrangement agreed by the community councils situated within the (insert area name) area, or alternatively one community council representing all of the community councils on a rotational basis. The community council undertaking this role will be nominated by the other community councils within the area on an annual basis or more frequently if agreed locally.

- In order to comply with legislation which governs community planning in Scotland, some organisations have a statutory obligation to participate in community planning. The organisation will nominate the most appropriate person within their organisation to sit as a member of the group.
- In order to reflect the needs of the community and range of activities covered by the Localised Delivery Plan, other organisations and partnerships operating within the local area are also able to sit as members of the group.
- In order to obtain a balanced representation of the above and to ensure a community focussed approach, a ratio of no more than 50% public sector membership should be maintained throughout the lifetime of the group.
- The representatives ought to be able to speak on behalf of their organisation and where appropriate commit funding and other resources to local partnership activity.
- Membership should reflect the needs of the community and can therefore change subject to approval by a simple majority vote of the other members of the group.

Role of Members

[Insert name] Area Community Planning Group members have the following responsibilities:

- To attend the scheduled [insert name] Area Community Planning Group meetings.
- Consistency in attendance by members is necessary to build momentum and progress the activities of the group. Members will be encouraged to appoint substitutes to attend meetings on their behalf if they are unable to attend.
- To communicate information relating to the [insert name] Area Community Planning Group with other members and officers within their own organisation and other organisations operating within the area of activity they represent.
- To communicate information relating to their organisations area of activity to other members of the [insert name] Area Community Planning Group at meetings.
- To raise community planning related issues (that is issues related to Argyll and Bute Community Planning Partnership's SOA) on behalf of the community at [insert name] Area Community Planning Group meetings.
- To contribute to the development, on-going monitoring and review of the [insert name] SOA Local Plan.
- To participate in short term working groups as required.

Meetings

Chair

- The Chair and Vice Chair of the [insert name] Area Community Planning Group will be elected by the members of the group and will be appointed for a period of two years.
- The elected Chair, or in their absence, the Vice-Chair shall preside over the meeting. If both are absent, partners will choose a member from the floor to preside.
- Members should respect the authority of the Chair who will decide matters of order, competency, relevancy and urgency.

Quorum

- The quorum for a meeting will be 5.
- If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.
- If a quorum is not present, at the Chairperson's / Vice-Chairperson's discretion, the meeting shall proceed and any decisions taken will be homologated at the next meeting.
- For purposes of the quorum, participation of partners by video-conferencing or telephone conference links will be considered as present.

Frequency of Meetings

- The Area Community Planning Groups of the CPP will normally meet once each quarter (4 times each year).
- These meetings will normally be in March, June, September and December.
- Where business requires, further meetings can be called with agreement of the Chair subject to the required notice being given.

Conduct of Meetings

- Meetings of the [insert name] Area Community Planning Group will be held in public.
- Observers can only participate in discussion with the agreement of Chair.
- Members must declare any conflict of interests at the start of a meeting and take no part in the consideration of the relevant item.
- Observers wishing to participate in discussion must declare any interest in the subject under discussion.
- All meetings will be minuted and a minute made available through the Council's website and available from a link through the community planning partnership website.
- Meetings of the Area Community Planning Groups will be conducted in accordance with the lead partner's (Argyll & Bute Council) standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Decision making

- All members of the group have equal status
- Each member has one vote
- The Chair retains the casting vote
- All decisions must be clearly minuted with a brief summary of the discussion and reason for decision recorded as well as the outcome
- Observers and persons attending the meeting in an advisory capacity may provide information but are not part of the decision making process and are not able to participate in a vote

Accountability

The [insert name] Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and is accountable to the following bodies:

- Full Community Planning Partnership via the Management Committee
- Community within its local area
- Argyll & Bute Council as lead partner of Community Planning.

Support

The [insert name] Area Community Planning Group will be supported by:

- A Lead Officer, Argyll and Bute Council Community Governance Manager, to facilitate and promote the smooth operation of the group and work closely with group members to ensure a supportive structure, which responds to the needs of the members in addressing issues.
- Administrative support, organising meetings, taking minutes and associated administrative support will be provided by Argyll and Bute Council, Governance & Law.
- A Local Community Development Officer will have a key role, working in partnership with organisations in the support of community groups, organisations and individuals, particularly those who do not traditionally engage in community issues, to participate in local community planning.

Issue of Papers

- The agenda and papers for the [insert name] Area Community Planning Group will normally be issued 14 days prior to the date of the meeting.
- The Chair can agree to accept late papers.
- The draft Agenda detail will normally be circulated four weeks in advance to allow members to propose items for inclusion
- The agenda and papers will be published on the Argyll & Bute Community Planning Partnership website, the Argyll & Bute Council website and available from a link through the community planning partnership website.

Communications

The [insert name] Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and will follow any guidance set out for Area Community Planning Groups within Argyll & Bute Community Planning Partnership's upcoming communication strategy.

Approved and adopted at the [insert name] Area Community Planning Group meeting held on [insert date]

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Appendix 1

Bute & Cowal Area Community Planning Partnership Membership

Organisation	Sector	SOA Outcome area of activity
Argyll & Bute Council	Public	
Caucus Community Councils	Community	
Police Scotland	Public	
Scottish Fire & Rescue	Public	
NHS Highland	Public	
Loch Lomond & Trossachs National Park	Public	
Argyll Voluntary Action	Third Sector	
Registered Social Landlord	Third Sector	
Cowal Community Care Forum	Third Sector	
Cowal Transport Forum	Third Sector	
PA23 BIDs	Private Sector	
Scottish Health Council	Third Sector	
Argyll & Bute Social Enterprise Network	Third Sector	
Forward Dunoon & Cowal	Third Sector	

Public Sector	5	36%
Third Sector	7	50%
Private Sector	1	7%
Community	1	7%
Total	14	100%

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Agenda Item 4 c) Localising SOA Delivery

It is proposed that there should be a phased approach to the initial localisation of the SOA/Community Plan as outlined in the table below.

The information to be put in the SOA local plans is the information available at that time and may be subject to change.

Information to be contained in SOA local plans must be directly related to indicators in the SOA and must show working in partnership.

Reasons for a Local SOA Plan:

- To raise awareness in the community of what is happening linked to the SOA in their local area.
- To raise the profile of local projects and the potential for further partnership working to deliver the project.
- To enable communities to link directly with the SOA; which can help access funds.
- To be clear on the priorities for Area Community Planning Groups to focus on.

There are some identified known risks such as:

- Resource implications for partners to participate in local projects.
- Fragmentation – the potential for community planning to be fragmented at a local level.
- Disjoined from development of other local plans or duplication of other local efforts.
- Disengagement the community and members of the Area Community Planning Group if suitable progress in developing and delivering against local priorities is not achieved.

The plan below aims to mitigate these risks through:

- Appropriate timescales to enable a consistent approach and prevent fragmentation.
- Steps included considering existing plans and activity.
- Timescales to allow engagement with key stakeholders to prevent duplication and disengagement.

Phase	Actions	Undertaken by	Timeline
Phase 1 – preparation	Template created to provide a common structure for each localised SOA plan	Community Governance Manager	To be ready for September 14 Area CPG meetings
Phase 2 – mapping existing activity	SOA Delivery Plan actions relating to strategic/regional level activities separated from the SOA Delivery Plan actions that relate to activities carried out at a local level.	Community Planning Manager and Community Planning Officer. Need to include the Outcome Leads to sign this off	December 2014
	Populate templates with SOA Delivery Plan actions that already have a geographic focus for each CPG area	Community Governance Manager. Community Planning Officer. Check with Outcome Leads. Economic Development Manager.	December 2014
	Work with Activity lead officer/responsible person to further refine activities that are being delivered locally but do not have a defined geographic focus and populate templates once the information is available.	Community Governance Manager,	December 2014 and ongoing.
	Map existing activities contained in area templates against the findings of the community consultation events carried out in January/February 2014 to identify priorities that are being addressed by existing activity.	Area CPG sub group, Community Governance Manager, Community Development Officers	December 14
	Consider findings of the mapping exercise and identify any gaps in provisions/ unmet priority needs locally.	Area CPG members	December 14
Phase 3 - development	Identify existing initiatives in the wider community that may be able to impact on the SOA indicators that do not feature. Consider additional	Area CPG sub group, Community Governance	January - March 15

	activities to be undertaken at a local level which directly impact SOA indicators. Create priorities from this.	Manager, Community Development Officers Potentially requires engagement exercise with community to validate priorities and provide information on what is already happening or ideas they have.	
Phase 4 - implementation	Ongoing review and further development as required	Area CPG Members	April 15 onwards
Table 1: Localising SOA Delivery Action Plan			

Directly linked to the SOA/Community Plan and its associated delivery plans and taking into consideration the community requests for local community consultation events in 2014, the following areas and sub areas have been identified:

<i>Area CPG Localised Delivery Plan</i>	<i>Sub sections giving further localisation</i>
<i>Bute & Cowal</i>	<ul style="list-style-type: none"> • <i>Bute</i> • <i>Cowal</i>
<i>Mid Argyll, Kintyre and the Islands</i>	<ul style="list-style-type: none"> • <i>Mid Argyll</i> • <i>Kintyre (Including Gigha)</i> • <i>Islay Jura Colonsay</i>
<i>Oban Lorn and the Isles</i>	<ul style="list-style-type: none"> • <i>Oban & Lorn (including Lismore, Seil, Luing, Easdale, Kerrera)</i> • <i>Mull, Iona, Coll Tiree</i>
<i>Helensburgh & Lomond</i>	<i>No sub section needed; community wanted one event so this would be mirrored in plan</i>
<i>Table 2: potential SOA/Community Plan localisation areas</i>	

Potentially using subsections to give further localisation will be explored by the Area CPGs during phase two and will be informed by the development of the Performance Framework which will monitor the overall delivery and by the availability of meaningful data which can be collected at a local level

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Argyll & Bute Community Planning Partnership

[Insert name]

Area Community Planning Group

SOA: Localised Delivery

(Working title – subject to change)

2015 - 2017

Contents

Introduction

Overview Community Planning in Argyll & Bute

Description of [insert name]

Community Consultation

[insert name] Priorities

[insert name] Localised Delivery Plan

Outcome 1 – the economy is diverse and thriving

Outcome 2 – we have infrastructure that supports growth

Outcome 3 - education, skills and training maximises opportunities for all

Outcome 4 – children and young people have the best possible start

Outcome 5 – people live active healthier and independent lives

Outcome 6 – people live in safer and stronger communities

Appendix 1 – [insert name] Area Community Planning Group Terms of Reference

Appendix 2 – [insert name] Area Community Planning Group Members

Introduction

Overview Community Planning in Argyll & Bute

Common to all plans – explains the bigger picture and how this plan fits into it

Emphasises this is about partnership working and links to SOA and indicators that we are monitoring to show improvement towards the SOA's overall aim: Argyll and Bute's economic success is built on a growing population.

Description Area

General description of the area and outline of local economy, population etc mirroring SOA section for headings but localising for content - sub headings common to all plans, detail different

Community Consultation

Details of the findings of the community consultation events held in January /February 2014

*Full details of the consultation process and findings can be found in the following report: **A good place to live, work and play? Local report on the consultation within [Insert name] Area***

[Insert name] Priorities

Priorities set following development of the plan– revised on a two yearly basis to fit with planned community engagement timescales.

Localisation

Directly linked to the SOA/Community Plan and its associated delivery plans subsections to give further localisation will be explored by the Area CPGs during the development of localised plans and will be informed by the development of the Performance Framework which will monitor the overall delivery and by the availability of meaningful data which can be collected at a local level

Taking into consideration the community requests for local community consultation events in 2014, the following sub areas have been provisionally identified:

<i>Area CPG Localised Delivery Plan</i>	<i>Sub sections giving further localisation</i>
<i>Bute & Cowal</i>	<ul style="list-style-type: none"> • <i>Bute</i> • <i>Cowal</i>
<i>Mid Argyll, Kintyre and the Islands</i>	<ul style="list-style-type: none"> • <i>Mid Argyll</i> • <i>Kintyre (Including Gigha)</i> • <i>Islay Jura Colonsay</i>
<i>Oban Lorn and the Isles</i>	<ul style="list-style-type: none"> • <i>Oban & Lorn (including Lismore, Seil, Luing, Easdale, Kerrera)</i> • <i>Mull, Iona, Coll Tiree</i>
<i>Helensburgh & Lomond</i>	<i>No sub section needed; community wanted one event so this would be mirrored in plan</i>

Table 2: potential SOA/Community Plan localisation areas

Outcome 1 layout has been included for demonstration purposes – each of the 6 outcomes would be completed in a similar way.

Argyll & Bute Community Planning Partnership
Argyll & Bute's success is built on a growing population

OUTCOME 1: The economy is diverse and thriving					
Main areas of focus for [insert name] included within this outcome:					
Narrative linking SOA strategic focus with detail of the area of main focus of this outcome in [insert name]					
Equalities					
Narrative giving detail of equalities issues addressed by this outcome in [insert name]					
Prevention					
Narrative giving details of prevention activity being carried out by activities under this outcome in [insert name]					
Community Planning Partners delivering on this outcome:					
Argyll and Bute area wide activity identified in the SOA undertaken at an area wide level.					
SOA Reference	Action	Lead Community Planning Partner	Performance Indicator	Target	Completion date
OUTCOME 1: The economy is diverse and thriving					
Main areas of focus for [insert name] included within this outcome:					
Narrative linking SOA strategic focus with detail of the area of main focus of this outcome in [insert name]					
Equalities					
Narrative giving detail of equalities issues addressed by this outcome in [insert name]					
Prevention					
Information relating to Community Planning Partners delivering on this outcome in [insert name]					
Community Planning Partners delivering on this outcome:					
Argyll and Bute area wide activity identified in the SOA undertaken at an area wide level.					
SOA Code	Actions under this outcome	Lead Community Planning Partner	Performance Indicators	Target	Completion date

Argyll and Bute Community Planning Partnership



**Bute and Cowal Area Community
Planning Group**

2 September 2014

Taking forward outcomes from community engagement

1 SUMMARY

- 1.1 The community engagement report at the last meeting highlighted where there could be improvements made to the Bute and Cowal area and it was suggested that a small sub group be formed to discuss this in more detail ahead of the next Area Community Planning Group meeting.
- 1.2 This report recommends that the work of the sub group continues, its remit is refined and its membership increase following considerations so far. The future of the sub group will be focussed on progressing partnership working on needs of the community.

2 RECOMMENDATION

- 2.1 Area Community Planning Group members are asked to:
 - Note that a working group met to discuss the highlights of the engagement report.
 - Agree that further work is needed to locally progress important issues for the community.
 - Agree that the sub group continues as a formal working group of the Area Community Planning group and that it reports quarterly.
 - Nominate relevant partners of the Area Community Planning Group.

3 DETAIL

- 3.1 At the meeting of the Bute and Cowal Area Community Planning Group on 3 June 2014 a report highlighting the results of the community engagement work for the Community Planning Partnership's Single Outcome Agreement was discussed.
- 3.2 An action to meet and further discuss what could be progressed to address the points raised in the consultation was proposed.
- 3.3 A small sub group consisting of members (see attached appendix A) has twice met, on 8 July and 14 August. The group looked at the following:
 - Detail in the community engagement response.

- What exists and what could exist in Bute and Cowal to meet the 6 outcomes of the SOA.
- Potential partners in the area.
- A workable way forward.

3.4 The group concluded the following:

- The matters raised by the community as key issues for the Bute and Cowal area are linked to outcomes within the SOA. (see attached appendix B)
- There are many current actions, towards meeting outcomes, within the SOA that are not at a Bute and Cowal level and there is a need to develop these. (see attached appendix B)
- The sub group needs to continue and be a working group building on partnership working.
- There should not be any replication with existing groups.
- There is a need to focus on a couple of priorities and take these forward.
- There is a potential link with the team town concept put forward at the Area Committee and a need to meet and discuss how to join the work of the sub group to this.
- The group could have a number of partners engaged related to priorities who report back to the sub group.
- The sub group needs to remain linked to the area community planning group and report back to this quarterly.
- Cycle pathways is a potential priority area to focus on.
- Relevant partners are needed to participate.

3.5 It is therefore recommended that:

- A short term working group is established under the Area Community Planning Group.
- The work will relate to a local, bottom up approach, to the SOA.
- The Short Term Working Group will focus on 2 or 3 priority areas which will allow projects to move forward and will allow positive updates.
- There should be a meeting with those involved in the concept of Team Town to explore linkages from the outset.
- Partners involved should be committed and have a degree of control over local resources.

4 CONCLUSION

4.1 There is a need to develop solutions to key priorities for Bute and Cowal highlighted in the recent engagement work for the SOA.

4.2 A formal sub group of the Area Community Planning Group should be established with relevant partners to progress locally priority areas for the community.

Appendix A

Members of the sub group. Note these will not all continue to be members moving forward.

The following were members:

Max Barr

Cllr Breslin

Lorna Elliott

Rona Gold

Liz Marion

Paul Robertson

Samantha Quarton

Appendix B

	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6
Number of Short Term Outcomes	32	22	35	52	30	23
Number purely Bute & Cowal	2	2	0	0	0	0
Number excluding Bute & Cowal	6	1	1	0	0	0
Number Argyll & Bute wide	24	19	34	52	30	23

Topic discussed from engagement	Points made	Solutions and suggestions put forward	SOA outcome
Tourism	<p>Haven't set marketing project</p> <p>Promote high end tourism</p> <p>Lack of websites promoting Bute.</p>	<p>Cowal Marketing Group exists</p> <p>Forward Dunoon and Cowal has had good ideas but no way of implementing them.</p> <p>Need feet on the ground to provide work.</p> <p>Sea Kayaking trail.</p> <p>Potential for running and cycling to be more.</p> <p>Need to explore employment opportunities for a tourism person.</p>	<p>SHORT TERM OUTCOME: 1.6 To ensure we have a robust tourism sector with an extended season, a higher value proposition and increased turnover.</p>

Housing	Needing appropriate size		SHORT TERM OUTCOME 2.4 To ensure that housing supports future economic success and a growing population
Partners: Things happening but not working:	Need for small businesses - odd jobs etc. How do you promote small business starts? Business Gateway has no funding for small business start-ups. Contact centres in Bute and Rothesay find it difficult to recruit people? Mechanics also are difficult to get locally.	MacLeods did a good thing for business start-ups in Campbeltown. Where is the information to say what the employment need is in Bute and Cowal?	SHORT TERM OUTCOME 1.1 To achieve business growth and additional employment opportunities. SHORT TERM OUTCOME: 1.7 To create an environment where levels of entrepreneurship are increased
Transport	Ferries Rest and be thankful No integration of transport	Subsidies – would be good for Young Scotcard to apply	SHORT TERM OUTCOME 2.1 The transport connectivity across Argyll and Bute is improved
Digital infrastructure	More broadband and mobile reception		SHORT TERM OUTCOME 2.2 The digital connectivity across Argyll and Bute is improved
Provision of education	Lack of provision	Support for long distance learning	3.2 To ensure education and skills training opportunities are aligned to economic development opportunities both within Argyll and Bute and nationally

Transport for education	Needs to be subsidised. Cancellation impacts teaching staff attending work.	Matching empty properties in ACHA with teaching staff in winter. Can we take this forward?	SHORT TERM OUTCOME 2.1 The transport connectivity across Argyll and Bute is improved
Affordability of education and learning	Need for more funding		3.6 To provide the skills needed for our residents to progress in their working and learning lives enabling them to contribute effectively to our communities
Staffing for education and learning	Mismatch of existing skills and employment?	Need an exercise to look at this.	
Provision of activities and care for young people	Lack of after school care Limited care in schools	Need partnership agreement with someone who can provide wrap-around care. Need to map childcare provision. Patchwork nursery closes term time. Need an evidence base that there is a provision issue (Including Inverclyde). Child care training?	SHORT TERM OUTCOME 4.6 All our children have increased opportunities and are encouraged to participate in play, recreation and sport.
Engagement with young people	Lack of meaningful conversations with young people	Youth forum is a good way to engage. KEY TASK: Identify the different groups that should be working	SHORT TERM OUTCOME 4.6 All our children have increased opportunities and are encouraged to participate in play, recreation and sport.

		together. Need to tap in to experience of older people in community (50-70yrs).	
Transport	The need to travel to health care	Community Council has £700 aprox. from CCF fund to explore potential.	SHORT TERM OUTCOME 2.1 The transport connectivity across Argyll and Bute is improved
Health for Older People	Need to have more facilities locally	Need to review care Befriending	SHORT TERM OUTCOME 5.1 People are empowered to maintain their independence and are an integral part of their local communities. (include environ, physical disability)
Transport	Summer is big time for increased road traffic accidents		SHORT TERM OUTCOME 6.4 Improve environment, transport and fire safety
Fear of engagement	Young people not engaging with the police		SHORT TERM OUTCOME 6.6 Stronger, resilient and more involved communities
Services for people's safety in community	Lack of knowledge of services	Need communication on this	SHORT TERM OUTCOME 6.6 Stronger, resilient and more involved communities

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ARGYLL & BUTE COUNCIL**Bute and Cowal Community Planning
Group****CUSTOMER SERVICES****September 2014**

**Forward Dunoon and Cowal Group Highlight/Exception report to Area
Community Planning Group**

1. SUMMARY

- 1.1 The purpose of this Paper is to update the Area Community Planning Group (ACPG) regarding the main pieces of work undertaken by the Forward Dunoon and Cowal Group (FDC).

2. RECOMMENDATIONS

That the Area Community Planning Group:-

- 2.1 Note that the “Forward Dunoon and Cowal” group is a strategic partner of the Area Community Planning Group;
- 2.2 Note the report provided below (If further detail is desired the full minutes are published on the Council website) and;
- 2.3 Consider whether there are any specific tasks or issues which it wishes the “Forward Dunoon and Cowal” group to undertake or review.

3. DETAIL

- 3.1 The “Forward Dunoon and Cowal” group is a partnership group focused on promoting tourism in Cowal and bringing business and people into the area. It achieves this by working in partnership with the local business community, through the promotion of local initiatives and events, and through the participation of some of its members at national and international tourism events.
- 3.2 The “Forward Dunoon and Cowal” group has historically been a representative voice for the community with organisations such as Visit Scotland and similar, but has had to be more independent recently due to the lessening input from these national bodies. The Group last met on Monday 11th August 2014.

4. IMPLICATIONS

4.1	Policy	The reporting allows monitoring of the performance of the partnership thereby demonstrating the achievement of the key aspects of the SOA
4.2	Financial	None,
4.3	Legal	None
4.4	HR	None
4.5	Equalities	None.
4.5	Risk	None
4.6	Customer Service	None

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

Forward Dunoon and Cowal Group Highlight - Exception Report June 2014

SOA Theme	Topic	Issue and Actions	Comment	Outcomes/ Indicators
The economy is diverse and thriving	PA23 BID Argyll and the Isles Tourism Partnership	The PA23 BID committee running a considerable number of events in 2014 to promote economic growth Has created a successful umbrella brand focussing on specific events.	Events thus far have largely been successful this quarter, there will be a "girls night Out" on 2nd Nov a "Dunoon Dazzles event" also in November There is also a new web site called "Dunoon Presents" which will work with existing infrastructure Strong web presence has been developed can provide the infrastructure to promote events.	
Education Skills and training Maximises opportunities for all.	"Come-and-try-athon"	This is a BIDS sponsored event encouraging people to take part in a number of activities it will occur in early November		
Children and young people have the best possible start.	Come-and-try-athlon	This idea is being promoted by PA23 BID as a taster for a number of sports		
We have infrastructure that supports sustainable growth.	Burgh Hall Ferry Hopscotch ticket	A detailed report was provided by the chair and the Hall now has commitments of almost 2M . There has been some movement on this and an announcement is expected this quarter	The supporters of the Hall have raised commitments of £1.834 million from a number of Bodies, which is only £50K short of the Target. A Fundraiser in the Queens Hall on the 25 th Oct. is being held with a "big Band" style night Following the meeting It has been reported that Calmac have awarded a contract for a new ticketing system	
People live in safer and stronger communities.	WW1 commemoration	The Commemoration this year is to be marked with special solemnity. There is an "untold stories" project for those involved in WW1 being done by libraries.	There is a steering group who are coordinating this event since it is the centenary, the British Legion are the lead agency. Communities are being asked to bring items for copying/scanning for preservation.	

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ARGYLL & BUTE COUNCIL**Cowal Transport Forum ACPG****CUSTOMER SERVICES****September 2014**

Cowal Transport Forum (CTF) Report to the Bute and Cowal Community Planning Group (CPG)

1. SUMMARY

- 1.1.1 The purpose of this Paper is to update the Area Community Planning group regarding the main pieces of work undertaken in the last reporting period by the Cowal Transport Forum (CTF).

2. RECOMMENDATIONS

That the Community Planning Group:

- 2.1 Note that the CTF is a strategic Partner of the CPG;
- 2.2 Note the report provided below (If further detail is desired the full minutes are published on the Council website) and;
- 2.3 Consider whether there are any specific tasks or issues which it wishes the CTF to undertake or review.

3. DETAIL

- 3.1 The CTF is a partnership group focusing on Infrastructure and general Transport issues including ferries, buses and roads which underlie the sustainability and development of the local economy. The forum members include representatives from the Service operators, the council and the Communities in the area. The forum undertakes various pieces of work both individually and as a group, to ensure that the infrastructure is fit for purpose and is able to support and develop the local economy. Meetings are Quarterly with occasional subgroup meetings as required by the Agenda. The Forum last met on 6th June 2014

4. IMPLICATIONS

- 5.1 **Policy** The recommendations are in accordance with council policy and improve reporting on aspects of the SOA and the

Community Plan.

- 5.2 **Financial** None,
- 5.3 **Personnel** None
- 5.4 **Equalities Impact Assessment** None.
- 5.5 **Legal** None

Executive Director of Customer Services

For further information, please contact Stephen Doogan, Area Governance Officer
Tel. 01546604342

CTF Highlight - Exception Report Nov 2013

SOA Theme	Topic	Issue and Actions	Comment	Outcomes/ Indicators
People live active, healthier and independent lives.	Parking	West Coast Motors have continued to experience difficulties with cars parking inappropriately at the ferry terminal.	cars have been parking in the Bus spaces meaning an increased danger to passengers entering and alighting from a bus. This has also resulted in vehicular damage. It was also suggested that this was an issue at western ferries terminal	
We have infrastructure that supports sustainable growth.	<p>A83</p> <p>Turning circle at rest</p> <p>Ferry Interconnections</p>	<p>Transport Scotland Attended the meeting and outlines which the current netting solution was the best available Transport Scotland also agreed to attend either a caucus meeting or to visit CCs to discuss local concerns</p> <p>Signage at Strachur.</p> <p>.It was noted that this is a much more complex engineering project due to the geology of the area than previously thought consequently it has been delayed</p> <p>Hopscotch tickets are being considered but the operators as part of their tourism strategy-allowing passengers to organise "day out" trips .</p>	<p>It was noted again that signage on the Crianlarich diversion was often very poor issue to be raised again with BEAR.</p> <p>It is also unclear from the signage that ferries can be used</p> <p>A report is going to BEAR asking that these issues be addressed.</p> <p>Forum noted the improved signage at Strachur – many people have commented positively on it , similar signs are desired for Inverary, and outside Helensburgh at the Argyll and Bute sign past the Stonymollen roundabout.</p> <p>Additional Parking is available at the forestry car park and this will remain .</p> <p>Calmac have accepted a tender for a new ticketing system</p> <p>CMAL are considering upgrading their facilities at Gourock/Kilcreggan and there is a new ferry on the Portavadie route</p>	
People live active, healthier	Bus Linkages	The changes to the bus	The changes are to take effect as of August 2014	

and independent lives.		timetable requested by the Grammar school were discussed	There had been a concern that toward Ardentenny timetable was overly tight and did not allow enough time for the ferry connection- This has hopefully been addressed.	
We have infrastructure that supports sustainable growth.	Ferry interconnections	Western ferries had advised that a recent transport Scotland leaflet had been published without mention of the interconnectivity of the ferries. This is being addressed.		

ARGYLL AND BUTE COUNCIL

**Bute and Cowal
Community Planning Group**

COMMUNITY SERVICES: EDUCATION

2nd September 2014

EDUCATION STANDARDS AND QUALITY REPORT

1.0 SUMMARY

- 1.1 This report is to update the Community Planning Group on the progress being made within Education in Argyll and Bute. Details are based on the Standards and Quality Report for 2012/13. Full report can be viewed on Argyll & Bute Council website <http://www.argyll-bute.gov.uk/education-and-learning/education-performance-and-standards>

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Community Planning Group note the progress made in relation to Education within Argyll and Bute.

3.0 DETAIL

- 3.1 The Education Service reports on it's quality and standards on an annual basis. The report appended to this document details progress made across the service in relation to the actions outlined in the Education Action Plan for 2012/13.

4.0 CONCLUSION

- 4.1 The next Standards & Quality Report will be due Spring 2015 reporting on progress in session 2013/14.

5.0 IMPLICATIONS

- 5.1 Policy – N/A
- 5.2 Financial – N/A
- 5.3 Legal – N/A
- 5.4 HR – N/A
- 5.5 Equalities – N/A
- 5.6 Risk – N/A
- 5.7 Customer Service – N/A

Executive Director of Community Services
30 April 2014

For further information contact:

Anne Paterson
Quality Standards Manager
Email: anne.paterson@argyll-bute.gov.uk
Telephone: 01546 604333

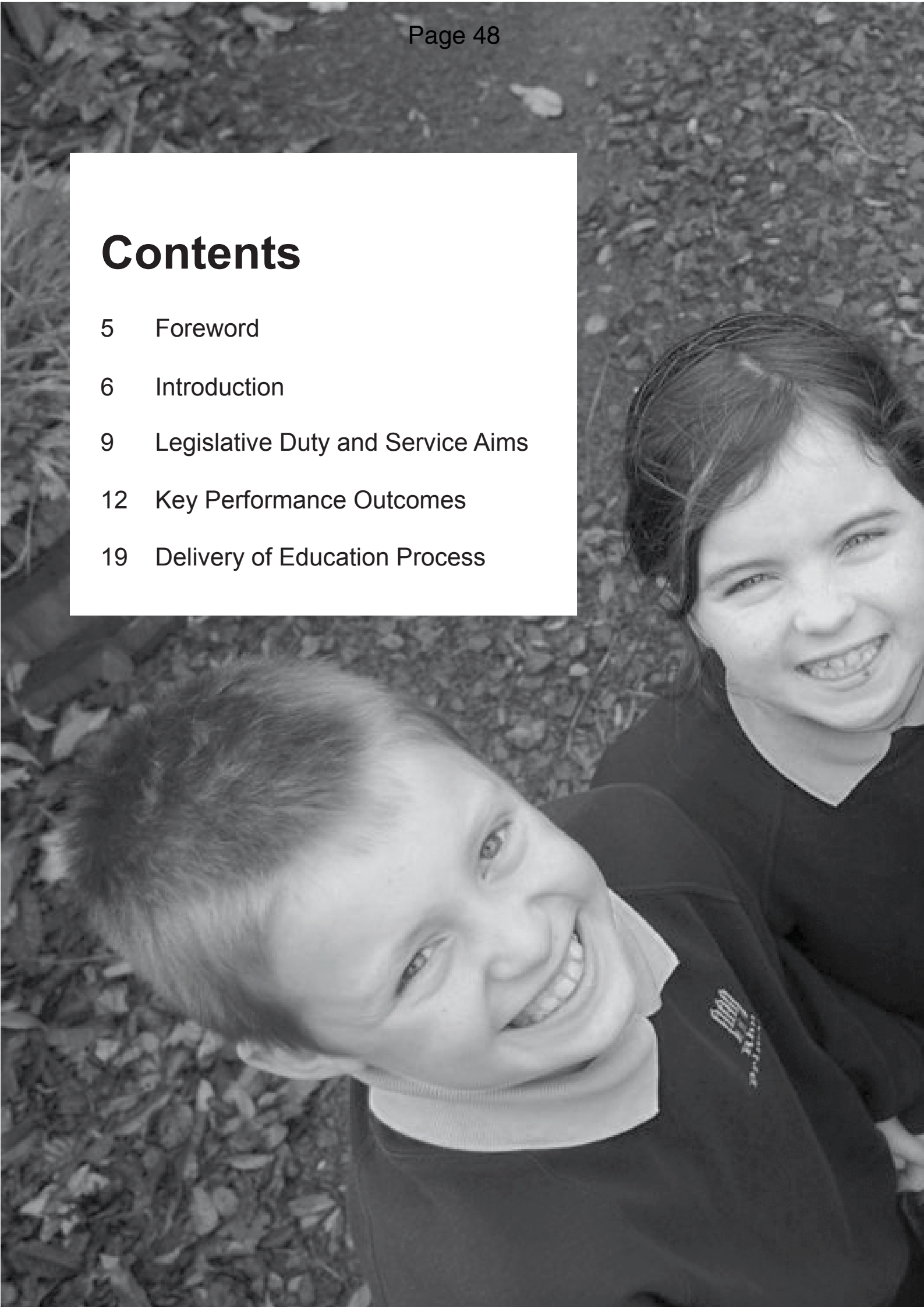
Standards and Quality in Argyll and Bute Schools 2012/13

Community Services: Education



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- 5 Foreword
- 6 Introduction
- 9 Legislative Duty and Service Aims
- 12 Key Performance Outcomes
- 19 Delivery of Education Process







Foreword

Welcome to this Standards and Quality Report 2012/13 for Argyll & Bute Council's Education Service.

This report is aimed at providing information to the reader on how our service performs. The report highlights many of the excellent developments taking place in our service and recognises the considerable work undertaken by staff, pupils, parents and the wider community.

The Education Service is strongly committed to continuous improvement, and by working purposefully with a wide range of partners we are making significant improvements to learners' outcomes.

My thanks to everyone involved in educating and supporting our young people. This is much valued and appreciated.



Aileen Morton
Policy Lead
Education and Lifelong Learning

Introduction

Argyll and Bute is one of the largest and most sparsely populated local authority areas in Scotland. The population of 86,900 is scattered across an area of just under 2,700 square miles. It is approximately 120 miles long from the Isle of Coll in the north to Southend in Kintyre, and 100 miles wide from Bridge of Orchy in the east to the island of Tiree in the west. Two thirds of the population lives in small towns with a population of less than 10,000 and a third live in settlements with a population of less than 1,000.

It is an area of outstanding natural beauty with mountains, sea lochs, islands and more than 3,000 miles of coastline. The geography provides challenges for service delivery, particularly in communications and transport.

Argyll and Bute Council's vision 'Realising our Potential Together' is underpinned by 4 key values:

- 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

Community Services is the largest service within Argyll and Bute and accounts for approximately 53% of the total expenditure of the Council. The Council offices are located in Lochgilphead and three education offices are based in Dunoon, Oban and Helensburgh. Within Community Services, Education is responsible, under the 'Standards in Scotland's Schools etc. Act 2000' for providing school education for every child of school age to support the development of the personality, talents and mental and physical abilities of the child to his or her fullest potential.

The service manages seventy three primary schools, three 3-18 schools, five secondary schools, two joint campuses, one learning centre and two pre-school centres.

The total school pupil roll stands at 10,767 (September 2012 Census), made up of 5,698 primary pupils, 5,052 secondary pupils and 17 Learning Centre pupils. This compares with a total pupil roll of 11,065 in 2011/12 and five years earlier 11,880 in 2007/08. In addition there are 1075 pre-school children. These children are in two Council pre-school centres and forty eight pre-school classes. This does not include the twenty five voluntary and private pre-school establishments catering for another 684 children in the Council area.

Young people are taught by 419.69 FTE (Full Time Equivalent) primary teachers, 432.20 FTE secondary teachers and 5.7 FTE special teachers. The teachers are supported by 248 classroom assistants (79.09 FTE), 389 ASN assistants (176.66 FTE), 42 pupil support assistants (14.39 FTE), and 190 clerical assistants (109.39 FTE). In addition, the ten schools with secondary pupils each have a librarian (8.9 FTE) and 3 technicians (27.17 FTE).

Early Years education provision within our schools employ 110 childcare and education workers (64.62 FTE) and the two Council-run pre-school centres each have a head of centre and senior childcare and education worker. One mainstream pre5 unit also has a senior childcare and education worker.

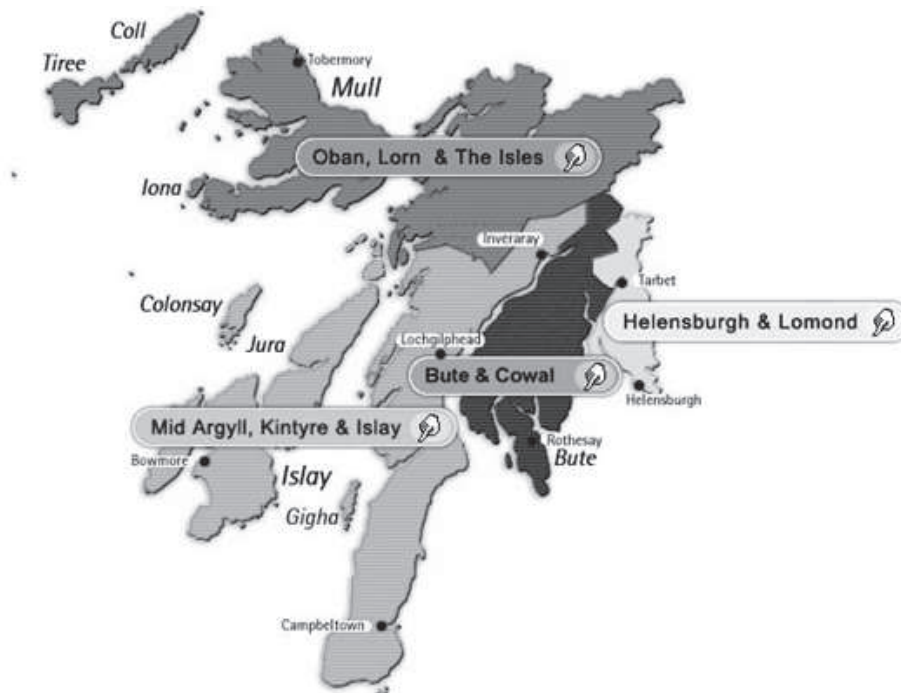
Four islands have their own secondary education provision and secondary pupils from remote locations or other islands travel to the most accessible school, staying in hostels or other arranged accommodation during the school week where necessary. Around 80% of Argyll and Bute primary schools have three or fewer teachers, with composite classes covering the 5 to 12 age group.

Five primary schools, five secondary schools and two joint campuses have integral learning centres that provide enhanced provision for children and young people with more severe and complex additional support needs. In addition, there is one free-standing learning centre making provision for pupils with complex additional support needs. The majority of children and young people with additional support needs have education provision made in their local pre-school centre or mainstream school. The Pupil Support Service and Educational Psychology Service provide advice, guidance and training on additional support needs to staff in mainstream setting as well as providing support for pupils with additional support needs and the implementation of universal early intervention approaches.

Gaelic Medium Education is available in six pre-school and primary establishments at Bowmore, Rockfield, Salen, Sandbank, Strath of Appin and Tiree and there is continuity and progression of language skills in the five associated secondary establishments.

All schools have a Parent Council under the Scottish Schools (Parental Involvement) Act 2006.

The Education Management Team comprises the Head of Education, Quality Standards Manager and two Quality Improvement Managers and the Principal Educational Psychologist. In addition, Quality Improvement Officers have responsibility for specific service priorities and four act as the contact officer for each of the four areas of the council.



The administration of the service is based in Argyll House, Dunoon with sub-offices in Helensburgh and Oban. An education training centre is located within the Inveraray Primary School building.

Performance in Argyll and Bute schools is generally above the national average. This commitment to excellence contributes to raising achievement in schools, making Argyll and Bute a more desirable place to live and work. This achievement increasingly reflects a wider range of alternative qualifications and skills for work.



Legislative Duty

Community Services: Education is responsible, under the 'Standards in Scotland's Schools etc. Act 2000', for providing school education for every child of school age. The service aims to develop the personality, talents, mental and physical abilities of the child to his or her fullest potential.

The Education Authority, in implementing the Education (Additional Support for Learning) (Scotland) Acts 2004 and 2009 (ASL Acts), aims to ensure that all children and young people are provided with the necessary support to help them work towards achieving their full potential. In discharging its duties under the ASL Acts and the Equality Act 2010, the Education Authority works collaboratively with partner agencies. The Equality Act places a duty on education authorities to ensure that children and young people with a disability are not discriminated against and to ensure that they are able to have full access to the physical environment, the curriculum and information.

Our Vision – Achieve: Together We Can

The Education Service is forward looking and ambitious, continuously improving the quality of provision through self-evaluation for all children and young people in Argyll and Bute.

Our values underpin what we do and how we do it:

- We involve, listen to and respect our children and young people; their parents and carers, our staff and communities
- We take pride in delivering a quality education service securing best value
- We are open, honest, fair and inclusive

The service promotes the four capacities of Curriculum for Excellence:

Successful Learners with:

- Enthusiasm and motivation for learning
- Determination to reach high standards of achievement
- Openness to new thinking and ideas

Confident Individuals with:

- Self respect
- A sense of physical, mental and emotional wellbeing
- Secure values and beliefs
- Ambitions

Responsible Citizens with:

- Respect for others
- Commitment to participate responsibly in political, economic, social and cultural life

Effective Contributors with:

- An enterprising attitude
- Resilience
- Self reliance
- The ability to meet the demands of our changing world

HMIe Framework for Self Evaluation

The Education Service gathers management information and evidence that enables it to judge the effectiveness of its performance against six high level questions. These questions also form the basis for Validated Self Evaluation in partnership with Education Scotland.

These are:

- What key outcomes have we achieved?
- How well do we meet the needs of our stakeholders?
- How good is our delivery of education processes?
- How good is our management?
- How good is our leadership?
- What is our capacity for improvement?

Validated Self Evaluation

Validated Self Evaluation is led by the education authority and involves a partnership in which Education Scotland works alongside the authority and applies its knowledge of educational delivery and expertise in evaluation. The purpose of this is to support, extend and challenge the education authority's own self-evaluation, and so affirm (or otherwise) and strengthen outcomes for learners.

Validated Self Evaluation acknowledges that the responsibility for improving services and outcomes lies with the education authority. It recognises that self-evaluation is increasingly well embedded across the Scottish educational landscape and that high quality self-evaluation can lead to continuous improvement for learners and the achievement of excellence in practice and provision.

HM Inspectors (Education Scotland) were invited by Argyll and Bute Council to carry out a Validated Self Evaluation. The Validated Self Evaluation took place between October 2012 and February 2013. The Validated Self Evaluation concluded with a report which was published by Education Scotland on 19 February 2013.

The Validated Self Evaluation built on ongoing self-evaluation taking place within the Education Service and four themes were identified for focused attention during the process. Each theme was evaluated by a group of staff from the Education Service. The groups were led by Senior Managers of the service who co-ordinated activities throughout the Validated Self Evaluation and reported on the findings for their theme.

During the Validated Self Evaluation, members of each group undertook a variety of activities to evaluate their theme.

These included:

- Reviewing relevant documentation
- Visiting a sample of establishments across the Council area to observe practice and interview staff and children and young people
- Interviewing a range of stakeholders and senior officers

The Validated Self Evaluation Process required the Education Service to select a small number of themes for close scrutiny. The Education Service chose to look closely at a number of outcomes for children and young people. Four themes were selected for evaluation. These were:

- Positive Starts
- Literacy
- Opportunities for All
- School Review

From all themes the Service and HMIs have jointly identified the following high level strengths.

- The shared commitment across the Education Service and its partners to strengthening approaches to self-evaluation and to applying these to drive improvements
- High levels of professionalism, knowledge and skill amongst senior managers and staff
- Senior managers' creative and responsive approach to finding solutions to meet corporate objectives and identified needs
- Examples of significant improvements in outcomes, including improvements in the number of young people achieving positive post-school destinations
- Examples of improvements in arrangements for the delivery of services, for example in Early Years, as a result of established self-evaluation processes
- The engagement of elected members and senior managers in developing a shared vision for education in Argyll and Bute



Key Performance Outcomes

Across a five year period examination performance of pupils in Argyll and Bute is generally above or well above the national averages. Level 3 results (Access 3 and Standard Grade foundation) have been adversely affected by the introduction of alternative courses. These courses, provided in association with partners such as Argyll College, are not counted in the authority's Scottish Qualifications Authority analysis. 2013 results are pre-appeal.

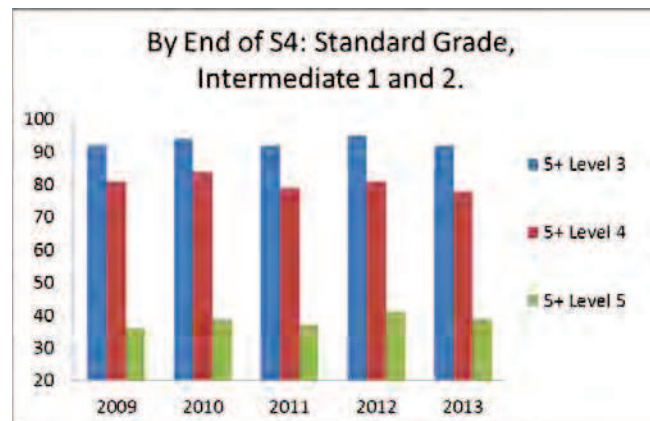
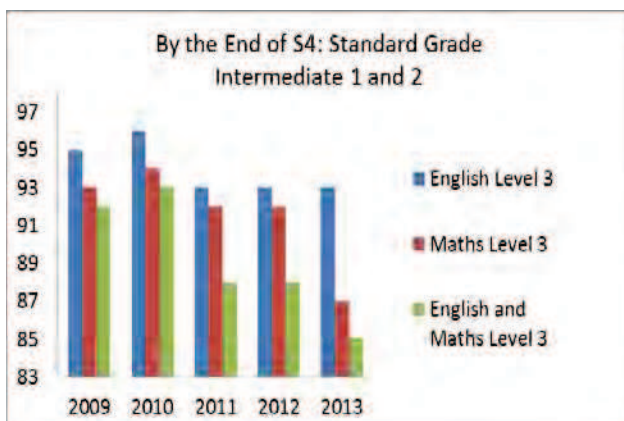
The authority has been working with schools to encourage more robust pupil tracking in order to identify pupils whose performance is lower than that predicted by prior assessment. Other initiatives include monitoring of performance of Looked After Children and encouraging more pupils to take five Highers when they are clearly capable of doing so.

The five year range shows the difference between the highest and lowest percentages achieved in the authority between 2009 and 2013.

Scottish Qualifications Authority Examination Performance 2009/2013

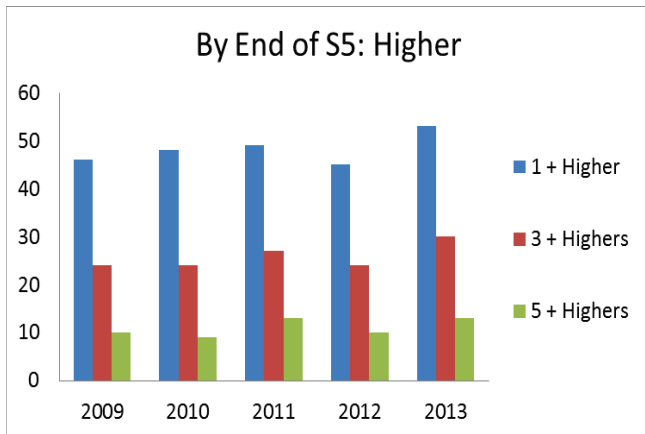
By the end of S4: Standard Grade, Intermediate 1 and 2.

	2009	2010	2011	2012	2013	5 year range
English Level 3	95	96	93	93	93	93 – 96 = 3%
Maths Level 3	93	94	92	92	87	87 – 94 = 7%
English and Maths Level 3	92	93	88	88	85	85 – 93 = 8%
5+ Level 3	92	94	92	95	92	92 – 95 = 3%
5+ Level 4	81	84	79	81	78	78 – 84 = 6%
5+ Level 5	36	39	37	41	39	36 – 41 = 5%



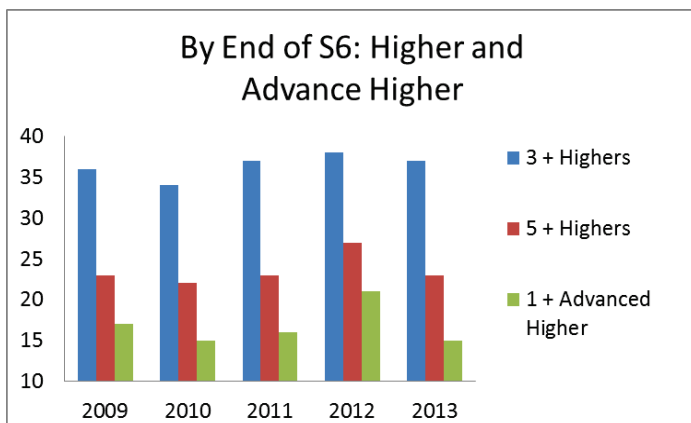
By the end of S5: Higher

	2009	2010	2011	2012	2013	5 year range
1 + Higher	46	48	49	45	53	45 – 53 = 8%
3 + Highers	24	24	27	24	30	24 – 30 = 6%
5 + Highers	10	09	13	10	13	09 – 13 = 4%



By the end of S6: Higher and Advanced Higher

	2009	2010	2011	2012	2013	5 year range
3 + Highers	36	34	37	38	37	34 – 38 = 4%
5 + Highers	23	22	23	27	23	22 – 27 = 5%
1 + Advanced Higher	17	15	16	21	15	15 – 21 = 6%



How do HMIE rate our schools?

In session 2012/13, HMIE conducted inspections in one 3-18 school, one joint campus and three primary schools. Out of a total of twenty five quality indicators, 56% were rated as good or better. Our target measure of 75% of all quality indicators being rated as good or better was not met due to lower gradings in some Education Scotland inspections.

Quality Indicator	Ex	VG	G	S	W	US
Improvements in performance	0	1	1	3	0	0
Learners' experiences	0	2	3	0	0	0
Meeting learning needs	0	2	0	3	0	0
The curriculum	0	0	3	1	1	0
Improvement through self-evaluation	0	0	2	1	2	0

KEY		
Ex	Excellent	Outstanding, sector leading
VG	Very Good	Major strengths
G	Good	Important strengths with some areas for improvement
S	Satisfactory	Strengths just outweigh weaknesses
W	Weak	Important weaknesses
US	Unsatisfactory	Major weaknesses



Skills for Work and Partner Achievement Qualifications on Offer 2012/2013

Skills for Work courses help pupils develop practical vocational skills and develop skills that will improve and enhance their future employment prospects. A variety of Skills for Work courses are offered in each of our secondary schools, dependent upon the areas of interest expressed by pupils. The courses are run in partnership with local colleges and employers.

Skills For Work		
Course	Level	Numbers
Creative Design Media	Intermediate 1	24
Construction	Intermediate 1	78
Construction	Intermediate 2	8
Early Education and Childcare	Intermediate 1	71
Early Education and Childcare	Intermediate 2	36
Engineering	Intermediate 1	29
Engineering	Intermediate 2	4
Hairdressing	Intermediate 1	91
Hairdressing	Intermediate 2	20
Hospitality	Intermediate 1	14
Hospitality	Intermediate 2	47
Motor Vehicle	Intermediate 1	1
Rural Skills	Intermediate 1	48
Rural Skills	Intermediate 2	5
Sport and Recreation	Intermediate 1	13
Uniformed and Emergency	Intermediate 1	22
General Operations Hospitality	National	5
Skills for Customer Care	Intermediate	21
Creative Industries	Intermediate 2	20
Sound Engineering	Intermediate 2	6
TOTAL		563



Partner Achievement Qualifications		
Award Scheme Development Accreditation Network	Bronze	6
Award Scheme Development Accreditation Network	New Horizons	3
Award Scheme Development Accreditation Network	Transition	7
Basic Food Hygiene	Certificate	246
Duke of Edinburgh	Bronze	82
Duke of Edinburgh	Silver	30
Duke of Edinburgh	Gold	12
European Computer Driving Licence		3
Enterprise and Employability	National	38
Friends Against Bullying		25
Getting Started – Basketball		20
Health and Social Care	Higher	6
John Muir		33
Leadership	Intermediate	163
Millennium Volunteers Award	5-200	64
Pool Lifeguard		1
Princes Trust XL Personal	Access 3	49
Psychology	Intermediate 2	9
Psychology	Higher	4
Scottish Football Association Early Touches – Football		20
Sports First Aid		23
Sports Leader	Award	39
Tutoring		16
Work Experience	Intermediate1	502
Young Applicants in Schools Scheme – S6 Open University		34
Youth Achievement		11
Baccalaureate – Science		6
Baccalaureate – Modern Language		2
Baccalaureate – Social Science		3
Baccalaureate – Expressive Art		5
Work Shadowing	Intermediate 1	29
TOTAL		1491
GRAND TOTAL		2054

Over the last 5 years central education staff have worked in partnership with secondary schools and their local learning communities to develop a greater range of wider qualifications. Skills for Work and Partner Achievement Qualifications can assist young people to develop skills for learning, life and work and assist them into positive and sustained destinations post-school.

In session 2012-2013 a total of 563 pupils took part in Skills for Work across our ten secondary schools and 1,491 young people opted to study partner achievement qualifications, making a grand total of 2,054 pupils involved in these programmes.

School Leavers Destination Information for Argyll and Bute pupils

Skills Development Scotland supplies information about the destinations of secondary school leavers to the Scottish Government on an annual basis. The following information return is based on pupils who left school between the 1 August 2012 and the 31 July 2013. We have also included an analysis of these statistics over the previous 2 year period.

School	Total Leavers	HE	FEE	Training	Employed	Voluntary	Activity Agreement	Unemployed Seeking	Unemployed Not Seek	Total Positive	Total Other
	Nos	%	%	%	%	%	%	%	%	%	%
CGS	88	35.2	23.9	1.1	36.4	0	0	3.4	0	96.9	3.4
DGS	176	35.2	29.5	4.0	20.5	0	3.4	6.3	1.1	92.6	7.4
HA	201	42.8	24.9	3.0	15.9	0	1.0	10.4	2.0	87.6	12.4
IHS	38	23.7	5.3	2.6	57.9	0	0	10.5	0	89.5	10.5
LHS	83	55.4	9.6	1.2	27.7	0	0	6.0	0	94.0	6.0
OHS	201	29.9	17.4	6.0	39.3	1.0	0	5.5	1.0	93.5	6.5
RA	48	35.4	29.2	8.3	16.7	2.1	2.1	6.3	0	93.8	6.3
TAR	11	45.5	18.2	0	36.4	0	0	0	0	100.0	0
TIR	8	37.5	0	0	62.5	0	0	0	0	100.0	0
TOB	21	61.9	14.3	0	23.8	0	0	0	0	100.0	0
A&B	875	37.9	21.4	3.7	28.1	0.3	1.0	6.6	0.9	92.5	7.5

SCHOOL KEY

CGS	Campbeltown Grammar	DGS	Dunoon Grammar
HA	Hermitage Academy	IHS	Islay High
LJC	Lochgilphhead Joint Campus	OHS	Oban High
RJC	Rothesay Joint Campus	TAR	Tarbert Academy
TIR	Tiree High	TOB	Tobermory High

	2010/11	2011/12	2012/13
Argyll and Bute	%	%	%
Higher Education	35.9	39.7	37.9
Further Education	22.6	20.9	21.4
Training	3.0	3.6	3.7
Employment	27.8	24.9	28.1
Voluntary Work	0.3	0.3	0.3
Activity Agreements	0.1	0.6	1.0
Unemployed and seeking employment or training	9.4	7.6	6.6
Unemployed and not seeking employment or training	0.6	1.7	0.9
Destination unknown	0.1	0.6	0.0
Positive Destinations	89.8	90.1	92.5
Total Number of School Leavers	985	935	875

Scottish Education Awards 2013

Argyll and Bute continues to perform well in the National Awards. This national recognition raises the profile of our schools, pupils and staff.

2013 Finalists from Argyll and Bute

- **Numeracy Across Learning Award: Runner Up**
The Cottage Kindergarten, Helensburgh

Young Enterprise Scotland – Argyll & Bute

- **Overall Winning Company**
Plain Teaze, Lochgilphead Joint Campus
- **Best Trade Stand**
Plain Teaze, Lochgilphead Joint Campus
- **Best Presentation**
Seasonal Touch, Dunoon Grammar School

AB Awards 2012-2013 – Celebrating Youth Achievement in Argyll & Bute

- | | |
|-----------------------------------|---|
| ➤ Unsung Hero | Megan Foster, Hermitage Academy |
| ➤ Youth Entrepreneur Award | Leanne Goodall, Lochgilphead Joint Campus |
| ➤ Youth Volunteering Award | Sarah Nicolson, Lochgilphead Joint Campus |
| ➤ Health and Wellbeing | Islay High Film Group, Islay High School |
| ➤ Youth Environment Award | Peter Tyler, Tarbert Academy |
| ➤ Youth Citizenship Award | Katie Burke, Hermitage Academy |
| ➤ Youth Sporting Award | Robert Miller, Dunoon Grammar School |
| ➤ Youth Arts Award | John Anthony Graham, Hermitage Academy |



Delivery of Education Process

Every child and young person is entitled to experience a curriculum which is coherent from 3 to 18

The Education Action plan for 2012/13 is based on the Scottish Government's Curriculum for Excellence Plan and identified the following areas for development:

- Assessment
- Broad General Education Pre5 -S3
- Senior Phase S4-S6
- Developing Literacy Numeracy and Health and Well Being
- Professional Development
- Leadership
- Communication and Engagement



Progress within these areas during session 2012/13 was as follows:

Area 1: Assessment

Early Years

- Early Level National Assessment Resource activities were developed by the Principal Teacher for Early Years in partnership with Clyde Nursery, Clyde Cottage and Little Learners.
- Early Years Principal Teachers support vulnerable children in their pre-school year and provided effective transition into primary schools.
- Two Early Level Development days for pre5 and P1 staff were held centrally to share practice and gain a deeper understanding of the principles of early level classes.
- An Early Years Conference was held centrally to share practice for all practitioners and managers with a focus on Positive Starts, with keynote speakers from across the UK.
- Practitioners and managers from Early Level classes visited other settings to share standards. Opportunities were given during Early Level Development days for practice and standards to be shared.
- Needs are identified and children supported often through extended transition into nursery and into school.
- The Early Years Principal Teachers support staff and managers to deliver the GIRFEC Early Years protocol through support sessions within the setting, or through accessing authority training. The Principal Teachers also work closely with parents and families of very young children to ensure their needs are being met.
- Within the Early Level there is now a greater emphasis on quality interaction between parent, child and school. Personal Learning Plans are sent home or shared with parents regularly, as well as taking the time to participate in quality one to one learning conversations between practitioner and child.

Teacher Learning Communities

- Year 2 of the Teacher Learning Communities Leadership training programme was rolled out. This involved twenty five Teacher Learning Communities groups involving forty schools. Formative Assessment support materials were issued to support the work of the groups.
- A needs analysis was conducted to evaluate training required in relation to Teacher Learning Communities for year 5 (2013/14).
- In partnership with Education Scotland a training package was prepared and commenced Autumn 2013, enabling each cluster to have a group of local assessment moderators.
- Twelve primary schools took part in a moderation of interdisciplinary learning exercise led by the Authority Interdisciplinary Learning Team. A report is due to be published Spring term 2013-14.
- A Numeracy Strategy Group was established and policy development is taking place in identifying diagnostic materials.
- Sixteen schools (five secondary and eleven primaries) took part in a moderation of writing exercise. A summary of findings was produced and issued to all schools. Moderation of writing workshops took place in three clusters. The exercise will be repeated as part of cycle of moderation.
- A cross authority Assessment Forum was established with representation from each cluster and from primary and secondary schools. This Forum took forward consultation on reporting from August 2013.

- Opportunities for professional dialogue are a regular feature of head teacher meetings and subject implementation days.
- In-service sessions with teaching and non-teaching staff in twelve schools across Bute and Cowal have supported the further development of enhanced professional dialogue amongst staff. Cloud 10 materials were used to take forward a review of the curriculum.
- The Scottish Qualifications Authority liaison officer made regular visits to schools providing updates and support relating to new national qualifications.
- Principal Teachers were updated at subject implementation days and had opportunity to attend Curriculum for Excellence and Scottish Qualifications Authority events.
- Subject specialists had opportunities to attend subject implementation days in November and May. Extra subject days were organised when requested with a particular focus on assessment.
- Schools are implementing diagnostic summative assessment activities in numeracy and literacy at key stages in primary and early secondary.
- There has been 100% engagement with the authority's Reading Initiative, allowing more focused identification of reading needs at pre-school, P1, 2 and 4, with additional materials aimed at P7-S1 transition.
- Local clusters are beginning to set up their own systems for moderating standards and sharing expectations in line with Building the Curriculum.
- The skills and assessment forum is effectively supporting schools to continue to develop capacity in skills for learning, life and work through promotion of Skills Book, Solo Taxonomy, Blooms Taxonomy and development of a policy for the implementation of skills and assessment in Argyll and Bute.



Area 2: Broad General Education

- There was focus on the broad general education (S1-3) at subject implementation days. Schools worked together on these days and developed and shared materials and strategies.
- To ensure that all pupils experience interdisciplinary learning in line with cluster *Expectations and Aspirations*. The authority Interdisciplinary Learning Team conducted a moderation exercise across twelve primary schools. A report will be published in Autumn 2013/14.
- Schools continued to develop curriculum plans and review the impact of these, supported by the quality improvement team through school visits, the school review process and a series of effective Curriculum Design days delivered in partnership with Education Scotland.
- All schools are currently engaged in developing the curriculum related to experiences and outcomes across the curricular areas within Curriculum for Excellence.
- Across the authority there are many examples of developing practice in active learning at the early years. Dalmally Primary School have developed their model for learning within an Early Level Class, much of which is explorative and experiential in nature. Park Primary Early Level staff jointly plan to deliver active and challenging learning experiences through imaginative interdisciplinary themes.
- The authority has engaged secondary schools in restructuring their S1-S2 and in some cases S3 curriculum to provide a broader general education. Oban High School will introduce choice at S2 and again at S3 in order to broaden their curriculum. Oban High School pupils engage in interdisciplinary learning that comprises 25% of the S1/2 curriculum.
- The development of Curriculum for Excellence learning area for S1 pupils in Campbeltown Grammar School. This allows maximum flexibility for learners and teachers.
- Almost all primary teachers across Argyll have been trained in Big Writing, an interactive approach to teaching writing that has shown an increase in extended writing, especially from boys.
- Continuing Professional Development for session 12/13 on curriculum development, self-evaluation, newly qualified head teachers and formative/summative assessment.



- There were support visits to primary schools not meeting the two hours target for PE. These visits supported teachers and management teams to develop an understanding of perceived barriers for success.
- Kodamba music packs for Early Years, level 1 and 2 were developed and offered to all teachers attending Continuing Professional Development sessions. A total of twenty four twilight Continuing Professional Development sessions and two inset days were delivered throughout the authority. These packs contain resources for teachers to facilitate active creative music lessons.
- The samba programme continued with great success and 55 primary schools received a six week samba course, from a music specialist.
- Creative Learning Network were developed to allow partnerships to develop between teachers and artists based on mutual understanding of each other's needs. This gives time for dialogue based on Curriculum for Excellence and practice, both from artists and teachers. Extensive Continuing Professional Development is offered within this forum focusing on skills development of teachers and artists.
- Continued development of Music Buddies methodology for learning of music in primary aged children in the Helensburgh area. This after school central approach allows children often from small primary schools, to learn with peers, and to have a group learning session, deepening understanding of a real breadth of musical concepts.
- The music service continues to deliver instrumental opportunities for young people across the authority. Children and young people learn in a variety of contexts both in and out of school. Many of our ensembles – brass, wind, fiddle and pipe have successfully participated in national level events.
- Community Learning and Development Youth Service team members are working closely with schools to provide a range of alternative curriculum activities, including the Princes Trust XL programme, Award Scheme Development Accreditation Network (ASDAN) courses, Pupil Support/Alternatives to Exclusion, Peer Education Projects, Personal and Social Development and Youth Achievement Awards.
- Schools were supported with the delivery of Enterprise Education through an investment of £400,000 with a focus on development of Skills for Work and exploration of S6 options.
- Skills Development Scotland rolled out my World of Work to all secondary pupils from S3 and above.
- The Kintyre Learning Technologies group was established as a pilot project. Learning Technology Co-ordinators were recruited and are working with schools in their local area to share practice in the applications of digital skills in the curriculum.
- A digital space was established to enable communication of the Kintyre Learning technology co-ordinators as an online network of support, evaluation and development.
- Schools, including Bunessan Primary, Sandbank Primary and Dunoon Grammar School piloted the Skills Book electronic profiling methods.
- Islay and Jura Primary Schools engaged in the Endeavour Project, offering a rich, deep personalized interdisciplinary learning experience for children across the island.
- Co-operative Learning Academies continue to be organised. There is evidence through school reviews and quality improvement officer visits to classrooms of regular pupil engagement in co-operative learning.

Area 3: Senior Phase - Opportunities for All

- Appropriate paperwork to support procedures within the senior phase to assist secondary school pupils in making a positive transition post-16 has been developed and shared with all ten secondary schools including:
 - Timeline – month by month
 - Timeline – quick guide
 - Senior Phase transitions spreadsheet
 - Leavers Form
- At least one member of staff has been trained in the use of the Risk Matrix in all secondary schools. Training was delivered in-house or at Inveraray Conference Centre.
- Work has taken place with Argyll College to deliver a range of HNC/HND and first year degree level courses for S6 pupils through distance learning and with the support of a Student Academic Advisor as well as work with partner agencies to explore potential course delivery opportunities including:
 - A wider range of qualification for the senior phase was introduced and developed. The pilot took place in Lochgilphead Joint Campus.
 - 1 student studied sustainable environment module and completed – used as part of UCAS application.
 - Student Academic Advisor has worked with all ten secondary schools to raise awareness of the programme.
- Work took place with local and national partner agencies to develop Activity Agreements for vulnerable young people, this resulted in:
 - 31 Referrals to Activity Agreement programme.
 - 17 Starts on Activity Agreement programme.
 - 15 students completed Activity Agreements throughout Nov 11 – March 13 of which 10 went on to positive destinations.
- 524 senior phase pupils completed a work based vocational learning placement in 2012/13 (1- S3, 356 - S4, 37 - S5 and 130 - S6).
- Work Based Vocational Learning policy and procedure document rolled out to all schools to ensure they have knowledge and understanding.
- Secondary schools continue to refine their curriculum maps, a support session for secondary heads and deputes was delivered in partnership with Education Scotland and another authority, ensuring senior leaders understand the increased expectations on curriculum design.
- A member of senior leadership was identified to take Opportunities for All forward in each of the ten secondary schools. All schools were trained and made aware of the relevant policies and procedures.
- S6 booklet on Further and Higher education opportunities was produced in partnership with Argyll College.

- Senior Phase transition spreadsheets and risk matrix scores were used and will continue to be used to identify young people at risk of disengaging offering additional help and support through Skills Development Scotland.
- Social Enterprise – over the last four years the authority has developed a partnership with the Social Enterprise Academy in order to build capacity, knowledge and understanding on how to successfully operate and run a social enterprise company. To date 30 teaching colleagues have completed training with the Social Enterprise Academy (one of our most successful local social enterprise companies). 15 schools now have a successful social enterprise company up and running and a further 5 are in the early stages of planning and implementation. The Social Enterprise Academy had recognised the fantastic work being done in this field and 6 school based companies have received recognition for their efforts at the National Social Award award ceremony.



Area 4: Developing Literacy and Numeracy and Health and Wellbeing

- A Literacy Leader has been identified within all schools and the authority has provided ongoing training for them. This has focused on literacy across learning. Dunoon Grammar School has formed a Literacy across Learning group that will lead developments. The Maths and English department at Hermitage Academy have worked closely together on various projects, including a Literacy Olympics reward scheme, an integrated gardening project and 'Junior apprentice'.
- The Reading Initiative is aimed at closing the gap in achievement at early years through a programme for early intervention in identifying reading needs and subsequent targeted support. This is being extended to bring a self-evaluation focus to assessing the impact of literacy initiatives across the authority.
- The Argyll Reading Partners scheme has led to the provision of locally based tutors who have trained teams of paired readers in schools. In the schools in which this scheme operates, there has been an increase in motivation of reluctant readers.
- All clusters are engaging in the 'Big Writing' programme which has served to increase motivation and improve standards in writing.
- In Campbeltown, a Volunteer Peer Mentoring scheme is being explored by Community Learning and Development adult literacy staff with a view to setting up a scheme to allow 16+ individuals to be paired up with younger pupils to be mentored and support their development.
- The authority set up a numeracy working group with membership from pre5, primary, secondary and Community Learning and Development staff. This group began to consider actions which could raise attainment at all levels but in particular to close the gap in achievement at early years and set up a pilot project to investigate the impact of parental involvement in developing early numeracy skills.
- The numeracy forum has developed an online numeracy toolkit.
- The literacy forum shared best practice nationally with all establishments.
- A Health & Wellbeing draft implementation guide was created. Health and Wellbeing, the responsibility of all experiences and outcomes were mapped against the 8 GIRFEC indicators. This will ensure that the message that GIRFEC is at the heart of Curriculum for Excellence not just support is shared across the authority.
- 350 teenagers throughout the authority received a six hour programme on empathy and relationship skills. A course for level 2, "Empathy and Collaboration in the Classroom" was developed and four inset days were offered based on this material. Both these programmes were devised to support the mental and emotional wellbeing outcomes, focusing on fluency in expressing feelings and needs and understanding the feelings and needs of others. Presentations at Head Teacher cluster meetings demonstrated the work of this project and as a result some schools requested specific support, either in workshops for pupils or staff training.



- Respectme co-ordinators were trained for all school clusters. These co-ordinators will lead the implementation of the respectme philosophy across all schools.
- Two clusters have been identified to take forward the Online Wellbeing Assessment tool. This will be rolled out to all clusters next session and has a particular focus on wellbeing.
- Supporting schools to embed Health and Wellbeing in their curriculum.
- Continuing to enhance delivery of programmes to support health and wellbeing curriculum in the areas of:
 - Relationships, Sexual Health and Parenthood training for secondary teachers.
 - Substance misuse – “Natural High” programme delivered to S1 and S2 pupils.
 - “Smoke Free Me” delivered to P7 and some P6 pupils. These programmes were funded by Argyll and Bute’s Alcohol and Drugs Partnership and NHS Highland respectively. Substance misuse training delivered jointly to staff in 3 secondary schools with Argyll and Bute’s Alcohol and Drugs Partnership.
- Schools, in conjunction with educational psychology services, have explored and successfully implemented universal approaches to mental health and wellbeing including whole class approaches to reducing anxiety and depression and staff development on attachment and resilience building.
- Expansion of Empathy based projects in schools – Empathy in the Classroom and Roots of Empathy.
- Appointment of a PE development officer who has completed an audit regarding quantity with a focus on quality of the two hours of PE being delivered in our schools. A programme combining modeling of teaching, mentoring, Continuing Professional Development and underpinning pedagogies is being developed to increase the quality of both physical education and physical activity across the curriculum.
- In partnership with Education/Sport Scotland a comprehensive Continuing Professional Development programme was delivered, improving the confidence and skills of teachers/school leaders and partnership staff.
- An audit of PE delivery across the authority was carried out, identifying areas of good practice.
- Colleagues in all establishments were supported to develop an understanding of what is meant by quality PE, developing an understanding of significant aspects of learning in core PE.
- A programme was delivered that modelled good practice through demonstration lessons, team teaching, observed lessons and partnership working with Senior Management Team in schools to identify the development needs within the teaching of PE and help teachers to make their next steps in learning.
- Early Level literacy and numeracy continues to be a focus on the Early Years Continuing Professional Development calendar. During session 2012-13, there were 811 members of staff who attended Continuing Professional Development events within the course calendar.
- Bookbug developments are growing within Argyll and Bute to take forward Assertive Outreach, Effective Gifting and training for session leaders. During session 2012-13, there were parents and carers who attended Bookbug sessions across Argyll and Bute.

Area 5: Professional Development

- There was an opportunity for staff to refresh or begin learning about co-operative learning opportunities through the delivery of a co-operative learning academy.
- A revised model of child protection training was introduced which integrated with Child Protection Committee multi-agency training.
- An internet safety programme and materials for parents were devised. Trainers were identified. Two pilot sessions were held in mid-Argyll schools in June 2013.
- An audit of Single and Multi-Agency Plans was undertaken. Feedback from GIRFEC locality workshops was used to inform multi agency training. Staff were supported to attend planning and review meetings.
- Staff were supported to gain recognised qualifications for Scottish Social Services Committee registration purposes and the provision of an extensive range of courses for Post Registration Training and Learning. During session 2012/13, 16 members of staff were supported to complete Scottish Social Services Committee qualifications.



Area 6: Leadership

- Conferences led by the Quality Improvement Team to support newly appointed head teachers were held to develop their understanding of leadership.
- These conferences enabled head teachers to explore practical management skills and leading change in the context of a 21st century school.
- Child Protection training for managers was and continues to be conducted on a multi-agency basis.
- Looked After and Accommodated Children attainment statistics were compiled for inspectors in April 2013.
- Looked After and Accommodated Children exclusions were and continue to be scrutinised at Education Management Team meetings.
- GIRFEC practice was the theme at DHT/PT Pupil Support Development Day in May 2013.
- Effective use was made of video conferencing leadership sessions – particularly successful with managers from rural/island settings.
- An authority developed leadership programme for aspiring leaders and those wishing to refresh their skills in team leadership has enrolled thirty eight teachers.
- Continuing the work of the Curriculum for Excellence Steering Group to ensure service wide involvement in strategic planning.
- Provided a one day training programme on self-evaluation for head teachers to develop capacity for leadership.
- A one day conference for pre-school leaders and managers with keynote addresses by Sally Featherstone on literacy at the early years was organised.
- Successful development days for leaders of secondary subjects took place. These covered areas such as pedagogy, resources and Curriculum for Excellence.
- Monitoring and Evaluating training was offered to all managers as part of the Early Years Continuing Professional Development calendar.

Self-evaluation

- The authority has restructured its approach to School Review and aims to build capacity in its schools for self-evaluation, with particular emphasis on achievement, curriculum, learning experiences and meeting needs. This will be achieved through meaningful and regular partnership working between quality improvement officers and head teachers, with rigorous professional dialogue improving a school's ability to reflect on its practice and affect necessary improvement.
- In 2012-13, seven schools participated in a school review under the new partnership arrangements. Reports for each review are produced which highlight key strengths and next steps for school improvement.

Area 7: Communication and Engagement

- A professional learning tab was introduced to the Sharing Argyll Learning website to introduce a professional learning space to the site with easy navigation.
- All national information and guidance was issued to parent council chairpersons and head teachers.
- Children Educated at Home management circular (3.18) was updated and implemented.
- Developments within the Early Level have culminated in a shared vision of what an Early Level setting should look like, sound like and feel like.
- Transition groups in each cluster were reinstated to ensure there is stronger communication between nursery and school. Examples of sharing good practice in transition between nursery and school within each of the locales are also being highlighted.



Partnership Working

Active Schools, Sports Development and Leisure Services

The quality of partnership working with Education has continued to improve during the past year, especially following the appointment of the PE Co-ordinator. Effective planning between the PE Co-ordinator, Active Schools and Sports Development has resulted in fully integrated service delivery and clear roles and responsibilities.

Our service has continued to support the delivery of Curriculum for Excellence, in particular Health and Wellbeing outcomes and has helped enhance links to the wider sporting community.

Key highlights include:

- Participation in extra-curricular sport and physical activity continued to rise in 2012-2013. The service now supports some 434 volunteers to deliver 112,000 extra-curricular participant sessions (802 clubs across three terms) to 4,904 pupils (46% of the total school population).
- The highlight of the coach education calendar was again the Annual Coaching Champions weekend which offered school staff and senior pupils the opportunity to gain a range of coaching qualifications to utilise within their school or community. Sixty volunteers were financially supported by Active Schools to attend the weekend and across the year some 247 volunteers were supported to attend a range of coach education courses.
- The Active Schools/Sports Development team delivered an extensive events programme throughout the year as well as supporting schools with their local events/attending national events. Highlights included larger events like the Youth Games involving more than 600 secondary pupils to the Scottish Schools Championships such as badminton and swimming to cluster primary events across a range of sports.



- Active Schools recognises the major part sport and physical activity can play in improving health and wellbeing by engaging with hard to reach young people and their families by contributing to the wider health and equalities agenda. The team successfully worked in partnership with a range of internal and external organisations to offer discounted programmes to help increase access, family health intervention programmes, peer mediation, active girls projects and sporting opportunities for young people with additional support needs.
- The sports leaders programme continued to further develop in 2012-2013 with all secondary schools fully engaged with sports leadership and working in partnership with Active Schools to offer a range of Sports Leader UK Awards, in house training and National Governing Bodies Awards. The training has provided our young people with additional confidence, skills and valuable work experience. Eighteen pupils from nine of our secondaries were involved with the national Young Ambassadors Programme and five secondary schools attended the national Lead 2014 conference, both part of the Glasgow 2014 Legacy Programme. Methods of rewards/recognition included presentations at assemblies, clothing to provide some identity/professional image and to supply equipment to help volunteers with their clubs. Active Schools also sponsored the sports category of the inaugural Argyll and Bute Celebrating Youth Achievement event - the Argyll and Bute Awards.
- School-community links have continued to strengthen both in number and quality. Pupils have benefited from curricular taster sessions delivered by sports development officers and local community coaches to support the development of these school-club links along with sports festivals and club open days.
- The Community Sports Hub initiative is **sportscotland's** contribution to the Scottish Government's 2014 legacy plan. The initiative is an exciting and innovative approach to develop sporting participation and increase membership to local sports clubs. The Hub works to the following five principles:
 1. Growth in participation
 2. Engage the local community
 3. Promote community leadership
 4. Offer a range of sporting opportunities
 5. Bring all appropriate (key) partners/groups/people together

The initiative has led to the development of a fully funded Community Sports Hub Officer who has been tasked with developing sports hubs across Argyll and Bute. The aim of the post is to help develop stronger links between local clubs enabling them to work together on funding opportunities, training/Continuing Professional Development and increasing their membership.

The Community Sports Hub programme has identified a number of potential hub sites and initiatives across Argyll and Bute: Kintyre, Rothesay, Helensburgh and Dunoon. The remit of the Community Sports Hub officer is to identify and deliver the following in each area:

- Audit – baseline i.e. who, what and where?
 - Speak to Individual Partners
 - Set up group meeting with partners to discuss plans
 - Develop area/plan
 - Deliver plan
 - Ensure sustainability
 - Assist clubs in achieving Argyll and Bute Council Clubmark
- Leading on the Argyll and Bute Aquatics Plan, the service is continuing work with Education to develop a school swimming programme that dovetails into the Argyll and Bute Council Learn to Swim Scheme. The programme has been helped by the development of Swimming Top Up programme. The programme is in its third year and is funded by the Scottish Government to support improved delivery of swimming lessons for primary school children across Scotland. The funding has enabled the teacher to child ratios to be decreased. The introduction of the National Swimming Award and the Triple S criteria also fits in with Curriculum for Excellence and the Argyll and Bute Council Learn to Swim Scheme level structure.
- Leisure and Youth services have introduced Gymnastics to the Bute and Cowal area. The programme has been developed as part of the after school Active Schools programme and adheres to the strict guidelines outlined by Scottish Gymnastics. So far the programme has proved very successful with over a 100 children taking part in 8 week blocks across the two areas.



Meeting Learners' Needs

Between November 2012 and June 2013, Argyll and Bute became a pilot authority for the new model of Integrated Children's Services Inspection. The inspectors noted the positive impact of current early intervention strategies.

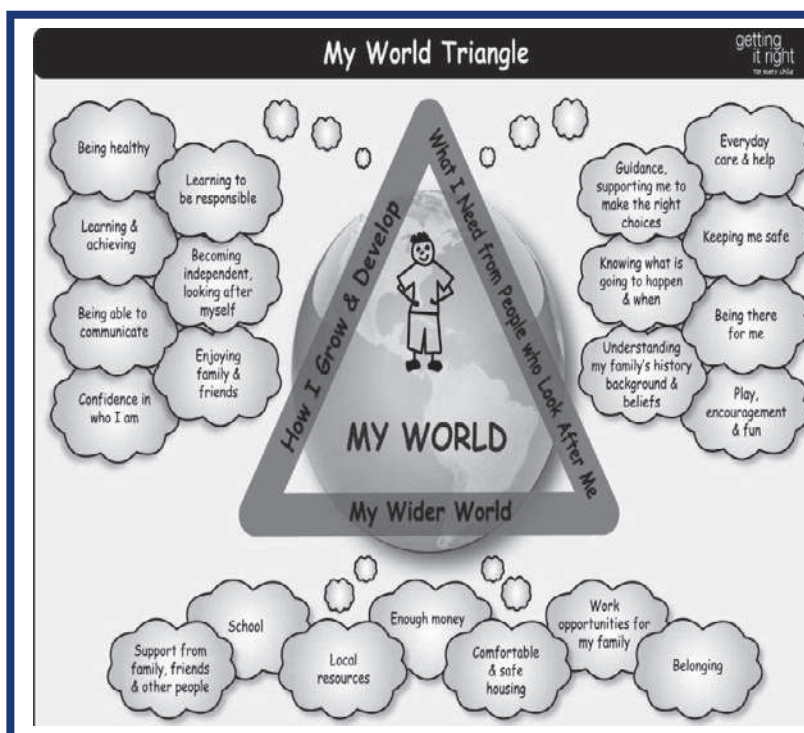
The implementation of Getting It Right For Every Child (GIRFEC) continues across all authority educational establishments. The inspectors noted the successful introduction of the Named person role in educational establishments. In 2013 initial steps were taken to develop a universal child's plan through the establishment of a multi-agency working group. Also in 2013 the education service began working with SEEMIS to create a fully functional electronic version of the assessment and planning tools.

The education service participated fully in the development of the Multi Agency View system which allows education staff to access electronic data from social work systems. A pre-pilot in one school and a full pilot across six schools have been conducted. Education staff are involved in analysing usage data to further develop the system.

The education service fully participates in the multi-agency Early and Effective Intervention initiative, the multi-agency response to police generated concerns around children and young people affected by domestic violence and involved in youth offending. The inspectors noted that the Early and Effective Intervention initiative is improving the quality of assessment and support to children and families.

The Education Service has been fully involved in the Child Protection Committee's improvement agenda alongside other agencies. This has included participating in self-evaluation and audit activities. Meetings were held with Police Scotland to devise a programme and materials for internet safety for parents. Two pilot sessions were held in mid-Argyll in June 2013. The service has also been involved in the delivery of training to senior education staff on the West of Scotland child protection procedures.

The education service has been fully involved in the planning and design of multi-agency training video focussing on best practice in conducting Single Agency and Multi Agency planning meetings. This work will be completed in session 2013-14.









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ARGYLL & BUTE COUNCIL**Bute and Cowal Community Planning
Group****CUSTOMER SERVICES****September 2014**

**Community Safety Forum Exception reporting to the Local Community
Planning group**

1. SUMMARY

- 1.1 The purpose of this Paper is to update the Area Community Planning Group regarding the main pieces of work undertaken by both Bute and Cowal Community Safety Forums in the last time period.

2. RECOMMENDATIONS

That the Community Planning Group :

- 2.1 Note the exception reports provided below (If further detail is desired the full minutes are published on the Council website);
- 2.2 Consider whether there are any specific tasks or issues which it wishes the Community Safety Forums to undertake or review, and
- 2.3 Note that the groups are continuing to consider the future direction of community safety provision and how best to support it.

3. DETAIL

- 3.1 The Community Safety Forums are partnership groups focusing on community safety issues in a broad sense, and undertaking various pieces of work in this arena. The Cowal Forum met on the 11th August 2014, and the Bute Forum on the 15th.
- 3.2 There is a national move to align all service provision with the outcomes identified in the Local Single Outcome Agreement, to which all public sector partners are signatories, and this includes actions and projects relating to community safety.
- 3.3 The Community Safety Forums continue to consider what their future will or should be..
The potential for a strong strategic lead from the Police is welcomed since this should provide necessary focus for the partners efforts, however, the local forums are already subgroups of the Area Community Planning Group, there

remains a concern that further dilution would lead to the loss of focus on local issues and also the loss of local understanding of how issues can be resolved using locally appropriate methods. .

4. IMPLICATIONS

- | | | |
|-----|-------------------------|--|
| 4.1 | Policy | Review of the delivery of community safety action plans will assist in delivery and reporting of aspects of the SOA and the Community Plan |
| 4.2 | Financial | None, |
| 4.3 | Legal | None |
| 4.4 | HR | None |
| 4.5 | Equalities | None. |
| 4.6 | Risk | The Forums exist to mitigate risk in their local communities |
| 4.7 | Customer Service | None |

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

Cowal Community Safety Forum Exception Report Sept 2014

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>No cold calling initiative</p> <p>Call blocking</p>	<p>The new Stickers were demonstrated to the group</p> <p>TS have a number of call blocking Phones which are being distributed to those who are vulnerable.</p>	<p>There have been reports of a bogus company from England trying to use the No cold calling initiative as a springboard to its business- TS are investigating</p> <p>It was suggested that the council practice of withholding its number can sometimes be seen as not being customer friendly</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>Parking decriminalisation</p> <p>Speeding</p> <p>Bikers breakfast</p>	<p>Will be in place on 12 May</p> <p>Police are running a campaign on traffic offences</p> <p>This was a very successful event in Inverary with approx. 220 attendees</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>Fire safety</p> <p>Home sweet home</p>	<p>It was noted that the number of incidents was down again this quarter,</p> <p>These plays will be running on 3rd September in Innellan</p>	<p>A number of fire safety visits have been carried out particularly focussing on vulnerable people or those in sheltered accommodation</p> <p>Funding for this has been through and SFR budget to which for Forum applied</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>Minimise criminal damage/crime against persons/property</p> <p>Dog fouling</p>	<p>Decriminalised Parking will take effect this quarter</p> <p>It was clarified that all enforcement officers whether ex-Streetscene or the new traffic wardens will issue dog fouling fines</p>	<p>It is noted that the new traffic wardens will be in place by 12th May and that these officers will also be able to issue fouling fines</p> <p>Streetscene officers are renamed and can also issue these tickets - both types of officers can also issue dog fouling fines. Officer's shifts are being timed to maximise their out of hours presence.</p>	

	Spa pools legionella	Ardenslate Shop, - hopefully this issue will soon be resolved, Owner is discussion with ACHA to purchase additional land Env. Health continue to run a program to tackle the water quality in Spas in self-service accommodation	There was no update at this meeting	
Public Space Safety <i>This deals with people's safety in their communities and public perception of safety including anti social behaviour, public disorder and violence.</i>	ASB Cowal Games	An update was provided, Preparations continue and Fire, Council and Police are liaising to increase risk awareness there are an increased number of activities and so the challenges are somewhat different.		

Bute Community Safety Forum Exception Report Sept. 2014

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>No cold calling initiative</p> <p>“ Who Are You”</p>	<p>The Stickers and Leaflet have bene prepared; the best method of distribution is currently being sought.</p> <p>This is an initiative tackling Violence in Pubs. It was well received by the drinks trade and has been active since March</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>Speeding</p> <p>Air accident</p>	<p>Operation Myriad also includes the targeting of traffic offences</p> <p>The recent Air accident was highlighted and the responses from the services and the Public were considered.</p>	<p>Police are running an operation “Myriad” to tackle ASB as well as drugs and other related offences, it is also hoped that “who are you” will result in a drop in figures</p> <p>It was noted that the response times from all involved were very quick, and despite the tragic outcome of the incident, the , the local agencies and participants should be commended</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>High risk referrals</p> <p>Fire safety</p> <p>“</p> <p>Women’s Aid,</p>	<p>SW and Fire are continuing to work together re assessments of vulnerable people</p> <p>There have been two accidental residential fires this quarter</p> <p>There is a shortage of Funding for the refuge, with assistance coming from a London Charity</p>	<p>Assessment forms have been altered to facilitate this and it is being adopted as national good practice</p>	
<p>Environment Safety</p> <p><i>Environment safety concerns the aesthetics of communities and neighbourhoods and</i></p>	<p>Dog fouling</p>	<p>There is joint working being undertaken by street scene and the police</p>	<p>Patrols continue to be undertaken outside normal office hours, however with the introduction of new traffic wardens as well as existing staff, the number of patrols should be higher</p>	

<p><i>includes vandalism and criminal damage, graffiti, fly tipping, littering, dog fouling and secondary fires</i></p>	<p>Spa Water safety</p> <p>Gas safety</p>	<p>Env. Health are currently undertaking an initiative to improve the quality of water in Spas attached to holiday rented accommodation since this can present a legionella risk if not monitored</p> <p>There has been a recent successful prosecution of a food retailer recently who did not get the appliances he was using rendered safe.</p>	<p>Public Pools and Spas are under a strict regime already</p>	
<p>Public Space Safety <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>Parking decriminalisation</p> <p>ASB</p>	<p>Parking will be decriminalised on 12th May and the Council has taken on traffic officers to enforce this , for the first month warnings will be given, thereafter a £60 fine</p> <p>noise complaints are still a significant issue</p>	<p>Streetscene is being reorganised in order to take account of this new duty. Chair Noted that the lines on the street must be clearly visible to be enforceable. It is also noted that the officers involved will all also be able to issue on the spot fines for dog fouling</p>	

**MEETING OF THE CAUCUS OF BUTE AND COWAL COMMUNITY COUNCILS HELD IN 22 HILL STREET,
DUNOON WITH VIDEO LINK TO UNION STREET ROTHESAY ON WEDNESDAY August 13th AT 2.30pm.**

PRESENT: Max Barr, Chairperson
Robert Aldam, Kilmun CC
Willie Lynch, Dunoon CC
Iain MacNaughton, Sandbank CC
Marion Norris, Ardentinny CC
Eleanor Stevenson, So. Cowal CC

Notes of Meeting.

1. Apologies

An apology had been received from Kenny Mathieson, Dunoon CC

**2. Matters Arising From The Minutes – BUTE AND COWAL COMMUNITY PLANNING GROUP –
3rd JUNE 2014.**

- (a) The Caucus was extremely disappointed in the submission of Transport Scotland to the Community Planning Group regarding the A83. It was decided that all Argyll & Bute Community Councils should be encouraged to write to the Minister responsible and Transport Scotland demanding proper resolution to the Landslip problem. To this end the Chairman undertook to draft a letter which could be used with amendments as required by each Community Council.
- (b) The Caucus was encouraged by the response received from the Chief Executive of Argyll & Bute Council to its letter of complaint concerning the effectiveness of the Bute and Cowal Community Planning Group trusts that the new appointments mentioned in that letter will have a positive effect. It was noted that the Draft Agenda for the meeting on 2nd September seemed to point in that direction.
- (c) Car Parking – There is a requirement for the Council to explain its strategy for the future of car parking following the introduction of DPE .
- (d) Dog Fouling – We await the Update to the September meeting of the Bute and Cowal Community Planning Group
- (e) Public Toilets – It was noted that the Roads Performance Manager’s Report to the meeting on 3rd June 2014 did not happen. It was also noted that the update has not been circulated as stated in the Minutes of that meeting. The Group requires to develop a process that ensures that actions agreed at meetings are carried out!
- (f) Cowal Cycling and Transport Initiative – The Chairman reported that since the previous meeting the BID Group had funded a report from a Tourist Consultant organisation and their final report is awaited. Money for cycling infrastructure is scarce and the assumption is that our only likely source would be Lottery grants. To support this full community support would be required and it was agreed that a meeting of the five community council representatives should take place to determine how this could be done.
- (g) Area Community Planning Group Event Outcomes – The Chairman reported that the Community planning Group had created a Sub Group to consider the Event Outcomes

and the requirements of the Single Outcome Agreement. One Sub Group meeting had taken place and a second was planned for the next day with a report being presented to the September meeting of the Community Planning Group.

3. **Matters Arising From Draft Agenda – Bute and Cowal Community Planning Group – 3rd June 2014.**

(a) It was noted that the draft agenda largely concerned the operation of the Bute and Cowal Community Planning Group and this was welcomed.

4. **Tree Felling**

After a short discussion it was agreed this not a matter over which we could have influence.

5. **Flowers**

Some concern was expressed as to how money appeared to be allocated for the floral displays in our communities and while accepting this could not be an exact science it was felt that the local communities should know what was available and what was possible. The subject of Japanese Knotweed was also raised and while aware that the Council was involved in its eradication it would be helpful to be aware of the Council's approach to this as it affects both Public and Private land.

6. **Community Service**

It transpired that this subject is regularly discussed at community council meetings but none of our number was able to provide information on what jobs can and cannot be carried out. It was decided to request from the Council a report on what work has been done in the previous year and a list of the possible/probable tasks that can be carried out. This subject arose when considering unsightly areas in our communities.

7. **Parks and Play Areas**

Facilities for children and young adults within Bute and Cowal in comparison with other local authorities were generally considered to be inadequate and in some cases expensive. In order to encourage young families to the area this was a concern. It was decided to request a report from the Council on the longer term strategy for our parks, open areas, and leisure facilities including Dunoon Stadium.

8. **Attendees for Bute and Cowal Community Planning Group** – It was agreed that Max Barr, Iain MacNaughton and Eleanor Stevenson would attend.

9. **Date of Next Meeting** – 12th November 2014

Items For Inclusion on Agenda of Bute and Cowal Community Planning Group Meeting on 2nd September 2014.

- (a) **Car Parking**
- (b) **Dog Fouling**
- (c) **Public Toilets**
- (d) **Flowers and Japanese Knotweed**
- (e) **Community Service**
- (f) **Parks and Play Areas**