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**COMMUNITY PLANNING PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING**

16 August 2006

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **SCOTTISH NATURAL HERITAGE OFFICES, KILMORY INDUSTRIAL ESTATE, LOCHGILPHEAD** on **WEDNESDAY, 23 AUGUST 2006 at 10:30 AM.**

**AGENDA**

- 1. WELCOME/APOLOGIES**
- 2. MINUTES OF LAST MEETING**  
CPP Management Team of 28 June 2006 (Pages 1 - 8)
- 3. MATTERS ARISING**
  - (a) Update on Evaluation of Bute and Cowal Area Partnership (Eileen Wilson) (Pages 9 - 12)
  - (b) Update on Scottish Rural Development Plan Consultation (Jane Fowler)
- 4. CORE PATH PLANNING PRESENTATION**  
(Jenny Pollard)
- 5. COMMUNITY PLANNING ISSUES**  
Update on CPP Priorities
  - (a) Health and Wellbeing Group (Elaine Garman) (Pages 13 - 14)
  - (b) Argyll and the Islands Economic Forum  
No report as forum has not met since last Management Committee
  - (c) Dunbartonshire Economic Forum (Aileen Edwards)
  - (d) Sustaining and Developing our Communities (Donald MacVicar)
- 6. YOUTH PARTICIPATION CONFERENCE REPORT**  
(Brian Barker)

- 7. CITIZEN'S PANEL**  
(Eileen Wilson) (Pages 15 - 18)
- 8. EQUALITIES**
  - (a) Equalities Challenge South Kintyre Pilot Project  
(Jennifer Swanson) (Pages 19 - 20)
  - (b) Equality and Diversity Scheme - Consultation and Engagement  
(Jennifer Swanson) (Pages 21 - 22)
  - (c) Equality Impact Assessment Toolkit  
(Jennifer Swanson) (Pages 23 - 24)
- 9. GRANTNET**  
(Arlene Cullum) (Pages 25 - 26)
- 10. CONTACT CENTRE**  
(Charles Reppke)
- 11. OFFICE RATIONALISATION**  
(Sandy MacTaggart) (Pages 27 - 32)
- 12. PUBLIC SECTOR REFORM**  
Transforming Public Services (Scottish Executive)  
[http://search.scotland.gov.uk/search/pages/search/basic.asp?QuerySubmit=true  
&Paging=true&Page=1&QueryText=Transform+Public+Services](http://search.scotland.gov.uk/search/pages/search/basic.asp?QuerySubmit=true&Paging=true&Page=1&QueryText=Transform+Public+Services)
- 13. REVIEW CHAIRMANSHIP OF COMMUNITY PLANNING PARTNERSHIP  
MANAGEMENT COMMITTEE**
- 14. AOCB**
- 15. DATE OF NEXT MEETING**  
4 October 2006

**MINUTES of MEETING of CPP MANAGEMENT COMMITTEE held in the SCOTTISH  
NATURAL HERITAGE OFFICES, KILMORY INDUSTRIAL ESTATE, LOCHGILPHEAD  
on WEDNESDAY, 28 JUNE 2006**

<b>Present:</b>	Andrew Campbell	Scottish Natural Heritage (Chair)
	Aileen Edwards	Scottish Enterprise
	Brian Barker	Argyll and Bute Council
	David Dowie	Communities Scotland
	Donald MacVicar	Argyll and Bute Council
	Jim Jones	Strathclyde Fire and Rescue
	Julian Hankinson	Association of Community Councils
	Allan Milstead	Argyll and the Islands Enterprise
	Peter Minshall	Argyll CVS
	Raymond Park	Strathclyde Police
	Elaine Garman	NHS Highland
	Chris Nisbet	Initiative at the Edge
	Marlene Baillie	Strathclyde Police

<b>In Attendance:</b>	Shirley MacLeod	Argyll and Bute Council
	Jane Fowler	Argyll and Bute Council
	Muriel Kupris	Argyll and Bute Council

<b>Apologies:</b>	Josephine Stojak, NHS Highland
	James McLellan, Argyll and Bute Council
	Geoff Calvert, Strathclyde Fire and Rescue
	Bill Dundas, SEERAD

## 1. WELCOME AND INTRODUCTIONS

Andrew Campbell welcomed everyone to the meeting, particularly those attending for the first time.

It was noted that Eileen Wilson has been appointed to the post of Community Planning Manager and will start on 24 July 2006. Eileen is currently employed by the Council in Community Regeneration.

## 2. MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING

The Minutes of the meeting of 19 April 2006 were accepted as an accurate record subject to the following amendments:

Page 1: In attendance: David Price - Chair of Argyll & Bute Volunteer Centre  
Isobel Strong – (Chair of Argyll and Bute Against Domestic Abuse Partnership)

## 3. MATTER ARISING

- a) **Scottish Water's Investment Plan for Water and Sewerage:** The meeting noted the growing concern over water development constraints facing many areas of Argyll and Bute the Council, particularly in Coll, Gigha and Tiree. The Management Committee stressed the need to ensure that the issues were

addressed and that a satisfactory outcome was achieved.

- b) Update on Evaluation of Bute and Cowal Area Partnership:** The meeting noted that the evaluation of the Pilot highlighted a need for change if the original objectives were to be achieved. A short discussion followed regarding the issues relating to the Partnership and the possible way forward.

It was agreed a meeting would be arranged with Brian Barker, Shirley MacLeod, Eileen Wilson and other relevant people to reflect on the issues surrounding the Partnership and bring back proposals to the next Management Committee Meeting. It was agreed that the Bute and Cowal Area Partnership should be fit for purpose, with the proviso that the community representatives were happy with the proposals put forward.

- c) Youth Participation Conference Feedback:** Andrew Campbell attended the Youth Participation Conference and reported that he found it very refreshing to talk to a cross-section of young people across Argyll and Bute. The conference included workshops on Community Planning followed by a mock press conference. It was agreed that we need to build on events of this kind and include young people's views in the Community Planning process.

- d) Initiative at the Edge – Medium Term Housing Programme:** David Dowie reported that at the Initiative at the Edge meeting held in Oban on 21 April 2006, the key issue flagged up was affordable housing. He stated that to address this need we need to look at ways of:

- a) better identifying housing need on islands, including 'hidden' needs.
- b) meeting this need through grant mechanisms
- c) factoring in to our Investment Plan
- d) how to implement and draw down resources in Initiative at the Edge areas.

It was noted that in the Initiative at the Edge areas an agreement had been reached with West Highland Housing Association. This was progressing well and West Highland had met with the communities on the islands to take the matter forward.

- e) SEERAD Research Report on Access to Services:** Brian Barker reported that the Council had received £200,000 from the Scottish Executive to spend on agreed projects.
- f) Annual Review:** It was noted that the CPP Annual Review would be available at the next Management Committee meeting.
- g) Retiral of James Fraser, Area Director, VisitScotland:** Andrew Campbell apologised that he had not yet sent a letter of thanks to James Fraser, but would ensure a letter was sent prior to his retiral.
- h) Argyll Community Hub Concept Feasibility Study:** The feasibility study was now complete and copies had been circulated to the Management Committee.

#### 4. PUBLIC SECTOR REFORM

Brian Barker gave an overview of public sector reform and it was noted that the consultation paper on Shared Services (related to organisations sharing back-office facilities) and the Transform Public Services paper could be downloaded from the Scottish Executive's web site.

- a) **Integrated Service Delivery and Governance Project:** This related to the proposal that local authorities merge with other councils. Argyll and Bute Council has indicated a preference for an integrated model as merging with another council would result in too large a geographical area. The initial "core" partners would be Argyll and Bute Council, Argyll and the Islands Enterprise and NHS Highland.
- b) **Customer Contact Centre:** The Council had secured MGF3 funding to develop a Customer Contact Centre as a means of improving its business processes and meeting the 46 electronic service delivery targets laid down by the Scottish Executive.

It was agreed that it would be of benefit for the Community Planning partners to shadow the development of the Contact Centre and that Brian Barker should contact Stephen Whiston, NHS, and Murdina MacDonald, AIE, to ask if they would be willing to represent the CPP on the Project Board as both partners have experience to share and could be potential participants in the project.

#### 5. PARTNERSHIP CAPITAL DEVELOPMENT: SHARING OF PARTNERSHIP RESOURCES – OBAN PROPERTY OPTIONS

The meeting noted the report and partners were asked to contact Sandy MacTaggart, Head of Facilities Services at the Council (Tel. No. 01546 604663) if they wished to raise any questions.

#### 6. COMMUNITY PLANNING ISSUES

##### (a) Update by Theme Group Leaders on Progress with CPP Priorities –

**Health and Wellbeing Theme Group 1:** The meeting noted the report and that Elaine Garman had taken over from Josephine Stojak as chair of the Theme Group. Elaine agreed to confirm whether or not Josephine would continue to attend the Community Planning meetings as the Management Committee would like to send her a letter of thanks for her contribution if she was no longer able to be involved.

**Argyll and the Islands Local Economic Forum:** Alan Milstead reported that in view of the common membership and interest of the LEF and LEC boards, it had been agreed to hold both meetings on the same day. The LEC board would look at the LEC only business, then all common business covered by the LEF. This new grouping would meet five times per year.

**Dunbartonshire Economic Forum:** Aileen Edwards, Scottish Enterprise Dunbartonshire, gave a verbal report on the progress being made by

Dunbartonshire Economic Forum and it was noted that their strategy would be formally launched in September 2006.

Aileen advised that due to budget restrictions, they could not make a contribution towards the Community Planning Partnership in 2006/07. The situation would be reviewed in 2007/08.

**Sustaining and Developing our Communities, Culture and Environment Theme Group 3:** Donald MacVicar provided the Management Committee with the progress update of the Sustaining and Developing our Communities, Culture and Environment Theme Group, being minutes of a meeting held on 25 May 2006, copies having previously been circulated.

Donald reported that there had been unanimous agreement at the meeting of 25 May that it would be beneficial to merge Theme Group 3 with the Local Housing Strategy Forum, which met four times per year. It was suggested that the name of the group could be amended to 'Housing and Communities'. ACHA would be a significant player in this new group and that an input from Scottish Water would be valuable. The new group could also deal with additional items such as community safety. This, however, would leave some items from the Action Plan floating, such as cultural and environmental issues, but this was not considered to be a major concern and would be reviewed by Eileen Wilson when she started at the end of July.

It was agreed that Donald MacVicar, Brian Barker, Elaine Wilson and David Dowie would look at the detail early in October 2006 to plan a way forward to ensure that the group had a meaningful thrust for the future. It was agreed that Donald MacVicar would come back to the Management Committee with a proposal.

It was agreed that the Health and Wellbeing Theme Group should carry out a similar exercise in light of the Health Partnership Group. Elaine Garman would progress this and bring a proposal back to the Management Committee.

Muriel Kupris felt it would be helpful if all Theme Groups could include a list of attendees to enable partners to know who to contact for particular issues.

- b) Initiative at the Edge:** Chris Nisbet reported the following concerns concerning the islands:
- i) Reduced ferry service during the winter months and the cost of transporting freight
  - ii) Lack of nursing provision
  - iii) Lack of affordable housing

Chris reported that the partnership was working well in Colonsay and that there were a lot of success stories.

## 7. JOINT HEALTH IMPROVEMENT PLAN UPDATE 2006

The meeting noted the Joint Health Improvement Plan Update.

## 8. COMMUNITY REGENERATION ANNUAL REPORT

Muriel Kupris reported that the draft of the first Annual Report would be submitted to Communities Scotland on 30 June 2006 and would come back to the Management Committee at its next meeting in its final form. Andrew Campbell had agreed to write a foreword to the Annual Report and welcomed any comments from partners. The next annual report for 2006/07 would be a combined report with Neighbourhood Regeneration.

It was noted that the templates were not attached to the draft report, but copies could be obtained by contacting Muriel Kupris (Tel.No. 01631 572181).

Muriel reported that outcomes were very good. Area Development Groups were working well and community representation remained high. A lot of training had been given to the community reps, which had helped the process. Main difficulty for community reps was that they found their inability to shape the process frustrating.

The main concern was that there would be no money after 2008. Patricia McCrossan, Service Officer – Community Work, had asked if a representative from CPP could attend Spending Review Group meetings to look at what happens post 2008. It was agreed that the representatives on the group would be Brian Barker and Muriel Kupris and they would keep the Management Committee informed of progress.

## 9. SHARED VISION – LEADING RURAL AREA

The meeting noted the report and made the following comments.

- i) Further to Raymond Park's comment that a 'safe point of view' was missing from the report, Brian Barker agreed to amend the report to include statements regarding safety.
- ii) Donald MacVicar raised the issue concerning the statement "high quality public services and leisure/community facilities that attract people to settle in Argyll and Bute". He advised that there was no money available in the four year Capital Plan for any major leisure improvements or developments.

Brian Barker reported that the Community Planning Action Plan was now five years old and required to be updated. It was agreed that CPP need to focus on things that required attention rather than trying to look at all issues.

## 10. CITIZENS PANEL

It was agreed that any partners who wished to give feedback on themes and topics for the Citizens Panel should contact Andy MacKay-Hubbard direct (Tel No. 01546 604472).

## 11. CHOOSE LIFE REPORT

The meeting noted the very interesting and positive report on the Choose Life project.

## 12. MEET THE FUNDERS

- a) **Meet the Funders Evaluation Report:** The meeting noted the very comprehensive analysis of 'Meet the Funders' Road Show and wished to pass on their thanks to Arlene Cullum, Corporate Funding Officer, who was the main driving force behind this very successful event.
- b) **Big Day Out:** The Big Lottery Fund is hosting an event in Argyll and Bute on 17 July 2006 at Kilmory, Lochgilphead called "Big Day Out". The aim of the event is to build capacity of officers working with community and voluntary groups so that they are able to support funding applications; hold one to one surgeries for potential applicants to discuss projects and present an overview of Investing in Communities. All partners were asked to note this date.

## 13. SCOTTISH RURAL DEVELOPMENT PLAN CONSULTATION

Jane Fowler provided an overview of the opportunities presented by the Scottish Rural Development Programme (SRDP) to develop an integrated approach to rural development funding in Argyll and Bute, using the Community Planning Partnership.

The Management Committee welcomed the opportunity to respond to the consultation document and agreed that the best mechanism for the delivery of the SRDP in Argyll and Bute would be through the existing Community Planning Partnership in conjunction with the LEADER Group and the Agricultural Forum as opposed to the creation of an independent Regional Project Assessment Committee.

Concern was noted at the meeting that the predominant policy tool discussed in the consultation document i.e. land management contracts, would be detrimental to integrated rural development.

It was agreed that Jane Fowler would draft a letter on CPP headed paper to the Scottish Executive officers and Tom McCabe MSP to highlight the issues in the consultation document and suggest that Argyll and Bute CPP takes a leading role in the management of rural development funding.

## 14. REVIEW OF CHAIRMANSHIP OF COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE

It was agreed that a decision regarding the review of chairmanship would be deferred until the next meeting. Andrew Campbell would be happy to discuss what was involved with any partner who was interested in taking on this role.

## 15. A.O.C.B.

Audit Scotland: Brian Barker reported that an electronic copy of the Initial Review of Community Planning could be downloaded from Audit Scotland's web site.

## 16. DATE OF NEXT MEETING



The next meeting will be held on Wednesday 16 August 2006 at 10.30 am in Scottish Natural Heritage offices, Kilmory Industrial Estate, Lochgilphead.

**[NOTE:** Subsequent to the meeting, the Chair agreed that the meeting scheduled for 16 August be postponed until **Wednesday, 23 August 2006.**

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# ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP

## *Bute and Cowal Local Community Planning Pilot*

### *New approach following pilot meeting on 4 August 2006*

#### ***Introduction***

This paper details the current situation in relation to the Bute and Cowal Local Community Planning Pilot and outlines its future development.

#### ***Current Position***

The evaluation report of the Bute and Cowal Area Partnership (the local community planning pilot) revealed that the Pilot had failed to achieve some of its original objectives. The evaluation highlighted that there had been:

- little influence on the partners
- a lack of clarity of the purpose of the pilot
- often nothing concrete to decide upon
- sporadic attendance from some of the partners
- insufficient community representation, though the Community Reps who participated found the experience positive

The CPP Management Committee considered the report and highlighted the need for change. The Committee tasked the Community Planning Manager, Pilot Co-co-ordinator and Council's Policy and Strategy Manager with producing recommendations for the way forward. These were discussed at the meeting of the Partnership on 4 August 2006 in Rothesay and the revised approach is detailed below.

#### ***New Objectives***

The partners agreed to a new set of objectives for the Area Partnership. They are:

- To broaden community involvement
- To have a local influence on service provision
- To identify areas of concern and address these via CPP partners

The rationale for this change is that there will be:

- Focus on partners as the main delivery mechanism
- Focus on areas where partnership working can add value
- Less bureaucracy
- Enhanced community involvement

#### ***New process***

The Area Partnership also agreed changes to the process to reflect the change in objectives and criticisms of the process from the evaluation. The new process will comprise:

- Two events as workshops/seminars each year timed to influence the planning and budget setting cycles of the main partners
- A small core group to plan and manage the seminars – led by the coordinator for the Area Partnership
- Meetings between the seminars focused on particular topics or issues. These could be:
  - Ad hoc time limited groups of particular groups/organisations focused on issues identified by those bodies as a common concern to be addressed
  - More formal meetings of partners to consider broader or more complex issues that need more concerted effort

The workshops/seminars would be 'mini-conferences' that enable a large number of organisations/community groups to take part – perhaps 5 to 10 times as many as at present. Participants would benefit from the numerous networking opportunities and be able to take part in specific sessions of interest to them. They would also be able to avoid sitting through discussions that are not relevant.

This process would allow partner organisations to gather information, test out ideas and discuss draft plans prior to agreement. Community organisations would also have opportunities to raise issues and concerns affecting them as well as present ideas where they are seeking support.

The process would also tap into existing organisations, networks and research without creating new structures that duplicate existing arrangements. As a result, the Area Partnership would capture many voices through greater attendance by more diverse range of organisations.

8 August 2006

**Shirley Macleod** – Area Partnership Coordinator

**Eileen Wilson** – Community Planning Manager

**Brian Barker** – Policy and Strategy Manager, Argyll and Bute Council

**Proposed Seminar**Date: 1<sup>st</sup> December 2006

Venue: Royal Marine Hotel or Strachur Village Hall

Cost::

**Outline Programme**

10.00am – 10.15am	Arrive and coffee
10.15am – 10.30am	Welcome and intro
10.30am – 11.00am	Keynote Speaker
11.00am – 11.15am	*A+B Themes
11.30am – 1.00pm	**Workshops 1,2 & 3
1.00pm – 2.00pm	Lunch and Networking
2.00pm – 3.30pm	**Workshops 1,2 & 3
3.30pm – 3.50pm	Discussion
3.50pm – 4.00pm	What's next?

\*Linking the CPP themes with the Argyll and Bute Shared Vision of a Leading Rural Area;

- Outstanding Environment
- Vibrant Communities
- Forward Looking

\*\*The nature of the workshops will be discussed at the next Bute and Cowal Local CPP Pilot Project meeting. Delegates will get the opportunity to attend 2 of the 3 workshops.

Local groups and organisations will be invited to bring along any display and/or promotional materials to this event. This will enable networking and the sharing of good practice - Drive Safe / Young Scot / Interloch / Volunteer Centre / Communities Scotland / Healthy Communities Collaborative / Cowal Youth Forum / Community care Forum / etc....

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Agenda item No. 5 (i)

## CPP Management Committee Meeting: 23 August 2006

The Health and Wellbeing Theme Group is now in the process of updating progress on the implementation of the JHIP Strategic Action Plan. This will be brought to the CPP Management Committee at a future date.

With regard to the request from the CPP Management Committee to consider whether we should be merging with any existing groups in the Community Health Partnership - it was felt by members of the Group that the HWTG exists to cover activities that do not happen in other groups, that there isn't duplication and that the role of the HWTG was to provide added value through partnership working. I have agreed with the HWTG to discuss this with the new CHP General Manager, Fiona Ritchie when she comes into post in October 2006 and provide further feedback to the CPP Management Committee at that point.

Elaine C Garman  
Public Health Specialist  
Victoria Hospital  
Rothesay  
Isle of Bute  
Argyll  
PA20 9JJ

9 August 2006

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**Briefing Note: Outline for 11<sup>th</sup> Citizen's Panel****FAO:** CPP management committee**Key Points**

- We are developing the themes for the 11<sup>th</sup> Citizen's Panel into a draft questionnaire.
- The questionnaire will be kept to a maximum of 30 questions to improve response rates.

**Background Information**

The 11<sup>th</sup> survey will be conducted in September 2006. The process of developing the themes and questions for this survey is being carried out. The process is currently at the point of drafting the survey questionnaire. IBP will help to develop the questionnaire and the layout. The layout is likely to change slightly from previous surveys, specifically in that there will no longer be a diagonal skew to the first page as this was highlight as being difficult to read.

**The questionnaire outline**

There has been less input of themes for this survey than previously. However enough themes have been gather to formulate a questionnaire. The intention is to continue with questionnaire lengths of less than 30 questions in an attempt to address the issue of response rates.

It may be worth considering a refresh of the panel after this survey. IBP refreshed one third of the panel on commencement of their contract. A total of four surveys have been conducted since that refresh. It would be useful to perform another panel refresh to help with response rates and to introduce new perspectives. IBP would charge around £4500 to perform the panel refresh.

Having received a range of suggested themes, the research team have compiled an outline structure for the questionnaire, given below. The precise wording and order of the question will be liable to change, but this provides an indication of the general areas of questioning that will be used.

<b>Theme</b>	<b>Question focus</b>
Service satisfaction	<ul style="list-style-type: none"> <li>• Testing Council roads and amenities service provision of street cleaning and repairs service.</li> <li>• Testing support for a "street scene" concept</li> </ul>
Electoral change	Questions to gain an understanding of information needs regarding the changes to the electoral system for 2007.

	<ul style="list-style-type: none"> <li>• Level of awareness of the changes</li> <li>• Information needs in terms of; 3 member ward, ward boundaries, single transferable vote.</li> </ul>
Biodiversity and natural resources	<ul style="list-style-type: none"> <li>• Awareness of biodiversity initiatives</li> <li>• Awareness of role of public bodies; SNH, Council, Forestry</li> <li>• Suggested priorities</li> <li>• Managing conflict around natural resources</li> </ul>
Road safety	<ul style="list-style-type: none"> <li>• Current views on road safety</li> <li>• Has this changed</li> <li>• Awareness of Drivesafe</li> <li>• Has Drivesafe helped to improve road safety</li> <li>• Relate to this summer</li> </ul>
Police questions	<p>Which of these policing issues do you think are of concern in the area that you live</p> <p>(1) Anti social behaviour - Very concerned, quite concerned, not very concerned, not concerned at all</p> <p>(2) Crimes of violence - As above</p> <p>(3) Housebreaking - As above</p> <p>(4) Vehicle Crime - As above</p> <p>(5) Vandalism - As above</p> <p>(6) Road Traffic Issues - As above</p> <p>(7) Drugs - As above</p> <p>(8) Licensed Premises - As above</p>

	<p>(9) Racist Incidents - As above</p> <p>If you have had contact with your local police during the last 12 months, how satisfied were you?</p> <ul style="list-style-type: none"><li>• Very satisfied</li><li>• Fairly satisfied</li><li>• Neither satisfied or dissatisfied</li><li>• Fairly dissatisfied</li><li>• Very dissatisfied</li></ul>

If you would like to make any changes or additions to the proposed outline, please contact Andy McKay Hubbard, Research and Information Officer.

**Contact:** Andy McKay-Hubbard, Research and Information Officer.  
01546 604472  
E-mail [andy.mckay-hubbard@argyll-bute.gov.uk](mailto:andy.mckay-hubbard@argyll-bute.gov.uk)

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ARGYLL AND BUTE COUNCIL  
CHIEF EXECUTIVE'S UNIT

COMMUNITY PLANNING PARTNERSHIP  
MANAGEMENT COMMITTEE

23 AUGUST 2006

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## EQUALITIES CHALLENGE - SOUTH KINTYRE PILOT PROJECT

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### SUMMARY

In early 2006, a bid was made on behalf of the Community Planning Partnership to Communities Scotland (Learning Connections) to carry out an Equalities Challenge pilot project in Argyll and Bute. South Kintyre was selected as the geographical focus for the pilot. This report outlines the findings by ODS Consultants and makes recommendations for effectively involving people with Additional Support Needs in community planning in South Kintyre.

### PILOT PROJECT

Between April and June 2006, ODS Consultants gained a clearer understanding of the local groups in South Kintyre that involve people with Additional Support Needs (ASN), eg physical disabilities, learning difficulties, mental health difficulties, or alcohol or drug addiction issues. The project tested Communities Scotland's Community Learning and Development Resource to identify better ways of engaging with these groups.

Eight days of ODS consultancy time was used to:

- meet with local groups involving people with Additional Support Needs
- meet with a number of key professionals working with this client group
- develop options on how people with ASN could be more involved in community planning
- provide recommendations on the way forward for the South Kintyre Community Learning Partnership in this field.

A total of 20 groups involving people with ASN were identified and interviews were carried out with most of them. Discussions focused on:

- Views on how people with ASN are currently able to influence service delivery
- Discussion of how people would like to be involved in discussions about service planning and delivery in the future.

### FINDINGS

A small number of people had been actively involved in consultation and this tended to be through active support groups. Those who had been involved felt that their views were taken into account, although things did change very slowly.

Others felt that where consultation had taken place, it had not been properly geared towards people with ASN. Some people stressed the need to involve people in different ways, and to ensure that everyone is able to participate.

Discussion identified a high level of fatigue with voluntary involvement due to the time and effort organisers had to dedicate to running their group and dealing with everyday life. As a result, people did not have much time to dedicate to trying to influence service provision.

Consultees identified a range of ways in which participating in community planning, and trying to influence decisions about local services, could be made easier for people with ASN and their carers:

- **Developing trust** – listening to people and having an honest discussion about how services could realistically be changed. Valuing and treating people with ASN, and their carers, as equal partners in the decision making process.
- **Clear lines of influence** – everyone wanted to have a clear place in the decision making process - *“there needs to be a clear way of feeding in our views, and evidence that people are actually listening”*.
- **Understanding the environment** – having more information about how structures and decision making processes worked would help people to tap into these structures.
- **Co-ordination** – working jointly with other similar groups in the area could add strength. The Community Care Forum was seen as the natural place for this joint group to be established.
- **Providing support to voluntary organisations** – recognise the contribution that voluntary and community organisations can make. This could come through treating groups as equal partners, and providing funding and support.

## RECOMMENDATION TO CPP

A key recommendation was made to strengthen the Kintyre Community Care Forum to act as the route for involving people with ASN in community planning. The Forum will require more support to enable it to perform this role, ie a part-time worker to co-ordinate and support it for a year. An approach for funding is being made to the Health and Wellbeing Theme Group. Links could then be further developed with the other six Community Care Forums in Argyll and Bute.

		<u>Source</u>
Co-ordinator / Adviser (1 day/week for 36 weeks)	£3,000	CPP-HIF*
Publicity materials, training, evaluation meeting	£1,500	SKCLP**
Travel expenses (to support attendance at meetings)	<u>£1,000</u>	SKCLP**
	<u>Total: £5,500</u>	

\*CPP-HIF = Community Planning Partnership - Health Improvement Fund

\*\*SKCLP = South Kintyre Community Learning Partnership

Contact: Jennifer Swanson, Policy and Strategy, [jennifer.swanson@argyll-bute.gov.uk](mailto:jennifer.swanson@argyll-bute.gov.uk)  
A copy of the full report is available from Grace Leitch, [grace.leitch@argyll-bute.gov.uk](mailto:grace.leitch@argyll-bute.gov.uk)

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ARGYLL AND BUTE COUNCIL  
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23 AUGUST 2006

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## EQUALITY AND DIVERSITY SCHEME – CONSULTATION AND ENGAGEMENT

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### SUMMARY

The Council, along with other public authorities, has a statutory duty to produce a Race Equality Scheme and a Disability Equality Scheme, and from April 2007, to produce a Gender Equality Scheme. This report sets out the Council's plans and action to date to produce an Equality and Diversity Scheme to incorporate all equality strands. There is a recommendation for Community Planning partners to join up future consultation and a proposal for working together to engage with disabled people's groups in September/October.

### ACTION TO DATE

The Council published its revised Race Equality Scheme 2005-2008 on 30 November 2005. Three priorities were identified: consultation, monitoring and training and these formed the framework for the action plan.

The Council's Equality and Diversity Scheme is being developed this year and will be published in December 2006. The Scheme will incorporate the three Duties (Race, Disability and Gender) plus other equality strands (age, belief, sexual orientation). Consultation is a key part of this and in particular we need to involve people with disabilities in drawing up the Scheme to comply with the Disability Equality Duty.

An assessment has been made of consultation and research that is already available within the Council. The Equalities Challenge pilot project in South Kintyre has provided a starting point for further consultation and engagement. The next stage is to engage with disabled people's groups around Argyll and Bute to set the priorities for action plans and discussions have begun with colleagues in NHS Highland - Argyll and Bute.

There is an opportunity for the Council to share its experience and to develop a shared approach between community planning partners. All organisations that are required to produce an equality scheme will want to engage with the same people in Argyll and Bute and therefore it will be more effective to co-ordinate resources.

It is therefore **RECOMMENDED** that the officers in each organisation who are responsible for producing equality schemes co-ordinate activities to engage with people in the development of these schemes.

Contact: Jennifer Swanson, Policy and Strategy, [jennifer.swanson@argyll-bute.gov.uk](mailto:jennifer.swanson@argyll-bute.gov.uk)

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ARGYLL AND BUTE COUNCIL  
CHIEF EXECUTIVE'S UNIT

COMMUNITY PLANNING PARTNERSHIP  
MANAGEMENT COMMITTEE

23 AUGUST 2006

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## **EQUALITY IMPACT ASSESSMENT TOOLKIT**

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### **SUMMARY**

This report explains the background to Equality Impact Assessments and describes the toolkit that has been produced by Argyll and Bute Council. It recommends the toolkit for use by Community Planning partners.

### **EQUALITY IMPACT ASSESSMENT - BACKGROUND**

Statutory Duties to promote Race Equality and Disability Equality require the Council, and other public authorities, to carry out impact assessments of policies and functions. This is not a new approach as many services already carry out risk assessments, and informally consider likely impacts.

The Council has developed an Equality Impact Assessment toolkit that includes all six equality strands as other equality duties are expected to follow the same pattern as race and disability, and also because we serve a diverse range of people in Argyll and Bute. The six equality strands, or target groups, are: race, disability, gender, age, sexual orientation, and belief (religious/ political).

The purpose of carrying out an impact assessment is to ensure that decisions and activities do not disadvantage people from equality target groups and to identify opportunities to better promote equality of opportunity, eg promoting positive attitudes. People in the equality target groups are often at risk from discrimination and social exclusion more than people who are not in these target groups.

### **THE COUNCIL'S APPROACH**

In the Council, assessments will be carried out by officers who are:

- developing or reviewing policies or strategies
- developing or reviewing service delivery or other functions

Officers with knowledge about the policy or function need to be involved, as do service users. The assessments should not be carried out by one person acting alone but by representatives of all stakeholder groups.

A number of instruction sessions will be held in the coming months for officers who are using the Equality Impact Assessment toolkit. Research and information support is also available via the Council's intranet equality pages. The results of the Equality Impact Assessments will be made available via the Council's website,

annual reports and committee reports. They will also be incorporated into the regular equalities reports to senior management.

The Equality and Diversity Scheme, due to be published in December 2006, will include in its action plan a 3-year programme of current policies and functions that require to be equality impact assessed.

### **BENEFITS OF THE EQUALITY IMPACT ASSESSMENT TOOLKIT**

The Equality Impact Assessment Toolkit will help to assess the impact of functions and policies on the diverse groups of people within Argyll and Bute. The Toolkit will also enable the Council to maximise opportunities to promote equality and good relations between groups.

An Equality Impact Assessment involves anticipating the consequences of functions and policies on different sections of the community, making sure that, as far as possible, any negative impacts are minimised or eliminated and that opportunities for promoting equality are maximised.

The assessment extends to monitoring the actual effects of the function or policy and requires the Council to take action if there are any concerns that the function or policy is having a detrimental impact on any of the Equality Target Groups.

### **RECOMMENDATION**

Community Planning partners are invited to make use of the Equality Impact Assessment Toolkit when developing or reviewing policies and projects.

Sessions will be run for Council officers to familiarise them with the toolkit. Partners wishing to use the toolkit are welcome to nominate someone to attend who can then train others in their organisation.

Partners are asked to note that the Toolkit will be used for any projects where the Council is a partner.

For a copy of the Equality Impact Assessment toolkit, please contact Grace Leitch, [grace.leitch@argyll-bute.gov.uk](mailto:grace.leitch@argyll-bute.gov.uk)

Contact: Jennifer Swanson, Policy and Strategy, [jennifer.swanson@argyll-bute.gov.uk](mailto:jennifer.swanson@argyll-bute.gov.uk)

**Grantfinder & Grantnet Paper • CPP August 2006****Purpose**

The purpose of this paper is to

- Inform the CPP of the strategic nature of the capacity building project described below
- Demonstrate shared resourcing and partnership working
- Encourage interest in and thus use of the Grantnet software
- Invite partners to contribute to the project

**Background**

Grantfinder and Grantnet are two internet based software packages designed to search and source up-to-date funding information. Argyll & Bute Council has a Grantfinder licence but would like to see the introduction of Grantnet across the area to allow individuals and organisations with access to the internet to undertake their own searches and thus build capacity within these individuals and organisations.

The Argyll & Bute Council Voluntary Sector Policy Working Group, which has representatives from both the Council and the voluntary sector, agreed that this project should be taken forward as a partnership project with costs of the project to be met by a contribution from the appropriate agencies, namely, Argyll CVS (or federation) and ABC and with discussion, Argyll & the Islands Enterprise (AIE) and others interested.

**Detail**

The Grantnet licence would enable community and voluntary groups, (and businesses) to directly access funding information, thus giving them more control over their fundraising. The information could be accessed from their home, from office computers, community centres libraries and access points. This would increase staff time for providing fundraising advice and support to new groups or dealing with more detailed enquiries. Time spent will also be invested in preparing and providing advice on capacity building initiatives.

As well as national grant schemes there is scope to enter localised funding information such as Argyll & Bute Council Grants and others such as WHELK Leader+ when available.

Assisting the voluntary and community sector in searching and sourcing funds is a function of three main agencies operating in Argyll & Bute; Argyll & Bute Council, Argyll & the Islands Enterprise and the Council for Voluntary Services (four individual CVS) but the benefits of this function in sourcing funding for projects benefits all agencies in the area. Argyll & Bute Council is the only organisation holding a Grantfinder licence and as such is conducting all Grantfinder searches on behalf of clients, from both direct enquiries and from signposted enquiries via Argyll CVS and AIE.

<b>Cost</b>	<b>yr1</b>	<b>yr2</b>	<b>yr3</b>
Grantnet annual licence =	£1,300	£1,300	£1,300
Grantfinder annual licence =	£2,400	£2,400	£2,400
one-off set up fee for branding =	£ 500		
<b>Totals</b>	<b>£4,200</b>	<b>£3,700</b>	<b>£3,700</b>

Total 3 year project costs are £11,600 and split equally between three agencies is £1,289 pa or £107 per month. This figure will of course change if more or fewer agencies make contributions.

**Grantfinder & Grantnet Paper • CPP August 2006**

**Options**

Two other options have been considered, Funderfinder and Jobs4B. The former package is only available in situ and is infrequently updated. Jobs4B is Grantfinder's main rival and through discussion with other local authorities is not as up-to-date and is more expensive.

**Risks**

As the software is web-based and managed by Grantfinder there is no risk with the software. The only potential risk relates to the breakdown of infrastructure such as electricity and access to the user's server or hardware as per all computer based functions.

Training in the software can be provided by Grantfinder at a small fee but cascaded to community groups as required. Extensive telephone and email support is available from the Grantfinder Help Desk at no extra cost.

**Timescales**

Three years from October 2006 – October 2009 approx.

**Way Forward**

The project will be developed by Argyll & Bute Council's Corporate Funding Officer in partnership with interested agencies as reported and levels of contribution agreed. A full demonstration of Grantnet can be organised for CPP should they wish to see this software and raise any questions they may have.

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Argyll & Bute Council  
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**ARGYLL & BUTE COUNCIL****STRATEGIC  
MANAGEMENT TEAM****OPERATIONAL SERVICES – FACILITY SERVICES****20 June 2006**

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**ASSET REGISTER & PROPOSED PROPERTY OPTIONS DEVELOPMENT  
METHODOLOGY**

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**1. INTRODUCTION**

- 1.1 This paper is to brief the Strategic Management Team (SMT) on the Council's current position regarding the maintenance of asset based information.
- 1.2 The paper proposes that a central Asset Register will be used to compile all relevant information required to undertake Options Appraisal, using the existing data sources currently being maintained by Service departments.
- 1.3 The paper identifies the project methodology, which will be used to undertake the initial Options Development process for Campbeltown, Helensburgh and Oban Office Rationalisation projects.

**2. SUMMARY**

- 2.1 The Council maintains within Service departments the asset based information required to undertake effective Options Appraisal.
- 2.2 In developing the Council's Asset Management strategy, a number of IT software applications have been identified as possible platforms from which to develop an integrated Asset Management Register. In the short term, the Asset Management Action Team will develop an Access Database system to collate existing asset information from Service departments.
- 2.3 Strategic Finance is currently undertaking an assessment of different Options Appraisal models, and will report on their conclusions in September.
- 2.4 Until a decision is made upon which Options Appraisal model will be employed in the future, the proposed Options Development Methodology at Appendix 1, will be utilised to develop options for Office Rationalisation. The proposed methodology meets the requirements of Strategic Finance.

- 2.5 The Office Rationalisation programme will be used as the vehicle to populate the Asset Register, and to determine its suitability for the Council's preferred Options Appraisal.

### **3. RECOMMENDATIONS**

- 3.1 It is recommended that the SMT approve:
- The proposed development of the Asset Register.
  - The proposed Options Development Methodology for the Office Rationalisation programme.

### **4. ASSET MANAGEMENT INFORMATION & PROPOSED ASSET REGISTER**

- 4.1 The Council has 21 different data holding systems within Service departments, which record asset based information. These systems range in complexity from Word Documents and Excel Spreadsheets, through to be-spoke databases.
- 4.2 While there are a number of commercially available Integrated Asset Management IT systems, the experience of their installation within Local Authorities indicates that their introduction can be both problematic and costly, and that when installed, they require considerable resource to keep up to date.
- 4.3 While the Council may wish to consider introducing such a system in the future, in the short term, it is proposed that it will be more effective to collate existing asset based information, within an Access database, from which reports can be generated.
- 4.4 The key to this proposed course of action is to ensure that only the essential asset information is collated, and kept up to date.
- 4.5 The Asset Management Action Team has identified the basic Asset Register format and information required to undertake Options Appraisal. The Asset Register will be developed in conjunction with the Office Rationalisation project, and will be populated with the relevant Service, asset and property information.
- 4.6 On the completion of Strategic Finance's evaluation of Options Appraisal models, the suitability of the Asset Register format and functionality can be reviewed, and amended as required.
- 4.7 When this process is completed, a programme for developing the Asset Register to include all required asset information, and a timetable for the

development of Asset Management reporting, can be determined, and brought forward to the Project Board for approval.

## **5. OFFICE RATIONALISATION – OPTIONS DEVELOPMENT METHODOLOGY**

5.1 The proposed Options Development methodology for Office Rationalisation is at Appendix 1.

## **6. OPTIONS DEVELOPMENT & PERFORMANCE SPECIFICATION**

6.1 The Asset Register will collate the data required to undertake 30 Year Life Cycle costing.

6.2 Against the background of rising energy and utility costs, and with the pressure likely to continue on future maintenance revenue budgets, the development of a standard design performance specification should be considered to be a natural outcome of the Options Development process.

## **7. OFFICE RATIONALISATION TIMETABLE**

7.1 **Phase 1** The Office Rationalisation Project is programmed to complete Phase 1 of Options Development process for Campbeltown, Oban and Helensburgh by 29 September 2006.

7.2 **Phase 2** The completion of Phase 2 of the will take 6-8 weeks, thereafter.

## **8. ASSET REGISTER TIMETABLE**

8.1 To allow the completion of Phase 1, the Asset Register must be populated for properties within each of these areas.

8.2 An assessment of the suitability of the Asset Register, in terms of collating information required for Options Appraisal, can therefore be undertaken in early October, informed by the results of the Strategic Finance assessment of Options Appraisal models.

8.3 The subsequent development of Asset Register will be determined by the output of this assessment.

## **9. RESOURCE**

- 9.1 There is a general overlap between the Asset Management Action Teams led by the Head of Facility Services, and the Office Rationalisation Project Team, with representatives from Strategic Finance, Estates and Facility services, present in both.
- 9.2 The development of the Asset Register on an Access Database will require support from Development Services IT. The collation of asset information within the Asset Register will require an additional administrative resource in the short term to support the Office Rationalisation programme.

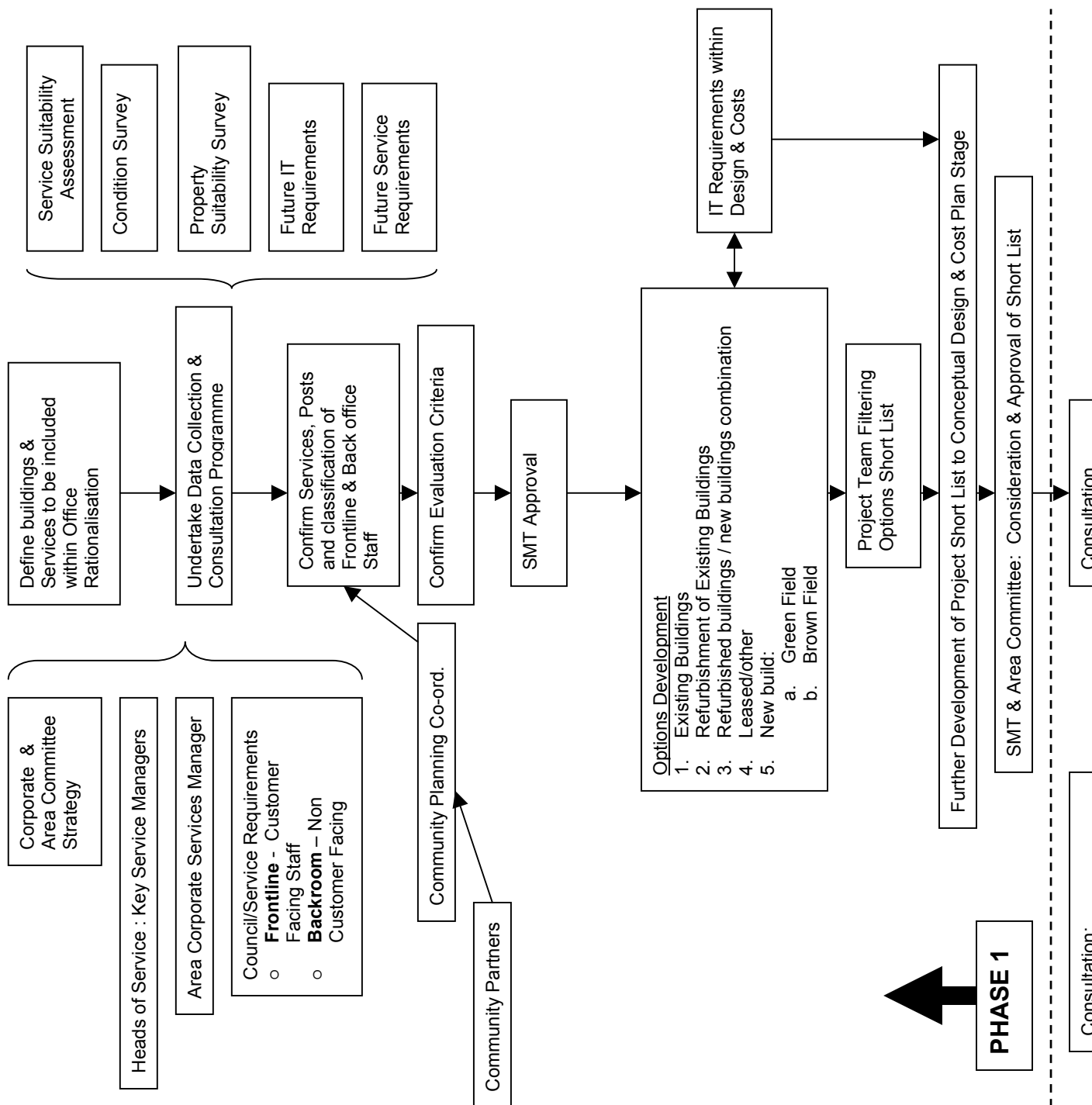
## **10. APPENDICES**

- 10.1 Appendix 1 – Office Rationalisation – Options Development Methodology

Sandy Mactaggart  
Head of Facility Services  
20 June 2006



Community Planning Partnership Management Committee – 23 August 2006 – Item 11  
**Office Rationalisation – Options Development Methodology Appendix 1**



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