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**COMMUNITY PLANNING PARTNERSHIP
MANAGEMENT COMMITTEE MEETING**

26 September 2007

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **BOARD ROOM, STRATHCLYDE FIRE AND RESCUE FIRE STATION, SOROBA ROAD, OBAN** on **WEDNESDAY, 3 OCTOBER 2007 at 10:30 AM.**

AGENDA

Please note new venue and that Strathclyde Fire and Rescue have kindly made arrangements for a buffet lunch to be provided for both CPP Management Committee and Funding Hub Pitch Group.

1. WELCOME/APOLOGIES

2. MINUTES

Community Planning Management Committee 8 August 2007 (Pages 1 - 6)

3. MATTERS ARISING

- (a) Scottish Office Minister's Visit to Islay on 22 August - Feedback from Eileen Wilson
- (b) DRIVESafe - David McBride, DRIVESafe in Argyll and Bute Co-ordinator (in attendance) - (to follow)

4. PARTNERSHIP ISSUES - EILEEN WILSON

5. PUBLIC SECTOR REFORM - TRANSFORMING PUBLIC SERVICES (SCOTTISH EXECUTIVE)

Open discussion following Scottish Government announcement expected on 26 September 2007

6. ASSET MANAGEMENT

- (a) Asset Management Strategy Hub - Report by Corporate Assets Manager (Pages 7 - 12)
- (b) Waterfront Regeneration - update on Corporate Plan (Brian Barker) (Item 4d - Council meeting - 26 September 2007) (Pages 13 - 16)

7. CITIZENS' PANEL

Report on Future Arrangements (Pages 17 - 18)

8. FUNDING

- (a) European Funding for Community Planning Partnership Projects - Report by European Manager (Pages 19 - 20)

- (b) Appointment of Funding Hub Chair (Pages 21 - 22)
- (c) Funding Hub Projects for Noting (Pages 23 - 24)

9. AOCB

10. DATE OF NEXT MEETING: 28 NOVEMBER 2007

Note: The Funding Hub will meet in the Conference Room, Fire Station, Soroba Road, Oban at approximately 12.30 pm, on conclusion of CPP Management Committee.

**MINUTES of MEETING of COMMUNITY PLANNING MANAGEMENT COMMITTEE
held in the Board Room, HIE Argyll and the Islands, Kilmory, LOCHGILPHEAD
on Wednesday, 8th August 2007**

Present: Andrew Campbell, SNH (Chair)
Eileen Wilson, Argyll and Bute Community Planning Partnership
Brian Barker, Argyll and Bute Council
Sue Gledhill, HIE Argyll and the Islands
David Dowie, Communities Scotland
Julian Hankinson, Association of Community Councils in Argyll and Bute
Malcolm MacFadyen, Argyll and Bute Council (Community Regeneration)
Peter Wotherspoon, Initiative at the Edge
Bill Dundas, Scottish Executive Rural Payments and Inspections Directorate
Gordon Anderson, Strathclyde Police (Local Authority Liaison Officer)
David Proctor, Strathclyde Fire and Rescue
Alan Murray, Strathclyde Passenger Transport
John Ironside, Strathclyde Fire and Rescue
Albert Bruce, Strathclyde Fire and Rescue
Elaine Garman, NHS Highland
Jane Fowler, Argyll and Bute Council
Kevin O'Hare, Scottish Water
Roanna Taylor, Argyll and Bute Council
Bernadette Quinn, Argyll and Bute Council
Nigel Stewart, Argyll and Bute Council
Fiona Ritchie, NHS Highland

Apologies: Raymond Park, Strathclyde Police
Alma MacLean and Miranda Dewart, Job Centre Plus, Paisley
Muriel Kupris, Argyll and Bute Council
Peter Minshall, Argyll CVS
Ken Abernethy, HIE
Shirley MacLeod, Argyll and Bute Council
Victoria Jones, Argyll and Bute Council
Allan Brandie, Argyll and Bute Council
John Davidson, Islay and Jura CVS
James McLellan, Argyll and Bute Council
Superintendent Raymond Park, Strathclyde Police
Aileen Edwards, Scottish Enterprise
David Penman, Strathclyde Fire and Rescue

1. WELCOME AND INTRODUCTIONS

Andrew Campbell welcomed everyone to the meeting.

2. MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING

The Minutes of the meeting of 13th June 2007 were accepted as an accurate record. Eileen Wilson had received comments from John Davidson, Islay and Jura CVS and she would reply to these.

Action note: Eileen Wilson to write to John Davidson

3. MATTERS ARISING

Matters arising from the previous meeting were included on the agenda.

(a) ENGAGING CHILDREN AND YOUNG PEOPLE IN COMMUNITY PLANNING

Roanna Taylor, Young Scot Co-ordinator, Argyll and Bute Council, gave a presentation on the role of Argyll and Bute Young Scot initiative, which is a national youth card and youth information agency for Scotland and is a registered charity, based in Edinburgh, which has been established for over 24 years. Young Scot is supported by, among others, Scottish Executive, Scottish Enterprise, 32 Scottish Local Authorities, NHS, SportScotland etc.

Roanna explained the aim of Dialogue Youth – the partnership between the Scottish Executive, Convention of Scottish Local Authorities, the local authority, Young Scot and young people - to provide young people with an enabling mix of information, ideas and incentives, to stimulate lifelong learning, youth mobility, community safety, healthy lifestyles and enterprise education. This would promote active citizenship and social inclusion, develop a localised adaptation of Young Scot involving new technology and local facilities and services and would build on Young Scot's menu of services (books, cards, magazines, helplines, etc.)

Roanna answered various questions arising from the presentation.

It was noted that the project funding comes to an end in March 2008 and action would be required to identify a funding shortfall.

Having regard to discussion relating to concessionary travel for youths, it was noted that ferry operators had been the only form of transport who declined requests for involvement in the national entitlement card travel scheme and it was agreed that the Partnership should approach Caledonian MacBrayne on behalf of Young Scot.

Andrew thanked Roanna for attending the meeting and for the strong message delivered. He also invited the Young Scot Co-ordinator to contact Eileen Wilson, Community Planning Manager, on any matter on which it was felt the Partnership might be able to assist.

Action note: Andrew Campbell to write to Caledonian MacBrayne to seek their involvement

(b) BUTE AND COWAL LOCAL COMMUNITY PLANNING PARTNERSHIP – DEVELOPMENT OF TALK SITE WEB SITE

Eileen Wilson explained that Alan McDougall was unable to come along to this meeting but that a demonstration on the development of the web site would be provided at the next meeting.

David Dowie said Communities Scotland would be putting funding towards the talk site and Eileen advised that she had completed an "Investing in Ideas" application to the Big Lottery Fund on behalf of the Partnership.

Action note: Eileen Wilson to invite Alan McDougall to next meeting to demonstrate web site

4. CITIZENS' PANEL

Copies had previously been circulated of the Findings of the Citizens' Panel Survey on the New Community Plan and the meeting went through the details. It was noted that 506

people had responded to the survey.

It was noted from the survey that support for the encouragement and integration of migrant workers within Argyll and Bute was lukewarm, though positive. An increase in the number of migrant workers was a cause of concern for some. It was agreed to note this area of lack of cohesion and agreed HIE's offer to invite Douglas Cowan to come to a meeting of the Partnership's Management Committee.

Planning issues, such as wind farms and land for housing were noted and partners felt that the local authority's Local Plan guidance was to be welcomed. The findings of the survey would inform the process of implementation of the Community Plan and Eileen would report back on outcome.

Partners were asked to provide comments to Eileen Wilson on the subjects for the next Citizens' Panel Questionnaire, likely to include child protection, gaelic and other languages, affordable housing.

Action note: Eileen Wilson to invite Douglas Cowan, HIE to a future meeting

5. MINUTES OF COMMUNITY PLANNING PARTNERSHIP MEETING HELD ON 6TH JULY 2007

The Minutes of the Partnership meeting held on 6th July 2007 were accepted as a true record.

Eileen Wilson advised that she would respond to questions and comments which had been submitted by John Davidson, Islay and Jura CVS.

Brian Barker advised that Dick Walsh, new Chair of the Partnership, intends becoming more involved with the Full partnership and will attend [the next](#) Management Committee meeting in order to meet all those involved .

Action note: Eileen Wilson to (1) write to John Davidson, Islay and Jura CVS; and (2) invite Dick Walsh to next meeting

6. MATTERS ARISING

(a) COMMUNITY PLAN 2007 – 2017

The finalised Community Plan for 2007 to 2017 was laid on the table along with the Action Plan.

Eileen Wilson had contacted all partners with the Action Plan and confirmed that the Plan would show how partnerships are measuring action for reporting to the Scottish Executive. Eileen will collate details of the work that is happening and look at any gaps. Aspirations are substantial in Argyll and Bute, enabling organisations with the backing of the Community Planning Partnership.

The Action Plan will involve all organisations and these would be included on the Action Plan list. Eileen Wilson to collate the Action Plan from partnership updates and it was hoped that Community Planning Partnerships could link all types of organisations. Strathclyde Fire and Rescue would share their Plan with the partnership.

Comments received from Pat Logan, Argyll and Bute Volunteer Centre, were read out and it was agreed that there was sufficient representation from the voluntary sector.

The meeting agreed the final Community Plan 2007 – 2017 and this would now be made available on Argyll and Bute Council's website - www.argyll-bute.gov.uk/your-council/partnerships/cpphomepage1

(b) PILOT SUSTAINABILITY WORKSHOP – PROGRESS REPORT

There had previously been circulated progress report by Jennifer Swanson, Policy Officer-Strategy. It was noted that Sarah Parkin, OBE, Founder Director of Forum for the Future, had been invited to facilitate the one-day seminar in Argyll on either Thursday, 25th or Friday, 26th October 2007, the most suitable date for Sarah Parkin to be confirmed. Jennifer had also circulated to partners, by email dated 7th August 2007, a draft outline for the seminar asking partners to nominate individuals to participate in the workshop, with any comments on the proposed programme, and suggestions for a suitable venue, all by 17th August.

Action note: All partners

7. PARTNERSHIP ISSUES

(a) Future reports from Partners on Community Plan Action Plan

Eileen Wilson explained the requirement for partners to report back to her for reporting to future Committee meetings (see previous discussion under Community Plan). Partners were asked to present to Eileen what their organisations are doing to fit in with Community Plan reporting. This would be two-way information.

(b) Initiative at the Edge National Steering Group Update

Eileen had received a note from Council Chief Executive regarding a recent telephone conversation with Sue Riley in regard to Initiative at the Edge Steering Group and the minute of that meeting was awaited. Scottish Executive Minister to visit Argyll and Bute.

8. DRIVE TO END SILO WORKING STARTS IN RURAL AREAS

There had previously been circulated message dated 19 June 2007 from Scottish Executive regarding proposals for nine key organisations working in rural affairs and environment to deliver a single rural and environmental service.

Bill Dundas, SERPAID, gave some background in relation to the Scottish Executive's remit. Andrew Campbell referred to this national issue, saying that local communications were good in the rural area of Argyll and Bute. The meeting then discussed matters around the one-day visit by Michael Russell, MSP, Minister for Environment, to Islay on 22nd August 2007, the preparation for which it was noted was cross-organisational on the island, with the programming of the event crossing all boundaries.

It was agreed that any questions partners might wish to put to the Minister should either be forwarded to Eileen Wilson or via the Scottish Executive website where questions had been requested.

Action note: Eileen Wilson to report back to next meeting on the Minister's visit to Islay

9. ARGYLL AND BUTE COUNCIL POLICY AND PERFORMANCE GROUPS

Nigel Stewart, the Council's Director of Corporate Services, spoke to the discussion paper, which had previously been circulated in regard to the Council's proposal for the establishment of four Policy and Performance Groups – on Social Affairs, Economy, Environment and Organisational Development.

Nigel discussed the ways in which the Council would be looking at how best to effect collaboration with others which would provide links at political level between Councillors on these PPGs and Partnership bodies. The paper had been issued to all Councillors for them to contribute towards PPGs and a Seminar would be held for them on 17th August, following which Nigel would feed back to partners for contributions into the process.

Nigel confirmed that as PPGs develop they will look to their partnership bodies on matters within the terms of reference of the four Groups and take forward for the future. There would be clear work programmes which would be made available to partners for consultation at draft stage.

Nigel answered various questions and also received comments from the meeting in regard to processes in the present way of working and that policy development would bring in different arrangements with scope to improve in the future. Nigel clarified the role of Councils acting on statutory planning matters and decision making.

Andrew commented on the enthusiasm of the Community Planning Partnership about PPGs and welcomed this opportunity to contribute to the local authority in building strengths and skills into best value and improvement.

10. ANY OTHER COMPETENT BUSINESS

(a) TRANSPORT

Alan Murray advised that Strathclyde Passenger Transport were holding a consultation event in Glasgow on 9th August which it was hoped would be well represented by Argyll and Bute.

(b) DRIVESAFE

David McBride, Drive Safe in Argyll and Bute Co-ordinator will be contacting partners to move the DriveSafe initiative forward.

Action note: Eileen Wilson to invite David McBride to next meeting - 3rd of October 2007

(c) COUNCIL FOR VOLUNTARY SERVICE

Andrew referred to a recent email which partners had received from Peter Minshall having learned with regret of the demise of CVS' Lochgilphead office through the decision of the Board of Argyll CVS to downsize due to a reduction in funding. It was noted that services would be retained in Kintyre and Helensburgh as well as the development of Argyll Communities' web site and online directory.

Partners look forward to continuing community inter-action with the volunteer service and it was agreed that Andrew would write to Peter Minshall to thank him for his

varied and valuable contribution to the Partnership.

Action note: Andrew to write to Peter Minshall

(d) CHAIR OF COMMUNITY PLANNING MANAGEMENT COMMITTEE

Eileen thanked Andrew Campbell for the valued work carried out by him as Chair of the Community Planning Management Committee which would be taken by Superintendent Raymond Park in October. Andrew responded that he had enjoyed his term of office and would of course continue to attend Management Committee meetings.

11. DATE OF NEXT MEETING

It was noted that the next meeting would be held on Wednesday, 3rd October 2007 at 10.30 a.m.

Strathclyde Fire and Rescue offered to make available their board room in the Oban Fire Station for the next meeting.

ARGYLL & BUTE COUNCIL

**COMMUNITY PLANNING
MANAGEMENT
COMMITTEE**

DEVELOPMENT SERVICES

3rd OCTOBER 2007

UPDATE ON THE SCOTTISH GOVERNMENT HUB INITIATIVE

1. SUMMARY

- 1.1 The purpose of this report is to bring the Management Committee up to date with the progress of the Hub Initiative.

2. RECOMMENDATION

- 2.1 That the Management Committee note the current status of the Hub Initiative and agree that a follow-up report be presented to a future meeting of the Committee as further relevant information becomes available.
- 2.2 In addition, the Management Committee note that George Harper, Director of Development Services, will be the main Council contact with the Shadow Hub Board and the Council's principal point of contact with Chief Executives from NHS Boards and Local Authorities included within the Northern Hub territory.
- 2.3 That the Management Committee also note Nick Allan's continuing involvement both with the Hub Scotland Shadow Board, as a representative of CoSLA during the Pathfinder Evaluation process, and as a member of the Hub Delivery Group.

3. DETAIL

- 3.1 The Management Committee will recall the content of the previous report on the Hub Initiative presented at the meeting held on the 18th April 2007, and the subsequent discussion that took place.
- 3.2 The Labour Administration decided not to proceed with the Hub Initiative prior to the Scottish Parliamentary Elections in May and, post-election, there was an element of doubt as to whether the new SNP Administration would wish to continue with this proposal.
- 3.3 However, on the 20th July 2007 a letter from the Scottish Executive - Health Finance Directorate - regarding the Hub Initiative was circulated

by email to the Chief Executives of all Local Authorities and NHS Boards. A copy of this letter has been **attached** to this report. Although the letter does not explicitly state that the Hub Initiative would be implemented in full, it does however demonstrate that the Scottish Government is committed to taking the Initiative forward to the next stage.

- 3.4 The content of the attached letter is self explanatory and requests that organisations interested in being involved as part of a pathfinder territory should lodge their interest with the Hub Programme Director by 3rd August 2007. In addition, the letter requests that the organisation in question identifies an individual to act as the main point of contact on Hub related matters.
- 3.5 At its meeting held on the 31st July 2007 the Council's Strategic Management Team considered this request and agreed to send a formal response intimating the Council's interest in being considered as a pathfinder participant within the proposed Northern Hub Territory. In addition George Harper, Director of Development Services was selected to be the Council's nominated contact point for subsequent discussions with the Hub Shadow Board and other Northern Territory Partners.
- 3.6 The Hub Delivery Group held a workshop event at Stirling University on the 6th September 2007 to explain how it intended to evaluate the readiness of all interested parties. By the end of September participating local authorities and health boards will have had to complete a series of complicated pathfinder evaluation forms to provide the Delivery Group with a profile of their own organisations together with information on the extent to which their Community Planning Partnerships are engaged in joint planning activities.

All returns across Scotland will be assessed and scored by the Delivery Group and the results presented to Ministers during October. The timescale for completing these readiness assessment forms is, without question, severe.

For this reason, there is some doubt as to the ability of all participants to be able to respond with meaningful and robust information on time, particularly when it is recognised that there will be a requirement to take part in a series of discussions with territory partners at both a strategic planning, and also potentially at a political level prior to the submission of the completed forms.

- 3.7 Notwithstanding the above, at the time of compiling this report Argyll and Bute Council and Highland NHS have arranged to attend a meeting of the Northern Hub Territory partners together with the Hub Delivery Group to be held in Aberdeen on the 19th September 2007. It is envisaged that the completion of the pathfinder evaluation forms by the Council will take place after this proposed meeting and once a view has been reached on the overall readiness of the Northern Territory partners to participate in this Initiative at this stage.

4. CONCLUSION

- 4.1 The Management Committee note that the Hub Initiative has entered a pathfinder evaluation stage and, on its planned completion towards the end of October 2007, Ministers will be informed of the results. Thereafter, it is possible that certain pathfinder territories will be selected and the Hub Initiative will move into an implementation phase.

5. IMPLICATIONS

POLICY	None
FINANCIAL	None
PERSONNEL	None
EQUAL OPPORTUNITIES	None
LEGAL	None

For further information please contact:-

Nick Allan
Corporate Asset Manager
Argyll & Bute Council
01436 658957

14th September 2007

SCOTTISH EXECUTIVE

Health Finance Directorate

Chief Executives Local Authorities,
Chief Executives NHS Boards

St Andrew's House
Regent Road
Edinburgh EH1 3DG

Telephone: 0131-244 5041
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Your ref:

Our ref:

20 July 2007

Issued by e mail

Dear Colleague

The hub Initiative – Building Better Local Services Together – Update on Development and Pathfinder Process

This letter updates colleagues on the current status of the hub initiative and sets out next steps in the initiative's development.

At the end of 2006, following input from Local Authorities and Health Boards, the hub strategic business case was completed. Following on from this, the continued development of the hub initiative through the establishment of shadow working arrangements and the identification of pathfinder areas.

Therefore, the next stage of development is for us to engage with public sector bodies across Scotland in order to identify their commitment and willingness to be initial pathfinder territories which will develop and procure appropriate community based premises projects through hub. As colleagues will be aware a key focus for such projects will be the promotion of joint working at a local level.

The draft Memorandum of Information previously issued proposed 5 hub territories covering the whole of Scotland. Assumptions regarding the coverage and number of hub territories will be further refined through the Pathfinder Process when the extent of public sector commitment and participation is confirmed.

Currently your organisation is envisaged to be part of the North territory. The core public sector participants and Community Planning partners in your territory are Aberdeen City Council, Aberdeenshire Council, Argyll & Bute Council, Highland Council, Moray Council, Orkney Islands Council, Shetland Islands Council, Western Isles Council, NHS Grampian, NHS Highland, NHS Orkney, NHS Shetland and NHS Western Isles.

The Pathfinder Process work is expected to span 3 months from August to October 2007. This timescale enables the outcomes of the Pathfinder Process to be considered within the timetable for Spending Review 2007. Pathfinders will be selected through an objective evaluation process.

Potential pathfinders will work with the hub Delivery Team in assessing and completing a set of "readiness criteria". Each of the 5 hub territories will receive funding of £20,000 to support their involvement in this initial work. This assessment will require discussion within and across a range of community planning partnerships.

Following the initial work, the Pathfinder Territories selected will receive practical and financial support to take forward the establishment of hub in their areas. Financial support will be provided to assist with project management costs, initial set up costs, procurement support costs and organisational development activity.

Initially you should respond to this letter by 3rd August 2007 indicating whether your organisation is interested in being involved as part of a pathfinder territory. Responses and requests for information should be sent to Ben King, hub Programme Director c/o Room 49, 1 St Colme Street, Edinburgh, EH3 6AA. (ben.king@partnershipsuk.org.uk). These initial responses should also identify the contact details for a nominated person within your organisation who will act as the main point of contact on hub related matters.

Following receipt of your initial response copies of the Readiness Criteria Forms and details on financial support available will be issued. The hub Delivery Team will arrange to meet with your organisation and other interested partners within your hub territory to help you understand more about hub, discuss next steps and detail the pathfinder process requirements.

Our intention is to implement the hub initiative on a phased basis across Scotland subject to Cabinet approval. Therefore, for those territories not selected as pathfinders, participation will be available through subsequent phases. These are expected to follow 9-12 months beyond the initial phase.

We look forward to receiving your response and to working with you in taking forward this important development.

Yours Sincerely



Mike Baxter
Directorate of Health Finance
Scottish Executive Health and Wellbeing



Ben King
Hub Programme Director

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**ASSESSMENT OF INITIAL BUSINESS CASES – TOWN
CENTRE/WATERFRONT PROJECTS**

1 INTRODUCTION

- 1.1 The draft Corporate Plan identifies town centre and waterfront regeneration projects as a priority. There are currently 5 proposed town centre and waterfront regeneration projects. The Council has scarce resources and needs to establish a priority order for these projects. The recommended prioritisation has been established using the weighting and scoring criteria for capital projects approved by the Council in February 2007.

2 RECOMMENDATION

- 2.1 The Council approve the recommended priority order for town centre and waterfront regeneration projects as follows:
First - Dunoon
Second - Helensburgh
Third - Campbeltown
Fourth - Oban
Fifth - Rothesay
- 2.2 Proper governance arrangements should be established as outlined in paragraph 3.8

3 DETAIL

- 3.1 The Council has identified town centre and waterfront regeneration as a priority. Town centre and waterfront projects were previously identified in the 2006-2008 Corporate Plan and are identified as a priority in the draft of the Corporate Plan being submitted to the Council on 26 September for approval. These projects have featured throughout the development phase of the revised Corporate Plan. The Council has previously allocated revenue budget to support the commissioning of studies for such projects and also to fund initial development/planning stages. Limited provision has also been made within the Capital Plan for town centre and waterfront regeneration.
- 3.2 Progressing town centre and waterfront projects is likely to place a significant demand on resources both in terms of officer time and budget. The Council has limited resources and it is inevitable that there will be a scarcity of resources to allow all of the projects to progress simultaneously. It is therefore essential that the Council establish a priority order for the town centre and waterfront regeneration projects.
- 3.3 Establishing a priority order is not a rejection of any project but a guide

to the projects that should be given priority when it comes to allocating scarce resources. Each project has a different package of measures that will have different demands in terms of officer support and budgetary requirement. Although a project may not be the number one priority there may still be certain aspects of that project that can be progressed providing higher priority projects are not utilising all of the resources available for town centre and waterfront projects. As an example project A may have a demand for significant capital expenditure on council assets which requires a high level of input from Property Services and which uses all of the available Capital Plan allowance whereas project B requires officer support from Development Services and Estates to market and dispose of certain packages of land or buildings.

- 3.4 The Council agreed on 13 February 2007 an approach to weighting and scoring capital projects and this has been used to assess the initial business cases for town centre and waterfront regeneration projects. A copy of the agreed weighting and scoring criteria is attached.
- 3.5 An initial business case following the guidance for capital projects has been prepared for each of the 5 town centre and waterfront regeneration projects. The IBCs were submitted to the September meetings of the area committees. The agreed weighting and scoring criteria have been applied to the IBCs along with any comments from the area committees.
- 3.6 The outcome of the assessment process is the following priority order:
First - Dunoon
Second - Helensburgh
Third - Campbeltown
Fourth - Oban
Fifth – Rothesay
- 3.7 The assessment was carried out by the Capital Planning Group comprising Sandy Mactaggart (Head of Facility Services), Malcolm MacFadyen (Head of Community Regeneration), Brian Barker (Policy and Strategy Manager) and Bruce West (Head of Strategic Finance).
- 3.8 Given the scale of the proposed projects then any project that members agree to take forward to OBC stage should be overseen by strong governance arrangements. At this stage this would include the establishment of a project board and preparation of a project plan identifying tasks, resources, timescales and risks for development of an OBC. An identified project manager would prepare the project plan and report progress to the project board. Given the link to the Capital Plan the project board would report into the Asset Management Board.
- 3.9 A number of matters that came to light during the assessment process are worth drawing to members attention and these are summarised below. In considering these points members should bear in mind that

an IBC is prepared at an early stage in a project largely to determine whether there is merit in expending further time and resources in developing an outline business case. As a result the information about the project is going to be at a preliminary or early stage of development with greater likelihood of change (risk) than information assembled and contained in either an outline or full business case. The comments in some cases are simply a reflection of the above rather than an indication that a project has an unacceptable level of risk, it is a poor project or that the IBC has been poorly prepared.

3.10 General Comments

With the exception of Helensburgh only limited consideration had been given to risks related to project delivery and how these could be mitigated or managed. Management arrangements generally did not appear to be well developed. Whilst various activities were identified in terms of developing an OBC a clear path was not clearly specified. Management arrangements varied from an established partnership, to a nominated lead officer, to various working groups, to no clear management structure. All of the financial information at this stage can only be regarded as preliminary, even where there are consultant estimates to support these figures. Some of the projects are based around very large sums of external funding being secured and again the security associated with these sums can only best be described as preliminary at this stage.

3.11 Dunoon

The central element of this project focussing upon the Queens Hall and Pier deals with 2 significant Council assets. The Council financial input appears largely to relate to the Queens Hall with significant external funding being projected for the pier/marina development. Limited identification of stages in development of an OBC was given. Whilst a lead officer was not identified there are already a number of working groups in place. The major risk around the development of this project is the lack of clarity over the Dunoon/Gourock ferry service and its impact on the pier area.

3.12 Helensburgh

A fairly full description of the actions related to this project, how it would be delivered and managed and the steps that would be taken in developing an OBC were given. A significant element of private sector investment is envisaged with this project as well as public sector investment in offices, swimming pool and traffic management. The most significant issue with regard to this project was considered to be the outstanding legal issues surrounding the pier head area and the impact this might have on the overall project.

3.13 Rothesay

Financial input to this project related to a single Council building with the prospect of external funding. The other aspects of this project were clearly outlined. Unfortunately no lead officer is in place and no

indication was given about how the project was being/would be managed.

3.14 Campbeltown

Whilst the project requires relatively modest financial commitments there is little external funding levered in. It was not clear what action would be taken and how the money would be spent in order to achieve the outcomes listed under project description. Only very general risks were outlined. Although a project manager was identified the risks, risk management and steps to developing an OBC were quite limited.

3.15 Oban

This appeared a very ambitious project with very high levels of external funding. There was no indication about how any of the 5 key areas would be prioritised and taken forward. Given the scale of the project it was felt more consideration should have been given to how an OBC would be developed. No project manager is in place and no indication of how the project is being managed was given. Only very general risks were outlined.

4 CONCLUSION

4.1 The 5 proposed town centre and waterfront projects have had IBCs submitted to area committees. The IBCs and area committee comments have been assessed using the approved weighting and scoring criteria. An order of priority for the 5 projects is recommended.

IMPLICATIONS

Policy	Recommends order of priority for town centre and waterfront regeneration projects.
Personnel	Prioritisation will guide allocation of staff resources to town centre and waterfront regeneration projects.
Financial	Prioritisation will guide allocation of financial resources to town centre and waterfront regeneration projects.
Legal	None
Equal Opportunities	None

For further information please contact Bruce West, Head of Strategic Finance 01546-604220.

Bruce West
Head of Strategic Finance
17 September 2007

ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP**MANAGEMENT COMMITTEE****3 October 2007**

Future arrangements for the Citizens' Panel

1 Key points

The contract the CPP has with IBP, the consultancy responsible for carrying out the Citizens' Panel surveys, ends with the current (thirteenth) questionnaire.

Revised arrangements need to be in place by March 2008, for future surveys.

We have identified three alternatives for how future contracts could be organised:

1. Try to extend the current contract with IBP. (Eddy Graham has verbally expressed a desire to continue administering the surveys or tender for the next contract as appropriate.)
2. The CPP puts the citizens' panel contract out to tender.
3. A community planning partner with suitable research expertise takes on responsibility for the Panel, and manages or implements the surveys on behalf of the partnership. The CPP will still need to fund this activity.

We would like partners to discuss the various options and make recommendations accordingly

2 The current contract

The current contract has run for a three year period, covering surveys 8 (February 2005) to 13 (September 2007) inclusive.

The current contract encompasses the following activities:

- Refreshment of one third of the panel on an annual basis.
- Maintaining and updating of the database of panel members.
- Administering two questionnaire surveys a year
- Analysing the surveys' results
- Reporting on, and providing additional feedback for, each survey
- Recruiting of focus groups from the panel's members for additional consultation activities, if required. (The Council has recently used this facility to help with the development of its Corporate Plan. Other CP partners may wish to use the panel in similar ways.)

3 Future contracts

Depending on partners' views as to how the panel should be administered in

the future, partners may be asked to:

- Contribute more money to allow continuation of the panel as at present
- Change the programme of surveys to fit available resources.

4 Response rates and panel membership

After three years of using the current panel, response rates are declining. This may be due to a variety of factors including:

- A failure of some questions to catch the imagination of respondents. (Anything riddled with jargon or seen by panellists as being remote from their everyday experiences are likely to reduce response rates.)
- A growing level of consultation fatigue. (A failure to refresh panel membership since 2005, will have contributed to this.)

Declining response rates highlight the need for more active refreshment of the panel. The CPP will need to make sure that the next contractor understands the need to keep response rates high.

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**ARGYLL AND BUTE
COMMUNITY PLANNING PARTNERSHIP****3RD October 2007**

**COMMUNITY PLANNING PARTNERSHIPS AND EUROPEAN FUNDING – A NEW
APPROACH**

1. SUMMARY

- 1.1** The Scottish Government is preparing guidance on the management of European Structural Funds and Rural Development Funds which creates a new role for Community Planning Partnerships.

2. RECOMMENDATIONS

- 2.1** The CPP Management Committee identifies a cross-partner sub group to develop a strategic approach to establishing the ERDF/ESF project plan, including a consultation process.
- 2.3** This issue is raised at the next full Community Planning Partnership meeting.
- 2.4** The Funding Hub is the mechanism used to identify match funding opportunities once the draft plan is prepared.

3. DETAIL

- 3.1** Delivery mechanisms for the 2007-13 European funding programmes are now being established by the Scottish Government. Specific guidance is being prepared which gives CPPs a specific role in the delivery of those funds.
- 3.2** CPPs will be expected, via the Local Authorities, to submit a programme of projects to the Highlands and Islands ERDF and ESF programmes, which deliver agreed CPP strategic objectives. Projects will be subject to an assessment and approval process, which once complete will identify ring fenced funding for each CPP Programme. The programmes will be specifically targeted at the measures 'Enhancing Peripheral and Fragile Communities' (ERDF) and 'Increasing the Workforce' (ESF) (see attached Annex A) and will be of a minimum £50,000 project size..
- 3.3** The Scottish Government expects the CPP plans to be submitted by 'early' 2008, allowing implementation to proceed by the end of the year.
- 3.4** Whilst this presents an excellent opportunity to access funding for a suite of CPP priority actions, there are significant challenges presented by the short timescale, particularly as the

plans are expected to include detailed costings, match funding and planning approval. It is anticipated that these parameters will be discussed at the Programme Monitoring Committee meeting on 25th September, which is attended by Council leaders (a verbal update will be given at the 3rd October meeting)

- 3.5** In order to prepare a project plan for submission, the CPP will have to consult closely with all potential project sponsors and assess project compatibility with the CPP Strategy. This will ensure both transparency in the CPP approach and the best possible outcome in terms of quality, deliverable projects. The Council, as designated responsible authority will lead on this. Decisions will have to be taken about the extent to which the partnership will support public sector-led projects from within the partnership or present opportunities for inclusion in the plan to local organisations, such as village hall committees, who will have aspirations to access the funds. Decisions will also have to be taken on the prioritisation of project type within the broad CPP strategic objectives, given that the budget will have an overall, but as yet unknown, restriction.
- 3.6** A cross partner sub group will be required to undertake this piece of work
- 3.7** Close working with the Rural Development Partnerships such as the emerging LEADER Programme and the Rural Project Assessment Committee will ensure that these European funds complement one another. Close liaison with the Funding Hub will ensure that projects are submitted to the most appropriate fund.

4. CONCLUSION

- 4.1** This provides the CPP with a new challenge, which will require a specific focus on the direction that the CPP would like to see funding directed.

For further information contact: Jane Fowler

Telephone 01700 502252

LIST OF BACKGROUND PAPERS:

Annex A: Highlands and Islands Measure 3 ERDF and Measure 1 ESF.

Argyll & Bute Funding Hub Report September 2007

Introduction

The purpose of this paper is to appoint a management committee member as chair of the Funding Hub to drive forward a fundamental change within the funding arena and to establish a sustainable way of working with Argyll and Bute projects to deliver CPP objectives.

Background

The Funding Hub has been in operation since the first meeting on 18th April 2007. The purpose of the Hub is to help develop or maintain sustainable projects in the area by maximising the amount of funding and support to these projects through improved quality of bids and closer links with local priorities as identified through the CPP Plan. The outcomes are;

- Better quality bids
- Higher bid success rate
- Successful bids help deliver local priorities
- Projects are knowledgeable about the sources of funding and support available to them

To date the Hub has fed back on six pitches and is progressing joint initiatives to signpost and co-ordinate funding in the area eg. European Funding and strategic relationship with Big Lottery Fund.

Role of Chair

The appointed person will chair the pitching session and full meeting both of which are held after the Management Committee meetings every 8 weeks. They will be responsible for ensuring that emerging agendas within the funding arena are highlighted and acted upon as necessary by the MC and the full CPP.

Emerging Agendas

- European Funding – Priority 3: Peripheral and Fragile Communities. “It is expected that CPPs will be invited to submit proposals for a package of projects/activities in their respective areas.”
- SRDP - Scotland Rural Development Programme 2007-2013 (SRDP). It is a bottom up form of local governance aimed at empowering communities to develop their own area using innovative approaches and cooperation. LEADER is a mainstream part of this.
- Initiative at the Edge – The national steering group have indicated that the relationship between latE and CPP will be closer.
- Sustainability– The Hub is the forum for partners to share information on their available resources/funding eg. The CHP
- The Funders Forum – National forum bringing together all funders to develop common approaches to grant making and closer working.

Why?

The reasons for having a member of the MC chair the Hub are to;

- give partners the opportunity to participate more actively
- enable the Hub to operate at a more strategic level
- ensure two-way communication
- ensure projects/initiatives that need support are flagged up
- where appropriate to develop a project from an identified need
- act as a link between the hub and the CPP

Who?

The skills required by the Chair would embrace a range of appropriate disciplines such as assessing and awarding grants, experience of EC funding processes, committee chairing, reasonable neutrality and unlikely to have a direct stake in the projects being assessed. Care must be taken to ensure that the position of Chair is not comprised by their involvement in emerging projects.

Conclusion and recommendation

There are many exciting opportunities for the Funding Hub to become a leading exemplar in joining up funding to make best use of resources. It is a mechanism for partners to work closer together and deliver CPP objectives and having a chair who is a member of the management committee will help to drive this forward.

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PITCH DATE	8 th August 2007
PROJECT NAME	Homestart MAJIK
CONTACT DETAILS	Jackie Fulton, Senior co-ordinator, 01586 551140 07919 410 872
Project Description	<p>Home-Start Mid Argyll, Jura, Islay & Kintyre will provide a programme of family support primarily through a home visiting service to families at home with young children in the communities of the geographical area of Mid Argyll, Kintyre and Islay. The project aims, through early intervention, to help parents to build on their strengths as parents and make effective use of local services which will benefit them and their children. The project will also consider whether a range of additional services might more appropriately support families in the smaller more isolated communities with few resources to support parents.</p> <p>Funding will be spent on salary costs, employee expenses and volunteer training plus consultancy costs to undertake an evaluation of the impact of the service in year 3 of a 5 year proposal. This is a Big Lottery Fund Bid with Sure Start and other misc. funding.</p>
Feedback from Hub	Homestart MAJIK is an emerging social economy organisation with a council SLA and it fits with many strategic objectives by targeting families at risk. It is developing a robust business plan and management committee which includes users of the service. To strengthen its role the organisation would benefit by developing and demonstrating a good working relationship with Homestart Lorne and proposing a development of its work that embraces lessons learnt to date. This is vital if the project is to compete for BLF money. In addition the project needs to work with BLF to ensure that these points are adequately addressed and to consider funding options if the BLF bid is unsuccessful.
Recommendations	For noting

PROJECT NAME	Money Management Unit (MM)
CONTACT DETAILS	Kate Connelly 01546 603366 kate.connelly@argyll-bute.gov.uk
Project Description	The MM project will tackle debt problems by focussing on prevention, not crisis intervention throughout Argyll & Bute, focussing on young people in the under represented age range 17 – 30 years. It will provide financial management skills and offer practical coaching in the use of smart budgeting techniques and will work in partnership through a reciprocal referral with other agencies within the Argyll and Bute Advice Network, including ABCAB and Housing Association. It will be part funded by the Council with additional funding is being sought from housing associations and from BLF.
Feedback from Hub	Financial inclusion is high priority from national government and represents a high proportion of clients to local advice agencies. It addresses many related agendas such as mental health, drink and drug related conditions and is targeted at young people. The project has strong partnership working links through the AB Advice Network but needs to clearly demonstrate why ABC is best placed to deliver this work and to make clear the partners contributions. It also needs to better quantify the need and how it can provide intervention that will meet clients need esp. young people (such as when a young person is buying a car).
Recommendations	For noting

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