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## ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP

5 November 2007

A meeting of the **ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **FRIDAY, 9 NOVEMBER 2007** at **10:30 AM**.

**Coffee will be available from 10.15 am**

**A buffet lunch will be available at 12.30 pm**

**The meeting will be followed by a European Funding Seminar at 1.00 pm**

### **AGENDA**

**1. WELCOME AND APOLOGIES**

**2. MINUTES**

Argyll and Bute Community Planning Partnership 6 July 2007 (Pages 1 - 4)

**3. MATTERS ARISING - NOTED ON THE AGENDA**

(a) Pilot Sustainability Seminar - Jennifer Swanson (Pages 5 - 6)

(b) Bute and Cowal CPP Partnership - Eileen Wilson

**4. UPDATE ON MANAGEMENT COMMITTEE MEETINGS HELD ON 8 AUGUST AND 3 OCTOBER 2007 - RAYMOND PARK**

(a) Minutes 8 August 2007 (Pages 7 - 12)

(b) Minutes 3 October 2007 (Pages 13 - 22)

**5. CPP REVIEW - EILEEN WILSON**

(a) Partnership Review

**6. PARTNERSHIP ISSUES**

(a) Update on CPP Action Plan

(b) Initiative at the Edge - feedback from meeting held on 29 October 2007

(c) Dunbartonshire Economic Audit [http://www.scottish-enterprise.com/publications/se\\_dunbartonshire\\_final\\_report\\_experian.pdf](http://www.scottish-enterprise.com/publications/se_dunbartonshire_final_report_experian.pdf) (Pages 23 - 24)

- (d) Argyll and the Isles LEF Report (Pages 25 - 26)
- 7. CITIZEN'S PANEL**  
Proposal to tender for new contract (Chris Carr) (Pages 27 - 30)
- 8. REQUEST TO BECOME MEMBERS OF CPP**
  - (a) HITRANS
  - (b) SPT (Pages 31 - 34)
- 9. POST OFFICE CLOSURES**  
Network Change Programme (Brian Barker) (to follow)
- 10. CPP BUDGET** (to follow)
- 11. AOCB**
- 12. 2008 CPP MEETING SCHEDULE**
- 13. DATE OF NEXT MEETING**

## ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP

MINUTES of MEETING held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD  
on FRIDAY, 6<sup>th</sup> JULY 2007**Present:**

Councillor Dick Walsh (Chair)  
 Andrew Campbell, Scottish Natural Heritage  
 Raymond Park, Strathclyde Police  
 Eileen Wilson, Argyll and Bute Community Planning Partnership  
 Fiona Ritchie, Argyll and Bute Community Health Partnership  
 Julian Hankinson, Association of Community Councils in Argyll and Bute  
 Jennifer Swanson, Argyll and Bute Council  
 Terry Markwick, Argyll and Bute Council  
 Maureen Spy, Interloch Transport  
 Sharron Farrell, Interloch Transport  
 Brian Barker, Argyll and Bute Council  
 James McLellan, Argyll and Bute Council

John Davidson, Islay and Jura CVS (Council for Voluntary Services)  
 Sue Gledhill, HIE Argyll and the Islands  
 Ken MacTaggart, Alba Consult  
 David Dowie, Communities Scotland  
 David McGregor, Scottish Enterprise Dunbartonshire / Dunbartonshire Local Economic Forum  
 Geoff Calvert, Strathclyde Fire and Rescue  
 David Penman, Strathclyde Fire and Rescue  
 Ann Campbell, Argyll and Bute Community Health Partnership / NHS Highland  
 Keith Miller, Forestry Commission Scotland  
 Alan Morrison, Argyll and Bute Council  
 Alison Debling, Argyll and Bute Council  
 Jim McCrossan, Argyll and Bute Council

**Apologies:**

George Harper, Argyll and Bute Council  
 Andy Law, Argyll and Bute Council  
 Allan Brandie, Argyll and Bute Council  
 Elaine C Garman, NHS Highland  
 Jane Connon Fowler, Argyll and Bute Council  
 Mitch Roger, Strathclyde Police  
 Jane McKenzie, Argyll and Bute Council  
 Susan Johnston, Jobcentre Plus  
 Carl Olivarius, Argyll and Bute Council

Shirley MacLeod, Argyll and Bute Council  
 Moira MacDonald, Argyll and Bute Council  
 Muriel Kupris, Argyll and Bute Council  
 Alasdair Oatts, Argyll and Bute Care and Repair  
 Kevin O'Hare, Scottish Water  
 Jacqui MacLeod, Crofters Commission  
 Peter Minshall, Argyll CVS  
 Bill Dalrymple, National Park  
 Malcolm McFadyen, Argyll and Bute Council  
 George Freeman, Argyll and Bute Council

**1. WELCOME**

Councillor Dick Walsh welcomed everyone to his first meeting and noted his approach to chairing the CPP would be interactive. Councillor Walsh then invited everyone present to introduce themselves and give their view on the way in which CPP was working. Those present outlined the role of their organisation and their thoughts on positive and negative aspects of community planning.

Among the points made it was noted that partners need to get out of their silos and get involved in all aspects of community planning. Community involvement was highlighted as an area for development. Details of some of the work that community planning partners have been involved with was shared and it was noted that the level of interest in partnership working was encouraging. Partners had mostly found the CPP very useful and noted that agencies needed to work together. Sharing ideas and the strengths of each organisation was noted as an important aspect of the CPP. Community representation was noted as particularly important to community planning and an area which required attention.

Cllr Walsh noted that the key to the success of the Community Planning Partnership is participation from partners and the community.

It was noted that Raymond Park would take over as Chair when Andrew Campbell stands down in October 2007.

**2. MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> MARCH 2007**

The Minutes of the meeting held on 2<sup>nd</sup> March 2007 were accepted as an accurate record.

**3. MATTERS ARISING**

There were no matters arising.

**4. UPDATE ON MANAGEMENT COMMITTEE MEETING HELD ON 13<sup>TH</sup> JUNE 2007**

Andrew Campbell provided a verbal update on the Management Committee meeting held on 13 June 2007 and apologised for not providing a written report. Andrew reported that the Community Plan had been spiritedly discussed at the meetings on 18 April and 13 June and this had demonstrated the level of enthusiasm and interest in having all

partners' activities recorded in the Plan. Andrew questioned whether the Plan should instead highlight a limited number of achievable targets.

Andrew highlighted some of the areas that had been reported to and discussed by the Management Committee. The way in which big developments are procured could provide an opportunity for the CPP. Changes coming from the Scottish Executive are likely to affect spending priorities. There had been reports and input from the voluntary sector and housing; Marlene Baillie of Strathclyde Police had made a presentation about campus policing and the meeting noted the pilot projects in Rothesay and Dunoon secondary schools and that positive gains were to be had from this. Community engagement was recognised as a theme for all partners and consideration of how partners fully represent community aspirations, including and engaging young people.

It was noted that the outcome of the spending review was expected in October 2007.

## **5. BIENNIAL CONFERENCE HELD ON FRIDAY, 15<sup>TH</sup> JUNE 2007**

Eileen Wilson provided a verbal update on the CPP Biennial Conference that was held on Friday 15 June 2007.

Eileen thanked everyone who attended the conference and who made it a worthwhile day. All the partners had been represented apart from the MoD. The conference was very well attended (over 100 delegates).

Eileen reported that the tone for the conference had been set by Kate Braithwaite, the Commission for Rural Community Development, Carnegie UK Trust, who presented a forward thinking, can do approach. There was input from the voluntary sector, from James Hilder, John Davidson and Pat Logan, who presented a picture of their future role being stronger and working with the CPP. In the afternoon there was dynamic debate with the Panel that included Kate Braithwaite, Andrew Campbell, Raymond Park, Strathclyde Police and CPP Management Committee Vice Chair, Fiona Ritchie, NHS Highland and Chair of Argyll and Bute CHP, Jim Mather, MSP, Jackie Baillie, MSP, and Councillor Dick Walsh. In particular, Eileen highlighted the good questions that had come from young people. All delegates were able to ask questions via the "brick wall" and a huge amount of information had been gathered this way. The relevant information from the "brick wall" will be distributed to specific partnerships that are dealing with particular issues.

Some information gathered at the conference will influence the Community Plan but these are minor changes.

The meeting recorded appreciation for Eileen and Grace Leitch and all those involved in making the conference a success and a showcase event. It was noted that the choice of speakers and layout had all been good and had worked well. The conference had endorsed the themes of the community plan.

In relation to the Community Plan, it was noted that James and Dick had engaged with the new administration at a public sector event with cabinet. The themes of greener and safer communities had been highlighted at this event and James and Dick agreed that the CPP should ensure that these are clearly identified and reflected in the Community Plan.

It was noted that Dick and James had attended a meeting, Agenda Planning for the Highlands and Islands, and agreed to lead on a joint paper from the Council and voluntary sector on the role of the third sector in the Highlands and Islands. This will be presented to the Highlands and Islands Convention in March 2008. It was noted that Kate Braithwaite has agreed to be involved in this process and is enthusiastic about her involvement.

## **6. COMMUNITY PLAN 2007 – 2017**

It was noted that the Community Plan was not quite ready for distribution due to commitments in the Communications team. It was agreed to refer the draft plan to the Management Committee for sign off.

## **7. CPP BUDGET 2006-07**

The CPP budget for 2006-07 was tabled for information.

## **8. PILOT SUSTAINABILITY SEMINAR**

Jennifer Swanson presented a proposal to hold a pilot sustainability seminar in Argyll and Bute, possibly in October 2007. The aim of the workshop/seminar would be to raise awareness and delivery of practical sustainable development solutions, perhaps focusing on one community for the pilot. If successful, the model could be used through the Highlands and Islands.

There was discussion about linking the workshop/ seminar to regeneration plans to tackle poverty. There were suggestions of possible case studies, key individuals to involve, and communities to work with.

It was agreed that Jennifer should progress this, with CPP partners inputting to the process by email, and report on progress to the Management Committee meeting on 8 August 2007.

## **9. CAMPBELTOWN - BALLYCASTLE FERRY**

Alison Debling presented a report seeking the ongoing support of the Argyll and Bute Community Planning Partnership for the reinstatement of the Campbeltown – Ballycastle Ferry service. It was noted that there had been a long campaign to try and improve the transport links between West Highlands and Northern Ireland. There was discussion about the history of the project and likely requirements for future funding. It was suggested that a strategic letter be sent and development work be undertaken by the Dalriada Development Group. It was suggested that the ferry could also take freight traffic and support the whisky sector in Islay. This would reduce heavy vehicles on the roads and reduce the long journey involved in taking whisky to bottling plants in Ireland.

It was noted that the infrastructure was in place for the ferry service and that there was an economic case that it would make a valuable contribution to the area. However, the tendering process would need to be handled well. Security concerns were raised by Strathclyde Police who advised that if the ferry went ahead they would want to put in place a unit in Campbeltown to address security.

The CPP agreed in principle to support a letter being sent to the Northern Ireland First Minister. Alison agreed to draft a letter for approval by the CPP chair.

## 10. EQUALITY IMPACT ASSESSMENT TOOLKIT

Jennifer presented a report on the development and circulation of the Council's Equality Impact Assessment toolkit that was available for other CPP partners to use. Those present agreed that the Equality Impact Assessment toolkit was useful and it was noted that it had been shared with NHS Highland.

It was noted that Communities Scotland had offered to host equality training for CPP partners and that this would include a session on using the Equality Impact Assessment toolkit. Partners were invited to let Jennifer know if they were interested in using the toolkit or attending such an event.

## 11. ARGYLL AND THE ISLANDS LOCAL ECONOMIC FORUM

Ken MacTaggart made a presentation to update partners on the work of the Argyll and the Islands Local Economic Forum. Ken outlined the strategy and objectives of the Forum and the work carried out to monitor new businesses. It was noted that there had been a slight decline in business innovation in Argyll and Bute compared with the rest of Scotland and that this would have to be examined in more detail. Ken illustrated the pattern of employment in Argyll and Bute and highlighted the area's reliance on tourism which resulted in seasonal employment. However, recently the figures show the lowest level of unemployment. Campbeltown and Islay showed the highest levels of unemployment.

Ken highlighted work to develop the digital economy and lobbying to provide broadband access to all communities. There has been a huge increase in take-up of broadband internet connection by businesses. The improvement in internet access by broadband has provided opportunities for call and contact centres to be established in Argyll and Bute. These are mostly of the helpdesk variety which provides better job satisfaction than other types of call or contact centre. There has been considerable growth in this sector in the Highlands and Islands. Businesses wanting to expand had recorded recruitment issues including child care and travel to work.

There was discussion about the need for a programme to address recruitment issues, particularly in relation to transport and child care. It was noted that the local enterprise company was in discussion about trying to resolve this. There was discussion about possible solutions that could be found by local businesses working together. Recruitment programmes have been run to support businesses such as Contact 4. It was suggested that action could be taken through the Area Strategy.

Ken's PowerPoint presentation will be circulated to CPP partners.

It was agreed that this part of the meeting programme could be used in future to identify and find solutions to similar issues.

## 12. COMMUNITY PLANNING ISSUES

The Chair noted that this was the last time that this reporting format would be followed for this Agenda Item.

### (a) Update on CPP priorities

#### Health and Wellbeing Group

Ann Campbell spoke to the meeting on the activities of the Health and Wellbeing Group, copies having previously been circulated. The update was noted.

#### Argyll and the Islands Local Economic Forum

The report from the April 2007 meeting on the activities of the Argyll and the Islands Local Economic Forum was noted.

#### Dunbartonshire Economic Forum

David McGregor presented the report on the activities of the Dunbartonshire Economic Forum which had been previously circulated, and this was noted.

**Strategic Housing and Communities Forum**

David Dowie spoke to the meeting regarding the report on the activities of the Strategic Housing and Communities Forum which had been previously circulated, and this was noted. The requirement for a local housing strategy and development of a strategic housing investment plan were highlighted. The Chair noted that these issues will be discussed further at other meetings.

**Bute and Cowal Local Community Planning Pilot**

The report on the activities of the Bute and Cowal Local Community Planning Pilot was noted. With regard to the request for funding in the report, Andrew Campbell advised that the CPP was not the appropriate body to fund this but that advice had been given regarding other sources to approach. Eileen Wilson highlighted other aspects of work planned for the future.

**(b) INITIATIVE AT THE EDGE**

Andrew Campbell spoke about the report previously circulated regarding Initiative at the Edge on the activities of the Development Officers for the islands of Coll and Jura. This was noted.

**13. FUTURE PARTNERSHIP REPORTING TO MANAGEMENT COMMITTEE**

Eileen explained that in future she would contact all partnerships inviting them to report back on the Community Plan Action Plan. This would replace the reporting mechanism through the Theme Groups.

**14. ADDITIONAL ITEM - RESEARCH INTO FINANCIAL etc**

Brian Barker spoke about a report that had just been published by the Scottish Council Foundation, entitled *Financial Inclusion and Capability in Rural Scotland*. The key aim of the study was to improve understanding of consumer experiences with financial services, products and information/advice in diverse rural communities, including Islay.

It was noted that the report was available on the website: [www.ScottishCouncilFoundation.org](http://www.ScottishCouncilFoundation.org) and that copies would be circulated to CPP partners.

**15. DATE OF NEXT MEETING**

The next Partnership meeting will be held on Friday, 9 November 2007 followed by a seminar on Funding.

**HEALTH IMPROVEMENT SEMINAR ON ALCOHOL**

A Health Improvement Seminar on Alcohol was held immediately following this meeting. Invitations had been extended to all Partners.

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**ARGYLL AND BUTE COUNCIL      COMMUNITY PLANNING PARTNERSHIP**

**CHIEF EXECUTIVE'S**

**9 NOVEMBER 2007**

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**PILOT SUSTAINABILITY WORKSHOPS**

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**1.      SUMMARY**

At the meeting on 6 July 2007, the CPP (Community Planning Partnership) agreed to pursue a pilot sustainability workshop working with HIE (Highlands and Islands Enterprise) and UHI. This report outlines the discussions and development of this to date and summarises future plans.

**2.      PROPOSED SUSTAINABILITY WORKSHOP**

As Bute and Cowal had been the local community planning pilot area, the proposed sustainability workshop offered an opportunity to progress local community planning. Meetings between UHI, HIE, AIE and CPP partners took place following the last full Partnership meeting to discuss how to take forward the proposed sustainability workshop.

A programme has now been designed and agreed in principle. This programme will take forward the work of the seminar in Strachur last December and begin a sustainable process for local community planning. A draft programme for the two planned events in Bute and Cowal is shown on the following page.

**3.      ROLE OF COMMUNITY PLANNING PARTNERS**

In order to sustain a level of local community planning across Argyll and Bute, we now seek the commitment of all CPP partners to engage in this process. It is proposed that a facilitator training session will be held in the new year. Partners will be asked to nominate personnel for this training who will then be able to facilitate at future local community planning workshops. As well as this being a commitment to community planning the training will develop individual skills which will benefit their organisation.

**4.      RECOMMENDATIONS**

That the Partnership agree to support this programme and approach as a potential solution to the challenges of facilitating community planning at a local level and in a sustainable way.

**DRAFT PROGRAMME FOR  
BUTE AND COWAL SUSTAINABLE COMMUNITIES WORKSHOPS**  
Proposed dates: Fridays 29 February and 7 March 2008

- 9.30**            **Registration**
- 10.00**           **Introductions, feedback from Strachur  
agenda for the day**
- 10.15**           **Agree outcomes**  
10 min briefing to help participants agree a shared working  
understanding of sustainable development to use in workshop  
Discussion
- 10.35**           **Getting change into perspective**  
Thinking back to 15 years ago
- 11.00**           **Thinking about the future in a sustainable way**
- 11.10**           **Break into groups**  
a) analyse what is going on already  
b) think about what we want to have happened 15 years from  
now  
a) gap analysis, then priorities and plan
- 12.00**           **Thinking about Argyll and Bute as a whole**  
Complete inventory of what is going on now  
Groups report back and consolidate inventory  
Start but not finish vision for 15 years on
- 12.45**           **Lunch**
- 1.45**            **Complete vision**  
Groups report back and consolidate vision  
Start but not finish gap analysis, priorities for action
- 2.30**            **Complete gap analysis, priorities for action**  
End with reflection on outcomes for workshop and on process  
Capture and feed back 'learning points' from the day
- 3.30**            **Sum up**
- 3.40**            **Close**

**Further details:**

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**MINUTES of MEETING of COMMUNITY PLANNING MANAGEMENT COMMITTEE  
held in the Board Room, HIE Argyll and the Islands, Kilmory, LOCHGILPHEAD  
on Wednesday, 8<sup>th</sup> 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 13<sup>th</sup> 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 6<sup>TH</sup> JULY 2007**

The Minutes of the Partnership meeting held on 6<sup>th</sup> 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](http://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, 25<sup>th</sup> or Friday, 26<sup>th</sup> October 2007, the most suitable date for Sarah Parkin to be confirmed. Jennifer had also circulated to partners, by email dated 7<sup>th</sup> 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 17<sup>th</sup> 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 22<sup>nd</sup> 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 17<sup>th</sup> 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 9<sup>th</sup> 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, 3<sup>rd</sup> 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.

**MINUTES of MEETING of COMMUNITY PLANNING MANAGEMENT COMMITTEE  
held in the Board Room, Strathclyde Fire and Rescue Station, Soroba Road,  
OBAN on Wednesday, 3<sup>rd</sup> October 2007**

**Present:** Superintendent Raymond Park, Strathclyde Police (Chair)  
Eileen Wilson, Argyll and Bute Community Planning Partnership  
Geoff Calvert, Strathclyde Fire and Rescue  
Dave Cowley, Strathclyde Fire and Rescue  
John Walls, Strathclyde Passenger Transport  
Fiona Ritchie, NHS Highland  
Elaine Garman, NHS Highland  
Gordon Anderson, Strathclyde Police (Local Authority Liaison Officer)  
Pat Logan, Argyll and Bute Volunteer Centre  
Roanna Taylor, Argyll and Bute Young Scot / Dialogue Youth  
David McBride, DRIVESafe  
Sue Gledhill, HIE Argyll and the Islands  
David Price, Argyll CVS  
Malcolm MacFadyen, Argyll and Bute Council  
Bill Dundas, Scottish Government Rural Payments and Inspections  
Directorate  
Janet Crook, Communities Scotland  
Jane Fowler, Argyll and Bute Council

**In attendance:**

Jennifer Swanson, Argyll and Bute Council  
Stephen Colligan, Argyll and Bute Council

**Apologies:**

Kevin O'Hare, Scottish Water  
James McLellan, Argyll and Bute Council  
Andy Law, Argyll and Bute Council  
John Davidson, Islay and Jura CVS  
Mary-Anne Stewart, Argyll CVS  
Alan Murray, Strathclyde Passenger Transport  
Brian Barker, Argyll and Bute Council  
Andrew Campbell, SNH  
Julian Hankinson, Association of Community Councils in Argyll and Bute  
David Dowie, Communities Scotland  
Aileen Edwards, Scottish Enterprise Dunbartonshire

ITEM	DETAIL	ACTION
1	<p><b>WELCOME</b></p> <p>Raymond Park welcomed everyone to the meeting and thanked the Fire Service for its support as host. In taking over as Chair from Andrew Campbell, Raymond Park thanked Andrew for doing a wonderful job and for his contribution to keep the Community Planning Partnership running.</p>	

	<p>It was noted that Julian Hankinson had stood down from the Management Committee and the Chair thanked Julian for the good work he has done and wished him well in the future.</p> <p>An addition to the agenda – “Cut it Out” presentation from the Fire Service – was noted and it was agreed that this would be conducted over lunch.</p>	
2	<p><b>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 8<sup>TH</sup> AUGUST 2007</b></p> <p>The Minutes of the meeting of 8th August 2007 were accepted as an accurate record with the following amendment:</p> <p>Item 3b, paragraph 5: It was noted that Cal Mac is working with the national entitlement card to offer young people discounts but is not working with Young Scot to offer discount schemes.</p> <p>Item 2: It was noted that Eileen Wilson had replied to John Davidson’s points.</p> <p>Item 3b: It was noted that Alan McDougall would make a presentation at a later date when the project was at a suitable stage.</p> <p>Item 4: It was noted that Douglas Cowan had not replied as yet but was interested in participating.</p> <p>Item 6b: It was noted that the Pilot Sustainability Workshop would be held in February 2008 to allow further time for development and identification of a suitable pilot area.</p> <p>Item 10c: It was noted that Andrew Campbell was writing to Peter Minshall.</p>	<p>Eileen Wilson to invite</p> <p>Eileen to follow up</p>
3	<p><b>MATTERS ARISING</b></p> <p>Matters arising from the previous meeting were included on the agenda.</p>	

<p>3 (a)</p> <p>(b)</p>	<p><b>SCOTTISH OFFICE MINISTER'S VISIT TO ISLAY ON 22<sup>ND</sup> AUGUST</b></p> <p>Eileen Wilson reported that Mike Russell, Environment Minister, had visited Islay. It was noted that the visits had gone well and had involved stakeholders from farming, environment, and health. Details of the Questions and Answer sessions could be found on the website: <a href="http://www.scotland.gov.uk/Topics/Rural/QandA-evenings">http://www.scotland.gov.uk/Topics/Rural/QandA-evenings</a> Bill Dundas reported that Minister learned a lot from his visit and discussions with people on Islay, in particular in relation to culture and natural heritage. It was noted that the Healthy Living Centre has received letters of support from the Minister and Jim Mather as result of the visit and that these would be used to help support their lottery bid. It was acknowledged that the visit was helped by the fact that the CPP had organised events which resulted in the involvement of a broad range of people.</p> <p><b>DRIVEsafe</b></p> <p>David McBride, DRIVESafe in Argyll and Bute Co-ordinator, distributed a presentation to the management committee and highlighted aspects of the DRIVESafe campaign. He outlined the original scope of the campaign about driving safely for work, not just general safe driving. He highlighted that the message needs to concentrate more on managing occupational road risk. Most CPP partners' employees drive for work and therefore it is important that the DRIVESafe initiative signposts the range of resources available to improve safe driving.</p> <p>A range of actions were highlighted in the presentation.</p> <p>Clarity was sought on two of the abbreviations:  RoSPA – Royal Society for the Prevention of Accidents  BRAKE – a charitable organisation that runs a road safety campaign</p> <p>It was noted that the proposed legislation concerns employees whether they drive for their job or not.</p> <p>It was reported that Council vehicles can be tracked to check how they are being driven, eg school buses, and that consideration is being given to applying this to pool cars. Management reports can then identify problem areas.</p> <p>With regard to the DRIVESafe campaign, liaison with partners is at an early stage and it would be helpful to have more than one contact per organisation. Payslip message had gone out</p>	
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	<p>to all Council employees to raise awareness and this has resulted in identifying contacts in different services.</p> <p>Eileen asked that the e-bulletin be sent to all CPP partners and that partners then send it out to all their employees.</p> <p>With regard to Risk Assessment arrangements it was agreed that David McBride would investigate whether this could include DRIVESafe. David asked partners to pass on information to Human Resources contacts in their organisations.</p> <p>In response to a question regarding analysis of statistics around road traffic incidents, particularly given recent number of road accidents and fatalities, it was noted that a form will be sent with the quarterly e-bulletin to gather information. Concern was raised that information would take time to gather and that more information was required sooner. It was noted that many accidents involve visitors to area rather than CPP employees and that speed is a factor.</p> <p>David McBride highlighted the need to raise awareness among employees that they must report all incidents and accidents. It was suggested that a West of Scotland quarterly report of prominent crash sites would be useful.</p> <p>It was agreed that DRIVESafe needs to link in and collaborate with all other safety initiatives and campaigns.</p> <p>It was noted that Young Scot / Dialogue Youth had been working with DRIVESafe to develop a website for young people and that they will work with the DRIVESafe Co-ordinator to develop this further, using the e-bulletin, etc.</p>	
<p>4</p>	<p><b>PARTNERSHIP ISSUES</b></p> <p>Eileen Wilson highlighted the changes to the CPP theme groups and outlined proposed changes to the reporting mechanisms for theme groups. It was noted that there is now only one theme group left: Health and Wellbeing. Eileen presented a proposal to allow members of the management committee to report on items of particular interest and relevance, rather than circulating minutes of group meetings to the management committee.</p> <p>A paper was circulated showing a table of feedback from partners on the action plan. Partners were invited to report on action they were taking to help achieve CPP objectives and will now be asked how they measure these actions. This will help to demonstrate the quality of partners' output and for this</p>	

	<p>to be recognised. Qualitative anecdotal evidence would be useful, not only statistics.</p> <p>It was suggested that Community Safety forums do not feature highly enough in the action plan. Partners need to discuss with members of their relevant forums and put information into the action plan. This is a new reporting process and will take time for partners to adopt. The action plan update will be reported to every management committee meeting.</p> <p>The action plan will change and develop over time to ensure that actions are added as necessary, or deleted as necessary so that the action plan reflects the work of the CPP.</p> <p>It was noted that the changes in the Scottish Government have meant changes to the CPP. The structure of the CPP and commitment of partners needs to be looked at to respond to this. Partners will therefore be asked to specify their commitment and their contribution, whether financial or the work that they undertake, to raise the profile of the main partnership.</p> <p>The action plan report is a way of capturing information about the work that is being undertaken by CPP partners.</p> <p>There was discussion about the aspirational nature of the plan and the need for SMART targets. It was noted that the outcomes are aspirational because other organisations have SMART objectives and these relate to the action plan. However, if actions are not achievable they should not be included.</p> <p>Work in progress needs to be reported for the action plan, not just completed actions.</p> <p>It was reported that the Housing and Communities Forum was working with Registered Social Landlords and is granting £400k to help secure an overall funding package worth 10 times this amount. Malcolm Macfadyen agreed to publicise this in due course as a good news story.</p>	<p>Malcolm Macfadyen to publicise</p>
<p>5</p>	<p><b>PUBLIC SECTOR REFORM</b></p> <p>In Brian's absence, Eileen introduced a report following the announcement on 26 September about changes to the structure of Local Enterprise Companies and Visit Scotland. It was noted that changes had already begun in that Careers Scotland were already in the process of moving away from Scottish Enterprise to Highlands and Islands Enterprise (HIE).</p>	

	<p>There had also been changes from Chief Executive of Argyll and the Islands Enterprise (AIE) to Area Director HIE AIE.</p> <p>It was noted that Local Enterprise Companies were waiting for further detail about how closely they would be working with local authorities. It was noted that by the end of October HIE will publish a new economic strategy for smart successful Highlands and it was expected that this would include closer working with partners in future.</p> <p>Concern was raised about the lack of co-terminosity in the proposals as the new structure divided Argyll and Bute between two regional boards.</p> <p>It was noted that local authorities had been advised that they will deliver Business Gateway in both sections of Argyll and Bute. It was noted that the 6 enterprise areas mirrored the transport planning and tourism areas. Concern was raised about the lack of consultation before the proposals were made. Local authorities should have been represented on the strategic forum.</p> <p>It was agreed that a general statement of principle about keeping Argyll and Bute as one area would be made to the Scottish Government. A draft will be circulated to the management committee.</p> <p>Aileen Edwards had reported that Scottish Enterprise Dunbartonshire will scope out group structures and bring community planning partnerships together to discuss the future.</p> <p>Bill Dundas gave an update on aligning services across Scottish Natural Heritage, SEPA, the Forestry Commission and the Crofters Commission. On a recent visit to Arran, Mike Russell MSP had announced informally that these organisations will be merged but there has been no official notification as yet.</p>	Eileen Wilson
6	<p><b>ASSET MANAGEMENT</b></p> <p>(a) <b>ASSET MANAGEMENT STRATEGY HUB</b></p> <p>Nick Allen's paper was noted. Eileen asked for any questions to be routed through her.</p> <p>(b) <b>WATERFRONT REGENERATION</b></p> <p>In Brian's absence, Jane Fowler introduced a paper on Waterfront Regeneration. It was noted that a prioritisation</p>	

	<p>exercise was required to carry out this regeneration. A land use planning scoring exercise was used for initial prioritisation but no decision had been made as yet. External advisers are to be appointed to give an objective assessment covering investment opportunities among other factors. The Waterfront Regeneration proposals are a strategic investment for Argyll and Bute being led by the Council.</p> <p>The report was noted.</p>	
7	<p><b>CITIZENS' PANEL</b></p> <p>Eileen presented a report and highlighted that the IBP contract would be coming to an end and that this provided an opportunity to consider alternative future arrangements.</p> <p>It was noted that there are skills within Argyll and Bute to undertake this work and that tenders should be open to organisations within the area.</p> <p>There was discussion about the requirement for a Citizens Panel and its uses. It was noted that there is a need for consultation at ground level to gain views from communities. All CPP partners put questions to the Panel twice a year. The Panel is often used for an initial response before further research is undertaken. Alternative methods of gathering this information and alternative sources were discussed. The Panel needs to be representative and needs to be refreshed.</p> <p>It was agreed that the tender detail could be broadened to invite suggestions for how to operate consultation, perhaps including alternatives to a citizens panel.</p> <p>There was discussion comparing the use of the Citizens Panel with Community Councils. It was noted that consultation is a dynamic process and there are no perfect consultees.</p> <p>It was agreed that partners would be invited to identify what they want from a Citizens Panel or similar arrangement and to give suggestions for organisations that could undertake this work and then a shortlist drawn up and them invited to tender. Area Development Groups and all elected members should be involved in this exercise.</p> <p>Part of the tender would include reporting back to the Citizens Panel to keep consultees informed and to report findings to the wider public.</p>	<p>Eileen Wilson</p> <p>Eileen Wilson to write to partners</p>

8	<p><b>FUNDING</b></p> <p>(a) <b>EUROPEAN FUNDING FOR COMMUNITY PLANNING PARTNERSHIP PROJECTS</b></p> <p>Jane Fowler presented her report and outlined a new approach to structural funds from the European Commission to areas that are performing poorly in terms of economic development.</p> <p>It was noted that Annex A, referred to in the report, would be circulated following the meeting.</p> <p>It was noted that the Highlands and Islands region has received European funding since 1994 and the new programme is for £110million for the Highlands and Islands over 10 years. A range of projects previously supported were highlighted. These included large projects and smaller community projects and funds were divided into ERDF capital funding and ESF training funds.</p> <p>The new funding programme gives community planning partnerships responsibility for developing a plan for their area. The Scottish Government is seeking a costed plan of actions for 2 parts of structural funds – capital funding for sustainability of remote communities, eg buildings for business, community halls, training, childcare, renewable energy; and a social fund to help with increasing the workforce, training: including vocational, helping people into work, childcare, etc.</p> <p>It was noted that Argyll and Bute partners would need to work closely to put the plan together. It was agreed to identify a sub-group of partners to put costed proposals to the Scottish Government. A series of meetings with CPPs is planned as there is no guidance as yet.</p> <p>It was noted that proposals need to be submitted by early spring 2008. Due to the short time-scale, and the need for the proposals to fit with the CPP's current objectives, it was suggested that partners use plans that are already available. Funding could be used to do more or do more of what is currently being done.</p> <p>It was noted that, in developing the proposals, match funding would be required and partners would need to identify any external funding required, and work with the funding hub. This will be put to the full CPP.</p>	

	<p>There was discussion about getting a joint view from all the Highlands and Islands areas to present the best projects, rather than competing with other areas. It was noted that this is only one component of the European funding and that other components will operate across the whole of Highlands and Islands. The aim of the funding is for local integration of CPP objectives with projects and it will be up to the CPP to decide whether to focus on fragile areas or another aspect.</p> <p>It was agreed to support the proposal and identify members of the sub-group. To do this, Jane will target representatives from HIE AIE, housing associations, and community representation. The sub-group will draw in others as required.</p> <p><b>(b) APPOINTMENT OF FUNDING HUB CHAIR</b></p> <p>In Arlene's absence, Eileen introduced a report regarding appointment of the Funding Hub Chair and seeking a nomination from the CPP. It was noted that Andrew Campbell, SNH, had been approached and would be happy to take on the role. The appointment was agreed. Proposed by Raymond Park and seconded by Geoff Calvert.</p> <p><b>(c) FUNDING HUB PROJECTS FOR NOTING</b></p> <p>A report from Arlene Cullum was noted. Eileen advised that this would be a regular report to the Management Committee and that Arlene could be contacted directly regarding this.</p> <p>It was noted that nominations were sought from the Management Committee for different roles and representation, eg ABADAT: Alcohol and Drug Action team – Raymond Park to chair.</p> <p>These groups will report back to the Management Committee through their nominated representatives.</p>	<p>Jane Fowler</p> <p>Eileen Wilson to advise Funding Hub</p>
9	<p><b>ANY OTHER COMPETENT BUSINESS</b></p> <p>Eileen circulated a report from Dave Duthie, HITRANS, requesting full membership of the CPP. It was agreed that this was a positive step forward.</p> <p>Strathclyde Passenger Transport - for info – seminar on 12 October in the Teacher Building from 12 noon – 4 pm. Topic: freight, walking and cycling and smarter choices. All welcome to attend.</p> <p>Argyll and Bute Volunteer Centre and Argyll CVS: AGM will be</p>	

	<p>held on 16 November – consultation and community event – will keep partners informed.</p> <p>David Price, Argyll CVS, reminded partners that the website <a href="http://www.argyllcommunities.org">www.argyllcommunities.org</a> could be used by all organisations as a means of communicating to communities. Partners were invited to use this. It was noted that there was a link from the CPP website.</p> <p>Raymond Park thanked all for attending.</p>	
10	<p><b>DATE OF NEXT MEETING: 28 NOVEMBER 2007</b></p> <p>It was noted that the next meeting would be held on Friday 28 November 2007. Bill Dundas of Scottish Government Rural Payments and Inspections Directorate offered to host the next meeting and it was agreed that this be held at Cameron House, Albany Street, OBAN.</p>	

At the close of the meeting there was a presentation by the Fire and Rescue Service about their schools programme “Cut it Out”. This programme is used with secondary 5<sup>th</sup> and 6<sup>th</sup> year students in the Strathclyde area to improve safety as young drivers and passengers.

The Funding Hub meeting followed this.

**From:** Aileen Edwards [aileen.edwards@scotent.co.uk]  
**Sent:** 31 October 2007 10:35  
**To:** \*SED Managers; Rhona Hayton; Crawford McGhie/TechnicalServices/EDC; kevin.neeson@west-dunbarton.gov.uk; phil@westdp.co.uk; Barker, Brian; Valerie Stewart/ChiefExecutives/EDC; gordon.watson@lochlomond-trossachs.org; bill.pritchard@eastdunbarton.gov.uk; Alma.MacLean@jobcentreplus.gsi.gov.uk; Williams, Kevin; gpaterson@clydebank.ac.uk; brianlister@cumbernauld.ac.uk; Gillian Scholes; Wilson, Eileen; Drummond.Stewart@eastdunbarton.gov.uk  
**Subject:** Dunbartonshire Economic Audit 2007

Dear All

Please find attached a link to the recently refreshed Dunbartonshire Economic Audit. Many thanks to those of you who contributed to its development and participated in the discussion on 18th Sept at SE Dunbartonshire.

Aileen

[http://www.scottish-enterprise.com/publications/se\\_dunbartonshire\\_final\\_report\\_experian.pdf](http://www.scottish-enterprise.com/publications/se_dunbartonshire_final_report_experian.pdf)

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**Report on the September 2007 meeting of the Argyll and the Islands  
Local Economic Forum to Argyll & Bute Community  
Planning Partnership**

**Economic Update** – given by Ken McTaggart

**Business Starts** The normal pattern for starts is a peak in Spring tailing off later in the year. Last update had shown a downturn for Argyll when the general trend was up. Ken had been asked by the LEF to look at this in more detail. The data is collected from the 4 main Scottish banks records of new business accounts and may show only part of the picture however when plotted against other regions the general trend in Argyll remained down with 440 new businesses formed in Q1 2005 down to 350 in Q1 2007.

**Ways in which this issue could be taken forward**

- A number of partners could jointly commission research into the factors underpinning this data.
- More discussions could be held with the 4 banks and with PSYBT to look at the position locally. High levels of public sector employment and the attraction of final salary pension schemes may be a factor. Is increased business confidence locally leading to more firms taking on staff rather than them seeking to set up their own businesses?

**Unemployment** The normal trend is for a peak in Winter and sharp fall in Summer to reflect seasonal employment. Argyll and the Islands figure currently at a historic low of 840 people Long term unemployed shows a downward trend. Overall the % position in main towns is as follows:-

Area	2006	2007
Dunoon and Rothesay	3.8%	3.1%
Campbeltown	3.1%	2.7%
Lochgilphead	2.3%	1.9%
Oban	1.7%	1.9%

**Population Growth Presentation** -given by Douglas Cowan Head of Population Growth HIE Argyll and the Islands

The HIE Network's target is to grow the population of the Highlands and Islands to 500,000 by 2025 which represents 20% over a twenty year period.

In recent years much of the growth has come from migrant workers but there is no mechanism to track their numbers as they need to register the first time they seek employment but not when they move to another area.

An increasingly ageing population creates issues on sustainable economic development but in looking at the Argyll population profile there are significant difficulties in assessing statistics for the LEF as there are a number of different boundaries covered by many of the figures.

What is certain is that there is a much older profile in the area. Argyll would need 19,000 more young people if it was to have the same age profile as the rest of Scotland and only in the 50+ group does the profile reflect the national average.

Research is currently being commissioned by HIE on the attitudes of young people to remaining or returning to the Highlands and Islands Housing and transport were highlighted as problems but it was felt that an analysis of the issues in an Argyll context would be valuable.

**Action suggested to take this issue forward**

- Douglas Cowan is willing to advise any group formed by the LEF or CPP who wish to take this work forward. Similar work has already been done in some areas such as Shetland and the Western Isles.

**Argyll and Bute Local Social Economy Partnership (ABLSEP)**

Alan Milstead presented the background to the ABLSEP plan. Formal adoption by the CPP will now be required.

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

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**Future arrangements for the Citizens' Panel**

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**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.

For further information contact

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Email: [eileen.wilson@argyll-bute.gov.uk](mailto:eileen.wilson@argyll-bute.gov.uk)

**It was agreed at the Management Committee Meeting (03/10/07) that the contract would be put out for tender. Anyone considering tendering for the contract should be aware of the following requirements -**

- Surveys are carried out twice a year. This requires **time, capacity and resources**. (Even managing consultants who actually implement the surveys takes time.)
- **Research skills** to design questions and questionnaires. Themes to be surveyed need to be collated in advance of the survey period. Whoever manages the questionnaire needs to liaise with partners who have proposed themes for the surveys throughout the questionnaire process. Although question and questionnaire design can be done in negotiation with consultants a good understanding of the principles of both is necessary.
- **Sampling skills**: the panel members have to be recruited and selected in such a way that the panel is representative of the demographic and geographical make-up of Argyll and Bute's population. Failure to do this will mean that the panel is not statistically representative. The panel needs to be refreshed at regular intervals.
- **Data processing, analysis and dissemination**: questionnaire responses have to be entered into appropriate software and analysed. IBP -- the current consultants -- use specialist survey software and scanning equipment for data entry. Without these software and hardware resources, all responses would have to be manually entered into an appropriate spreadsheet or database. In turn, these have to be set up in an appropriate way to enable data to be stored and analysed effectively. Responses have to be analysed and presented appropriately. (I don't think that Excel is particularly effective for analysis. Software such as SNAP or SPSS are much more suitable for this kind of work. Excel is, however, fine for producing charts etc.)
- **Administration**: the database of panel members has to be maintained and updated. This is not just to keep track of panel membership, but also to keep track of who has responded to the questionnaires and to whom follow-up letters should be sent. There are other administrative tasks that have to be managed: organising proofing and printing of questionnaires; getting relevant approvals and signatures for the questionnaires and letters before they go out; organising reply-paid envelopes.

The current contract also includes the possibility of using IBP to run focus groups. This requires particular **skills in leading, moderating and facilitating discussion, as well as qualitative data analysis (content analysis)**.

The Panel can only be managed effectively by one of the CPP partners in-house if they have the resources to do all the above. Otherwise, the surveys should be contracted out to consultants, with management responsibilities resting with one of the partners.

**In summary**: any organisation, whether it be a consultancy or a partner, implementing the Citizens' Panel surveys needs:

- Skills in quantitative research methods
- Skills in qualitative research methods
- Administrative skills
- Access to appropriate software and hardware
- Adequate capacity and resources (including time) to implement the surveys.

If any of the CPP partners were to take on responsibility for the panel in-house, the other partners would need to be extremely confident that all the requirements set out above could be met.

Dr Chris Carr  
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Tel: 01546 60 4260

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15 October 2007

**James McLellan**  
Chief Executive  
Argyll & Bute Council  
Kilmory  
Lochgilphead  
PA31 8RT



**Ron Culley**  
Chief Executive

Dear James

### Community Planning

As you are aware, Strathclyde Partnership for Transport are working hard to ensure that we continue to evolve and improve our strong relationships with your local authority in order that we better understand the needs and priorities of your area.

Some time ago I wrote to you as a consequence of my decision to allocate one of our most senior staff to your authority whose task was to act in an ambassadorial role, to expedite issues of a transport nature which you would like to see tackled and to improve communication between our organisations. In the case of your own authority, our representative is Gordon MacLennan, Assistant Chief Executive (Customer Services).

Following our appointment of a Community Planning Manager some months ago, I am now most anxious that our senior members of staff also actively participates in your community planning arrangements at an authority level should you take the view that this might be helpful.

Whilst I am aware that transport *per se* might not regularly feature on your Community Planning agenda, it is nevertheless the case that Community Planning frequently deals with issues which have a bearing on the transport agenda and I can see great value in this arrangement taking place.

My purpose in writing therefore, is to invite you to consider the extent to which our representative might attend appropriate Community Planning Meetings in your authority.

When next Gordon MacLennan meets with your Head of Roads and Transport, they will wish to raise this issue and you may wish to brief your colleague on the wisdom of this arrangement in your authority and, should you deem it useful, how most effectively they might engage in this process.

With my best personal wishes,

Yours sincerely



**Ron Culley**  
**Chief Executive**

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cc: Allan Murray

Enc: SPT Transport Senior Staff

	AMBASSADOR			AMBASSADOR
<b>Argyle &amp; Bute</b>	Gordon MacLennan, Assistant Chief Executive (Customer Services)		<b>East Dunbartonshire</b>	Rodney Mortimer, Director of Policy and Strategy
<b>East Ayrshire</b>	Alan Murray, Senior Community Planning Officer		<b>East Renfrewshire</b>	Valerie Davidson, Assistant Chief Executive (Business Support)
<b>Inverclyde</b>	David Wallace, Director of Subway Operations		<b>Glasgow</b>	Ron Culley, Chief Executive
<b>North Ayrshire</b>	Neil Wylie, Director of Finance		<b>Renfrewshire</b>	John Halliday, Assistant Chief Executive (Transport & Strategy)
<b>North Lanarkshire</b>	Gordon MacLennan, Assistant Chief Executive (Customer Services)		<b>South Lanarkshire</b>	Bob Wylie, Director of Communications
<b>South Ayrshire</b>	Grant Brown, Director of Human Resources and Organisational Development		<b>West Dunbartonshire</b>	Charles Hoskins, Director of Major Projects

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**CPP 2008 Meeting Schedule**Full partnership meetings

Briefing - tbc

Meeting 14<sup>th</sup> March – Council Chambers (booked 2/11/07)

Briefing - tbc

Meeting 4<sup>th</sup> July – Council Chambers (booked 31/10/07)

Briefing - tbc

Meeting 7<sup>th</sup> November – Council Chambers (booked 01/11/07)

Management Committee

Briefing 23<sup>rd</sup> January

Meeting 6<sup>th</sup> February

Briefing 5<sup>th</sup> March

Meeting 19<sup>th</sup> March – AIE (Booked 31 October 2007)

Briefing 30<sup>th</sup> April

Meeting 14<sup>th</sup> May – Council Chambers (booked 31/10/07)

Briefing 25<sup>th</sup> June

Meeting 9<sup>th</sup> July – Council Chambers (booked 31/10/07)

Briefing 15<sup>th</sup> October

Meeting 29<sup>th</sup> October – Council Chambers (booked 01/11/07)

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