

**Argyll and Bute Council**  
Comhairle Earra Ghaidheal agus Bhoid

Customer Services  
Executive Director: Douglas Hendry

argyll and bute  
**communityplanning**partnership



Scotcourt House, 45 West Princes Street,  
HELENSBURGH G84 7DE  
e.mail [-Belinda.ruthven@argyll-bute.gov.uk](mailto:Belinda.ruthven@argyll-bute.gov.uk)  
Tel: 01436 658825  
Fax: 01436 658821

15 March 2012

## NOTICE OF MEETING

A meeting of the **HELENSBURGH AND LOMOND AREA COMMUNITY PLANNING GROUP** will be held in the **VICTORIA HALLS, HELENSBURGH** on **TUESDAY, 20 MARCH 2012** at **2:00 PM**, which you are requested to attend.

Douglas Hendry  
Executive Director - Customer Services

## BUSINESS

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTE OF MEETING 17 JANUARY 2012**
4. **LOCAL POLICING POLICIES AND RESTRUCTURING UPDATE - STRATHCLYDE POLICE - INSPECTOR PAUL ROBERTSON**
5. **MARITIME CHANGE PROGRAMME UPDATE - ARGYLL AND BUTE COUNCIL GOVERNANCE AND LAW - CHARLES REPPKE**
6. **BETTER COMMUNITY ENGAGEMENT UPDATE - ARGYLL AND BUTE COUNCIL, COMMUNITY SERVICES - MOREVAIN MARTIN**
7. **HOME FIRE SAFETY VISITS - STRATHCLYDE FIRE AND RESCUE**
8. **RESHAPING CARE FOR OLDER PEOPLE (RCOP) - THIRD SECTOR - EVA LOVELL,**

- 9. ARGYLL COMMUNITY HOUSING ASSOCIATION (ACHA) - ALASTAIR MACGREGOR**
- 10. HELENSBURGH CHORD UPDATE - HELEN FORD**
- 11. OUTCOME OF THE SELF ASSESSMENT - ARGYLL AND BUTE COUNCIL, IMPROVEMENT AND HR - JANE FOWLER(Pages 1 - 6)**
- 12. UPDATES FROM THEMATIC GROUPS - (FOR NOTING)**
  - (a) Environment (Pages 7 - 8)
  - (b) Economy (Pages 9 - 10)
  - (c) Social Affairs (Pages 11 - 12)
  - (d) Third Sector (Pages 13 - 14)
- 13. DATES FOR MAY MEETINGS - ARGYLL AND BUTE COUNCIL, GOVERNANCE AND LAW**
- 14. PARTNER UPDATES**

## **HELENSBURGH AND LOMOND AREA COMMUNITY PLANNING GROUP**

Contact: Belinda Ruthven, Area Governance Assistant Tel 01436 658825

---

**Argyll and Bute Community Planning Partnership**
**Helensburgh and Lomond LACPG**
**Date: 20<sup>th</sup> March 2012**

argyll and bute

communityplanningpartnership




---

**Title: CPP Self Assessment**


---

**1. SUMMARY**

- 1.1. The community planning partnership is committed to involving local communities in the review and development of the community planning partnership. Information gathered from the self assessment which took place between March and June 2011 has now been collated. This paper outlines some of the actions that have now been taken.
- 1.2. The key recommendations for local community planning were that local structures should be reviewed and alternative models for achieving partner and community involvement in community planning be explored.
- 1.3. The Council currently supports community planning at local, thematic and strategic level. As a result of the findings of the self assessment the council has now implemented changes in how that support is managed and coordinated.
- 1.4. The roles and responsibilities of those participating across the Community Planning framework were also identified as needing to be clarified.

**2. RECOMMENDATIONS**

- 2.1. That Local Area Community Planning Groups consider the attached table in relation to their area.

**3. DETAIL**

- 3.1. The draft recommendations from the self assessment were discussed at strategic and local community planning levels during the August 2011 and September 2011 rounds of local and thematic meetings.
- 3.2. This enabled each Local Area Community Planning Group to discuss the issues that affected them and recommend actions specific to their LACPG.
- 3.3. The results of those discussions were reported back to Strategic Community Planning in October 2011 and it was agreed that each LACPG could move forward and make the changes required to become more effective local community planning fora.
- 3.4. Two further rounds of Local Area Community Planning Group meetings in November 2011 and January 2012 have enable the local groups to refine and agree their approach. The changes agreed are summarised in the table below.

LACPG	Findings	Actions	Timescale
Helensburgh and Lomond	Need to agree an appropriate number of Elected Members to attend meetings  Lack of partner participation	<ul style="list-style-type: none"> <li>• To agree a appropriate representation of Elected Members</li> <li>• Helensburgh and LACPG to take a thematic approach to agenda setting.</li> <li>• Partner organisations to take a lead role in</li> </ul>	To be implemented from April 2012

		chairing and setting the business of the meeting.	
--	--	---	--

3.5. The support that the Council offers across the Community Planning framework has also been reviewed and a number of actions have been taken forward to ensure that there is a coordinated, joint approach to supporting Community Planning.

## 4. CONCLUSIONS

4.1. Reviewing Community Planning will be an ongoing process and improvements will continue to be implemented.

## 5. IMPLICATIONS

HR	none
FINANCIAL	none
EQUALITY	none
LEGAL	none

For further information, please contact:

Jane Fowler, Head of Improvement and HR, 01546 604466

## Appendix 1 – DRAFT CPP Roles and Responsibilities (LACPG extract)

Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles
<p><b>Local Community Planning Groups</b></p> <p>- have responsibility for ensuring that relevant partners and community representatives in their area have the opportunity to attend each meeting and that steps will be taken to report on progress of the Local Community Planning Group to the area's residents in an appropriate and cost effective way.</p>	<p>to be determined by group but to be a minimum of:</p> <p>Argyll and Bute Council (Customer Services) ABC – Elected Members Community Councils NHS Third Sector Partnership Strathclyde Police Strathclyde Fire &amp; Rescue</p>	<p>-to work collaboratively and lead community planning in the Area.</p> <p>-to keep abreast of, and analyse data, evidence and feedback from the local community to identify community needs.</p> <p>-to keep abreast of best practice and apply as appropriate.</p> <p>-to identify opportunities for joint working.</p> <p>-to develop, oversee the implementation, and monitor any agreed plan(s) for the Area.</p> <p>-to establish, maintain, work with and support a network of community interests.</p> <p>-to disseminate information and engage with community interests.</p> <p>-to initiate, support and implement local (strategic) initiatives as appropriate.</p> <p>-to ensure that locally all strategies are developed and implemented, and services designed and delivered, in accordance with the National Standards for Community Engagement.</p>	<p><b>Way of working</b></p> <p>LACPGs will meet four times a year</p> <p>-hold virtual meetings/ discussions/ share information as required.</p> <p>-ensure agendas and minutes are posted on modern.gov.</p> <p>-be open and transparent and promote Community Planning.</p> <p>-on an annual basis, carry out review/self assessment.</p> <p><b>Support</b></p> <p>Supported by Argyll and Bute Council</p> <p><u>Improvement and HR</u></p> <p>-provide strategic guidance and development.</p> <p><u>Customer Services</u></p> <p>-oversee effective management of community planning activities across 4 administrative areas and support work carried out from centre.</p> <p>-provide administrative support including preparation and</p>	<p>-to ensure that LACPG partner members are given sufficient resources, time and empowerment to fulfil role.</p> <p>-to ensure that a substitute is in attendance where the partner member is unable to attend, and that said person is fully briefed.</p> <p>-to ensure that the whole scope of activity in the Area can be covered by Local Area Community Planning Group Member(s)</p>	<p>-to convene, chair, administer meetings.</p> <p>-to ensure roles of group and individuals is fulfilled.</p>	<p>-share information, alert group members to important issues.</p> <p>-act as a conduit within own organisation for agreed scope of activity.</p> <p>-identify and promote opportunities for joint working.</p> <p>-generally promote Community Planning to all.</p> <p>-on an annual basis carry out review/self assessment of group and individual roles.</p>

Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles
		-to report to Management Committee and Full Partnership as appropriate, including feedback and issues from the community.	distribution of papers and minute taking.  <u>Community Development Team</u> -lead bi-annual/ annual community consultation events ensuring communities are participating in and influencing community planning.  -building capacity within local communities.			

**CPP protocols for dealing with issues arising from Local Area Community Planning Groups**

The Argyll and Bute Community Planning Partnership structure allows maximum delegation. Decisions will only be taken at Full Partnership level if they fall outwith the remit of the Management Committee, Thematic Groups or Local Area Community Planning Groups.

The following protocols, therefore, offer guidance on how to proceed when an issue is raised at Local Area Community Planning Group (LACPG) level, but cannot be successfully dealt with at that level.

- LACPGs should first try to establish which thematic group(s) that the issue is relevant to
- The issue should then be reported to the relevant **Community Planning Support Officer** who will make contact with the appropriate Theme Leads
- The CP Support Officer should also contact the other LACPGs to see if they have a similar issue.

(The CP Support Officer can record the issue, liaise with the Thematic Leads/Thematic group members and ensure that a response is promptly agreed and given. This also allows the CP Support Officer to keep an overall view of the issues arising.)

- A timescale will be identified within which the LACPG should expect a response to their issue.
- This should take into account the reality that the issue may need to be dealt with by electronic networking, if an actual theme forum meeting is not immediate.

If the issue cannot then be dealt with at Theme Group level:

- The issue will then be put to the Community Planning Management Committee with the same conditions and timescale as above.

Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles
------	------------	------	--------------------------	----------------------------	---------------	--------------------------

If the issue cannot then be dealt with at Management Committee Level

- The issue will then be put to the Community Planning Full Partnership with the same conditions and timescale as above.

This page is intentionally left blank



**Update Report on Environment Thematic CPP Group****Notes from meeting of Thursday 17<sup>th</sup> November 2011**

1. The autumn meeting of the Group viewed an excellent video presentation entitled **“Argyll Voices on Climate Change”**, prepared by members of Lochgilphead Joint Campus. This inspiring short film was part of a Scottish Government sponsored public engagement strategy project, promoted through Young Scot, to investigate Scotland’s development as a low carbon economy and the implications for individuals, communities and business. Despite technical difficulties with the presentation equipment, both representatives of the project, **<Jan – enter names here? I didn’t pick them up them, but perhaps Theresa McL could provide them?>** gave an enthusiastic and well received presentation that generated a large number of questions. The Group commends the video to the Management Committee and recommends viewing via their ‘YouTube’ link at <http://www.youtube.com/watch?v=qlToMCt2l9U>.

A copy of their report was also made available:



Report on Climate  
Change Project.docx

2. Proposed thematic content for new Community Plan/Single Outcome Agreement – outcomes and success measures – these remain under review by partners with a view to identifying further measurable outcomes.
3. The Group received update reports on the Zero Waste Plan, Community Recycling Groups and the Japanese Knotweed Demonstration Programme. Further partnership engagement with SEPA is expected on each of these.

This page is intentionally left blank

---

**Argyll and Bute Community Planning  
Partnership**

**Economy Thematic Group Report  
Management Committee December 14 2011**



---

**1. SUMMARY**

**1.1** The last meeting of the Economy Thematic Group took place on 29 November and this report provides a summary of the key issues covered. The group remains focussed on identifying and recording measures which will enable changes in the local economy to be identified and tracked or treated as appropriate.

**2. Key Issues**

**2.1 Budget.** A presentation on the current budget situation was made by partners, which highlighted the budget challenges being faced by the public sector and how these pressures impact on the third sector. This led to a discussion on the wider economic impacts of the public sector cuts which will be pursued outwith the thematic group meeting.

**2.2 Scorecard.** The Economy Thematic CPP Group scorecard has undergone significant change over the past two years due in part to the agreement to have one scorecard to serve both the CPP Economy Thematic CPP Group and the Council's Economy Policy and Performance Group (PPG). Discussion progressed to the recent Audit Scotland Report into the role of Community Planning Partnerships in Economic Development and the recommendations on having a systematic, evidence based approach and regarding the use of economic indicators in SOA's and economic development strategies.

**2.3 Bute.** Under Partner Updates, the economic situation on Bute was discussed.

The Dunoon & Bute travel to work area has the highest unemployment in the Highlands and islands at 5% (Nov 2011) and the rate for Bute is estimated at 6.1%. Yet, employers report that they have difficulty in filling vacancies. There is a complex range of economic and social issues for which a wider partnership approach is required.

One in four of the working age population was claiming some form

of state benefit in Oct 2011, 465 individuals were receiving incapacity benefit or employment support allowance. School leaver destination figure suggest that higher than average leavers are leaving the island, and there appears to be a belief that there are few opportunities for young people on the island.

It is difficult to promote inward investment or business expansion when there are recognised difficulties in recruitment.

There is clearly a lot of activity taking place and an alignment amongst the main economic / regeneration partners (public sector, business and community), with a focus on physical regeneration and business growth/social enterprise activity. However, this traditional approach does not seem to be addressing some of the core issues identified on Bute.

The Thematic Group agreed that this matter be raised with the Management Committee to seek agreement and endorsement of a wider partnership approach to address the economic and social challenges on Bute.

Next Economy Thematic Group meeting is due to be held on 29 February 2012

For further information contact: Douglas Cowan  
[douglas.cowan@hient.co.uk](mailto:douglas.cowan@hient.co.uk)

Telephone 01546 605402

---

**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: December 2011**

argyll and bute  
**communityplanningpartnership**



---

**Social Affairs Thematic Group Update Report**

---

**1. SUMMARY**

- 1.1 This report summarises the continued progress made by the Social Affairs Thematic Group.

**2. RECOMMENDATIONS**

- 2.1 That the Management Committee note the progress made by the Social Affairs Thematic Group.

**3. DETAIL**

- 3.1 At the group's most recent meeting on the 7<sup>th</sup> November 2011 a number of key issues were discussed and scrutinised including; Community Learning and Development Youth Work, Social Affairs Scorecard and Consultation feedback from the Argyll and Bute Local Development Plan.

In addition, a number of presentations were made, including; Curriculum for Excellence – Lochgilphead Joint Campus, and Provisions of the new Alcohol (Scotland) Act 2010,

- 3.2 A presentation was given which highlighted the budget challenges being faced in the public sector and how these pressures impact on the Third Sector. The presentation highlighted the need for effective partnership working to ensure knowledge and resources are shared effectively to better meet the needs of our communities.
- 3.3 The group were given a presentation on progress made in relation to the implementation of 'Getting It Right For Every Child' (GIRFEC), a key government policy initiative which promotes emphasis on early intervention and improved outcomes for children.
- 3.4 After consideration of the Choose Life strategy which updated the group on Health Improvement across Argyll and Bute, the CPP agreed to give support, in principle, to the forthcoming draft strategies for Health Improvement and Mental Health Improvement. The group also gave a commitment to the 'See Me'

Pledge which aims at eliminating the stigma and discrimination of mental ill-health.

- 3.5 The group were given an update of examination results for 2011 by Chris Shirley, Quality Standards Manager. Comparative data was presented for both national and local comparisons which highlighted that Argyll and Bute is performing relatively well in a national context.
- 3.6 Discussion took place around the new combined Community Plan / Single Outcome Agreement (SOA) 2012-13. The new plan will bridge the year from the end of the current SOA to the end of the current community plan. Although new outcomes have been agreed the CPP Themes will remain the same and many of the success measures already being used for the current thematic scorecards will still be relevant to the new outcomes.
- 3.7 The next meeting of the Social Affairs Thematic CPP group will take place on 13<sup>th</sup> February 2012 and will feature presentations from Catriona McEntagart from Happy To Translate, on promoting equal opportunities through overcoming language barriers; and Raymond Flanagan (Youth Worker) on the Learning and Development Youth Work service.

#### **4.0 CONCLUSION**

- 4.1 Significant progress has been made over the year in achieving the group's objectives and this progress will continue throughout the following year through the development of strong partnership links and increased scrutiny and development of the Social Affairs Thematic Group scorecard.

#### **For further information contact:**

Cleland Sneddon  
Executive Director – Community Services  
Argyll and Bute Council

Tel: 01546 604112

---

**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
14 December 2011**



---

***Third Sector and Communities CPP Sub-group***

---

**1. SUMMARY**

1.1 The Third Sector and Communities CPP Sub-group continues to develop its Plan as part of the SOA/Community Plan. Partners are contributing to the Plan with success measures to meet the agreed outcomes.

**2. RECOMMENDATION**

2.1 To note the contents of the report and the progress of the Third Sector and Communities CPP sub-group.

**3. DETAIL**

3.1 The Third Sector and Communities CPP Sub-group met on 11 August, and again on 11 November 2011.

3.2 Membership of the Group has regularly been reviewed and comprises Third Sector Partnership, ABSEN, Argyll and Bute Council, NHS Highland, Strathclyde Police, HIE, Strathclyde Fire and Rescue, and, more recently, Argyll College.

3.3 The Group has a draft Plan which is now being incorporated into the new draft SOA/Community Plan. The outcomes for the plan were agreed by the group in November. Partners are still inputting success measures, and it is hoped it can be approved at the next meeting in February 2012.

3.4 The Group is monitoring the Argyll and Bute Local Services Initiative (ABLSI) project which is providing support and encouragement to the third sector in developing services through co-production. The group has agreed the workplan for the next three months.

3.5 The newly approved Third Sector Asset Transfer Pack has been considered by the Group as part of the consultation on the process, application form and guidance.

3.6 Future work within the plan includes:

- Development of a Compact
- Creation of a shared Third Sector database
- Monitoring of the new online Better Community Engagement resource pack
- Monitoring of equality and diversity processes

#### **4. CONCLUSION**

- 4.1** The Third Sector and Communities Sub-group continues to evolve and develop. Future work will ensure that third sector and community councils have increased access to information and support and are engaged in the community planning process.

#### **5. IMPLICATIONS**

*Policy: In line with Community Plan/SOA developments*

*Finance: None*

*Personnel: None*

*Legal: None*

*Equal Opportunities: None*

**Margaret Fyfe**  
**Community Development Manager**

For further information please contact:

Margaret Fyfe  
Community Development Manager

Tel: 01369 708668

E-mail: [Margaret.fyfe@argyll-bute.gov.uk](mailto:Margaret.fyfe@argyll-bute.gov.uk)