



30 May 2012

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **MEMBERS ROOM, KILMORY, LOCHGILPHEAD, PA31 8RT** on **WEDNESDAY, 6 JUNE 2012** at **10:00 AM**.

AGENDA

1. **WELCOME/APOLOGIES**(Pages 1 - 2)
2. **MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 21ST MARCH 2012**(Pages 3 - 8)
 - (a) **MATTERS ARISING**
3. **ABRA PROGRESS REPORT - SALLY LOUDON**(Pages 9 - 14)
4. **SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING AND SINGLE OUTCOME AGREEMENTS - UPDATE - JANE FOWLER**(Pages 15 - 24)
5. **ARGYLL AND BUTE CPP UPDATE - SALLY LOUDON**
6. **SOA SCORECARD FQ4 - SALLY LOUDON**(Pages 25 - 28)
7. **LACPG - UPDATE**(Pages 29 - 30)
8. **POPULATION PROJECTIONS PRESENTATION - CHRIS CARR**(Pages 31 - 44)
9. **NEW COUNCIL**(Pages 45 - 46)
10. **NEW CPP WEB PAGES DEMONSTRATION - EILEEN WILSON**
11. **COMMUNITY RESILIENCE - MORAG BROWN**(Pages 47 - 74)
12. **PROPERTY ASSET MANAGEMENT - MALCOLM MACFADYEN**(Pages 75 - 80)
13. **ESOL AWARD - JEANNIE HOLLES**(Pages 81 - 84)

- 14. LOW CARBON VEHICLE - GORDON MUNRO**(Pages 85 - 88)
- 15. CITIZENS PANEL - JANE FOWLER**(Pages 89 - 90)
- 16. MEETING DATES**(Pages 91 - 92)
- 17. AOCB**
- 18. DATE OF NEXT MEETING - 22ND AUGUST 2012**

**COMMUNITY PLANNING PARTNERSHIP – MANAGEMENT COMMITTEE
MEETING**

06 June 2012

APOLOGIES RECEIVED

Toria Fraser

Scottish Government

Shirley MacLeod

Argyll and Bute Council

Seonag Campbell

Skills Development Scotland

Moirra Paton

NHS Highland

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**MINUTE of MEETING of ARGYLL AND BUTE
COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE
21st March 2012**

Held at Various VC Locations

Present:

Derek Leslie (Chair)	NHS Highland
Jane Fowler	Argyll and Bute Council
Eileen Wilson	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Shirley MacLeod	Argyll and Bute Council (VC)
Glenn Heritage	Third Sector Partnership
Andrew Campbell	Scottish Natural Heritage
Douglas Cowan	Highlands and Islands Enterprise
Daniel Doherty	Strathclyde Fire and Rescue
Inspector Marlene Baillie	Strathclyde Police
Moirra Paton	NHS Highland – Inverness (VC)
Jonathan Pryce	Scottish Government (VC)
Seonag Campbell	Skills Development Scotland (VC)

In attendance:

Joyce Cameron (Minutes)	Argyll and Bute Council
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Apologies:

Paul Connelly	Strathclyde Fire and Rescue
Sally Loudon	Argyll and Bute Council
Bill Dundas	Scottish Government
Sue Gledhill	Highlands and Islands Enterprise

ITEM		ACTION
1.	<p>WELCOME</p> <p>Derek Leslie welcomed everyone to the Management Committee meeting chaired from the Housing Meeting Room in Kilmory with VC sites in Oban, Dunoon, Helensburgh, Inverness and Edinburgh.</p> <p>The apologies were noted.</p>	
2.	<p>MINUTE OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 1st February 2012</p> <p>The Management Committee agreed the minute as an accurate reflection of the meeting.</p>	

	a) No matters arising.	
3.	<p>FULL PARTNERSHIP UPDATE – DEREK LESLIE</p> <p>Derek Leslie, gave an update on the Full Partnership meeting held on 15th February 2012.</p> <p>Derek talked of the possibility of circulating the full partnership minute to the Management Committee.</p>	
4.	<p>ARGYLL AND BUTE LOCAL SERVICES INITIATIVE – Arlene Cullum</p> <p>Jane Fowler gave an update on the Argyll and Bute Local Services Initiative, a partnership of statutory and third sector organisations, and the Carnegie UK Trust.</p> <p>The Management Committee noted the report and in particular the benefits of the ABLSI project in assisting the Council and social enterprises to work together to improve processes and service delivery.</p> <p>The Management Committee also acknowledged the agreement to share learning through their involvement with the Carnegie UK trust. Jane Fowler advised that there is to be an event in September</p> <p>Action Point It was noted that this is an exemplary project and a note of thanks should go to partners involved and to the Carnegie Trust.</p>	Jane Fowler
5.	<p>SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING – JANE FOWLER</p> <p>Jane Fowler gave the partnership an update on the progress of the Scottish Government Review of Community Planning. The three stage review is underway and the Scottish Government has just issued the final version of the Statement of Ambition which sets out what they hope to achieve through the review.</p> <p>There was a brief discussion about the role of the Council as the lead organisation in terms of ‘facilitating’ Community Planning and it was generally agreed that having a clear lead organisation was preferred. Given the Council’s wide remit it was also agreed that the Council would remain the preferred lead organisation.</p>	

	Action Point The progress of the review to be reported to Management Committee in May.	Jane Fowler
6.	COMMUNITY PLAN/SOA 2012-13 – EILEEN WILSON Eileen Wilson presented the final draft of the Community Plan/SOA and advised that this was the final version due to be formally signed off by Sally Loudon, Derek Leslie, Dick Walsh and Ellen Morton. Once the document has been signed off it will be put on the website. Action Point Community Plan/SOA to be signed off as agreed at Full Partnership meeting 15th February.	Eileen Wilson
7.	CITIZEN'S PANEL – JANE FOWLER Jane Fowler updated on the Citizen's Panel and advised that tenders had been received and were being scored today (21 st March). Partners were reminded that the survey is for their use and were invited to consider any further questions/issues for future surveys.	
8.	FERRIES REVIEW – THE COUNCIL RESPONSE The Councils response to the Scottish Ferries Review is due to be submitted at the end of the month. Any further comments should be forwarded to Eileen Wilson. Action Point It was agreed that The Final Response should be circulated to all.	Admin

9.	<p>TIREE SCENARIO MAPPING PROJECT – AUDREY MARTIN</p> <p>Audrey Martin took the partners through a presentation updating the partnership on the Tiree On Shore Scenario Mapping project. The project looked at 4 possible scenarios relating to the proposed development of the Tiree off shore wind farm. The scenarios related to potential construction, operational and maintenance implications.</p> <p>A draft report has been produced and is now subject to a 6 week consultation. Partners are encouraged to go to the Council's website to participate in the consultation. Derek Leslie thanked Audrey for an interesting presentation.</p> <p>Action Point Audrey Martin to send a link to the Management Committee for information.</p>	Audrey Martin
10.	<p>ECONOMIC CHALLENGES IN BUTE – DOUGLAS COWAN</p> <p>Recent discussions at the Economy Thematic group and The Management Committee acknowledged that there were economic challenges facing Bute. Douglas Cowan presented a paper summarising the issues and giving some background information. It had been agreed that a short working group should be formed to consider the situation from a community planning perspective. Douglas updated the management committee that partners have been contacted and a meeting has been proposed at the end of April.</p> <p>The Management Committee noted progress and were happy to endorse actions.</p>	
11.	<p>SHARED SERVICES – LEARNING AND DEVELOPMENT KEY OBJECTIVES JOINT APPROACH – JANE FOWLER/SALLY LOUDON</p> <p>Jane Fowler updated the partnership on Shared Services – Learning and Development Key Objectives Joint approach.</p> <p>The Management Committee noted the progress.</p>	
12	<p>NATIONAL PERSPECTIVE – HEALTH AND SOCIAL CARE – DEREK LESLIE</p> <p>Derek Leslie introduced the presentation on reshaping Care for Older people in Argyll and Bute. The presentation highlighted the aging population, financial pressures, the integration of health and social care and the role of the Change Fund.</p>	

	<p>The presentation was noted, and it was agreed that the presentations should be included on all LACPG agendas.</p>	
13	<p>CPP ROLES AND RESPONSIBILITIES – EILEEN WILSON</p> <p>Eileen Wilson advised that changes to the Roles and Responsibilities paper have been incorporated from feedback received from partners and from the Councils Senior Management Team. The roles and responsibilities relating to local community planning were tabled at the last round of LACPG meetings for comment. The Management Committee noted the revised content of the paper.</p> <p>Action Point All comments should be fed back to Eileen Wilson</p>	All
14.	<p>ESOL FUNDING REPORT</p> <p>The report tabled gave a summary of the funding application submitted by Argyll College and Argyll and Bute Council for the delivery of 'English for Speakers of Other Languages'</p> <p>The report was noted. The outcome of the application will be reported in due course.</p>	Jeannie Holles
15.	<p>SEE ME Pledge –Update</p> <p>The newly developed Strategic Framework for Mental Health in Argyll and Bute 2012-14 was launched at an event in Inveraray on the 9th of March. Seven community planning partners attended the event and signed up to the See Me pledge to reduce the stigma associated with mental ill-health. The report on the event was noted by the Management Committee. Cleland Sneddon advised the Management Committee that the Council will be signing up to the pledge at the council meeting.</p>	
16.	<p>LOCAL AREA COMMUNITY PLANNING UPDATE</p> <p>Shirley MacLeod advised the Management Committee that the March round of LACPG meetings had shown significant development. Groups are now moving forward and implementing the changes agreed for each area.</p>	

17.	<p>CPP THEMATIC GROUPS UPDATE</p> <p>(a) Social Affairs</p> <p>The Management Committee noted the report and update from Cleland Sneddon.</p> <p>(b) Environment</p> <p>The Management Committee noted the report and update from Andrew Campbell. Glenn Heritage advised that she had a Third Sector partnership representative to attend future Environment thematic group meetings.</p> <p>(c) Economy</p> <p>The Economy report presented by Douglas Cowan was noted.</p> <p>(d) Third Sector and Communities Sub-Group</p> <p>The Management Committee noted the report from Margaret Fyfe and it was advised that invitations for the Volunteer of the Year Awards would be circulated shortly.</p>	
18.	<p>MEETING DATES FOR 2012</p> <p>It was agreed that 2012 meeting dates would be recirculated when all information has been received.</p>	Admin
19.	<p>A.O.C.B.</p> <p>Seonag Campbell, Skills Development Scotland advised the Management Committee that there was to be a Youth Conference held on 26th March in Inverness and local authorities were being invited to attend.</p>	
20.	<p>DATE OF NEXT MEETING – Wednesday 16th May 2012</p>	

**Argyll and Bute Community Planning Partnership
Management Committee**

Date: 6th June 2012



THE ARGYLL AND BUTE RENEWABLE ALLIANCE (ABRA) – Progress Report

1. SUMMARY

- 1.1** ABRA brings together key partners from within the public and private sector, under the auspices of Community Planning, to assist with the implementation of the Argyll and Bute Renewable Energy Action Plan.

Partners include Argyll and Bute Council, Highlands and Islands Enterprise, Scottish Government, Marine Scotland, Scottish Power Renewables, Scottish and Southern Energy, The Crown Estate Commission, Scottish Natural Heritage and Skills Development Scotland.

- 1.2** ABRA held its first meeting for 2012, 2 March 2012, at the Scottish Marine Institute, Dunstaffnage. This meeting marked the first anniversary of the formation of the alliance.
- 1.3** The alliance reviewed areas of work progressed by partners and actions agreed at the meeting 28 October 2011. These will continue to address outcomes of the REAP, and included: a review of the REAP, Skills Development, Community Policy, Encouraging Business Growth Opportunities and the Tiree Onshore Scenario Mapping study.

2. RECOMMENDATIONS

- 2.1** The Management Committee note the progress and areas of work being progressed by ABRA.

3. DETAIL

3.1 Review of the Argyll and Bute Renewable Energy Action Plan 2010-2013

- 3.11** An update of the REAP action plan has been undertaken by lead partners Argyll and Bute Council (ABC) and Highlands and Islands Enterprise (HIE), in advance of a full review of the plan 2013.

Partners recognised achievements from the delivery of the REAP to date, including:

- ABRA established – key workstreams being progressed in partnership to assist with implementation of the REAP.
- Campbeltown / Machrihanish N-RIP site; Wind Towers Ltd – infrastructure investments
- Successful TIF bid for the 'Lorn Arc' Project – support for the bid

demonstrated by ABRA members.

- Ports and Harbour Position Paper – developed through engagement with, and endorsed by, ABRA.
- Argyll College Engineering Facility – funding secured.
- ‘Tiree Onshore Scenario Mapping’ – draft report open to consultation.
- GIS Mapping – Argyll and Bute Council, Renewables Interactive Map developed.
- Formation of ABRA skills sub-group – priorities agreed and ‘Skills Demand Mapping’ exercise initiated.
- Community Policy review.
- EU Offshore Wind and Marine Energy Seminar - 2 March 2012.
- Representation at promotional events, and promotional material developed – including, ALL Energy 2011, Offshore Wind Conference Aberdeen 2012.

3.12 Through the review, key areas of focus to be progressed, identified with partners, to ensure successful delivery of the plan, include the following:

- Progress Skills Agenda – identify opportunities, gaps and focus.
- Business development - e.g. supply chain opportunities.
- N-RIP 3 – marine (wave & tidal)
- TIF ‘Lorn Arc’ – progress to business case development.
- N-RIP Campbeltown/Machrihanish site – ongoing development.
- ‘Tiree Onshore Scenario Mapping’ study – next steps
- Community Renewable Opportunity Plan (CROP)
- Increased profile
- Onshore and offshore community policy
- EU policy and funding

3.13 ABRA members considered the full suite of actions in the draft plan. ABC and HIE will now review the draft plan following discussions at this meeting, before it is finalised.

3.2 Skills Development

3.21 The alliance agreed 28 October 2011 to establish a skills sub-group, and five key priorities for skills development, which represent opportunities for Argyll and Bute to build on:

1. Determine the future skills demand
2. Sector awareness and career promotion
3. Increase capability for apprentices
4. Transition training funds to support new recruits, upskilling etc.
5. Build on the College Energy Skills Partnership

3.22 Skills Development Scotland (SDS) provided partners with an update on skills development work progressed since 28 October 2011, and key actions to agree moving forward. Key developments to note, included:

- The subsequent formation of the skills sub-group as agreed – this includes core representation from ABC, HIE and SDS. The group are now working

to progress actions to address the priorities identified. The first of which, a 'Skills Demand Mapping' exercise, in close liaison with the industry, to obtain the necessary baseline data in order to determine future skills demand.

- Successful funding secured for the Argyll College Engineering Training Facility, at Lochgilphead. This will provide both general engineering and specific renewables training across Argyll and Bute, and is expected to open later in 2012.

3.3 Community Policy

- 3.31 As agreed 28 October 2011, ABC undertook a review of the existing 'Argyll and Bute Council Policy on Community Benefit from Onshore Windfarms (2005)' – progressed with input from ABRA members.
- 3.32 The recommendations made aim to develop a framework which facilitates a flexible approach, taking account of individual community and stakeholder needs. Above all, contributing to sustainable economic development for communities and Argyll and Bute, whilst taking into consideration the national direction of onshore windfarm community benefit policy.
- 3.33 Partners agreed with the recommendations outlined and for ABC to progress additional necessary work required to finalise a proposed updated 'Argyll and Bute Council Policy on Community Benefit from Onshore Wind.'
- 3.34 ABRA agreed principles for the development of an offshore windfarm community policy 28 October 2011. This included consideration of the variables shaping community policy (e.g. differing community priorities and varying absorption capacities) and the challenges to the deployment of the offshore industry.
- 3.35 Since recognising these principles partners considered 2 March 2012 the discussions and key areas of work which have been progressed – such as the 'Tiree Onshore Scenario Mapping' study – and will assist in furthering understanding of the potential requirements and implications of the offshore wind industry. These will in turn shape and inform the nature and suitability of application, of any future offshore windfarm community policy.
- 3.36 Partners agreed to ensure alignment of ongoing discussions and work relative to offshore wind. Engagement will continue with ABRA members, and progress with proposals will be reported for review at forthcoming ABRA meetings.

3.4 Encouraging Business Growth Opportunities

- 3.41 Following discussions at the meeting 28 October and questions raised by partners relative to business development approaches ongoing within Argyll and Bute, ABRA members noted an overview of this work provided by HIE.
- 3.42 This presented business growth opportunities within the renewable energy sector in Argyll and Bute, and identified opportunities for future development, whilst highlighting some of the key challenges to overcome in order to maximise

local business development.

- 3.43 Further business development work will be targeted as a key area of focused within the reviewed REAP.

3.5 Tiree Onshore Scenario Mapping

- 3.51 Julian Farrar (Director, Ironside Farrar – Environmental Consultants commissioned to undertake the study) presented to partners the work undertaken for the ‘Tiree Onshore Scenario Mapping’ study. This has considered an early assessment of operations and maintenance activity associated with the proposed Argyll Array offshore windfarm, and the potential onshore implications of these assessments for the community of Tiree.
- 3.52 The study has been funded by ABC, HIE, Marine Scotland and The Crown Estate, who together with Tiree Community Development Trust, Scottish Government, Caledonian Maritime Assets Ltd, Scottish Natural Heritage and Scottish Power Renewables, have formed the steering group to oversee the study process.
- 3.53 Community and stakeholder consultation has been central to the process. Ironside Farrar has held three consultation events on Tiree since August 2011. Engagement has included a range of local community members, business and stakeholders together with elected representatives and wider groups such as the Tiree Association.
- 3.54 The draft report is open to consultation until Friday 27 April 2012, and can be accessed from the Argyll and Bute Council website at www.argyll-bute.gov.uk/tireeconsultation.
- 3.55 Partners noted, and agreed the recommendation for some form of continued engagement activity to follow from the conclusion of this particular study. The steering group will now consider what and who is appropriate to form future engagement. ABRA will be updated on progress with this as appropriate.

4.0 EU Offshore Wind and Marine Energy Seminar – 2 March 2012

- 4.1 Following the meeting of ABRA, the Council hosted an ‘EU Offshore Wind and Marine Energy Seminar’, again within the Scottish Marine Institute. It was recognised this was a timely event, as the proposed EU budget has identified energy and the shift towards a low carbon economy as a key priority across all funding strands, and given the challenging renewable energy targets set by the Scottish Government towards 2020 – some of which are currently the most ambitious in Europe.
- 4.2 The event was opened by Cllr Walsh, alongside Fergus Ewing MSP, Minister for Energy, Enterprise and Tourism, and brought together influential national and European policy experts, from across the European and Renewables agendas.
- 4.3 A series of presentations considered the vision towards EU 2020, the

opportunities and challenges presented by the offshore wind and marine resource potential off the west coast Highlands and Islands, and the delivery and priorities for European policy and funding in this regard.

4.4 Subsequent workshop sessions considered in greater detail, the 'Physical and Development Infrastructure' and 'Business and Skills' requirements, necessary to unlock and capture the opportunities presented by this resource, and the ways in which European policy and funding can support this, in order to maximise economic development opportunities on the west coast.

4.5 The presentations and outputs from the seminar workshops can be accessed from the council website at www.argyll-bute.gov.uk/content/eu-offshore-wind-and-marine-energy-seminar.

5.0 Scoping – Community Renewables Opportunities Plan (CROP)

Scoping exercise currently underway with regard to the development of a community renewables opportunity plan - 6 week consultation period ending 4 May 2012. This is being progressed through the 'Third Sector and Communities' CPP Group.

6.0 Conclusion

6.1 The ABRA will continue to be pivotal in realising successful delivery of the Argyll and Bute REAP.

As such, the areas of work outlined above and actions agreed 2 March 2012, will continue to be progressed in partnership by the alliance, and reviewed at the forthcoming meeting, to be held summer 2012.

For further information contact: Audrey Martin
Development Projects and Renewables Manager
Telephone: 01546 604180

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Argyll and Bute Community Planning Partnership**Management Committee**
Date : 6th June 2012

Scottish Government Review of Community Planning Update - May 2012

1. SUMMARY

- 1.1** This report informs the Management Committee of the progress of the Scottish Government's review of Community Planning.

2. RECOMMENDATIONS

- 2.1** It is recommended that the Management Committee note the report.

3. BACKGROUND

- 3.1** The Scottish Government is currently undertaking a 3 stage review of community planning. This is being carried out in partnership with COSLA, SOLACE and the Improvement Service. Audit Scotland and the Accounts Commission have also been involved.
- 3.2** There are a number of stages to the review and different timescales attached to them. The principle was to establish whether community planning is as effective as it could be and whether there are changes that could be made from the centre that would allow for better decentralised and integrated decision making across the public sector.
- 3.3** The first stage was the production of a clear statement jointly developed by partners regarding what is expected of the Community Planning process in terms of partner involvement, identification of priorities, and the achievement of better outcomes for communities that are clear and measurable. This statement was published in March 2012.
<http://www.scotland.gov.uk/Topics/Government/local-government/CP/soa>
- 3.4** The second stage was an assessment of what capacity and systems local Community Planning Partnerships would have to have at their disposal in order to effectively deliver the joint expectation of Community Planning. This stage involved a detailed questionnaire which was returned in early April. There was an expressed understanding that while this may involve the development of practice issues locally it is equally likely to require changes in systems and legislation nationally.

- 3.5** The third stage will be to start the process of implementing the changes that will allow local partnerships to build the capacity to deliver on the shared statement of Community Planning purpose and expectation. This stage may involve the sharing of best practice, training and development for public sector staff, the creation of new systems at a national level and potentially new legislation if it is deemed to be required.
- 3.6** The latest update for the Scottish Government (10th May 2012) outlines three core proposals for implementing the Statement of Ambition building on existing duties and clarifying responsibilities.
1. *Strengthening duties on individual partners through a new statutory duty on all relevant partners, (whether acting nationally, regionally or locally), to work together to improve outcomes for local communities through participation in community planning partnerships and the provision of resources to deliver the SOA*
 2. *Placing formal requirements on Community Planning Partnerships by augmenting the existing statutory framework to ensure that collaboration in the delivery of local priority outcomes via Community Planning and the SOA is not optional and is made as effective as possible.*
 3. *Establishment of a joint group at national level to provide strategic leadership and guidance to CPPs.*
- 3.7** The next steps will be to determine the scope of these arrangements and develop an implementation plan. This will require discussion and debate.
- 3.8** The intention is that guidance will be available for the development of the next SOA. The review board is anticipating that this will be available in Autumn 2013 to inform the new SOA that must be in place for April 2013.
- 3.8** Any changes requiring legislation and/or formal consultation will begin as soon as possible.

4. CONCLUSION

- 4.1** The update sets out the progress to date. A joint leadership event has been scheduled for the 12th of June to take stock of developments and agree how best to take forward the implementation plan. This event will bring together COSLA, Scottish Government Cabinet Secretaries, Scottish Government

Ministers, new Council Leaders and relevant appointed chairs of public bodies. Formal invitations are expected imminently.

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Local Government and Communities Directorate

Sarah Davidson, Director

Chief Executive, COSLA

Rory Mair



Council Chief Executives
Community Planning Partnership Chairs
Chief Executives of Health Boards
Chief Constables
Clerks to Police Boards
Chief Fire Officers
Clerks to Fire Boards
Chief Executive of Scottish Enterprise
Chief Executive of Highlands and Islands
Enterprise
Lead Officers of Regional Transport
Partnerships



Copy to Community Planning Managers

10 May 2012

REVIEW OF COMMUNITY PLANNING AND SINGLE OUTCOME AGREEMENTS: UPDATE

As you will know, the Scottish Government and COSLA have been jointly leading a review of Community Planning. This has focussed on revising and strengthening the current approach in the face of financial and other challenges to ensure that community planning partnerships are a cornerstone of the outcomes focussed and partnership based approach to public service reform in Scotland.

We would like to thank you for the contributions that CPPs have made to this process to date. This update is intended to help you interpret the changes that are intended, and to highlight the next steps that we will be taking to implement these.

The review produced a Statement of Ambition for Community Planning that was published on 15 March.¹ This sets out clear shared aspirations for Community Planning in the context of public service reform, and how the existing Community Planning/SOA framework needs to develop in order to meet those aspirations.

Strengthening duties and accountability

The Scottish Government and COSLA have now agreed three core proposals for implementing the Statement of Ambition. These proposals build on the existing duties of

¹ The Statement of Ambition can be accessed here: <http://www.scotland.gov.uk/Topics/Government/local-government/CP/soa>

community planning partners and clarify the responsibilities of Community Planning Partnerships.

They comprise three key elements:

1. *Strengthening duties on individual partners through a new statutory duty on all relevant partners, (whether acting nationally, regionally or locally), to work together to improve outcomes for local communities through participation in community planning partnerships and the provision of resources to deliver the SOA.*

The aim is to maximise the contribution that public sector bodies make to the delivery of local outcomes and to sharpen partners' focus on that core purpose of community planning. Where it is agreed, (by local partners and/or in line with national guidance), that a partnership-based or integrated approach is required, contributing to community planning would become one of the activities that a body would be expected to deliver as part of its objectives.

These proposals will be implemented within the existing lines of accountability of partner organisations. For the avoidance of doubt, those existing lines of accountability, such as those of NHS Boards to Scottish Ministers, or a Council Leader to their Council, will not be changed. Rather, Scottish Ministers will use existing lines of accountability to hold appropriate individual partners to account for the effective discharge of the shared duty.

2. *Placing formal requirements on Community Planning Partnerships by augmenting the existing statutory framework to ensure that collaboration in the delivery of local priority outcomes via Community Planning and the SOA is not optional and is made as effective as possible.*

Complementing the duty on partners themselves, these proposals are intended to give CPPs clarity about their role and functions as Boards, enable each CPP to undertake effective planning and resourcing of local priority outcomes through its SOA, and allow it to satisfy itself that it has the right delivery mechanisms and resource allocations in place.

The proposals also recognise that the autonomy of CPPs and the flexibility they afford local partners to assess local needs, engage with communities and build relationships is fundamental to the success of community planning. CPPs will therefore continue to have flexibility to decide how best to organise themselves in order to deliver improved outcomes. Similarly, national bodies and local partners will have flexibility to determine how to deliver improved outcomes that require a partnership-based or integrated approach. The new health and social care partnerships, for example, will take forward the integration of adult health and social care within a specific framework of governance and accountability designed for this purpose.

The intention is to address the type of formal requirements needed for CPPs to operate with joint and collective accountability at a local level, and to deliver effectively. That does not mean that CPPs will have to be legally constituted bodies. They will not employ staff or hold budgets, and decisions about resources will remain a matter for individual partners. However, where a partnership-based or integrated approach is required, the CPP will be expected to ensure that the development of robust and appropriately resourced plans and delivery arrangements for agreed outcomes are in place, and to exercise appropriate oversight over these.

3. Establishment of a joint group at national level to provide strategic leadership and guidance to CPPs.

We anticipate that effective national arrangements will make a vital contribution to the overall effectiveness of CPPs and SOAs at local level. They will do this by providing strategic leadership and guardianship of the process, by mobilising resources and expertise for its development, and by setting expectations and finding appropriate balances between local and national priorities in the content of SOAs.

We therefore envisage the establishment of stronger national arrangements through a new board or group with a remit to develop and communicate the overarching vision for community planning and SOAs and to oversee tasks such as the development of guidance; the interface with the wider public service reform agenda; building skills and capacity to support improvement, and the framework for SOA reporting.

CPPs will not be formally accountable to the new national group, nor would these arrangements restrict the focus on localities which is properly delivered through CPPs. However, such arrangements are intended to help focus the efforts of relevant partners consistently and over time in relation to agreed national priorities such as early years; health inequalities; youth unemployment; economic growth and stronger and safer communities.

The membership of the new group has yet to be decided but it will draw together the range of community planning partners required to give leadership to the agenda, including politically elected and politically appointed members.

Next Steps and Transition Arrangements

Further work is required to determine the precise scope of these arrangements and an implementation plan will now be put in place. The detailed considerations that will inform this process will be informed by a programme of evidence gathering and will require appropriate scrutiny and agreement through the usual decision making channels within Scottish Government and COSLA.

That activity will be developed in a number of ways:

New SOAs

Although we know from survey work conducted by the Improvement Service that many of these changes complement and reinforce the work already being undertaken within CPPs to review and refresh their SOAs in line with existing guidance, we also understand that embedding the new arrangements will require a preparatory period.

Whilst it is important to move forward quickly, it is also essential that we engage in proper discussion and debate to prepare the ground for implementation. In particular, the reshaping of SOAs will require new guidance and this will be an early focus for new national oversight arrangements. We therefore anticipate refreshed guidance being available in autumn 2012 to inform a new set of SOAs to be in place for April 2013.

CPPs are already refreshing their SOAs in the light of existing guidance, (including the Scottish Government's letter of 26 October 2011 on SOA reporting), and the forthcoming formation of new council administrations. The Scottish Government will continue to work with CPPs on these plans through Location Directors.

Legislation

Many of these changes can be introduced without legislation. However, some of the changes will require legislation and formal consultation around specific recommendations. Initial consultation on these will begin as soon as possible.

Capacity Building and Scrutiny

Partnerships will need to be properly resourced and supported if they are to continue to address the challenging demands described in the statement of ambition and above. All relevant local partners have responsibilities here. In partnership with CPPs, the new national group will also oversee and facilitate wider projects to enhance collaborative working and put in place appropriate knowledge and skills across a range of key areas.

The local government Improvement Service is also working in partnership with other improvement agencies and with Scottish Government to build the collective contribution that those agencies can offer to this process.

A key element in this capacity building activity will be the implementation of new arrangements for scrutiny of CPPs which are being developed by the Accounts Commission. This new scrutiny regime, a key element in supporting CPPs build capacity and effectiveness, will complement wider developments in scrutiny and will not duplicate existing approaches. Further details of the emerging proposals will be made available shortly.

Link to other Reforms

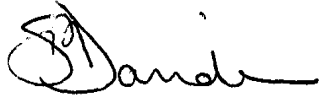
The Review identified the need to work through how community planning feeds into and supports wider aspects of the reform agenda, particularly the integration of adult health and social care services and the establishment of single police and fire services. As noted above, national bodies and local partners will have flexibility to determine how to deliver improved outcomes that require a partnership-based or integrated approach. The new health and social care partnerships, for example, will take forward the integration of services within a specific framework of governance and accountability designed for this purpose. Whatever specific arrangements are developed, each CPP will provide a focal point for all relevant partners to ensure a strategic overview of initiatives and resources, and to consider whether connectivity across (and where appropriate, within) partnerships is as effective as it should be and that opportunities for collaboration are fully exploited across the locality and within specific communities.

Conclusion

We hope that this update has been helpful in setting out where we have reached with the review of Community Planning and SOAs and how we propose to proceed. There are many questions to be answered and complex issues to be addressed as this work develops. However, the Scottish Government and COSLA Leaders are clear that these changes are required as part of the public service reform agenda and are determined to ensure, in partnership with CPPs and their constituent partners, that the framework of community planning and single outcome agreements remains a central and effective part of the response to these challenges. Location Directors; COSLA; the relevant professional associations; Scottish Government sponsor teams and the policy team within the Scottish Government's Local Government Division will of course remain in touch with you.

Finally, we very much welcome your contribution to the review and would encourage you to remain closely involved in shaping the plans. As part of that process, COSLA and the Scottish Government have agreed that a joint leadership event, bringing together relevant Scottish Government Cabinet Secretaries and Ministers, new Council Leaders and relevant appointed chairs of public bodies should take place on 12th June, in order to take stock of developments and agree how best to lead their implementation in practice. Formal invitations to that event will follow very shortly.

Should you have any questions in the meantime, then of course please get in touch.



SARAH DAVIDSON



RORY MAIR

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**Argyll and Bute Community Planning
Partnership****CPP Management Committee
6th June 2012**

CPP Scorecard

Summary

Two screenshots of the current CPP Scorecard are attached, showing (a) the latest data across all measures and (b) data for FQ4. The recently adopted SOA/Community Plan will form the basis of the future Scorecard.

Recommendation

It is recommended that the CPP Management Committee reviews the performance scorecard at this meeting and agrees to retain the same format for the new SOA/Community Plan.

Sally Loudon
Chief Executive
Argyll and Bute Council

For further information, please contact:

David Clements
IOD Programme Manager
Chief Executive's Unit
Argyll and Bute Council
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01465 604205

Economy Thematic Group Outcomes		No of Actions	Actions on track	Status Trend	
CPP CP01 Businesses are supported to become more competitive and successful		3	3	E ➡	
CPP CP02 Economic Assets are maximised		7	3	E ➡	
CPP CP03 Towns are developed as vibrant economic centres		39	26	R ⬇	
Economy Thematic Group KPIs		Benchmark	Target	Actual	Status Trend
Business start ups supported A&B			79	96	E ⬆
CPP Expansion of Welcon plant/Wind Tower facility				Completed	E ⬆
% CHORD Full Business Cases complete			100 %	100 %	E ⬆
Environment Thematic Group Outcomes		No of Actions	Actions on track	Status Trend	
CPP CP04 Our heritage is promoted and celebrated		2	1	R ➡	
CPP CP05 - Our environment supports employment and prosperity					
CPP CP06 Our unique area is protected		1	0	R ➡	
Environment Thematic Group KPIs		Benchmark	Target	Actual	Status Trend
CPP people using walking and cycling tracks			6,052	442	R ⬇
NP33 - Protected nature sites			95 %	90 %	R ➡
Social Affairs Thematic Group Outcomes		No of Actions	Actions on track	Status Trend	
CPP CP07 Services are planned to meet local needs		5	3	R ➡	
CPP CP08 Improve health, well-being, independence, inclusion		10	4	R ➡	
CPP CP09 People feel safe and secure		5	1	R ⬇	
CPP CP10 Our diverse culture is celebrated		2	2	E ➡	
Social Affairs Thematic Group KPIs		Benchmark	Target	Actual	Status Trend
AC1 - % of Older People receiving Care in the Community		67 %	70 %	67 %	R ⬇
NHS-T8 - Delayed Discharges STANDARDS		6	0	0	E ➡
SP2a -1/4 Anti-social offences recorded			21	21	E ⬇
CPP Strategic Risks		H = 4	M = 13	L = 3	
Risk - % exposure	FQ3 10/11	FQ4 10/11	➡		
	46 %	46 %			

















Community Planning Scorecard


Apr 12

Latest Data

	No of Actions	Actions on track	Status Trend
01 We live in a Scotland, attractive for business	3	1	R ➡
02 Economic potential, better employment opportunities	9	4	E ➡
03 We are better educated and skilled	1	1	E ➡
04 Young people are successful learners	9	7	E ➡
05 Our children have the best start in life	2	1	E ➡
06 We live longer, healthier lives.	8	4	R ➡
07 Tackling the significant inequalities in Scottish society.	6	3	R ➡
08 Improved life chances for young people and families	3	1	R ➡
09 We live our lives safe from crime, disorder and danger.	8	2	E ➡
10 Live in well-designed, sustainable places, access services	11	0	R ➡
11 Strong resilient, supportive communities	4	1	E ➡
12 Value our environment and protect and enhance it	3	1	E ➡
13 Pride in a strong, fair and inclusive national identity	4	2	E ➡
14 Reduce the local and global environmental impact	4	2	R ➡
15 High quality public services, efficient and responsive	2	1	E ➡

Community Engagement Outcomes		No of Actions	Actions on track	Status	Trend
CPP CP11 CP Community Planning structures are strengthened		3	2		
CPP CP12 Communities have increased involvement in Community Planning		8	7		
CPP CP13 Communities have increased capacity for engagement		3	3		
CPP CP14 Successes are shared		1	1		
Community Engagement KPIs		Benchmark	Target	Actual	Status Trend
CPP-CE02aM1 - Communities have agreed local priorities				On course	 
CPP-CE03bM2 - Annual Youth Participation event held				Completed	 
CPP-CE04cM1 - Successful initiatives communicated/recognised - COMPLETE				On course	 

Economy Thematic Group Outcomes		No of Actions	Actions on track	Status Trend			
CPP CP01 Businesses are supported to become more competitive and successful		3	2				
CPP CP02 Economic Assets are maximised		7	3				
CPP CP03 Towns are developed as vibrant economic centres		39	26				
Economy Thematic Group KPIs		Benchmark	Target	Actual	Status Trend		
Business start ups supported A&B			79	96			
CPP Expansion of Welcon plant/Wind Tower facility							
% CHORD Full Business Cases complete			100 %	100 %			
Environment Thematic Group Outcomes		No of Actions	Actions on track	Status Trend			
CPP CP04 Our heritage is promoted and celebrated		2	1				
CPP CP05 - Our environment supports employment and prosperity							
CPP CP06 Our unique area is protected		1					
Environment Thematic Group KPIs		Benchmark	Target	Actual	Status Trend		
CPP people using walking and cycling tracks			4,550				
NP33 - Protected nature sites							
Social Affairs Thematic Group Outcomes		No of Actions	Actions on track	Status Trend			
CPP CP07 Services are planned to meet local needs		5	3				
CPP CP08 Improve health, well-being, independence, inclusion		10	4				
CPP CP09 People feel safe and secure		5	1				
CPP CP10 Our diverse culture is celebrated		2	2				
Social Affairs Thematic Group KPIs		Benchmark	Target	Actual	Status Trend		
AC1 - % of Older People receiving Care in the Community			70 %	67 %			
NHS-T8 - Delayed Discharges STANDARDS		6	0	0			
SP2a -1/4 Anti-social offences recorded			21	21			
CPP Strategic Risks			=		=		=
Risk - % exposure		FQ3 11/12	FQ4 11/12				



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Community Planning
 Scorecard

FQ4 11/12

FQ4 Data

	No of Actions	Actions on track	Status Trend
01 We live in a Scotland, attractive for business	3		
02 Economic potential, better employment opportunities	9	4	🟢➡
03 We are better educated and skilled	1		
04 Young people are successful learners	9	7	🟢➡
05 Our children have the best start in life	2	1	🟢➡
06 We live longer, healthier lives.	8	4	🔴➡
07 Tackling the significant inequalities in Scottish society.	6	3	🔴➡
08 Improved life chances for young people and families	3		
09 We live our lives safe from crime, disorder and danger.	8	2	🟢➡
10 Live in well-designed, sustainable places, access services	11		
11 Strong resilient, supportive communities	4		
12 Value our environment and protect and enhance it	3	1	🟢➡
13 Pride in a strong, fair and inclusive national identity			
14 Reduce the local and global environmental impact	4	2	🔴➡
15 High quality public services, efficient and responsive	2		

Community Engagement Outcomes	No of Actions	Actions on track	Status Trend
CPP CP11 CP Community Planning structures are strengthened	3	2	
CPP CP12 Communities have increased involvement in Community Planning	8	5	
CPP CP13 Communities have increased capacity for engagement	3	2	
CPP CP14 Successes are shared	1	1	🟢➡

Community Engagement KPIs	Benchmark	Target	Actual	Status Trend
CPP-CE02aM1 - Communities have agreed local priorities				
CPP-CE03bM2 - Annual Youth Participation event held				
CPP-CE04cM1 - Successful initiatives communicated/recognised - COMPLETE			On course	🟢➡

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Argyll and Bute Community Planning Partnership**Management Committee****Date: 6th June 2012**

Title: Update Report on Local Area Community Planning Groups

1. SUMMARY

- 1.1** This report provides the Management Committee with a brief update on the ongoing work of Local Area Community Planning Groups.

2. RECOMMENDATIONS

- 2.1** That the Management Committee note this update and that the Local Area Community Planning Groups are next due to meet in the week of, and following, the Management Committee meeting.

3. BACKGROUND

- 3.1** The most recent update on the progression of Local Area Community Planning Groups was submitted to the Management Committee meeting of 21st March 2012. The scheduled May meetings of the group were postponed due to the Local Government Elections, and so no further meetings of the groups have taken place. The groups are due to meet in June (Bute and Cowal 6th June, MAKI 7th June, Helensburgh Lomond 12th June and OLI 13th June) at which time agenda items include updates on the new Community Plan, the Council's Critical Activity Recovery Plan, input from NHS on the Change Fund and Reshaping Older People's Services (Bute and Cowal and Helensburgh Lomond), and the development of an Islands Forum in MAKI. Detailed update on these meetings and issues will be provided to the next available Management Committee meeting.

4. CONCLUSION

- 4.1** The next scheduled meetings of the Local Area Community Planning groups will take place in early June and will continue to have a strong focus on agenda items which realistically reflect issues affecting local communities. Groups will continue to focus on issues of local concern, and on developing Scorecards which reflect local priorities and provide them with the opportunity to oversee local service issues.

For further information contact: Shirley MacLeod, Area Governance Manager, Customer Services

Telephone

01369 707134

NRS' 2010-based population projections for Argyll and Bute

Chris Carr

Improvement and Organisational Development



Introduction

- 2010-based population projections for local authority areas published 29 February 2012
- Over projection period (2010-2035) in Argyll and Bute:
 - Total population will fall
 - Number of children will fall
 - Number of working age people will fall, despite increases in pension age
 - An increase in the number of people of pensionable age
 - Population aged 75+ to increase by 73.6%
- There will be more deaths than births
- Migration flows will not compensate

Background (1)

- NRS produces population projections every two years
- Projections
 - make assumptions about
 - Future fertility rates
 - Future mortality rates
 - Migration (hardest to predict)
 - Are based on past trends
- Projections affect policies; policies affect projections
- Projections are NOT predictions

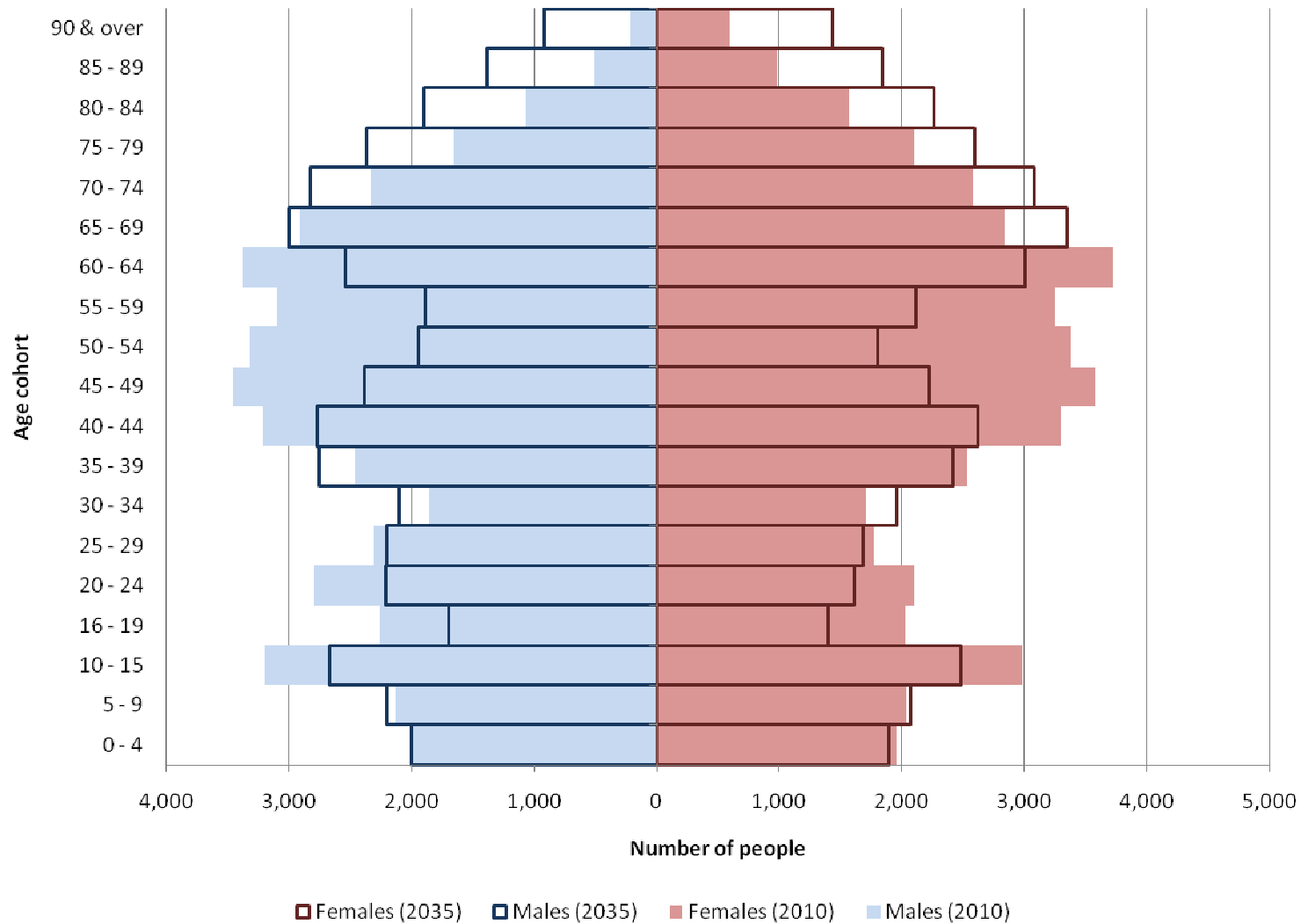
Background (2)

- Over the period 2010 to 2035:
 - Population of Scotland to increase from 5.22million to 5.7million
 - 32 Scottish local authorities:
 - 22 expected to show population growth
 - 10 expected to experience population decline.
- Argyll and Bute's population is projected to decline.

Argyll and Bute

- Population change in Argyll and Bute (2010 to 2035)
 - 89,200 in 2010
 - 82,754 in 2035
 - Deaths will exceed births
 - Migration flows in longer term assumed to be zero
 - Age profile of population will change:
 - Total population will decrease by 7.2%
 - Number of 0 to 15 year olds will decrease by 8.7%
 - Number of working-age people will decrease by 14.4%.
 - Number of people of pensionable age will increase by 9.8%.
 - An increase of 73.6% in the population aged 75 and over.
 - These figures take account of changes in pensionable age.

NRS 2010-based population projections: 2010 base year and projections for 2035 compared (Argyll and Bute)



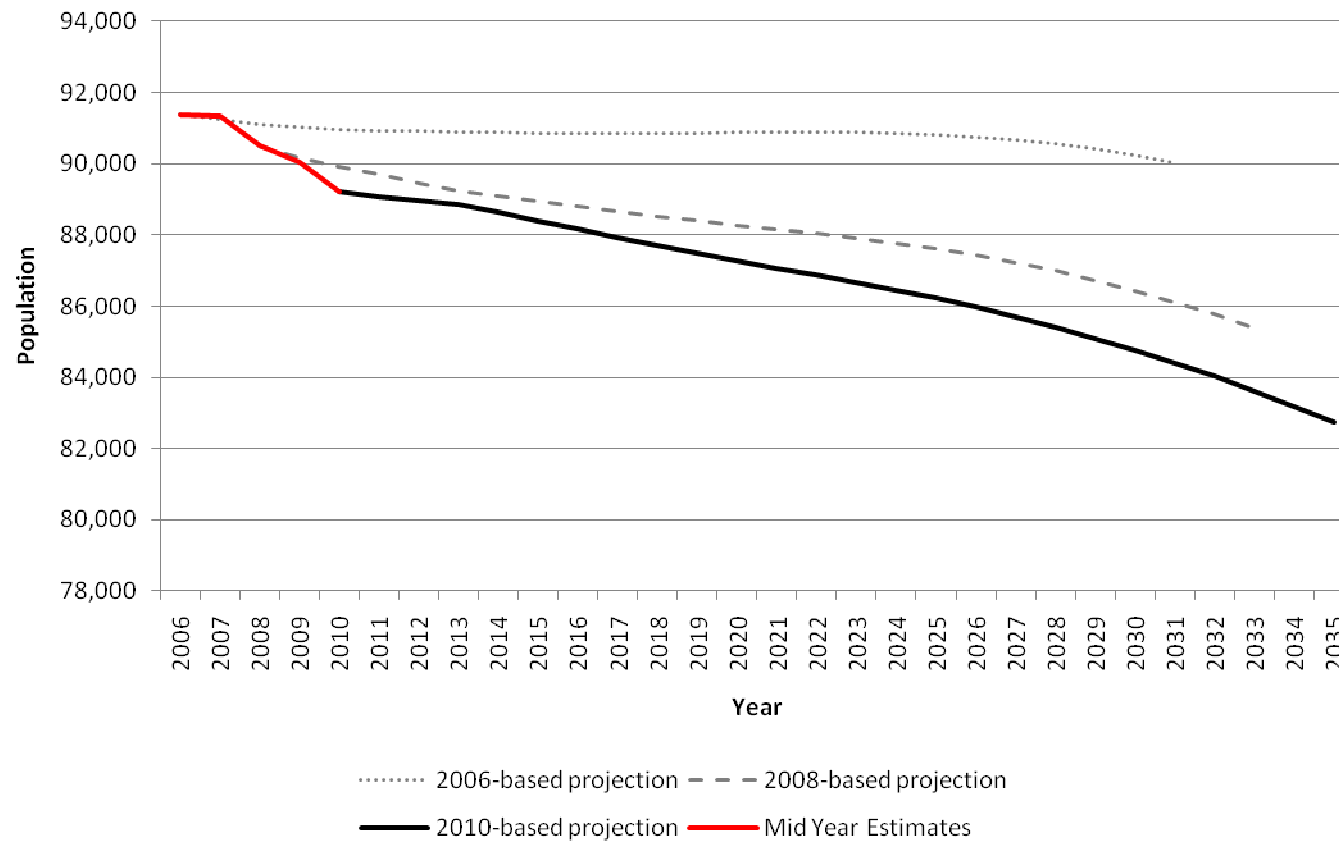
Argyll and Bute's population (thousands)

Age group	2010	2015	2020	2035
All ages	89.2	88.4	87.3	82.8
0-15	14.3	13.1	13.0	13.1
16-29	13.3	14.5	13.5	10.8
30-49	22.1	19.3	17.7	19.0
50-64	20.2	19.8	19.8	12.7
65-74	10.7	11.9	12.0	12.0
75+	8.7	9.8	11.1	15.1

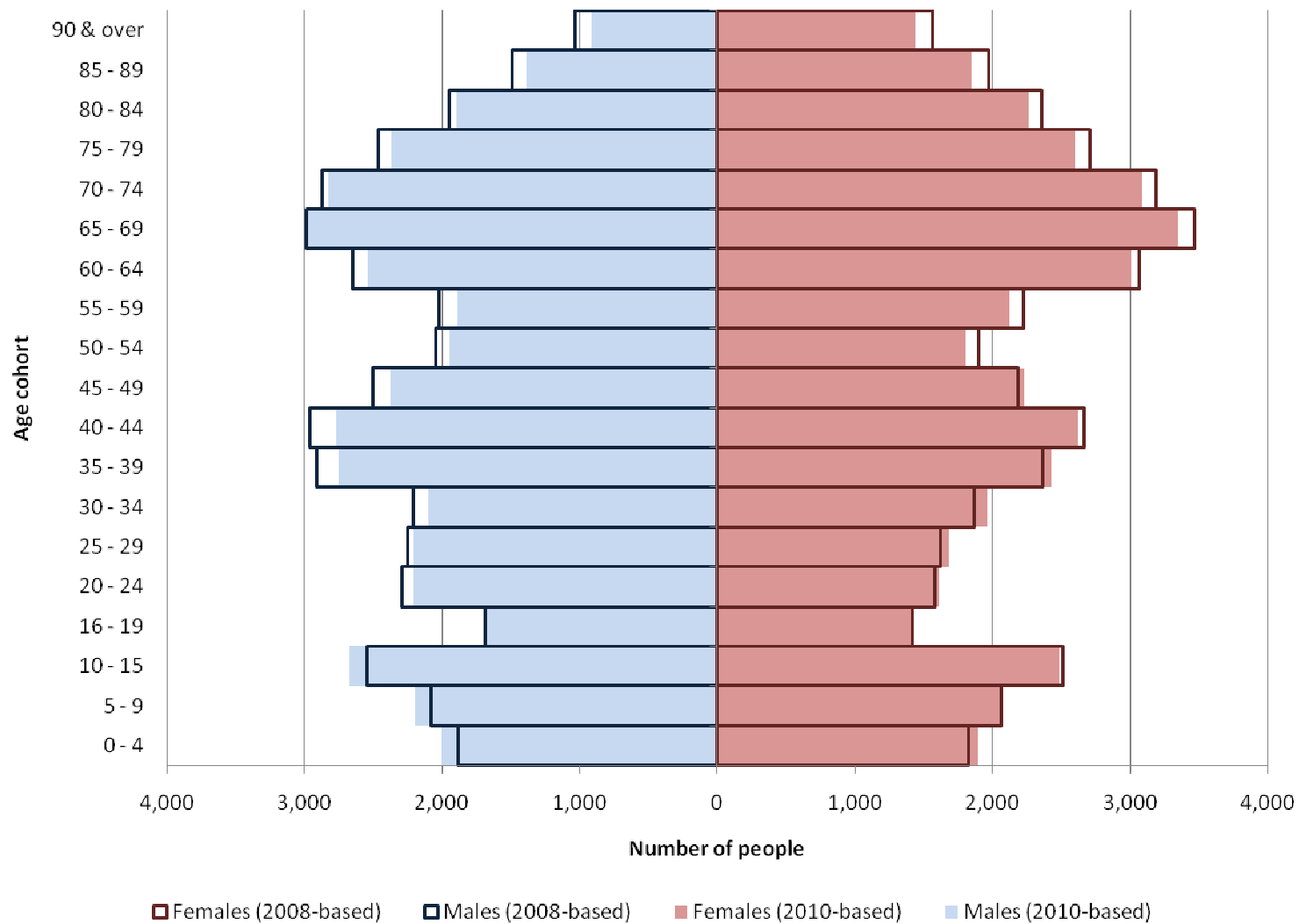
Comparisons with previous projections

- Previous projections also suggested a decrease in Argyll and Bute's population
 - 2008-based projections: 5.7% population decline over 25 years
 - 2010-based projections: 7.2% decline
- Reasons why 2010-based projections show a more rapid decline:
 - Net migration flows have been lowered

NRS Mid Year Estimates and 2006-, 2008- and 2010- based population projections for Argyll and Bute compared



NRS 2008- and 2010-based population projections for 2033 compared (Argyll and Bute)

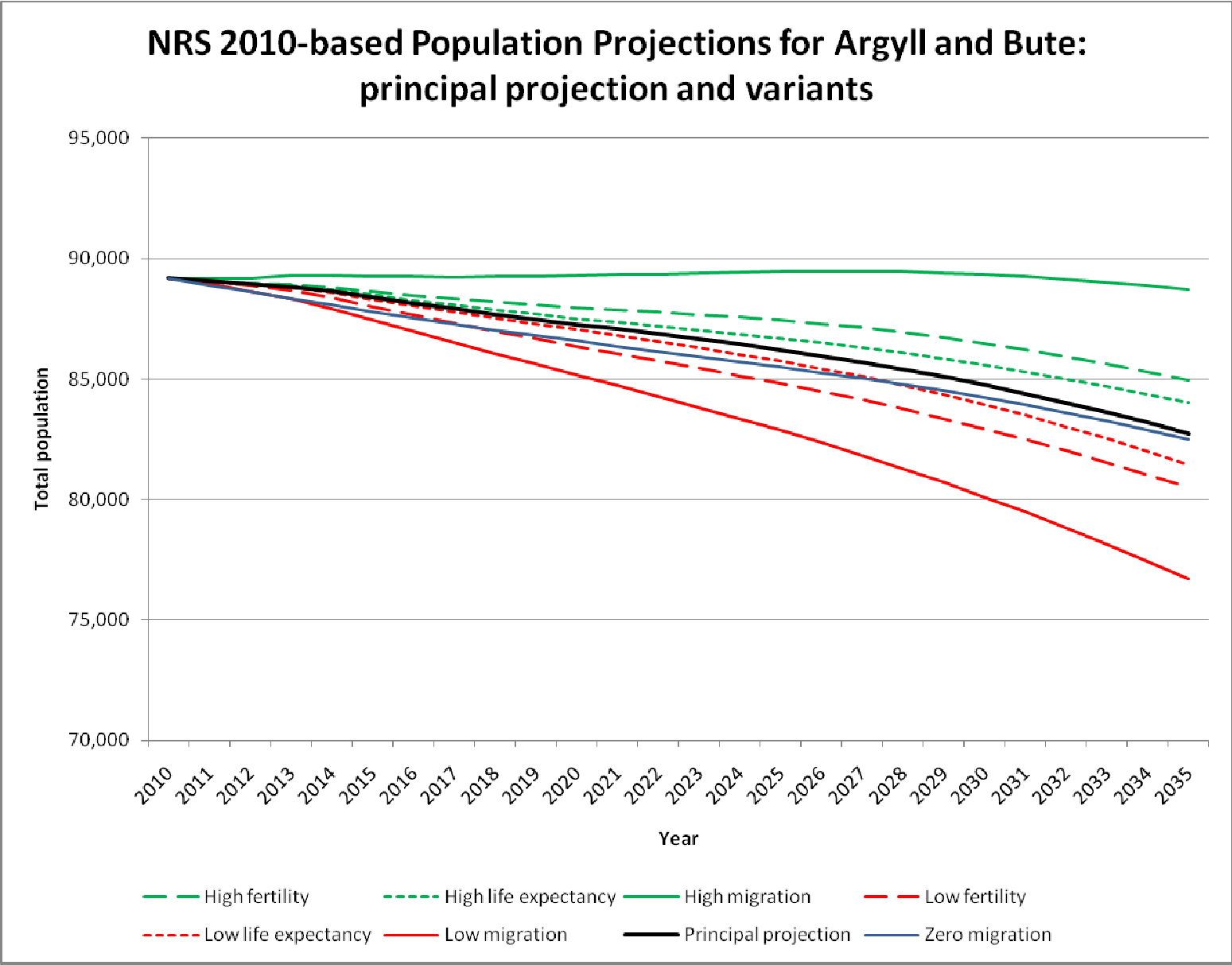


How accurate are projections?

- Overall accuracy depends on:
 - Accuracy of base year population
 - Accuracy of assumptions built into the model
 - Whether past trends will continue into future
- Can only tell how accurate projections are by looking at them retrospectively
- Calibration with Census 2011 will be helpful

Variant projections

- NRS has published:
 - Principal projection
 - Seven variant projections
- Variant projections suggest alternative, plausible scenarios for what might happen
- Note the impact of changing migration assumptions



Conclusion

- Projections are not predictions
- With one exception, all variants and principal projection suggest population decline
- Projections are used to inform budget allocations
- How will these projections be used to inform policies?
- What are the impacts of these projections for service planning?

Argyll and Bute Community Planning Partnership

Management Committee

Date: 6th June 2012

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Title: NEW COUNCIL

1. Following the local government elections in May all 36 councillors have now met and have made the following appointments to key positions.

Leader – Councillor Roddy McCuish

Deputy Leader - Councillor John Semple

Provost - Councillor Isobel Strong

Depute Provost - Douglas Philand

2. A number of other appointments were made at the first meeting of the new council, they were as follows –

Lead Councillor for Human Resources and Sport is Douglas Philand

Deputy Lead Councillor is Robert MacIntyre

Lead Councillor for Strategic Finance and European Affairs is James Robb

Deputy Lead Councillor is Gordon Blair

Lead Councillor for Planning and Regulatory Services is Sandy Taylor

Deputy Lead Councillor is Mary-Jean Devon

Lead Councillor for Energy, Development, Infrastructure and Tourism is John Semple

Deputy Lead Councillor is Louise Glen – Lee

Lead Councillor for Adult Care and Learning Disabilities is Anne Horn

Lead Councillor for Roads and Amenity Services is Donald Kelly

Deputy Lead Councillor is Robert G MacIntyre

Lead Councillor for Children and Families is Mary Jean Devon

Lead Councillor for Education and Lifelong Learning is Mike Breslin

Deputy Lead Councillor is Richard Trail

Lead Councillor for Community, Culture, Customer and Communication is Louise Glen Lee

Lead Councillor for Housing is George Freeman

Deputy Lead Councillor is Iain Angus MacDonald

Chair of the Planning, Protective Services and Licensing Committee is Councillor Sandy Taylor

Chair of the Licensing board is Councillor Sandy Taylor

Deputy Councillor Mary – Jean Devon

Opposition:

Lead Councillor for the opposition is Dick Walsh

Deputy Lead Councillor for the opposition is Ellen Morton

3. Appointments were also made for Argyll and Bute Council Area Committee positions, they are as follows –

Mid Argyll Kintyre and the Islands – Lead Councillor is Anne Horn

Deputy Lead Councillor is Donald Kelly

Oban, Lorn and the Isles – Lead Councillor is Louise Glen-Lee

Deputy Lead Councillor Elaine Robertson

Bute and Cowal – Lead Councillor Robert MacIntyre

Deputy Lead Councillor Gordon Blair

Helensburgh and Lomond – Lead Councillor James Robb

Deputy Lead Councillor Richard Trail

For further information contact:

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Project Officer (Community Planning)
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**Argyll and Bute Community Planning
Partnership**

Management Committee
Date: 6 June 2012



Title: Community Resilience Project Initiation Document

1. INTRODUCTION

- 1.1** The Council is committed to improving resilience. The lessons learnt from the severe weather of winter 2011/12 and subsequent power outages for protracted periods in some areas highlighted the need to improve power and communication resilience.
- 1.2** The development of wider community resilience is also seen as an area for significant improvement across Argyll and Bute.
- 1.3** The Council has approved a budget of £700,000 to deliver improvements in time for winter 2012/13. The project will be led by the Council working with other Category One responders, the Scottish Government, utility companies and the third sector partnership and communities.
- 1.4** A Project Initiation Document has been prepared detailing the project management arrangements and deliverables for this project. The PID was presented to the Council's Transformation Board on Monday 21 May.

2. RECOMMENDATIONS

- 2.1** That the CPP management committee approves the Project Initiation Document.
- 2.2** That the CPP provides support to the Community Resilience project working with the Council to deliver project outcomes, identifying key individuals to sit on the project board where appropriate.
- 2.3** CPP management committee will be kept informed of progress at their 2 monthly meetings.

3. BACKGROUND

- 3.1** During the severe weather of winter 2011/12 and subsequent power outages for protracted periods in some areas, the issue of power resilience for key buildings and services to enable business continuity was identified as an area for significant improvement.
- 3.2** The lack of power had a critical negative impact on the Council's communications infrastructure with telecommunications, web, mobile phones and other electronic communications adversely affected. The Council's Lync communication system is reliant on the availability of power to operate.
- 3.3** Some first responder agencies had generator capability, but this was not uniform throughout the area. Where generator capability was available the police station or hospital became the location for co-ordinating a multi-agency response.
- 3.4** The provision of rest centres by the Council in areas with no power was restricted by access to mobile generators provided by the power companies which were only available in small numbers. Decisions on the mobilisation and location of these generators were difficult to make as a result of the wide ranging need across Argyll and Bute and priority given to the areas with the highest number of affected people. The availability in communities of small generators was unknown.
- 3.5** Public communications was severely affected, restricting the Council's ability to carry out its duty to "warn and inform" the public. The identification of key resilience "hubs" in communities through this project and the development of wider community resilience, working in partnership with the Scottish Government and other agencies, will improve emergency planning in Argyll and Bute.
- 3.6** The Council is currently undertaking a separate review of its Critical Activity Recovery Plans as part of a Business Continuity Programme Review and both projects will work closely to deliver their objectives.

4. CONCLUSION

- 4.1** The project PID has been presented to the Transformation Board and the project team is currently being resourced.
- 4.2** Initial meetings with all stakeholders are being arranged over the next few weeks with Morag Brown, project manager.
- 4.3** The project will also engage with the CPP Third Sector and Communities Thematic Group .

Appendix 1

Project Initiation Document Community Resilience Project v2.0

For further information contact:

Morag Brown
Programme Manager
Business Development

Telephone 01546 604199

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Community Resilience Project

Project Initiation Document

Version 2.0

Author: Morag Brown

IOD Programme Manager (Business Development)

Project Initiation Document
Community Resilience Project

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Project Initiation Document
Community Resilience Project

10. Acceptance Criteria

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1. Project Initiation Document History

1.1 Document Location

This document is only valid on the day it was printed.
 The source of the document will be found on the project manager's PC in location.

1.2 Revision History

Revision date	Version No	Summary of Changes	Changes marked
22.05.2012	2.0	Changes following feedback from TPB v1.0	no

1.3 Approvals

This document requires the following approvals.

Name	Signature	Title	Date of Issue	Version
		Transformation Board		
		CPP Management Committee	30.05.2012	v2.0

1.4 Distribution

This document has been distributed to:-

Name	Title	Date of Issue	Version
Sally Loudon	Chief Executive	16.05.2012	1.0
Jane Fowler	Head of Improvement and HR	16.05.2012	1.0
Douglas Hendry	Executive Director Customer Services	16.05.2012	1.0

Project Initiation Document

Community Resilience Project

Name	Title	Date of Issue	Version
Cleland Sneddon	Executive Director Community Services	16.05.2012	1.0
Sandy MacTaggart	Executive Director Development and Infrastructure	16.05.2012	1.0
Bruce West	Head of Strategic Finance	16.05.2012	1.0
Derek Leslie	CPP Management Committee	30.05.2012	2.0
Sally Loudon	CPP Management Committee	30.05.2012	2.0
Jane Fowler	CPP Management Committee	30.05.2012	2.0
Lynda Thomson	CPP Management Committee	30.05.2012	2.0
Eileen Wilson	CPP Management Committee	30.05.2012	2.0
Russell Dunn	CPP Management Committee	30.05.2012	2.0
Mark Wilson	CPP Management Committee	30.05.2012	2.0
Paul Connelly	CPP Management Committee	30.05.2012	2.0
Andrew Campbell	CPP Management Committee	30.05.2012	2.0
Jonathan Pryce	CPP Management Committee	30.05.2012	2.0
Glenn Heritage	CPP Management Committee	30.05.2012	2.0
Douglas Cowan	CPP Management	30.05.2012	2.0

Project Initiation Document
Community Resilience Project

Name	Title	Date of Issue	Version
	Committee		

2. Introduction

Informed by the review of lessons learnt from the severe weather in January 2012 Argyll and Bute Council has identified a need to improve resilience during a weather related emergency. A budget of £700,000 has been identified to ensure we have suitable backup arrangements for power, IT and communications to enable the Council to fulfil its duties as a category one responder and to carry out critical business activities during disruptive challenges.

The Council also wants to ensure that individuals are better prepared for severe weather and working alongside the Scottish Government, third sector and the other category one responders to improve the resilience of our communities.

2.1 Purpose of Document

The purpose of this Project Initiation Document (PID) is to:

- a) To set out the aims, objectives and outcomes of the community resilience project.
- b) To define the scope of the project.
- c) Set out the workstreams, key stages, activities, resources and responsibilities
- d) Set out the arrangements for governance and management of risks, issues and dependencies.

2.2 Background

In an emergency situation the Council along with the “category one” responders is bound under the Civil Contingencies Act 2004 to carry out the following:

- Carrying out a risk assessment and contribute to the development of a community risk register.
- Planning for emergencies, including training and exercising.
- Ensuring robust business continuity arrangements are in place to maintain service delivery.

Project Initiation Document

Community Resilience Project

- Ensuring arrangements are in place to warn and inform the public both before and during emergencies
- Co-operate with partner agencies
- Sharing information with partner agencies.

In addition to these, the Council has a seventh statutory duty – to promote business continuity to local businesses and the voluntary sector to ensure they have their own robust business continuity arrangements to continue their routine business during and following emergencies that have an effect on their organisation.

During the severe weather of winter 2011/12 and subsequent power outages for protracted periods in some areas, the issue of power resilience for key buildings and services to enable business continuity was identified as an area for significant improvement.

The lack of power had a critical negative impact on our communications infrastructure with telecommunications, web, mobile phones and other electronic communications adversely affected. The Council's Lync communication system is reliant on the availability of power to operate.

Some first responder agencies had generator capability, but this was not uniform throughout the area. Where generator capability was available the police station or hospital became the location for co-ordinating a multi-agency response.

The provision of emergency centres by the Council in areas with no power was restricted by access to mobile generators provided by the power companies which were only available in small numbers. Decisions on the mobilisation and location of these generators were difficult to make as a result of the wide ranging need across Argyll and Bute and priority given to the areas with the highest number of affected people. The availability in communities of small generators was unknown.

Public communications was severely affected, restricting the Council's ability to carry out its duty to "warn and inform" the public. The identification of key resilience "hubs" in communities through this project and the development of wider community resilience, working in partnership with the Scottish Government and other agencies, will improve emergency planning in Argyll and Bute.

The Council is currently undertaking a separate review of its Critical Activity Recovery Plans as part of a Business Continuity Programme Review and both projects will work closely to deliver their objectives.

3. Project Definition

3.1 Aims and Objectives

Project Initiation Document

Community Resilience Project

The project has two aims the first to ensure the Council has power resilience in place, before the start of winter 2012/13, for key buildings and emergency centres. The second is to improve resilience within the communities of Argyll and Bute through engagement and communication.

The project will review the current list of key buildings and emergency centres and working with Facility Services, IT, Emergency Planning and informed by the Business Continuity Critical Action Recovery Plans prepare a revised register of key buildings and emergency centres and ensure backup power would be available if required.

Working with our Community Planning Partners, category one responders, the power companies and third sector partnership to identify what back up power arrangements are already in place or being developed. The project will identify priority locations for generators and prepare a business case to inform the procurement options. Options considered will range from a managed contract with a generator provider to installing fixed generators at Council buildings. Improved power resilience will lead to improved communication resilience.

The lessons learnt from the January storms showed how reliant the Council was on its existing communication methods. Communication resilience will be improved in two ways. The council has taken delivery of a satellite phone trailer from the Scottish Government and the civil contingencies team along with Roads and Amenities will develop a protocol for its deployment. The project along with IT will review the BT landline capability and locations. The use of landline phones is linked to business continuity plans.

The second project workstream aims to improve the resilience of communities through engagement and information. This will involve working closely with our Community Planning Partners, category one responders, the power companies, Scottish Government and third sector partnership. Engaging with stakeholders through the CPP and Third Sector and Communities Group the project aims for communities and individuals to be better prepared for a severe weather emergency situation including power loss by providing better information.

Civil Contingency officers currently work with island communities to prepare area emergency plans; the project will expand on these. Along with the Third Sector and Communities Thematic Group the project will identify the most appropriate body to liaise with in each community, whether Community Council, development trust or other third sector organisation etc, to encourage and support them to develop a Community Emergency Plan in line with the Scottish Government's advice and template document. The Scottish Government document encourages communities to carry out a local risk assessment of the risks their area may face; the skills and resources in the area which could be utilised; key locations in the area and how they could be used in an emergency; contact details of people and organisations involved in the emergency plan; what would trigger the plan to be used; step by step guidance, a draft agenda for a first meeting; actions to which the local authority have agreed and alternative arrangements should communications be disrupted.

Project Initiation Document

Community Resilience Project

A media campaign will be launched in parallel to better inform of the Councils responsibility in an emergency and the Council's priorities to its customers and the services it delivers. Communications material will also be prepared offering advice and support on how best individuals can support themselves when council services are unable to be delivered, this could be in conjunction with the Scottish Government, similar to their "Be Prepared" leaflet of 2011.

3.2 Project Scope

The project will include all of the communities within Argyll and Bute, particular consideration will be given to the island communities when severe weather can result in not only power loss but connection to the mainland and therefore supplies and services.

The project will be delivered with input from council services especially IT, Facility Services and Emergency Planning and the Community Planning partnership, Scottish Government, utility companies and third sector partnership.

3.3 Method of Approach

The project will be managed using PRINCE 2 project management principles and the Council's generic project management methodology.

Project management will be provided from Improvement and HR with the project team including officers from IT, Facility Services, Communications and Civil Contingencies. The project will work closely with the Business Continuity project manager to ensure dependencies are identified and mapped.

3.4 Project Governance and Control

The sponsor of the project will be Douglas Hendry, Executive Director Customer Services. The Senior Responsible Officer, SRO, to be confirmed and the project manager will be Morag Brown, Programme Manager Improvement and Organisational Development.

The project will be included in the programme of projects reporting to the Transformation Board. With the Transformation Board being the senior board in governance terms.

A project board will be created for this project and Terms of Reference will be prepared. Meetings of this board will take place regularly throughout the duration of the project.

The project will also engage with the Community Planning partnership through the Third Sector and Communities Thematic Group and the Management Committee.

The project will report to Elected Members through briefing notes and to the relevant committee once approved.

The project manager will be responsible for the day to day management of the project, coordinating the workstreams and issuing the work packages, ensuring timescales and budget are kept, and quality is adhered to.

Project Initiation Document
Community Resilience Project

Role	Resource	Key Responsibilities and Activities
Project Sponsor	Douglas Hendry, Executive Director Customer Services	<ul style="list-style-type: none"> • To be accountable for successful delivery of the project – <ul style="list-style-type: none"> ○ achievement of desired outcomes ○ Realisation of expected benefits • Chairing Board meetings • Ensuring Project Board meets its remit • Internal and external promotion of project • Liaison with SRO and Project Manager
SRO	TBC	<ul style="list-style-type: none"> • Providing progress reports to Transformation Programme Board • Internal and external promotion of project • To be accountable for successful delivery of the project – the driving force behind it • Successful achievement of agreed deliverables • Is empowered to direct the project overall, to take decisions and resolve escalated issues • To own the vision for the project • To manage key strategic risks
Project Board	TBA Membership to include: Sponsor SRO Police Fire NHS Third Sector	<ul style="list-style-type: none"> • To provide visible leadership and commitment to the Project • To endorse and support the project manager on an ongoing basis • Attendance at board meetings as scheduled; • Agreement on project manager's responsibilities and objectives; • Agreement of project plan, PID and ongoing update of plans; • Acceptance of all project products; • Provision of all resources and facilities required for the project; • Agreement of milestone achievements; • Regular reviews of scope and identification of benefits to ensure the continued alignment to business continuity and corporate priorities.

3.5 Project Team – Roles and Responsibilities

Project Initiation Document
Community Resilience Project

The following table indicates the relevant resource required to complete the project and is in addition to the governance resource detailed in section 3.4. As the project needs to be completed by winter 2012 identifying and ensuring that resource is available to support delivery is essential.

Role	Resource	Responsibility
Project Manager	Morag Brown IOD Programme Manager (Business Development) Part Time – 3 days per week	<ul style="list-style-type: none"> • Overall management and first point of contact. • To operationally manage the project, coordinating and delivery of all project products • Ongoing project planning and management • Reporting progress to SRO • Exception reporting to project board as appropriate • To coordinate with the business continuity project, including management of interdependencies • To manage project team • To manage the provision and quality of all resources and workstreams • To operate the governance framework, including management of benefits, stakeholders, risks and issues, resources, quality, planning and control. • Develop and issue work packages • Project reporting
Project Assistant	To be identified Part Time – 3 days per week	<ul style="list-style-type: none"> • To provide support for project manager • To provide administrative support to the project – arranging and minuting meetings • Assisting with the preparation of communications material • Assisting with the QA of project deliverables • Managing project office and project documentation • Maintaining risk and issue logs.
Civil Contingencies officers	Carol Keeley and Susan Donnelly Part Time in accordance with	<ul style="list-style-type: none"> • To advise on lessons learnt, provide examples of best practise • To liaise with partners and promote project aims • To lead on communications

Project Initiation Document
Community Resilience Project

Role	Resource	Responsibility
	Health and Safety team plan	<ul style="list-style-type: none"> • To gather and collate information held by service • To ensure management within service are kept up to date with progress • To deliver work package as issued by project manager • To produce agreed deliverables to time and quality • To advise project manager of any new or changed risks and issues
IT officer	<p>To be identified</p> <p>As per project plan for organisational resilience workstream</p>	<ul style="list-style-type: none"> • To gather and collate information held by service • To liaise with colleagues and management within service • To ensure management within service are kept up to date with progress • To deliver work packages as issued by project manager • To produce agreed deliverables to time and quality • To advise project manager of any new or changed risks and issues
Facility Services officer	<p>To be identified</p> <p>As per project plan for organisational resilience workstream</p>	<ul style="list-style-type: none"> • To gather and collate information held by service • To liaise with colleagues and management within service • To ensure management within service are kept up to date with progress • To produce agreed deliverables to time and quality • To advise project manager of any new or changed risks and issues
Mechanical and Electrical Engineer	<p>To be identified</p> <p>dependent on outcome of options appraisal</p>	<ul style="list-style-type: none"> • Undertake an evaluation of options for each location identified • Detailed design and specification to assist with tender • Assist with preparation of any consents required • Administer the contract on site
Communications officer	<p>To be identified</p> <p>as per community</p>	<ul style="list-style-type: none"> • To assist with the preparation of communications material for improved community resilience campaign • To ensure management within service are

Project Initiation Document
Community Resilience Project

Role	Resource	Responsibility
	resilience workstream project plan	kept up to date with progress <ul style="list-style-type: none"> To advise project manager of any new or changed risks and issues

In addition to the above support may be required from Procurement and if the option is chosen to install generators support may be required from Planning and Regulatory services with regard to consents for installing and associated fuel supply.

4. Project Deliverables and Associated Timescales

Start Up and Stakeholder Engagement

Deliverable	Estimated completion date	Responsibility
Project Initiation Document approved	21 May 2012 6 June 2012	Transformation Board CPP management committee
Resource secured	8 June 2012	Project board
Initial meeting with stakeholders, CPP	8 June 2012	Project manager
Initial meeting with power companies to clarify role and determine responsibility, capacity, plans and resource	8 June 2012	Project manager
Initial meeting with Scottish Government	8 June 2012	Project manager
Collate lessons learnt and map to project deliverables	15 June 2012	Project manager

Organisational Resilience - workstream 1

Deliverable	Estimated completion date	Responsibility
Collate and review current lists of key offices with facility services, IT and business continuity	1 June 2012	Project manager
Liaise with partner agencies to determine capacity and backup	15 June 2012	Project manager

Project Initiation Document
Community Resilience Project

Deliverable	Estimated completion date	Responsibility
power at other locations		
Prepare register of key offices	29 June 2012	Project manager
Review register of Emergency centres	29 June 2012	Project manager / Civil Contingencies
a)Power resilience		
Identify any existing back up power arrangements	13 July 2012	Project manager
Identify any existing flexible generator resource available – Council and partner	20 July 2012	Project manager
Prioritise locations for generators	3 August 2012	Project manager / facility services / IT / civil contingencies / business continuity
Prepare options appraisal / business case for procurement options and / or managed contract	3 August 2012	Project manager / M&E Engineer
Tendering	Mid October 2012	Project manager / M&E Engineer / Procurement
Apply for and receive any necessary consents	End October 2012	Project Manager / M&E Engineer / Regulatory services
Administer contract on site	November 2012	M&E Engineer
b)Communications resilience		
Review existing BT landline capability	August 2012	Project manager and IT
Install landline phones at key council locations	September 2012	Project manager and IT
Protocol for deployment of satellite phone trailer	August 2012	Head of Improvement and HR and Head of Road and Amenity Services

Community Resilience – workstream 2

Deliverable	Estimated completion date	Responsibility
Meet with Third Sector and Communities Thematic Group to	August 2012	SRO Project manager

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Community Resilience Project

Deliverable	Estimated completion date	Responsibility
identify most appropriate organisations within each community to receive SG guidance and templates.		
Meet with Third Sector and Communities Thematic Group to identify appropriate third sector support for communities to prepare plans	August 2012	Project manager
Liaise with other agencies and Scottish Government over plans for a winter preparedness campaign	July 2012	Project manager
Write to identified community organisations with Scottish Government "Guide to Emergency Planning for Community Groups"	August 2012	Project manager
Prepare communications plan for resilience campaign	September dependent on other agency plans	Project manager and communications
Prepare leaflets, posters, press releases, web pages etc	September 2012	Project manager and communications
Print and distribute as per communications plan	October 2012	Project manager

Project Initiation Document
Community Resilience Project

5. Risk Log

Ref	Risk	Area of Risk	Inherent risk Impact (1-3)	Inherent risk Probability (1-3)	Inherent Risk per matrix (1-9)	Risk Mitigation Procedures/Controls in place	Residual risk Impact (1-3)	Residual risk Probability (1-3)	Residual Risk per Matrix (1-9)	Actions Planned
1	Delivery	Lack of engagement and buy in by stakeholders will result in council failing to improving resilience by not addressing all lessons learnt	3	1	2	Seek early and ensure ongoing discussions with council services, partners, power companies and Scottish Government	1	1	1	Start up meetings will be scheduled as soon as PID approved
2	Delivery	Failure to free up resource to support the project will result in timescales not being met	3	2	6	PID identifies resource required to support successful delivery of project	1	1	1	Project board responsible for providing resource to support the project
3	Delivery	Changes to the council administration may result in changing priorities	2	1	2	Clear communication and member involvement is essential to success	1	1	1	Engage with members at early stage of project development
4	Financial	Project budget may not cover all deliverables until more robust costings have	3	1	3	Initial costings will be reviewed and early engagement with partners	1	1	1	Start up meetings will be scheduled as soon as PID approved. Project team includes

Project Initiation Document

Community Resilience Project

	been prepared. Project success may be dependent on additional budget and or resource being found from partners, power companies, communities, funding bodies						representatives from IT and facility services
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Project Initiation Document

Community Resilience Project

6. Key Stakeholders

6.1 Communications

Communications will be managed by the project manager. It will be the responsibility of the project manager to ensure a regular flow of informative and timely communications to all stakeholders.

The success of the improved Community Resilience workstream will be entirely dependent on the clear and effective communications. This will be managed through a communications plan and all products approved by both the project board, transformation board and the communications team. This will be managed by the civil contingencies officers and project manager.

Project Initiation Document
Community Resilience Project

6.2 Stakeholder analysis

Stakeholder	Examples of stakeholders interests / needs	Stakeholder requirements – consulted / informed etc	Objective	Methods	Frequency
Residents of Argyll and Bute	<ul style="list-style-type: none"> • Greater understanding of what to do in an emergency situation such as power loss • Greater understanding of Councils responsibility • Greater understanding of what individuals can do to help themselves 	informed	<ul style="list-style-type: none"> • To ensure individuals are better informed and prepared 	Mail shots, leaflets, web pages, press release, local radio campaign, text service, social media (twitter, facebook)	As per project and communications plan
CPP	Opportunities for partnership working to	consulted	To ensure Council is working with partners and third sector to	Attending meetings of and briefings to: Third Sector and	As per project plan and programme of

Project Initiation Document
Community Resilience Project

Stakeholder	Examples of stakeholders interests / needs	Stakeholder requirements – consulted / informed etc	Objective	Methods	Frequency
	improve resilience		improve upon lesson learnt from Jan 2012 severe weather	Communities Thematic Group Third Sector Partnership CPP Management Committee	meetings
Community Councils / community organisations	Working with Council to improve community resilience	engaged	Prepare community plans using the templates within the Scottish Government “Guide to Emergency Planning for Community Groups”	Letter to all community organisations with accompanying guidance and providing contact number for additional information and support	As per project plan
Elected Members	Reassurance that the Council will put in place plans to improve resilience	Informed and consulted	To ensure that the council is better prepared, communities and individuals are better prepared and lesson learnt have been acted upon.	Members briefing document Appropriate committee TBA	As per project plan As per committee programme

Project Initiation Document
Community Resilience Project

Stakeholder	Examples of stakeholders interests / needs	Stakeholder requirements – consulted / informed etc	Objective	Methods	Frequency
Scottish Government	Opportunities for partnership working to improve resilience and deliver on identified lessons to populate the national lessons database	consulted	<ul style="list-style-type: none"> To ensure Council is working with partners to improve upon lesson learnt from Jan 2012 severe weather To ensure improved community resilience campaign is included within any SG campaign 	meetings	As per project plan
Category 1 Responders	Opportunities for partnership working to improve resilience and deliver on lessons learnt	consulted	<ul style="list-style-type: none"> To ensure Council is working with partners to improve upon lesson learnt from Jan 2012 severe weather To ensure improved community 	Briefings at: <ul style="list-style-type: none"> SECG CPP management Committee 	As per project plan Programme of meetings

Project Initiation Document
Community Resilience Project

Stakeholder	Examples of stakeholders interests / needs	Stakeholder requirements – consulted / informed etc	Objective	Methods	Frequency
			resilience campaign doesn't overlap or is included with any other campaigns		
Power Companies	Opportunities for partnership working to improve resilience and deliver on lessons learnt	consulted	To clarify responsibility, capacity, plans and resource to successfully deliver project	meetings	As per project plan
Business Continuity	Ensuring alignment between both projects and that information on key offices meets the needs of CARP plans	consulted	To ensure register of key buildings supports locations identified in CARP plans	Regular meetings with project managers emails	Ad hoc

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Community Resilience Project

7. Budget

A budget of £700,000 has been identified from Council funds to deliver this project. The project manager will also identify if there is additional funding available from CPP, Scottish Government, Power Companies and funding bodies to support the project.

8. Quality Plan

8.1 Quality Expectations

Approach	In accordance with best value principles
Deliverables	The Project Manager and SRO will be responsible for assuring the quality and availability of the project products and the documentation underpinning the project.
Consultation	Consultation with stakeholders must be comprehensive and facilitated by use of methods to record, quantify and analyse the outcomes of such consultation.
Standards	Prince2 is the standard project management methodology employed throughout the project. Installed equipment should meet relevant Industry Standards for safety and design and be accompanied by relevant certificates and documentation.

8.2 Quality Criteria

Project documentation will be in a consistent format using PfC standard templates and configuration management rules within shared directories.

Every work package issued will specify the acceptance quality criteria. Subject matter experts will be consulted in the development and completion of key products. Customer input will be sought wherever possible on customer facing elements.

9. Project Controls

9.1 Control

The Project Manager will hold weekly operational meetings with the SRO to review progress against plan. A fortnightly highlight report and updated Risk and Issue Logs issued to the project board will form the basis of these discussions

Project Initiation Document

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The SRO will present the fortnightly highlight report to the Transformation Programme Board.

Regular Project Board Meetings will be held with a structured agenda to cover each workstream and its related risks, issues and exception reporting.

9.2 Configuration Management

The Project Manager will be responsible for version control. The Project Manager will ensure that a library of project products, records of meetings, technical documentation and any other relevant documentation will be held in the "Community Resilience Project" Share Point site

9.3 Tolerances

Once the PID has been agreed the following tolerances will apply:

Time:

Delay of a project milestone of more than 1 week must be reported by the project manager to the SRO.

Delay of a project milestone of more than 2 weeks must be reported to Transformation Programme Board.

Cost:

Increase in project costs by more than 10% must be reported to the project board.

9.4 Exception Process

If the timescales or cost of the project is likely to exceed the agreed tolerance levels, the Project Manager will produce an exception report which will be sent to the SRO to inform them. All Change Requests will be submitted as Exception Reports

The Exception Report will include:

- A description of the cause of the deviation from plan
- The consequences of the deviation
- The available options
- The effect of each option on the business case, risks, project and stage tolerances
- The Project Manager's recommendations

10. Acceptance Criteria

The criteria for acceptance of the project are the delivery and sign off of all the deliverables to the satisfaction of the Project Board.

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**Argyll and Bute Community Planning
Partnership**

**Management Committee
Wednesday 6 June 2012**



PROPERTY ASSET MANAGEMENT

1. SUMMARY

- 1.1** This paper introduces the letter of 21 May 2012 that has been issued to Local Authority Chief Executives by Alex Neil, Cabinet Secretary for Infrastructure and Capital Investment to outline the remit envisaged for the Scottish Futures Trust in relation to property asset management.

2. RECOMMENDATIONS

- 2.1** Colleagues are invited to note the terms of the remit.

3. BACKGROUND

- 3.1** Building on previous reports on Asset Management by the Scottish Futures Trust, by the end of 2016, public bodies in the local civil estate will be expected to achieve cost efficiency savings of at least £500m. This is to be made up of both revenue savings and capital receipts. It is envisaged that the savings will accrue from a more strategic and collaborative approach to property asset management.
- 3.2** The accompanying letter advises that the Scottish Futures Trust will be given the role to:
- Champion a strategic approach to take forward a programme of change, supporting and challenging public bodies to deliver a stepped change in property asset management.
 - To provide a centre of expertise and support on best practise.
 - Facilitate collaborative planning and property rationalisation between different public sector bodies.
 - Review Asset Management Plans and where appropriate, provide an external challenge to public bodies on their strategic approach.
 - Use the new £3m Asset Management Fund over the next 3 years to encourage an innovative solution to rationalise and dispose of assets to secure the maximum benefit to the public purse.
 - Measure and report on progress.

- 3.3** As previously reported, the Community Planning Partnership has already established an Executive Sub Group to promote a collaborative approach to asset management as envisaged by the Scottish Futures Trust. Substantial progress has already been achieved in mapping our assets and identifying opportunities for sharing and rationalisation. In the circumstances, it is not yet clear what additionality will be achieved from the Scottish Futures Trust remit.
- 3.4** While their role in outlining best practise and providing support is to be welcomed, it is not clear to what extent they will be able to exert pressure on public authorities to work more collaboratively. As a result, colleagues are asked to note that the Council is seeking an early meeting with Colin Proctor of the Scottish Futures Trust to discuss this matter further so an update will be provided to both the Executive Sub Group and the Management Committee as soon as possible.

4. CONCLUSION

- 4.1** The Scottish Futures Trust have been given a role to promote greater collaboration between public authorities in the local civil estate with a view to promoting savings of at least £500m by the end of 2016.
- 4.2** The Argyll and Bute Community Planning Partnership has already taken the step of establishing an Executive Sub Group to map our property assets and also to establish opportunities for property sharing and rationalisation. While considerable progress has already been made in terms of the mapping process, the role envisaged for the Scottish Futures Trust will now require partners to deliver tangible benefits.

For further information contact:
Malcolm MacFadyen
Head of Facility Services

Telephone: 01546 604412

E-mail: Malcolm.macfadyen@argyll-bute.gov.uk

29 May 2012

Cabinet Secretary for Infrastructure and Capital Investment
Alex Neil MSP

T: 0845 774 1741
E: scottish.ministers@scotland.gsi.gov.uk



Chief Executives of
Local Authorities



21 May 2012

Dear Chief Executive

PROPERTY ASSET MANAGEMENT

With the current financial constraints across the public sector, all public bodies are facing difficult decisions around how to manage our assets and estates. The Scottish Ministers expect their public bodies to support the Scottish economy by considering overall costs to the public sector and securing value for money across the public sector, as well as considering costs and securing value for money in their own budgets. You may be aware that the Cabinet Secretary for Finance and Sustainable Growth asked the Scottish Futures Trust (SFT) to investigate the scope for expenditure savings through a more focussed and collaborative approach to public sector asset management. Two reports were published by SFT on 20 September 2011 – one focussed on potential improvements and savings in the central civil estate and one on the local civil estate. Together these identify the potential for significant cost efficiencies over the next five years.

I am taking the lead on property asset management within Cabinet, and I have asked SFT to undertake a programme management rôle, championing a more corporate and collaborative approach to property asset management across the public sector. I fully acknowledge that much good work has already taken place in property asset management in the public sector, but much more can be achieved. I encourage you to collaborate with SFT to deliver the best results for the people of Scotland.

The remit I have agreed with SFT, and the governance surrounding the role, is provided in the annex to this letter. This role is complementary to that of your own estate management teams. For further information on how SFT can assist your organisation, please contact Colin Proctor on: 0131 510 0800 or by email at: Colin.Proctor@scottishfuturestrust.org.uk.



ALEX NEIL

ANNEX A

PROPERTY ASSET MANAGEMENT – REMIT FOR THE SCOTTISH FUTURES TRUST

Remit

In line with SFT's reports on asset management¹, by the end of 2016 we will expect public bodies in:

- The local civil estate to achieve cost efficiencies of at least £500 million in total (including revenue savings and capital receipts) through a more strategic and collaborative approach to property asset management; and
- The central civil estate to reduce their office footprint by at least 25%, building up after five years to an annual saving of about £28 million annually.

Across property asset management in, both the local and central estate SFT will;

- Champion a strategic approach and take forward a programme of change, supporting and challenging public bodies to deliver a step change in improved property asset management;
- Provide a centre of expertise and support on best practice asset management, including disposal of property, drawing on support and advice from Scottish Government's Property Advice Division, Health Directorate Capital and Facilities and Health Facilities Scotland;
- Facilitate collaborative planning and property rationalisation between different public sector bodies;
- Review asset management plans and, where appropriate, provide an external challenge to public bodies on their strategic approach to property asset management and the savings that can be achieved;
- Use the new £3m asset management fund over the next three years to encourage innovative solutions to rationalise and dispose of assets by public bodies to secure the maximum benefit to the public purse; and
- Measure and report on progress.

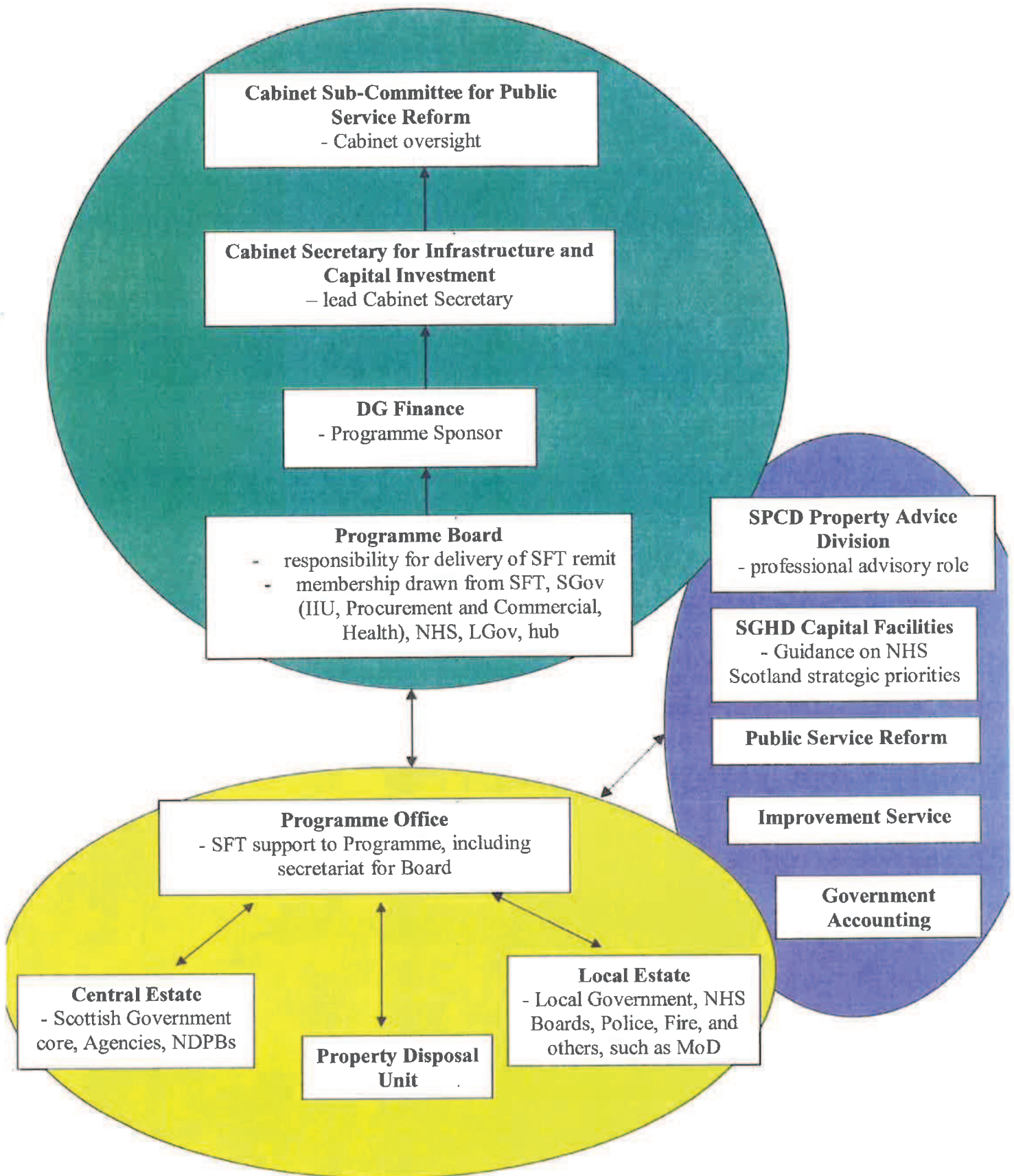
In all of the above SFT will;

- Build on the good work already underway within public bodies; and
- Collect information and data to support the initiative and report progress.

In order to succeed the initiative will need the support of Scottish Ministers and public sector leaders in bringing about the changes required. SFT's work and its interactions with other public bodies will be supported through the governance arrangements shown overleaf.

¹ http://www.scottishfuturestrust.org.uk/publications/emerging_opportunities

GOVERNANCE ARRANGEMENTS FOR ASSET MANAGEMENT ACROSS THE PUBLIC SECTOR



COLOUR
KEY:

GOVERNANCE
STRUCTURE

SFT DELIVERY

EXTERNAL
EXPERT ADVICE

ARGYLL AND BUTE COUNCIL**COMMUNITY PLANNING PARTNERSHIP****COMMUNITY SERVICES****WEDNESDAY 16 MAY 2012**

REPORT ON ARGYLL AND BUTE PLANNED SPEND FOR 'ENGLISH FOR SPEAKERS OF OTHER LANGUAGES' (ESOL) FUNDING AWARDED 2012 -2013

1. SUMMARY

- 1.1** The funding arrangements for 'English for Speakers of Other Languages' (ESOL) funding have changed for 2012-13. Community Planning Partnerships are now asked to take the lead co-ordinating role for the project, and to liaise with Scottish Government (SG)/ Scottish Funding Council (SFC).
- 1.2** Argyll College and Argyll and Bute Council (CLD Service) submitted a joint funding application for 2012-13 for a total of £62,873.00, of which £20,310.00 (32.3%) was intended for Argyll College, and £42,563.00 (67.7%) for the CLD Service.
- 1.3** The SFC have now allocated funding, and Argyll and Bute have been awarded £31,345.00 – about half the original bid.
- 1.4** Argyll College and Argyll and Bute Council CLD therefore propose to split the reduced funding in the same proportions, giving Argyll College £10,125.00, and CLD £21,220.00
- 1.5** The SFC have asked for a report on how the reduced funding will be spent – the detail is appended
- 1.6** Any funding allocated may be drawn down in September 2012.

2. RECOMMENDATIONS

- 2.1** Members are invited to note the contents of this report, and of the background paper appended.

3. DETAIL

- 3.1** Please see appended paper

4. CONCLUSION n/a**5. IMPLICATIONS**

Policy: Nil

Finance: External grant funding applied for

Personnel: Nil

Legal: Nil

Equal Opportunities: ESOL provision targets minority groups and aspires to attain 5 guiding principles of inclusion, diversity, quality, achievement and progression for provision in Scotland.

Executive Director of Community Services

For further information please contact:
Donald MacVicar
Head of Community and Culture

Argyll and Bute ESOL Revised Funding Plans

1.	Title: Employability: Workplace ESOL and Job Clubs
	<p>CLD</p> <ul style="list-style-type: none"> • Helensburgh: Rural outreach workplace-based ESOL classes (in Arrochar) (reduced) • Oban: Development of outreach workplace-based ESOL provision (reduced) • Bute: Re-establishment of outreach workplace-based ESOL provision (reduced) • (Cowal: Rural outreach workplace-based ESOL classes (in Lochgoilhead) will still take place, but funding to be sourced elsewhere)
	Cost: £5,927

2.	Title: Community-based ESOL Classes / Groups / Drop-ins (non-accredited)
	<p>CLD</p> <ul style="list-style-type: none"> • Helensburgh: Weekly community-based ESOL (non-accredited) drop-in, tutor-led • Oban: Twice-weekly community-based ESOL (non-accredited) conversation classes, Oban library, tutor-led • Oban: Weekly community-based ESOL (non-accredited) conversation class, Isle of Mull, tutor-led • Mid Argyll: Two community-based ESOL courses (non-accredited) held in Lochgilphead, tutor-led • Campbeltown, Kintyre: Community-based ESOL (non-accredited) conversation class, tutor-led (reduced) • Cowal: (see 'accredited ESOL provision')
	Cost: £7,871

3.	Title: ESOL 1:1 pairings – ALN and Citizenship needs
	<p>CLD</p> <ul style="list-style-type: none"> • Mid Argyll: 1:1 tutoring as required, paid tutor

	<ul style="list-style-type: none"> • Campbeltown, Kintyre: 1:1 support on referral basis (reduced) • Bute: 1:1 support as required, volunteer tutors
	Cost: £3,122

4.	Title: Accredited ESOL provision
	<p>CLD:</p> <ul style="list-style-type: none"> • Mid Argyll (Islay): (Reduced) contribution to accredited course run by Argyll College for which numbers are below the minimum • Cowal: 2 classes offering SQA Access, Level 3, or Cambridge examinations (22 students) <p>Argyll College:</p> <ul style="list-style-type: none"> • Online and blended learning for learners and tutors in more rural areas using newly created resources, materials to be written to fit the format required to allow them to be put on the virtual learning environment Blackboard. The accredited units are part of a suite of 23 that require development. This can be done at a cost of £1000 per unit, and the reduced funding will be used to develop selected units.
	Cost: £14,045

5.	Title: CPD for staff and tutors
	<p>CLD</p> <ul style="list-style-type: none"> • Campbeltown, Kintyre: 2 x 20hr 'Introduction to TESOL' training for staff/tutors
	Cost: £380

TOTAL: 31,345

Argyll and Bute Community Planning Partnership**Management Committee**
Date: May 2012

Title: Low Carbon Vehicle Procurement Support Scheme

1.0 SUMMARY

- 1.1 The Scottish Government launched the Low Carbon Vehicle Procurement Support scheme (LCVPS) in June 2010 as a means of encouraging the development and use of low carbon vehicle technology to help meet targets set out in the Climate Change (Scotland) Act 2009. Argyll and Bute Community Planning Partnership has made two successful grant applications during this time which have assisted in the purchase of a number of hybrid vehicles and the associated charging infrastructure. The purpose of this report is to inform CCP members of our participation in the scheme.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that, if the Scottish Government decide to extend the scheme for another year, Argyll and Bute Community Planning Partnership should continue to support any grant applications and encourage members to explore further opportunities for introducing low carbon vehicles to their fleets.

3.0 BACKGROUND**Scheme Participation 2010/11**

- 3.1 The Low Carbon Vehicle Procurement Support Scheme, since renamed the Electric Vehicle and Plugged in Places Charging Infrastructure Scheme, provides public bodies with an opportunity to introduce and evaluate low carbon vehicles in a wide range of operating environments and to provide feedback to the Scottish Government on their use and suitability.
- 3.2 As part of this promotion Transport Scotland offered Argyll and Bute Community Planning Partnership a grant of up to £85,000 to provide subsidy for the purchase of Low Carbon Vehicles and their associated charging/refuelling infrastructure during the financial year 2010-11. The grant was designed to be used to bridge the gap between the costs of an internal combustion engine vehicle and a low carbon alternative.
- 3.3 The grant funding was available to all member organisations of the Community Planning Partnership, and all were invited to

submit proposals for use of the funding. No funding requests were received from partners other than Argyll and Bute Council.

- 3.4 The opportunity to introduce electric cars was given careful consideration. Analysis of pool car journeys made by employees of Argyll and Bute Council revealed that the average return trip is 120 miles. However, information supplied by vehicle manufacturers and feedback from other Scottish local authorities indicated that electric vehicles have range restrictions of less than 90 miles which makes them more suited to urban environments.
- 3.5 The above analysis assisted in the impact assessment carried out, considering affordability, sustainability and risk, and which resulted in the rejection of electric vehicles, due to range restrictions, in favour of hybrid vehicles.
- 3.6 Arising from this process, the decision was to select Ashwoods, one of the main suppliers of hybrid commercial vehicles, to supply three Transit minibuses and one Transit van. These vehicles do not require plug-in charging as energy is recovered during braking and deceleration events and is stored in a Lithium battery.
- 3.7 These hybrid vehicles drive like standard diesel and petrol vehicles and government tests have shown them to achieve fuel savings of between 15 to 25% as well as reducing CO2 emissions by similar amounts. This is supported from the initial evaluation of performance.
- 3.8 A breakdown of the procurement costs for each of these vehicles is shown in the table below:-

Vehicle Costs – Financial Year 2010/11

Item	Basic price (£) Paid by Council	Hybrid engine price (£) Paid by Grant	Total Vehicle Price (£)
Ford transit Hybrid Engine Van	15,335.20	11,873.05	27,208.25
Ford Transit Hybrid Engine 17 seat minibus	20,119.00	12,047.55	32,166.55
Ford Transit Hybrid Engine 17 seat minibus	20,119.00	12,047.55	32,166.55
Ford Transit Hybrid Engine 17 seat minibus	20,119.00	12,047.55	32,166.55
TOTALS	75,692.20	48,015.70	123,707.90

Scheme Participation 2011/12

- 3.9 In 2011/12 the grant scheme shifted its focus from Low Carbon Vehicles in general to Electric Vehicles and their associated charging infrastructure.
- 3.10 Discussions took place with Streetscene managers in Development and Infrastructure Services who were very enthusiastic about introducing a small number of electric utility trucks to replace some of their grounds maintenance vehicles which are approaching the end of their life. These vehicles are predominantly used in and around towns which is ideally suited to electric vehicles.
- 3.11 With the Streetscene requirements in mind further grant applications were made to Transport Scotland and successful awards of £36,000 and £24,000 were allocated towards the costs of electric vehicles and infrastructure respectively.
- 3.12 After carrying out an impact assessment considering sustainability, affordability and risk the Double A Trading Company based in Cupar, Fife was chosen to supply two Goupil G5 utility vehicles. These vehicles use dual mode hybrid technology and have a payload of 600kg. Starting in electric mode, the petrol engine takes over at 25kph and allows a maximum speed of 70kph. For local applications the electric mode offers a range of 80km and a speed of 40kph. Expected delivery date of these vehicles is July 2012 and a breakdown of purchase costs is shown below:-

Vehicle Costs – Financial Year 2011/12

Item	Basic price (£) Paid by Council	Hybrid engine price (£) Paid by Grant	Total Vehicle Price (£)
Goupil G5 Hybrid Truck	9,999.00	15,951.00	25,950.00
Goupil G5 Hybrid Truck	9,999.00	15,951.00	25,950.00
TOTAL	19,998.00	31,902.00	51,900.00

- 3.13 The Scheme will also cover the full costs of the supply and installation of charging outlets to support the electric vehicles.
- 3.14 Following a tender exercise via the Public Contracts Scotland website the contract for supplying and installing six charging outlets at sites across Argyll and Bute was awarded to Electromotive.
- 3.15 The following Council premise sites were chosen in order to provide a vehicle charging premise network across Argyll and Bute:-
 Kilmory Nursery, Lochgilphead
 110 High Street, Rothesay
 Mossfield Stadium, Oban

The Roding, Campbeltown
Hamilton Street Depot, Dunoon
Blackhill Depot, Helensburgh

- 3.16 The costs for supply and installation of these charging outlets are shown below:-

Infrastructure Costs – Financial Year 2011/12

Item	Basic price (£)
	Paid by Grant
6 Elektrobay 305 (combi) wall mounted charge points	23,944.00
TOTAL	23,944.00

These charging points form the first installations under the Scottish Plugged in Places (PiP) project and are not intended for public use, However, Transport Scotland has indicated that the next round of grant funding will be targeted at installing charging infrastructure to be made available to the public.

4.0 CONCLUSION

- 4.1 Argyll and Bute Community Planning Partnership has been demonstrating its commitment to tackling climate change and reducing carbon emissions through its participation in these schemes.
- 4.2 Detailed findings of carbon and cost reductions will be provided to the CPP once the vehicles and charging infrastructure have been operational for a minimum period of six months

5.0 IMPLICATIONS

- 5.1 Policy – None
- 5.2 Financial - 15% savings to be confirmed
- 5.3 Legal – None
- 5.4 HR – None
- 5.5 Equalities – None
- 5.6 Risk – None

Malcolm MacFadyen, Head of Facility Services
16 May 2012

For further information contact:
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Argyll and Bute Community Planning Partnership**Management Committee**
Date: 6 June 2012

Title: Citizens' Panel: call for questions for the spring 2012 survey

1. Summary

Community Planning Partners are asked to submit themes and questions for the forthcoming 'spring' survey of the Citizens' Panel.

2. Recommendations

Community Planning Partners who wish to have questions included in the next survey of the Citizens' Panel should get in touch with Chris Carr, Argyll and Bute Council to arrange for this.

3. Detail

Hexagon Research and Consulting have been awarded the three year contract to maintain the Citizens' Panel member database and to carry out two surveys a year. Eileen Wilson and Chris Carr are meeting Jim Patton, of Hexagon Research and Consulting, on 12 June to have a 'handover' meeting to start this new contract.

Now that the contract for the running of the Citizens' Panel has been awarded, we want to advance the spring 2012 survey.

Although there was a call for themes and questions at the Management Committee meeting on 21 March 2012, so far no suggestions have been submitted. Therefore, Community Planning Partners are again asked to submit themes and questions for the survey.

As agreed at the Management Committee meeting of 19 October 2011, the new contract is running on the basis of two surveys being carried out each year, with the spring survey to be used by all CPP partners who wish to submit questions. The autumn survey is now a council-only survey.

Jane Fowler
Head of Improvement and HR, Argyll and Bute Council

For further information:

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ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP PROGRAMME OF MEETINGS 2012												
COMMUNITY PLANNING PARTNERSHIP	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Management Committee		1	21		16	06		22		10		12
Full Partnership		15				20					28	
Executive Sub-Group												
LOCAL AREA COMMUNITY PLANNING GROUPS												
Mid-Argyll, Kintyre and the Islands	11	1 (S)			2 (TBC)	07			5		7	
Bute and Cowal	10		6			06			4		6	
Helensburgh and Lomond	17		20		15(TBC)	12			18		20	
Oban, Lorn and the Isles	11		14		9 (TBC)	13			12 (P)		14 (P)	
THEMATIC GROUPS												
Environment		23										
Economy		29										
Social Affairs		13										
Third Sector and Communities Sub-Group		21			1 (P)			16 (P)			15 (P)	
CHP												
			7	25				29		31		19

Thematic Group meetings for the remainder of the year have yet to be set due to elections in May

- P Proposed Date
- S Special Meet
- TBC To Be Confirmed

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