



29 November 2012

REVISED NOTICE OF MEETING

A meeting of the **HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP** will be held in the **PILLAR HALL, VICTORIA HALLS, HELENSBURGH** on **TUESDAY, 11 DECEMBER 2012** at **1.30PM**,, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTE OF MEETING 11 SEPTEMBER 2012(Pages 1 - 8)**
4. **SCOTTISH YOUTH PARLIAMENT - KATY BURKE**
5. **ECONOMIC DEVELOPMENT - UPDATE TO COMMUNITY PLANNING GROUPS - ARGYLL AND BUTE COUNCIL, DEVELOPMENT AND INFRASTRUCTURE- SANDY MACTAGGART/ISHABEL BREMNER**
6. **ECONOMIC DEVELOPMENT ACTION PLAN (EDAP) 2013 -2018- ARGYLL AND BUTE COUNCIL, DEVELOPMENT AND INFRASTRUCTURE -ISHABEL BREMNER**
7. **MARITIME CHANGE PROGRAMME UPDATE - ARGYLL AND BUTE COUNCIL - GOVERNANCE AND LAW**
8. **PARTNER UPDATES**
 - (a) Community Safety Update - Shirley MacLeod (Pages 9 - 14)
 - (b) Other Partners

9. **DUCHESS WOOD MANAGEMENT GROUP - SHIRLEY MACLEOD(Pages 15 - 20)**
10. **STRATHCLYDE FIRE AND RESCUE (SFR) MEDIA AND FESTIVE SEASON/WINTER CAMPAIGN - SFR**
11. **COMMUNITY SAFETY PARTNERSHIP WORKING - STRATHCLYDE FIRE AND RESCUE**
12. **PROPOSED COOKSAFE COURSES - STRATHCLYDE FIRE AND RESCUE**
13. **ISSUES RAISED BY COMMUNITY COUNCILS**
14. **ISSUES RAISED BY THIRD SECTOR FORUM**
15. **23 AND A HALF HOURS- VIDEO - NHS HIGHLAND**
16. **PROGRESS - RE NEW GOVERNANCE ARRANGEMENTS FOR COMMUNITY PLANNING PARTNERSHIP (CPP) - ARGYLL AND BUTE COUNCIL, IMPROVEMENT AND HR- EILEEN WILSON(Pages 21 - 24)**
17. **UPDATE ON THE NEW COMMUNITY PLAN - ARGYLL AND BUTE COUNCIL, IMPROVEMENT AND HR - EILEEN WILSON (Pages 25 - 34)**

HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP

MINUTES of MEETING of HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP
held in the
on **TUESDAY, 11 SEPTEMBER 2012**

Present:

	(Chair)
	Councillor James Robb
Councillor George Freeman	Councillor Robert G MacIntyre
Councillor Richard Trail	
Shirley MacLeod	Area Governance Manager
Eileen Wilson	Community Planning Manager
Samantha Quarton	IOD Project Assistant
Captain Jack Tarr	Captain of HMS Neptune, HMNB Clyde
Gillian Barclay	AVA
Katrina Sayer	AVA
Eva Lovell	AVA
Catherine Docherty	AVA
Tony Meechan	Strathclyde Fire & Rescue
Neil Black	Loch Lomond & Trossachs National Park
Inspector Paul Robertson	Strathclyde Police
Chief Inspector Gary Stitt	Strathclyde Police
Morevain Martin	Senior Community Learning & Development Worker
Neil Sturrock	SPT
Viv Smith	NHS Highland
Linda Skrastin	NHS Highland
Nigel Millar	Helensburgh Community Council
Nick Davies	Cove & Kilcreggan Community Council
Alistair MacBeth	Chairman, Helensburgh Study Group

1. APOLOGIES

Apologies were intimated by :-

Councillor Maurice Corry
Councillor Vivien Dance
Councillor David Kinniburgh
Councillor Aileen Morton
Councillor Ellen Morton
Councillor Gary Mulvaney
Morag Brown
Councillor James Robb
Councillor Richard Trail

Councillor Freeman took the Chair

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTE OF MEETING 12 JUNE 2012

The Minute of the previous meeting held on 12 June 2012 was approved as a true and correct record subject to the following amendment:-

Page 3, Item 6 - Partners Updates:

Clydelink now run a core service between Gourock and Kilcreggan and have indicated a 200k p.a. saving.

Page 5, Item 12 – Helensburgh Public Realm Improvements Project (CHORD) Update

Shirley MacLeod, informed the Group, that, following a press release which had just been received, an informal referendum on the public realm works in Colquhoun Square in Helensburgh would take place on Monday 25 June 2012 between 8am and 8pm in the main hall at the Victoria Halls in Helensburgh.

Gillian Barclay stated that she had been present at the previous meeting.

4. PARTNER UPDATES

Strathclyde Police

Area Inspector Paul Robertson informed the Group of an increase in disorder in Helensburgh Town Centre. An Action Plan had been agreed between Strathclyde Police, Naval Police and other partners and additional patrols had been instigated in June 2012.

This had resulted in a decrease in figures, it was envisaged that the additional patrols would be retained.

There had been an increase in speeding tickets issues and warnings in the usual areas.

Joint Problem Solving work had been undertaken between ACHA/Dunbritton Housing to address anti-social behaviour in the Drumfork area. Paul reported that this initiative appeared successful. Paul introduced – Gary Stitt to the group. Gary was the new South Argyll Commander who would cover Helensburgh, Dunoon and Rothesay. He would be spending considerable time in Helensburgh. In addition, Paul advised that he himself would be based in Dunoon, however would still continue to have work input in Helensburgh. His replacement would be Inspector Claire Miller who would be commencing on Monday, 17 September. Paul expressed his pleasure at the time he had spent as a serving officer in Helensburgh.

Chief Inspector Gary Stitt had been in post for 2 months and expressed his gratitude for the help and assistance provided by Paul Robertson. He had knowledge of the local area and related issues and stated the challenging period ahead. He stated that Inspector Claire Miller was a dedicated officer who would bring lots of new skills to the post. He reported on the instigation of the Community Investigation Unit which would address and investigate local issues. Their success rate to date was extremely high with the successful detection of approximately 20

break ins and frauds.

The Chair welcomed Chief Inspector Stitt to the area and thanked both Inspector Robertson and Chief Inspector Stitt for their informative updates.

Loch Lomond and Trossachs National Park

Neil Black informed the group of 2/3 Rural Housing projects currently being undertaken in the Park. They were liaising with Luss and Arrochar and Dunbritton Housing were linking in with Succoth. The National Park fully supported this initiative which would hopefully bring young families into the area.

Neil reported on the Community Empowerment Renewables Bill and the need for a consolidated community response.

He advised on the forthcoming Community Gathering which would be held on 3 November 2012 in Drymen. This would be an all day event.

5. ISSUES RAISED BY COMMUNITY COUNCILS

Community Councils

Nick Davies, Cove and Kilcreggan CC reiterated his concerns in regards the Gourock and Kilcreggan ferry, highlighting the size and reliability of the vessel. He reported on correspondence sent directly to SPT on these issues, none of which he had received a reply to. Nick stated further dissatisfaction in regards the lack of signage at Gourock. He had received a reply on this issue from SPT to the effect that they would need to liaise with Scotrail and other agencies to resolve this.

The Chair stated that he hoped SPT would review this issue. Nick Davies reflected on the reduction in passenger numbers which were down from 72,000 to 53,000 and voiced his concerns that the ferry service would be put under threat.

The Group noted the issues highlighted by Nick Davies and wished to minute the concerns of the partnership.

Alistair MacBeth raised his concerns in regards the overall population figures from Argyll and Bute council and questioned the larger settlement areas.

6. ISSUES RAISED BY THIRD SECTOR FORUM

Gillian Barclay, AVA reported on the challenges facing local service providers with the ongoing budget constraints. She reminded the Group of the legislative duty of public service providers under the auspices of the Community Engagement Plan and questioned if underused assets could be transferred to Third Sector organisations. Gillian enquired on the feasibility of Argyll and Bute council making available their Asset Register.

7. MARITIME CHANGE PROGRAMME

Captain Jack Tarr gave a general outline brief of the proposed growth plan at the base. He envisaged that by 2017, the Clyde base would be the single submarine base in the UK and would be the training centre for submariners. He advised that population figures for the working population at HMNB Clyde would equate to 8426. This figure was relatively stable and would not include dependants. A further update would be available in 3-6 months.

Captain Tarr detailed the major works being undertaken in the next phase of the accommodation programme. The planning application was in progress and it was hoped to commence work mid-2013. This would result in an increasing resident population, although overall the footprint of the Clyde area was receding.

He reported on a forthcoming trilateral meeting between HMNB, West Dunbartonshire council and Argyll and Bute council to discuss general concerns. This would include skills needs/tertiary college provision.

Discussion followed amongst the Group in regards the need for Argyll and Bute council to review budgets in light of changing population numbers. Captain Tarr clarified that the working population total of 8426 included civilian workers too. He continued that a large number of the uniform population did not reside in the local area. However, with greater stability it may result in larger number relocating to the local area. It was the intention to provide the incentive for personnel to purchase their own accommodation and move outwith MOD housing.

Nigel Millar, Helensburgh Community Council raised 4 issues:-

- Importance of Helensburgh Town Centre – in regards to the Waitrose application, he highlighted the need to ensure that the existing town remained the main retail centre. Communication had been sent to the Chief Executive, Argyll and Bute council for reassurance.
- With local shops closing there was a need to get assurances that the Town Centre would be retained for business use. Work was commencing under the CHORD programme and this assurance was necessary
- Affordable housing - Dunbritton Housing Association were in the process of providing 45/50 flats and houses. Local residents were opposing the project, although there was a need for the housing. The Community Council had not, as yet, agreed their stance in this matter.
- With the forthcoming new Academy, Civic Centre and other developments, the Community Council were of the opinion that

the town needed an additional focus

Councillor Robb assumed the Chair and Councillor Trail joined the meeting. Councillor Robb updated members on developments on matters raised by Mr Millar.

8. **GREY MATTERS - UPDATE**

Morevain Martin gave an update to the Group in which she provided a drawing of the Kilcreggan area detailing the concerns of local residents:-

- Bad or broken paths
- Crossing – which local community wished to be removed
- Lack of bus on School Road
- No footpath on Mill Brae
- Ferry Service issues

She commended the help given to the Grey Matters project by AVA. Morevain related a study undertaken in conjunction with both older and younger people and similar results came from both groups. These issues were:-

- Safety underfoot was a significant issue
- Street furniture – hazardous to visually impaired
- Overgrown weeds on pavements – hazardous especially if wet
- Parking and illegal parking – again hazardous

The afore mentioned issues resulted from 2 consultations.

Action: It was agreed that Morevain would advise local Members of specific instances which they could add to the Members Portal for further investigation.

Action: Inspector Robertson would investigate the issue of illegal parking in the area highlighted by Morevain.

Neil Sturrock advised the Group of the withdrawing of the Traffic Warden service and this responsibility now fell under the auspices of Strathclyde Police.

9. **COMMUNITY RESILIENCE**

Samantha Quarton, IOD Project Assistant, introduced herself to the

Group and advised that she was representing Morag Brown who was unable to attend the meeting.

Inspector Robertson enquired who was the point of contact for each area. Samantha Quarton would liaise with the Police to ensure the relevant contact names were in place.

Captain Tarr stated that this shift in self resilience was consistent with what the MOD was trying to implement. However, he questioned the need to ensure that the legal liabilities were addressed.

The Group agreed to the recommendations contained within the report.

10. COMMUNITY SAFETY PARTNERSHIP EXCEPTION REPORTING TO COMMUNITY PLANNING GROUP

Shirley MacLeod spoke to the report advising the Group of work undertaken in order to recommence this form of partnership working.

The Group agreed to the recommendations contained with the report and would provide feedback to Shirley MacLeod or Belinda Ruthven.

11. SURVIVE AND THRIVE PROJECT - PRESENTATION

Katrina Sayer gave a detailed PowerPoint presentation to the Group providing information on the *Survive and Thrive project* which would provide support to individual survivors and children of survivors of domestic abuse.

Katrina advised the Group that referral forms would be distributed via 'on the ground' workers.

The Chair thanked Katrina for her informative presentation.

12. CO PRODUCTION CONFERENCE

The Group were advised that the group that the Community Planning Management Group agreed on 16th August to take this initiative forward. The first Steering group meeting was scheduled for 7 September. Updates would be available on the Community website.

13. SPT TRANSPORT OUTCOME REPORT

The Group noted the report.

14. NEW COMMUNITY PLAN

The Group noted the update.

15. POPULATION DECLINE

Eileen Wilson gave a PowerPoint presentation on the National Records Scorecard population projections for Argyll and Bute.

The 10 Local Authorities expected to experience population decline were all rural.

Discussion followed by the Group and issues which were highlighted were:-

- Were Argyll and Bute Council recognising these patterns? – They would be undertaking a data mapping exercise next year
- Faslane base – the danger of over-assumption of the workforce population
- HMNB Clyde – keen to actively engage with Argyll and Bute council on this issue to enable better detail to inform projections
- School placements provision/GPs provision

16. AREA FORUM EVENTS - 2013

Eileen Wilson informed the Group of previous *Forward Together* events. However, the timescale was too short to arrange an event for November 2012.

Discussion followed in regards timescales and outcomes of the proposed event for 2013.

The Group agreed:-

- To note the recommendations of the report
- Partners feed in their views and comments and a report would be brought to the November 2012 Helensburgh and Lomond Business Day for further consideration

The Chair thanked everyone for their attendance and asked if the Group could provide feedback on how they felt the format of the meeting was progressing and proposed the following:-

- Presentations content should be shorter
- Meeting length should be no more than 1.5 hours

He would appreciate comments and contact on how to improve future meetings.

This page is intentionally left blank

ARGYLL & BUTE COUNCIL**Helensburgh and Lomond ACPG****CUSTOMER SERVICES****7 November 2012**

Community Safety Partnership Exception reporting to Area Community Planning group

1. SUMMARY

- 1.1 The Helensburgh and Lomond Community Safety Partnership has restarted meeting recently with representation from all the main Contributors in the Community Safety Arena i.e. Police, Council, SFR, RSLs and local community councils etc.
- 1.2 The purpose of this Paper is to advise the Area Community Planning group of the status of the partnership and to highlight some of the activities which the Community Safety Partnership participants either have or will be undertaking in the near future.

2. RECOMMENDATIONS

It is recommended that the Area Community Planning Group Members:

- 2.1 Note the highlight/exception report from the Partnership
- 2.2 Consider whether there are any specific areas of work which the ACPG wishes the Area Community Safety Partnership to consider developing further

3. DETAIL

- 3.1 The reconstituted partnership had its first meeting on 26th October in The Marriage Room in Helensburgh and the Minutes will be published via the Council website as happens with each of the other Area Forums. The Partnership will be working on delivering the goals of the Argyll and Bute Community Safety Partnership, which itself reflects the aims of the Single Outcome Agreement and its successors.

As part of its first meeting the partnership discussed its governance arrangements and agreed to adopt the model in use in other areas, appointing Cllr Vivien Dance as Chair and Inspector Claire Miller as vice chair. It also agreed to provide highlight/exception reports to the Helensburgh and Lomond

Area Community Planning Group of which this is the first. The Group will now meet quarterly.

While a substantial proportion of work undertaken in the Community Safety Arena is similar in each of the four administrative areas, there are also noticeable variations in the work streams, recognising the priorities and circumstances of the local areas.

The table below at appendix 1 is the first highlight/exception report from this group and reflects some of the work undertaken by Partners and as part of this group. These reports are not however an exhaustive listing of the community safety works being undertaken by each group or partner and further detail re most topics can be made available if requested

4. IMPLICATIONS

4.1	Policy	Adoption of the proposal will assist in delivery and reporting of aspects of the SOA and the Community Plan
4.2	Financial	None,
4.3	Personnel	None
4.4	Equalities Impact Assessment	None.
4.5	Legal	None

For further information, please contact Stephen Doogan Area Governance Officer tel 01546 604342

Helensburgh and Lomond Community Safety Forum Exception Report				
Theme	Community Safety Outcome'	Issue and Actions	Comment	Outcomes/ Indicators
<p>Personal and Home Safety</p> <p><i>Considers the safety of the individual in areas such as accident prevention, online safety, fire safety, home security, bogus and scam callers</i></p>	<p>Camping Caravanning Summer safety initiative</p> <p>Information sharing</p>	<p>This SFR initiative Now complete and was superseded by the annual Autumn Bonfire safety campaign.</p> <p>SFR are keen to promote their Free home safety visits to people who are particularly vulnerable, and are promoting a “first though the door “ approach where agencies will ask for consent to pass on contact details to SFR as required in order to allow a to take place thereby minimising the risk of fire to the individual. AVA and their “Grey Matters” group to be approached about this initiative with a view to progressing referrals</p>	<p>This year the Bonfire campaign is concentrating on areas where there are no organised events since these carry a higher risk. Council supported this initiative by putting posters up and loading materials on Website.</p>	<p>Minimal accidents at events</p>
<p>Travel Safety</p> <p><i>Includes issues that and individuals may encounter such as pedestrian safety, road traffic accidents, water safety, public transport safety</i></p>	<p>Water Safety</p> <p>Roads</p>	<p>The forum heard a presentation from Katie burke (Scottish youth Parliament member)on making life jackets mandatory</p> <p>Other than concerns re the “rest” there was no specific road update</p>	<p>The forum agreed to promote the use of life jacket's and noted both Katies work and that of LochWatch</p>	
<p>Safety of Vulnerable Groups</p> <p><i>Deals with issues in relation to individuals or groups who may be vulnerable including elderly people, young children, victims of hate crime and sexual violence</i></p>	<p>Unnecessary Call outs</p> <p>Fire safety Visits</p> <p>TESSA</p> <p>Resilience Project</p>	<p>SFR presented data showing impact</p> <p>Safety visits require the individual's consent for access to Premises</p> <p>Update to be delivered to next Forum meeting</p> <p>The existence of the project is noted</p>	<p>Ongoing issue with callouts to particular premises still a particular issue</p> <p>The Process for obtaining one of these visits was clarified for all forum members and is now able to be promoted, A “first thought the door ” policy will be promoted by the Forum, to all those involved in front-line care to allow such visits – This need not be overly formal, but, consent needs to be clear</p> <p>Local Community councils are being asked to develop resilience plans, to protect the vunerable in their communities. There is an event in Dunoon on 7th November re this project</p>	<p>SFR Stats</p>

COWAL Community Safety Forum Exception Report

Theme	Community Safety Outcome'	Issue and Actions	Comment	Outcomes/ Indicators
<p>Personal and Home Safety</p> <p><i>Considers the safety of the individual in areas such as accident prevention, online safety, fire safety, home security, bogus and scam callers</i></p>	<p>SFR Summer campaign</p> <p>Experiential learning</p> <p>Nursery Chymes</p>	<p>This initiative Now complete and has been superseded by the annual Autumn Bonfire safety campaign.</p> <p>A very low response to this from community groups led to the forum deciding to ask whether the funding could be used for a single larger event. AGO asked to investigate linking with Resilience project</p>	<p>This year the Bonfire campaign is concentrating on areas where there are no organised events since these carry a higher risk. Council supporting this initiative by putting posters up and loading materials on Website.</p> <p>The funding cannot be used with the resilience Project since it has its own funding from partners</p>	
<p>Travel Safety</p> <p><i>Includes issues that and individuals may encounter such as pedestrian safety, road traffic accidents, water safety, public transport safety</i></p>	<p>Clyde Coastguard Closure issue</p> <p>Deployment of variable speed sign</p>	<p>Forum and Council lobbied unsuccessfully to retain the Clyde based service</p> <p>Anti-Speeding campaign Currently underway,</p>	<p>Closure now likely</p> <p>One driver caught ding 96 in a 60ntly zonerec</p>	
<p>Safety of Vulnerable Groups</p> <p><i>Deals with issues in relation to individuals or groups who may be vulnerable including elderly people, young children, victims of hate crime and sexual violence</i></p>	<p>Safe and Sound 2012 events</p> <p>Nursery Crhymes' & 'In her Shoes'</p>	<p>These are smaller scale events targeting vulnerable and potentially vulnerable groups to take place as suites the groups from September onwards</p> <p>Shown as part of the Scottish Mental health festival in Dunoon- other venues to be suggested at the next Forum meeting</p> <p>Now deployed to secondary schools</p> <p>First Showing was in January</p>		

	<p>New package from Children from Police</p> <p>Neighbourhood watch schemes</p>	<p>Mark Wilson highlighted a new package aimed at children who are not street wise from Strathclyde police .</p> <p>A new scheme is being investigated for Sandbank main issues of concerning Speeding, and ASB, including Alcohol</p>		
<p>Environment Safety</p> <p><i>Environment safety concerns the aesthetics of communities and neighbourhoods and includes vandalism and criminal damage, graffiti, fly tipping, littering, dog fouling and secondary fires</i></p>	<p>Dealing with Dog Fouling</p> <p>Public space Lighting</p>	<p>Similar system to Cowal i.e police Liaison is set up, however, this is an ongoing issue</p> <p>A request for lighting has been received for Sandbank Play Park, however there are concerns re providing this lighting due to its precieved ancillary effects.</p> <p>Sandbank Primary to be subject of additional attention due to reported vandalism and dog fouling</p>		
<p>Public Space Safety</p> <p><i>This deals with people's safety in their communities and public perception of safety including anti social behaviour, public disorder and violence.</i></p>	<p>CCTV</p> <p>ASB Group</p> <p>Changes in Police & SFR</p>	<p>Forum approved deployments of mobile camera from Bishops glen to Chrs Square No further update</p> <p>Group meets regularly, and is successfully meeting its goals</p> <p>The Local Inspector and Fire Commander have both changed,</p>	<p>Approval is on the basis of set criteria and need</p> <p>At last meeting 14 cases were considered, with five being fully resolved and</p>	

ARGYLL & BUTE COUNCIL**Helensburgh and Lomond Area
Community Planning Group****CUSTOMER SERVICES****11 December 2012**

Duchess Wood Local Nature Reserve Committee changes to Terms of Reference and Governance

1. SUMMARY

1.1 The purpose of this Paper is to update the Helensburgh and Lomond Area Community Planning Group (ACPG) regarding the Duchess Wood Local Nature Reserve Committee (DWLNRC) and to outline its position in relation to the Area Community Planning Group.

2. RECOMMENDATIONS

That the Group Members:

- 2.1 Note the review of the Terms of Reference of the Committee under consideration but not yet finalised
- 2.2 Agree to acknowledge the Duchess Wood Local Nature Reserve Committee as a strategic partner.
- 2.3 Consider proposing two nominees to sit on the Duchess Wood Local Nature Reserve Committee to represent Public Health and Young Persons
- 2.4 Agree that minutes and highlight and exception reports from the Committee will be provided to the Area Community Planning Group.

3. DETAIL

3.1 Duchess Wood Local Nature Reserve (DWLNR) was created in around 1995 as the result of a 15-year Management Agreement between Dumbarton District Council and Luss Estates, the landowners.

Local authority responsibility under the Agreement shortly thereafter passed to Argyll and Bute Council (A&BC). A&BC discharge this responsibility through the Duchess Wood Local Nature Reserve Committee (DWLNRC). The first of four Management Plans for the Wood was then commissioned. The LNR was formally opened by Magnus Magnusson in 1998. At that time there were only 25 LNRs in Scotland compared with 61 today.

After the LNR came into being, major grants were obtained by Lower Clyde Greenspace which paid for commissioned management plans and a range of improvements to the Wood on behalf of A&BC. The DWLNRC was originally organised on an informal basis by local volunteers until it was formally constituted as a Council sub-committee around 2007. At that point the volunteers formed the Friends of Duchess Wood (FODW), to support the DWLNRC with day-to-day maintenance and enhancement work for the Wood and to act as a focal point for community involvement. FODW works closely with other local groups, and represents the local community on the DWLNRC

3.2 The Committee has a management plan covering between 2012 and 2016 which incorporates both maintenance and development of the Wood, and is seeking to further strengthen the current partnership arrangements regarding the responsible usage of the location. This plan was approved by the Helensburgh and Lomond Area Committee in October 2012. The Duchess Wood Local Nature Reserve Committee met on 22 October and determined that it was desirable that membership of the committee be expanded, and the terms of reference of the committee be reviewed. This review is currently underway.

3.3 As a partnership group, the Duchess Wood Local Nature Reserve Committee is by definition part of the Community planning process and its participation in and reporting back to the Area Community planning group will enhance the Community planning process in the area.

3.4 Working collaboratively will be of benefit both to the ACPG and the Duchess Wood nature reserve committee in that each group will be aware of the activities of the other, which should facilitate the coordination of efforts and minimise the likelihood of duplication of work. Participation in the ACPG will also raise the profile of the Duchess Wood Local Nature Reserve within the mind of the community and will provide a convenient route for partners to contact the committee. This will allow both parties to arrange events to promote the use and development of the wood and the surrounding locale

3.5 The Duchess Wood Local Nature Reserve Committee meets quarterly, however due to the nature of its remit, its development plans are typically long term. It is proposed that the minutes of each meeting be submitted to the Area Community planning group for noting. The Committee will provide an annual Highlight and Exception report to the ACPG and will in addition supply an exception report if there are any significant developments which warrant reporting.

3.6 It was suggested at the recent Duchess Wood Local Nature Reserve Committee meeting that its membership would be enhanced by having representation both from a "Public Health" and a "Young Persons" perspective, and the Area Community Planning Group are asked to consider appropriate nominations in this regard.

3.7 It is suggested that co-opted members will accept some additional time commitment in addition to attending the quarterly meetings of the Committee since there is likely to be an element of organising and facilitating activities in and around

the wood for the various groups. The precise level of this commitment will be a matter for the nominees to determine in consultation with the Committee.

4. IMPLICATIONS

- | | | |
|-----|-------------------------------------|---|
| 4.1 | Policy | Adoption of the proposal will assist in delivery and reporting of aspects of the SOA and the Community Plan |
| 4.2 | Financial | None, |
| 4.3 | Personnel | Some member time implications for co-opted members |
| 4.4 | Equalities Impact Assessment | None. |
| 4.5 | Legal | None |

For further information, please contact Shirley MacLeod, Area Governance Manager
tel 01369 707134

Appendix 1

Draft Terms of Reference Duchess Wood Local Nature Reserve Committee 2012

Purpose

The Duchess Wood Local Nature Reserve Committee's primary purpose is as follows:

- To establish the purpose and management objectives for the LNR
- To prepare, monitor and review the Local Nature Reserve Management plan
- To oversee and co-ordinate the active management of the LNR
- To secure funding for the future management of the LNR
- To foster a partnership approach to the management of the LNR
- To realise the education opportunities/potential of the woodland working with the key Education stakeholders

Membership and administration

The Committee will be chaired by an elected member from Argyll and Bute Council. Argyll and Bute Council shall provide secretariat support for the meetings of the Committee and some administrative support.

The core membership of the Committee shall be as follows:

- Argyll and Bute Council – 4 representatives consisting of elected member (Chair), Development & Infrastructure officer, Education officer and admin support provided by Area Governance Assistant
- Lower Clyde Greenspace – 1 representative
- Luss Estates – 1 representative
- Friends of Duchess Wood - 2 representatives (normally Chair and Secretary)
- Lomond School – 1 representative (representing neighbours of the Wood)
- Health – 1 representative
- Youth – 1 representative

With the agreement of the Committee, membership may be extended to representatives of voluntary and community organisations covering different sections of the community. It is expected that there will normally be no more than one representative on behalf of an organisation or group of organisations representing a particular interest.

Circulation List

To ensure wide engagement with the community, the following organisations shall receive copies of the Minutes of DWLNRC and shall be invited to attending meetings as dictated by the Agenda:

- Scottish Natural Heritage
- Helensburgh and District Access Trust
- Helensburgh Police Office
- Paths for All Partnership Organisation
- Forestry Commission

- Helensburgh Community Council
- Helensburgh Cricket and Rugby Club
- Relevant Council officers – Environment Warden, Anti-social Behaviour Coordinator
- Argyll Voluntary Action

Frequency and location of meetings

The LNR Committee shall meet 4 times per year with the dates for the meeting being set in advance on an annual basis.

The meetings shall take place in locations as decided by the Committee, or in the absence of directions from the Committee, by the Chair.

Committee Working arrangements

An invitation to suggest items for the agenda will be sent out 3-4 weeks ahead of each meeting, The agenda will then be circulated a week prior to the meeting, along with any reports for consideration.

Minutes of each meeting shall be prepared by the administrative support as defined under Membership and administration above and, following consultation with the Chair, shall be circulated timeously to the members of the Committee. The draft minutes shall also be circulated to those detailed on the circulation list and placed on the Argyll & Bute Council website.

The Minutes shall be considered and approved, with amendments where necessary, at the subsequent LNR Meeting. If there are any amendments to be made the approved minutes shall be circulated to those detailed on the circulation list and placed on the Argyll & Bute Council website.

Decisions shall be taken by consensus, indicted by a show of hands if necessary.

Communication with the media

If any member of the Committee is in contact with the media in relation to Duchess Wood LNR, a copy of any printed material or a brief summary of any verbal update given should be noted with the Area Governance Assistant. If high profile, or likely to result in other members of the Committee being contacted, the Area Governance Assistant will pass details onto all Committee members. Otherwise, a brief report on all media coverage of the Wood will be provided at each Committee meeting.

Actions

All activity undertaken in the Wood by any member organisation of the Committee should be with the prior agreement of the Committee as a whole.

The exception to this is work undertaken by the Council to ensure the Wood is safe.

Review of Terms of Reference

The Terms of Reference should be reviewed annually.

This page is intentionally left blank

**Argyll and Bute Community Planning
Partnership
Management Committee
17 October 2012**

Future Governance Arrangements for the CPP

1 SUMMARY

- 1.1 This report sets out proposals on future governance arrangements for the CPP.

2 RECOMMENDATIONS

- 2.1 The proposals on future governance are approved and a further report on detailed arrangements is prepared for the December meeting of the Management Committee.

3 DETAIL

- 3.1 A report was submitted to the August meeting of the CPP Management Committee proposing a review of the governance arrangements for the CPP given that a new community plan was being developed. The CPP Management Committee agreed that a more detailed paper be brought to the October meeting of the CPP Management Committee for consideration.
- 3.2 The overall role of the CPP is extensive. The policy agenda for community planning is developing nationally, there are extensive commitments in the Community Plan which is being revised etc etc. It is important that an appropriate support structure is part of plan to ensure effective governance of community planning.
- 3.3 The benefit of community plan is the overall impact of partners activities is partnership working is greater than the impact of partners working individually. In addition the community planning should ensure communities are at the center of decision making and planning.
- 3.4 The statement of ambition arising from the national review of community planning sets out the following as key aspects of community planning:
- What Community Planning Partnerships must do
 - Understanding place:
 - Planning for outcomes:
 - Delivering outcomes:
 - How Community Planning Partnerships should operate
 - Organising for Outcomes
 - Accountability for Outcomes
 - How Community Planning Partnerships should improve outcomes
 - Reporting Outcomes

- 3.5 The activities of the CPP can be broken down into the following:
- Strategic oversight of community planning.
 - Developing the community plan to set the overall direction for community planning partners in Argyll & Bute.
 - Policy development across community planning partners that support the delivery of the community plan.
 - Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP.
 - Responding / reacting to national policy developments.
 - Effective working across community planning partners.
 - Continuous improvement in the effectiveness of the CPP.
 - Performance management to ensure delivery of the community plan.
 - Reporting performance to the public.
- 3.6 The Full Partnership of the CPP should be retained as the body responsible for overall development of community planning in Argyll & Bute. No change is proposed to the membership of the Full Partnership of the CPP. Meetings should continue to take place 3 times each year in line with current arrangements.
- 3.7 Argyll & Bute is a large and diverse area. Each of our communities can have different issues even within the overall umbrella of a community plan for the whole area. It is important that there continues to be effective governance over the CPP at a local level. It is proposed to retain the existing Area Community Planning Groups to discharge this function. The Area CPGs would meet quarterly. The role of Area CPGs would be:
- Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at an area level.
 - Effective working across community planning partners at an area level.
 - Continuous improvement in the effectiveness of the CPP at an area level.
 - Performance management to ensure delivery of the community plan at an area level.
- 3.8 Ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management is a key role. It is suggested this requires a degree of focus that would benefit from a group of outwith the Full Partnership of the CPP. It is proposed that this role is carried out by and becomes the main focus of the Management Committee. The Management Committee would meet on a quarterly basis. The proposed role of the Management Committee is set out below.
- Strategic oversight of community planning at a strategic level.
 - Developing the community plan to set the overall direction for community planning partners in Argyll & Bute at a strategic level.
 - Policy development across community planning partners that support the delivery of the community plan at a strategic level.
 - Engaging with communities to understand their needs and

requirements and also to inform and consult on issues relating to the CPP at a strategic level.

- Responding / reacting to national policy developments at a strategic level.
- Effective working across community planning partners at a strategic level.
- Continuous improvement in the effectiveness of the CPP at an area level.
- Performance management to ensure delivery of the community plan at a strategic level.
- Reporting performance to the public

3.9 It is proposed the current thematic groups would cease to exist. The role of the thematic groups would effectively be subsumed into the Management Committee. The new community plan will be based on objectives, outcomes and actions. It is proposed that there is a nominated lead for each outcome. The outcome leads would have responsibility for managing and reporting on that outcome across the whole CPP. It is anticipated multiple partners would contribute to each outcome. There would be a series of actions contributing to each outcome. Each partner would nominate a lead for each of their actions. This would provide a clear line of sight for each of the partners contribution to the community plan and its outcomes.

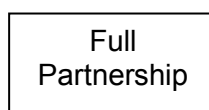
3.10 A CPP Chief Officer Group should be established. The CPP COG would have a dual role. One role would be to make real/action/operationalise the actions and activities agreed by the Management Committee to underpin effective delivery of the community plan – accountable to the Management Committee. The second role would be related to continuous improvement identifying and taking forward opportunities for collaboration, joint working and shared service at a strategic level – accountable to the Full Partnership. This would address the following key aspects of community planning:

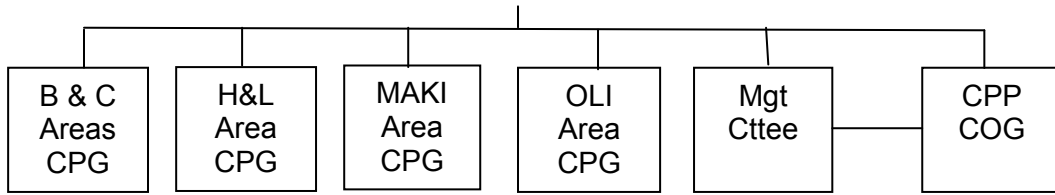
- Effective working across community planning partners.
- Continuous improvement in the effectiveness of the CPP.
- Performance management to ensure delivery of the community plan

A report would be prepared for the Management Committee and Full Partnership following each meeting of the CPP COG. When urgent issues fall out with the cycle of meetings the Full Partnership and Management Committee the CPP COG would action these and report back to the relevant group. It is envisaged meetings would take place every 2 months.

3.11 All groups will report to the full partnership. CPP COG will also report to the Management Committee. The minutes or a report of group meetings will be submitted to the full partnership. The full partnership can call in for consideration any issue considered by the groups. The full partnership can also delegate or direct the groups to consider a particular matter.

3.12 The proposed governance structure would be as follows:





3.12 If the CPP management committee is content with this overall approach then further details including a proposed meeting schedule, membership and chairing arrangements can be developed.

For further information contact: Bruce West, Head of Strategic Finance, Argyll and Bute Council

Telephone 01546 604151

Argyll and Bute Community Planning Partnership

**Full Partnership
28 November 2012**

New Community Plan

1 SUMMARY

- 1.1 This report sets out the approach to and progress in developing the next community plan. It also sets out the approach to developing outcome planning. The new community plan can still be approved by 31 March 2013. There is some slippage in timescales at present but this can be addressed over the next few months.

2 RECOMMENDATIONS

- 2.1 The full partnership notes the approach and progress in developing the new community plan and in developing outcome planning as previously approved by the Management Committee.
- 2.2 The full partnership notes the progress with data analysis to date in developing the new community plan.
- 2.3 The full partnership considers the proposed approach to engagement and consultation outlined in Appendix 3.

3 DETAIL

Background

- 3.1 The current community plan covers the period to 31 March 2013. A new community plan requires to be developed for the period commencing 1 April 2013.
- 3.2 Partners are committed to a shared community plan but it is not possible to have a single plan that covers all partners avoiding the need for their own plans. Local partner plans for Argyll and Bute need to fit within both the context of the Argyll and Bute community plan but also their respective parent organisation. There is however an opportunity to improve how these are developed around a common set of outcomes for Argyll and Bute.
- 3.3 The community plan cannot simply be an amalgamation of each individual partners plan otherwise there is no obvious additional benefit from coming together as a community planning partnership. An approach needs developed that considers the requirements of the parent organisation plans for each partner but brings these together and refines these in a way that also takes account of a shared set of outcomes for Argyll and Bute and the single outcome agreement. These Argyll and Bute outcomes need to be multi

partner and supported by an action plan setting out the contribution of each partner. This approach should be divisible into 4 areas so that there is clarity in outcomes, actions and partner contributions at an Argyll and Bute level but also at area level.

Outcome Planning

- 3.4 The Improvement Service working with a few community planning partnerships has pilot tested implementation of outcome budgeting in a few service areas. A report on the outcomes and lessons learned has been prepared. One of the key findings is that whilst there are clear benefits from outcome budgeting, it is very resource intensive and there are significant issues to be addressed in setting it up. Outcome planning which is not full blown outcome budgeting offers many of the same /similar benefits but at significantly less cost in terms of implementation resources and issues to be addressed.
- 3.5 The plans at Argyll and Bute level and area level need to be capable of measurement and included in performance management reporting and in a way that uses existing data/systems rather than creating any additional unnecessary bureaucracy. Within these parameters the community plan outcomes need to be SMART. There needs to be clarity around the relevant success measures and how the contribution of each partner will be measured and the frequency of this measurement and reporting.
- 3.6 In order to take forward the above the undernoted matrix provides for a staged approach to developing an integrated approach to planning/prioritisation, performance management and financial management for the CPP. The matrix sets out 3 levels of development for planning/prioritisation, performance management and financial management with an assessment of where we are at present for that level and the stage at which we could develop that level further as part of a project.

Planning & Prioritisation	Performance Management	Financial Management
A	B	C
Agreed outcomes that are prioritised, evidenced based common and shared. Now – part Stage 1	Reporting of performance information Now – part Stage 1	Global reporting of financial information Now – No Stage 1
D	E	F
Agreed outcomes are SMART	Analysis of performance information and identification of areas for improvement	Alignment of budget and financial information with outcomes and performance information

Now – part Stage 1	Now - No Stage 1	Now – No Stage 2
G	H	I
Plans/priorities/outcomes that are influenced by performance and financial information	Performance information that is influenced by plans/priorities/outcomes and financial information	Financial information that is influenced by plans/priorities/outcomes and financial information
Now – No Stage 3	Now – No Stage 3	Now – No Stage 3

Integrated planning/prioritisation, performance management and financial management to support decision making.

- 3.7 The overall approach outlined in the diagram and matrix is proposed as the way forward for developing the new community plan and progressing with outcome planning. To take forward the actions required arising from adoption of the approach proposed in the matrix above will require a 3 stage project.
- Stage 1 - Complete boxes A, B, C, D and E.
 - Stage 2 - Complete box F.
 - Stage 3 – Complete boxes G, H and I.
- 3.8 Stage 1 of this project is being taken forward now. Following completion of stage 1 consideration will be given to taking forward stage 2. Following completion of stage 2 consideration will be given to taking forward stage 3. At the conclusion of each stage a review will be completed and a report prepared for the Management Committee.
- 3.9 The outcome planning project is being managed as a standalone project. Progress reports will be submitted to the Management Committee. The Council have nominated Bruce West, Head of Strategic Finance to lead this project and to be the lead person for co-ordinating input from the Council. The lead person nominated by each of the other partners is as follows:
 Fire - Jim Scott
 NHS - Elaine Garman
 Police – Barry McEwen

Developing The New Community Plan - Progress

- 3.10 Appendix 1 sets out progress to date and expected timelines for development of the new community plan. Although there is some slippage to date it is envisaged that the final plan will still be approved by 31 March 2013.

Issues/Options Identified For Engagement/Consultation

- 3.11 Analysis of templates returned by partners is well underway. Appendix 2 gives a high level summary of partner responses against themes in the templates. A more detailed analysis is also being carried out as set out in the

Appendix.

- 3.12 The CPP will need to consider how it engages and consults as part of developing the new community plan. It is proposed to seek the views of communities on the range of themes and issues that have been identified during the data analysis. Feedback from the engagement/consultation can then be considered alongside the themes/issues in drafting the new community plan.
- 3.13 The proposed approach to engagement and consultation is set out in Appendix 3. The detail of this will be developed in the next few weeks.

Progress With Outcome Planning

- 3.14 The development of the new community plan will take forward a number of the elements of stage 1 of the outcome planning project. Specifically development of the new community plan will address the actions around:
- Agreed outcomes that are prioritised, evidenced based, common and shared.
 - Agreed outcomes are SMART
- 3.15 The actions around setting out performance management arrangements and collating financial information will be taken forward in the next few months.

4 CONCLUSION

- 4.1 Progress is being made in developing the new community plan and in terms of a more integrated approach to planning and performance management for the CPP. Although some slippage has arisen to date this work is expected to complete all the required works this financial year,

For further information contact: Bruce West, Head of Strategic Finance, Argyll and Bute Council

Telephone 01546 604151

APPENDIX 1 PROGRESS WITH DEVELOPMENT OF NEW COMMUNITY PLAN				
Ref	Stage	Initial Plan	Current Position	Comment
1	Approval of project and approach	August Mgt Cttee	Complete	
2	Data and information collection	August/ September	Complete	Information data sheets and contextual information prepared for different areas of interest and issued to partners. Completed templates returned.
3	Data analysis, drafting of evidence base and identification of issues/options	October	In progress will be completed by end of November	This will include analysis of completed templates and review of partner plans
4	Consideration of draft issues/options	October Mgt Cttee	Initial consideration at November Full Partnership and finalised at December Management Committee	Deferred by 6 weeks
5	Agree engagement and consultation approach on draft issues/options	November Full Partnership	Initial consideration at November Full Partnership and finalised at December Management Committee	Deferred by 2 weeks
6	Carry out consultation/ engagement	December/ January	Mid December/ Mid February	Deferred by 2 weeks

7	Summarise feedback from consultation/ engagement	January/ February	January/ February	No change
8	Review outcome of consultation/ engagement	February Mgt Cttee	February Mgt Cttee	No change
9	Draft revisions to community plan	February/ March	February/ March	No change
10	Consider and approve new community plan	March Full Partnership	March Full Partnership	No change

APPENDIX 2 PROGRESS WITH DATA ANALYSIS FOR NEW COMMUNITY PLAN

As part of developing the new plan a needs analysis was undertaken. The process was approved by the Management Committee in August.

Information was sought under five broad headings:-

- Children and young people
- Health and social care
- Housing, environment and Infrastructure
- Community safety
- Economy

These headings were to enable us to gather and manage the information; they did not represent any agreed final themes.

The deadline for returns was the 9th of November. There have been 23 returns to date; these include individual organisation returns and partnership submissions. The table below shows the responses received by theme and organisation.

Organisation	Theme				
	1. Children and Young People	2. Health and Social Care	3. Housing, Environment and Infrastructure	4. Community Safety	5. Economy
West Highland HA					
AVA					
Argyll and Bute CHP: Health Improvement Team					
SEPA					
Forestry Commission					
SNH					
Strathclyde Police					
HIE					
Strathclyde Fire and Rescue					
Visit Scotland					
Argyll and Bute Council:					
Facility Services					
Housing Services (Community and Culture)					
Community Safety Partnership					
Economic Development					
LEADER					
Planning	No form filled in. Referred to Local Development Plan.				

The analysis of the information is now underway. Feedback is being categorising under the following topics:-

- Achievements
- Challenges
- Changes that need to be made
- Current position
- Existing services that make a difference
- Existing services where work needs to be done
- Gaps in service provision
- 'One thing to change'
- Opportunities

- Recommended interventions
- Other

The information is also being linked by topic/sector/initiatives/etc. This will enable us to report to the Management Committee in December with a detailed report identifying high level strategies and specific actions for further discussion.

**APPENDIX 3
PROPOSED APPROACH TO ENGAGEMENT AND CONSULTATION IN
DEVELOPING THE NEW COMMUNITY PLAN**

It is proposed to adopt the following key messages as part of the consultation process:

- It is likely that resources for the public sector will continue to be under pressure.
- All partners are facing real reductions in funding.
- Resources will need to be prioritised - we can't do everything.
- We need to make the best use of the resources we have by working efficiently and together.
- Any other key messages that partners identify.

The approach to engagement and consultation will be as follows:

- Face to face:
 - Presentations to area community planning groups on the key themes/issues with an invite for community councils to attend.
- Printed documents:
 - A consultation document to be available from various CPP partner premises outlining the key themes/issues and seeking feedback.
 - Posters based on the consultation document for display in various Council premises.
- Online:
 - Online version of consultation document on CPP website.
 - General email address for return comments on the consultation.
 - Web chat with key representatives of management committee.
 - Web casts.
 - Looking local TV station.

Consideration will also be given to the opportunities for engaging hard to reach groups.

This page is intentionally left blank