



16 October 2012

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **HIE OFFICES, KILMORY INDUSTRIAL ESTATE, LOCHGILPHEAD, PA31 8RT** on **WEDNESDAY, 17 OCTOBER 2012** at **9:30 AM**.

AGENDA

1. **WELCOME/APOLOGIES**(Pages 1 - 2)
2. **MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 22ND AUGUST 2012**(Pages 3 - 10)
 - (a) MATTERS ARISING
3. **SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING AND SINGLE OUTCOME AGREEMENTS - EILEEN WILSON**(Pages 11 - 12)
 - (a) IMPROVEMENT SERVICE SURVEY - CPP SUPPORT NEEDS - BUILDING CAPACITY - REPORT AND BLANK QUESTIONNAIRE (Pages 13 - 20)
 - (b) PROPOSED RESPONSE - TO FOLLOW (Pages 21 - 30)
4. **NEW COMMUNITY PLAN - BRUCE WEST**(Pages 31 - 34)
5. **COMMUNITY EMPOWERMENT AND RENEWAL BILL - MARGARET FYFE**(Pages 35 - 58)
6. **AREA COMMUNITY PLANNING GROUPS UPDATE - SHIRLEY MACLEOD**(Pages 59 - 60)
7. **COMMUNITY RESILIENCE - MORAG BROWN**(Pages 61 - 112)
8. **23½ HOURS - DEREK LESLIE**
9. **ACTIVE TRAVEL, ACTIVE SCOTLAND REPORT - MOYA INGRAM**(Pages 113 - 126)
10. **FUTURE GOVERNANCE ARRANGEMENTS - BRUCE WEST**(Pages 127 - 130)

11. **CARE INSPECTORATE - IMPROVING SERVICES FOR CHILDREN - EILEEN WILSON**(Pages 131 - 134)
12. **NOMINATIONS FROM THE COMMUNITY PLANNING PARTNERSHIP - SHIRLEY MACLEOD**(Pages 135 - 136)
13. **MEETING DATES**(Pages 137 - 138)
14. **AOCB**
15. **ARGYLL AND BUTE COMMUNITY COVENANT PARTNERSHIP - DOUGLAS HENDRY**

**COMMUNITY PLANNING PARTNERSHIP – MANAGEMENT COMMITTEE
MEETING**

17 October 2012

APOLOGIES RECEIVED

Jonathan Pryce

Scottish Government

Toria Fraser

Scottish Government

Moira Paton

NHS Highland

Cleland Sneddon

Argyll & Bute Council

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**MINUTE of MEETING of ARGYLL AND BUTE
COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE
22nd August 2012**

Held in Council Chambers, Kilmory

Present:

Derek Leslie (Chair)	NHS Highland
Sally Loudon	Argyll and Bute Council
Eileen Wilson	Argyll and Bute Council
Lynda Thomson	Argyll and Bute Council
Sandy MacTaggart	Argyll and Bute Council
Bruce West	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Morag Brown	Argyll and Bute Council (Agenda Item 6)
Glenn Heritage	Third Sector Partnership
Andrew Campbell	Scottish Natural Heritage
Jim Scott	Strathclyde Fire and Rescue
Barry McEwan	Strathclyde Police
Douglas Cowan	Highlands & Islands Enterprise
Shirley MacLeod	Argyll and Bute Council (by VC)
Jonathan Pryce	Scottish Government (by VC)
Toria Fraser	Scottish Government (by VC)
Moira Paton	NHS Highland (by VC)

In attendance:

Joyce Cameron (Minutes)	Argyll and Bute Council
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Apologies:

Frances Webster	Skills Development Scotland
John Binning	SPT

ITEM		ACTION
1.	<p>WELCOME</p> <p>Derek Leslie welcomed everyone to the Management Committee meeting chaired from the Council Chambers. The apologies were noted.</p>	
2.	<p>MINUTE OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 6th JUNE 2012.</p> <p>Agenda item 5 - Argyll and Bute CPP Update - Sally Loudon advised that everything was covered, and that she would keep the partners updated.</p>	

	<p>It was noted that Douglas Cowan's apologies were not on the list of apologies for 6th June.</p> <p>The Minutes of the Management Committee meeting held on 22nd August 2012, were agreed.</p>	
3.	<p>MATTERS ARISING</p> <p>There were no matters arising.</p>	
4.	<p>SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING AND SINGLE OUTCOME AGREEMENTS – BRUCE WEST</p> <p>The COSLA Implementation Letter was noted. Bruce West advised that a Project Board has been set up, the Board met on 25th July and any further information will be circulated in due course. It was noted that the strategic focus was on on collaboration and partnership improvement, community engagement and older people.</p> <p>b) COMMUNITY EMPOWERMENT AND RENEWABLE BILL Margaret Fyfe is preparing a response to the consultation on the draft bill. Partners are invited to contribute.</p> <p>Action Point Partners are asked to identify people to work with Margaret Fyfe. This information should be sent to Eileen Wilson.</p>	All
5.	<p>COMMUNITY LEARNING AND DEVELOPMENT – STRATEGIC GUIDANCE FOR COMMUNITY PLANING PARTNERSHIPS – CLELAND SNEDDON</p> <p>It was noted that work is in progress, and it was agreed by the partners that further information would come back to the Community Planning Partnership at a later date.</p>	
6.	<p>COMMUNITY RESILIENCE PROJECT UPDATE</p> <p>Morag Brown advised that a huge amount of work had been carried out around Community Resilience.</p> <p>The Management Committee noted the progress of the project and were happy to endorse it within wider CPP networks, and it was agreed that communities would be encouraged to complete their resilience plans.</p>	

	<p>Barry McEwan, Strathclyde Police emphasised on the need to assist Morag, and that support can be given to Community Councils by community police officers attending the meetings.</p> <p>Sally Loudon advised that Community Councils need to develop their own action plan and accepted Strathclyde Police's offer of support.</p> <p><u>Action Point</u> Shirley MacLeod to add Community Resilience Project update to the LACPG agendas.</p> <p>Morag Brown would submit a report in due course.</p>	<p>Shirley MacLeod</p> <p>Morag Brown</p>
7.	<p>COMMUNITY RESILIENCE AND CO-PRODUCTION CONFERENCE – GLENN HERITAGE</p> <p>Glenn Heritage intimated that there was funding available to hold a Co-production conference, and the Management Committee noted the progress of the project and were happy to endorse the proposals to hold a conference in November 2012, It was agreed that further information, awareness raising and learning is cascaded through various channels including workshops and roadshows.</p> <p><u>Action Points</u> It was agreed that this agenda item would be raised with the Local Area Community Planning Groups.</p>	<p>Shirley MacLeod</p>
8.	<p>YOUTH EMPLOYMENT SUMMIT – CLELAND SNEDDON</p> <p>Cleland Sneddon advised that a paper was going to Council on 23rd August, and intimated that there was significant improvements around conventions for young people.</p> <p>The Management Committee agreed to support the Youth Employment Action Forum.</p>	

9.	<p>ARGYLL AND BUTE – SPT TRANSPORT OUTCOME REPORT</p> <p>The Management Committee noted the paper submitted by Neil Sturrock.</p> <p><u>Action Point</u></p> <p>Briefing to be circulated to all partners.</p> <p>Any comments regarding the briefing paper should be forwarded to Neil Sturrock, with a copy going to Eileen Wilson</p>	<p>CPP Admin</p> <p>All</p>
10.	<p>SOA SCORECARD</p> <p>The Management Committee noted the progress with the SOA success measures.</p> <p>It was pointed out that there was data outstanding. There was a number of discussions with regards to the Performance Monitoring System (Pyramid)</p> <p>It was agreed that partners would need to update performance data timeously.</p> <p>Social Affairs FQ1</p> <p>a) The Management Committee noted that there was good and improved performance and acknowledged the various reasons given for off track performance.</p> <p>Economy FQ1</p> <p>b) The Management Committee noted the progress against the success measures for Q.1 2012/2013.</p> <p>Environment FQ1</p> <p>c) Andrew Campbell advised that the environment FQ1 is generally going in the right direction. It was advised by Andrew Campbell that there appears to be an issue with regards to payments to farmers for geese management on Islay. The Management Committee noted the content of the report and the Environment Scorecard.</p> <p>Third Sector and Communities Group</p> <p>d) The Management Committee noted the report and the progress of the Third Sector and Communities sub-group. It was advised that the scorecard be taken away and looked at in detail. Discussion took place with regards to Margaret Fyfe coming along to future Management Committee meetings. Bruce West advised that the Improvement and Organisational</p>	

	<p>Development Staff meet with the partners.</p> <p>Action Points Full SOA Scorecard to come to next Management Committee.</p> <p>Jim Scott, Strathclyde Fire & Rescue to be passed contact details for Stephen Colligan</p>	<p>Social Affairs/ Economy/ Environment/ Third Sector Communities</p> <p>CPP Admin</p>
11.	<p>ECONOMIC DEVELOPMENT</p> <p>Sandy MacTaggart gave a very stimulating presentation.</p> <p>It was recommended that the Area Development Plan be tabled at LACPG meetings for discussion.</p>	
12.	<p>CITIZEN'S PANEL</p> <p>It was noted that members of the Management Committee should remind their own management teams that the Citizens' Panel is a resource available for their use. Eileen Wilson advised that the survey is due to be finalised and that Partners are invited to propose questions for inclusion in this survey, and for future surveys. It was advised that any questions should be forwarded to Chris Carr by the end of August.</p>	
13.	<p>DEVELOPMENT OF THE NEXT COMMUNITY PLAN</p> <p>The Management Committee approved the proposed approach to developing the new Community Plan. Partners approved the approach and agreed to adhere to deadlines.</p>	
14.	<p>THE NEXT COMMUNITY PLAN – DEVELOPING THE EVIDENCE BASE AND NEEDS ANALYSIS</p> <p>It was noted that the Management Committee approved the deadline for returning initial evidence gathering forms, and that this item be brought back to the Management Committee in October.</p>	

15.	<p>FUTURE GOVERNANCE ARRANGEMENTS FOR THE COMMUNITY PLANNING PARTNERSHIP</p> <p>The Management Committee agreed that a more detailed paper should be brought to the Management Committee in October, and that there was no need for CPP Thematic groups to meet.</p> <p>The Management Committee were happy to agree that theme leads should monitor performance against thematic scorecards/SOA for the remainder of the year and report back to Management Committee.</p>	
16.	<p>LEAD-IN SCHEDULE FOR COMMUNITY PLANNING PARTNERSHIP MEETINGS 2012</p> <p>The Management Committee noted the programme of meetings and key deadlines.</p> <p>It was noted that Derek Leslie, Chair will be unavailable for the Management Committee meeting on 10th October. There are possibilities that the meeting would be re-scheduled.</p>	
17.	<p>PROPOSED DATES AND NAME CHANGE OF THE LOCAL AREA COMMUNITY PLANNING GROUP MEETINGS</p> <p>Shirley MacLeod advised the Management Committee that the LACPG's are to be renamed to Area Community Planning Groups. The Management Committee noted and agreed the dates proposed for the 2012 Area Community Planning meetings. The management Committee also agreed in principle the proposal to hold an Area Forum in each area once a year. After some discussion it was agreed that the events should commence in 2013 as there was insufficient time to plan and deliver the events in 2012.</p>	
18.	<p>UPDATE REPORT ON LOCAL AREA COMMUNITY PLANNING GROUPS</p> <p>The Management Committee noted the progress of the Local Area Community Planning Groups, and the following items were highlighted:-</p> <p>M.A.K.I. - Difficulties running their meeting by video conference.</p>	

	<p>Bute & Cowal – Focused and confident O.L.I. – Very focussed on the way forward for the future. H & L – A much improved attendance and increased enthusiasm.</p> <p>Shirley MacLeod advised the partners that the agendas for the next round of meetings were being circulated imminently.</p> <p>Derek Leslie thanked Shirley for her input.</p>	
19.	<p>COMMUNITY PLANNING PARTNERSHIP NOMINATIONS TO ARGYLL AND BUTE COUNCIL PERFORMANCE AND SCRUTINY COMMITTEE</p> <p>The Management Committee noted the decision of the Council to put in place a Performance Review and Scrutiny Committee, which will meet quarterly, and were asked to nominate three partner nominees for the Committee. There were concerns with conflict of interest from Police and Strathclyde Fire & Rescue.</p> <p><u>Action Point</u></p> <p>A formal letter to go to partners inviting nominees to join the Performance Review and Scrutiny Committee with an early return date.</p>	Shirley Macleod
	DATE OF NEXT MEETING – WEDNESDAY 10TH OCTOBER 2012	

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**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date: 17th October 2012**



Title: Scottish Government review of Community Planning and Single Outcome Agreements

1. SUMMARY

- 1.1** This report updates the Management Committee on the progress to date of the review and of the national group established to implement and communicate the vision. It also provides an update on the establishment of the Project Board set up to oversee implementation of the proposals arising from the review

2. RECOMMENDATIONS

- 2.1** That the Management Committee notes the content of this report.

3. BACKGROUND

- 3.1** The Christie Commission on the future delivery of public services was tasked with looking for solutions and produced its report in June 2011. As part of the Government's response to Christie it agreed to undertake a review of Community Planning.
- 3.2** In March 2012, following that review, the Scottish Government and COSLA published a shared Statement of Ambition. This put Community Planning at the heart of an outcome based approach to public services in Scotland and made clear that effective community planning arrangements will be at the core of public service reform.

The Statement of Ambition can be found at-

<http://www.scotland.gov.uk/Topics/Government/local-government/CP/soa>

- 3.3** Work to produce detailed proposals for change based on the Statement of Ambition is now underway and a letter setting out next steps was circulated to Community Planning Partners on 10 May.
- 3.4** The review recognised that coordination and collaboration at the national level has an important role in bringing partners together to deliver the Statement of Ambition locally.
- 3.5** A National Group has therefore been established to play a pivotal role in implementing and communicating the overarching vision for community planning and Single Outcome Agreements, identifying and addressing issues that have a national dimension and building the skills and capacity of partnerships.
- 3.6** The Group is chaired by Pat Watters, immediate past President of COSLA and co-chair of the Review. Its membership is drawn from strategic leaders in public services and the wider community. It had its

first meeting on 14 August 2012 and its terms of reference were agreed at that meeting. More information on the terms of reference can be found at- <http://www.scotland.gov.uk/Topics/Government/local-government/CP/communityplanningreview/ngtor>

- 3.7** A Project Board of senior officials, led by Scottish Government and COSLA and including members from the Society of Local Authority Chief Executives (SOLACE), Audit Scotland, the Improvement Service, the NHS and the Third Sector has also been set up to oversee implementation of the proposals arising from the review. The Project Board's remit is set out in its own terms of reference at- <http://www.scotland.gov.uk/Topics/Government/local-government/CP/communityplanningreview/projbrdtor>
- 3.8** Further information on the work of the National Group and other work to deliver on the Statement of Ambition is being provided through an Implementation Newsletter which was circulated at the last management Committee meeting in August. The newsletter can be accessed on the Scottish Government website at- <http://www.scotland.gov.uk/Topics/Government/local-government/CP/communityplanningreview/newsletter1>

4. CONCLUSION

- 4.1** The next meeting of the National Group is scheduled for the 23rd of October. Further updates will be provided as they become available.

For further information contact: Eileen Wilson
Eileen.wilson@argyll-bute.gov.uk

Telephone 01436 658726

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

Improvement Service Survey On Priorities For Support – Building Capacity

1 SUMMARY

- 1.1 The Improvement Service is undertaking a quick survey of Community Planning Partnerships, to establish their needs and priorities for support in building capacity to meet the expectations of the Review of Community Planning and SOAs. The blank questionnaire is attached. A further copy of the questionnaire with proposed responses will follow in due course but will be circulated in advance of the Management Committee.

2 RECOMMENDATIONS

- 2.1 Management Committee consider the proposed response to the questionnaire.

3 DETAIL

- 3.1 The Improvement Service is undertaking a quick survey of Community Planning Partnerships, to establish their needs and priorities for support in building capacity to meet the expectations of the Review of Community Planning and SOAs. The blank questionnaire is attached. The questionnaire is currently being completed with proposed responses. A copy of the questionnaire with the proposed responses will be circulated prior to the Management Committee for consideration.
- 3.3 The survey was due for return on 12 October but the Improvement Service has been advised that we will return our questionnaire following input from the Management Committee on 17 October.

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

Telephone 01546 604151

Survey of Community Planning Partnerships' Priorities for Support

Before completing this survey you may wish to remind yourself of the expectations of CPPs which are set out in the Statement of Ambition for Community Planning and SOAs.

Please now consider your CPP's collective abilities and needs in relation to each of the following 20 areas, in terms of their importance, your CPP's expertise in the area (e.g. knowledge, experience, skills), your CPP's relevant resource (e.g. staff, budgets) and your CPP's priorities for external support.

You will see that in this survey we are keen to identify the total resource available to the CPP and so we ask where in the CPP any relevant expertise and resource are held. For example, the Community Safety Partnership, the Community Health Partnership, the Alcohol and Drugs Partnership, the Director of Public Health or a college may be relevant here as well as the statutory Community Planning partners of the local authority, health board, police service, fire service and enterprise and transport agencies.

Please complete the survey in one sitting. If you wish to go 'back' and review your answers on a previous page, you will lose your completed work on your existing page. A hard copy of the survey has been sent to you in *Word* format if you wish to consider your answers in advance of completing the survey. Once you complete the survey a copy of your answers will be sent to your email address and if after further consideration you wish to change any of your answers, please contact david.barr@improvementservice.org.uk

1. Ability to access and analyse disaggregated social, health, economic etc. data – understanding 'place'.

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP for this				
Resource within the CPP for this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

2. Ability to access and analyse evidence of contributions of actions towards outcomes – understanding 'what works where and why'.

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

3. Ability to prioritise and target activity toward specific issues, localities or client groups

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

4. Ability to manage budgets to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

5. Ability to manage workforce planning/deployment to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

6. Ability to manage assets (premises / equipment) to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of				

support is most needed?	
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7. Ability to manage procurement / commissioning to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

8. Engagement and co-production of outcomes with communities

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

9. Engagement and co-production of outcomes with individuals / households

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

10. Localisation of Community Planning to sub areas

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				

Which CPP partner/s has relevant expertise?	
Which CPP partner/s has a relevant resource?	
If your CPP needs external support, what form of support is most needed?	

11. Outcome based localisation of service planning and delivery on a partnership basis

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

12. Outcome based service / business planning

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

13. Outcome based performance management

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

14. Outcome based organisational redesign

	Low	Medium	High	Very high

Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

15. Outcome based workforce development

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

16. Councillors' personal ability to shape CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

17. Other Board members' personal ability to shape CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

18. Chief officers' personal ability to support CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

19. Effective CPP Board level governance

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

20. Self evaluation and improvement planning

	Low	Medium	High	Very high
Importance of this for the CPP				
Expertise within the CPP to support this				
Resource within the CPP to support this				
Priority for external support for this				
Which CPP partner/s has relevant expertise?				
Which CPP partner/s has a relevant resource?				
If your CPP needs external support, what form of support is most needed?				

21. Please now consider whether there is any other area where your CPP needs support in order to meet the expectations of the Review of Community Planning. Please identify the area – and the reason for its significance to your CPP – and the form of support which your CPP would need - in the box below.

22. Finally, what are your CPP's top 3 priorities for external support over the period to March 2014, in descending order of priority?

1.	
2.	
3.	

Many thanks for your help in responding to this survey.

Bob Christie
Improvement Service

**DRAFT OF PROPOSED COMPLETED QUESTIONNAIRE FOR CIRCULATION TO CPP
MANAGEMENT COMMITTEE**

Introduction

The agenda papers issued for the CPP Management Committee on 17 October included a blank questionnaire from the Improvement Service seeking views on priorities for support for CPPs. The paper indicated a draft completed questionnaire would be circulated later to the CPP Management Committee. The remainder of this document has the draft completed questionnaire. A separate spreadsheet has been included to show how the scoring and priorities have been arrived.

Survey of Community Planning Partnerships' Priorities for Support

Before completing this survey you may wish to remind yourself of the expectations of CPPs which are set out in the Statement of Ambition for Community Planning and SOAs.

Please now consider your CPP's collective abilities and needs in relation to each of the following 20 areas, in terms of their importance, your CPP's expertise in the area (e.g. knowledge, experience, skills), your CPP's relevant resource (e.g. staff, budgets) and your CPP's priorities for external support.

You will see that in this survey we are keen to identify the total resource available to the CPP and so we ask where in the CPP any relevant expertise and resource are held. For example, the Community Safety Partnership, the Community Health Partnership, the Alcohol and Drugs Partnership, the Director of Public Health or a college may be relevant here as well as the statutory Community Planning partners of the local authority, health board, police service, fire service and enterprise and transport agencies.

Please complete the survey in one sitting. If you wish to go 'back' and review your answers on a previous page, you will lose your completed work on your existing page. A hard copy of the survey has been sent to you in *Word* format if you wish to consider your answers in advance of completing the survey. Once you complete the survey a copy of your answers will be sent to your email address and if after further consideration you wish to change any of your answers, please contact david.barr@improvementservice.org.uk

1. Ability to access and analyse disaggregated social, health, economic etc. data – understanding 'place'.

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP for this				X
Resource within the CPP for this	X			
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	All above			
If your CPP needs external support, what form of support is most needed?	If support is not available through partners then additional resources would be required to gather and analyse data.			

2. Ability to access and analyse evidence of contributions of actions towards outcomes – understanding ‘what works where and why’.

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council			
If your CPP needs external support, what form of support is most needed?	Although other partners have expertise the council gathers, analyses and coordinates all activity around evidence gathering.			

3. Ability to prioritise and target activity toward specific issues, localities or client groups

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Council, Health, Third Sector, Police and Fire			
Which CPP partner/s has a relevant resource?	Council, Health, Third Sector, Police and Fire			
If your CPP needs external support, what form of support is most needed?	Support would be required to pull together the activities of partners where consultation and engagement activities are taking place.			

4. Ability to manage budgets to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this	X			
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire			
If your CPP needs external support, what form of support is most needed?	As above, although resources are available they would need to be co-ordinated against any agreed outcomes. This would require facilitation of discussion across and between partners.			

5. Ability to manage workforce planning/deployment to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health			
Which CPP partner/s has a relevant resource?	Council, Health			
If your CPP needs external support, what form of support is most needed?	Although work is underway, there have been delays and current workstreams don't cross organisational boundaries.			

6. Ability to manage assets (premises / equipment) to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this	X			
Resource within the CPP to support this		X		
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Council			
If your CPP needs external support, what form of support is most needed?	There is a lot of work underway and the Council is engaging with partners. This would benefit from some support to drive forward the process.			

7. Ability to manage procurement / commissioning to achieve priority outcomes

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this	X			
Resource within the CPP to support this		X		
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire			
If your CPP needs external support, what form of support is most needed?	There is a need to have a facilitated collective discussion			

8. Engagement and co-production of outcomes with communities

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this		X		
Resource within the CPP to support this	X			
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?	Although there are a number of co-production based activities happening there is a lack of CPP co-ordination, Assistance with facilitating an information sharing event would enable more information to influence strategic decisions made			

9. Engagement and co-production of outcomes with individuals / households

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this	X			
Resource within the CPP to support this	X			
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	TSP			
Which CPP partner/s has a relevant resource?	TSP			
If your CPP needs external support, what form of support is most needed?	If this was to be a priority we would need support, possible additional resources to specific partners i.e. TSP			

10. Localisation of Community Planning to sub areas

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this				X
Resource within the CPP to support this			X	
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?	Facilitation support for wider community engagement / consultation activities			

11. Outcome based localisation of service planning and delivery on a partnership basis

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this		X		
Resource within the CPP to support this	X			
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?	As above, help would be needed to ensure all partners were/are aware of roles and responsibilities.			

12. Outcome based service / business planning

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this		X		
Resource within the CPP to support this		X		
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health			
Which CPP partner/s has a relevant resource?	Council, Health			
If your CPP needs external support, what form of support is most needed?	Again the need is to facilitate wider discussions to ensure buy in of all partners.			

13. Outcome based performance management

	Low	Medium	High	Very high
Importance of this for the CPP				X
Expertise within the CPP to support this		X		
Resource within the CPP to support this		X		
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Council, Health, Police, Fire, TSP			
Which CPP partner/s has a relevant resource?	Council, Health, Police, Fire, TSP			
If your CPP needs external support, what form of support is most needed?				

14. Outcome based organisational redesign

	Low	Medium	High	Very high
Importance of this for the CPP		X		
Expertise within the CPP to support this	X			
Resource within the CPP to support this	X			
Priority for external support for this				X
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Support to facilitate discussions and agree commitment across partnership			

15. Outcome based workforce development

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this		X		
Resource within the CPP to support this		X		
Priority for external support for this			X	
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Support would be required to bring partners together in a systematic way to agree and prioritise any development where workforce changes might be required.			

16. Councillors' personal ability to shape CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Council			
Which CPP partner/s has a relevant resource?	Council			
If your CPP needs external support, what form of support is most needed?	Although elected members are involved at a local level there is still a need for learning and development programmes to support councillors in developing their understanding of their roles as at local and strategic levels.			

17. Other Board members' personal ability to shape CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Although all partners are represented at CPP (MC) more resources are required to ensure that adequate development work underpinned and reinforces the roles of those who represent and of those who are represented.			

18. Chief officers' personal ability to support CPP decision making

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	As above, additional support (time/staff) would help to continuously develop the understanding of officers roles within CPP.			

19. Effective CPP Board level governance

	Low	Medium	High	Very high
Importance of this for the CPP	X			
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this	X			
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Resources / support to enable discussions across the partnership which would lead to a shared development of an appropriate governance structure			

20. Self evaluation and improvement planning

	Low	Medium	High	Very high
Importance of this for the CPP			X	
Expertise within the CPP to support this			X	
Resource within the CPP to support this				X
Priority for external support for this		X		
Which CPP partner/s has relevant expertise?	Police, Fire, Council, Health, TSP			
Which CPP partner/s has a relevant resource?	Police, Fire, Council, Health, TSP			
If your CPP needs external support, what form of support is most needed?	Additional resources to conduct regular self-evaluation and then have time and space for realistic open discussions on the findings.			

21. Please now consider whether there is any other area where your CPP needs support in order to meet the expectations of the Review of Community Planning. Please identify the area – and the reason for its significance to your CPP – and the form of support which your CPP would need - in the box below.

22. Finally, what are your CPP’s top 3 priorities for external support over the period to March 2014, in descending order of priority?

1.	Engagement and co-production of outcomes with communities
2.	Outcome based service / business planning
3.	Outcome based performance management

Many thanks for your help in responding to this survey.

Bob Christie
Improvement Service

SCORING FOR IMPROVEMENT SERVICE SURVEY ON CPP PRIORITIES FOR SUPPORT

Question	Importance	Expertise	Resource	Score	Priority	Priority
1 Ability to access and analyse disaggregated social, health, economic etc. data – understanding 'place'.	4	4	1	-1	3	High
2 Ability to access and analyse evidence of contributions of actions towards outcomes – understanding 'what works where and why'.	4	4	3	-3	2	Medium
3 Ability to prioritise and target activity toward specific issues, localities or client groups	2	4	3	-5	1	Low
4 Ability to manage budgets to achieve priority outcomes	2	1	3	-2	2	Medium
5 Ability to manage workforce planning/deployment to achieve priority outcomes	3	4	3	-4	2	Medium
6 Ability to manage assets (premises / equipment) to achieve priority outcomes	3	1	2	0	4	Very High
7 Ability to manage procurement / commissioning to achieve priority outcomes	3	1	2	0	3	High
8 Engagement and co-production of outcomes with communities	4	2	1	1	4	Very High
9 Engagement and co-production of outcomes with individuals / households	1	1	1	-1	3	High
10 Localisation of Community Planning to sub areas	2	4	3	-5	2	Medium
11 Outcome based localisation of service planning and delivery on a partnership basis	2	2	1	-1	3	High
12 Outcome based service / business planning	4	2	2	0	4	Very High
13 Outcome based performance management	4	2	2	0	4	Very High
14 Outcome based organisational redesign	2	1	1	0	4	Very High
15 Outcome based workforce development	3	2	2	-1	3	High
16 Councillors' personal ability to shape CPP decision making	1	3	4	-6	1	Low
17 Other Board members' personal ability to shape CPP decision making	1	3	4	-6	1	Low
18 Chief officers' personal ability to support CPP decision making	1	3	4	-6	1	Low
19 Effective CPP Board level governance	1	3	4	-6	1	Low
20 Self evaluation and improvement planning	3	3	4	-4	2	Medium
Check Total	50	50	50	-50	50	

Scoring - The survey requests scoring over very high, high, medium and low. To try and clearly identify priorities the scoring has been applied by trying to split the 20 questions equally over each of the 4 scoring categories. Allocate a very high score to 5 questions, a high score to 5 questions, a medium score to 5 questions and a low score to 5 questions. In the scoring table 4 = very high, 3 = high, 2 = medium and 1 = low. The scores for expertise and resources are deducted from the score for importance and the priority score is based on the net score for these first 3 elements. The higher the net score for the first 3 elements the higher the priority. This is based on a question that scores high in terms of importance but where there are also high scores for expertise and resources will be a lower priority than a question that scores high in terms of importance but scores low in terms of expertise and resources.

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

Development of New Community Plan – Progress Report

1 SUMMARY

- 1.1 This report sets out progress in developing the next community plan. 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 Progress in developing the new community plan is noted.

3 DETAIL

- 3.1 The proposed approach to developing the new community plan was agreed at the Management Committee on 22 August 2012. The proposals approved set out a more integrated approach to the community plan. The approach was based on a 3 stage approach covering planning and prioritisation, performance management and financial management. The diagram in paragraph 3.2 below sets out the approach and each stage. Stage 1 relating to boxes A, B, C, D and E would be taken forward now. Boxes A and D are being addressed as part of the development of the new community plan. Proposals in relation boxes B, C and E will be developed over the next few months and brought to the Management Committee in December. Proposals on taking forward stages 2 and 3 will be brought forward for consideration after stage 1 is complete in March 2013.

3.2

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

Now – part Stage 1	Now - No Stage 1	information 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

- 3.3 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
- 3.4 This was to be managed as a standalone project. Bruce West will become the project manager and the leads from each partner will be the project team. A high level simplified project initiation document has been prepared setting out the purpose, objectives, timeline/plan, resources and risks etc for the project. Progress reports will be submitted to the Management Committee and this is the first progress report.
- 3.5 Specifically in relation to the development of the new community plan the table below sets out progress to date and expected timelines for the remainder of the process. Although there is some slippage to date it is envisaged that the final plan will still be approved by 31 March 2013.

Ref	Stage	Initial Plan	Current Position	Comment
1	Approval of project and approach	August Mgt Cttee	Complete	
2	Data and information collection	August/September	October – Templates due back 9 November	Information data sheets and contextual information prepared for different areas of interest and issued to partners
3	Data analysis, drafting of evidence base and	October	November	This will include analysis of completed templates and

	identification of issues/options			review of partner plans
4	Consideration of draft issues/options	October Mgt Cttee	November Full Partnership	Deferred by 1 month and consider by Full Partnership
5	Agree engagement and consultation approach on draft issues/options	November Full Partnership	November Full Partnership	No change
6	Carry out consultation/engagement	December/January	December/January	No change
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

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

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CPP MANAGEMENT COMMITTEE**17 OCTOBER 2012**

**COMMUNITY EMPOWERMENT AND RENEWAL BILL
RESPONSE FROM ARGYLL AND BUTE COMMUNITY PLANNING
PARTNERSHIP**

1.0 SUMMARY

- 1.1 This report details the response on the draft Community Empowerment and Renewal Bill on behalf of Argyll and Bute Community Planning Partnership.

2.0 RECOMMENDATIONS

- 2.1 That Partners note the contents of the response to the draft Bill.

3.0 DETAIL

- 3.1 The Scottish Government carried out a consultation with local authorities, agencies, third sector and Community Planning Partnerships on the content to be included in the draft Community Empowerment and Renewal Bill, and responses were to be submitted by the 26 September 2012.
- 3.2 A draft response was circulated to the Community Planning Partnership via the Management Committee. Amendments and additions from partners were included in the final response which is attached.
- 3.3 In some cases the response from the Third Sector Partnership differed from the response from other partners. In such cases, both responses were included, and the Third Sector Responses were noted in red.
- 3.4 A late response was received from Strathclyde Fire and Rescue Service after the final response was submitted. These comments have been noted for any future response required on the Bill.

4.0 CONCLUSION

- 4.1 The response from Argyll and Bute Community Planning Partnership to the Community Empowerment and Renewal Bill was submitted to the Scottish Government on 26 September 2012.

5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: None
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities: None
- 5.6 Risk: None
- 5.7 Customer Service: None

6.0 APPENDIX

- 6.1 Response to the Draft Community Empowerment and Renewal Bill.

**Margaret Fyfe
Community Development Manager
Argyll and Bute Council**

1 October 2012

Community Empowerment and Renewal Bill

RESPONDENT INFORMATION FORM

Please Note both pages of this form **must** be returned with your response to ensure that we handle your response appropriately.

1. Name/Organisation

Organisation Name

Argyll and Bute Council (on behalf of Argyll and Bute Community Planning Partnership)

Title Ms Mrs Miss Mr Dr *Please tick as appropriate*

Surname

Fyfe

Forename

Margaret

2. Postal Address

Library Headquarters

Sandbank

Dunoon

Postcode

PA23 8PB

Phone

01369 708668

Email

Margaret.fyfe@argyll-bute.gov.uk

3. Please indicate which category best describes your organisation (Tick one only).

Executive Agencies and NDPBs	<input type="checkbox"/>
Local authority	<input type="checkbox"/>
NHS	<input type="checkbox"/>
Other statutory organisation	<input type="checkbox"/>
Representative body for private sector organisations	<input type="checkbox"/>
Representative body for third sector/equality organisations	<input type="checkbox"/>
Representative body for community organisations	<input type="checkbox"/>
Representative body for professionals	<input type="checkbox"/>
Private sector organisation	<input type="checkbox"/>
Third sector/equality organisation	<input type="checkbox"/>
Community group	<input type="checkbox"/>
Academic	<input type="checkbox"/>
Individual	<input type="checkbox"/>
Other – please state...Community Planning Partnership	<input checked="" type="checkbox"/>

4. Permissions - I am responding as...

Individual	/ Group/Organisation
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Please tick as appropriate</i>	
<p>(a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?</p> <p><i>Please tick as appropriate</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) Where confidentiality is not requested, we will make your responses available to the public on the following basis <i>Please tick ONE of the following boxes</i></p> <p>Yes, make my response, name and address all available <input type="checkbox"/></p> <p style="text-align: center;"><i>or</i></p> <p>Yes, make my response available, but not my name and address <input type="checkbox"/></p> <p style="text-align: center;"><i>or</i></p> <p>Yes, make my response and name available, but not my address <input type="checkbox"/></p>	<p>(c) The name and address of your organisation will be made available to the public (in the Scottish Government library and/or on the Scottish Government web site).</p> <p>Are you content for your response to be made available?</p> <p><i>Please tick as appropriate</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>(d) We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?</p> <p style="text-align: center;"><i>Please tick as appropriate</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Please note that for some questions it was not possible to get consensus. For a number of questions, the differing responses have been noted in black/red text.

Please ensure you return this form along with your response.

Thank-you.

Community Empowerment and Renewal Bill

CONSULTATION QUESTIONS

PART 1: STRENGTHENING COMMUNITY PARTICIPATION

Community Planning

Q1. What would you consider to be effective community engagement in the Community Planning process? What would provide evidence of effective community engagement?

Appropriate structures to enable representation of views from community level to strategic level. Representation, and the evidence that communities are being represented, is vital.

Local community plans should be able to feed into area and strategic community plans.

Effective communication and transparency is vital to the whole CP process. Communities need to know the decision-making process and how it impacts at a local level. This applies to the policy and practice of all CP partners.

Training and capacity building at a local level to allow communities the power to make informed choices and to engage at a strategic level.

Q2. How effective and influential is the community engagement currently taking place within Community Planning?

The structures in Argyll and Bute allow for good representation from partner agencies and communities, via Third Sector Partnership and Community Councils. The Third Sector Partnership has identified that the main issues around effectiveness lie with third sector and community representation. Local Third Sector Fora have been established to enable views to move up through the community planning process to Area CP Groups and to the CPP Management Committee. These third sector fora are not always well attended, which reduces effectiveness. Other mechanisms include e-bulletins and 'virtual' fora. Recent focus groups evidence that voluntary groups wish to maintain their third sector fora but also to participate in other ways, perhaps through social media.

Community Councils have Area network meetings, allowing them to be represented at Area CP Groups, but again these vary in attendance and effectiveness. Community Councils vary in terms of their capacity and therefore effectiveness in participating in engagement processes.

Annual events to engage with communities have been successful in the past, and are planned for the future. These allow for greater attendance, and by using interactive methods and tools for engagement, provide more evidence of influencing plans. Improved feedback would strengthen

confidence. Effective community engagement is an ongoing process not best served solely by one-off events but by a range of methods including, electronic, questionnaires, and smaller more localised meetings.

Video-conferencing has been used to good effect in engaging with rural and island communities, and in enabling active participation.

Q3. Are there any changes that could be made to the current Community Planning process to help make community engagement easier and more effective?

Communities are often represented by the Third Sector organisations which have the capacity, and staff, to enable attendance at meetings and events. Capacity of community groups is limited, and community engagement requires communities to feel their input is worthwhile and is making a difference. Support to build capacity of groups is vital to ensure community participation. Training is a vital component. Training needs to start with better explanation of community planning and information to demonstrate its relevance to community life. Many community groups feel they have insufficient time to attend meetings unless there are clear benefits and outcomes which relate directly to their interests.

Within this widespread rural area, every effort should be made to broaden the opportunities for rural communities to be meaningfully engaged in consultation processes.

Increased channels to target hard to reach groups and young people should be taken into consideration.

An overarching duty to engage

Q4. Do you feel the existing duties on the public sector to engage with communities are appropriate?

These are appropriate for the local authority, but may require to be increased for some other areas of the public sector.

Q5. Should the various existing duties on the public sector to engage communities be replaced with an overarching duty? Yes No
Please give reasons for your response below.

No consensus of opinion in this question.

If you said 'yes' to Question 5, please answer parts a. and b. –

a. What factors should be considered when designing an overarching duty?

YES - The diversity of communities, and in particular the remote, rural and island communities and the shared responsibility to engage.

NO - Third Sector felt that if National Standards of Community Engagement are deployed there is no need for additional duty to be imposed.

b. How would such a duty work with existing structures for engagement?

YES - It could work effectively if all partners had the duty placed upon them.

NO - As above, Third Sector felt to be adequate provision in existing standards if these were applied consistently.

Community Councils

Q6. What role, if any, can community councils play in helping to ensure communities are involved in the design and delivery of public services?

Community Councils should be much more effective at carrying out community engagement- this has been highlighted by many Community Councils in a recent training needs analysis carried out, and will be part of a training programme about to be delivered.

Community Councils should make much more effective representation into local Community Planning structures at which they have direct access to service providers and the opportunity to engage directly with them on local service delivery developments and issues. Better understanding amongst Community Councils about the effectiveness of Community Planning for local communities would ensure they were better able to carry out these functions.

Community Councils should be effective vehicles for transparent communication, which is vital to the whole CP process, thereby ensuring that communities know the decision-making process and how it impacts at a local level.

Specific response from Third Sector Partnership: Some community councils felt that they were all volunteers and should not be seen as an answer to community engagement. Number said that the 3rd sector interface was better at this and had the ability to reach more communities / people – some had participated in previous community engagement work carried out by 3rd sector which has provided greater feedback than they could hope to achieve. Working together would seem the obvious pathway.

Q7. What role, if any, can community councils play in delivering public services?

Community Councils have much more of role to play in engaging/influencing, than delivery of public services, though there is the potential to develop this possibility, particularly in remote and rural communities. There are other more appropriate vehicles which can play a

role in delivering public services are voluntary organisations and PSPs. Community Councils can set up community trusts or other structures which can successfully deliver services.

Q8. What changes, if any, to existing community council legislation can be made to help enable community councils maximise their positive role in communities

A clearly defined duty to engage effectively in Community Planning structures as the key mechanism for developing and shaping local service delivery would increase the role that Community Councils have in their communities. Improving the coordination of community councils through overarching representative forums tying in each delegate community council would make the engagement within CPPs more manageable and effective.

Third Sector

Q9. How can the third sector work with Community Planning partners and communities to ensure the participation of communities in the Community Planning process?

The Third Sector can:
Support communities to build capacity,
Ensure their governance arrangements are fit for purpose
Disseminate information to encourage them to participate in CP events
Work with local authority and partners to ensure support is shared, and avoid duplication in times of limited resources
The Third Sector Partnership is already networking formally and informally but requires additional resources and time. There are good links in place and some excellent examples of change made through those channels. Felt important to ensure third sector fora are maintained and groups encouraged to attend, with recognition that some are happy to be kept informed by email / e-bulletin and will access when need arises. In one area a monthly surgery is to be piloted on a drop in basis which if successful could be rolled out.

National Standards

Q10. Should there be a duty on the public sector to follow the National Standards for Community Engagement?

Yes X No

Please give reasons for your response

They are good practice, and should underpin any consultation. They are tied into the town planning process (PAN2010), but are relevant to a much broader spectrum of subjects.

Support in terms of evidencing each of the Standards would be required, so this is not too onerous or formal.

The Council's Planning Service uses different tools, so maybe need to encourage some consistency of recording.

Areas of work where they require to be followed would need to be clear. Any duty should not take away the flexibility required to work with communities.

Community engagement plans

Q11. Should there be a duty on the public sector to publish and communicate a community engagement plan?

Yes X No X

Please give reasons for your response

No consensus of opinion.

NO - Community engagement and adherence to the community engagement standards should be an integral part of every CP Plan rather than comprising a separate plan.

YES – there should be a published plan – felt this should be a 'given'

If you said 'yes' to Question 11, please answer part a. –

a. What information would be included in a community engagement plan?

Forward plan or calendar of forthcoming actions affecting communities.

Dates and times of access to respond and opportunities.

How and why CPP are engaging and clear outcomes.

This would support process of engagement. This can be done via 3rd sector to allow collated responses, so does not have to impact on time.

Auditing

Q12. Should community participation be made a more significant part of the audit of best value and Community Planning?

Again no consensus of opinion.

NO – however the audit should consider the actions of all partners in community participation/ engagement.

YES - if only to demonstrate that is not a 'top down' approach.

Named Officer

Q13. Should public sector authority have a named accountable officer, responsible for community participation and acting as a primary point of contact for communities?

Yes No

Please give reasons for your response

NO - Within the local authority it would be very difficult to have **one** named accountable officer. Community engagement and participation is a responsibility of everyone, and signposting is vital.

YES - although recognise it would be challenging.

Tenants' right to manage

Q14. Can the Scottish Government do more to promote the use of the existing tenant management rights in sections 55 and 56 of the Housing (Scotland) 2001 Act?

Yes No

Please give reasons for your response

On balance, we would not see great value or benefits in further promotion of Tenant Management Cooperatives particularly at a time of limited resources and public sector spending constraints. The evidence suggest that there has been little or no interest in this specific mechanism from Tenants over the last decade while in this authority there already is a well-established and fairly extensive culture of tenant involvement and community ownership in the housing sector. The Council stock was transferred to an RSL (ACHA) in 2006 and across the social rented sector; tenants actively lead on governance and service provision by housing associations. In addition, Argyll & Bute has been at the forefront in community right to buy and management of local housing assets, most notably on Gigha.

Therefore, we remain unconvinced of any additional merit in targeting scarce resources into further active promotion of what is evidently an unnecessary and unattractive mechanism.

Q15. Should the current provisions be amended to make it easier for tenants and community groups to manage housing services in their area?

Yes No

Please give reasons for your response

As Q14 above. Existing provisions already allow for full and active participation and leadership of housing services by tenants and local communities in various forms and at varying levels. We can see no compelling reasons for further amendments in this particular instance.

Community service delivery

Q16. Can current processes be improved to give community groups better access to public service delivery contracts?

Yes x No

Please give reasons for your response

Community groups are sometimes not aware of the required tender processes that local authorities are legally obliged to carry out due to their council standing orders, EU regulations etc. The processes themselves need to be made more accessible for all potential suppliers so they are aware of what tendering entails.

The Council and its CPP partners have provided additional training for 3rd sector organisations and small businesses to assist them to participate in tender activity. The tender documentation and guidance has also been revised to improve the accessibility of the process and ensure local competitiveness.

There is anticipation that the new Procurement Bill will assist this process, as well as current third sector work on tendering and contracting.

Q17. Should communities have the right to challenge service provision where they feel the service is not being run efficiently and that it does not meet their needs?

Yes x No

Please give reasons for your response

If the community is a stakeholder in the procurement process then yes, but challenge would have to be with Council as party to the contract. The issue is as always in the contract terms, and the contractual parties will be the council and another party. As part of the regular monitoring that council services should be undertaking via the contract and KPIs, any issues that arise from the communities should be addressed under the contract where and if appropriate. The contract management arrangements should ensure any issues that the communities raise with the council could be addressed if relevant to the service delivery. We would not recommend setting up other structures/ complaints processes beyond those already in place – we believe there is no evidence to suggest that the formal internal complaints process/ SPSO route is not effective.

Third sector partnership states that the community is always a stakeholder in any service (frequently as the end user) and should have the ability to make their needs known.

Community directed spending – participatory budgeting

Q18. Should communities have a greater role in deciding how budgets are spent in their areas?

Yes No

Please give reasons for your response

Our experience of consulting with communities on budget savings has brought some ideas on prioritising spend and on different ways of delivery, particularly by communities in remote and island areas.

Consultation and engagement can identify real opportunity to prioritise and deliver services in different ways to meet local community needs. However this may not be appropriate to all local government services and all areas.

Q19. Should communities be able to request the right to manage certain areas of spending within their local area?

Yes No

Please give reasons for your response

This requires careful consideration both in terms of statutory responsibilities and use of public money. A clear framework and rules would be required, but it could restrict the ability to apply funding according to prioritised need over a full council area.

Possibility of an eventual move towards small scale participatory budgeting is likely to be a challenge but would ensure community 'buy-in' and engagement.

If you said 'yes' to Question 19, please answer parts a., b. and c. –

a. What areas of spending should a community be responsible for?

b. Who, or what body, within a community should be responsible for making decisions on how the budget is spent?

c. How can we ensure that decisions on how the budget is spent are made in a fair way and consider the views of everyone within the community?

Is not a quick process and would need to be smaller scale and local. Some of the island communities achieve a high percentage of population turnout where issues are relevant and affect them directly – possibly suitable for piloting.

Definitions for Part 1

Q20. Please use this space to give us your thoughts on any definitions that may be used for the ideas in Part 1. Please also give us examples of any definitions that you feel have worked well in practice

Terms are often used as interchangeable; therefore it would be useful to have consistency.

The Consultation Institute has put together 'The Consultation Charter', with a definition of 'consultation': **'Consultation is the dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, with the objective of influencing decisions, policies or programmes of action'**.

The National Standards of Community Engagement have a very lengthy definition of community engagement which includes a useful principle: **"Underlying effective community engagement is the commitment of service providers and planners to listen to those for whom services are being planned."**

PART 2: UNLOCKING ENTERPRISING COMMUNITY DEVELOPMENT

Community right to buy

Q21. Would you support a community right to buy for urban communities?

Yes No

Please give reasons for your response

N/a Argyll and Bute is a rural area.

If you said 'yes' to Question 21, please answer parts a., b. and c.:

a. Should an urban community right to buy work in the same way as the existing community right to buy (as set out in Part II of the Land Reform (Scotland) Act 2003)?

b. How should an 'urban community' be defined?

c. How would an urban and rural community right to buy work alongside each other?

Community asset transfer

Q22. The public sector owns assets on behalf of the people of Scotland. Under what circumstances would you consider it appropriate to transfer unused or underused public sector assets to individual communities?

When the community can demonstrate that there is a sustainable future for the building, through a robust business case that stands up to evaluation.

Please also answer parts a. to d. below:

a. What information should a community body be required to provide during the asset transfer process?

Feasibility study including a robust business plan; evidence of need; community buy-in; strong board or plan to up-skill board; constitution with relevant powers; evidence of no duplication of other services/business unless lack of capacity; Governance by an incorporated body to ensure there is some responsibility for success / failure and recourse for public sector.

b. What information should a public sector authority be required to provide during the asset transfer process?

Building conditions survey and running costs. Information on support available to assist communities, including a step by step guide and transparent process.

c. What, if any, conditions should be placed on a public sector authority when an asset is transferred from the public sector to a community?

Need to monitor success of transfer and of the process.

d. What, if any, conditions should be placed on a community group when an asset is transferred from a public sector body to a community?

Need to monitor against proposed outcomes and, in the event of dissolution, pass on to similar organisation for prescribed purposes.

Q23. Should communities have a power to request the public sector transfer certain unused or underused assets?

Yes No

Please give reasons for your response

Communities should have an opportunity to request transfer, but this would not be expressed as a power.

Q24. Should communities have a right to buy an asset if they have managed or leased it for a certain period of time?

Yes No

Please give reasons for your response

An automatic right to purchase in these circumstances may in some circumstances be contrary to Council, CCP or SOA objectives. Ultimately, in selling an asset, the Council should have the opportunity to ensure that a sale ties in with wider objectives. The proposal should also take cognisance of the Conversion of Long Leases legislation.

If you said 'yes' to Question 24, please answer part a:

a. What, if any, conditions should be met before a community is allowed to buy an asset in these circumstances?

Common good

Q25. Do the current rules surrounding common good assets act as a barrier to their effective use by either local authorities or communities?

Yes No

Please give reasons for your response

Common good funds whilst useful in their time are now an oddity in the 21st century. There is a blurring of responsibility in terms of Councils and common good funds. Both are responsible for public good / benefit but geographical remits and implantation of that role varies. It would be clearer to transfer common good within the local authority framework. This would allow a much more holistic and considered approach to be taken to the overall estate / asset base /resource available for public good / benefit.

Third Sector Partnership believed the common good fund (those who knew what it was) is held by the Council but not for the Council – for communities. Would like to see it taken out of Council remit and transferred to third sector who could then bid into it.

Q26. Should common good assets continue to be looked after by local authorities?

Yes No

Please give reasons for your response

See Question 25 above.

If you said 'yes' to Question 26, please answer parts a. and b.:

- a. What should a local authority's duties towards common good assets be and should these assets continue to be accounted for separately from the rest of the local authority's estate?

It would be more clear to transfer common good within the local authority framework. This would allow a much more holistic and considered approach to be taken to the overall estate / asset base / resource available for public good / benefit.

- b. Should communities have a right to decide, or be consulted upon, how common good assets are used or how the income from common good assets is spent?

The same rights should apply to common good as apply to the overall budget of a local authority. The local authority should consult / make available its overall budgetary and planning proposals. Common good would also fall into this. This may also allow better use to be made of common good funds.

If you said 'no' to Question 25, please answer part c.:

- c. Who should be responsible for common good assets and how should they be managed?

Third Sector Partnership - By communities and community groups for whom they seem to be designed. Therefore by third sector or community councils, or partnership of both.

Asset management

- Q27. Should all public sector authorities be required to make their asset registers available to the public?

Yes X No X

Please give reasons for your response

NO - Asset registers are essentially long lists of individual assets or assets groups. They should be made available on request to the public.

YES

If you said 'yes' to Question 27, please answer part a.:

- a. What information should the asset register contain?

Against each asset should be noted current ownership and contact details and whether held in perpetuity, how long, or if available.

Q28. Should all public sector authorities be required to make their asset management plans available to the public?

Yes X No

Please give reasons for your response

Asset management plans including service asset management plans are submitted annually for Council approval so they are already in the public domain.

If you said 'yes' to Question 28, please answer part a.:

a. What information should the asset management plan contain?

Local authorities are obliged to ensure that their asset management plans comply with the requirements set under the Best Value 2 Regulations. Essentially, this ensures that they are defined and categorised as far as possible for condition, suitability and sufficiency. Where appropriate they also contain information on factors such as running costs, energy efficiency and utilisation rates to justify investment plans or proposals for disposal.

Q29. Should each public sector authority have an officer to co-ordinate engagement and strategy on community asset transfer and management?

Yes X No

Please give reasons for your response

To enable an easily accessible first point of access for the public.

Q30. Would you recommend any other way of enabling a community to access information on public sector assets?

No – the above arrangements are simple and clear and should be supported by a publicly accessible procedure.

Allotments

Q31. What, if any, changes should be made to existing legislation on allotments?

None proposed.

Third Sector was not sure what the legislation was but would like to see a register of vacant allotments available.

Q32. Are there any other measures that could be included in legislation to support communities taking forward grow-your-own projects?

These do not require further legislative change.

Definitions for Part 2

Q33. Please use this space to give us your thoughts on any definitions that may be used for the ideas in Part 2. Please also give us examples of any definitions that you feel have worked well in practice

N/A

PART 3: RENEWING OUR COMMUNITIES

Leases and temporary uses

Q34. Should communities have a right to use or manage unused and underused public sector assets?

Yes No

Please give reasons for your response

This should not be an automatic right as public authorities should have the opportunity to ensure that any proposed use is compliant with their plans and strategies as well as being safe and sustainable.

Communities and community groups would like to use or manage sometimes for short term basis and would also like to see encouragement of private sector to release empty buildings for use by community or groups - again this might be short term.

Assets should include minibuses and pool cars at times when not being used.

If you said yes to Question 34, please answer parts a., b. and c.:

a. In what circumstances should a community be able to use or manage unused or underused public sector assets?

See above.

b. What, if any, conditions should be placed on a community's right to use or manage public sector assets?

See previous comment.

Wherever there is a good use which can be implemented whether short or long term. Participants felt this was always preferable to empty buildings and to seeing minibuses unused for holiday periods or pool cars unused out of standard working hours.

c. What types of asset should be included?

There need be no restrictions as long as the compliance outlined within the response to question 34 is assured.

Encouraging temporary use agreements

Q35. Should a temporary community use of land be made a class of permitted development?

Yes No

Please give reasons for your response

There is no specific definition 'community use' provided. The document alludes to 'recreational purposes' or as 'growing spaces' but it would need to be specified. Whilst we are encouraged by vacant sites coming forward for new uses we would seek to retain the planning mechanism to ensure an assessment of the new proposal is considered in the context of surrounding uses. If brought forward by Community Council there is discount in fee and if compatible with surrounding land uses a positive outcome is likely.

Q36. Should measures be introduced to ensure temporary community uses are not taken into account in decisions on future planning proposals?

Yes No

Please give reasons for your response

If planning powers are retained this question is irrelevant. The current provisions of the planning system would provide due weighting to temporary uses and landowners future use / aspiration is unlikely to be prejudiced. If new PD for temporary community uses is enacted then we agree that it should not be taken into account as they only serve a time limited purpose.

Q37. Are there any other changes that could be made to make it easier for landlords and communities to enter into meanwhile or temporary use agreements?

Dangerous and defective buildings

Q38. What changes should be made to local authorities' powers to recover costs for work they have carried out in relation to dangerous and defective buildings under the Building (Scotland) Act 2003?

1. It is our view that Local Authorities should not be disadvantaged by the actions of individuals in failing to maintain or secure their buildings and it is our view that a better alternative should be available than currently exists within the Building (Scotland) Act 2003.
2. We would argue that the option for recovery through charging orders should be re-introduced but would note it should be recognised that Local Authorities still require to access funds at the time of carrying out works in order to pay the costs they have incurred in dealing with the situation; including costs incurred by contractors acting on behalf Local Authorities to rectify the danger/defect.
3. Therefore if the Scottish Government is serious about protecting the built environment and reducing the cases of defective and dangerous buildings, a support mechanism both to Local Authorities and to private industry and individuals must be in place both in monetary terms and in expertise and resource.
 - in essence, while charging orders will aid the recovery of costs options available to a local authority, they will do little to stimulate activity generally with no access available to funding for the remedial works, and
 - Equally, while charging orders will aid the recovery of costs options available to a local authority for dangerous buildings where the Local Authority has a duty to act, they will do little to stimulate activity in the defective building field, given the lack of a statutory duty to act in the case of defective buildings.
 - The re-introduction of charging orders along with the provision of a national fund allowing Local Authorities, who are carrying out work, to draw money from it to remedy the dangerous/defective building would provide Local Authorities reassurance that they could arrange to carry out the work now within current budgets, with the national fund being reimbursed once the charging order is discharged either directly by the owner or at the time of a future sale of the property.
 - The Act should contain powers to issue a charging order on a property where an owner or owners fail to pay for work undertaken by the local authority in default. Currently the lack of such power is considered to contribute to a disincentive to become involved with disrepair/ danger where the owner cannot be relied on to co-operate.
 - It would be extremely useful if Data Protection rules could be relaxed to permit all information on ownership held by a local authority can be shared within that authority provided it is for the purposes of enforcing legislation. At present for instance Local Authority Tax will not release ownership details to Building Standards.

Q39. Should a process be put in place to allow communities to request a local authority exercise their existing powers in relation to dangerous and defective buildings under the Building (Scotland) Act 2003?

Yes No

Please give reasons for your response

1. Experience within Argyll & Bute is that communities can and do currently request that the Local Authority exercise its existing powers in relation to dangerous and defective buildings. As such there is no need to change the current process or procedure in this area. Building Standards staff investigating the matter use their knowledge, skill and experience to determine whether a building is dangerous or defective and if so, what action is required by the Local Authority.
2. In practice early intervention by the Local Authority in defective buildings cases does not routinely happen as intervention is not mandatory. The case for such empowerment at this time of falling budgets and falling resources within Building Standards services however is untenable without the creation of a national fund for Local Authorities to draw upon and without changes in primary legislation.
3. At present any person or group can report dangerous/ defective buildings to the local authority. Communities are no different in being able to make such requests. Ultimately the local authority must retain the power to determine as and when they decide to undertake work in default. It should be encouraged that community groups themselves should seek to work with property owners within their own area to ensure that property which may or may not be unoccupied but is in disrepair does not become a blight.

Compulsory purchase

Q40. Should communities have a right to request a local authority use a compulsory purchase order on their behalf?

Yes No

Please give reasons for your response

They should have the right to request but Local Authorities must have policy and procedure to assess each request on merit based on business case and cost / benefit analysis.

If you said 'yes' to Question 40, please answer part a.:

a. What issues (in addition to the existing legal requirements) would have to be considered when developing such a right?

Identification of sufficient funding and expertise for CPO (can be expensive and drawn out process), business case that community is putting forward to justify using CPO. Local Authority should only proceed where 'back to back' opportunity with Community is established. Authorities need suitably qualified officers to review business cases. There is a further consideration as to how the council would recover the costs associated with the exercise of their powers on behalf of another party.

Q41. Should communities have a right to request they take over property that has been compulsory purchased by the local authority?

Yes X No

Please give reasons for your response

As above. In current economic climate it is unlikely that CPO would occur without 'B2B' deal being in place.

If you said 'yes' to question 41, please answer part a.:

a. What conditions, if any, should apply to such a transfer?

Power to enforce sale or lease of empty property

Q42. Should local authorities be given additional powers to sell or lease long-term empty homes where it is in the public interest to do so?

Yes X No

Please give reasons for your response

This would potentially resolve a lot of vacant / dangerous building issues and planning amenity issue.

If you said 'yes' to Question 42, please answer parts a., b. and c.:

a. In what circumstances should a local authority be able to enforce a sale and what minimum criteria would need to be met?

If planning amenity notices (S179) have been served and not complied with and where building is becoming dangerous but before Building Standard have to intervene under Building (Scotland) Act 2003.

b. In what circumstances should a local authority be able to apply for the right to lease an empty home?

As above.

c. Should a local authority be required to apply to the courts for an order to sell or lease a home?

Yes X No

Please give reasons for your response

To facilitate the above.

Q43. Should local authorities be given powers to sell or lease long-term empty and unused non-domestic property where it is in the public interest to do so?

Yes X No

Please give reasons for your response

If you said 'yes' to Question 43, please answer parts a., b. and c.:

a. In what circumstances should a local authority be able to enforce the sale of a long-term empty and unused non-domestic property and what minimum criteria would need to be met?

If planning amenity notices (S179) have been served and not complied with and where building is becoming dangerous but before Building Standard have to intervene under Building (Scotland) Act 2003.

b. In what circumstances could a local authority be able to apply for the right to lease and manage a long-term empty non-domestic property?

Where Pressured Area Designation (PAD) had been granted and there was demonstrable housing need and the criteria at a) was met.

c. Should a local authority be required to apply to the courts for an order to sell or lease a long-term empty non-domestic property?

Yes X No

Please give reasons for your response

Q44. If a local authority enforces a sale of an empty property, should the local community have a 'first right' to buy or lease the property?

Yes X No

Please give reasons for your response

Yes, in some cases but there should be a clear definition as to who the "local community" comprises to avoid dispute over eligibility. This should be subject to an appropriate test of community benefit and not an absolute right.

If you said 'yes' to Question 44, please answer part a.:

a. In what circumstances should a community have the right to buy or lease the property before others?

In most instances for a period of 8 weeks, minimum.

Definitions for Part 3

Q45. Please use this space to give us your thoughts on any definitions that may be used for the ideas in Part 3. Please also give us examples of any definitions that you feel have worked well in practice

N/A

ASSESSING IMPACT

Q46. Please tell us about any potential impacts, either positive or negative, you feel any of the ideas in this consultation may have on particular group or groups of people?

Third Sector Partnership felt this was premature and unrealistic to ask.

Q47. Please also tell us what potential there may be within these ideas to advance equality of opportunity between different groups and to foster good relations between different groups?

Q48. Please tell us about any potential impacts, either positive or negative, you feel any of the ideas in this consultation may have on the environment?

Q49. Please tell us about any potential economic or regulatory impacts, either positive or negative, you feel any of the proposals in this consultation may have?

Argyll and Bute Community Planning Partnership**Management Committee**
Date: 17th October 2012argyll and bute
communityplanningpartnership

Title: Update Report on Area Community Planning Groups

1. SUMMARY

- 1.1** This report summarises progress which Area Community Planning Groups are making as they progress to becoming key partnership groups for local areas to plan and monitor aims and objectives and delivery of services within local communities.

2. RECOMMENDATIONS

- 2.1** That the Management Committee note the progress which the Area Community Planning Groups are making.

3. BACKGROUND

- 3.1** The Area Community Planning Groups have had a very positive round of recent meetings, with all of them being better attended by partners and also by community groups and representatives. Their agendas have been focussed on items of partnership significance to areas, and on items brought forward by community groupings, resulting in meetings which have engaged in lively and positive debate.
- 3.2** The September MAKI meeting had extensive and useful updates provided by both NHS and Scottish Water, and had the bi annual update provided by Alistair MacGregor, CEO of ACHA. The information brought to the group by ACHA resulted in detailed conversation regarding the impact which lack of availability of affordable housing has on other key partners, including NHS.
- 3.3** Bute and Cowal's September meeting addressed a number of issues raised by the Caucus of Community Councils regarding Community Council by elections and training initiatives which could be run on a partnership basis. They also were provided with service update information from Scottish Water.
- 3.5** The Oban, Lorn and the Isles meeting in September focused on updates on service delivery and development issues from Scottish Water and other partners and also the BID4OBAN group, and received feedback from the sub group set up to improve the community engagement strand of the group's work, resulting in the CPG deciding that meetings of the group due to be held in June and December each year will be held in the evening to facilitate easier attendance by members of the Community. They also agreed a number of other changes to the layout and structure of the agenda, and to a focus on "user friendly" language in papers

and reports associated with the meetings and the CPG's work. It was further agreed that the changes being agreed by the group would be reviewed after 4 meetings have taken place to assess the impact which they have had on improving community involvement in the CPG.

- 3.6 The September meeting of the Helensburgh Lomond Group was well attended, with excellent information being discussed and shared by all attending partners. A number of issues raised by the Grey Matters Community Group were also progressed by various attending partners.
- 3.7 In addition to the matters noted above, items which were discussed at all of the meetings included the Community Resilience Project, the opportunity to have Area Forums as part of the Community Planning Partnership Community Engagement Strategy, and the detailed information brought forward by the IHR service of the Council in regards to Population Decline. Agendas are now being formulated for the next round of meetings; items which are common to each area will include the updating of the Council's Economic Development Plan, NHS Screening Programmes, and updates by ACHA.

4. CONCLUSION

- 4.1 Area community planning meetings will continue to focus on issues of local concern which reflect local priorities and provide them with the opportunity to oversee local service issues. The generally positive momentum which the groups have developed over recent months will continue to be built on in the expectation that this will further enhance attendance by both partners and community representatives.

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

Telephone 01369 707134

**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date: 17 October 2012**



Title: Community Resilience Project Update Report

1. INTRODUCTION

- 1.1 At the last meeting of the CPP management Committee we gave an update on the progress of the Council's Community resilience Project.
- 1.2 The project has been an exemplary piece of partnership working with public, voluntary and private sectors coming together to prepare a handbook which will enable the communities of Argyll and Bute to increase their own resilience by preparing emergency plans.
- 1.3 The handbook we have prepared contains not only the Scottish Government's toolkit and templates, which will allow communities to prepare emergency plans. It has been enhanced to address some of the lessons we learnt from previous severe winters; sections on roles and responsibilities, key risks to consider, health and safety guidance and where to get further information have all been added. We have also included example real life scenarios which communities can relate to and hard hitting images to identify with. The Scottish Government are promoting this approach as best practice.
- 1.4 The handbook has now been issued to all of the 54 Community Councils within Argyll and Bute and will be deconstructed on the Council's and Argyll Voluntary Action's websites. Allowing the templates to be downloaded individually and tailored to each communities needs. We are hoping that many of our partners will link to these pages from their own sites

2. RECOMMENDATIONS

- 2.1 That the CPP management committee notes the progress of the Community Resilience project to date.
- 2.2 The CPP Management committee continue to promotes the project within the wider CPP to encourage communities to complete their resilience plans and to highlight and promote the importance of self-resilience.

3. DETAIL

- 3.1 The handbooks have been issued by Argyll Voluntary Action and AVA will take the lead role in coordinating any queries arising and requests for further information from the community councils. Community police officers have also been sent copies of the handbook and will be encouraging communities to complete their plan. Strathclyde Fire and Rescue will also be asking their voluntary and retained crews across Argyll to endorse the approach.
- 3.2 We are planning to hold two events in Dunoon and Oban for communities to access information on what the voluntary sector can do to both help communities prepare an emergency plan and to help communities in an emergency situation. We will be inviting the category 1 and 2 responders and our handbook partners to these events. The events will be drop in and the audience will be members of the community councillor and voluntary sector organisations.
- 3.3 Community emergency plans are in no way prescriptive and can be completed by any community group, where gaps arise in community council provision we are identifying alternative groups.
- 3.4 Completed emergency plans will be returned to AVA who will distribute copies to the partner agencies who have requested copies. Strathclyde Police and Argyll and Bute Council will hold copies of all plans.
- 3.5 We are intending to organise exercises for communities who have completed their plans. Working through a number of different scenarios will allow fine adjustments to be made and operational issues to be ironed out.

For further information contact:

Morag Brown
IOD Programme Manager
Business Development

A GUIDE TO HELPING YOUR COMMUNITY PREPARE AN EMERGENCY PLAN



FOR THE COMMUNITIES OF ARGYLL AND BUTE

This handbook has been produced in partnership with

Argyll and Bute Council
Strathclyde Police
Strathclyde Fire and Rescue
NHS Highland
Argyll Voluntary Action
British Red Cross
Scottish and Southern Energy
Scottish Power
HM Coastguard
WRVS
Scottish Government



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6. Useful information	page 40
7. Legal disclaimers	page 48

Throughout this handbook there are examples of good practice to help you prepare your community's emergency plan. In each of the examples it will be clear that volunteers had an important part to play but the emergency services were in charge and the volunteers acted under the supervision and direction of the emergency services.

“It is vitally important local communities are able to respond to and recover from an incident or emergency either alongside the emergency services or in their absence due to abnormal circumstances.

This is even more crucial in Argyll and Bute where we have a number of remote communities and a high proportion of elderly residents.

I am keen to see all communities with their own plan and I am confident this handbook will clearly set out what has to be done.”

Roddy McCuish, Leader,
Argyll and Bute Council





Introduction

An emergency could be anything from severe weather, flooding or fire to a major incident involving transport. Preparing your community for these kinds of events will make it easier to recover following the impact of an emergency.

Being aware of the risks that you as a community may encounter and who within your community might be able to assist you, could make your community better prepared to cope with an emergency.

Local emergency responders will always have to prioritise those in greatest need during an emergency, especially when life is in danger. During these times, you as a community would benefit from knowing how to help yourself and those around you until assistance arrives.

This handbook is written to give advice to community groups that want to help their communities cope better in an emergency by preparing a **Community Emergency Plan**. It is written with existing groups like community councils in mind, but could be used by any community organisation – or by a group of people in a community who want to be more prepared.

When an emergency happens, organisations which are called “emergency responders” in this handbook, take the lead in supporting communities in dealing with emergencies. These are the “999” services including the police, fire and rescue service, ambulance service, coastguard and other organisations like local authorities and the NHS, as well as voluntary organisations like the British Red Cross and WRVS.

Having a Community Emergency Plan does not mean that your group should or could replace the emergency responders. **It is important to remember that you should never do anything which puts you or anyone else in your community at risk.** However, in a severe emergency situation, the emergency responders cannot be everywhere at once. They will always have to prioritise people in greatest need, especially where lives are at risk.

In the last few years, Argyll and Bute has experienced severe weather, flooding, travel disruption, fuel shortages, animal diseases, landslides and a pandemic flu outbreak. Challenges like these affect our daily lives, and every community wants to get through them.

Within your community, vulnerable people who may already be using services become more vulnerable in an emergency situation and those that no-one thought of as vulnerable may well become so.

The good news is that how communities organise themselves to prepare for emergencies can make a big difference. Making a Community Emergency Plan is about how communities can make that difference by coming together to support each other.



“Community Resilience plans would help us all to work together when we face difficulties with weather or other extraordinary events. The NHS has its own contingencies in place but we know only too well our remote and rural communities especially can experience challenging situations and the more we can get in place before the event and work together, the better. I would wholeheartedly encourage establishing these community plans.”

Derek Leslie, Director of Operations
Argyll and Bute CHP, NHS Highland

Purpose

A resilient community is achieved by working together

At the heart of how communities get through emergencies is how “resilient” they are – this means how well they can use their strengths to:

- prepare for,
- respond to; and
- recover from emergencies

More resilient communities:

- are aware of the risks that may affect them and how vulnerable they are to them
- use their existing skills, knowledge and resources to prepare for, and deal with, the consequences of emergencies
- work together to complement the work of the local emergency responders before, during and after an emergency.

A Community Emergency Plan is one way in which your group can help your community become more resilient. It can help your community cope until the emergency responders arrive, and help it recover in the long term.

Good practice example: A house-fire broke out in a rural community during a period of severe winter weather in 2011.

Community members knew not to try to tackle the fire, but they played a vital role. Whilst the fire service was on its way, they were able to make sure that the fire engine was able to get to the scene, by clearing ice and snow from the access road. A local farmer used his tractor to tow the fire-engine part of the way to the building which was on fire.

We know that people already support and help each other during times of need. Simple activities like getting together to clear snow and ice from paths or offering a helping hand to neighbours who might become vulnerable in an emergency can make all the difference.

This handbook sets out a step by step guide to preparing a Community Emergency Plan, from getting started, to practising your plan. However, it is not an instruction manual that must be followed to the letter. **Carrying out any of the steps is a worthwhile achievement in itself.**

It is important to note that the plan is not in any way a method by which a local authority or an emergency service may reduce its response or service to the community, the plan is intended to support and enhance the response.



“The Fire & Rescue Service has planned and prepared for a wide range of events and will always respond to deal with crises and make things safe. However, bringing matters back to normality will involve the whole community. It is far better to plan for what might happen and thus be prepared to react, than to simply wait and see. We support the development of community plans which will assist everyone in

recovering from extraordinary events, and will allow all the agencies, services, and the public to work together to restore normal life in the shortest time possible.”

Area Commander Jim Scott, Strathclyde Fire and Rescue

Communities can deal with local issues, for example:

- the clearing of snow from pathways of people who are unable to do this themselves
- the clearing of snow from school and nursery access routes and playgrounds
- flood prevention in risk areas e.g. sandbags
- providing hot meals and assistance within community centres and village halls
- checking on neighbours to ensure their safety and well-being during severe weather

The top risks in Argyll

The emergency responders already do a lot of work to identify the risks in their areas. They publish a “Community Risk Register” (CRR) showing what risks have been identified in your area, and their potential impact.

Risks to consider when preparing your community plan are:

- storms and gales
- flooding
- landslips
- low temperatures and heavy snow



Roles and Responsibilities



The responsibilities of the different organisations dealing with an emergency vary, some are set in statute and others fill a need. The police will normally take the co-ordinating role at a major, large or complex incident. Once an incident moves into the recovery phase, the council will take over the lead role. Here you will find the roles and responsibilities of the partner agencies contributing to this handbook.

Strathclyde Police



The primary areas of police responsibility at a major incident are:

- the saving of life
- co-ordination during the Emergency Phase
- calling out of essential services
- protection and preservation of the scene
- investigation
- identification of the dead
- collation and dissemination of casualty information
- co-ordination of the media response
- application of counter measures to protect the public
- restoration of normality

Strathclyde Fire and Rescue



The primary responsibility of Strathclyde Fire and Rescue in major incidents is:

- the saving of life and rescue of people
- protection of properties and prevention of escalation
- the carrying out of other specialist services, including flood/water rescue services
- to assist people where the use of fire service personnel and equipment is relevant
- protection of the environment

HM Coastguard



HM Coastguard is the emergency response branch of the Maritime and Coastguard Agency (MCA). The MCA is an executive agency within the Department of Transport (DfT) and has the lead role for dealing with incidents at sea and some inland waters.

HM Coastguard is responsible for –

- minimising loss of life amongst seafarers and coastal users
- responding to maritime emergencies 24 hours a day
- developing, promoting and enforcing high standards of maritime safety and pollution prevention for ships
- minimising the impact of pollution on UK interests
- responding to non maritime incidents such as floods, searches or assisting in evacuating areas.

NHS Highland



The NHS role and responsibility in an emergency situation is to:

- provide risk assessment within their sphere of expertise;
- continue to perform emergency or urgent healthcare functions;
- contribute to emergency planning;
- maintain public awareness and arrangements to warn, inform and advise the public of health issues

Argyll and Bute Council



In an emergency situation the principal concern of the council includes:

- support for the emergency services
- support and care for the local and wider community
- co-ordination of the response by organisations other than the emergency services, e.g. the voluntary sector.

In the immediate aftermath of a major incident, the council will assist the emergency responders and ensure that resources are made available, including:

- the provision of a wide range of professional staff including skilled trades staff
- road closures and diversions
- plant and equipment
- emergency centres
- maps and building plans
- building safety inspections
- emergency lighting
- environmental health services
- clearance of debris and restoration of highways
- psychological support
- interpretation services
- help lines
- information to the public
- media liaison services

As time goes on, and the emphasis switches to recovery, the council's Chief Executive will accept the responsibility for the overall coordination of the incident from the Chief Constable. The council will take a lead the recovery, rehabilitating the community and restoring the environment.

The council's Civil Contingencies Unit is responsible for the co-ordination of the council's response in an emergency. This includes the alerting and call out of other council officers; and voluntary agencies such as the British Red Cross and WRVS. The Civil Contingencies Unit also liaises with the emergency services or utility providers in the co-ordination of any incident/emergency.

British Red Cross



The British Red Cross helps vulnerable people in crisis wherever and whenever they are. The Red Cross works alongside statutory agencies and voluntary sector partners to respond to emergencies and build community resilience. We provide practical help and emotional support to people and communities affected by emergencies. [redcross.org.uk/emergencyresponseuk](https://www.redcross.org.uk/emergencyresponseuk)

Argyll Voluntary Action



Argyll Voluntary Action works alongside communities and individuals daily

- AVA holds the contact details of almost all third sector organisations across Argyll and Bute; and therefore can circulate information, enable contacts and network to ensure any relevant details are shared as widely as possible.
- AVA has staff and volunteers in each of the main centres of population and can offer support – the precise availability will depend on capacity in any specific location and on the nature of the emergency.
- AVA are also in contact with large numbers of older people through their work with “Reshaping Care for Older People” and some of these may become ‘at risk’ if, for example, power is out for lengthy periods.

WRVS



WRVS has been working in local communities for over 70 years via trained Volunteers to support the community and statutory services at times of emergency as well as providing a wide range of support services to Older People through Hospital Cafes, Home from Hospital services and community support services such as Befriending, Telephone Befriending, Social Transport, Books on Wheels, Meals on Wheels and Safe and Well checks.

WRVS provide a 24/7/365 emergency response service across Scotland via teams of Community Resilience Volunteers. In Argyll and Bute support can be offered to those who may just be home from hospital, those who have no transport and others who are socially isolated in the main population areas, led by trained local team leaders to help during power outages, flood situations, train derailment or other emergency situations.

WRVS provides support to help Older People prepare for emergencies, emergency refreshments at Rest Centres, welfare support to the vulnerable and assistance with registration of those affected, during an emergency, with support continuing in the recovery phase, by linking to appropriate local WRVS Services and working with other local organisations to help people return to their normal way of life.

“This handbook will be a valuable guide for local communities in Argyll and Bute when it comes to creating their own plan for an incident or an emergency. Community councils have a crucial role in resilience as does the council, third sector, private sector and emergency services and we must all work together to achieve the best results.

There are already strong community relationships and connections but we need to make them even stronger so those who need help the most get the support they need, when it matters.



Once communities have their own plan in place it will not only provide peace of mind to the people of Argyll and Bute but an essential tool for getting us through any challenging weather conditions. I am very keen to see all our communities develop their own plan using this handbook as a guide.”

Sally Loudon, Chief Executive, Argyll and Bute Council

Emergency Planning for Community Groups - Templates to help you create an Emergency Plan

How to help make your community more resilient

We have prepared community emergency plan templates which you will find on pages 24-36. You can use or change them in whatever way suits you and your community, including adding your own community name, logo etc. If your community would like to use these templates to create your plan, they can be downloaded from Argyll Voluntary Action and Argyll and Bute Council's websites.

www.argyll-bute.gov.uk or www.argyllvoluntaryaction.org.uk

“Argyll Voluntary Action works alongside communities and individuals daily. We are keenly aware of the increasing number of frail and older people in our communities and the shared responsibility we all have to ensure robust and resilient communities who care for those less able. Emergencies and extreme weather are forecast to increase sadly and this underlines the importance of all strands of our communities working together. All agencies, public, private and third sector are taking steps to mitigate any crises and we hope that our community councils will join us to support the preparation of plans which are essential for community safety. This is an important development for Argyll and Bute – we hope to see it developed across the whole of our beautiful but fragile environment.”

Glenn Heritage, Chief Executive, Argyll Voluntary Action

Different communities face different issues, and have different strengths and ideas about how to tackle them. So, your Community Emergency Plan will be unique to your community. The plan is specific to your community council area but can be split into local areas if required.

It is very important that you talk to people in your community who have resources they can use to help.



The Scottish Government's Ready Scotland website is a useful source of information for communities that want to develop Community Emergency Plans, and can be found at: www.readyscotland.org

Step 1 – Making your Plan

Getting started ..

How to use this guide

This guide takes you through a step by step process that will enable you to:

- Decide who your plan is for
- Get the right advice
- Think about the risks your community faces
- Think about local skills, knowledge and resources
- Involve all the people who can help
- Write and test a plan

Every day in Scotland thousands of people need to attend hospital for life-saving treatments like dialysis. If ice and snow caused a problem getting someone from their home to their hospital transport, could your community get together to help?

Achieving **any** of these things will help make your community more resilient.

You will want advice and assistance preparing your plan. This will initially be provided by Argyll Voluntary Action who has entered into an agreement with Argyll and Bute Council to support communities in preparing their plans. Argyll Voluntary Action will either be able to offer advice or contact the relevant agencies on your behalf. Argyll Voluntary Action covers all of Argyll and has regional offices in Oban, Lochgilphead, Dunoon, Helensburgh and Campbeltown. They can be contacted at:

Area	Address	Telephone
Campbeltown	21 Longrow South Campbeltown PA28 6AH	01586 554744
Dunoon	Community Education Centre Edward Street Dunoon PA23 7PJ	01369 700100
Helensburgh	14 Colquhoun Square Helensburgh G84 8AD	01436 671613
Oban	21 High Street Oban PA34 4BG	01631 564839
Lochgilphead	10 Tigh Mhicleoid Lochnell Street Lochgilphead PA31 8JL	01546 606808

Argyll Voluntary Action also has examples of completed emergency plans from other communities and can send copies to you if requested.

Look out for the “**action**” markers in the guide for suggestions on how to complete sections of the plan and where to find information to help you.



It may help you to gather background information on your community, such as a map of the area covered, which could include:

- main roads and rail lines
- rivers and lochs
- community facilities such as schools, village halls and residential homes
- grit bins

Action: Decide who and where your plan is for.

Who can you work with?

One of the first things to think about is who can help you. In many areas there are already active community groups and businesses which help respond to emergencies. Consider what already exists around you.

As well as Argyll Voluntary Action, you may want to talk to your local councillors, the council and local organisations like the police, fire service, ambulance service, NHS board, and voluntary organisations active in your area such as mountain rescue teams, the WRVS or the British Red Cross.

Good practice example: An elderly gentleman out walking his dog goes missing. Neighbours, responding to the family's phone calls enquiring about his whereabouts, search their properties.

Word quickly spreads and volunteers arrive to help search. When police and mountain rescue were mobilised they were able to deploy a large number of people to assist with the search very quickly.

At the same time, a local hotel acted to provide a rest centre for the searchers providing refreshments and somewhere to coordinate.

It is important to remember that you need to have support and enthusiasm from your community for a plan to work. People need to be prepared to sign up and offer to get involved in helping if an emergency happens. Raising awareness and encouraging people to see the value of joining in are an important part of building the foundations for a plan.

To make your plan more effective, as diverse a group as possible within your community should have a chance to get involved. Different people bring different skills and opportunities. For example, some people may not be able to clear snow, but could be willing to help look after people who have to leave their homes in an emergency. People from different ethnic communities may have language skills, and could help communicate with people in your community whose first language is not English.

You could have an open meeting where the community can discuss their ideas for the plan and find out who is interested in helping to create it. There may already be a regular meeting where you can do this – such as a community council meeting, neighbourhood watch or residents' association.



You will need to bear in mind that you may need different methods to communicate with all your community. For example, people with childcare responsibilities may not be able to attend evening meetings and not everyone will be comfortable getting information by e-mail or through websites.

When you have got a group of people together, this is the group that will lead your preparations and coordinate the action you take with the emergency responders in your area.

Who will take the lead?

It may help to identify a co-ordinator to take a lead role in organising and taking forward the work of this group, and helping to keep up motivation and interest from their community.

It is important that the person taking on this role has a good understanding of your community, and has the backing and support of community members.

Action: talk to Argyll Voluntary Action, your local authority, and other key agencies if you need to, and the rest of your community.

Identifying risks

In order to plan for emergencies you need to know:

- what risks face you?
- how likely are they to come about?
- if they happen, what would their impact be?
- are any people in your community particularly at risk?

It's important that you focus on those risks that:

- are important to you; and
- you can do something about.

Examples of the sort of risks you can consider are described below.

Environmental risks

- are there any particular areas that flood regularly?
- are you frequently cut off by snow?
- are there any sites of environmental or historic importance which may be impacted?

Infrastructure risks

- is there a major transport facility (like a ferry port or a train station) in the area?
- are there any vulnerable bridges or main roads?
- are there any large industrial sites in the area?

Social risks

- are there any known vulnerable people/groups in your area?
examples may include:
 - people who have recently had an operation
 - people without access to transport
 - people with limited mobility
 - people reliant on regular medication or health visits
- are there any groups who might find it difficult to understand emergency information?
- are there any groups who don't live in the area full-time like holiday makers or travelling communities to consider?

Emergency responders cannot always determine exactly what individuals need, nor can they always identify who in your community may be vulnerable in a crisis, particularly those who may not previously have received support.

This requires local knowledge and help. Think about how **you** could share this information with the emergency responders if an emergency occurs.

Good practice example: In a heath fire on the outskirts of a village, locals became aware that individuals may be forced to leave their homes if the fire spread.

Using their community emergency plan they identified and prioritised those who would need to be evacuated and were able to present this information to the emergency services.

Voluntary sector groups regularly work alongside the emergency responders.

Both say that this works best where they have an established relationship and don't have to start from scratch when an emergency occurs.

It helps that they know who to talk to and have planned in advance what to do.

Argyll and Bute Council, NHS Highland, housing associations and other voluntary groups will also have a good idea of the people or communities who are vulnerable.

However they will not know who may become vulnerable in a crisis, or what help they might want or need. This is where your help is particularly important.

For each risk, you should also think about what actions you can take to reduce the chances of it happening, or to minimise any impact.

The emergency responders already do a lot of work to identify the risks in their areas. They meet regularly as a Strategic Coordinating Group (SCG). This group has the responsibility for the co-ordination of regional emergency planning and for overseeing the response to and



recovery from, major emergencies. It also has a duty to publish a “Community Risk Register” (CRR) showing what risks have been identified in your area, and their potential impact.

It is worth looking at this document to help you think about the potential risks to your local area and their impacts.

However, the CRR mainly talks about relatively high-level threats, and how the emergency responders can address them. You should also use your local knowledge to try and identify other risks in your local area that may not be included in them.

The Community Risk Register for Argyll can be found at:

<http://www.strathclydefire.org/your-service/community-risk-register.aspx>

Action: Complete the risk assessment template on page 26

What can your Community Council do to prepare?

One of the key things which the Community Council can do to make your community more resilient is to encourage individuals and families to think about what they would do in the event of an emergency.

You might want to consider encouraging local people to make plans for how they and their families would cope in an emergency. A Household Emergency Plan template which you can encourage people to complete is included in this guide on page 37. You may want to consider circulating this or something similar in your community.



Assessing community skills and resources

Once your community is aware of the risks and what their impacts would be, it is important to consider what skills, resources and equipment your community already has that could be used, if needed, during an emergency.

You may be surprised at the level of knowledge you have and the wealth of equipment and other resources you have in your community. In any case, it is better to find out now what is or is not available.

You may want to look at your community's existing skills and resources under the following headings and add this information to your plan.

Volunteers

People already help each other in emergencies. However, as part of your planning, you could speak to people and groups in your community and ask them, in advance, if they would be willing to volunteer during an emergency, and if they have skills, tools or other resources that could be used. For example, some people may have equipment and expertise they are willing to use while others may be trained in first aid or food preparation. Many people will be able to help in tasks such as clearing snow.

You can ask people about their skills and resources using a questionnaire. It's important to remember that people like to be communicated with in a number of ways.

You might also want to consider talking with existing local community groups to see if their volunteers or contacts would be willing to help in an emergency.

For example, sports club members may be willing to help out if required. It is important to make sure that you keep volunteers up to date and engaged with your emergency planning.

Good practice example: Following a period of bad weather, a local museum was at risk of being flooded and the fire service was mobilised to assist with pumps.

Locals also responded with diggers, assisted in filling sand bags and relocated the precious artefacts to a secure location.

Tools and equipment

With your community, think about what tools and machinery might be needed if an emergency occurs. There may be people who are qualified, capable and willing to operate these tools and machines in an emergency. For example, tree surgeons may have useful skills and equipment and farmers may be willing to use their tractors to help. It is important to make sure that anyone using this kind of equipment is properly qualified and insured to do so. This is for their own protection and to protect the people they are helping.

Supplies

In an emergency, your community could require supplies, like food and water, which may be difficult to obtain. Where appropriate, you could consider talking directly with local businesses and suppliers who might be willing to provide them. If a written agreement is made between your community and the supplier, attach this to your plan.

Transport

Find out which vehicles could be used by the local community and know how to access them in an emergency. It is important to make sure that vehicle owners are properly licensed and insured to use their vehicles in this way.

Action: complete the local skills and resources template on page 27

Insurance and health and safety

You should definitely not see insurance and liability as a barrier to preparing your community for emergencies. Having a Community Emergency Plan does not mean that volunteers will be putting themselves in danger, or endangering other people in the community. In fact it means the opposite.



For every-day activities that you might do to help your neighbours, in a personal capacity, your ordinary household buildings or contents insurance will generally provide personal liability cover. You will need to take reasonable care and should not take unnecessary risks. If you are in doubt, you should check your policy or ask your insurer.

If you are part of an existing group, you will probably have third party liability insurance, and you can check with your insurer that the types of activities you want to do will be covered by your policy.

If a group is not employing anyone health and safety legislation, does not, in general apply. Voluntary organisations and individual volunteers do, however, have a duty of care to each other and others who may be affected by their activities. In every case it is important to ensure that volunteers working on community resilience activities do so safely and anyone affected by their activities not put at any additional risk. If your group has control of premises the law requires you to take reasonable measures to ensure the hall, access to it and any equipment and/or substances provided are safe for people using it.

It's important that you take volunteer's safety into account even when doing relatively low-risk activities. For example, no-one should clear ice and snow wearing inappropriate clothes or shoes, and no-one should clear snow in an area which is overhung by large icicles.

General advice on health and safety, and risk assessment for voluntary groups is available at:

www.communitytoolkit.co.uk

www.rospa.com

www.scvo.org.uk/information/running-a-voluntary-organisation/people/volunteers

Identifying key locations

In an emergency, the council might need the community assistance to identify a safe place for people to shelter and set up a rest centre.

You should talk with the council to see what help the community could give to set up places of safety or rest centres.

Action: Identify list of sites. Complete key locations template on page 28.

Emergency Contact List

It is important to keep a record of who in the community has offered their help in an emergency. This will help you contact everyone quickly and make it easier for you and the emergency responders to identify who is able to help. It is important to keep personal details safe and available, remembering that you could lose power and access, and only share them with those who need the information. For further information see

www.ico.gov.uk/upload/documents/library/data_protection/practical_application/the_guide_to_data_protection.pdf

Assessing community skills and resources

Once you have drafted your plan, share it with your community to get their views. It is important that all members of the community feel that the plan works for them. By sharing it you may get more people interested in it and gain further support.

The council and other emergency responders need to be aware of your plan so that they will know who to contact and what assistance you can provide. You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

Action: Record who needs copies of your plan using the template on page 25.



Please send your completed plans to **Argyll Voluntary Action:**

Area	Address	Telephone
Campbeltown	21 Longrow South Campbeltown PA28 6AH	01586 554744
Dunoon	Community Education Centre Edward Street Dunoon PA23 7PJ	01369 700100
Helensburgh	14 Colquhoun Square Helensburgh G84 8AD	01436 671613
Oban	21 High Street Oban PA34 4BG	01631 564839
Lochgilphead	10 Tigh Mhicleoid Lochnell Street Lochgilphead PA31 8JL	01546 606808

Argyll Voluntary Action will circulate copies of your plans to the appropriate emergency responders. Remember to keep a copy for yourself!

Step 2 – Responding and recovering

Using your plan

When an emergency happens, you will need to know how best to use your plan and volunteers. **In any emergency, having a plan is not a substitute for calling 999.** You will have made your local emergency responders aware of your plan as part of your planning process, so in most circumstances you should activate your plan in response to a call from the emergency responders. It is important that any actions which you carry out are co-ordinated with the wider emergency responders' efforts. You should work with your local emergency responders to identify how they will contact you, and how you should contact them.

In some circumstances, the emergency responders may be unable to contact you. Therefore, you should develop a series of triggers you can use as a community to decide whether to take action.

For example:

- Have we been able to contact our local emergency responders?
- What messages are being put out in the media?
- What can we do **safely** without the help of the emergency responders?

Action: record the process by which you will activate your plan. See page 31.

What to do when you put your plan into action

Using your list of skills, people and resources, you will need to decide what you can do to **safely work** with the emergency responders in the immediate response to an emergency, and a potentially long period of recovery.

Action: record first steps to take once your plan is activated using the template on page 32.



Your first community meeting

It may be possible for you to meet briefly once the plan has been activated. If so, an example of a draft agenda you can use for the first meeting can be found on page 33. The draft agenda is intended to be a guide only. You may find that your team and volunteers are already getting on with helping but it is important to make sure everyone is safe and working in a coordinated way.

Once the plan has been activated it may be useful to keep a record of any decisions or actions, with a note of the reasons this will help you review your plan afterwards. Keeping a record also makes it easier to brief volunteers and inform other agencies or individuals during an incident.

Managing your response

During an emergency, make time to regularly review the situation to ensure that your actions are still appropriate as things can rapidly change. For example:

- Is your information up to date?
- Are you able to establish and maintain contact with your volunteers and other agencies?
- Can you change your activities to meet new requests for help?
- Have you planned to ensure your effort can be maintained?
- Have you informed those around you of the changes in your actions?

You also need to review the risks and always ensure that volunteers are safe.

Evacuation

During the initial response to an emergency, it might be necessary for some members of your community to be evacuated from their homes to a safe place. Speak to those coordinating this response (normally the police) to see what role your group can play in this.

You may be able to assist with:

- door knocking or delivery of emergency messages
- looking after people in a rest centre; or
- Identifying those who may need extra help to move to safety.

Communications

Your group should discuss how you will maintain ongoing and up to date exchange of information with each other, the emergency services and the community. You will also need to consider what happens if communications are disrupted in the area. You may have access to walkie-talkies or amateur radio groups like the Radio Amateurs' Emergency Network (RAYNET), or other radio amateurs, that you can use to communicate with each other.

Your group could also consider door knocking as an option to communicate with the public and get the emergency responders' message across if it is possible to do this safely. You should work with the emergency responders to ensure any messages they are delivering to the community are consistent with those from the emergency responders.

Action: Record alternative communication methods to use during an emergency using the template on page 36.

“Emergencies are our daily business and the police and our partners have many contingencies in place to manage a variety of eventualities. The extreme weather conditions in recent times provided many challenges for us all and strong partnerships within Argyll ensured that people were kept safe and our communities returned to normality as quickly as possible.

The communities within Argyll can feel very remote and the development of local community contingency plans will provide an element of self sufficiency and this key piece of work will allow communities to play a significant role in supporting the emergency response and subsequent return to normality, ensuring we all play our parts in keeping our communities safe.”

Russell Dunn, Divisional Commander, Argyll and Bute, Strathclyde Police.



Step 3 – Practising and updating your plan

It is important to regularly review and update your plan to ensure it meets the changing needs of your community. It is also important to make sure that your plan will work properly in an emergency.

As a minimum, you should check regularly that it is still up to date. You may want to practise using the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to help out.

You could work with your local emergency responders, using the local risk assessment you have produced, to identify scenarios that you can use to test the arrangements you have made in your plan.

Your local emergency responders may be planning to practise their own emergency plans, and if so, you may be able to practise “activating” your plan as part of their exercise.

Practising the arrangements in your plan will allow you to identify any problems with it. Once you have practised your plan, you should review and update it. You should also regularly update your emergency contact list to ensure it is accurate.

When you make any changes to the plan, you should record them to make sure that everyone knows they are using the latest version and ensure that everyone who needs a copy of the plan is sent a copy of the updated version.

Please send copies of completed plans to Argyll Voluntary Action and ensure that hard copies are kept safely retained.

Every step of this process helps make you and your community more resilient – supporting the work of emergency responders and building the sense of community in your area.

Step 4 – When you use your plan

If you use your plan in an emergency situation remember it is very useful to take time to evaluate what happened. You need to consider what went well and what did not and what could be done differently in the future.

You may want to update your plan as a result and if you do please remember to send a copy to Argyll Voluntary Action.

Sometimes after a large scale emergency there is a “multi-agency” debrief with all of the emergency responders involved. Individual organisations frequently debrief their own personnel. It may be useful for you to consider doing the same.

If your internal debrief raises any questions or concerns regarding the other emergency responders you should contact them.



The templates on pages 24-36 are available to download from Argyll and Bute Council and Argyll Voluntary Action's websites.

[Insert your community name here]

Community Emergency Plan

Plan last updated on: xx/xx/xxxx

IF YOU ARE IN IMMEDIATE DANGER CALL 999

DISTRIBUTION LIST

Name	Role	Phone number/email address	Issued on
<i>Enter name</i>	<i>Enter role</i>	<i>Enter details</i>	<i>Enter date</i>

AMENDMENTS TO PLAN

Name	Details of changes made	Changed by	Date for next revision
<i>Enter name</i>	<i>Enter details</i>	<i>Enter name</i>	<i>Enter date</i>

LOCAL RISK ASSESSMENT

Risks – including likelihood	Impact on community/ vulnerability	What can Community Emergency Group do to prepare?
<p><i>Example: River through village can flood – every 2-3 years</i></p>	<ul style="list-style-type: none"> • <i>Example: Flooding of local streets</i> • <i>Example: Blocked access to community hall</i> • <i>Example: Damage to homes</i> 	<ul style="list-style-type: none"> • <i>Example: Encourage residents to improve home flood defences</i> • <i>Example: Work with local emergency responders to see if group can help with distribution of flood warnings and any evacuation and rest centre establishment required</i> • <i>Example: Identify vulnerable people who live in areas likely to be flooded</i>

KEY LOCATIONS

Building	Location	Potential use in an emergency	Contact details
<i>Example: Church Hall</i>	<i>Example: Sampleton village</i>	<i>Example: Rest Centre/safe place</i>	<i>Example: Church warden's contact number</i>

EMERGENCY CONTACT LIST

Photo	Name:
	Title:
	24hr telephone contact:
	Email:
	Address:

Photo	Name:
	Title:
	24hr telephone contact:
	Email:
	Address:

Photo	Name:
	Title:
	24hr telephone contact:
	Email:
	Address:

LIST OF COMMUNITY ORGANISATIONS

That may work with people or communities who may become vulnerable in an emergency

[Use this space to record details of organisations who work with people who may be vulnerable in an emergency]

ACTIVATION TRIGGERS

[Use this space to record details of how your Plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency responders, and also how your community will decide to activate the plan yourselves, if the emergency responders are unavailable]

FIRST STEPS IN AN EMERGENCY

Follow the instructions below when the plan is activated.

	Instructions	Tick
1	<i>Example: Call 999 (unless already alerted)</i>	✓
2	<i>Example: Ensure you are in no immediate danger</i>	✓
3	<i>Example: Contact the Community Emergency Group and meet to discuss the situation</i>	✓
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA

Example Community Emergency Group Emergency Meeting Agenda

Date: *Enter Date*

Time: *Enter Time*

Location: *Enter Details*

Attendees: *Enter Details*

1. What is the current situation?

Enter details

What information do you have, who does it come from and is it accurate?

It may be that your first action is to gather information

You might want to consider the following:

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English speaking people
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

Can the community help?

2. Establishing contact with the emergency responders

Enter details

3. How can we support the emergency responders?

Enter details

4. What actions can safely be taken?

Enter details

5. Who is going to take the lead for the agreed actions?

Enter details

6. How are you going to stay in touch?

Enter details

- 7. What do we need and when do we need it in order to sustain our efforts?**
(For example a few messengers now to spread an evacuation message, a lot of volunteers later when people are ready to be moved)
Enter details

- 8. Any other issues?**
Enter details

Keep a brief record if you can

ACTIONS AGREED WITH LOCAL AUTHORITY IN THE EVENT OF AN EVACUATION

[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]

ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL
COMMUNICATIONS HAVE BEEN DISRUPTED

[Use this space to record details of alternative communications within your local area should
usual methods of communication be disrupted.]

Household Emergency Plan

If a major emergency happens it may be some time before help arrives. It's very important that you and your family get together to prepare.

- ✓ **Agree a plan in advance with those in your home**
- ✓ **Complete this template together and keep it safe in case you need to use it.**

If the emergency means it is not safe to go out, the advice is usually to:

- GO IN** (go indoors and close all windows and doors)
- STAY IN** (stay indoors)
- TUNE IN** (to local radio, TV or the internet, where public information and advice from the emergency responders will be broadcast)

My local radio station: **Is on frequency:**

If you have to leave your home, get out, stay out, and take others with you.

Think of two meeting places: one near home and one further away, in case you can't get home.

✓ **Meeting Place 1 (Near Home)**

✓ **Meeting place 2 (Further away)**

Location.....
.....
.....

Location
.....
.....

Pick a friend or a relative who lives out of the area, who you will agree to call to say you're OK, should you need to leave home. Make sure this person knows.

✓ **Friend or relative to call to let people know that you're OK**

Name:.....

Telephone number:.....

If it is safe to do so, you should check on your neighbours and vulnerable people living close by. Have a think about who they are in advance.

Name:.....
Address:.....
.....
.....
Tel Number:.....

Name:.....
Address:.....
.....
.....
Tel Number:.....

Name:.....
Address:.....
.....
.....
Tel Number:.....

Important Telephone Numbers

- For the emergency services, dial 999
- For NHS 24, dial 08454 24 24 24
- For SEPA's floodline, dial 0845 988 1188
- For Scottish Water, dial 0845 601 8855

You should record other important telephone numbers:

Schools/Colleagues:

Work Contact:

Doctor:

Insurance:

Gas supplier:

Carers/childminder:

Plumber:

Vet:

Local authority:

Electricity supplier:

Other:

Pack an emergency kit

You should keep enough food and water and other essentials at home for at least three days.

Whether you have to stay in or get out, packing a small emergency kit will help you get through. Keep it in a safe place at home where you can reach it easily. Your kit should be kept in a waterproof bag and the top ten things to include are:

- ✓ Battery radio with spare batteries, or a wind up radio
- ✓ Battery torch with spare batteries, or a wind up torch
- ✓ First aid kit
- ✓ Important documents like birth certificates and insurance policies
- ✓ Bottled water, ready-to-eat food that won't go off and a can-opener too
- ✓ Spare keys to your home and car
- ✓ Spare glasses or contact lenses
- ✓ Toiletries and details of important medicines
- ✓ Pencil and paper, penknife, whistle
- ✓ Pet supplies

If you have to leave your home and there's time to gather them safely, you should also think about taking:

- ✓ Essential medicines
- ✓ Mobile phone and charger
- ✓ Cash and credit cards
- ✓ Spare clothes and blankets
- ✓ Games, books, a child's special toy
- ✓ Pets

For further advice on being prepared for emergencies see www.readyscotland.org

Useful information

British Red Cross – Community Resilience

Underpinning the theme of resilience is the notion of how well we (individuals, families, communities, society) respond when faced with a crisis. Some of the common themes associated with resilience include:

- preparing for emergency events
- overcoming adversity
- the ability to recover
- dealing with the physical and emotional challenges.

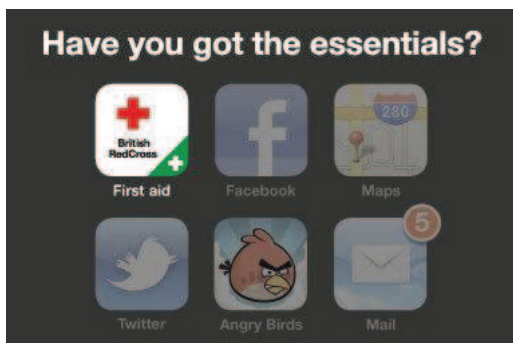
The strength, adaptability and local awareness that communities bring can help deal with an emergency.

The Red Cross works alongside statutory agencies and voluntary sector partners to respond to emergencies and build community resilience.

One example of Red Cross community based resilience work is Everyday First Aid. The key outcomes of Everyday First Aid training are:

- Increased competence in first aid delivery, confidence in first aid skills, and willingness to provide first aid in an emergency situation.
- Increased self-esteem and confidence to act.
- Acquisition of transferable first aid skills.

To find out more about our work visit redcross.org.uk.



First aid at your fingertips

The free Red Cross app features simple, easy advice on 18 everyday first aid scenarios, and will give you simple skills to deal with sprains and strains, broken bones, unconscious casualties and more. The app also gives tips on how to prepare for emergencies, from severe weather to road traffic accidents.

www.redcross.org.uk/app



FACT SHEET - CANDLE SAFETY

- In 2004, 1,771 fires were caused by candles, which resulted in 11 fatalities and 691 casualties in the UK.
- Always use a substantial purpose made candleholder.
- NEVER leave a burning candle unattended and ensure that they are fully extinguished before going to bed.
- Keep candles well away from children, decorations and furniture.
- Candles cause many injuries as well as fires.
- Position away from curtains.
- NEVER place them under shelves or other surfaces.
- Tea-lights present particular hazards - The base of the foil holder will get hot and transfer heat to combustible surfaces.
- Always read the manufacturers instructions with candles, holders etc...
- Use of candles is increasing - market increase of 50% in the last few years.



CANDLES & TEA LIGHTS

Candles and Tea lights present a serious fire hazard. The following information should be used to provide advice when carrying out HFSV's or other community engagement activities.



WHEN GIVING ADVICE PLEASE REMEMBER

- Always put candles on a heat resistant surface, be especially careful with night lights and tea lights, which can get hot enough to melt plastic.
- Put candles in a proper holder keeping them stable and stopping heat transferring to the surface below.
- Take care with votive (prayer) or scented candles. These kinds of candles turn to liquid to release their fragrance, so put them in a glass or metal holder.
- Position candles away from curtains, fabrics and furniture. And keep them out of draughts.
- Keep candles apart. Leave at least four inches (10cm) between two burning candles.
- Don't put candles under shelves and make sure there's at least three feet (one metre) between a candle and any surface above it.
- Never lean across candles as there is a risk of setting fire to your clothes or your hair.
- Candles should be out of reach of children and pets.
- Don't move candles while they are burning. Extinguish candles before moving them.
- Extinguish candles before you leave a room or go to sleep and never leave a burning candle or oil burner in a child's bedroom.
- Use a snuffer or a spoon to put them out. It's safer than blowing them, which can send sparks and hot wax flying.
- Candles that have been put out can go on smouldering and start a fire. Make sure they're completely out.



Staying warm and well this winter

Here are some top tips for warding off the winter chills.

- Dress in plenty of layers and make sure that you have some warm shoes or boots with non-slip soles.
- Keep a mixture of salt and sand handy to put on steps or paths in icy weather.
- Keep simple cold, flu and sore throat remedies in the house. Your pharmacist can make suggestions and can also advise you on how to manage minor illnesses.
- Eat healthily and stay as active as possible – keep basic food items in the cupboard or freezer in case it's too cold to go shopping.
- Use a hot-water bottle or an electric blanket (serviced every three years) to warm the bed – never use the two together as this can be very dangerous.

The recommended temperature for your main living room is around 21°C (70°F), and the rest of the house should be heated to at least 18°C. Age UK's free information guide *Winter wrapped up* includes two room thermometers. You can use one in your living room and one in your bedroom to make sure that you stay warm in winter.

To order your free copies of *Winter wrapped up* or *Save energy, pay less guide*, call free on

0800 169 65 65



Our goal is to keep the lights on 24 hours-a-day, seven days-a-week. Events outside our control, such as bad weather conditions, can mean that the power is sometimes interrupted. When this happens, our first priority is to get the electricity back to normal for our customers, as quickly as possible.

What to do if your power goes off

Check your trip switch or fuses to make sure there isn't a fault with your wiring or an appliance.

Check if any neighbours are affected. If they are, it is more likely to be a problem with the local network. If there is a network problem, please make sure you let us know.

If your trip switch, wiring and appliances are not faulty, please phone our Emergency line.





Additional Guidance in the event of a powercut

Keep a battery-powered radio tuned in to your local radio station.

Keep a torch with fresh batteries in a place where you can reach it easily.

Ensure you have a 'plug in' phone to replace a battery or mains electricity supported phone and/ or ensure you have an alternative charger for your mobile phone, for example a vehicle charger

If you use other forms of heating and lighting, such as paraffin heaters and candles, don't leave them unattended.

Switch off appliances and lights, but leave a light on so you know when power has been restored.

If you have elderly or infirm neighbours, check to make sure they are comfortable. If you know of anyone who needs priority service, e.g. anyone on a ventilator or dialysis machine, please contact our Careline team by phoning freephone 0800 622 838.

If we have warned you in advance that the electricity will be turned off, boil some water and keep it in a thermos flask. You can use it to make hot drinks or fill a hot water bottle if it gets too cold.

Don't open the freezer door unless you have to – this helps food stay frozen for longer. When the power comes back on, check the food inside. Food should keep for about eight hours without power. If the food is still hard and icy, you can leave it in the freezer. Turn the freezer to its maximum setting for 24 hours, before putting it back on a setting that keeps it at -18°C.

Careline Team

We know some of our customers have special needs which can be compromised if their electricity supply is interrupted. These special needs may include medical conditions which rely on machines that run on electricity such as a kidney dialysis machine or a ventilator.

If you believe you have special needs, or you are aware of a neighbour or relative with special needs, you can ask to be placed on our Priority Service Register.

Our team of specially trained Careline advisers will advise on the support we can offer.

You can contact Careline by phoning 0800 622 838. All calls to our Careline are free, unless you use a mobile when your provider may charge.

If you have hearing or speech difficulties and you are a text phone user, you can send text messages to our Text line on 0800 622 839. All calls to our Text line are free, unless you use a mobile when your provider may charge.

Our Careline team also give advice on where you can get special controls and adaptors to help you use appliances more easily, if you have difficulty finding suitable help.

One of the services we offer is to personally contact you in advance of a planned power cut (e.g. when we have to undertake essential maintenance) to check what additional support you may need. We will always do this if we can, but we can't promise to do it every time there is a planned power cut much as we would like to.

Please note: we cannot guarantee a constant supply of electricity so it is essential you have alternative arrangements should you experience a supply interruption.



What to do if your electricity supply goes off



Looking after your health when the power goes off

If electricity is crucial to your health (for instance, if you use medical equipment at home) ask to be included on our Priority Services Register.

Also ensure you have plans in place in the event of a long power cut.

Make sure any medical equipment has battery back-up.

If you are suffering from serious health problems please call the **NHS 24 Scotland 08454 24 24 24**. In an emergency please contact your local hospital.

Make sure you stay safe and comfortable, during cold weather dress warmly using several layers of clothing.

If you have vulnerable or elderly neighbours please try to ensure they are safe, comfortable and, wherever possible, have some food or a warm drink.

Switch off and unplug any electrical appliances that get hot such as electric fires, heaters and cookers as you may forget they are on when the power is restored.

Keep a battery power radio in your house, as you may be able to receive updates on the incident.

Unplug sensitive equipment such as TVs, videos, faxes and computers.

Ensure you have a torch with charged batteries. Leave it somewhere you can get to easily.

Avoid opening your fridge or freezer if you can.

Leaving a light switched on will tell you when the power is restored.

Many modern telephones won't work in a power cuts so please try to keep at least one phone in your house that doesn't run off the mains supply, i.e. a traditional analogue telephone or mobile.

Remember streetlights may also be off so take care if you have to go outside.

If you have a mains operated stair lift, check to see if there is a manual release handle that can be used to return the stair lift safely to ground level. Many stair lifts have battery backup. If yours does not, it may be possible to get one fitted..

Step 1: If you have a trip switch, check to see if it has operated. If it has, switch off all your appliances and try to reset the trip switch.

Step 2: If possible, check to see if your neighbours have lost supply. If they are also without power please contact us, if not please go to Step 3.

Step 3: If you have checked your trip switch and your wiring and appliances are not faulty please contact us.

Don't assume that we will know that your power has gone off. Please report your loss of supply using the power loss & emergency numbers shown. You may wish to keep a note of this number and keep it near to your telephone. If you have a mobile phone, you may wish to save the number in your contacts now.

What happens when you call?

When you call we may require some information from you such as your **name, postcode, house number** and **telephone number**.

If we are aware of an interruption to supply and we have enough information for us to deal with the situation, we may activate our voice messaging system giving information about the interruption including the estimated time of restoration wherever possible. This message will be targeted to a specific geographic area and contain all the relevant information we hold at the time you call.

Priority Services for customers with special needs during power loss

We know how difficult it is for anybody during a power loss, but in particular we recognise how especially worrying it must be if you rely on electricity for medical equipment, or have other special needs.

We keep a **Priority Services Register** so that we can contact our most vulnerable customers if they do experience a power loss. You can be included in our register if you are:

- Dependent on medical equipment
- Chronically sick
- Disabled

Or have some other special needs you would like us to consider.

Being on our register won't necessarily mean we can restore your power more quickly, however we will try to contact you if we know of a problem in your area.

We'll keep you informed with regular updates and, if necessary, we can work with external agencies who may be able to assist.

If you meet the criteria we have outlined for inclusion on our register and would like to take advantage of this service, please contact us on our website www.spenergynetworks.co.uk or phone us on **0845 273 4444**.

Legal disclaimers

The partners, listed at page 2, wish to make it clear that they are not the employing body for the volunteers referred to in this document. They are volunteers, acting on behalf of the Community Council.

The partners accept no responsibility whatsoever for any loss, injury, claim, liability, costs or damages caused by the actions and/or negligence of the volunteers or anyone acting on behalf of them.

Health and Safety Advice

Health and safety legislation doesn't generally apply to someone who is not an employer, self-employed or an employee.

The Health and Safety at Work Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee.

The HSW Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people other than those at work (e.g. members of the public, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their work activities.

Whilst carrying out voluntary activities for the community, the co-ordinator and the volunteers must be aware of their requirements under health and safety legislation, which in this case due to the likely activities, is a common sense approach. The task should be assessed, the appropriate personal protective equipment (PPE) should be selected and worn, and the task should be re-assessed during operation.

For example, clearing snow, the area to be cleared would be checked to ensure that there are no hazards i.e. icicles that could drop onto the volunteers. The correct PPE for this task would be boots, gloves, and a hard hat, and possibly a fluorescent jacket if operating near to a roadway.

The health and safety issue has to be taken cognisance of, but should not overwhelm the task; hence a common sense approach is stressed.

For further Health and Safety information in relation to volunteering, please use the links below:

<http://www.hse.gov.uk/contact/faqs/charities.htm>

<http://www.hse.gov.uk/voluntary/index.htm>

Argyll and Bute Council would like to thank the organisations involved for their help and support in creating this handbook.



Many thanks to the following for giving permission to use their photographs:

HM Coastguard
Scottish Power
Strathclyde Police
Strathclyde Fire and Rescue
Oban Mountain Rescue
WRVS
Local Government Association
Oban Times
Argyllshire Advertiser
Middlesbrough Evening Times
Argyll and Bute Council Civil Contingencies Unit
Scott Cameron
Kevin McGlynn
Derek Gordon/BRC

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**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date: 17th October 2012**

argyll and bute
communityplanningpartnership



Title: Active Travel, Active Scotland Report

1. SUMMARY

- 1.1** In May 2012 a report by Cycling Scotland, Living Streets Scotland, Paths for All, Sustrans Scotland and Transform Scotland was published titled “Active Travel, Active Scotland Report – Our journey to a sustainable future”.
- 1.2** The report is aimed at key decision makers in all levels of government in Scotland and advocates a substantial increase in the investment in active travel (walking and cycling) in Scotland. The report’s vision is **“For walking or cycling to be the natural choice for short journeys, creating a healthier, socially inclusive, economically vibrant, environmentally friendly Scotland.”**
- 1.3** The Cycling Action Plan for Scotland published by the Scottish Government in 2010 has set a target of 10% of all journeys in Scotland being made by bike by 2020.
- 1.4** Currently only 1% of all trips in Scotland are made by bike, 23% are made on foot, and 64% by car, despite the fact that the majority of people in Scotland either do not drive or do not have access to a car. With half of all journeys being less than 2 miles long, growing the mode share of walking and cycling is considered to be achievable.
- 1.5** Achieving modal shift can be more challenging in a rural environment like Argyll, however Argyll and Bute Council are responding to the points raised in the Report’s Action Plan as detailed in point 3, and are recognised nationally as being a Council implementing best practice in leveraging in funding and delivering infrastructure.

2. RECOMMENDATIONS

- 2.1** This paper is for noting.

3. SUCCESS MEASURES

- 3.1** The report details “What would success look like?”
- 10% of all journeys by bike and 25% of all journeys by walking by

2020.

- The completion of the National Cycle Network.
- Delivery of on-road cycle training to all P6 pupils.
- The implementation of the active travel elements of Core Path Plans including the signing, maintenance and development of off road routes.
- Street audits leading to priority for pedestrians on all routes to key destinations in towns and cities.
- The re-allocation of road space to create traffic free cycle lanes on all arterial routes in all towns and cities.

4. ACTION PLAN DELIVERY

The report sets out an Action Plan. The points raised and Argyll and Bute’s response following:

4.1 Governance and Policy Developing active travel is noted within a number of the Council’s strategic policy documents:

Economic Development Action Plan (revision) as an element of “connected Argyll”.

Local Development Plan – National Cycle Network, main cycle ways and active travel links are included.

Local Transport Strategy – active travel is a key objective.

Strategic Transportation and Marine Services Balanced Scorecard within the Sustainable Development section.

4.2 Funding The Strategic Transportation Team use the ring fenced “Cycling Walking, Safer Streets budget” to lever in the following external grant funding.

<u>2010-11</u>	<u>CWSS</u>	<u>Sustrans/HIE grant</u>
	£163K	£214K
<u>2011-12</u>	<u>CWSS</u>	<u>Sustrans/LEADER</u>
	£129K	£317K
<u>2012-13</u>	<u>CWSS</u>	<u>Sustrans/LEADER/HITRANS (to date)</u>
	£104K	£203K

Strategic Transportation work closely with the Roads, Planning, Access Teams within D&I, and Community Services to align projects and pool resources where possible.

4.3 Partnership Working We work closely with communities and other groups to deliver local transport projects that encourage modal shift e.g. link from Glenview and Dalmally Primary School to the new Dalmally Community Hall, and off road link from Lorn Road to the

primary school and Etive Road in Dunbeg. The projects have been developed in response to suggestions from Councillors, other Council departments, and our work as part of travel planning and monitoring. Ongoing partnership working is increasingly a criteria required by funders. We encourage local partners and communities to take on ownership, promotional activity and maintenance responsibility for routes once they are in place.

We work closely with Sustrans and Transport Scotland to continue delivery of the National Cycle Network, including Route 78 (Oban to Fort William Cycleway) and Route 75 in Cowal and the Helensburgh and Lomond cycle ways.

Cycle Training - Cycle Training is offered to pupils in P6 or P7 in all schools in Argyll and Bute. Currently The Road Safety Unit train instructors who deliver cycle training over a 6-8 week programme. The training covers basic skills such as checking a bike; control skills; learning to start off, stop, carry out an emergency stop, turn left, overtake and turn right. Children also learn the rules of the road and are assessed at the end of the training. 94% of schools deliver training on-road using T-junctions close to the school.

Core Path Plan - in developing the Core Paths Plan the Council has consulted widely with local communities over a number of years. The Council has contracted the Blarbuie Project, a community based Social Enterprise Company, to maintain paths improved by the Dalriada Project a Heritage Landscape Lottery funded project. The Council is proposing to establish an Argyll & the Isles Coast and Countryside Trust to support local communities with developing projects, applying for funding and delivering them. The Trust will amongst other objectives seek to deliver an improved network of Core Paths. Once the Core Paths Plan is complete there will be an opportunity for the Access Team to begin to support the proposed trust in its work with local communities.

- 4.4** Advocacy and Communication We generally hold a launch event for each new route installed or upgraded with promotion through the local press and on the Council's website. We have started a "Walking and Cycling" mapping series - we intend to produce one for Oban, Lochgilphead, Dunoon, Rothesay, Campbeltown and Helensburgh. The first one, for Oban, will be published shortly. The second map, for Rothesay, is being taken forward by the Towards Zero Carbon Bute community initiative. Printed copies of the maps will be available free of charge and also downloadable from the Council's website.

We also undertake school and workplace travel planning as requested and as resources allow, including promotions e.g. Walk to School Week, and National Bike Week.

- 4.5 Leadership** At a strategic level, active travel is promoted as part of our approach to sustainability by the new Corporate Improvement Board, and was also an element of Argyll and Bute Council's Carbon Management Plan. The promotion of sustainable and active travel is also one of the elements of Workforce Deployment under the flexible and mobile working arrangements.

At project level, all of the route improvement proposals that are progressed are done so with support from Heads of Service, Directors and elected members.

- 4.6 Decision-Making Mechanisms** – we focus our projects on short community links that will encourage active travel on everyday journeys, particularly to schools or other key services, and on projects that will enhance the wider network e.g. National Cycle Network sections. The projects are developed in partnership with communities and/or other Council departments to ensure that our work will deliver maximum benefits.
- 4.7 Monitoring and Evaluation** - we are in the process of extending our network of pedestrian and cycle counters in order to be able to accurately record user numbers and relate this to investment and benefits. We hope that this data will assist us in attracting future funding. We also share cycle count data with our partners nationally and other local authorities. All of our schools are invited to take part in the annual Hands Up Survey. The Strategic Transportation Team has also recently contributed some transport questions for inclusion in the forthcoming Citizens Panel Questionnaire.

5. CONCLUSION

- 5.1** The key sustainable travel agencies in Scotland have produced a joint report titled "Active Travel, Active Scotland" The vision of the report is for "walking or cycling journeys to be the natural choice for short journeys, creating a healthier, socially inclusive, economically vibrant, environmentally friendly Scotland".

Argyll and Bute Council's Strategic Transportation Team are making maximum use of available resources and working in partnership with national agencies, Council colleagues and communities towards delivering the report's vision. Argyll and Bute are recognised as being successful and delivering best practice in this field.

For further information contact: Moya Ingram,
Strategic Transportation Manager
01546 604182
Julie Young
Sustainable Travel Co-ordinator
01546 604309

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ACTIVE TRAVEL, ACTIVE SCOTLAND

**Our journey to a
sustainable future**



**Cycling Scotland
Living Streets Scotland
Paths for All
Sustrans Scotland
Transform Scotland**

May 2012 – Executive Summary

DEFINITIONS

SUSTAINABLE TRAVEL

In line with the Scottish Government use of the terminology, sustainable travel or transport refers to means of travel that reduce environmental, social and economic impacts. References to sustainable travel or transport incorporate active travel (walking and cycling) as well as public transport.

It is important to distinguish active travel from sustainable travel when discussing budgets as the relatively small current funding for active travel can easily be lost amongst the comparatively large spending on public transport.

ACTIVE TRAVEL

Travel and transport by physically active, human-powered modes as opposed to motorised ones, largely for functional reasons. Walking and cycling are the main focus of this document.

SHORT TRIPS

The following assumptions for 'short trips' have been made in the context of promoting greater use of walking and cycling:

- The majority of trips less than one mile should be made on foot, however up to 2 miles should be a perfectly acceptable distance for many people to walk.
- Local journeys between 2 and 5 miles are extremely suitable for cycling – it would take the average cyclist approximately 10 minutes to cycle 2 miles, and 30 minutes to cycle a distance of 5 miles.



FOREWORD

Walking and cycling should be the most attractive and highest priority modes for short trips; however, Scotland's towns and cities remain car dominated. **It is time for this to change.** The current economic situation, increasing fuel prices, the need to reduce carbon emissions and Scotland's shocking health record all point to the need for a radical rethink in our approach to active travel.

Current central and local government policy advocates investment in active travel (walking and cycling) over the private car, due to the multiple benefits it brings to society. The Cycling Action Plan for Scotland (CAPS) has a vision that "by 2020, 10% of all journeys taken in Scotland will be by bike."

**But are we on track to achieving this vision?
The simple answer is no.**

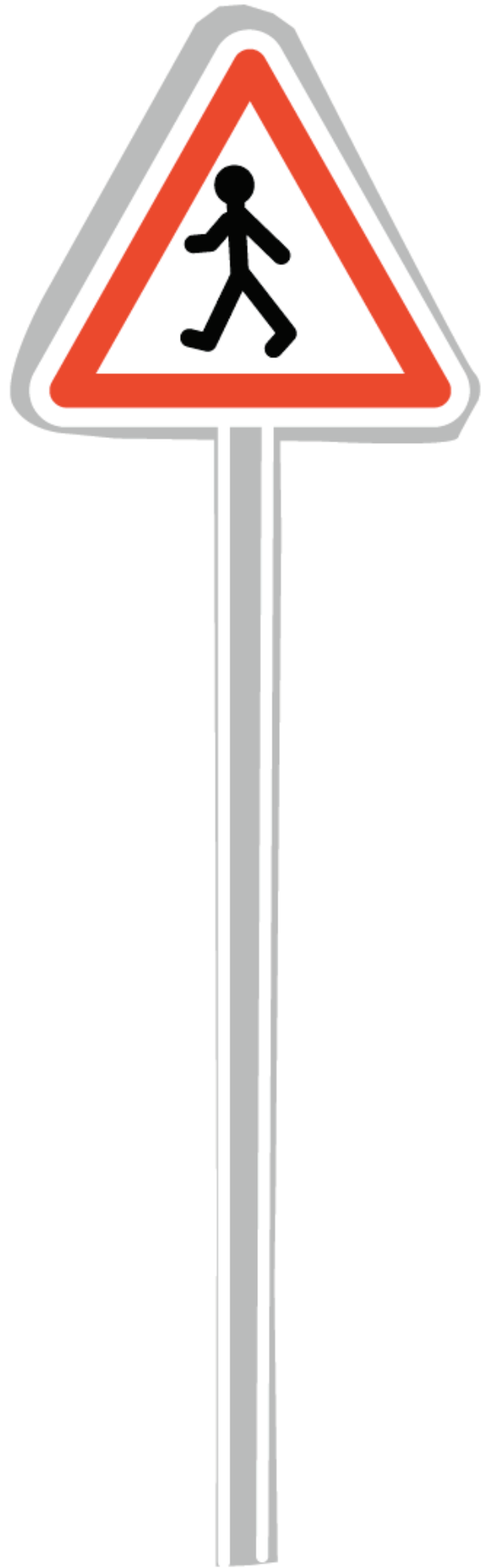
Currently, only 1% of all trips in Scotland are made by bike and 23% are made on foot. The car is by far the most dominant mode of transport (64% of all trips), despite the fact that majority of people in Scotland either do not drive or have access to a car, and half of all journeys undertaken in Scotland are less than 2 miles long.

Scotland's current transport funding decisions (which largely prioritise major schemes and subsidies) and delivery mechanisms are failing many Scottish people, by not delivering the wider benefits they could be.

This document shows what is achievable through some inspiring case study examples, which demonstrate that it is possible to achieve substantial increases in active travel in an affordable and politically acceptable way. Active travel needs to be given greater priority through the reallocation of current investment decisions, greater commitment to existing policies and, above all, leadership to make it happen.

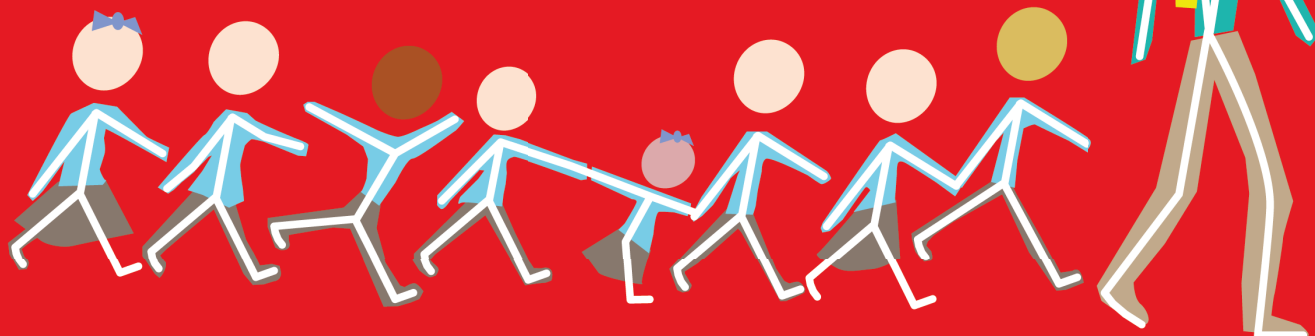
We are making the case for a significant change in the priority given to both walking and cycling in Scotland – and we set out what needs to be done now to enable a dramatic, but cost-effective shift to be achieved.

Ian Aitken, Chief Executive, [Cycling Scotland](#)
Keith Irving, Manager, [Living Streets Scotland](#)
Ian Findlay, Chief Officer, [Paths for All](#)
John Lauder, Director, [Sustrans Scotland](#)
Colin Howden, Director, [Transform Scotland](#)



ACTIVE TRAVEL, ACTIVE SCOTLAND

EXECUTIVE SUMMARY



PURPOSE OF DOCUMENT

This report is aimed at key decision makers in all levels of government in Scotland, including MSPs, MPs, local councillors, policy makers, public health directors, transport directors and civil servants.

It advocates a substantial increase in the investment in active travel (walking and cycling) in Scotland. There is an abundance of robust and compelling evidence demonstrating that investment in active travel can help remedy many of the important social, economic and political challenges facing Scottish society.

This report creates a vision for Scotland and presents a number of inspiring case studies where investment in active travel (in terms of improved active travel infrastructure, facilities and behaviour change initiatives) has created better and more successful places. Finally, we detail what is required to replicate this success in Scotland.

THE ACTIVE TRAVEL REMEDY

Current central and local government policy advocates investment in active travel (walking and cycling) over the private car, due to the multiple benefits it brings to society. Active travel has an overwhelmingly **strong policy impetus**, hitting transport, health, social inclusion, local economic development and regeneration objectives.

Investment in active travel is also a key deliverable identified to achieve the Scottish Government's extremely challenging targets to reduce carbon emissions by 42% by 2020 and by at least 80% by 2050.

Investment in active travel also has a **strong economic rationale** – in this time of constrained public spending, investment in active travel is affordable, quick to deliver and delivers the best value for money in terms of achieving both transport and broader policy objectives. The Cycling Action

Plan for Scotland (CAPS) has a vision that **“by 2020, 10% of all journeys taken in Scotland will be by bike.”**

CURRENT TRAVEL BEHAVIOUR IN SCOTLAND

Currently, only 1% of all trips in Scotland are made by bike. The car is the dominant mode for journeys made in Scotland – it accounts for 64% of all journeys made. Walking is the most popular mode after the car (23%) and is the most immediately accessible mode of travel for people to adopt. The majority of people in Scotland either do not drive or do not have access to a car.

Active travel should be the most natural choice for short journeys – and with half of all journeys undertaken in Scotland being less than 2 miles long, growing the mode share of walking and cycling is eminently achievable.

With this in mind, it is clear that current transport funding priorities (which are largely focused on major schemes and subsidies) are failing many Scottish people as well as doing little to help deliver the all-important health, carbon and quality of life objectives that are so well supported by active travel choices. We are calling for action to create a more socially equitable, attractive and integrated transport system for Scotland.

PLACES WE CAN LEARN FROM

Whilst central government support and leadership is critical, evidence shows that successful delivery of active travel is largely a result of strong local action and delivery mechanisms. There are many European cities that we can learn from – places with strong similarities to Scottish cities, that have achieved exceptional levels of walking and cycling, and where these modes of travel have not always been the norm. A focus on active travel has helped

these cities to become wealthier, fairer, greener, healthier, happier and more civilised places. In essence, they are perfect examples of what the Scottish Government wants to achieve – a Scotland that is a more attractive place to live. Moreover, there are many small-scale examples from across Scotland of initiatives that demonstrate that significant increases in active travel are possible.

This document shows what is achievable through some inspiring case study examples that illustrate it is possible to generate substantial increases in active travel in an affordable and politically acceptable way. It just needs to be given greater priority - and especially in relation to investment decisions, political commitment and, above all, leadership - to make it happen. Walking and cycling really can become the natural choice for most short trips in Scotland.

OUR VISION

Our vision is for walking or cycling to be the natural choice for short journeys, creating a healthier, socially inclusive, economically vibrant, environmentally friendly Scotland.

Our ambition is that, by 2020: local authorities, with stronger, more robust and effective support from the Scottish Government and other partner organisations, will have achieved significant increases in the proportion of short local trips that are undertaken on foot and by bicycle; and more people will be making more routine journeys by foot and bicycle because it is the easiest, quickest, cheapest, most enjoyable and least stressful way of getting from A to B.

Ambitious and well-funded local strategies will underpin these increases. Local strategies will be aligned with national policies, strategies and targets and importantly, these strategies will be highly responsive to the local context. Objectives identified in the strategies will be explicitly spelled out in Single Outcome Agreements, and progress towards the achievement of objectives will be effectively monitored, with future funding being dependent on demonstrating effective performance.

Alongside this, an improved project appraisal process will be in place that enables funding decisions to be made on a broader and more robust set of metrics that recognise and appropriately prioritise the broad array of benefits associated with active and sustainable modes of travel.

Commitment and investment of this kind in walking and cycling will be a vote winner for local and national politicians.

WHAT WOULD SUCCESS LOOK LIKE?

- 10% of all journeys by bike and 25% of all journeys by walking by 2020.
- The completion of the National Cycle Network.
- Delivery of on-road cycle training to all P6 pupils.
- The implementation of the active travel elements of Core Path Plans including the signing, maintenance and development of off road routes.
- Street audits leading to priority for pedestrians on all routes to key destinations in towns and cities.
- The re-allocation of road space to create traffic free cycle lanes on all arterial routes in all towns and cities.

HOW DO WE GET THERE?

To realise our vision:

- We need championing – by politicians, local councillors, heads of transport, public health directors and others – to advocate active travel.
- We need to achieve more creative and appropriate use of existing transport budgets to allocate more to active travel schemes on the basis that that they clearly deliver better value for money than most traditional transport schemes
- We need to invest in people and places, not modes of transport.
- We need to develop better partnership working to help align policy objectives and to achieve common outcomes and benefits.
- We need integrated funding approaches (e.g. health and transport).
- We need more holistic and effective planning and appraisal systems that truly recognise the benefits walking and cycling schemes bring.

We have identified an Action Plan for key stakeholders to work towards in order to achieve our vision.

**SCOTLAND NEEDS
TO GIVE GREATER
PRIORITY TO
INVESTMENT
IN ACTIVE TRAVEL**

ACTION PLAN

Evidence from the UK and the continent demonstrates that our vision for Scotland in 2020 is realistic and can be achieved, but needs the right investment, commitment and leadership to make it happen.

We have identified a framework for working towards our vision for 2020, and this underpins the action plan below. Under each key theme, we outline a number of actions required to help improve current performance in line with our vision. We have also identified who should have a leading role in making this happen.

These action points are all practical and achievable. If local and national government and other stakeholders consistently follow them, we can create a future for our transport network and public space provision that will make walking and cycling the norm for short trips in Scotland.

Action	Key responsibility
GOVERNANCE AND POLICY	
Link national policy frameworks and local delivery programmes – tighten SOAs to ensure they achieve desired outcomes for active travel	Scottish Government, COSLA, local authorities
Planning guidance – integrate Active Travel packages into major and local schemes	Scottish Government, local authorities
FUNDING	
Increase levels of funding for active travel, and then provide consistent and committed funding at (at least) this level over the medium to long term	Scottish Government, local authorities
Ring fence funding for active travel initiatives delivered at a local level	Scottish Government, local authorities
Improve and integrate investment decision mechanisms, within transport and between departments	Scottish Government and partner organisations as required
Fully fund RPP measures that support an increase in active travel	Scottish Government
Fully fund CAPS: 10% of transport budgets at the national and local authority level should be committed to walking and/or cycling, as recommended by the Association of Directors of Public Health	Scottish Government, local authorities
PARTNERSHIP WORKING	
Improve coordination of investment decision mechanisms between Directorates	Scottish Government
Build effective relationships and systems to improve cross-sector working as partner organisations have a crucial role to play in terms of leadership, expertise, experience and implementation	Scottish Government, Directorates (Transport Scotland, Department for Education, Department for Health), Regional Transport Partnerships, local authorities, Community Health Partnerships, NGOs
ADVOCACY AND COMMUNICATION	
Draw on the expertise of partner organisations to advocate and communicate the benefits of active travel	Scottish Government, Directorates (Transport Scotland, Department for Education, Department for Health), Regional Transport Partnerships, local authorities, Community Health Partnerships, NGOs
LEADERSHIP	
Strong national leadership to endorse active travel projects	Scottish Government
Strong local leadership to advocate and implement active travel projects	Local authorities (politicians, heads of departments)
DECISION-MAKING MECHANISMS	
Focus on active travel outcomes, not inputs	Scottish Government, local authorities, Regional Transport Partnerships, etc.
Review and revise appraisal process to ensure the full value of active and sustainable modes is captured. Monitor use of and outcomes from the revised process to ensure desired outcomes are supported	Scottish Government
MONITORING AND EVALUATION	
Set clear performance indicators for the local level (for conurbations and larger urban areas) to feed back data to the national level	Scottish Government, COSLA, local authorities, Regional Transport partnerships
Improve performance management systems to help ensure local outcomes are achieved (e.g. link performance to funding and actively manage performance)	Scottish Government, COSLA, local authorities

CONCLUSION

There is a wealth of evidence demonstrating the positive impact that a shift to more active travel can have on Scottish society. The benefits include better health, reduced carbon emissions, cleaner air, safer streets, more inclusive communities, and more vibrant local economies.

To see what is possible we need only look at our European neighbours, where active travel is often seen as the preferred option for short trips. While many European cities are well ahead of us it is clear that Scotland could close this gap by 2020.

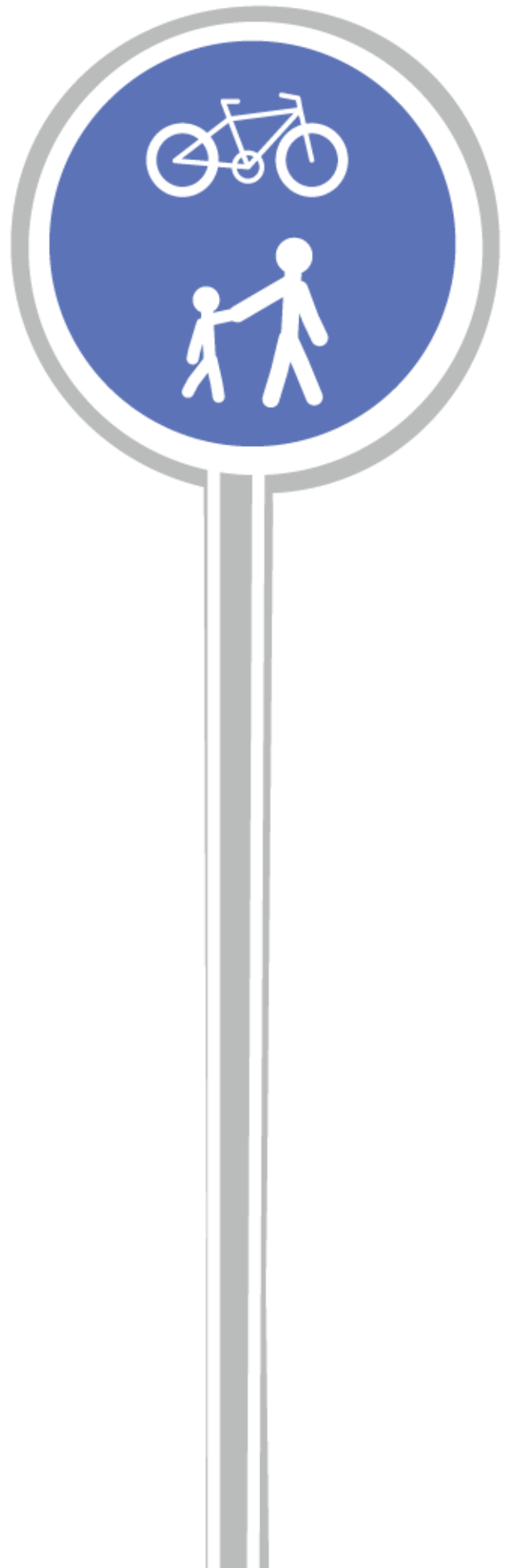
There are also a small but growing number of examples of good local practice developing in Scotland, which can inform the wider promotion of active travel.

Indeed, many of the key elements already exist to support a more walking and cycling friendly Scotland, but our policy makers and practitioners need to implement these more rigorously for our vision to become reality.

If we are to capitalise on the opportunities from active travel we need:

- Improved governance, investment, and decision making processes.
- Better funding structures, more appropriate prioritisation of investment and more substantial and sustained funding on the basis that active travel clearly delivers better value for money than most traditional transport schemes and is amongst the most effective preventative spend measures available.
- Better cross sector working to align policy objectives and integrate funding approaches (e.g. health and transport) to achieve common outcomes.
- Stronger political leadership – at the national and especially at the local level – including decision makers, national politicians, local councillors, heads of transport, public health directors and others – to advocate active travel.
- Better appraisal techniques that fully recognise the benefits of investment in active travel.
- Better monitoring and evaluation processes to help bridge the gap between national policy, local delivery and funding allocations.

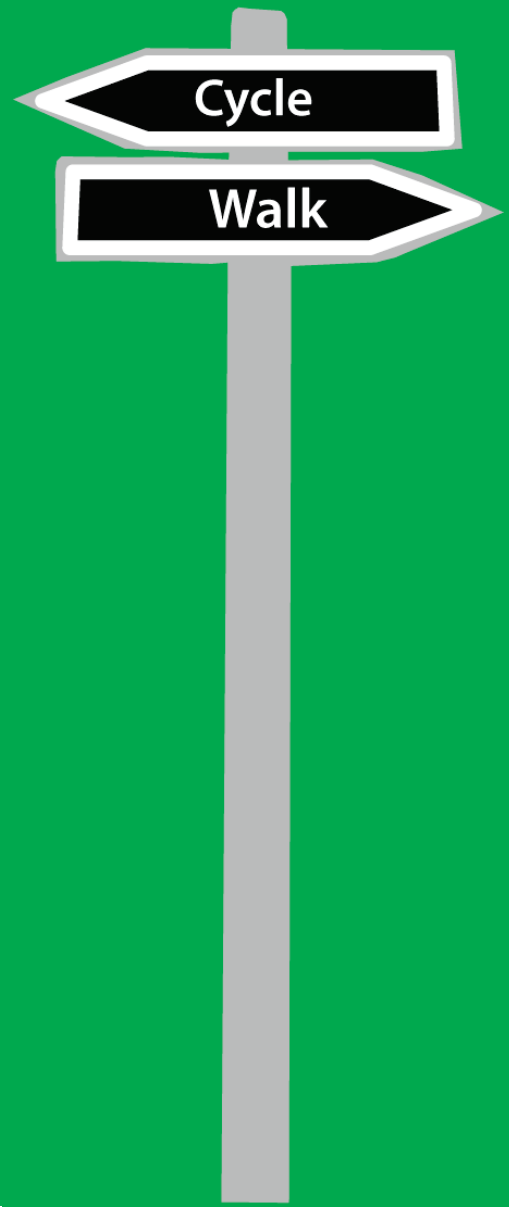
We believe our action plan provides a framework which, if acted upon, will enable Scotland to achieve a significant shift to active travel by 2020 when walking and cycling really can become the natural choice for most short trips.



Cycling Scotland

LIVING STREETS

PUTTING PEOPLE FIRST



**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:

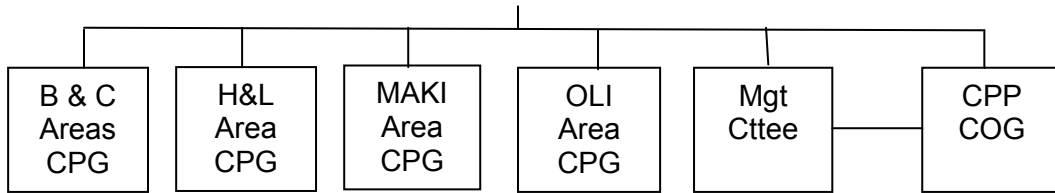
- Effective working across community planning partners.
- Continuous improvement in the effectiveness of the CPP.
- Performance management to ensure delivery of the community plan

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****Management Committee
Date:**

Title: Care Inspectorate Launch Event – Improving Services for Children

1. SUMMARY

1.1 The Care Inspectorate are launching their draft self-evaluation guide for Community Planning Partnerships. The three launch events are aimed primarily at those with strategic responsibility for the planning and delivery of services for children, young people and families. They will provide an opportunity to comment on the self-evaluation guide and quality indicators and to consider the approach we are taking in relation to joint inspections of services for children.

Launch Event 1 - 24 October 2012
Edinburgh
Murrayfield Stadium
13.30 – 16.30

Launch Event 2 - 26 October 2012
Aberdeen
Elphinstone Hall
13.30 – 16.30

Launch Event 3 - 9 November 2012
Glasgow
Hilton Grosvenor
13.30 – 16.30

2. RECOMMENDATIONS

2.1 To invite up to ten CPP representatives including the chair to attend one of three launch events.

3. BACKGROUND

3.1 The Care Inspectorate are publishing a draft self-evaluation framework of quality indicators for consultation. ***How well are we improving the lives of children, young people and families?*** is designed to provide a complimentary approach to robust self-evaluation and independent scrutiny. It is aimed primarily at Community Planning Partnerships to help them to assess the

effectiveness of services for children, young people and families.

At the request of Scottish Ministers, we will also introduce a new model for the scrutiny of services for children and young people through a series of pilot Joint Inspections of Services for Children which are on schedule to start in November 2012. The new model will focus on the effectiveness of integrated working to improve outcomes for children and young people and will hold community planning partnerships accountable for the delivery of services for children and young people and for improving their lives. A briefing paper is attached which gives more information.

For further information contact: Louise Long
Head of Children and Families

Telephone: 01546604256



Briefing Note September 2012

Community Planning Partnerships

Scrutiny and Improvement of Services for Children

Background

In September 2011, Scottish Ministers asked the Care Inspectorate to take the lead in developing a new model for the scrutiny and improvement of children's services based on a set of requirements which included:

- a design based on *Getting it right for every child*
- a strong user focus
- a coordinated /joint approach which demonstrates duty of cooperation within the Public Services Reform (Scotland) Act 2010

The Care Inspectorate has developed a coordinated approach to scrutiny which aims to:

- improve outcomes for all children and young people
- provide independent assurance about the quality of services for children (particularly vulnerable children and young people)
- help to build capacity for improvement.

Building a model for future scrutiny

A development site was arranged to test out key aspects of a proposed methodology. The main purpose for the development site was to define how the proposed methodology for future inspection should be refined and amended. This was conducted in partnership with the Angus Community Partnership between April and June 2012. The extremely valuable contribution of managers and staff, as well as the views of children and families, across the Angus community planning partnership area has allowed us to achieve this aim. As a result of the development site and associated activity, a model for scrutiny and improvement of children's services is now ready for further testing within a pilot phase of inspections.

Proposed model for scrutiny and improvement

A draft framework of quality indicators based on the European Framework for Quality Management will be launched in October 2012. This is intended to provide a complimentary approach to robust self-evaluation and independent scrutiny. This means that the same quality framework for self-evaluation will be used to underpin the joint inspections of services for children. The

framework '***How well are we improving the lives of children, young people and families?***' also aims to support the implementation of *Getting it right for every child*. It is intended to complement rather than replace specific approaches to self-evaluation and quality improvement already embedded within certain sectors for example, *How good is our school?* or *How well do we protect children and meet their needs?*

The Care Inspectorate will lead a series of pilot inspections in 5 community planning partnership areas. These will be termed ***Pilot Joint Inspections of Services for Children*** and the first two pilots will be announced in September 2012 giving 12 weeks notification. There will be representation from Education Scotland, Healthcare Improvement Scotland and Her Majesty's Inspectorate of Constabulary for Scotland.

The model will encompass a wide range of services working directly with children and young people including universal provision as well as more targeted and specialist services. It will take a multi-agency and strategic approach and hold community planning partnerships accountable for the effectiveness of children's services and for improving the lives of children residing within the local authority area. These pilot inspections will not evaluate the quality of individual services but focus on the effectiveness of integrated working to improve outcomes for all children and how well services are making a difference to the lives of the most vulnerable children and young people. The Care Inspectorate is required to provide independent assurance by reporting publicly on the findings to Scottish Ministers.

Key features of the model:-

- ∨ the inspection focus will be on how well services are working together to improve the lives of vulnerable children and will include a continued focus on children in need of protection
- ∨ a complementary approach to robust self-evaluation and independent scrutiny
- ∨ 22 week footprint with 12 weeks notice of the date of the inspection and 13 days on-site inspection activity
- ∨ a multi-agency & multi-disciplinary inspection team with representation from the Care Inspectorate, Healthcare Improvement Scotland, Education Scotland and Her Majesty's Inspectorate of Constabulary for Scotland
- ∨ intelligence and risk-based approach bringing together evidence across the scrutiny bodies
- ∨ a strong proportionate approach supported by joint "scoping" activity
- ∨ inclusion of young inspectors in the team
- ∨ opportunities for regular professional discussion between community planning partners & inspectors
- ∨ a coordinated approach to continued support for improvement.

Argyll and Bute Community Planning Partnership**Management Committee**
Date: 17th October 2012argyll and bute
communityplanningpartnership

Title: Community Planning Partnership Nominations to Council Performance Review and Scrutiny Committee

1. SUMMARY

- 1.1** This report updates the Management Committee on progress in appointing 3 CPP partner nominees to serve on the Council's Performance Review and Scrutiny Committee.

2. RECOMMENDATIONS

- 2.1** That the Management Committee note the intimations of interest which have been received to date to serve on the PRS Committee, note that the invitation from the Council was for 3 CPP partners to become members of the Committee, and consider making that third appointment at this time.

3. BACKGROUND

- 3.1** The Management Committee was updated at its meeting of 22nd August on decisions which the Council had recently made regarding its Political Management arrangements and putting in place a governance framework to support effective and efficient decision making. As part of that process the Council has agreed to form a Performance Review and Scrutiny Committee, and agreed that membership of the Committee would comprise 11 Members, 3 of whom will be CPP Partner nominees. The Management Committee was invited to nominate 3 such nominees, and agreed that a formal letter to all partners, inviting nominations, should be sent by the Council.
- 3.2** The Chief Executive sent a letter to all CPP partners in late August, as a result of which Douglas Cowan of HIE and Jim Scott of Strathclyde Fire and Rescue have intimated their willingness to become members of the Committee.
- 3.3** Given that the request was for 3 CPP partners to become members of the Committee, the Management Committee at this time is asked to agree the nominations of Douglas Cowan and Jim Scott, and to appoint a third partner to the PRS Committee.

4. CONCLUSION

- 4.1** The Council have agreed their Political Management arrangements, including provision of a Performance Review and Scrutiny Committee, and have further agreed that 3 of the

Members of that Committee should be CPP Partner nominees. The Management Committee is invited to finalise those 3 nominations at this time to enable the composition of the Committee to be finalised and the first meeting called.

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

Telephone 01369 707134

Argyll and Bute Community Planning Partnership

Meeting Dates 2012

Full Partnership Meeting Dates:

DATE	VENUE
	VC Facilities available at: <ul style="list-style-type: none"> • Lochgilphead • Oban • Dunoon/Rothesay • Helensburgh
27 th March 2013	Council Chambers, Kilmory
26 th June 2013	Council Chambers, Kilmory
27 th November 2013	Council Chambers, Kilmory

MANAGEMENT COMMITTEE DATES:

DATE	VENUE
6 th February 2013	VC Facilities available at: <ul style="list-style-type: none"> • Lochgilphead • Oban • Dunoon/Rothesay • Helensburgh
6 th March 2013	Committee Room 1, Kilmory – As Above
17 th April 2013	Committee Room 1, Kilmory – As Above
21 st August 2013	Council Chambers, Kilmory – As Above
16 th October 2013	Council Chambers, Kilmory – As Above
11 th December 2013	Council Chambers, Kilmory – As Above

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