



6 December 2012

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD, PA31 8RT** on **WEDNESDAY, 12 DECEMBER 2012 at 10:00 AM.**

## **AGENDA**

1. **WELCOME/APOLOGIES**(Pages 1 - 2)
2. **MINUTES OF THE PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 10TH OCTOBER 2012**(Pages 3 - 10)
3. **SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING AND SINGLE OUTCOME AGREEMENTS - EILEEN WILSON**(Pages 11 - 38)
4. **NEW COMMUNITY PLAN - BRUCE WEST**(Pages 39 - 42)
  - (a) PRESENTATION ON PROGRESS AND EMERGING THEMES - TO FOLLOW
  - (b) REPORT AND PRESENTATION ON CONSULTATION - TO FOLLOW
5. **MEDI VAC FACILITIES ON COLL/COLONSAY - JONATHAN WELCH**(Pages 43 - 44)
6. **FUTURE GOVERNANCE ARRANGEMENTS - BRUCE WEST**(Pages 45 - 48)
7. **OUTCOME PLANNING - BRUCE WEST**(Pages 49 - 50)
8. **OPPORTUNITIES FOR ALL - ARGYLL AND BUTE COUNCIL PAPER ON SKILLS PIPELINE AND YOUTH EMPLOYMENT ACTION PLAN - CLELAND SNEDDON**(Pages 51 - 88)
9. **EARLY YEARS COLLABORATIVE NOMINATION OF EARLY YEARS CHAMPION FOR ARGYLL AND BUTE - CLELAND SNEDDON/ANNE PATERSON - TO FOLLOW**

- 10. ARGYLL AND BUTE COUNCIL BUDGET 2013-14 - PRESENTATION ON COUNCIL BUDGET CONSULTATION - BRUCE WEST**
- 11. ARGYLL AND BUTE LOCAL SERVICES INITIATIVE - JANE FOWLER**(Pages 89 - 90)
- 12. STRATHCLYDE POLICE AND STRATHCLYDE FIRE AND RESCUE**
  - (a) PATHFINDER UPDATE (Pages 91 - 94)
  - (b) STRATEGIC POLICE PRIORITIES CONSULTATION (Pages 95 - 102)
- 13. PLUGGED IN PLACES - ELECTRIC VEHICLES**(Pages 103 - 110)
- 14. EMERGENCY RESPONDERS UPDATED POSTAL CODES AND ADDRESSES - SANDY MACTAGGART**(Pages 111 - 112)
- 15. CITIZEN'S PANEL - CHRIS CARR**(Pages 113 - 120)
- 16. ACPG - UPDATES - VERBAL - SHIRLEY MACLEOD**
- 17. SOA SCORECARD (1ST AND 2ND FQ) - THEME LEADS**
  - (a) ECONOMY - DOUGLAS COWAN (Pages 121 - 122)
  - (b) SOCIAL AFFAIRS - CLELAND SNEDDON (Pages 123 - 124)
  - (c) ENVIRONMENT - ANDREW CAMPBELL (Pages 125 - 126)
  - (d) THIRD SECTOR AND COMMUNITIES - MARGARET FYFE (Pages 127 - 130)
- 18. CPP BUDGET - JANE FOWLER**(Pages 131 - 134)
- 19. REVISED MEETING DATES**(Pages 135 - 136)
- 20. AOCB**

**COMMUNITY PLANNING PARTNERSHIP – MANAGEMENT COMMITTEE  
MEETING**

**12 November 2012**

**APOLOGIES RECEIVED**

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## MINUTE of MEETING of

## ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE

17 OCTOBER 2012

Held in Highland and Islands Enterprise Office, Kilmory, Lochgilphead

and via VC from Oban Hospital

**Present**

Derek Leslie (Chair – via vc)  
 Sally Loudon  
 Jane Fowler  
 Eileen Wilson  
 Shirley MacLeod  
 Glenn Heritage  
 Nigel Millar  
 Douglas Cowan  
 Andrew Campbell  
 Edward Renfrew  
 David Pettigrew

NHS Highland  
 Argyll and Bute Council  
 Argyll and Bute Council  
 Argyll and Bute Council  
 Argyll and Bute Council  
 Third Sector Partners / Argyll Voluntary Action  
 Association of Argyll and Bute Community Councils  
 Highland and Islands Enterprise  
 Scottish Natural Heritage  
 Strathclyde Fire and Rescue  
 Strathclyde Police

**In Attendance**

Sonya Thomas (Minutes)  
 Morag Brown (Item 7)  
 Laura Cameron (Item 15)

Argyll and Bute Council  
 Argyll and Bute Council  
 Argyll and Bute Council

**Apologies**

Jonathon Pryce  
 Toria Fraser  
 Moira Paton  
 Cleland Sneddon  
 Bruce West  
 Mark Wilson  
 Barry McEwen  
 Jim Scott

Scottish Government  
 Scottish Government  
 NHS Highland  
 Argyll and Bute Council  
 Argyll and Bute Council  
 Strathclyde Police  
 Strathclyde Police  
 Strathclyde Fire and Rescue

Item No	Detail	Action
1.	<p><b>WELCOME / APOLOGIES</b></p> <p>Sally Loudon took up the role of Chair, intimating Derek Leslie's apologies as he will VC into the meeting later this morning, welcomed everyone to the meeting and introduced Eddie Renfrew, Strathclyde Fire and Rescue, Head of Community safety for Argyll and Bute and David Pettigrew, Strathclyde Police.</p> <p>It was noted that Donald Henderson will be replacing Jonathon Pryce and he hopes to attend the next CPP Management Committee meeting.</p>	

2.	<p><b>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 22 AUGUST 2012</b></p> <p>The minutes were approved as an accurate record.</p> <p><b>MATTERS ARISING</b></p> <p><b>Ag Item 5 – CLD – Strategic Guidance for CPP's</b> This item will be added to the CPP Management Committee agenda for December. Awaiting more info.</p> <p><b>Ag Item 7 – Community Reliance and Co-production Conference</b> This is taking place on 28 November 2012, Loch Fyne Hotel, Inveraray. 10 am – 3.30 pm. Flyers will be given out after this meeting and circulated electronically.</p> <p><b>Ag Item 8 – Rural Action Forum on Youth Employment</b> This event is scheduled for 5 November 2012 in Oban.</p> <p><b>Ag Item 10 – SQA Scorecard</b> Due to this meeting being so close to the end of Financial Quarter 2 there wasn't sufficient time to review data. This item will be added to the CPP MC agenda for December.</p> <p><b>Action Note - Make Performance Management a feature for the December meeting.</b></p>	<p><b>CPP Admin Cleland Sneddon</b></p> <p><b>CPP Admin Glen Heritage</b></p> <p><b>CPP Admin Sally Loudon / David Clements</b></p>
3.	<p><b>SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING AND SINGLE OUTCOME AGREEMENTS – EILEEN WILSON</b></p> <p>This report updates the CPP with progress made to date and in particular the newly established National Group. Further information on the activities currently underway will be discussed at the CoSLA convention on 19 October 2012, where CoSLA will also be asked to consider the key objectives it is seeking from the National Group. The National Group meets on 23 October where it will also discuss the Community Empowerment and Renewal bill. It is expected that we will have something clearer by the end of the year.</p> <p><b>a) – Improvement Service Survey – CPP Support Needs – Building Capacity - report and questionnaire.</b></p> <p>The IS (Improvement Service) in undertaking a survey of CPPs to establish their support needs and priorities to meet the expectations required in the Review of Community Planning and SOA's. A</p> <p>The survey was due for return by 12 October 12, the IS have been made aware that our questionnaire will be returned following input from today's meeting.</p> <p>A draft proposed response to the survey along with information on how the scoring and priorities used was discussed.</p> <p>Following discussion some changes were made to the previously</p>	<p><b>Eileen Wilson 17 October 2012</b></p>

	<p>circulated response and it was agreed that Eileen Wilson would circulate the revised version and partners would come back with any further comments by close of play today.</p> <p><b>Action Point – Eileen Wilson to make agreed amendments to response, circulate to Partners for any final comments and submit to the IS later today.</b></p>	
4.	<p><b>NEW COMMUNITY PLAN – SALLY LOUDON</b></p> <p>The report gives progress on the development of the New Community Plan. Although there is some slippage in the timeline at present this can be addressed over the remaining months. Bruce West is the lead for Argyll and Bute Council and the Project Manager, Jim Scott the lead for Strathclyde Fire, Barry McEwan for Strathclyde Police and Elaine Garman for NHS Highland.</p> <p>Eileen Wilson reminded Partners to return the previously circulated strategic needs assessment before the 9 November 2012. A reminder will be sent to all Partners by the end of next week (26 October) to allow completion of the data analysis and bring the project more in line time wise.</p> <p>Progress noted.</p> <p><b>Action Point – Eileen Wilson to collate templates from Partners</b>  <b>Action Point – Item on agenda at CPP Full Partnership meeting and next Management Committee meeting.</b></p>	<p>All Eileen Wilson CPP Admin</p>
5.	<p><b>COMMUNITY EMPOWERMENT AND RENEWAL BILL – MARGARET FYFE</b></p> <p>A draft response was initially circulated to all CPP Partners, following amendments and additions the final detailed response was submitted to the Scottish Government on 26 September 2012.</p> <p>A late response from Strathclyde Fire &amp; Rescue has been noted for any future response if required, but was not submitted.</p> <p>It was noted that some Partners submitted their own responses, but overall it was felt that if the Partnership was submitting a response to consultations we should submit a collective response.</p> <p>Paper noted.</p>	
6.	<p><b>AREA COMMUNITY PLANNING GROUPS – SHIRLEY MACLEOD</b></p> <p>A report covering the progress made by each ACPG (Area Community Planning Group) as they work to become key partnership groups for each of their local areas was presented.</p> <p>The ACPG's will continue to focus on issues of concern that reflect their local priorities and work continues with building the positive momentum of the Groups, which in turn should further enhance attendance of</p>	

	<p>Partners and community representatives. The four Groups are all functioning well but differently, Oban has set up a Short Life Working Group to look at the whole CPP framework and how it fits together and it was also noted that the NHS are attending the meetings on a more proactive basis</p> <p>Report noted.</p>	
7.	<p><b>COMMUNITY RESILIENCE – MORAG BROWN</b></p> <p>An update on the progress of the project was given. The handbook is now complete and has been issued to all 54 community councils in Argyll and Bute and is on the Argyll and Bute Council website where individual templates can be downloaded to allow tailoring by each community, and it is hoped that all Partners will link to the handbook from their websites. Handbooks have also been issued by AVA who will take the lead role in co-ordinating any further queries and requests from community councils. Two awareness events are planned, one each in Oban and Dunoon, as a promoting opportunity and to help the community councils, voluntary sector organisations and elected members access the information – showcasing not just what the voluntary sector can do in emergency planning but also what help is available during an emergency.</p> <p>So far the feedback for community councils has been very positive, almost all community councils are taking this forward and everyone is doing it slightly differently, tailoring it to suit their circumstances.</p> <p>It was noted that the Scottish Government are promoting this project and handbook across Scotland as best practice and a very good example of Partnership working. Sally thanked Morag for the work the team had done on this and this sentiment was agreed with by the Management Committee.</p> <p>Report noted.</p>	
8.	<p><b>23½ HOURS – DEREK LESLIE</b></p> <p>Presentation by Derek Leslie – A Health Improvement Message The simple powerful message that has many health benefits - is to try to limit your total sleeping and sitting time to 23½ hours per day.</p> <p>All Partners agreed that this message should be more widely circulated and would disseminate this message as widely as possible with the following noting clear opportunities:- Sally Loudon will bring this to the attention of her Strategic Management Team Shirley McLeod will take forward to the ACPG's Glenn Heritage will take forward to AVA</p> <p>The presentation was accessed via You Tube which could cause access</p>	



	<p>issues for some Partners.</p> <p><a href="http://www.youtube.com/watch?v=aUainS6HIGo">http://www.youtube.com/watch?v=aUainS6HIGo</a></p> <p><b>Action Points</b>  <b>All Partners to let Eileen Wilson know of how the presentation will be disseminated.</b>  <b>Eileen Wilson to report back to Derek Leslie.</b>  <b>Above mentioned attendees to follow their suggested opportunities.</b></p>	<p><b>All</b> <b>Eileen Wilson</b></p>
9.	<p><b>ACTIVE TRAVEL, ACTIVE SCOTLAND – MOYA INGRAM</b></p> <p>The Partners noted that Argyll and Bute Council is working in partnership with national agencies and local communities to help deliver the report's vision, and overall it is felt that we're doing really well in Argyll and Bute. The attached report is the executive summary, the full report is available on the Sustrans website <a href="http://www.sustrans.org.uk">www.sustrans.org.uk</a></p> <p>Report is for information.  Julie Young, Argyll and Bute Council, is keen to look at possibilities to work with other Partners, therefore Partners are asked to forward any questions or queries to Julie Young or Eileen Wilson.  It was also acknowledged that while it's one task to develop paths and cycle tracks, the funding required for the on-going maintenance is a more difficult matter.  SNH are currently looking at a Tyndrum – Oban path, and it was agreed that Andrew Campbell will bring this to the attention of the local ACPG.</p> <p><b>Action Point – Andrew Campbell (SNH) to bring this to the attention of an Oban, Lorn and the Isles ACPG meeting.</b></p>	<p><b>Andrew Campbell (SNH)</b></p>
10.	<p><b>FUTURE GOVERNANCE ARRANGEMENTS OF THE CPP – SALLY LOUDON</b></p> <p>This report sets out the outline proposals for the future governance arrangements of the CPP. It gives a breakdown of the activities and proposed roles of all groups under the CPP umbrella whilst aligning them to the new community plan that is currently being developed. The report also outlines that there needs to be an appropriate support structure in place to ensure effective delivery of the community plan.</p> <p>After discussion it was agreed that more detail would be developed on the following points:-</p> <p>3.6 - The Full Partnership is to continue but its frequency will be one meeting a year, focusing on performance reporting from the previous year and planning for the future year. Partner organisations will be represented by senior officers.</p> <p>3.7 – The ACPG's to continue and meet quarterly.</p> <p>3.8 – The Management Committee is to continue but it should become more robust with more focus on planning, performance management and delivering outcomes.</p> <p>3.9 - Thematic groups will cease to exist, and a lead person will be</p>	

	<p>nominated for each outcome and be responsible for reporting into the Management Committee.</p> <p>3.10 – A CPP Chief Officer Group (COG) to be established, it was agreed to build on the executive group that we currently have, but also to look at a more joined-up management team from Partners. It was felt that there should be 2 roles for this group – ensuring that issues are being raised and actioned on behalf of the Management Committee and also ensuring that we work as efficiently as possible together. It was agreed that discussion would continue regarding the remit and reporting route for this group.</p> <p><b>Action Points</b>  <b>Bring detailed paper to CPP December meeting</b>  <b>Consider how all partners contribute to the CPP</b></p>	<p><b>Bruce West</b> <b>All</b></p>
<p>11.</p>	<p><b>CARE INSPECTORATE – IMPROVING SERVICES FOR CHILDREN – EILEEN WILSON</b></p> <p>The Care Inspectorate are launching their draft self-evaluation framework. 5 community planning areas will be selected as pilot areas and these will be announced later in the year.</p> <p>Nominations are invited for up to 10 delegates to attend one of 3 launch events promoting the self-evaluation guidance for CPP's being run by the Care Inspectorate. Information has previously been circulated via email and docpacs .</p> <p>Nominations have to be submitted by 17 October 2012 and it was agreed that Strathclyde Police and NHS Highland would attend.</p> <p>Nominations are:  Sally Loudon            Argyll and Bute Council  Cleland Sneddon      Argyll and Bute Council  Susan Mair              Argyll and Bute Council – TBC  NHS Highland          Argyll and Bute CHP Representative</p> <p><b>Action Point – Inform Care Inspectorate of nominees</b></p>	<p><b>CPP Admin</b> <b>17 October 12</b></p>
<p>12.</p>	<p><b>NOMINATIONS FROM THE COMMUNITY PLANNING PARTNERSHIP FOR THE COUNCIL'S PERFORMANCE REVIEW AND SCRUTINY COMMITTEE – SHIRLEY MACLEOD</b></p> <p>Following the report submitted to the last CPP Management Committee meeting (22 August 2012) 2 nominations have been put forward. The Management Committee today agreed the appointment of Douglas Cowan, HIE and Jim Scott, SF&amp;R.</p> <p>Derek Leslie, NHS Highland was nominated and agreed at this meeting, thereby enabling the composition of the Council's Performance Review and Scrutiny Committee to be finalized and the first meeting scheduled for 15 November 2012 called.</p> <p>The Management Committee were happy to approve the above</p>	

	<p><b>Action Point – Inform Douglas Hendry of the approval and names of all 3 nominees</b></p>	<p><b>CPP Admin 17 October 2012</b></p>
13.	<p><b>COMMUNITY PLANNING PARTNERSHIP MEETING DATES 2013 – EILEEN WILSON</b></p> <p>The paper provides a suggested 2013 meeting schedule for the CPP Full Partnership and Management Committee.</p> <p>There may need to be changes to these dates in light of the proposed future governance arrangements and to avoid clashes with ACPG dates.</p> <p><b>Action Point – Bring revised meeting schedule to Management Committee meeting once decisions have been made on the governance arrangements.</b></p>	<p><b>CPP Admin</b></p>
14.	<p><b>ARGYLL AND BUTE COMMUNITY COVENANT PARTNERSHIP – DOUGLAS HENDRY</b></p> <p>Argyll and Bute Council, NHS Highland and Argyll Voluntary Action (AVA) agreed on 28 June 2012 to support the Armed Forces Community within Argyll and Bute and signed the Argyll and Bute Armed Forces Community Covenant.</p> <p>The Management Committee agreed that a nomination be sought from NHS Highland and AVA to sit on the Community Covenant Partnership along with Cllr Maurice Corry, Leader of the Council, Provost and Commodore Wareham RN.</p> <p>Nominations are: Derek Lesley, NHS Highland Gillian Barclay, AVA</p> <p>The MC approved the nominations.</p>	
15.	<p>AOCB Meeting closed at 11.30</p> <p>Andrew Campbell raised the issue of Geese on Islay. Currently the Scottish Government compensates farmers for the lack of commercial use of their fields but the future subsidy funding has been reduced. This issue is being addressed tomorrow at a meeting with Scottish Natural Heritage, Royal Society for the Protection of Birds, Director General for the Environment, Scottish Government Minister for the Environment and Climate Change and a representative group of farmers, but it also highlights the issue that the delivery of the process is in Argyll. Awaiting the outcome of tomorrow's meeting before going forward on this issue.</p> <p>No other Items Meeting closed at 11.30 am.</p>	

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 12<sup>th</sup> December 2012**



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**Title: Scottish Government Review of Community Planning and Single  
Outcome Agreements – Guidance to Community Planning Partnerships  
December 2012**

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**1. SUMMARY**

- 1.1 This report is to update the Community Planning Partnership on the progress of the Scottish Government review of Community Planning and the SOA Guidance document published on the 4<sup>th</sup> of December 2012.

**2. RECOMMENDATIONS**

- 2.1 That the Community Planning Partnership notes the progress and timescales involved in the Scottish Government review.
- 2.2 That the Community Planning Partnership notes the content of the Single Outcome Agreement – Guidance to Community Planning Partnerships (Appendix 1)

**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 review recognised that coordination and collaboration at the national level had an important role in bringing partners together to deliver the Statement of Ambition locally. Detailed proposals for change based on the Statement of Ambition were set out in a letter circulated to Community Planning Partners on 10 May 2012.
- 3.3 A National Group was 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
- 3.4 The National Group had its first meeting on 14 August 2012 and its terms of reference were agreed at that meeting. It met again on the 23rd of October to consider the key propositions set out in the Statement of Ambition and agree the following key national priorities:
- Early years and early intervention
  - Outcomes for older people

- Employment
- Economic recovery and growth
- Health improvement
- Safer and stronger communities

The National Group also considered papers on:-

- The Group's Role in Providing Cultural Leadership
- Embedding Prevention in SOAs
- Transforming Scotland Using Evidence and Improvement Science
- Policy Priorities for CPPs and SOAs

**3.5** The SOA guidance document has now been published and is attached as an appendix, it can also be found using the following link.

<http://www.scotland.gov.uk/Topics/Government/local-government/CP/SOA2012>

#### **4. SOA GUIDANCE TO COMMUNITY PLANNING PARTNERSHIPS**

**4.1** The guidance document has been developed to advise community planning partnerships on the scope and content of the new Single Outcome Agreements and on the timetable for agreement of these with the Scottish Government.

**4.2** The guidance document outlines the purpose of and approach to the new Single Outcome Agreements. New SOAs will:

- Use an evidence based approach, underpinned by disaggregated data, to drive improvement in meeting the differing needs of local populations;
- Include clear performance commitments that will lead to demonstrable improvements in people's lives;
- Focus upon reducing outcome gaps within populations and between areas – and promote early intervention and preventative approaches in reducing outcome inequalities; and
- Identify priorities for interventions and include plans for prevention, integration and improvement to promote better partnership working and more effective use of resources.

SOAs should demonstrate a clear understanding of place, including specific plans for delivery of improved outcomes. Local priorities should be central to new SOAs but each SOA should also provide a sharper focus on key policy priorities where an integrated approach and preventative focus across Scotland can make a real difference to outcomes for people and communities. CPPs, through the SOA should demonstrate how communities are being involved in the development and delivery of outcomes.

**4.3** New SOAs should set out clear and agreed priorities; show how each local outcome relates to one or more of the National Outcomes; show what will be different for communities in 10 years and what will be done; be clear about both the long term outcomes to be achieved over the next decade, and the contributory outcomes, indicators and targets by which progress towards these will be demonstrated over the short (1 year) and medium (3 years) terms; and show how the total resource available to the CPP and partners has been considered and deployed in support of the

agreed outcomes.

**4.4** The new SOAs, developed by all 32 CPPs, should share a common focus on the following key priorities:-

- Economic recovery and growth;
- Employment;
- Early years;
- Safer and stronger communities, and reducing offending;
- Health inequalities and physical activity; and
- Outcomes for older people.

These priorities have been identified as ones where:

- A major contribution to achievement of the National Outcomes can be made;
- There is significant scope to reduce inequalities;
- The evidence of the need for a concerted and sustained effort to improve performance is compelling;
- Progress on one priority can contribute to delivery of the others, i.e. they are mutually reinforcing;
- Partnership working and community engagement and co-production are seen as being critical to achieving the transformational change envisaged; and
- Preventative and early intervention approaches have the potential to deliver significant gains over the medium to long term.

**4.5** Communities have a key role to play in helping shape and co-produce better outcomes. The new SOAs will be required to demonstrate that:

- Activity on community engagement is properly planned, resourced and integrated across partners;
- The quality and impact of community engagement is measured and reported on;
- Building the capacity of communities to engage and deliver for themselves is properly planned, resourced and integrated across partners; and
- Workforce development within and across partners ensures that key staff have the skills and knowledge required to engage effectively with communities.

**4.6** Although CPPs are not formally accountable to the Scottish Government partners are expected to contribute effectively and take shared responsibility for the effectiveness of the CPP and development and delivery of the new SOAs. New legislation to introduce new legal duties is being proposed.

## **5. CONCLUSION**

**5.1** The newly published guidance on Single Outcome Agreements gives the CPP the information on scope, content and timetable that is required to enable us to develop the next Community Plan/SOA.

**5.2** The deadline for the first draft of the new SOA is the 1<sup>st</sup> of April 2013 which will be followed by feedback and on-going discussion with a final agreement being reached by the 28<sup>th</sup> of June 2013.

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# **SINGLE OUTCOME AGREEMENTS**

## **GUIDANCE TO COMMUNITY PLANNING PARTNERSHIPS**

**December 2012**

## **SINGLE OUTCOME AGREEMENTS**

### **GUIDANCE TO COMMUNITY PLANNING PARTNERSHIPS**

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## SINGLE OUTCOME AGREEMENTS GUIDANCE TO COMMUNITY PLANNING PARTNERSHIPS

**“Effective community planning arrangements will be at the core of public service reform. They will drive the pace of service integration, increase the focus on prevention and secure continuous improvement in public service delivery, in order to achieve better outcomes for communities. Community planning and SOAs will provide the foundation for effective partnership working within which wider reform initiatives, such as the integration of health and adult social care and the establishment of single police and fire services, will happen.”**

*(Scottish Government/COSLA Statement of Ambition, 15 March 2012)*

### INTRODUCTION

This guidance advises Community Planning Partnerships (CPPs) on the scope and content of new Single Outcome Agreements (SOAs) and on the timetable for agreement of these with the Scottish Government. It is based on the terms of the SG/COSLA [Statement of Ambition](#) on community planning and SOAs and the priorities for action agreed subsequently by the [National Community Planning Group](#), especially the papers on [Implementing the Statement of Ambition](#), [Embedding Prevention in SOAs](#), and [Policy Priorities for SOAs](#).

Over the last 5 years, SOAs have provided an important focus for partnership working and for the planning and delivery of better outcomes for communities within the context of the [National Performance Framework](#) (NPF). Alongside the wider priorities of public service reform, the strategic direction provided by the NPF remains central to community planning and SOAs.

The development and implementation of a new SOA as a shared, explicit and binding ‘plan for place’ in each CPP area is a key element in the delivery of public service reform. It is not the whole story though and, in line with the Statement of Ambition and the actions agreed by the National Community Planning Group, CPPs should already be taking steps to strengthen their governance, accountability and operating arrangements; to ensure a greater pace of change and decisiveness in impact; to develop new and different ways of working and behaviour within and across partners; and to take a more systematic and collaborative approach to performance improvement.

## **THE PURPOSE OF NEW SINGLE OUTCOME AGREEMENTS**

Through new SOAs, CPPs will mobilise public sector assets, activities and resources, together with those of the voluntary and private sectors and local communities to deliver a shared 'plan for place'.

The new SOAs will:

- Use an evidence based approach, underpinned by disaggregated data, to drive improvement in meeting the differing needs of local populations;
- Include clear performance commitments that will lead to demonstrable improvements in people's lives;
- Focus upon reducing outcome gaps within populations and between areas – and promote early intervention and preventative approaches in reducing outcome inequalities; and
- Identify priorities for interventions and include plans for prevention, integration and improvement to promote better partnership working and more effective use of resources.

## **OUR APPROACH**

The National Group has agreed that each new SOA should demonstrate a clear understanding of place and include specific plans for the delivery of improved outcomes, including how the CPP's approach aligns with the four pillars of public service reform: prevention, local integration and partnership, investment in people and performance improvement.

The National Group agreed that local priorities should be central to new SOAs but that each SOA should also provide a sharper focus on key policy priorities where an integrated approach and preventative focus across Scotland can make a real difference to outcomes for people and communities. It also agreed that SOAs should demonstrate how communities are being involved in the development and delivery of outcomes.

## A CLEAR UNDERSTANDING OF PLACE

The Statement of Ambition made clear that CPPs must be effective in mobilising the knowledge and resources of all relevant local and national agencies to develop a clear and evidence-based understanding of local needs and opportunities, underpinned by robust and relevant data and strong engagement with communities and the third and business sectors.

Each new SOA should therefore:

- Demonstrate a clear and evidence-based understanding of place and communities including the inequalities facing different areas and population groups. This could, for example, draw from work such as a strategic assessment or needs analysis with detailed evidence and data referenced or annexed where appropriate. The emphasis should be on drawing strategic conclusions from the evidence and providing assurance that the analysis is robust;
- Outline how local communities and the business and third sectors have been involved in developing and influencing that understanding; and
- Show a clear and robust link and strong line of sight between that understanding and the priorities, outcomes, and performance commitments (i.e. indicators and targets) set out in the new SOA.

### **Advice and Support**

The effective use of evidence and data is central to the public service reform and community planning agendas. It underpins CPPs' ability to understand local conditions; to identify priorities and translate those priorities into decisions on resource and service provision, to manage and report performance; and to review their effectiveness in driving improved outcomes for communities. The new Improving Evidence and Data Group (IEDG), which recently replaced the Improving Local Outcomes Indicators Project Board, has been tasked with providing strategic oversight of this agenda. The IEDG's proposed approach to taking this forward was endorsed by the National Group at its meeting on 23 October.

The IEDG will act as a prioritising and governance channel for relevant analytical and research activity to help support CPPs implement the reform agenda locally. As a first step in helping to meet CPPs' needs the IEDG will shortly launch Community Profiling tools which will enable CPPs to better identify and understand the scale, combinations and concentrations of inequalities between and within the communities in their areas. The IEDG will also undertake work, with an immediate emphasis on the key policy priorities, to help CPPs understand 'what works' so that better informed decisions on prioritisation and resource management can be made on the basis of the best available evidence.

#### **Contact**

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## PLAN AND DELIVER FOR OUTCOMES

CPPs must translate their understanding of place and communities into a genuine plan that provides clear outcomes and improvement actions; and which aligns and targets the total resources available locally to those outcomes and actions.

CPPs should have a strong commitment to performance improvement and quality standards, including national requirements where appropriate, with robust self-assessment as a starting point. CPP Boards must therefore ensure that they not only monitor progress and performance but also that it is reported on in ways that are clear to local elected members, CPP partners, local communities, the Scottish Government and audit and inspection bodies.

Each new SOA should therefore:

- Set out clear and agreed priorities, rooted in the CPP's understanding of place, for improving local outcomes;
- Show how each local outcome relates to one or more of the National Outcomes;
- Show what will be different for communities in 10 years **and** what will be done, especially what will be changed or done differently in line with the agenda for public service reform, to secure those improved outcomes on a rolling 3 year basis;
- Be clear about both the long term outcomes to be achieved over the next decade, and the contributory outcomes, indicators and targets by which progress towards these will be demonstrated over the short (1 year) and medium (3 years) terms; and
- Show how the total resource available to the CPP and partners has been considered and deployed in support of the agreed outcomes, especially in ways which promote prevention, early intervention and the reduction of inequalities.

The [Menu of Local Outcome Indicators](#) is a key means of identifying and accessing the most relevant and robust outcome indicators for use in SOAs. Its use by CPPs is encouraged. Indicators from other sources should only be used where a relevant indicator or very similar indicator is not available from the menu. Where indicators not drawn from the Menu are used it will be necessary for the SOA to show where the performance data for such indicators comes from and that they are robust, meaningful and up to date. A number of frameworks exist that set out indicators in relation to particular policies. Links to some of these are provided in Annex A. As the SOA is a strategic document, these frameworks should only be used where they add genuine value to identifying and assessing performance against the CPP's strategic objectives.

## **Advice and Support**

In describing outcomes and choosing indicators for SOAs, CPPs should continue to refer to previous advice contained in [SOA Guidance for CPPs 2008 and Key Messages](#), [Outcomes based approach: working guidance for Scottish public bodies - Supplementary Note Feb 2009](#), and [Local Outcome Indicators Good Practice Note August 2010](#).

Scottish Neighbourhood Statistics (SNS) provides the latest data and time series for the indicators included in the Menu of Local Indicators. Data for each local area can be easily accessed using the 'Local Outcome Indicator' standard report on SNS at <http://www.sns.gov.uk/Reports/PerformanceFramework.aspx>.

The Scottish Government Safer Communities programme contains guidance on strategic assessment, which although provided specifically in the context of that Programme sets out general principles that can be applied in producing assessments for other purposes: <http://www.scotland.gov.uk/Topics/Justice/public-safety/17141/practitioners/newcommsafetytools>.

A capacity building programme, drawing on the resources and expertise of the Scottish Government, the Improvement Service and a range of other organisations which provide improvement support within or across sectors, is being developed in consultation with CPPs to help them plan and deliver for outcomes.

### **Contacts**

#### Capacity-building

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#### Performance measures and indicators

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## **POLICY PRIORITIES**

New SOAs should continue to be developed and delivered within the context of the National Performance Framework. However, the National Group has agreed that all CPPs should have a common and sharp focus on some key priorities where the aim should be to achieve transformational, not incremental, performance improvement. These key priorities are:

- Economic recovery and growth;
- Employment;
- Early years;
- Safer and stronger communities, and reducing offending;
- Health inequalities and physical activity; and
- Outcomes for older people.

They have been chosen because they have been identified as ones where:

- A major contribution to achievement of the National Outcomes can be made;
- There is significant scope to reduce inequalities;
- The evidence of the need for a concerted and sustained effort to improve performance is compelling;
- Progress on one priority can contribute to delivery of the others, i.e. they are mutually reinforcing;
- Partnership working and community engagement and co-production are seen as being critical to achieving the transformational change envisaged; and
- Preventative and early intervention approaches have the potential to deliver significant gains over the medium to long term.

As part of planning and delivering for outcomes, new SOAs should therefore have a clear strategic focus on these priorities and in particular on how, for each priority, local inequalities of outcome will be reduced. This should be followed through in the CPP's focus on partnership working, service integration and prevention and in terms of where it focuses its energy and efforts, especially on performance improvement.

### **Advice and Support**

Annex A to this Guidance provides further information on the six key policy priorities to help inform the development and delivery of SOAs. It also highlights on-going work through initiatives such as the Early Years Collaborative and the Improving Evidence and Data Group to support the development of SOAs and more effective policy and practice on these priorities over the longer term.

Annex A includes contact details for Scottish Government policy leads though queries that are specifically about how to reflect policy priorities in SOAs should, as with other questions about preparation of the new SOAs, be directed to the SG Community Planning Team or the relevant Location Director.



## PREVENTION

CPPs are central to driving and delivering public service reform and should reflect the action they are taking in their new SOA. In particular, new SOAs should promote early intervention and preventative approaches in reducing outcome inequalities. The National Group noted that the pace and scope of such approaches must increase sharply if we are to achieve improvements in local outcomes and financial sustainability and agreed a definition of preventative approaches, supported by preventative spend, as:

*“Actions which prevent problems and ease future demand on services by intervening early, thereby delivering better outcomes and value for money”.*

It also agreed that new SOAs should include a specific plan for prevention which demonstrates commitment to the approach extending beyond the Change Funds for Early Years, Reducing Reoffending and Reshaping Care into mainstream services; quantifies the resources allocated to prevention and commits to increasing them over time; and provides clarity on the preventative actions to be taken and the impact they will have.

Each new SOA should therefore:

- Set out the CPP’s understanding of what partners are collectively doing and spending on prevention across all services including, but not only, particular detail in relation to the six policy priorities and considering the following key questions:
  - Are we as a partnership clear about what activities will improve outcomes and reduce future demand in our communities?
  - Are we evidencing success in improving outcomes and reducing future need?
  - Are we controlling costs and releasing savings?
- Describe how the CPP intends to make a decisive shift to prevention. This could include, for example, structures and activities aimed at driving a shift in resources and culture such as joint strategic commissioning plans or support for managers and frontline staff to work collaboratively with service users and across organisations in developing and delivering preventative approaches; and
- Describe how the partnership intends to evidence progress in improving outcomes, reducing future need, controlling costs and releasing savings.

In doing this it will be important for the CPP to engage with the third and independent sectors and organisations like Community Justice Authorities who are not necessarily core members of the CPP but can play an important role in prevention.

### **Advice and Support**

Collaborative efforts to gather and disseminate advice, best practice and guidance and help Partnerships to build up evidence-based approaches are planned by the National Advisory Group on Prevention. These include a number of workstreams that will provide support at a local level including:

- a logic model for evidence-gathering and evaluation;
- local outcomes data;
- knowledge hub, providing evidence and experience of what works;
- peer-learning events; and
- brokering relationships between Partnerships and prospective investors.

### **Contacts**

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## **COMMUNITY ENGAGEMENT**

The Statement of Ambition makes clear that communities have a key role to play in helping to shape and co-produce better outcomes and that unlocking that potential requires CPPs to have a strong understanding of communities and to provide genuine opportunities to consult, engage and involve them.

CPPs and partners should be engaging with their communities in identifying and prioritising the outcomes that are to be delivered, and working with communities to develop their capacity to contribute to community planning and to their achievement of their better outcomes.

Each new SOA should therefore demonstrate that:

- Activity on community engagement is properly planned, resourced and integrated across partners;
- The quality and impact of community engagement is measured and reported on;
- Building the capacity of communities to engage and deliver for themselves is properly planned, resourced and integrated across partners; and
- Workforce development within and across partners ensures that key staff have the skills and knowledge required to engage effectively with communities.

### **Advice and Support**

CPPs will find the National Standards for Community Engagement and the associated planning tool, VOICE, particularly useful in helping to ensure the quality of their engagement. See [www.scdc.org.uk/community-engagement](http://www.scdc.org.uk/community-engagement).

As part of the implementation of the review of community planning, work is being developed to support CPPs to improve community engagement. A fundamental principle of this work is that it will be developed with CPPs to meet their needs.

### **Contact**

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## **EQUALITIES**

The Statement of Ambition makes clear that CPPs should understand place and plan for and deliver outcomes. The successful realisation of these ambitions requires CPPs to understand the diversity of experience within the communities they serve and to develop a clear and co-ordinated approach to tackling the inequalities that exist.

Equality considerations should run through all the activities of the CPP and be woven into the development of its SOA. To this end, CPPs should draw on the activity being undertaken by public bodies to take forward responsibilities under the public sector equality (specific) duties which came into force in April 2012. These are designed to help public authorities deliver improved outcomes and run with the grain of public service reform. As CPPs are not statutory bodies they are not covered by these duties. However, individual statutory partners are covered and are likely to benefit from working with each other in the planning and delivery of improvements in equality. Community planning partners already have considerable experience of work on equality and it is important that this is utilised and built upon.

Particularly relevant is the requirement for public bodies to set equality outcomes by April 2013 that are informed by community engagement and based on evidence. This provides an opportunity to build a co-ordinated approach to equality within each CPP, to reflect that within the SOA and to improve delivery against the National Performance Framework. CPPs should ensure that the equality outcomes are linked into the development of the SOA and that information and data collected in the process is used to support wider planning and delivery activity.

Public bodies will be required to report on progress against these equality outcomes and this should be done through public performance reporting where possible. CPPs may wish to link the reporting on equality in their area to the reporting under their SOAs. This would strengthen accountability and demonstrate both collaboration and co-ordination.

### **Advice and Support**

The Equality and Human Rights Commission has developed further guidance on the Public Sector Equality Duty and setting equality outcomes which can be found on the EHRC website and at:

[http://www.equalityhumanrights.com/uploaded\\_files/Scotland/PSED\\_in\\_Scotland/equality\\_outcomes\\_and\\_the\\_psed.doc](http://www.equalityhumanrights.com/uploaded_files/Scotland/PSED_in_Scotland/equality_outcomes_and_the_psed.doc)

The Improvement Service have also developed a series of useful Briefing Papers on Equality and Diversity. These can be found on their library website:

<http://www.improvementservice.org.uk/library/588-equality-and-diversity/view-category/>

To better enable public authorities to locate equality data and evidence the Scottish Government has developed an evidence finder which can be searched by policy areas and characteristic and can be found on the Scottish Government's website at <http://www.scotland.gov.uk/Topics/People/Equality/Equalities/DataGrid>.

Further detail on the Equality Act 2010 (Specific Duties) regulations 2012 can be found at:

<http://www.legislation.gov.uk/ssi/2012/162/contents/made>

The Scottish Government equalities Web page can be found at:

<http://www.scotland.gov.uk/Topics/People/Equality>

### **Contact**

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## **NEW SOAS AND ACCOUNTABILITY**

Each new SOA will be agreed between the CPP and the Scottish Government. Further advice on the process for this will be made available in due course, but the Scottish Government will only agree SOAs where it is satisfied that they fully reflect this guidance and the post-Christie agenda, that they are sufficiently ambitious and stretching and that there is sufficient evidence that the CPP will ensure that resources and monitoring and reporting arrangements are in place to support effective delivery.

CPPs are not formally accountable to the Scottish Government, nor can the CPP formally hold partners to account. However, as outlined in the Statement of Ambition, all partners are expected to contribute effectively and to take shared responsibility for the effectiveness of the CPP, including for the development and delivery of new SOAs and the provision of resources to do this. The Scottish Government proposes to introduce new legal duties to require them to do so.

Elected members will hold councils to account for their contribution to CPPs, including for the development and delivery of new SOAs, just as the Scottish

Government will hold Health Boards and other public bodies to account for their contribution to CPPs and for the development and delivery of new SOAs.

SOAs do not replace requirements on individual organisations and/or partnerships to develop and deliver statutory plans or strategies. In developing their SOA, CPPs should draw on these plans and strategies as appropriate and, in turn, as these plans and strategies are updated they should take account of the strategic direction set through SOAs. For example, where relevant, SOAs should take account of the statutory National Park Partnership Plans and the role of the two National Park Authorities as local bodies responsible for co-ordinating action to deliver better economic, social and environmental outcomes in their area.

## **TIMETABLE**

The timetable for the development and submission of new SOAs is as follows:

23 Oct. 2012	Consideration of approach by National Community Planning Group
4 Dec 2012	Issue of Guidance to CPPs
Dec 2012 – Jan 2013	Initial discussion between CPP and SG Location Director on approach to SOA
Jan - March 2013	Development of draft SOA by CPP, including discussions with SG Location Director
1 April 2013	Deadline for submission of draft SOA to Scottish Government
May-June 2013	Feedback and on-going discussion on draft SOA
28 June 2013	Deadline for agreement of SOA with Scottish Government

CPPs should be confident that partners will be able to sign up to the draft SOA submitted by 1 April 2013, but formal endorsement by partners through Council or board meetings is not required at that stage.

## **REPORTING ON CURRENT AND NEW SOAS**

The paper on Implementing the Statement of Ambition considered by the National Group on 23 October made clear that partners and partnerships should ensure effective self-evaluation of their performance and transparent and accessible public reporting. On-going performance monitoring and management is a key aspect of this. It should include a publicly available Annual Report which is used by the CPP to assess and improve performance.

The SG has not requested further performance reports on existing SOAs. However, it would be helpful to receive copies of the publicly available Annual Report for 2011-12 that the CPP Board has used to assess and improve performance. Copies of, or weblinks to, Annual Reports for 2011-12 and associated covering reports and

minutes from the relevant CPP meeting(s) should be sent to [carrol.herbertson@scotland.gsi.gov.uk](mailto:carrol.herbertson@scotland.gsi.gov.uk) by 21 December 2012.

The Scottish Government will work with COSLA, CPPs and others to develop appropriate and proportionate reporting arrangements for 2012-13 and for new SOAs.

## **ROLE OF SCOTTISH GOVERNMENT LOCATION DIRECTORS**

The Scottish Government has assigned a 'Location Director' to each CPP. S/he provides the key point of engagement between the CPP and the Government and has a key role in providing advice, support and challenge to the CPP and individual partners on the development and delivery of the new SOA and community planning more broadly.

The National Group has agreed that Location Directors have a key role to play in advising them of the progress CPPs are making in delivering the Statement of Ambition.

## **KEY CONTACTS**

The Scottish Government's Community Planning Team is happy to discuss any issues or questions arising from this guidance, and to provide further advice. They can be contacted at:

[cpimplementation@scotland.gsi.gov.uk](mailto:cpimplementation@scotland.gsi.gov.uk)

Tel: 0131 244 4956

CPPs can also seek advice and guidance from Location Directors and their Support Teams.

## **SINGLE OUTCOME AGREEMENTS**

### **GUIDANCE TO COMMUNITY PLANNING PARTNERSHIPS**

#### **INFORMATION ON KEY POLICY PRIORITIES**

This Annex provides further information on the six key policy priorities to help inform the development and delivery of SOAs. It explains why these policy priorities can make a real difference to outcomes for people, shows how they are linked to each other, and describes existing or planned national activity to support local efforts to reduce inequalities of outcomes.

This annex does not give full or definitive statements about how these priorities should be covered in SOAs. Nor is it intended to replace the local work going on to focus and target outcomes at the local level. Therefore, while CPPs can use this information to help develop and deliver their SOAs, they should do so in the context of their evidence-based understanding of place and communities.

National support for CPPs' capacity to address each of these six key priorities will continue to be developed, including through the provision or validation of relevant data and evidence of 'what works' by the Improving Evidence and Data Group.

## ECONOMIC RECOVERY AND GROWTH

Delivering economic recovery and growth will contribute to many other objectives such as outcomes for young and old, improved health, employment and safer and stronger communities. It is also an example of preventative spend in action.

Given the range of interlinked factors that contribute to successful recovery and growth, genuine success can only be delivered by partners working effectively, together with the private sector, on a range of clearly identified interventions towards agreed outcomes. Collaboration on, for example, developing and delivering a proactive and joined up approach to the management of place and infrastructure, a business friendly approach and ways of working which provide effective responses to economic setbacks and enable opportunities to be grasped, will be a key part of this. The potential for social enterprises to contribute should also be recognised and acted upon.

The Scottish Local Authorities' Economic Development Improvement Guide, developed by the Improvement Service, the Scottish Government and the Scottish Local Authorities' Economic Development Group (SLAED), provides a practical toolkit, including a comprehensive framework of economic indicators, which may help CPPs in preparing their SOAs. SLAED is carrying out work to further refine these indicators, which should be completed by the end of 2012.

A two-year Economic Outcomes Programme (EOP) was launched in August 2012 to help Councils and partners implement the key messages of the SLAED Guide. More information about the Guide and the EOP can be found [here](#).

In any case, CPPs should be able to demonstrate in their SOAs that the key building blocks for a successful approach, such as having an evidence-based economic profile, agreed Economic Strategy and clear roles for partners, are in place and that action is being taken across a range of defined and locally relevant objectives such as business start-up and development, place marketing and infrastructure improvement.

Further information on the relevant National Outcome and National Indicators is at: <http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/business>.

### **Contact**

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## EMPLOYMENT

Since the financial crisis in 2008, unemployment in Scotland has increased significantly both at a national level and across most local authority areas. The impact of long term unemployment on individuals, families and communities is particularly significant. Again, this has increased over the period. There are also specific challenges in responding to increases in youth unemployment where the potential negative impacts of long term unemployment are considerable.

There are a range of short, medium and long term challenges which need to be addressed to achieve significant levels of improvement to employment levels. The general economic situation will always be an important determinant of progress. At a local level it will continue to be important that efforts to support economic growth and increase labour market demand are aligned with co-ordinated support for those seeking work. In some cases, partnerships will wish to consider the importance of cross boundary working to support the development of regional labour markets. Continued alignment of services beyond those responsible for core employment services will also continue to be important to help individuals to overcome the range of employment barriers they may face.

The development and delivery of new SOAs is taking place in the context of an evolving set of programmes and activities targeted at tackling the specific challenge of youth unemployment. All local authorities are developing youth employment action plans which should also include the input of partners. It will be important for partners to consider the support they can offer young people as significant employers in their own right as well as the support they offer through the services they deliver.

More generally, the overall aim should be to improve employment outcomes for all age groups. SOAs should show that partners are aligning their activities to ensure that investment in employability and skills is maximised by avoiding duplication of activity, spend, and the targeting of the same clients by multiple organisations. This could be achieved through partnership arrangements and effective use of the strategic skills pipeline approach.

Partnerships will wish to refer to the recently published employability framework refresh *Working for Scotland* which is available on the Scottish Government website at <http://www.scotland.gov.uk/Publications/2012/09/5609>.

The most important outcomes in this area will be an increase in the number of people in sustained employment, an increase in average household income levels and improved productivity at a regional and national level. Other indicators which will be of particular importance will be reductions in long term and youth unemployment rates.

While these indicators will always be related to wider economic conditions, close attention should also be paid to job outcomes attributable to employability services and improvements in skills levels as clients progress toward work.

Partnerships should consider the development and monitoring of measures which reflect the match between locally and nationally funded educational and training provision with demand within local and regional labour markets.

Finally, intermediate indicators which assess the success of links between wider services and core employment support services should be integrated into a framework which measures alignment of services which support employability. While these might most sensibly be defined locally in order to reflect local conditions, partnerships should consider whether these can be developed across partnership areas.

Further information on the relevant National Outcomes and National Indicators is at:  
<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/employment> and  
<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/research>.

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## EARLY YEARS

Improving the early years experience in Scotland is key to enabling some of Scotland's most entrenched problems such as poverty, poor health, poor attainment and anti-social behaviour to be addressed and preventing future problems arising. CPPs are crucial to the delivery of the change programme. Each local programme is expected to be owned and supported by the whole CPP and the CPP has a critical role in providing strategic oversight. In practical terms this will be manifested by the development of ambitious Integrated Children's Services Plans (ICSPs) as set out in the Children (Scotland) Act 1995 and subsequent guidance. These are to be reflected in and aligned appropriately with new SOAs.

The Early Years Collaborative currently being developed will be at the heart of this approach. It is a multi-agency, local, quality improvement programme to be delivered at a national scale, taking forward the vision and priorities of the Early Years Taskforce. It will be centred on 3 workstreams based on a family centred, life course approach with a focus on pre-birth to one month, 1 month to 3 years and 3-5 years. Building on a range of existing work, such as the Early Years taskforce, GIRFEC and Integrated Children's Services Plans, all CPPs will be expected to participate actively in the Collaborative. Further detail on the Early Years Collaborative is available at <http://www.scotland.gov.uk/Topics/People/Young-People/Early-Years-and-Family/early-years-collaborative>.

A range of measures of progress will be developed through the Collaborative. Some of the indicators that will be used by the Collaborative may already be being used in SOAs and will provide a clear line of sight between the two.

In the meantime, in framing their SOAs CPPs should have regard to the suite of early years indicators developed following the publication of the Early Years Framework. Since that suite was first developed, ten core indicators have been identified from the original group of thirty-five. Those core indicators, along with more information on measuring progress on the Early Years Framework, can be found at <http://www.scotland.gov.uk/Topics/People/Young-People/Early-Years-and-Family/Early-Years-Framework/Implementation/Measuring-Practice#a1>.

Most of the core 10 indicators are already included in the [Menu of Local Outcome Indicators](#). After the Early Years Collaborative begins operating these will remain relevant for CPPs to provide a more general overview of progress with early years in their area, since the Collaborative will focus on more specific, nationally determined indicators. The Early Years Profiles currently available on the Scottish Neighbourhood Statistics (SNS) website will remain: these can be found at <http://www.sns.gov.uk/Reports/ThemeReport.aspx>.

Further information on the relevant National Outcome and National Indicators is at: <http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/childr en>.

**Contact**

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**SAFER AND STRONGER COMMUNITIES AND REDUCING OFFENDING**

Although crime is at a 37 year low, 18% of Scots are still victims every year and many people are worried about their safety. Two-thirds of those convicted in court already have a previous conviction and the total economic and social cost of reoffending in Scotland is around £3 billion per annum. Evidence suggests that tackling the root causes of these complex issues requires a partnership, person-centred approach to service planning and delivery and the active contribution of communities.

At one level success would be apparent through lower levels of crime, reoffending and the fear of crime. However, the aspiration should be to shift from service dependency to much greater independence and resilience for communities. This would involve increased levels of social cohesion and civic pride; local people having a greater say in local services and funding; more recognition that community members can provide the solutions themselves and more localised and targeted service provision with services targeted earlier and more intensively based on risk and need. It also requires concerted and joined-up action to reduce reoffending to deliver better outcomes for victims, offenders and their families, and the wider community.

Based on the Christie Commission's findings and long established practice in Community Safety Partnerships, CPPs should consider focusing on:

- Preventing crime, antisocial behaviour and offending by developing partnership approaches at a strategic and operational level to deliver better outcomes for individuals and communities. Approaches should be person centred and focus on tackling the underlying issues of crime, antisocial behaviour and offending. Partners should promote: positive parenting; attainment of a good basic education; stable employment; equal access to public services, in particular health and housing; and support to address mental health issues and tackle problematic use of drugs and alcohol. Partners also have a role in facilitating the development of personal skills in self-control and empathy, and greater community cohesion.
- Using a range of robust evidence to set shared, outcome-based priorities and deliver services based on need, evidence of what works and best value for money. Partners should strive to share assets and decision-making and integrate their work in order to streamline services and bureaucracy. Evidence should be used to drive local priority setting and actions should be based on evidence of what works to address the root causes of the problem.

- Developing effective relationships and networks among partners at a local and national level in order to participate in peer learning and collaborations. Partners should actively develop a culture where experience, evidence and practice are proactively and openly shared.
- Promoting continuous improvement and a culture of transparency which directly involves the public in scrutiny. Partners should act in a way that ensures communities are active, have a key role in determining priorities and are treated as a resource rather than the problem to be solved. SOAs should both influence, and be influenced by, local police and fire plans and reducing reoffending area plans.

Information on the Scottish Government's Justice Strategy can be found at:  
<http://www.scotland.gov.uk/Topics/Justice/justicestrategy>.

Practical tools and guidance are available at:  
[www.scotland.gov.uk/Topics/Justice/publicsafety/17141/practitioners/newcommsafetytools](http://www.scotland.gov.uk/Topics/Justice/publicsafety/17141/practitioners/newcommsafetytools)

and

<http://www.scotland.gov.uk/Topics/Justice/public-safety/offender-management>.

Further information on the relevant National Outcome and National Indicators is at:  
<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/crime>  
and  
<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/communities>.

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## HEALTH INEQUALITIES AND PHYSICAL ACTIVITY

While the health of the Scottish population as a whole is improving, some health inequalities are widening. Health inequalities can be a matter of personal lifestyles such as smoking or lack of physical activity. However, family, community, economic, cultural and environmental factors are also critical. A person's family and home life shape who they are, how resilient they are, and affect issues such as educational readiness and mental wellbeing. Every year, health inequalities result in substantial levels of working age ill-health and disability. This has a direct impact on the economy in terms of lost output, reduced taxes and higher welfare payments, and on the demand for local services.

Through Scottish Government and partners' pilots such as [Healthy Weight Communities](#), [Equally Well Test Sites](#), [Good Places](#), [Better Health Pathfinders](#) and Health Works interventions there is already good evidence of what is required to see change. In addition a range of tools are available to support that change. There are a variety of ways by which improvement can be achieved, but fundamentally leadership from senior staff is key. It has to be visible, persistent and committed.

In particular CPPs should consider focusing on tackling the wider determinants of health by improving the social, economic and physical elements of people's lives. This can be achieved by identifying shared outcomes between partners and generating local engagement and ownership in a move towards co-production. This may include aspects of family, neighbourhood and community life which increase human connectedness and unlock potential in families, people, and places, especially through prioritising interventions aimed at early years. It may also include support to encourage a return to work for those out of work and support for those in work with ill health or injury as well as physical improvements so that, for example, homes are warm and dry, walking and cycling is easier and safer, and there is good quality, accessible green space and children can play safely outdoors.

Increasing physical activity can increase life expectancy, decrease health inequalities and achieve tangible cost savings for the NHS and across a range of sectors. However, in common with other public health challenges no single partner will be able to deliver. Achieving the necessary change in activity levels in Scotland will require a partnership approach and CPPs will have a key role to play. Partners should consider how best to work collaboratively to increase opportunities and awareness of the importance of being physically active.

Further information on the relevant National Outcomes and National Indicators is at:

<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/inequalities>

<http://www.scotland.gov.uk/About/Performance/scotPerforms/indicator/physicalactivity>.

### **Contacts**

*On health inequalities:*

*Creating Health Team, Scottish Government*

*E-mail: [creatinghealth-CPP@scotland.gsi.gov.uk](mailto:creatinghealth-CPP@scotland.gsi.gov.uk)*

*On physical activity:*

*Derek Grieve, Sport and Physical Activity Policy, Scottish Government*

*E-mail: [derek.grieve@scotland.gsi.gov.uk](mailto:derek.grieve@scotland.gsi.gov.uk) Tel: 0131 244 0268*

## OUTCOMES FOR OLDER PEOPLE

This priority is focused on transforming the lives of older people so that they can live longer in better health and with a better quality of life. This requires the development and delivery of collaborative, integrated and people centred care provision, whether in hospitals, homes or in the community.

CPPs are expected to demonstrate that key elements of partners' plans for Reshaping Care for Older People and Change Plans associated with the Change Fund are embedded in community planning and SOAs, and in particular that there is a shift in the philosophy of care from services done to people to support done with people (ie co-production) and an increasing proportion of funding allocated to preventing, delaying and reducing the need for care, anticipatory care and proactive care and support at home.

A consistent approach to defining and measuring improvement can be achieved through ensuring that the relevant high level outcomes for health and social care (eg that people with disabilities, long term conditions or who become frail are able to live as safely and independently as possible in the community, and have control over their care and support) and associated indicators and targets (where development work is still ongoing) are appropriately reflected in SOAs.

The Statement of Ambition identified the integration of adult health and social care as a key initiative with which community planning needs to engage, and that some of the outcomes to be delivered by the new integrated health and social care partnerships will need to be reflected in SOAs. Following a period of extensive engagement, seven proposed health and care integration outcomes that are expected to be improved through the integration of health and social care have been developed. Further refinement of these outcomes is being carried out in order to reflect the wider priorities of health and social care, beyond those directly affected by the integration agenda, to enable them to replace the current set that has been developed through the Healthcare Quality Strategy.

Indicators and measures for integration of adult health and social care are being developed. These include measures from all three levels of the proposed Health and Social Care Quality Outcomes Framework. Development of outcomes and measures will continue over time as integration takes effect across health and social care. Further information can be found at:

<http://www.scotland.gov.uk/Publications/2012/05/6469/12>.

Further information on the relevant National Outcome and National Indicators is at:  
<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome/indLiving>.

### **Contact**

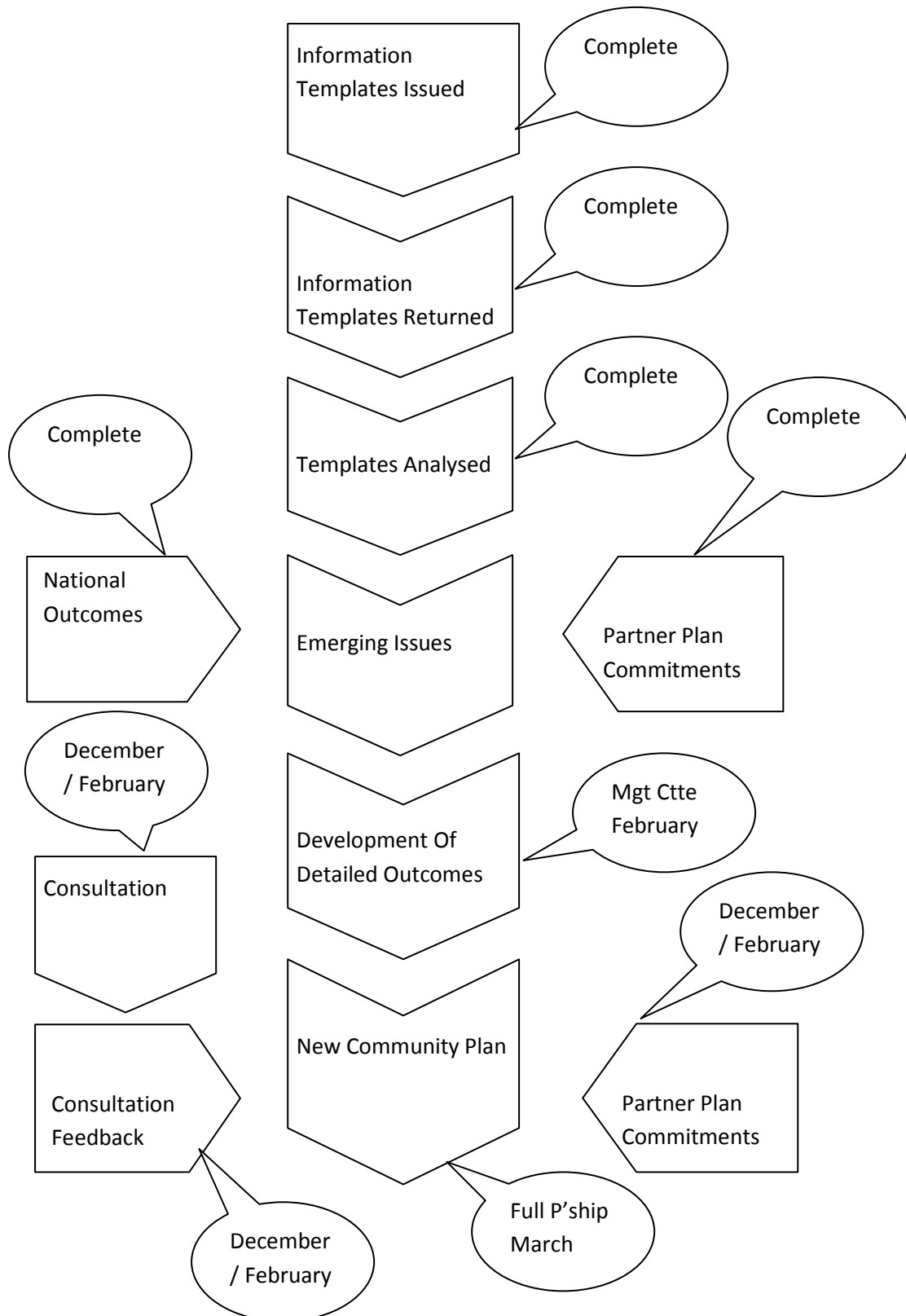
*Graeme Aitken, Integration and Reshaping Care, Scottish Government*  
Email: [graeme.aitken@scotland.gsi.gov.uk](mailto:graeme.aitken@scotland.gsi.gov.uk) Tel: 0131 244 2456



**NEW COMMUNITY PLAN – SLIDES PRESENTATION FOR CPP MANAGEMENT COMMITTEE - 12 DECEMBER 2012**

Slide 1 – Overview Of Process

Based on following – Not a very good diagram below but something to show various stages and whats complete and whats still to happen when.



Slide 2 – Background

Broad headings used in template

Summary of range of organisation/partners from whom information was sought

Deadline for returns

Total number of returns

Analysis of returns in total against each of the broad headings

Slide 3 – Analysis

Explanation of how returns have been analysed

Slide 4 – National Outcomes

List what they are

Slide 5 – Emerging Issues

From analysis of returns and filtering this through the national outcomes these are the emerging issues.

This is what we should consider building the community plan outcomes around.

List what they are.

This might need more than a single slide.

Slide 6 – Partner Plans

Is there anything from partners parent organisation plans that we need to build in/take account if in the developing the emerging issues into the outcomes for the new community plan?

Is this a question to the Management Committee?

Or

Can we state what they are?

OR

Do we ask the questions and give some examples of might be this or that?

Slide 7 – Next Steps – Consultation

This is what we are going to consult on – The emerging issues identified above.

This is how we plan to carry out the consultation – **I'll draft something for this**

Slide 8 – Next Steps – Developing Outcomes

Outline timescale and approach to developing outcomes.

Based on emerging issues.

Take account of partner parent organisation plans/commitments.

These are people involved – outcome planning leads.

Outcomes need to be SMART.

Outcomes need clear line of sight to contribution/action of each partner.

Performance measures and targets for each outcome and partner contribution developed.

Draft to Mgt Cttee February.

Slide 9 – Finalising The Plan

Draft outcomes considered by Management Committee in February.

Feedback report from consultation prepared.

Any final partner comments on partner parent organisation plans/commitments.  
All of above brought together into draft community plan for March Full Partnership.

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**ARGYLL & BUTE COUNCIL****DEVELOPMENT& INFRASTRUCTURE****12<sup>th</sup> December 2012**

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**Air Ambulance Evacuation Procedures on Coll  
Community Planning Partnership**

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**1.0 Introduction**

1.1 This report advises of concerns raised by a local GP with regard to current air ambulance evacuation procedures on the island of Coll.

**2.0 Recommendations**

2.1 The recommendations are that Argyll and Bute Council, The Scottish Ambulance Service, NHS and the Coll Local Voluntary Fire Service work in partnership to agree suitable protocols for medical air evacuations (medi-vacs) on Coll and investigate potential funding streams for any infrastructure upgrades required e.g. aerodrome lighting.

**3.0 Background**

3.1 Medi vacs are currently undertaken by helicopter only on Coll as the runway at the island's aerodrome is too short for the King Air 200c fixed wing aircraft to land on. The existing helicopter landing site utilised for medi vacs was chosen by Strathclyde Fire and Rescue on behalf of the NHS.

3.2 At present, medi vacs take place from Ballard Field using portable landing lights supplied by the NHS. The portable landing lights are set up by the local volunteer fire officers when required. Ballard Field has no shelter or mobile phone signal and, as such, the local GP does not deem the current arrangements to be fit for medical evacuations.

3.3 The existing arrangements for medi vacs are as a result of historic arrangements between the Scottish Ambulance Service and local volunteer fire service. Argyll and Bute Council has no control over the portable lights or landing sites utilised. The Council's Airport Station Manager has however, raised on numerous occasions that the aerodrome on Coll is available for use by air ambulance flights however he was advised that the current Ballard Field landing site was suitable to requirements.

3.4 The aerodrome at Coll has a modern terminal building with parking facilities, heating and hot/cold water. The terminal building also has a phone line enabling the local GP to advise receiving hospital staff of the condition of a patient which is significant in such a rural location where mobile phone signal can be intermittent.

3.5 The airfield at Coll has no landing lights however, the windsleeve lights are operational. The temporary landing lights could potentially be used at the airfield in the event of a medical emergency whilst the potential for permanent aerodrome lighting is investigated.

3.6 Future investment in aerodrome lighting to accommodate medi vac flights would be subject to a business case and discussions with key stakeholders will be required regarding funding arrangements. There will be an expectation that stakeholders will either make an upfront contribution to any upgrade costs required or the Council will re-coup costs through future landing charges.

3.7 Despite the emergency nature of medi vac flights it is essential that landing fees are collected by the Council in order for island aerodromes to remain sustainable and continue to serve local communities.

#### **4.0 Conclusion and Next Steps**

4.1 It has been identified by the local GP that current arrangements for the air evacuation of patients from the island of Coll are not fit for purpose. Argyll and Bute Council manage the local aerodrome on Coll which it is considered would be more suitable for the emergency transfer of patients.

4.2 The Council recognise the importance of air services to rural island communities and are very happy to accommodate medi vac flights at all Council owned aerodromes.

4.3 Argyll and Bute Council, The Scottish Ambulance Service, NHS and the Coll Local Voluntary Fire Service should enter into dialogue regarding future protocols for medi vac flights on the island.

For further information and clarification contact Moya Ingram, Strategic Transportation Manager, Manse Brae 01546 604190.

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**Argyll and Bute Community  
Planning Partnership****Management Committee  
12 December 2012**

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**GOVERNANCE REVIEW**

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**1 SUMMARY**

- 1.1 A report was submitted to the Management Committee on 17 October setting out the main principles of a review of governance arrangements for the CPP. This report sets out further developments following the CPP Management Committee meeting on 17 October.

**2 RECOMMENDATION**

- 2.1 The proposals set out in the report are agreed
- 2.2. The Management Committee determine the proposed reporting arrangements for CPP Chief Officer Group (COG.)

**3. DETAIL**

- 3.1 The proposals related to a revised governance structure for the CPP as submitted to the Management Committee on 17 October were generally accepted. There were a few areas of clarification sought and it was requested that the proposals be further developed and brought back to the meeting of the CPP Management Committee on 12 December 2012.

- 3.2 The view of the Management Committee on 17 October was the CPP Full Partnership should meet once each year. On the basis of a single meeting the purpose of that meeting would be:

- Review annual report for previous year.
- Review progress to date for current year.
- Set direction for planning for next year.

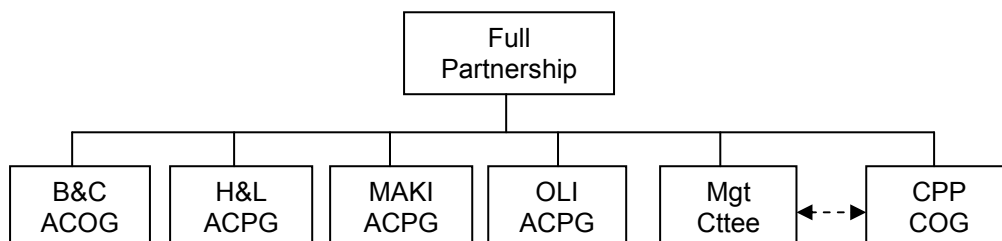
This would suggest a meeting around September / October period. The meeting could also consider community feedback / engagement and any significant themes or topics.

- 3.3 The Management Committee agreed on 17 October to retain the Area Community Planning Group and that they would meet quarterly. Each ACPG will be left to decide how best to take forward with support from officers.

- 3.4 It was agreed that the Management Committee continue but with an enhanced role in terms of planning, performance management and delivery outcomes. This approach will now be built into agenda planning for the Management Committee for April 2013.
- 3.5 It was agreed at the Management Committee on 17 October that with Thematic Groups being discontinued a lead will be identified for each outcome on the community plan. Leads will be identified as the new community plan is developed and this approach is consistent with that proposed in terms of outcome planning.
- 3.6 It was agreed to establish a CPP COG. Two roles were agreed:
  - Ensuring issues are being raised and actioned on behalf of the Management Committee.
  - Working efficiently together.

It was agreed discussion and review of reporting lines would be continued at the December meeting of the Management Committee.

- 3.7 The CPP COG and Management Committee sit alongside each other and should have a partnership approach to working together. There is a 2 way relationship in terms of each group CPP Management Committee and CPP COG advising and informing each other. Based on this it is proposed that the CPP COG is accountable to the Full Partnership but there is a 2 way information flow between the Management Committee and CPP COG. A revised diagram is shown below.



- 3.8 Having agreed the role / remit of the Full Partnership, Management Committee, ACPG and CPP COG it is proposed that a draft terms of reference for each group be brought forward to the February Management Committee.
- 3.9 In addition to the draft terms of reference and the proposals to the February meeting will also come a timetable of meetings with briefing dates, dates for submission of reports and process for reviewing the agenda. A series of draft / outline agenda will also be prepared.
- 3.10 The Management Committee may also wish to consider the following



matters in relation to governance arrangements prior to its February meeting.

- Is the Management Committee content with the current overall membership and balance of membership in the Management Committee.
- The Council should look to nominate lead councillors to take an active role on the Management Committee to enhance elected member involvement.
- Other partners should consider the role of any non-executive representative on the Full Partnership and Management Committee.

Bruce West  
Head of Strategic Finance  
3 December 2012

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**Argyll and Bute Community  
Planning Partnership****Management Committee  
12 December 2012**

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**DEVELOPMENT OF OUTCOME PLANNING**

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**1 SUMMARY**

- 1.1 This report updates the CPP Management Committee on the approach and timeline for development of outcome planning.

**2 RECOMMENDATION**

- 2.1 This report is for noting.

**3. DETAIL**

- 3.1 The CPPP has previously agreed to take forward the development of outcome planning. A significant element of this is dependent upon the development of the new community plan which is underway. Key leads in each partner have been identified to support the project. The project is being developed over 3 stages. This report sets out the approach and timeline for completion of stage 1. Within stage 1 there are the 3 elements:

- Planning and prioritisation
- Performance management
- Financial management

- 3.2 The aims of the planning and prioritisation element are to ensure the community plan is based on outcomes that are prioritised, evidence based, shared and SMART. This will be taken forward in its entirety through the development of the new community plan. At present the evidence base is being finalised. The key issues and broad outcome themes will be subject to consultation. During the period December to February specific outcomes will be developed that meet the SMART criteria and also take account of partners parent organisation plans / commitments to ensure there is a clear line of sight on the contribution of each partner.

- 3.3 In relation to performance management the intention is to improve reporting of performance information and also analysis of performance and identification of areas for improvement.

- It is planned to retain the scorecard approach to reporting with a clear timetable for collecting and reporting of information. Whilst

this is similar to existing arrangements the new community plan will provide an opportunity to review the content of the scorecard to ensure measures are aligned to outcomes and to improve the line of sight for partner contributions. This work will be taken forward during December to February as the new community plan is finalised with the outcome being submitted to the February Management Committee.

- Discussions will also take place with partner leads or the relevant performance management staff to develop an approach to reporting that in addition to simply presenting the scorecard information also provides an analysis and context to performance and identifies areas for improvement / action along with proposals and implications. Consideration of exception reporting will be a key aspect of this. This work will be taken forward during December to February and submitted to the February Management Committee to ensure the new approach is in place for reporting on the new community plan after 1 April 2013.

- 3.4 The aim in relation to financial management is to have in place global reporting of financial information. To take this forward it is proposed to collect and report information from each partner on a quarterly basis. The information will be high level – total spend by the partners or a simple split with employee, other costs & income. Consideration will be given to collecting the information on budget and actual for year to date and / or budget and projected outturn for the year. Discussion will take place with each partner during the period December to February to develop and agree this proposal. The final proposal will be brought to February Management Committee for agreement prior to start of new financial year.

#### **4. CONCLUSION**

- 4.1 This report sets out the actions that will take place between now and February to develop the planning and prioritisation, performance management and financial management elements of stage 1 of outcome planning.

Bruce West  
Head of Strategic Finance  
3 December 2012

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**ARGYLL AND BUTE COUNCIL  
COMMUNITY SERVICES**

**CPP MANAGEMENT COMMITTEE  
12<sup>th</sup> DECEMBER 2012**

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**YOUTH EMPLOYMENT SKILLS PIPELINE AND ACTION PLAN**

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**1. SUMMARY**

- 1.1** The Argyll and Bute Employability Partnership Strategy Group (See Appendix 1) have written a Youth Employment Skills Pipeline and Action Plan that aims to build upon and improve the current provision, help and support available to young people across the local authority area.

The paper's vision is that Argyll and Bute will be a location where young people gain the knowledge, understanding, skills and experience to realise their potential, to fully participate in and contribute towards sustainable socio-economic growth.

**2. RECOMMENDATIONS**

- 2.1** To approve and support the Argyll and Bute Youth Employment Skills Pipeline and Action Plan.

**3. DETAIL**

- 3.1** The document provides a route map, identifying national and local service provision available in order to create a Strategic Skills Pipeline.

The pipeline groups activities available under 5 specific headings and in relation to identified customer need:

<b>Stage</b>	<b>Activity</b>	<b>Customer Status</b>
<b>1</b>	Referral/engagement	Not job ready
<b>2</b>	Barrier removal	Not job ready
<b>3</b>	Vocational activity	Job ready
<b>4</b>	Employer support, engagement and job matching	Job ready
<b>5</b>	In work/aftercare and skills development	In work

The pipeline maps the current available provision for the following key customer groups:

1. Those making the transition from broad general education to the senior phase of curriculum for

excellence and on to post-16 learning choices (S3–S6 secondary school pupils)

2. Those seeking support through Opportunities for All (for 16 – 19 year olds not in employment, education or training).
3. Those aged 18 years and over who are seeking support and enhancement of skills for learning and employment.
4. Those aged 18 years and over who require support as they are long-term unemployed or already in employment.

The Action Plan highlights 6 initial areas that the Argyll and Bute Employability Partnership Strategy Group believe requires immediate attention and support:

1	Support and Activity – mapping and aligning collective resources; increasing the number of school leavers in positive and sustained destinations
2	The Employer Offer – coordinated offer to businesses and organisation on support available
3	Future Job Opportunities – identify sector skills needs of employers and use this local labour information to inform young people of opportunities available across Argyll and Bute
4	Identifying barriers and gaps preventing young people moving forward through targeted support
5	Include information from the Rural Action Forum on Youth Employment within the action plan
6	Monitor the Argyll and Bute Action Plan to ensure it is meeting and addressing the needs of all involved

#### 4. CONCLUSION

4.1 The proposals outlined in this paper will make a difference to our young people:

- All young people will have access to the information, guidance and advice they require to inspire and enable them to make informed choices on the training and employment options open to them.
- Young people will be able to access skills and employability support and work experience opportunities to help them make informed choices and to progress in the labour market.
- Employers will be able to recruit skills and motivated young people, enabling their organisation to grow and prosper.
- There will be an improved number and range of

- more appropriate job opportunities for young people
- There will be year on year improvement in the number of young people progressing and sustaining positive destinations and in turn enhancing their life chances.
- Through mapping current provision the Argyll and Bute Employability Partnership Strategy Group have been able to identify gaps and overlaps. By working in partnership we will be able to better utilise our staffing and financial resources, achieving a better outcome for our organisations and our young people.

## 5. IMPLICATIONS

<b>Policy:</b>	<b>Argyll and Bute Council Community Planning Partnership</b> <b>ECONOMY</b> National Outcome 2: We realise our full economic potential with more and better employment opportunities for our people. National Outcome 3: We are better educated, more skilled and more successful, renowned for our research and innovation. <b>SOCIAL AFFAIRS</b> National Outcome 4: Our young people are successful learners, confident individuals, effective contributors and responsible citizens. National Outcome 8: We have improved the life chances for children, young people and families at risk <b>ENVIRONMENT</b> National Outcome 12: Our people have the skills, attitudes and achievements to succeed throughout their lives.
<b>Finance:</b>	Individual council departments are already supporting and/or contributing to the current provision.
<b>Legal:</b>	None
<b>HR:</b>	Help and support with research into placement opportunities available within the local authority. Paper to be written by Lead Officer: Opportunities for All.

**Equalities:** The skills pipeline will contribute to improving the life chances of young people not in employment, education or training.

**Risks:** Failure to support the achievement of sustained positive destinations will detrimentally impact on the life chances for young people across Argyll and Bute.

**Customer Services:** None

For further information contact: Aileen Goodall

Lead Officer: Opportunities for All

Telephone 01369 708544 or 07748584998

Cleland Sneddon  
Executive Director: Community Services  
[24/10/12]

**LIST OF BACKGROUND PAPERS:**

Argyll and Bute Youth Employment Skills Pipeline and Action Plan



**APPENDIX 1**

The Employability Partnership Strategy Group consists of the following members:

Argyll College, Argyll Training, Argyll and Bute Council – including representatives from the Economic Development Service (Business Gateway, Employability Team and Social Enterprise team), Community Services (Community Learning and Development, Education and Opportunities for All Team), Highlands and Islands Enterprise, JobCentre Plus, Skills Development Scotland, NHS – Community Health Partnership; Argyll and Bute Social Enterprise Network, Argyll Voluntary Action and local Business Associations/Groups.

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# **ARGYLL AND BUTE YOUTH EMPLOYMENT SKILLS PIPELINE AND ACTION PLAN**



31st October 2012

**VERSION 9**

## **ARGYLL AND BUTE'S VISION**

Argyll and Bute will be a location where young people gain the knowledge, understanding, skills and experience to realise their potential, to fully participate in and contribute towards sustainable socio-economic growth.

### **Who we are**

Lead responsibility for the Youth Employment Action Plan sits with the Employability Partnership Strategy Group and the Community Planning Partnership. The current membership of the Employability Partnership Strategy Group is as follows:

Argyll College; Argyll Training; Argyll and Bute Council –including representatives from the Economic Development Service (Business Gateway, Employability Team, and Social Enterprise Team), Community Services (Community Learning and Development, Education and Opportunities for All); Highlands and Islands Enterprise (HIE); JobCentre Plus (JC+); Skills Development Scotland (SDS); NHS – Community Health Partnership; Argyll and Bute Social Enterprise Network (ABSEN), Argyll Voluntary Action (AVA); and local Business Associations/Groups.

### **What will it look like?**

Aligned to the outcomes of the Argyll and Bute Community Planning Partnership our indicators of success will be:

- All young people will have access to the information, guidance and advice they require to inspire and enable them to make informed choices on the training and employment options open to them.
- Young people will be able to access skills and employability support and work experience opportunities to help them make informed choices and to progress in the labour market.
- Employers are able to recruit skilled and motivated young people to enable them to grow.
- An improved number and range of more appropriate job opportunities for young people.
- Year on year improvement in the number of young people progressing and sustaining positive destinations and in turn enhancing their life chances.

## Where we are now – the current position

The positive destination figure for Argyll and Bute is 89.8% which is the highest level achieved during the last 10 years and compares favourably with the Scottish average of 88.9%. Unfortunately this means that there is a cohort of young people who are not in education, training, volunteering or work. We have 9.4% who are unemployed and seeking (SDS School Leaver Destination Return (SLDR) 2010-11). This equates to 885 young people in a positive destination and 100 young people who are unemployed and seeking from a cohort of 985 young people.

Argyll and Bute has not been immune from the current economic situation which has seen a rise in claimant count level across all parts of the area since the start of the recession and mirrors the overall position for Scotland.

## Youth Employment in Argyll and Bute

This information relates to 16 – 19 year olds recorded as being unemployed and seeking on 31<sup>st</sup> May 2012 and who had been contact with SDS within the last eight weeks of this date

Characteristics of 16-19 Year Old Unemployed Group, September 2012						
Age group	Male %		Female %		Total	%Age
15/16	13	48%	14	52%	27	23%
17	19	54%	16	46%	35	30%
18/19	38	68%	18	32%	56	47%
Total	70	59%	48	41%	118	100%

## Key analysis of unemployment statistics

- § Positive school leaver destinations while higher than the Scottish average of 88.9% are still only at 89.9%. This figure has not significantly moved for the last 5 years.
- § Individuals will enter and leave the unemployed seeking group as their circumstances change, for instance, **74% (87)** of those within the current unemployed seeking cohort had secured at least one positive destination since leaving school. Also **41% (48)** have had a period of time on the Get Ready for Work programme.
- § Unemployment rates vary across the calendar year. Typically there is a peak in September; in September 2011, 133 young people were unemployed and seeking. This year the number of young unemployed dipped to 98 in January 2012.
- § Unemployment rates vary across the geography.

Figures representing Unemployed Seeking by Intermediate Datazone on 31<sup>st</sup> May 2012 are shown in the table below:

<b>Unemployed Seeking by Intermediate Datazone, May 2012</b>			
<b>Intermediate Datazone</b>	<b>Total (%)</b>	<b>Intermediate Datazone</b>	<b>Total (%)</b>
Dunoon	21 (17%)	Hunter's Quay	15 (12%)
Rothesay Town	18 (15%)	Bute	7 (6%)
Oban South	16 (13%)	Benderloch Trail	4 (3%)
Campbeltown	15 (12%)	Helensburgh North	7 (6%)
Helensburgh East	15 (12%)	Helensburgh Central	5 (4%)

- § Although the numbers are small in some areas this situation can change very quickly – the impact of low level redundancies can be significant in a rural area.
- § In some areas there are a significant number of young people with their own tenancies or residing in temporary accommodation and are in receipt of benefit while under 18.
- § In some of the more rural areas there is a lack of provision/ opportunities.
- § Across the area many of the cohort have been in some form of employment but had not been able to sustain this, for various reasons.

**Young people in Employment and Training** (This information is based on the SLDR 2010/11 and the March 2012 follow up.)

In Argyll and Bute a higher than average number of young people enter employment directly from school. Last year 19.3 % entered employment and this had increased to 24% at the follow up date.

Last year National Training Providers delivered over 26,000 Modern Apprenticeships, in over 80 different frameworks, and SDS is committed to delivering another 25,000 this financial year. Young people in the Argyll & Bute Council area had access to all National Training Programmes including: Modern Apprenticeships (MA), Get Ready for Work (GRfW) including lifeskills, and Targeted Pathways.

The number of Argyll and Bute individuals in training at 31 March 2012 is as follows:

<b>National Training Programmes</b>	
<b>Training</b>	<b>Numbers</b>
Modern Apprenticeships, 16 – 19 age group	312
Targeted Pathways to Apprenticeships	8
Get Ready for Work	34
<b>TOTAL</b>	<b>354</b>

(information provided by Skills Development Scotland)

<b>Working age population on Jobseekers Allowance</b>			
<b>JSA Claimants Aged 16-24</b>	<b>Total (%)</b>	<b>JSA Claimants 18-24</b>	<b>Total (%)</b>
January 2012	2,105 (3.5%)	January 2012	560 (8.1%)
August 2012	1'735(3.1%)	August 2012	465 (6.7%)

(information provided by Job Centre Plus)

The above statistics, taken from NOMIS, show that the level of youth unemployment is generally reflected in the rise and fall throughout the year of the working age population for the Argyll and Bute area. It also runs at approximately double the rate which has been consistent over the last 10 years.

There is also a reduction in the unemployment rate each year between March and June and again around September time. Anecdotally this reflects the uptake of “seasonal” employment such as tourism and hospitality and/or students returning to college and University may also influence these figures.

“Off flow” destination for local jobseekers would suggest that the majority find employment in their local area.

The overall percentage of Argyll and Bute unemployed persons in receipt of JSA is 3.1% for August 2012 against the Scottish average of 4.3%. (NOMIS)

### **How will we get there – Argyll and Bute Strategic Skills Pipeline**

Argyll and Bute key community planning partners are working collectively to identify and coordinate services that are available for our young people. The Argyll and Bute Strategic Skills Pipeline provides a menu of activities that creates clear linkages between the pipeline, individual need and opportunities at a local level throughout the area.

The Argyll and Bute Strategic Skills Pipeline will fit and directly contribute to the key strategic objectives outlined in the Scottish Government’s Youth Employment Strategy: Action for Jobs – Supporting Young Scots into Work.

The pipeline groups activities under five specific headings and in relation to identified need:

	<b>Type of activity</b>	<b>Customer Status</b>
<b>Stage 1</b>	Referral/Engagement	Not job ready
<b>Stage 2</b>	Barrier removal	Not job ready
<b>Stage 3</b>	Vocational activity	Job ready
<b>Stage 4</b>	Employer support, engagement and job matching	Job ready
<b>Stage 5</b>	In-Work/Aftercare and Skills Development	In Work

This document provides a route map, identifying national and local services, charting them against provision available and creating the Strategic Skills Pipeline. There are four tables that map available activities in the pipeline for the identified priority customer groups:

1. **Transition from broad general education to senior phase of curriculum for excellence and on to post-16 learning choices for pupils in secondary school S3 – S6.**
2. **Provision available under Opportunities for All for 16-19 year olds.**
3. **Provision, support and enhancement of skills for learning and employment for 18 years and over.**
4. **Support for long-term unemployed/employed for 18 and over's.**

#### **How will we get there – Argyll and Bute Youth Employment Action Plan**

The action plan lists key actions that will be implemented, monitored and evaluated by the Employability Partnership Strategy Group. Each action states who has lead responsibility for ensuring its completion, the key milestones and outcomes that will measure how successful the action has been and a section for commenting on how the action is progressing. In addition there is a further column that lists costs and approval status.

The action plan is a working document and will be updated throughout the course of the year to ensure we are making the best use of staffing, finances and resources across the partner agencies in order to support youth employment across Argyll and Bute.



## ARGYLL AND BUTE EMPLOYABILITY PIPELINE

<b>SERVICE: Transition from broad general education to senior phase of Curriculum for Excellence and on to post-16 Learning Choices</b>						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
S3 – S6	<p><b>Argyll and Bute Council: Education Department</b> Shown here are the programmes that tend to be available across the locality.</p> <p>Individual schools offer different opportunities that meet the needs of their young people and reflect the local circumstances.</p>	<p><b>Risk Matrix</b> An assessment techniques that assigns a risk value to a number of attributes for each pupil in secondary school using SEEMIS Data collated by Guidance Staff.</p> <p><b>Alternative Curriculum</b> Individual pupils, their parents and Guidance staff work together with key partner agencies to develop an individual timetable suited to the needs and issues that the young person faces.</p> <p><b>Living Life to the Full –</b> programme to enhance life skills, effective decision making etc; led by Educational Psychology and being piloted in Oban, Islay and Tiree</p> <p><b>S6 Option Programme</b> Opportunity for S6 pupils to study HNC/D/Degree modules and courses while remaining in school.</p>	<p><b>Flexible Timetable</b></p> <p><b>COLUMBA 1400: Ambassadors Leadership Academy</b> Young people will come to a fuller appreciation of their values, qualities and strengths so that they can affect changes in their own lives, extend their contribution to the life and ethos of the school and their wider communities. Currently being piloted in Campbeltown and Dunoon.</p> <p><b>skillsbook</b> An online electronic resource that allows all pupils (from P5 through to S6) to record the skills for learning, life and work that they are developing both in and out of school. skillsbook is a record of a young person's achievement and attainment educational journey.</p>	<p><b>Flexible Timetable</b></p> <p><b>Skills for Work</b> allows learners to develop: * skills and attitudes which will enhance employability * an understanding of the workplace * positive attitudes to learning * the Core Skills valued by employers – communication, numeracy, working with others, information technology and problem solving * skills and knowledge in a particular vocational area.</p> <p><b>Work Experience Work shadowing Extended Work Placement</b> Are opportunities for pupils to spend time with local employers discovering more about the world of work and specific career areas.</p> <p><b>School Social Enterprise Companies</b> Opportunity for pupils to be involved in running and developing an in-house company. They provide the opportunity to develop vocation and employability skills.</p>	<p><b>Work Experience. Work Shadowing. Extended Work Placement.</b></p>	N/A

SERVICE: Transition from broad general education to senior phase of Curriculum for Excellence and on to post-16 Learning Choices						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
S3 – S6	Local Colleges – Argyll College and Clydebank College			<p><b>Skills for Work</b> Designed to help learners to develop:</p> <ul style="list-style-type: none"> <li>* skills and attitudes which will enhance employability</li> <li>* an understanding of the workplace</li> <li>* positive attitudes to learning</li> <li>* the Core Skills valued by employers – communication, numeracy, working with others, information technology and problem solving</li> <li>* skills and knowledge in a particular vocational area</li> </ul>		
S3 – S6	<b>Skills Development Scotland (SDS)</b>	Multi-agency discussions to reach a decision on which partner is best suited to support the young person at this stage.	Implement a <b>coaching</b> approach to build the motivation and resilience skills of those young people, and to ensure they recognise the need to gain the capabilities that will make them successful career planners.	<p>Support the development of <b>Career Management Skills (CMS)</b>, including employability skills within the context of Skills for Work, Pathways and other CfE activity.</p> <p>Encourage pupils to assess and develop their CMS through My World of Work, ensuring all people receive a service.</p>	Encourage local sector connectivity with <b>My World of Work</b> – for example local case study examples of energy, food and drink etc.	Deliver <b>Employment Recruitment Incentive</b> to support up to 330 (nationally) young people from the most disadvantaged groups.
S3 – S6	<b>Community Learning and Development: Youth Services</b>	Identification of disengaged young people. Development of Action Plans.	<ul style="list-style-type: none"> <li>§ <b>Youth Literacy and Numeracy</b></li> <li>§ <b>Confidence building</b></li> <li>§ <b>Basic life and coping skills</b></li> <li>§ <b>Steps to Excellence</b></li> <li>§ <b>Young Scot – Youth Information</b></li> </ul>	<p><b>Accredited Learning Opportunities including:-</b></p> <ul style="list-style-type: none"> <li>§ <b>YAA</b></li> <li>§ <b>DofE</b></li> <li>§ <b>PTXL</b></li> <li>§ <b>ASDAN</b></li> </ul>		

			§ Winter leaver programmes § Steps to Excellence			
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SERVICE: Transition from broad general education to senior phase of Curriculum for Excellence and on to post-16 Learning Choices						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
S5 – S6	Community Learning and Development: Adult Learning		<p><b>ASDAN</b> pilot in Campbeltown to deliver modules to ASN pupils in preparation for leaving school. Delivered in community venue (Kintyre Community Education Centre). Tutor sourced by CLD; Argyll College to accredit.</p> <p><b>'Hurdles to College'</b> pilot in Dunoon - help with bursary/funding/ College applications for hard-to-reach young people (referrals only)</p>			
S3 – S6	Argyll Voluntary Action (AVA)	ASDAN accredited courses across Access Levels 1, 2 and 3. All courses open to 14 to 19+ age groups.	<p><b>Steps to Excellence</b></p> <p><b>Saltire Award Scheme</b> A new recognition programme, endorsed by the Scottish Government. The Awards recognise and applaud young people who volunteer. Through volunteering young people can gain essential life skills Accredited ASDAN certificates can also be gained with the Saltire Award Certificates.</p> <p><b>ASDAN Personal and Social Development (PSD)</b> Access 1, 2 and 3 units designed to develop personal and social skills</p>	<p><b>Certificate of Personal Effectiveness (CoPE)</b> Access Level 1, 2 and 3 CoPE guarantees capability of six critical skills including: working with others, learning and performance, problem solving, research, communication and oral presentation.</p>	<p><b>Award of Personal Effectiveness (AoPE)</b> Access Level 1, 2 and 3 Assisting students to develop and demonstrate skills. Units include: working with others, team working, planning and reviewing, dealing with problems in daily life, planning and research and self development.</p>	



SERVICE: Provision available under Opportunities for All for 16-19 year olds						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
16 – 19 years	Lifeskills (National Training Programme (NTP)) Helensburgh & Lomond		<b>Lifeskills:</b> Part-time training course to develop soft skills to enable progression towards more structured skills-based learning. Often a pre-cursor to participation on GRfW			
16 – 19 years	Skills Development Scotland	<b>Identification</b> of young people who are likely to struggle to find, stay and progress in learning and work. Referral to internal and external colleagues and partners who can provide the appropriate support and barrier removal.  Referral to <b>Activity Agreements</b> and assessment of <b>AA's Individualised Person-Centred Learning Plans</b>	Offer targeted support to those who need it most to ensure that young people move into an appropriate opportunity. Achieved by: Implementation of new approach delivered by <b>Work Coaches</b> Development and delivery of ' <b>Certificate of Work Readiness</b> ' (CWR) in partnership with SQA and employers. Continued support to <b>Activity Agreements and Individualised Person-Centred Learning Plans</b> by assessment and referral	Encourage young people who are job ready to assess and develop their employability skills through <b>My World of Work</b> (note that employability skills are a subset of Career Management Skills, concerned specifically with preparation for seeking and sustaining work, or learning)	Funding of <b>National Training Programmes</b> by providers contracted to SDS: Get Ready for Work Training for Work Modern Apprenticeships  Funding to contracted providers to deliver the <b>Targeted Pathways Programme</b> .	<b>Employment Recruitment Incentive</b> <b>Flexible Training Opportunities</b> <b>Low Carbon Skills Fund</b>
16 – 19 years	Opportunities for All Activity Agreements	Referral to <b>Activity Agreements</b> Engagement of young people in the <b>AA</b> process	<b>Individualised Person-Centred Learning Plan</b> for as long as is needed (first step provision) Trusted Professionals help and supports young people to tackle their issues and barriers.			
16 – 19 years	Argyll Voluntary Action	Additional advice and support by referral from partners. Developmental Programmes	<b>STEPS</b> Personal Development course Confidence Building Motivational and goal setting programmes	<b>ASDAN and SALTIRE</b> Accredited achievement of awards of completion of courses Personal confidence programme delivered by qualified facilitator	Third Sector Partner engagement with Community Jobs Scotland	In work support including - <b>Assertiveness training</b> - <b>Social Enterprise</b> - <b>Train the Trainer</b>

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SERVICE: Provision available under Opportunities for All for 16-19 year olds						
Age Range	Organisation	Stage 1 Referral/Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
16 – 19 years	<b>WorkingRite Targeted Pathways to Modern Apprenticeships</b>		<b>Vocational skills training opportunities</b> for young people that will lead to employment or a Modern Apprenticeship. Provision targeted towards key sectors including Hospitality, Tourism, Engineering, Financial Services, Energy and Renewable, Administration and Retail. Key components of delivery must include: Employability Training, Basic Occupational Skills. Leading to a VQ or certification and Employer Experience. Priority given to young people with <b>General</b> level qualifications and above and capable of undertaking a MA framework			
16 – 19 years	<b>National Training Providers (NTP's)</b>			<b>Modern Apprenticeships</b> (MAs) offer young people the chance of paid employment combined with the opportunity to train for jobs at different levels. Aimed at those capable of achieving a SVQ <b>Level 3</b> or above.		
16 – 19 years	<b>Community Jobs Scotland</b>				All <b>jobs</b> contribute to sustainable employment and provide community benefit/opportunity for the sector to expand its range of service delivery.	
16 – 18 years	<b>Get Ready for Work (GRFW) Argyll Training Ltd/ Working Rite</b>		<b>Get Ready for Work</b> can help individuals improve their personal, vocational and core skills and boost their overall employability.			



SERVICE: Provision available under Opportunities for All for 16-19 year olds						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
16 – 19 years	Clydebank College			<b>New College Learning Programme</b> A full-time 12 week programme delivered through a combination of college learning and work placement. E.g. Creative industries, Customer Service, Admin, Childcare and Engineering.		
16 – 19 years	Argyll, Clydebank and James Watt Colleges			<b>FE Colleges</b> Offer a very wide range of vocational education and training - in college, in the workplace and in some cases by combining both college and workplace training. The range is extensive and can be seen on their respective websites.	FE Colleges	
			Always includes a placement with an employer.			

SERVICE: Provision available under Opportunities for All for 16-19 year olds						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
16 – 19 years	JobCentre Plus	<p><b>Youth Employment</b> Additional adviser support for 16/17 year olds claiming JSA to help them get back into education, training or work.</p> <p>Adviser support for 16/17 year olds on JSA aligning with the adviser support available under the JCP offer to 18+ claimants.</p> <p>16-17 year old claiming JSA will now have access to additional JCP adviser support and better quality regular interventions focused on entering training or work with training and access to DWP contracted provision.</p>	<p><b>Work Club</b> Provide unemployed people with a place to meet, exchange skills and share experiences.</p> <p><b>Work Experience</b> Support available to help unemployed young people, develop skills needed to secure a sustainable job, by offering them a period of work experience for 2-8 weeks. Option to extend to 12 weeks if host decides to offer an apprenticeship.</p> <p><b>Flexible Support Fund</b> Discretionary fund to remove barriers to taking up employment, e.g. fare to work, clothing, tools.</p> <p><b>Access to Work</b> Removal of barriers for disabled people to take up and retain employment, by providing transport, adaptation to the workplace and work coach.</p>	<p><b>Work Club</b> <b>Work Experience</b></p>	<p><b>Work Club</b></p>	

SERVICE: Provision available under Opportunities for All for 16-19 year olds						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
16 – 19 years	Community Learning and Development - Youth Services	<p><b>Identification</b> and referral of young people not in employment, education or training.</p> <p><b>Development of Action Plans.</b></p>	<p><b>Activity Agreements</b>  <b>Youth Literacy and Numeracy</b>  <b>Confidence building</b>            Basic life and coping skills            Alcohol Brief Interventions are short, structured discussions about an individual's alcohol use aimed at raising their awareness and supporting them to change behaviours  <b>Young Scot Extra</b> – info on Education/Health/Housing/ Money/Law etc.</p>	<p><b>Accredited Learning Opportunities including:-</b>            § YAA            § DoFE  <b>Employment programmes</b> in partnership with local Opportunities for All groups.  <b>Driving Academy</b> in partnership with local Opportunities for All groups.</p>		
16 – 19 years	Community Learning and Development - Adult Learning		<p><b>Voluntary Job Information Clubs / Learner Drop-In provision</b>, help with access to internet job searches and local job-related information, with voluntary referrals for help with CVs, interview skills and 1:1 guidance.            Range of <b>needs-led community-based courses</b> (accredited or non-accredited) available (depending on numbers) - typically including confidence building, employability courses, basic and intermediate IT/ICT, financial inclusion, life skills courses for people with additional needs, Learning Bytes.  <b>Adult Literacy and Numeracy 1:1</b> or group (Drop-In) provision.</p>	<p>Support, in partnership with CLD Youth Work, to <b>'Driving Academy'</b> provision. Includes prep for theory test, sitting test, First Aid Basic car maintenance Safety behind a wheel and Driving Safely (1:1 Adult Literacy and Numeracy support available if required)            Community-based commercial employment-specific training, in partnership with Argyll College: eg. Personal Bar Licence; Food Hygiene; First Aid, etc            1:1 support to apply for Construction Skills CSCS cards.            1:1 support to prepare for police and other vocational entrance test/exam requirements.</p>		<p><b>Workplace English</b> for Speakers of Other Languages (ESOL) classes offered (currently dependant on external SG funding)</p> <p><b>Workplace literacy</b> provision available on request</p>

**SERVICE: Provision, support and enhancement of skills for learning and employment**

Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
18 and over	Job Centre Plus	<p><b>JCP Personal Advisor (PA)</b> provide individual support to customers, via caseloads, face to face meetings and telephone interviews for rural customers, from new claims stage to positive destination. PA's work with all JSA, IB and ESA Work Related activity Group (WRAG) customers</p> <p>Under <b>Freedom and Flexibilities</b> PA's have the discretion to spend more time supporting their customer in their journey back to work pre the Work Programme.</p> <p><b>Youth Contract Offer</b> Provides 18- 24 year old customer with additional support and weekly meetings with their PA.</p>	<p><b>Work Experience</b> Support to help unemployed develop skills needed to secure a sustainable job, by offering them a period of work experience for 2-8 weeks. Option to extend to 12 weeks if host decides to offer an apprenticeship.</p> <p><b>Support Contract</b> Delivered by ABC, module based support.</p> <p><b>Work Choice</b> A voluntary programme that supports disabled people facing complex barrier to getting and keeping a job.</p> <p><b>Work Together</b> An initiative to help unemployed people interested in volunteering to find suitable opportunities. This will be achieved by encouraging and signposting individuals to volunteering opportunities.</p> <p><b>Flexible Support Fund</b> Discretionary fund to remove barriers to taking up employment, e.g. fare to work, clothing, tools</p> <p><b>Access to Work</b> Removal of barriers for disabled people take up and sustain job opportunities, by accessing transport to work, aids and adaptations to the workplace and work coach</p>	<p><b>Work Experience Support Contract Work Choice</b></p> <p><b>Sector based Work Academies</b> Pre-employment training (short, sharp training intervention), work placements and guaranteed interview for unemployed people. Flexible and responsive support to meet the skills needs of those seeking work and the requirements of employers</p> <p><b>New Enterprise Allowance (NEA)</b> Help eligible customers start their own business or enter self-employment by matching with a volunteer mentor who will help produce a business plan. The business plan will be subject to an approval process. Once approved, the customer will be eligible to apply for NEA financial support measures for the early stages of trading:</p> <p><b>Flexible Support grant Funding Provision</b> New Sports Motivational Programme (2 courses) to run in Dunoon from October 2012</p> <p>'Health Works' provision aimed at supporting JCP customers with health issues with regard to their journey back to work.</p>	<p><b>Work Choice Sector based Work Academies New Enterprise Allowance (NEA)</b></p> <p><b>Work Trial</b> Young person gets to experience a REAL job and the employer gets to trial the person before offering them the vacancy. Client remains on benefit during the trial period.</p>	<p><b>Work Choice</b></p>

SERVICE: Provision, support and enhancement of skills for learning and employment						
Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
18 and over	Job Centre Plus (continued)		<p><b>Flexible Support grant Funding Provision</b> New Sports Motivational Programme (2 courses) to run in Dunoon from October 2012</p> <p>'Health Works' provision aimed at supporting JCP customers with health issues with regard to their journey back to work. Still be procured will be advertised on DWP website seeking invitations to tender</p>			
18 and over	<p><b>Training for Work (TFW).</b> <b>Argyll Training Ltd plus Lennox Partnership, DHP and TELL for the Helensburgh and Lomond area</b></p>			<p><b>TFW</b> Voluntary programme aims to get people, mainly the long term unemployed, into jobs through training and/or work experience. In general, the Jobcentre should refer those who have the ability and motivation to take on and/or retain employment <b>but</b> who need additional skills (i.e., a training need) and/or work experience to get a specific job or a specific type of job. Provision should be tailored to individual needs but clear information about local opportunities must be available to the Jobcentre and input to LMS. Programme can last up to 6 moths</p>		

<b>SERVICE: Provision, support and enhancement of skills for learning and employment</b>						
<b>Age Range</b>	<b>Organisation</b>	<b>Stage 1 Referral/ Engagement</b>	<b>Stage 2 Barrier Removal</b>	<b>Stage 3 Vocational Activity</b>	<b>Stage 4 Employer Engagement and Matching</b>	<b>Stage 5 In-work Support</b>
18 and over	<b>Skill Development Scotland</b>	Identification of customers who need to develop <b>Career Management Skills</b> , and referral to partner organisation as appropriate.	Support the implementation of the <b>Adult Literacies</b> in Scotland 2020 strategy.	Through SDS's partnership with Jobcentre Plus and other Argyll employability partners (BASES Better Alignment of Scottish Employability Services); make adults aware of the employability benefits of <b>My World of Work</b> .	Funding of <b>National Training Programmes</b> by providers contracted to SDS: Training for Work, Modern Apprenticeships	<b>Employment Recruitment Incentive Flexible Training Opportunities Low Carbon Skills Fund</b>
18 and over	<b>HIE</b>			<b>GRADUATE PLACEMENT PROGRAMME</b> Graduates undertake a programme that contributes to business growth or diversity.		
16 – 19 years	<b>Argyll, Clydebank and James Watt Colleges</b>			<b>FE Colleges</b> Offer a very wide range of vocational education and training - in college, in the workplace and in some cases by combining both college and workplace training. The range is extensive and can be seen on their respective websites.	<b>FE Colleges</b>	

**SERVICE: Support for long term unemployed/employed**

Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
18 and over	<p><b>Argyll and Bute Council Employability Team super subcontractor for Working Links.</b></p> <p><b>Ingeus</b></p>	<p><b>Work Programme</b> - referrals through Job Centre Plus/DWP, all customers on JSA, ESA and Volunteers.</p> <p>Individual assessments carried out, inductions delivered to each customer and an Into Work Plan is created based upon customer experience and ability.</p> <p>Meaningful contact on a twice monthly basis established with each customer, Job Search Portal access provided through the CRM system, Into Work Plan, C.V. both updated on a regular basis, substantial engagement for two year period established.</p> <p>Each customer has their own dedicated/named Customer Support Advisor allocated to them.</p> <p>Delivery of the <b>Mandatory Work Activity</b> Programme. Each customer in this group sourced a work placement for four weeks as a mandatory requirement of the programme. Each customer supported through this process.</p> <p>All customers encouraged to use the customer feedback</p>	<p><b>Work Programme:</b> Operating to the customer Into Work Plan and assessment, support offered to remove barriers/issues relating to employment opportunities.</p> <p>Regular meaningful contact allows opportunity for ongoing assessment and referral onto other more specialist providers should accentuated barriers require this.</p> <p>Continual support provided by Customer Support Advisor.</p> <p>Special facilities sourced and provided for those experiencing mental health or physical barriers to employment.</p>	<p><b>Work Programme.</b> Opportunities to develop individual work experience through a number of routes. External work placements, work experience within Employability Workshops, Access to "in house" training supporting deficiencies in literacy and numeracy and real time work experience on a range of external contracts enabling the achievement of a reference and an in work role.</p> <p><b>Mandatory Work Activity.</b> Matching of the individual to the work placement and opportunity for progression</p>	<p><b>Employer Database</b> held by each Area Team Leader in each of their respective areas, regular meetings held with potential employers. Database updated on a quarterly basis, providing information on employment trends, by sector and number.</p> <p>Establishment of the new Employment Agency working to match and advertise opportunities for the customer and the employer.</p> <p>Marketing provided to ensure continual knowledge of programmes and opportunities.</p>	<p>All customers offered an In Work Support and Progression Plan (IWSPP)</p> <p>Through the first 9 weeks of employment, Customer Support Advisor makes regular contact on a weekly basis to ensure both customer and employer are happy with their situation.</p> <p>Weeks 9-26 each customer is offered fortnightly contact and then monthly contact through to the end of their sustainment period which either 13 or 26 months.</p> <p>These contact periods offer the customer the opportunity to have their C.V. continually updated along with other progression needs in order to allow for future opportunities should they arise.</p>

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<b>SERVICE: Support for long term unemployed/employed</b>						
<b>Age Range</b>	<b>Organisation</b>	<b>Stage 1 Referral/ Engagement</b>	<b>Stage 2 Barrier Removal</b>	<b>Stage 3 Vocational Activity</b>	<b>Stage 4 Employer Engagement and Matching</b>	<b>Stage 5 In-work Support</b>
20 +	<b>SDS</b>	Identification of customers who need to develop <b>Career Management Skills</b> , and referral to partner organisation as appropriate.	Support the implementation of the <b>Adult Literacies</b> in Scotland 2020 strategy.	Through SDS's partnership with Jobcentre Plus and other Argyll employability partners (BASES Better Alignment of Scottish Employability Services); make adults aware of the employability benefits of <b>My World of Work</b> .	<b>Training for Work</b>	<b>Flexible Training Opportunities</b> <b>Low Carbon Skills Fund</b>
16 – 65 years	<b>Community Learning and Development - Adult Learning</b>		<p><b>Voluntary Job Information Clubs / Learner Drop-In</b> provision, help with access to internet job searches and local job-related information, with voluntary referrals for help with CVs, interview skills and 1:1 guidance.</p> <p><b>Work with Criminal Justice</b> ex-Offenders on a variety of learning needs (referrals-based).</p> <p>Pilot in Cowal of 6wk intensive (voluntary) IT for Beginners course, tailored to JC+ clients.</p> <p>Range of <b>voluntary needs-led community-based courses</b> (accredited or non-accredited) available (depending on numbers)</p> <p><b>Adult Literacy and Numeracy</b> 1:1 or group (Drop-In) provision.</p>	<p><b>Community-based commercial employment-specific training</b>, in partnership with Argyll College: eg. Personal Bar Licence; Food Hygiene; First Aid, etc</p> <p>1:1 support to apply for Construction Skills CSCS cards.</p> <p>1:1 support to prepare for police and other vocational entrance test/exam requirements.</p>		<p><b>Workplace English</b> for Speakers of Other Languages (ESOL) classes offered (currently dependant on external SG funding)</p> <p><b>Workplace literacy</b> provision available on request</p>



			English for Speakers of Other Languages (ESOL) classes offered.			
<b>SERVICE: Support for long term unemployed/employed</b>						
Age Range	Organisation	Stage 1 Referral/Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
18 and over	Business Gateway					<p><b>Business advice</b>  <b>Business skills workshops for employers</b>  Information for employers provided either online, via printed guides, or interactive tools e.g.  * Tax and payroll information</p> <p>Signposting of <b>funding opportunities for employers</b>  * Access to a database of grant funding  * Common referrals include to SDS, JobCentre Plus</p> <p><b>Signposting of other support for employers</b>  * Referral to sector specific support organisations. For example Scotland Food and Drink, Scottish Manufacturing Advisory Service</p>
18 and over	NHS Highland					<p><b>Treatment services:</b>  E.g. Musculoskeletal problems, mental health and addiction problems</p> <p><b>Healthy Working Lives</b>  National programme to promote and improve occupational health and safety within a workplace setting.</p>
18 and over	Princes Trust – Youth Business Scotland					<p><b>Pre-start Market Test Grants</b> (£250) to help people test the viability of their business idea, low-</p>

interest loans (3%) of up to £5000; additional start-up grant of up to £500 (for long-term u/e or disadvantaged).

**SERVICE: Support for long term unemployed/employed**

Age Range	Organisation	Stage 1 Referral/ Engagement	Stage 2 Barrier Removal	Stage 3 Vocational Activity	Stage 4 Employer Engagement and Matching	Stage 5 In-work Support
18 – 20 years	<b>Argyll Voluntary Action</b>	Additional advice and support by referral from partners. Developmental Programmes	<b>STEPS</b> Personal Development course Confidence Building Motivational and goal setting programmes	<b>ASDAN and SALTIRE</b> Accredited achievement of awards of completion of courses. ASDAN courses include Certificate of Personal Effectiveness (CoPE), Personal and Social Development (PSD) and many other short courses. Personal confidence programme delivered by qualified facilitator	Third Sector Partner engagement with Community Jobs Scotland	<b>Business Support</b> includes: <ul style="list-style-type: none"> <li>- Policies and procedures for employers;</li> <li>- CRBS/PVG;</li> <li>- First time employers</li> <li>- Independent examination of accounts</li> <li>- Payroll services</li> <li>- Directors duties</li> <li>- Data Protection</li> <li>- Range of business related workshops and courses.</li> </ul>

## Argyll and Bute Youth Employment Action Plan

1. Support and Activity				
Action	Cost and Approval Status	Key Milestones/Outcomes	Lead Responsibility	Progress (comment)
<p>The partners are mapping and aligning their collective resources in order to provide a seamless and readily accessible service for individuals and businesses.</p> <p>National Indicator 10: increase the number of school leavers in positive and sustained destinations - FE/HE/employment or training approximately 9 months after leaving school.</p>	To be confirmed at Council meeting on 22/11/12	<p>Skills Pipeline completed for each key partner organisation.</p> <p>Education/O4A: Risk Matrix for Early Identification Education/O4A/SDS: SLDR SDS: Targeted support through career coaching</p>	Argyll and Bute Employability Partnership* Education/O4A/SDS:	
2. The Employer Offer				
Action	Cost and Approval Status	Key Milestones/Outcomes	Lead Responsibility	Progress (comment)
<p>Businesses and organisations need to know what support is available and how to access and secure it. In practice, as there is no one 'right door' to assistance, the Employability Partnership requires to be organised to promote a co-ordinated 'offer' to business. Business Gateway is a key partner within the Employability Partnership and is well placed to play a key role in this work.</p>	To be confirmed at Council meeting on 22/11/12		Argyll and Bute Employability Partnership*	
3. Future Job Opportunities				
Action	Cost and Approval Status	Key Milestones/Outcomes	Lead Responsibility	Progress (comment)
<p>It remains a challenge to correctly identify the sector skills needs of employers and successfully align this with the career choices of Argyll and Bute's young people. This requires industry to clearly articulate what they need from the future workforce (sector skills strategies) and for our young people to be inspired and knowledgeable about the career options open to them. This will be a key issue to be addressed at the Rural Action Forum on Youth Employment on 5<sup>th</sup> November 2012.</p>	To be confirmed at Council meeting on 22/11/12		Argyll and Bute Employability Partnership	

<b>4. Identifying barriers and gaps preventing young people moving forward (including Strategic Skills Pipeline)</b>				
<b>Action</b>	<b>Cost and Approval Status</b>	<b>Key Milestones/Outcomes</b>	<b>Lead Responsibility</b>	<b>Progress (comment)</b>
Targeted support to young unemployed people, aged 16-19	To be confirmed at Council meeting on 22/11/12	Sustained progression resulting in economically active individuals e.g. progression through A/A to GRFW to employment  Training placement availability across the area  Increased opportunities for those in own tenancy and/or LAAC young people to progress into education, employment and training.	Argyll and Bute Employability Partnership	
<b>5. Finalise Argyll and Bute Youth Employment Action Plan (including Strategic Skills Pipeline)</b>				
<b>Action</b>	<b>Cost and Approval Status</b>	<b>Key Milestones/Outcomes</b>	<b>Lead Responsibility</b>	<b>Progress (comment)</b>
Draft paper approved by Argyll and Bute Employability Strategy Group at meeting on 3 <sup>rd</sup> October 2012. Paper then sent to Jean Millar by 9 <sup>th</sup> October for approval at DMT/SMT that is due to take place on 15 <sup>th</sup> October 2012. Presented to the Council on 25 <sup>th</sup> October 2012.  Feed in comments collated further to the Rural Action Forum on Youth Employment on 5 <sup>th</sup> November 2012 into the Argyll and Bute Youth Employment Action Plan (which includes the Strategic Skills Pipeline).  Ongoing review of Argyll and Bute Employability Partnership.	To be confirmed at Council meeting on 22/11/12	Draft Youth Employment Action Plan written by 31 <sup>st</sup> October 2012.  Approval of Youth Employment Action Plan (including Strategic Skills Pipeline) by 31 <sup>st</sup> December 2012	Argyll and Bute Employability Partnership	
<b>6. Monitoring of Argyll and Bute Youth Employment Action Plan (including Strategic Skills Pipeline)</b>				
<b>Action</b>	<b>Cost and Approval Status</b>	<b>Key Milestones/Outcomes</b>	<b>Lead Responsibility</b>	<b>Progress (comment)</b>
Partnership review of the Youth Employment Action Plan (including Strategic Skills Pipeline)	To be confirmed at Council meeting on 22/11/12	Quarterly reviews, starting in March 2013.  SLDR information produced by SDS in December 2012 and June 2013	Argyll and Bute Employability Partnership  SDS	

## SKILLS PIPELINE ORGANISATIONS AND KEY CONTACTS

ORGANISATION	ORGANISATION DESCRIPTION	KEY CONTACT	Telephone	E-Mail
<b>Argyll and Bute Council Community Services: Education</b>	Provider of early years, primary and secondary education (from 3 – 18 years) across Argyll and Bute.	Carol Evans	01631 568984	Carol.evans@argyll-bute.gov.uk
<b>Argyll and Bute Council Community Services: Opportunities for All (O4A)</b>	O4A is an explicit commitment to an offer of a place in learning or training to every 16 -19 year who is not currently in employment, education or training. O4A builds upon the planning and processes of 16+ Learning Choices.	Aileen Goodall	01369 708544	16+learningchoices@argyll-bute.gov.uk
<b>Argyll and Bute Council Community Services: Education Psychologists</b>	Provide a wide range of advice and consultation to parents, school staff and partner agencies including colleagues in Social Work and Health, with regards to pupils with Additional Support Needs.	Roslyn Redpath	01369 708537	Roslyn.redpath@argyll-bute.gov.uk
<b>Argyll and Bute Council Community Services: Youth Services</b>	Argyll and Bute Council's Youth Service Team works directly with young people aged 11 to 25 with a particular emphasis on 14 to 18 year olds. The team operates in learning communities across the authority using a youth work approach and methodology to engage with young people.	Martin Turnbull	01369 708542	Martin.turnbull@argyll-bute.gov.uk
<b>Argyll and Bute Council Community Services: Adult Learning</b>	Working with age group 16-65, offering easily accessible "first-steps" opportunities for learning. Our group work, courses and one to one support services are available in community venues. We can help to improve employability skills, including ICT, confidence and wellbeing, life skills, literacy and numeracy, and much beside. All our programmes and interventions on learners' expressed wishes and needs, thereby achieving greater effectiveness. The service has an inclusive approach but actively targets those most at risk of exclusion, such as people who are unemployed, on a low income, experiencing health, mental health and addiction issues, or who have barriers to accessing learning	Jeannie Hollis	01546 604753	Jeannie.hollis@argyll-bute.gov.uk
<b>Argyll and Bute Council Employability Team</b>	Provides a range of contract related services such as Work Programme, Mandatory Work Activity, Job Centre Plus Support Contract, plus a range of other employment related support to a range of customer groups.	Ray McIntosh-Walley	01586 551389	ray.mcintosh-walley@argyll-bute.gov.uk
<b>A4e</b>		Elizabeth Hendry	07545 422 632	
<b>ABSEN</b>		Bill Stewart	07932 622 952	william.stewart@absen.org.uk

<b>Argyll College</b>	Access information via college website <a href="http://www.argyllcollege.ac.uk">www.argyllcollege.ac.uk</a>	Fraser Durie	01631 559755	fraser.durie@argyllcollege.ac.uk
<b>Argyll Training Limited</b>	Provides a range of employability and industry recognised courses and qualifications on a contractual basis on behalf of Skills Development Scotland and DWP, these include: Get Ready for Work, Training for Work, Modern Apprenticeships, Jobcentre Plus Support Programme, Vocational Routeways (DWP Work Programme). Also an approved ILA Scotland provider	Fraser McCowan	01369 704586	fmcowan@argylltrainingltd.co.uk
<b>Argyll Voluntary Action</b>	AVA is the support organisation for the Third Sector in Argyll and Bute and as such offers support in information, training and supports and enables volunteers to access volunteering opportunities within the work environment. AVA works closely with Volunteer Involving Organisations and we also support the Saltire Awards through which younger people are rewarded for their contribution to volunteering and to their communities. AVA delivers a range of additional services including volunteer time bank activities, the personal development course "Steps to Excellence" as well as working closely with partners in Health in the redesigning of mental health services and supporting the delivery of the Reshaping Care for Older People across Argyll and Bute. Our Project "Involving to Devolving – Influencing Change" combines representational work with empowerment for individuals and communities. The "Survive to Thrive" Project aims to support survivors of domestic abuse to have an increased sense of self-worth and emotional wellbeing. AVA supports new and existing organisations and enterprises with a range of skills based training, from start-up, employment and management issues.	Glenn Heritage/ Senga Cakebread	01631 564839	glenn@argyllvoluntaryaction.org.uk senga@argyllvoluntaryaction.org.uk
<b>Argyll and Bute Council: Business Gateway</b>	Business Gateway provides support to employers in the form of practical advice for both new and existing businesses. The support is free and open to all businesses and the self-employed across Argyll and Bute	Kate Fraser	01546 605453	Kate.fraser@argyll-bute.gov.uk
<b>Clydebank College</b>	Further and Higher Education institute.	Gill Watt	0141 951 7409	Gill.watt@clydebankcollege.ac.uk

<b>DHP</b>	Provides Training for Work Self Employment option on behalf of Skills Development Scotland and The Enterprise strand of the Ingeus Work Programme Provision.	Jacqui Black Angela McEwan	0141 221 9798 0141 221 9798	<a href="mailto:jacqui@dhpScotland.co.uk">jacqui@dhpScotland.co.uk</a> <a href="mailto:angela@dhpScotland.co.uk">angela@dhpScotland.co.uk</a>
<b>HIE</b>	Highlands and Islands Enterprise is a regional economic development agency which aims to deliver the Government Economic Strategy by working with businesses and social enterprises to help them achieve their ambitions for growth enabling them to increase local employment opportunities. This includes a graduate placement programme where a graduate undertakes a project that enables business growth or diversity. New jobs are also brought to the area by attracting and encouraging new inward investments and encouraging businesses to enter international markets particularly in Growth Sectors such as tourism, renewable energy and life sciences including marine science.	David Smart	01546 605425	<a href="mailto:david.smart@hient.co.uk">david.smart@hient.co.uk</a>
<b>Ingeus</b>	Provision of Work Programme similar to that of Employability Team.	Kris Wesenraft Britanny Jack	07880193 233 07837 046 020	
<b>Job Centre Plus</b>	JCP offers a range of support service to the individual and organisations delivering a number of DWP related programmes. These range from opportunities through work experience promotion to companies in support of those about to leave education and those who have been unemployed for some time. They offer Sector-Based Work Academies in Scotland, assisting those ready for work and receiving benefit to move into secure employment. Further, they offer a range of Work Trials for the individual at no cost to the prospective employer. Importantly, JCP offers the Flexible Support fund in Scotland which is available to trainers and employers and is seen as a significant support mechanism in the quest for full time sustainable employment.	Yvonne O'Hara	0141 800 2026	<a href="mailto:Yvonne.o'hara@jobcentreplus.gsi.gov.uk">Yvonne.o'hara@jobcentreplus.gsi.gov.uk</a>
<b>Lennox Partnership</b>	Provides a range of employability and industry recognised courses and qualifications on a contractual basis on behalf of Skills Development Scotland under the Training for Work Programme	Anne Rhattigan	0141 951 1131	<a href="mailto:Anne.rhattigan@thelennoxpartnership.org">Anne.rhattigan@thelennoxpartnership.org</a>

<b>NHS Highland</b>	<p>The NHS does not have specific services in relation to employability, however there are a number of services relevant to this area:</p> <p>Primary Care – GPs use Fit Notes when patients are to be signed off work. This will identify if the patient is fit to undertake any duties or must be absent from work.</p>	Alison McGrory	01586 552224	Alison.mcgrory@nhs.net
<b>Princes Trust – Youth Business Scotland</b>	<p>Established in 1989 as The Prince's Scottish Youth Business Trust (PSYBT) and merged with The Prince's Trust on 1<sup>st</sup> April 2012 to become Youth Business Scotland, part of The Prince's Trust. We have 18 Regional Managers covering the whole of Scotland who deliver the same service across the board. We support people aged 18-25* start up and continue in business.</p> <p>*We can sometimes support applicants up to 30 where the person has a disability, is a resident on one of the islands or is part of a partnership where the majority of partners are under 25.</p>	Sharita Guy	07917 305 553	Sharita.guy@princes-trust.org.uk
<b>Skills Development Scotland (SDS)</b>	<p>SDS helps the skills and learning system to better respond to the needs of the economy, and to help individuals and businesses access the right learning and skills development opportunities.</p>	Roddy Bailey	07765 896 350	roddy.bailey@sds.co.uk



## ACCRONYM REFERENCE GUIDE

QUALIFICATIONS AND COURSES		PARTNER AGENCIES	
AoPE	Award of Personal Effectiveness	ABC	Argyll and Bute Council
ASDAN	Award Scheme Development and Accreditation Network	ABSEN	Argyll and Bute Social Enterprise Network
CoPE	Certificate of Personal Effectiveness	AC	Argyll College
DofE	Duke of Edinburgh	ATL	Argyll Training Limited
ESOL	English for Speakers of other Languages	AVA	Argyll Voluntary Action
FE	Further Education	CLD	Community Learning and Development
GRFW	Get Ready For Work	DWP	Department of Work and Pensions
HE	Higher Education	HIE	Highlands and Islands Enterprise
HNC	Higher National Certificate	JC+	Job Centre Plus
HND	Higher National Diploma	NHS	National Health Service
MA	Modern Apprenticeship	O4A	Opportunities for All
PSD	Personal and Social Development	SDS	Skills Development Scotland
PTXL	Prince's Trust XL	16+LC	16+ Learning Choices
SQA	Scottish Qualifications Authority	UHI	University of the Highlands and Islands
SVQ	Scottish Vocational Qualification		
TFW	Training for Work		
YAA	Youth Achievement Awards		

MISCELLANEOUS	
BASES	Better Alignment of Scottish Employability Services
CfE	Curriculum for Excellence
CMS	Career Management Skills
CRBS	Central registered Body in Scotland
ESA	Employment and Support Allowance
JSA	Job Seekers Allowance
LAAC	Looked After and Accommodated Children
MWOW	My World of Work
NEA	New Enterprise Allowance
NOMIS	National Official Labour Market Statistics
PVG	Protecting Vulnerable Groups
SLDR	School Leaver Destination Return



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**Argyll and Bute Community Planning  
Partnership Management Committee****Argyll and Bute Local Services Initiative  
Event.**

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**1. SUMMARY**

- 1.1 The purpose of this paper is to highlight the proposed Argyll and Bute Local Services (ABLSI) event following the full Community Planning Partnership meeting on 27<sup>th</sup> March 2013.

**2. RECOMMENDATIONS**

- 2.1 That the CPP Management Committee note that a report with details of the event will be submitted to the 6<sup>th</sup> February CPP Management Committee meeting.
- 2.2 That the CPP Management Committee agree to the event taking place following the full Community Planning Partnership meeting on 27<sup>th</sup> March 2012.

**3. BACKGROUND**

- 3.1 ABLSI is a partnership of statutory and third sector organisations, and the Carnegie UK Trust project. It has provided reports to the CPP Management Committee on activities, the most recent in February 2012.
- 3.2 ABLSI aims to identify service areas where there is a real potential for the public sector in Argyll and Bute to work with the third sector to determine ways in which co-production might improve the quality of services while also achieving efficiencies. It also aims to share this learning with others.

**4. DETAIL**

- 4.1 ABLSI has worked with a number of council services such as Children and Families and Waste Management, amongst others, and is now at a stage to share its learning and recommendations with partners.

- 4.2** A conference to launch this learning and share it with stakeholders in different sectors, locally and nationally, is proposed for the 27<sup>th</sup> March 2013 following the full Community Planning Partnership meeting. This will maximise the opportunity for partners to attend.
- 4.3** Details of this event will be provided for the CPP Management Committee Meeting on 6<sup>th</sup> February 2013.

## **5. CONCLUSION**

- 5.1** The launch of the ABLSI learning and recommendations following the full Community Planning Partnership will help ensure partners awareness of the initiative and provide a platform for a further co-ordinated approach to co-production.

## **6 IMPLICATIONS**

- 6.1** Policy – The event will assist in raising awareness for delivering on aspects of the Scottish Government's Sustainable Procurement Bill.
- 6.2** Financial - None
- 6.3** Legal - None
- 6.4** HR - None
- 6.5** Equalities - None
- 6.6** Risk - None

For further information contact:

Arlene Cullum, Social Enterprise – Snr Development Officer, Argyll and Bute Council  
Telephone 01436 658727.

Jane Fowler, Head of Improvement and HR, Argyll and Bute Council.  
Telephone 01546 604466.

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**ARGYLL AND BUTE COUNCIL****CPP MANAGEMENT COMMITTEE****CUSTOMER SERVICES/  
CHIEF EXECUTIVES****12 DECEMBER 2012**

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**POLICE AND FIRE & RESCUE REFORM - UPDATE**

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**1.0 SUMMARY**

- 1.1 The Police and Fire Reform (Scotland) Act 2012 came into force on 1 October 2012. The purpose of this Act is to create a single police service and a single fire and rescue service.
- 1.2 This report provides an update on the progress that has been made to date with regard to the Police and Fire & Rescue Reform agenda, in preparation for the introduction of the new single Police and Fire & Rescue Services for Scotland which go live on 1 April 2013.

**2.0 RECOMMENDATIONS**

- 2.1 Note the progress that has been made in respect of Police and Fire & Rescue Reform at a national and Argyll and Bute level; and
- 2.2 Note that details of proposed future governance and local scrutiny and engagement arrangements are being developed and will be reported to Council in December 2012

**3.0 DETAIL****3.1 Background**

- 3.1.1 The Executive, at its meeting on 21 April 2011 considered two Scottish Government consultations in respect of the future of Police and Fire & Rescue services in Scotland. The terms of a response were agreed and a joint submission with the Argyll and Bute Community Planning Partnership was submitted within the 5 May 2011 deadline that had been set.
- 3.1.2 Following this initial consultation exercise the First Minister, on 7 September 2011, announced proposals to bring forward legislation that would establish a single Scottish Police Service and a single Scottish Fire and Rescue Service for Scotland and on 8 September 2011 the Cabinet Secretary for Justice Published an outline business case and consultation document (*“Keeping Scotland Safe and Strong: A Consultation on Reforming Police and Fire and Rescue Services in Scotland”*) seeking views on proposals for the detailed operation of these services.

3.1.3 The Council, at their meeting on 6 October 2011, considered a report proposing arrangements for responding to this further consultation, where it agreed that the Executive Director of Customer Services coordinate a draft response, which follows the Council's existing policy position, in consultation with the Leader and Depute Leader of the Council, and submit to the Scottish Government before the consultation deadline of 2 November 2011.

### **3.2 Local Scrutiny and Engagement Implementation Network (LSEIN)**

3.2.1 On 21 December 2011 the Cabinet Secretary for Justice wrote to local authority Chief Executives, Chief Constables and Chief Fire Officers advising that The Police and Fire Reform (Scotland) Bill, which would be introduced to the Scottish Parliament in January 2012, included a framework for the delivery of local scrutiny and engagement arrangements which would need to be implemented when the legislation is enacted.

3.2.2 In order to support the development and smooth implementation of local frameworks the Cabinet Secretary advised in his letter that the Scottish Government would be establishing a LSEIN and invited local authorities and police and fire & rescue partners to express their interest in playing an active role in the Network, either as Pathfinders, or Networkers. On this basis a report was tabled at the Council meeting on 19 January 2012 where it was agreed that the Council should become a Pathfinder, and seek agreement from the Chief Constable and Chief Fire Officer to submit a joint expression of interest.

3.2.3 In the period since becoming designated as one of the Pathfinder areas, a number of pathfinder and LSEIN meetings have taken place, including;

- a) Mark Patterson – Project Executive, and Duncan Beamish – Project Manager from the Scottish Government on 6 March 2012 met with the Council's Chief Executive, Executive Director of Customer Services and the Pathfinder leads from Strathclyde Police - Russell Dunn, and Strathclyde Fire & Rescue - Paul Connelly on 6 March 2012, to discuss the work that would be carried out by the Scottish Government and the intended approach to be taken by the Argyll and Bute Pathfinder in delivering the new arrangements.
- b) 3 LSEIN meetings held on 19 April, 25 June and 26 September – these meetings have been attended by Executive Director of Customer Services and Councillor Fred Hall (meeting on 26 September) and to date have largely been used as a forum to present the different approaches being adopted by other pathfinders, to update on progress at a national/local level, and to develop and share best practice through the use of case studies. The next meeting is scheduled for 13 December 2012.
- c) Pathfinder partners –engagement is undertaken on an ongoing basis as part of the effective community planning arrangements that are currently in place, and specific meetings have been set up between the pathfinder leads to discuss compliance with the new legislative

requirements and the development of the local scrutiny and engagement arrangements for the Argyll and Bute Pathfinder.

### **3.3 Appointment of Chief Constable and Chief Fire Officer**

3.3.1 It was announced on 25 September that The Scottish Police Authority has appointed Strathclyde Police Chief Constable Stephen House to lead the new Police Service of Scotland as its first Chief Constable. Mr House has now taken up post and will be working closely with Vic Emery, Chair of the Scottish Police Authority that will maintain and provide strategic leadership to the Police Service of Scotland to ensure a smooth transition to the Police Service of Scotland, which goes live on 1 April 2013.

3.3.2 It has also been announced that Alasdair Hay will be the first Chief Officer of the new single Fire and Rescue Service. Mr Hay will initially be based at Perth Community Fire Station, where the Scottish Fire and Rescue Service will have its interim Headquarters, and will work closely with David Dalziel, Chair of Chief Fire Officers Association Scotland, in making the transition to the single service as smooth and successful as possible.

### **3.4 Review of Community Planning and Future Governance Arrangements**

3.4.1 Strathclyde Police and Strathclyde Fire and Rescue are key partners in the Argyll and Bute Community Partnership and following the implementation of the new single services in April 2013, they will continue in this role. The future governance and local scrutiny and engagement arrangements for the Pathfinder are therefore explicitly linked to Community Planning processes and will be considered alongside the current review of Community Planning at a national level and the development of the new Community Plan and governance arrangements for Argyll and Bute.

#### Scottish Government/COSLA Review of Community Planning

3.4.2 Following the publication of a report by the Christie Commission in June 2011, on the future delivery of public services, the Scottish Government and COSLA subsequently 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 will be at the core of public service reform, and together with SOA's, will provide the foundation for effective partnership working within which wider reform initiatives, such as the establishment of single police and fire services will happen. Work to produce detailed proposals for change based on the Statement of Ambition is now underway, with a national group having been set up, chaired by Pat Watters, immediate past President of COSLA and co-chair of the Review, to play a pivotal role in implementing and communicating the overarching vision for community planning and SOA's, identifying and addressing issues that have a national dimension and building on the skills and capacity of partnerships.

Development of Argyll and Bute Community Plan

- 3.4.3 The new Community Plan is due for approval in March 2013. The proposed approach to developing the plan was agreed at the CPP Management Committee on 22 August 2012, where a 3 stage approach covering planning and prioritisation, performance management, and financial management was approved. The Head of Strategic Finance is leading on this project for the Council, and leads have also been nominated for Police (Barry McEwan), Fire (Jim Scott), and NHS (Elaine Garman). Regular progress reports will be submitted to the CPP Management Committee and the first of these was tabled at the meeting held on 17 October 2012.

Local Scrutiny and Engagement Arrangements

- 3.4.4 Arising from the discussions held with the other Pathfinder leads, and the current review of community planning and development of the Argyll and Bute Community Plan a number of ideas/proposals on the shape of the future local scrutiny arrangements have been deliberated. A report will be going to the Council in December which sets out these proposals, and the Committee will be updated thereafter.

**4.0 SUMMARY**

- 4.1 This report provides an update on the progress that has been made to date with regard to the Police and Fire & Rescue Reform agenda, and advises that the proposed future local scrutiny and engagement arrangements for Argyll and Bute will be reported to the Council in December 2012

**5.0 IMPLICATIONS**

- 5.1. Policy – none
- 5.2. Finance – none
- 5.3. Legal - none
- 5.4. Equal Opportunities - none
- 5.5. HR – none
- 5.6 Risk - none
- 5.7 Customer Service – none

**5 December 2012**

**Douglas Hendry  
Executive Director – Customer Services**

**Jane Fowler  
Head of Improvement and HR**



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**CONSULTATION ON THE STRATEGIC POLICE PRIORITIES**

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**1. PURPOSE**

- 1.1 To approve the draft response to the Cabinet Secretary for Justice in relation to consultation on the strategic police priorities for the new national Scottish Police Authority which goes live on April 1 2013.

**2. RECOMMENDATIONS**

- 2.1 The Council is asked to approve the attached draft response to the Consultation.
- 2.2 The Council is asked to delegate authority to the Director of Customer Services to incorporate comments from the Community Planning Committee into the draft response prior to submission to the Scottish Ministers by the consultation deadline of 10th January 2013.

**3. BACKGROUND**

- 3.1 The new Police Service of Scotland and the new national Scottish Police Authority (SPA) go live on April 1 2013 and Scottish Ministers are required to set strategic police priorities for the SPA to provide clear strategic direction in relation to policing in Scotland. In order to support this a consultation exercise is being undertaken with all key stakeholders lead by the Cabinet Secretary for Justice
- 3.2 The Cabinet Secretary has highlighted that the strategic police priorities should be stretching and ambitious, reflecting the crucial role policing plays in supporting the delivery of the Scottish Government's wider purpose and national outcomes. This role is reflected in the new policing principles set out in section 32 of the Police and Fire Reform (Scotland) Act 2012:
- a) That the main purpose of policing is to improve the safety and well-being of persons, localities and communities in Scotland;
  - b) that the Police Service, working in collaboration with others where appropriate, should seek to achieve that main purpose by policing in a way which –
    - (i) is accessible to, and engaged with, local communities, *and*
    - (ii) promotes measures to prevent crime, harm and disorder.
- 3.3 An early priority for the SPA will be to work closely with the Chief Constable to establish the new service and to ensure the benefits of reform are realised. The strategic police priorities will inform the SPA's own three year strategic plan and feed into the development of the Chief Constable's annual plan and local plans. These plans will include specific actions to deliver the outcomes described in the strategic police priorities

to communities across Scotland. Taken together, the strategic police priorities and plans will form the basis against which progress on achieving positive outcomes for Scotland's communities is monitored. National and local priorities are not mutually exclusive - so a focus on preventing violent crime as a national priority may translate into a focus on preventing knife crime or alcohol related crime locally. National priorities often emerge from issues identified locally.

- 3.4 The Council, in conjunction with other stakeholders, is invited to comment on the draft strategic priorities attached at Annex A and in particular to respond to 3 key questions as outlined in Section 4.
- 3.5 The Police are integral partners within the Argyll and Bute Community Partnership and the Community Planning Committee will also consider the consultation documentation at their meeting on 12<sup>th</sup> December. Their feedback and comments will be incorporated into the final response.

#### 4. DETAILS

- 4.1 The proposed response to the 3 key questions contained within the Consultation is as follows:

- 4.2 *1) Do the strategic police priorities adequately reflect the Scottish Government's purpose and outcomes and the new policing principles?*

Argyll and Bute Council support a clear national priority for the Police Service in Scotland to fully participate in multi-agency working at national and local level. A strategic priority that policing in Scotland is delivered on partnership basis is vitally important and also that local commanders work directly with partners and local communities within the community planning framework.

- 4.3 *2) Do the strategic police priorities cover the important issues as a stakeholder you would expect to see?*

The strategic police priorities cover, as we would expect, strategic direction to develop an operational framework based upon prevention, effective partnerships, multi-agency arrangements, engagement with communities and cross boundary responses. Importantly this is consistent with wider public sector reform of a decisive shift towards prevention and early intervention achieved through integration and greater collaboration.

In relation to thematic priorities, such as reducing violent crime, we would highlight the need to ensure that tension does not exist between police national priorities and locally determined thematic priorities by the Community Planning Partnership. We acknowledge that national priorities will, as indicated in the consultation document, often translate into a focus on a related crime locally. There should, however, be an appropriate balance struck between action to deliver on national issues, whether thematic or cross border, and issues that are locally determined policing priorities

- 4.4 *3) The purpose of strategic police priorities is to provide strategic direction over the medium to long term. Are these priorities pitched at the right level? In terms of the three year strategic plan produced by the SPA, what*

*should that plan contain? Are there more specific deliverables flowing from the strategic priorities which you would expect to be delivered by the SPA and the PSoS?*

Argyll and Bute Council agree the priorities contained within the consultation document provide a basis from which the strategic direction of the Police Service of Scotland is determined. The three year strategic plan produced by the Scottish Police Authority should contain specific direction on key issues for communities and partners, including local authorities, arising from policing reform in Scotland. These are:

- Commitment to partnership working and clear statement on how this will be achieved
- Local governance and accountability including planning, budgeting and funding
- Integration with Community Planning Partnerships
- Strengthening community trust and public confidence
- Promoting an outcome based approach

## 5. SUMMARY

4.1 Council is requested to approve the proposed response to consultation on key strategic police priorities.

4.2 The Community Planning Committee will also consider the consultation documentation at its Committee Meeting on 12<sup>th</sup> December and their response will be incorporated into the final submission to the Scottish Ministers to meet the deadline of 10<sup>th</sup> January 2013.

4.3 In order to meet the submission deadline the Council is requested to delegate authority to the Executive Director of Customer Services to incorporate feedback from the Community Planning Committee into the final response.

## 6. IMPLICATIONS

**Policy:** the recommendations support focus on effective partnership working through the Community Planning framework.

**Financial:** Not applicable

**Legal:** Not applicable

**HR:** Not applicable

**Equalities:** Not applicable

**Risk:** Not applicable

**Customer Service:** Not applicable

## 7. APPENDICES

7.1 Draft Strategic Police Priorities - Annex A

**DRAFT STRATEGIC POLICE PRIORITIES**

The SPA and the Police Service of Scotland will deliver the policing principles and realise the statutory principles of policing as set out in the Police & Fire Reform (Scotland) Act 2012. The SPA is the national body responsible for the governance of policing in Scotland. It will allocate resources to the Chief Constable and hold him to account for the policing of Scotland and the delivery of statutory functions.

The priorities as drafted are intended to clearly incorporate the contribution which policing can make to achieving the Scottish Government's national outcomes and the priorities within the Strategy for Justice. Consistent with our wider ambitions for public service reform, these are strongly underpinned by an ethos of prevention, rooted within a partnership approach.

They are intended to set clear national priorities but also to empower local commanders to work with partners in the public, private and third sectors, and local communities within the community planning framework to deliver greater integration of services at a local level driven by better partnership, collaboration and effective local delivery.

We expect that further specific and measurable deliverables relating to Scottish Government's national outcomes will be included in the Strategic Plan which the SPA will draft on the basis of the strategic priorities.

Make communities safer and reduce crime by demonstrating pioneering approaches to partnership and collaboration at a national and local level.  
Actively support a decisive shift towards prevention by promoting evidence based preventative practice and effective partnerships which make the most of collective resource, knowledge and expertise, especially around reducing violence, substance misuse, promoting better outcomes for young people who offend and protecting children, young people and vulnerable adults.

Supports:

National outcome 5: Our children have the best start in life and are ready to succeed  
National outcome 8: We have improved the life chances for children, young people and families at risk  
National outcome 9: We live our lives safe from crime, disorder and danger

Strengthen Scotland's reputation as a successful and safe country by demonstrating excellence in effectively planning for and responding to major national events and threats.

Work across national, international and organisational boundaries to ensure a safe and secure Commonwealth Games; contribute effectively to multi agency arrangements to deal with emergencies; and minimise threats to our communities more generally.

Supports:

National outcome 9: We live our lives safe from crime, disorder and danger  
National outcome 11: We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others

Provide an efficient, effective service and deliver the benefits of reform.  
Deliver the three benefits of reform<sup>1</sup> and work with others to ensure that the criminal justice system is fair and accessible, cost effective and efficient.

Make communities stronger by increasing public confidence and reducing fear of crime, making the new Police Service of Scotland an exemplar of visible and responsive policing.

Ensure that victims, witnesses and communities experience positive engagement with the police by providing inspirational leadership and embedding a culture, identity and values which provide a highly skilled and motivated workforce to deliver improved local services with the consent and involvement of communities.

Supports:

National outcome 7: We have tackled the significant inequalities in Scottish society.

National outcome 9: We live our lives safe from crime, disorder and danger

National outcome 11: We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others

National outcome 13: We take pride in a strong, fair and inclusive national identity

National outcome 16: Our public services are high quality, continually improving, efficient and responsive to local people's needs

1

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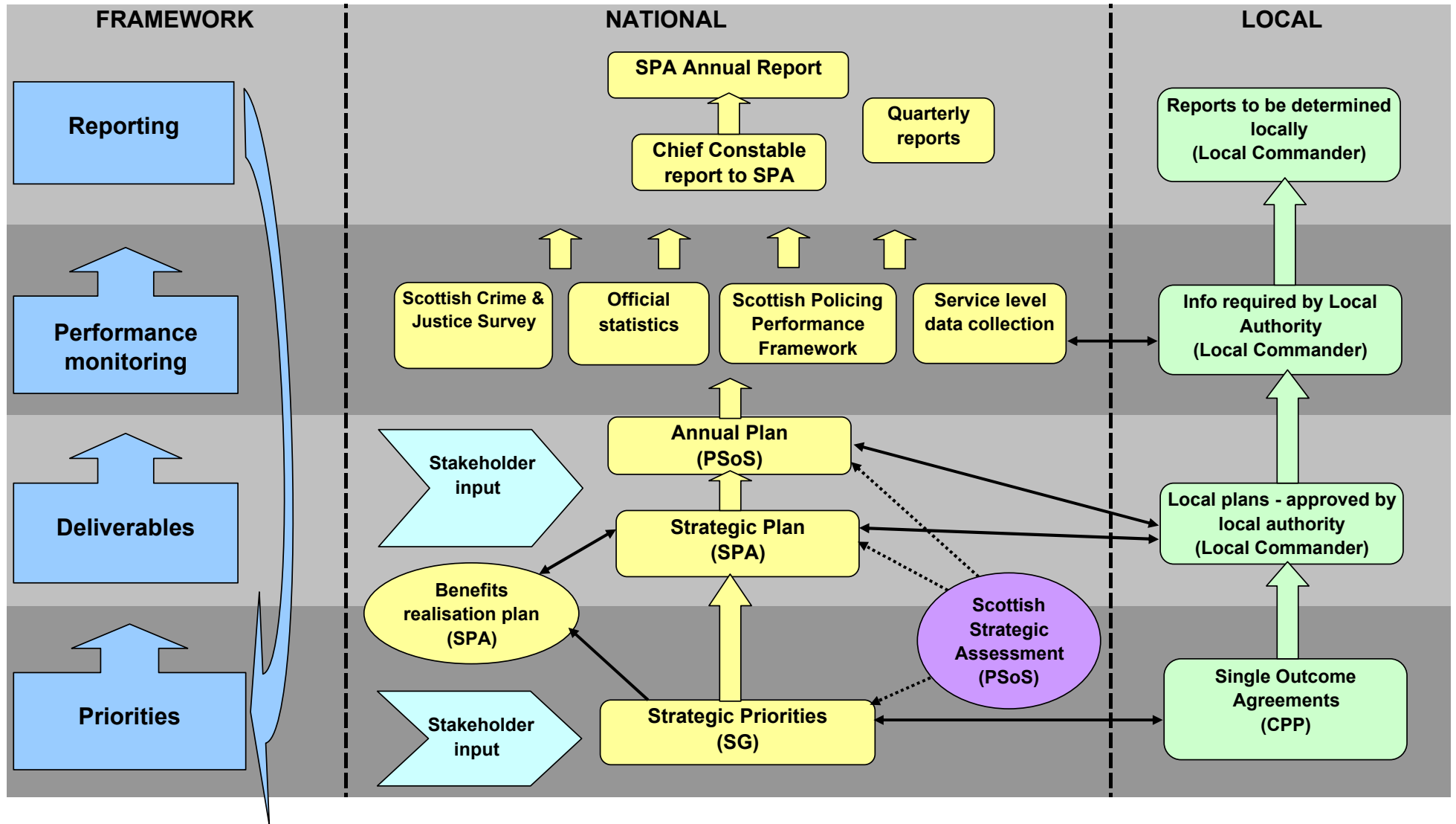
<sup>1</sup> Protect and improve local services despite financial cuts, by stopping duplication of support services eight times over and not cutting front line services.

Create more equal access to specialist support and national capacity where and when they are needed.

Strengthen the connection between services and communities, by creating a new formal relationship with each of the 32 local authorities, involving many more local councillors and better integrating with community planning partnerships.

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**POLICE: PLANNING, PERFORMANCE AND SCRUTINY**



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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: November 2012**

argyll and bute  
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**Title: Plugged in Places Electric Vehicle Charging Infrastructure  
Procurement Support Scheme – phase two**

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**1.0 SUMMARY**

- 1.1 The Scottish Government launched the Low Carbon Vehicle Procurement Support scheme (LCVPS) in June 2010 as a means of encouraging the development and use of low carbon vehicle technology to help meet targets set out in the Climate Change (Scotland) Act 2009. Argyll and Bute Community Planning Partnership has made two successful grant applications during this time which have assisted in the purchase of a number of hybrid vehicles and the associated charging infrastructure.
- 1.2 The purpose of this report is to bring to the attention of the CPP phase two of the scheme, which has now been renamed the Plugged in Places Electric Vehicle Charging Infrastructure Procurement Support Scheme.
- 1.3 A report detailing the two previous funding applications made by Argyll and Bute Council on behalf of the CPP was presented in May 2012, and is attached as an appendix for information.

**2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the CPP gives consideration to the viability of pursuing an application for phase two of the Plugged in Places Electric Vehicle Charging Infrastructure Procurement Support Scheme, and reach agreement regarding participating partners.

**3.0 DETAIL**

- 3.1 Argyll and Bute Council have, through the CPP, obtained grant funding in 2010/11 from Transport Scotland through the Low Carbon Vehicle Procurement Support Scheme, and the following year, 2011/12, from phase one of the Electric Vehicle and Plugged in Places Charging Infrastructure Scheme.
- 3.2 The funding in 2010/11 enabled the purchase of three hybrid minibuses and one hybrid transit van. The funding in 2011/12 was used to purchase two hybrid utility vehicles, and six electric

charging outlets. Details of the costs and grants are included in the appendix to this report.

- 3.3 The focus for phase two of the current scheme has now shifted solely to infrastructure and has now been renamed the Plugged in Places Electric Vehicle Charging Infrastructure Procurement Support Scheme.
- 3.4 The offer of grant funding of £80,000 for the year 2012/13 has now been issued by Transport Scotland to the Community Planning Partnership. The grant funding is to assist in the procurement and installation of charging infrastructure in locations agreed upon with Argyll and Bute Council and their Community Planning Partners.
- 3.5 The grant offer includes funding for Portable Electric Vehicle Rescue Charging Units.
- 3.6 The sites suggested by Transport Scotland include car parks, government offices, gymnasiums, swimming pools, libraries, NHS estate, locations on the primary road network and at ferry terminals.
- 3.7 A back office data monitoring and collection facility linked to the charging facilities will be set up and financed by Transport Scotland until the end of the year 2015/16.
- 3.8 Transport Scotland has indicated that the charging infrastructure should provide free electricity to participating motorists, and that the cost of the electricity should be met by the location provider, and that representatives are keen to meet and discuss the offer with participating partners.
- 3.9 The grant funding is dependent on the project being completed and operational by 31 March 2013.

#### **4.0 CONCLUSION**

- 4.1 Argyll and Bute Community Planning Partnership has been demonstrating its commitment to tackling climate change and reducing carbon emissions through its participation in these schemes to date.
- 4.2 In order to participate in phase two of this project, agreement should be reached regarding partners who wish to become involved, bearing in mind the ongoing implications relating to cost and upkeep of the charging infrastructure, and the requirement to collect back office data after 2015/16.

#### **5.0 IMPLICATIONS**

- 5.1 Policy – None
- 5.2 Financial - Costs associated with electricity provision and also with back office data collection after 2015/16

5.3 Legal – None

5.4 HR – Participating partners may have to review job descriptions if Portable Electric Vehicle Rescue Units are purchased to include some stand by activity.

5.5 Equalities – None

5.6 Risk – Ongoing costs associated with the maintenance of charging infrastructure and electricity provision.

Executive Director Customer Services  
5 November 2012

For further information contact:  
Gordon Munro, Fleet Management Officer, Facility Services – 01546 604453

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**Title: Low Carbon Vehicle Procurement Support Scheme**

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**1.0 SUMMARY**

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

**2.0 RECOMMENDATIONS**

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

**3.0 BACKGROUND**

**Scheme Participation 2010/11**

3.1 The Low Carbon Vehicle Procurement Support Scheme, since renamed the Electric Vehicle and Plugged in Places Charging Infrastructure Scheme, provides public bodies with an opportunity to introduce and evaluate low carbon vehicles in a wide range of operating environments and to provide feedback to the Scottish Government on their use and suitability.

3.2 As part of this promotion Transport Scotland offered Argyll and Bute Community Planning Partnership a grant of up to £85,000 to provide subsidy for the purchase of Low Carbon Vehicles and their associated charging/refuelling infrastructure during the financial year 2010-11. The grant was designed to be used to bridge the gap between the costs of an internal combustion engine vehicle and a low carbon alternative.

3.3 The grant funding was available to all member organisations of the Community Planning Partnership, and all were invited to

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

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

**Vehicle Costs – Financial Year 2010/11**

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

**Scheme Participation 2011/12**

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

**Vehicle Costs – Financial Year 2011/12**

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

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

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

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

**Infrastructure Costs – Financial Year 2011/12**

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

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

**4.0 CONCLUSION**

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

**5.0 IMPLICATIONS**

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

Malcolm MacFadyen, Head of Facility Services  
16 May 2012

For further information contact:  
Gordon Munro, Fleet Management Officer, Facility Services – 01546 604453



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**Argyll and Bute Community Planning  
Partnership**

**Third Sector and Communities  
Date: 12 Dec 2012**

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**communityplanningpartnership**



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**Title: EMERGENCY RESPONDERS UPDATED POSTAL CODES & ADDRESSES**

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**1. SUMMARY**

- 1.1** Councillors from Bute and Cowal have expressed concern that blue light services are responding to emergency calls but because of incorrect postcode information programmed into their satellite navigation systems, are arriving at the wrong addresses. Clearly if this occurs, the delay could potentially put lives at risk.

**2. RECOMMENDATIONS**

- 2.1** A lead blue light agency should be identified by the Community Planning Partnership (CPP) Management Committee to develop options to address this issue which will involve the Royal Mail service which controls the postcode system and report back to the February 2013 CPP Committee meeting
- 2.2** The Council has a duty to ensure that Council properties are correctly identified in terms of GIS and postcode. This work will be undertaken by the appropriate staff within the Council's Development and Infrastructure Services.

**3. BACKGROUND**

- 3.1** Members at the Bute & Cowal Business Day agreed that the "updating of postcodes and addresses by emergency services to avoid confusion in an emergency" should be an item on the Community Planning Partnership Management Committee agenda.
- 3.2** Councillor McNaughton expressed his wish that every effort be made to involve the Scottish Ambulance Service in the discussion and to attend the February 2013 CPP Committee meeting.

**4. CONCLUSION**

- 4.1** This is essentially a problem with blue light services satellite navigation systems which impacts upon remote communities in Argyll and Bute.

For further information contact: Sandy Mactaggart

Telephone 01546 604141



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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 12 December 2012**



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**Citizens' Panel survey: summary results and call for questions**

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## **1. Summary**

This report:

- contains the key findings from the Citizens' Panel survey carried out in September / October 2012
- calls for themes and questions for the next survey, due to be carried out in Spring 2013.

## **2. Recommendations**

Community Planning Partners are asked to note the findings of the survey carried out in September 2012.

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

## **3. Detail**

The Citizens' Panel survey (carried forward from Spring 2012) was sent out to members of the panel in late September 2012. The survey asked questions around four themes:

- Economic recession, repeating questions previously asked in 2009
- Local Housing Strategy
- Transport
- Adult Protection.

By the end of October, 953 responses had been returned, a response rate of 76%.

The summary of the key findings from the survey is attached to this report. If Community Planning Partners would like copies of the full report, they should contact either Eileen Wilson or Chris Carr.

The next survey on behalf of the Community Planning Partnership is due to be carried out in Spring 2013. Community Planning Partners who wish to have questions included in the next survey of the Citizens' Panel should get in touch with Chris Carr, Argyll and Bute Council to arrange for this.

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

For further information:

Chris Carr  
Improvement and Organisational Development Project Officer, Argyll and Bute Council  
Tel: 01546 604260  
Email: [chris.carr@argyll-bute.gov.uk](mailto:chris.carr@argyll-bute.gov.uk)



**Argyll and Bute Citizens' Panel  
Autumn 2012 Survey**

**Report**

**by**



*For further information contact:*

*Jim Patton*

*Director*

*Hexagon Research and Consulting*

*Suite 401*

*47 Timber Bush*

*Edinburgh EH6 6QH*

*Tel: 0131 669 9574*

*e-mail: [jim@hexagonresearch.co.uk](mailto:jim@hexagonresearch.co.uk)*

**November 2012**

## **Summary of Key Findings**

### **Section 3: The Economic Recession**

- Under half of Panel members feel the economy of Argyll and Bute is more adversely affected by the recession in comparison to the rest of Scotland (42%), a rise of 15% since 2009. A similar picture emerges in relation to the economy of Argyll and Bute compared to the UK, with 41% feeling it is more adversely affected, a 17% rise since 2009
- Most respondents (72%) feel the economic downturn will encourage more people to holiday at home, increasing the number of tourists in Argyll and Bute, although this has fallen from 83% measured in 2009
- More than half of Panel members (58%) said they were worse off compared to a year ago, with only 5% saying they were better off. A similar pattern emerged in relation to the effect of the recession on Argyll and Bute and their local community with 61% and 65% respectively saying these were worse off
- Asking respondents to assess the situation in three years time resulted in a more positive picture, with the proportion feeling they will be worse off falling to about one third. Nevertheless, this is still a more negative outlook than the one recorded in 2009
- There are two principal challenges which Panel members say there are facing as a result of the economic downturn: 62% referred to the reduced value of their pension or savings and 53% are concerned about the falling value of their home
- The principal response by Panel members to the recession has been to spend less, particularly by going out less (65%) and having fewer or less expensive holidays (48%), allied to a preference to save more (49%). A small core have also updated their CV (21%)
- With the tendency for Panel members to spend less, it is not surprising to see that a significant proportion have reported local shops having to close (52%), with 27% seeing pubs and restaurants close and 28% other local businesses. In addition,

approximately half of Panel members have also seen these types of business struggling to stay open, a rise on the figures recorded in 2009

- The survey posed a range of ways the Argyll and Bute Community Planning Partnership could help local people and businesses and Panel members agreed with three in particular: support local businesses (80%), support initiatives to help town centres (64%) and help people with skills to re-train (53%)

#### **Section 4: Local Housing Strategy**

- Three quarters of all Panel members (75%) agreed the vision of the Local Housing Strategy was still relevant, a view consistently found across the four administrative areas
- Almost three quarters (72%) agreed that Outcome 4 was still a priority i.e. more people in Argyll and Bute live in well repaired and maintained homes that are affordable to heat. Just under two thirds agreed the other three outcomes were also still priorities
- The majority of Panel members (72%) agreed it is very difficult for many households on low incomes to afford housing at normal market prices - 37% agreed it is an issue across all areas and 35% agreed it was an issue in some areas
- Awareness of where to get information on the repair and improvement of their home is fairly high (55%). However, there is a significant proportion of households (63%) who have difficulty in heating their home and almost a quarter (23%) consider themselves to be in fuel poverty
- A high proportion of Panel members (70%) said they were aware of the government's proposals to change the benefits system and introduce welfare reform. Of those aware of the proposed reforms, approximately a quarter (26%) feel they will be adversely affected
- Just under a third of Panel members (31%) said they knew how to access information on different housing tenures and options and there is therefore significant interest in accessing housing information, particularly through the Council website (62%), local newspapers (52%) and newsletters (41%)

## **Section 5: Transport**

- More than two thirds of Panel members (69%) drive on a daily basis, with another 23% driving more than once a week. A similar proportion (66%) also walks on a daily basis. Conversely, the forms of transport used least frequently are by motorcycle (93% use this method less than once a year), bicycle (52%), plane (46%) and taxi (44%).
- Economic factors dominate those affecting daily travel decisions. For example, 56% referred to the cost of fuel (rising to 78% in Mid Argyll, Kintyre and Islay) and 40% quoted the cost of fares (peaking at 52% in Helensburgh and Lomond). Other significant factors include the frequency of public transport (38%) and the availability of parking (30%)
- Just under half of Panel members (44%) said they have been affected by the closure of the A83 due to landslides at the Rest and Be Thankful, although this rises to 80% of respondents from Mid Argyll, Kintyre and Islay. The most common effect of the closure was having a longer journey time (36%, but rising to 74% of Panel members from Mid Argyll, Kintyre and Islay). However, around a quarter of Panel members have also had to cancel journeys (22%) and have incurred additional costs (23%)
- Better footpaths (45%) and more cycle paths (42%) emerged as the two main factors which Panel members believe would encourage people to walk or cycle more
- Panel members were asked to identify the highest priorities to improve transport in Argyll and Bute and a single factor emerged above all the others; more than half (55%) identified improving the road network as the single most important improvement needed. The next most important improvement, singled out by 14% of Panel members, was to improve public transport services while more walking/cycling facilities came third, quoted by 10%

## **Section 6: Adult Protection**

- The Police emerged as the agency people would contact (57%) as well as the one most would prefer to contact (37%) if they were aware an adult was at risk of harm. The other agencies which would be contacted by a significant proportion of respondents included Social Work (34%), GP (33%), contact or helpline (23%) and Community Nurse (21%)



## *Argyll and Bute Citizens' Panel Autumn 2012 Survey*

- Relatively few Panel members (27%) are aware adults now have the legal right to be protected from harm. However, their awareness of the role of key agencies in adult protection is much higher. In particular, 77% are aware of the role of the police in investigating the abuse of adults, 68% are aware of the role of Social Work in offering support and protection to adults at risk and 64% are aware of the role of the NHS in reporting concerns about adults at risk
- More than a third of Panel members (39%) said they would like to know more about what the Adult Protection Committee does
- Just under a third (30%) have seen Act Against Harm advertisements on STV

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 12/12/2012**

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**Title: Economy**

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**1. SUMMARY**

- 1.1** The purpose of this paper is to report and provide comment exceptionally on performance against the SOA success measures for the second quarter of 2012/13.

**2. RECOMMENDATIONS**

- 2.1** That Management Committee notes progress on the SOA Economy success measures for Q.2 2012/13.

**3. BACKGROUND**

- 3.1** The economy thematic scorecard incorporates a variety of success measures based both upon partner activity and also on a range of economic data sets that were intended to help the economy thematic group to monitor economic activity across the area and focus attention or direct resources accordingly. With the demise of the Thematic Group, the value in monitoring economic data through the scorecard is somewhat diminished.
- 3.2** The economy of Argyll & Bute is highly seasonal and many of the success measures are “annual” targets. It is therefore to be expected that performance in Q2 may be less than 50% of the annual target, particularly for those measures dependant upon private sector input.
- 3.3** However, performance on the majority of measures is above “target”, though a number will require close monitoring in the second half of the year. Overall performance to end June 2012 is considered to be satisfactory.

**4. CONCLUSION**

- 4.1** Performance against CPP / SOA Economy Success measures for the second quarter of 2012/13 is satisfactory, and broadly on track to achieve annual targets.

For further information contact: Douglas Cowan, Area Manager,  
Highlands & Islands Enterprise  
Telephone 01546 605402

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 12 December**

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**Title: Social Affairs Performance Update – FQ1 and FQ2 2012 / 2013**

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**1. SUMMARY**

- 1.1** This report highlights performance across the Social Affairs Community Planning Partnership for FQ1 and FQ2 – 1<sup>st</sup> April to 30<sup>th</sup> September 2012.

**2. RECOMMENDATIONS**

- 2.1** The Management Committee note good and improving performance across community planning partners and acknowledge the reasons given for off track performance.

**3. BACKGROUND**

- 3.1** The Social Affairs Thematic Group worked together to produce a suite of performance measures for the new Community Plan / Single Outcome Agreement over the first few months of this year.
- 3.2** Agreed measures were then incorporated into a performance scorecard which is monitored within the Council's Performance Management system, Pyramid.
- 3.3** Agreement was made by community planning partners that these measures would be monitored on a quarterly basis by the group and as such regular scrutiny and monitoring of the performance scorecard is a standing item on the Social Affairs Thematic group agenda.

**4. MAIN REPORT**

4.1 Key Successes for the period include;

- 100% of care leavers with a pathway plan
- 385 enhanced telecare packages in place
- 242 visits to Council gyms per 1,000 of the population
- 792 people supported to be smoke free
- 560 alcohol screenings carried out

- 91% of children on CPR with no change of social worker
- Increase in the number of young people re-engaged with training / education
- Increase in the number of anti-social cases resolved
- 100% of homeless priority need determinations
- Increase in the number of speeding offences detected

#### 4.2 Key areas for improvement identified;

- Although showing an increase over the period, failure to meet target for the number of people reporting improved mental health and wellbeing
- Drop in the number of participants in activities that improve literacy and numeracy (due to seasonal reduction of activity over summer holiday period)
- Reduction in detection rates for crimes of violence
- % of children on CPR with a current Risk Assessment (absence of key staff, verbal risk assessment update was provided to case conference instead of written)
- Reduction in the number of home safety visits carried out

### 5. CONCLUSION

- 5.1 Performance over the period shows a good mixture of 'on track' and improving outcomes. Where performance is 'off track', responsible managers have been contacted and actions to remedy this are being put in place.

**Cleland Sneddon**  
**Executive Director**  
**21 November 2012**

For further information contact:

**Helen Thornton**  
**Executive Support Officer**  
**Community Services**

Telephone: 01546 604127

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**Argyll and Bute Community Planning  
Partnership**

**Environment Theme  
Date: 22<sup>nd</sup> November 2012**



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**Title: CPP Scorecard Update**

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**1. SUMMARY**

**1.1** This report updates information about the data contained on the Environment Theme Scorecard

**2. RECOMMENDATIONS**

**2.1** That the Partnership notes that those measures currently being scrutinised are generally on target and producing positive outcomes.

**3. BACKGROUND**

**3.1** The trends within the Environment Theme continue from the last reporting period. The targets are overwhelmingly being met as before. Those showing red will not be resolved within the current planning cycle. Worthy of note is a potential change being planned for one of the national indicators. It appears likely that the 95% target of achieving favourable condition for features within protected areas will be dropped in favour of a target seeking general improvement to the features. This is a little unfortunate as Argyll and Bute has one of the highest rates of success in Scotland for this outcome.

**4. CONCLUSION**

**4.1** Whilst the indicators selected show positive outcomes it will be useful to review these and refine their selection as part of the new plan.

For further information contact:  
Andrew Campbell, SNH

Telephone (Oban) 0300 244  
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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
12 December 2012**



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***Third Sector and Communities Scorecard***

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**1. SUMMARY**

- 1.1** The Third Sector and Communities CPP Sub-group continues to develop its Plan as part of the SOA/Community Plan.

**2. RECOMMENDATION**

- 2.1** To note the contents of the report and the progress of the Third Sector and Communities Plan and scorecard.

**3. DETAIL**

- 3.1** The Third Sector and Communities CPP Sub-group met on 15 November 2012, attended by representatives from Third Sector Partnership, Strathclyde Police, Argyll College and Argyll and Bute Council.
- 3.2** The Third Sector and Communities Plan was discussed in relation to the scorecard success measures. The following general comments were noted:
- **TSC02/ CPP16 - Our Third Sector and Community Councils have access to information and support, including training opportunities** – This should be considered in more depth by the Training and Events sub-group to ensure shared training meets needs, particularly in relation to the recent survey of community councils; and to avoid duplication.
  - It was also noted that, for some success measures, FQ2 contained a cumulative total, while others had separate figures for each financial quarter. It was agreed that figures should be kept consistent where possible.
- 3.3** Eight measures still have no data entered, and these will be followed up with relevant lead officers. Some data has been provided as follows:

Ref	Target	Comment
CPP15.01	100%	Measured on annual basis in FQ4
CPP15.02	75%	7 out of 31 partners have signed up - 23%
CPP16.01	100%	CROP submitted to ABRA September 2012
CPP16.22	100% availability	97 business skills workshops delivered and available to social enterprises in FQ1
CPP16.24	10% increase	
CPP16.25	100% of requests	Third Sector Asset Transfer pack produced by Council
CPP17.02	1	Asset Transfer Process approved by full Council 20.09.2012. Launched event proposed 31.01.2013
CPP17.08	100%	
CPP18.01		Evaluation phase of project will provide relevant data for FQ4
CPP18.02	8 groups supported by 8 associates	Figures available at FQ4, but lack of associates will make target difficult to meet

**3.4** The following are comments on measures where 'red flags' appear:

Ref	Comment
CPP15.03	New resource now available but figures up to FQ2 are well below target
CPP15.05	Figures for FQ2 not yet entered. Figures close to target
CPP16.02	Business Gateway delivering procurement courses which are open to third sector. No data provided
CPP16.03	Social Enterprise team and Third Sector Partnership working together. Workshops organised for end of year
CPP16.06	Data for bespoke training includes advice given and is measured per group supported. Figures up to FQ2 are well below target
CPP16.23	Target met in FQ1 but marginally below in FQ2
CPP16.27	Training needs of community councils carried out and top 4 training priorities identified. Training will be delivered in FQ3 and FQ4
CPP17.11	Evidence gathered at year end from public consultation questionnaire

## 4. CONCLUSION

**4.1** The Third Sector and Communities Sub-group continues to develop and partners agreed to share detail of success measures to ensure consistency.

**5. IMPLICATIONS**

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

*Finance: None*

*Personnel: None*

*Legal: None*

*Equal Opportunities: None*

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

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**CPP Third Sector and Communities Theme**

**CPP15 We work with our partners to tackle discrimination** A →

CPP 15.01 Involvement in NHS EqIAs	Actual		
	Target		
	Benchmark		
CPP 15.02 Community Planning Partners sign "See Me" pledge	Actual		
	Target		
	Benchmark		
CPP 15.03 3rd sector orgs supported to develop equal opportunities	Actual	11	R ↓
	Target	32	
	Benchmark	60	
CPP 15.04 Detection rate for domestic abuse crimes	Actual	80.8 %	G
	Target	78.0 %	
	Benchmark		
CPP 15.05 Racially motivated crimes and offences	Actual	83 %	R ↓
	Target	86 %	
	Benchmark	86 %	

**CPP18 Engage partners/communities/customers ... best value services** G →

CPP 18.01 Services changing as a result of ABSLI project	Actual		
	Target		
	Benchmark		
CPP 18.02 Groups supported by ABSEN Associates	Actual		
	Target		
	Benchmark		
CPP 18.03 Fora facilitated by TSP	Actual	33	G ↑
	Target	30	
	Benchmark	32	
CPP 18.04 Police and Community meetings held	Actual	44	G
	Target	44	
	Benchmark		

**CPP16 Third Sector & Community Councils have access to info/support/training** A →

No of community benefit frameworks	Actual	0	G
	Target	0	
	Benchmark		
CPP 16.02 Procurement workshops delivered	Actual	0.00	R
	Target	0.75	
	Benchmark	0.75	
CPP 16.03 Procurement needs analysis of Third Sector	Actual	0.00	R
	Target	0.75	
	Benchmark	0.75	
CPP 16.04 Guide to delivery of services produced	Actual	On track	G
	Target	On track	
	Benchmark	On track	
CPP 16.05 Training delivered to the Third Sector	Actual	24	G
	Target	13	
	Benchmark		
CPP 16.06 Bespoke training delivered to third sector	Actual	94	R ↓
	Target	150	
	Benchmark	400	
CPP 16.07 Resources designed and supplied through TSP	Actual	14	G
	Target	12	
	Benchmark	35	
CPP 16.08 % new applicants/projects for Third Sector/Health Improvement grants	Actual	100 %	G
	Target	14 %	
	Benchmark	35 %	
CPP 16.09 Organisations given funding advice	Actual	105	G ↓
	Target	100	
	Benchmark		
CPP 16.10 No of TS organisations using funding newsletter	Actual	202	G
	Target	50	
	Benchmark		
CPP 16.11 Organisations using Grantnet	Actual	87	G
	Target	50	
	Benchmark		
CPP 16.12 Sustainability through leveraged funding	Actual	11	G
	Target	3	
	Benchmark	12	
CPP 16.13 Voluntary organisations assisted to start up	Actual	17	G
	Target	10	
	Benchmark	34	
CPP 16.14 Adherence to mandatory requirements	Actual	102	G
	Target	40	
	Benchmark	95	

**CPP17 Partners/communities ... fully engaged in how services delivered** G →

CPP 16.15 Volunteer Awards delivered	Actual	100 %	G
	Target	100 %	
	Benchmark	100 %	
CPP 16.16 People placed into volunteering/engaged in volunteering	Actual	494	↑
	Target		
	Benchmark	1,100	
CPP 16.17 Volunteer organisational opportunities	Actual	418	G
	Target	300	
	Benchmark	500	
CPP 16.18 Young people engaged/completing awards	Actual	98	G
	Target	30	
	Benchmark	350	
CPP 16.19 Third Sector organisations accessing NHS courses	Actual	3	G
	Target	2	
	Benchmark	0	
CPP 16.20 Capacity building support sessions	Actual	150	G
	Target	40	
	Benchmark		
CPP 16.21 Third Sector database is developed	Actual	On track	G
	Target		
	Benchmark	On track	
CPP 16.22 Business skills workshops delivered	Actual	15 %	
	Target		
	Benchmark		
CPP 16.23 Social enterprises assisted to start up	Actual	8	R
	Target	11	
	Benchmark	10	
CPP 16.24 Social enterprises supported by Business Gateway	Actual		
	Target		
	Benchmark		
CPP 16.25 Third Sector clients supported via Asset Transfer	Actual		
	Target		
	Benchmark		
CPP 16.26 Responses to needs assessment survey	Actual	0 %	G
	Target	0 %	
	Benchmark		
% Community Councils trained for top 4 priorities	Actual	0 %	R
	Target	30 %	
	Benchmark		
CPP 17.01 No of services ... in partnership with social enterprise	Actual	0	G
	Target	0	
	Benchmark		
CPP 17.02 Third Asset Transfer approved	Actual		
	Target		
	Benchmark		
LACPGs - % representation of partners	Actual	86 %	G
	Target	60 %	
	Benchmark	70 %	
CPP 17.04 Use of Com Engagement resources	Actual	88	
	Target		
	Benchmark		
CPP 17.05 Use of CPP Consultation Diary	Actual	46 %	G
	Target	20 %	
	Benchmark		
CPP 17.06 'Influencing Change - Involving to Devolving'	Actual	8	G
	Target	2	
	Benchmark		
CPP 17.07 Participation in Third Sector Fora	Actual	126	G
	Target	125	
	Benchmark	112	
CPP 17.08 Guided Self Help Workers	Actual		
	Target		
	Benchmark		
CPP 17.09 Community centre councils supported	Actual	5	G
	Target	2	
	Benchmark	2	
CPP 17.10 Third sector demonstrates working in partnership	Actual	28	G
	Target	10	
	Benchmark		
CPP 17.11 Neighbourhood rate of good place to live	Actual	94 %	R
	Target	96 %	
	Benchmark		

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**Argyll and Bute Community Planning Partnership****Management Committee****Date: 12 December 2012**

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**CPP Administrative Budget**

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**1. SUMMARY**

- 1.1 The Community Planning Partnership manages an administrative budget for the core costs of running the CPP – including costs for the Community Planning Manager, citizen's panel and admin costs associated with running the main CPP meetings and associated activities.
- 1.2 In recent years, the CPP budget has been managed on the basis of reducing a surplus built up in previous years by not asking for any increase in partner contributions.
- 1.3 Partners currently contribute £19,209 per year, as follows -

NHS Highland	- 12,560
Strathclyde Police	- 3,278
SF&R	- 3,371
- 1.4 As from the 2013-14 financial year we will no longer have surplus funds to carry forward.

**2. RECOMMENDATIONS**

- 2.1 That the CPP Management Committee agree to maintain the current funding level for the 2012-13 financial year
- 2.2 That the CPP Management Committee give consideration to the future funding of the CPP in light of the proposed changes to the governance arrangements and the new Community Plan

**3. BACKGROUND**

- 3.1 The Argyll and Bute CPP is funded through contributions made by partners to cover the core costs of running the partnership.
- 3.2 Changes that have affected different partners have reduced CPP income, with some partners no longer able to contribute to the core costs of the CPP.

**4. CONCLUSION**

- 4.1 The CPP agrees to maintain current funding contributions for the 2012-13 financial year
- 4.2 A paper is tabled at a CPP Management Committee meeting early next year to discuss the funding proposals in line with the role of

the CPP.

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**DRAFT****Argyll and Bute Council - Community Planning Budget As At 30 November 2012**

	Actual 2011-12	Projected Outturn 2012-13	
<b>INCOME</b>			
<b>CPP budget surplus/deficient from previous year</b>	18,526	10,949	
<b>Core Funding Contributions From Partners</b>			
NHS Highland	12,560	12,560	
Strathclyde Police	3,278	3,278	
Strathclyde Fire and Rescue	3,371	3,371	
Argyll and Bute Council	29,940	30,230	<u>1</u>
<b>Total Income</b>	<b>67,675</b>	<b>60,388</b>	
<b>EXPENDITURE</b>			
<b>Direct/Indirect Employment Costs</b>			
Staff Costs (Includes NI/Pension)	43,006	43,168	
Travel & Subsistence	3,207	3,000	
Conference Fees	0	0	
<b>General Costs</b>			
Furniture	0	0	
Photo-copying, Printing, Stationery and Publicity	618	4,000	<u>2</u>
Telephone	318	300	
Computer Software	0	0	
Computer Hardware	0	0	
Meeting Expenses	72	420	
Hire of Facilities	105	100	
<b>Consultants</b>			
Hexagon	9,400	9,400	<u>3</u>
<b>Total Expenditure</b>	<b>56,726</b>	<b>60,388</b>	
<b>Budget Position at Year End</b>	<b>10,949</b>	<b>0</b>	

1. Expected Contribution From Argyll and Bute Council, this could change to balance expenditure.
2. Public consultation costs in relation to the new Community Plan
3. Two Surveys Planned

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## Argyll and Bute Community Planning Partnership

## Meeting Dates 2013

## Full Partnership Meeting Dates:

DATE	VENUE
27 <sup>th</sup> March 2013	Council Chambers, Kilmory
26 <sup>th</sup> June 2013	Council Chambers, Kilmory
27 <sup>th</sup> November 2013	Council Chambers, Kilmory

## MANAGEMENT COMMITTEE DATES:

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

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