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COMMUNITY PLANNING PARTNERSHIP

A meeting of the **CPP MANAGEMENT COMMITTEE**

will take place on the Wednesday, 6 March 2013 within Committee Room 1, Kilmory, Lochgilphead

Please note that VC facilities will be available in Helensburgh, Dunoon and Oban.

* Please note times are indicative

Agenda Items	Time *	Item Titles	Expected Outcome
1.	10.00	WELCOME/APOLOGIES	
2.	10.10	MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 6TH FEBRUARY (Pages 1 - 10) 2a) – Matters Arising	
3.	10.35	SOA SCORECARD - TO FOLLOW	
4.	11.00	NEW COMMUNITY PLAN - Bruce West/Eileen Wilson	
5.	11.15	CPP PARTNERSHIP AGREEMENT- Eileen Wilson	
6.	11.30	INSPECTION OF CHILDREN'S SERVICES UPDATE - Louise Long	
7.	11.45	EARLY YEARS COLLABORATIVE UPDATE - Louise Long	
8.	12.00	CITIZEN'S PANEL - Chris Carr	
9.	12.15	SUCCESSION OF CHAIR - Eileen Wilson - Verbal Discussion	
10.	12.30	MEETING DATES	
11.	12.45	AOCB	

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ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP**MINUTES of CPP MANAGEMENT COMMITTEE MEETING held within
COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD
on WEDNESDAY 6th February 2013****Present**

Sally Loudon	Argyll and Bute Council
Eileen Wilson	Argyll and Bute Council
Joyce Cameron (Minutes)	Argyll and Bute Council
Derek Leslie (Chair)	NHS Highland
Andrew Campbell	Scottish Natural Heritage
Glenn Heritage	Third Sector Partnership/Argyll Voluntary Action
Jane Fowler	Argyll and Bute Council
Louise Long	Argyll and Bute Council
Douglas Cowan	Highlands and Islands Enterprise
Donald Henderson (VC)	Scottish Government
Bruce West	Argyll and Bute Council
Fergus Byrne (VC)	Strathclyde Police
Jim Scott	Strathclyde Fire & Rescue
Cleland Sneddon	Argyll and Bute Council
Fraser Durie	Argyll College

Apologies:

Shirley MacLeod	Argyll and Bute Council
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ITEM	DETAILS	ACTIONS
1.	<p>WELCOME AND APOLOGIES</p> <p>Derek Leslie welcomed everyone to the meeting and intimated apologies.</p>	
2.	<p>MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 12th December 2012</p> <p>The minutes of 12th December 2012 were approved as an accurate record.</p> <p>Matters Arising:-</p> <p>Agenda Item 4 – Scottish Government Review of Community Planning and Single Outcome Agreements.</p> <p>It was agreed that the note of the meeting held on 5th December and</p>	

	<p>the letter from Derek MacKay can now be circulated.</p> <p>Agenda Item 12 – Strathclyde Police and Fire and Rescue Reform Report. The report submitted to Council has been circulated .</p> <p>Agenda Item 13 – Plugged In Places. It was agreed that the Community Planning Partnership would support the Council with the Plugged in Places funding application.</p> <p>Agenda Item 14 – Emergency Responders Update. Jane Fowler advised that the CPP would approach the Ambulance Service along with all other partners when the terms of reference have been agreed and the new partnership agreement is prepared.</p>	<p>CPP Admin</p> <p>CPP Admin</p>
<p>3.</p> <p>a)</p> <p>b)</p>	<p>SOA SCORECARDS (1ST AND 2ND FQ) – THEME LEADS</p> <p>Sally Loudon pointed out that some measures contained in the CPP Scorecard are no longer being measured or are no longer appropriate. She recommended that the partnership should decide if some of these measures should remain in the system.</p> <p>Derek Leslie questioned why some health measures were not shown on the scorecard and suggested a full review of the scorecards and all associated measures.</p> <p><u>Action Point</u> Sally Loudon advised that the presentation of data needs to be looked at.</p> <p>Admin issues need to be ironed out to ensure data is gathered and reported. Clear instruction were given for Jane Fowler to liaise with theme leads to ensure that there are no gaps in data.</p> <p>Economy</p> <p>Douglas Cowan advised that his scorecard did not reflect on 3rd quarter. He pointed out that the vast majority of measures are on or above target.</p> <p>Social Affairs</p> <p>Cleland Sneddon highlighted that Welfare Reform should be monitored closely. Changes in Adult Care management have taken place. It was advised that an Employee Equalities Forum has to be formed.</p>	<p>Jane Fowler/David Clements</p> <p>CPP Admin/Jane Fowler/Theme Leads</p>

<p>c)</p> <p>d)</p>	<p>Environment Andrew Campbell advised that most of the measures are going in the right direction.</p> <p>Third Sector and Communities Glenn heritage advised that all targets are on track. There is likely to be a red with regards to organisational equal opportunities measure not reaching target by year end.</p> <p>It was agreed that we need to look closely at measures for the new Community Plan/SOA and identify those that are going to be of high impact.</p>	
<p>4.</p>	<p>SOA ANNUAL REPORT</p> <p>This 2011/12 report brings to a close the Argyll and Bute Single Outcome Agreement 2009 – 2012, and highlights the progress made towards the national outcomes made by Argyll and Bute CPP.</p> <p>The report contains performance information on 13 of the 15 national outcomes that were included in the SOA. During the period of the SOA, some actions measured have been completed, some removed from partner operating plans and some are measured on a 2 yearly basis. Those that would present repeat information to last year's SOA are not included.</p> <p>Discussion took place around the report and it was agreed that Jane Fowler would need to input more data around ABC04c before the report is submitted to the Scottish Government</p> <p>Action Point Jane Fowler to input more data around ABC04c before the report is submitted to the Scottish Government</p>	<p>Jane Fowler</p>
<p>5.</p>	<p>THIS PLACE MATTERS – RETHINKING LOCAL LEADERSHIP</p> <p>The University of Glasgow School of Social and Political Sciences has been carrying out research to explore the importance of local leadership in achieving the sustainable development of localities within Scotland.</p> <p>There is an opportunity for the Argyll and Bute Community Planning Partnership to take part in a half day facilitated workshop in March or</p>	

	<p>April, offered by the University, to explore the role of local leadership in shaping places.</p> <p>Jane Fowler advised that around 20 places are for Argyll and Bute. To date a number of elected members have been nominated to attend.</p> <p>All partners agreed to consider nominations.</p> <p><u>Action Point</u> It was agreed that partners are to nominate participants (10) with feedback to Jane Fowler by 13th February 2013.</p>	<p>All Partners</p>
<p>6.</p>	<p>HEALTH INEQUALITIES IN SCOTLAND – AUDIT SCOTLAND REPORT</p> <p>The report outlines the scale and effects of health inequalities, how much is spent by the public sector on reducing health inequalities and the quality of the evaluations used. The report also looks at whether access to health services is equitable across all groups within the population. The report contains a number of recommendations for Scottish Government, NHS Boards, Councils, CHPs and CPPs.</p> <p>CPP were asked to ensure that all partners are clear about their respective roles, responsibilities and resources in tackling health inequalities, and to take shared ownership and responsibility for actions aimed at reducing health inequalities.</p> <p>The full report was emailed out to all partners prior to the meeting. Partners were asked to comment on the key recommendations for CPPs and feed back to Eileen Wilson for collation prior to this meeting. The attached response document contains all the information received to date.</p> <p><u>Action Point</u> It was agreed that each of the partners' responses should be collated and a draft version passed to Derek Leslie, Sally Loudon and Donald Henderson before submitting to the Audit Committee and the Scottish Government.</p>	<p>All Partners</p>
<p>7.</p>	<p>PARTNER PLANS</p> <p>a) NHS HIGHLAND – ARGYLL AND BUTE CHP LOCAL OPERATIONAL PLAN Derek Leslie presented the NHS Highland, Argylland Bute CHP Local Delivery Plan for 2013/14.</p>	

	<p>b) POLICE – DEVELOPMENT OF LOCAL POLICE PLAN</p> <p>Fergus Byrne presented the Argyll and Bute Local Policing Plan 2013/2014. Fergus also advised that there was a new community investigation point starting mid-February.</p> <p>c) FIRE REFORM – DEVELOPMENT OF FIRE AND RESCUE PLAN</p> <p>Jim Scott presented Strathclyde Fire and Rescue’s local Fire and Rescue Plan for Argyll and Bute.</p> <p><u>Action Point</u></p> <p>Both Fergus and Jim Scott would like to hear back from partners if they’re happy with the Police and Strathclyde Fire & Rescue plans and priorities.</p> <p>Draft Fire and rescue document to be passed to Derek Leslie(Chair) with feedback to Jim Scott.</p>	<p>CPP Admin</p>
<p>8.</p>	<p>NEW COMMUNITY PLAN – UPDATE</p> <p>It was advised that 3 groups have had discussions and the content that is tabled in the papers is a first draft. Cleland Sneddon further advised the Management Committee that group 2 will get together again to refine the draft outcomes into something that better reflects their requirements.</p> <p>Discussions took place and it was noted that there was still feedback to be passed to Eileen Wilson.</p> <p>All were in agreement that this item should be on the next Management Committee agenda for discussion.</p> <p>Eileen Wilson also advised the Management Committee that all three groups are scheduled to meet again. Groups 1 and 2 on the 22nd of February and group 3 on the 18th of February. This next round of meeting is to further refine the outcomes and to consider action areas.</p> <p><u>Action Point</u></p> <p>Fraser Durie (Argyll College) to be invited to join Group 1.</p> <p>Item to be included on the Management Committee agenda for 6th March 2013.</p> <p>Final draft of the new Community Plan/SOA to go to the Full Partnership on 27th March 2013.</p>	<p>Eileen Wilson</p> <p>CPP Admin/Eileen Wilson</p>

	Draft plan to be tabled at the Council meeting scheduled for 21st March 2013.	
9.	<p>DRAFT TERMS OF REFERENCE FOR NEW GOVERNANCE ARRANGEMENTS</p> <p>It was agreed at the CPP Management Committee on 12 December 2012 that draft terms of reference and a draft meeting schedule be prepared for consideration by the Management Committee</p> <p>The draft partnership agreement, incorporating the terms of reference and full operational and support arrangements will be reviewed by the Management Committee on the 6th of March and a final version submitted for approval to the Full Partnership meeting on 27 March.</p> <p>The succession of chair was discussed as Derek Leslie is approaching the end of his two year appointment as chair of the Management Committee. Further consideration will be given to this matter and a proposal put to the Management Committee on the 6th of March with a recommendation made for approval by Full Partnership on the 27th of March.</p> <p>Action Point A revised Partnership Agreement is draft for the Management Committee on the 6th of March and a final version prepared for the Full Partnership meeting on 27th March 2013.</p>	CPP Admin/Eileen Wilson
10.	<p>INSPECTION OF CHILDRENS SERVICE UPDATE</p> <p>The Report submitted informed the Management Committee that the Inspection will be conducted over 13 days between Monday 4th March 2013 and Friday 19th April 2013.</p> <p>The Inspection Lead who will have overall responsibility for the pilot inspection and the reporting of findings is Judith Tait, Senior Inspector, Care Inspectorate.</p> <p>The Lead Officer for the partnership during the inspection is Liz Strang Argyll and Bute Council.</p> <p>Louise Long advised that Elaine Mead, Chief Executive of NHS Highland had agreed to attend an Early Years collaborative workshop.</p> <p>The partners were further advised that at the conclusion of Phase 1 of the inspection, 30 activities had taken place and all grades have gone up. A pre-inspection return had been submitted and at least 100 files</p>	

	<p>are active.</p> <p>The partners agreed that they were happy to endorse the two statements and supporting evidence circulated.</p> <p>The question was raised as to how the signing off of the other 7 statements would be done. The signing off of the final statements will be by Barry McEwan, Sally Loudon and Derek Leslie. It was advised that any concerns regarding the signing off should be direct to Louise Long.</p>	
11.	<p>EARLY YEARS COLLABORATIVE UPDATE</p> <p>Paper circulated. This item will be given further consideration at the management Committee meeting on the 6th of March.</p> <p>Action Point Item to be included on the Management Committee agenda for 6th March 2013.</p>	CPP Admin
12.	<p>OPPORTUNITIES FOR ALL – ARGYLL AND BUTE COUNCIL PAPER ON SKILLS PIPELINE AND YOUTH PIPELINE AND YOUTH EMPLOYMENT ACTION PLAN</p> <p>Cleland gave a verbal update to the partners on recent progress, and it was noted that detail around opportunities is required to match young people's needs. This information is required as soon as possible.</p>	
13.	<p>ARGYLL AND BUTE LOCAL SERVICES INITIATIVE</p> <p>The report submitted provides details of the Argyll and Bute Local Services (ABLSI) launch event which will follow the full Community Planning Partnership meeting on 27th March 2013, as agreed at the CPP Management Committee on 12th December 2012.</p> <p>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.</p> <p>The aim of the event is to launch the final report which contains findings and recommendations from the work of ABLSI. This work took place over a two year period and included working with managers and third sector organisations through the Council's Service Review Process and researching case studies of social enterprise in Argyll and Bute.</p>	

	<p>Jane Fowler asked that the Management Committee encourage a target audience to attend the launch event which will follow the full Community Planning Partnership meeting on 27th March 2013, and provide contact details of those within their organisations to invite.</p> <p>Action Point All partners to provide contact details of those to be invited.</p>	<p>All Partners</p>
<p>14.</p>	<p>REVISED MEETING DATES</p> <p>Following discussions at agenda item 9 (Terms of Reference) it was agreed that the Full Partnership would meet once each year in September or October, further meetings could be called with the agreement of the Chair and subject to the required notice being given.</p> <p>The Management Committee will meet once each quarter (4 times a year) with the meetings normally taking place in February, June, August and November. If required, further meetings could be called with the agreement of the Chair and subject to the required notice being given.</p> <p>The CPP Chief Officers Group (COG) will normally meet once every 2 months (6 times per year). These meetings will normally be in February, April, June, August, October and December.</p> <p>Action Point Meeting dates to come back to Management Committee meeting on 6th March 2013.</p>	<p>CPP Admin</p>
<p>15.</p>	<p>AOCB</p> <p>ACPG report The management Committee noted the role which the Area Community Planning Groups can play in facilitating effective local community engagement.</p> <p>Citizen's Panel Partners were reminded that the spring survey will be due soon and were asked to consider any possible subjects and/or questions for inclusion. It was agreed that this items be included on the March meeting agenda.</p> <p>Action Point Item to be included on the Management Committee agenda for 6th March 2013.</p> <p>Strathclyde Fire and Rescue Jim Scott, Strathclyde Fire and Rescue advised that Paul Connelly</p>	<p>CPP Admin</p>

	would be returning to Argyll and Bute.	
16.	Date of next meeting – 6th March 2013	

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**Argyll and Bute Community Planning
Partnership**

CPP Management Committee
Date: 6th March 2013

argyll and bute
communityplanningpartnership



Title: Draft Single Outcome Agreement 2013-2023

1. PURPOSE

- 1.1** The current Community Plan / SOA will end in March 2013. The purpose of this report is to seek comments and feedback from Partners on the latest draft of Argyll and Bute's new Community Plan/Single Outcome Agreement (SOA) 2013-2023

2. RECOMMENDATIONS

It is recommended that the CPP-

- 2.1** approves the draft outcomes for the SOA 2013-23
- 2.2** notes that elected members will have the opportunity to comment on the draft outcomes at the council meeting scheduled for the 21st of March 2013.
- 2.3** notes that a final draft of the SOA will be presented for approval by the Full Partnership on the 27th of March 2013

3. BACKGROUND

- 3.1** in light of recommendations made in the Christie Commission Report the Scottish Government and CoSLA have reviewed Community Planning Partnership arrangements and Single Outcome Agreements. The findings of the review and subsequent guidance published in December 2012 has made clear the requirement for transformational change in service delivery to improve outcomes for people, tackle inequality and maintain financial sustainability in the face of continuing social and economic challenges. The key drivers behind the review are the broad principles of prevention, integration and greater collaboration of partners and delivery of public services and clear local outcomes supported by a joint performance framework with clear lines of accountability across the partnership.
- 3.4** Local agreements are now being developed by all Community Planning Partnerships in Scotland, setting out 10 year outcomes, supported by 3 year interim term outcomes, and short term action areas. Single Outcome Agreements will be complemented by local Police and Fire Plans.

- 3.5** Greater integration of public service delivery across the partnership remains a priority in Argyll and Bute's Single Outcome Agreement. This should allow us to continue to improve effectiveness and efficiency of our public services and partnerships. The Single Outcome Agreement for 2013-2023 fulfils the national expectations as set out in the 'Statement of Ambition' from the national review.
- 3.6** This Single Outcome Agreement is set out under the 3 main themes focused on People, Place and Partnership Working. It sets out the partnership's vision for securing long term outcomes for Argyll and Bute. It has been drawn up in consultation with our Community Planning partners, Area Community Planning Groups and other interested parties. This included themed discussion groups which took place throughout January and February 2013.
- 3.7** The Single Outcome Agreement sets out proposals on how the CPP will deliver on the outcomes agreed for Argyll and Bute. Transformational change is expected, therefore, the CPP is proposing key areas of action that will provide the framework to enable Argyll and Bute to deliver the level of ambition required.
- 3.8** The first draft was considered by the CPP on the 6th of February. Following feedback from Partners and further themed discussions this second draft of the proposed outcomes is now being presented to the Management Committee for consideration (Appendix 1).
- 3.9** It is intended that the final draft of the SOA will be submitted to Scottish Government by the 1st April 2013.

4. CONCLUSION

- 4.1** The development of the new community plan/SOA is on track. Following discussion on the 6th of February at the Management Committee the discussion groups have continued to develop the plan. Following further discussions at Management Committee on the 6th of March a final draft will be presented to the Full Partnership on the 27th of March 2013. Once signed off the document will be submitted to the Scottish Government.

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Appendix 1 – Proposed Outcomes for SOA 2013-23

Long term Outcomes – 10 years	Short term Outcomes – 3 years	Priority Action Areas – Years 1 -3
PEOPLE		
<p>Argyll and Bute has a stable population with an increased proportion of economically active people (PP1, PP2)</p>	<ul style="list-style-type: none"> • Our towns and communities are dynamic, sustainable and connected. • Comparative performance on education and health metrics are improved. • Our quality of life is improved. • Our transport infrastructure is improved. • Argyll and Bute is recognised as an attractive area for young people • Income levels are increased to become closer to national average. • The Third Sector is robust well governed contributing to and attracting resources into the local economy. • More people choose to live in the commutable areas of Argyll and Bute. • The local economy benefits from the unique and strong cultural identity of Argyll and Bute. 	<ul style="list-style-type: none"> • Deliver the roll out of high speed broadband. • Lobby to improve coverage and quality of mobile phone signals. • Develop regeneration plans for key centres including Inveraray, Rothesay and Dunoon. • Improve the natural and built environment • Improve transport infrastructure (eg air routes, no of air passengers, no of ferry passengers, a fix for the A83, A85, improved A82 etc) • Increase the proportion of our young people going into positive destinations in Argyll & Bute. • Improve alignment of education and training with business requirements and economic opportunity. • Increase public sector employment and training opportunities including work experience, apprenticeships, graduate placements, research, etc.
<p>Children in Argyll and Bute have the best possible start (PP3) *</p>	<ul style="list-style-type: none"> • Improved life chances for our young people and those of future generations. • Learning and education opportunities are better matched with the aspirations of our young people. • All children are developmentally ready to start P1. • Children, young people and families at risk are safeguarded. • All babies experience the best possible pre and peri natal environment 	<ul style="list-style-type: none"> • Invest in early years services and through targeted and collaborative support programmes. • Develop school risk matrix to identify and track pupil's learning and development to trigger earlier intervention. • Improve child protection processes through effective partnership working. • Reduce number of looked-after children. • Support the development of parenting skills through targeted services.

		<ul style="list-style-type: none"> • Achieve child healthy weight targets. • targeted breast feeding promotion work is carried out in the areas with poorer breast feeding rates • smoking cessation work is carried out with all pregnant mothers who smoke
<p>People living active, healthier, and independent lives safeguarded from harm. (PP3, PP5, PP6) *</p>	<ul style="list-style-type: none"> • Older people live active, independent, healthy lives. • People are active members of the community and contribute to the local economy. • People choose to maintain independence and are an integral part of their local communities. • People are empowered to make their own choices and live safely with dignity in their own communities. • The impact of alcohol and drugs on our communities and on the mental health of individuals is reduced. • The incidence and impact of domestic violence is reduced. • Individuals lead more active healthier lives through increased participation in sport and physical activity. • Mental health and wellbeing is improved. 	<ul style="list-style-type: none"> • Continue to shift the balance of care from institutional to community based settings. • Promote and develop care and support at home that contributes to preventing avoidable admissions to hospital or residential care. • Promote and build social networks that may sustain people to live more independently for longer. • Remodel services to reflect increased personalisation through self directed support. • Work in partnership to tackle obesity and diabetes. • Work in partnership to develop local tobacco control plans. • Develop strategies to improve prevention and referral and access to alcohol and drug services through coordinated partnership working. • Develop more opportunities for people to participate in physical exercise/activity • All service providers use an approach which encourages mobility and promotes strength and balance reducing falls in older people • All voluntary and statutory sector staff use all interventions as opportunities to promote an individual's mental health and wellbeing. • As evidence for prevention of cognitive decline is established the CPP incorporates it into appropriate strategies.
<p>People have the skills,</p>	<ul style="list-style-type: none"> • Young people are ambitious and realise their full 	<ul style="list-style-type: none"> • Continue to implement the curriculum for excellence

<p>attitudes and achievements to succeed throughout their lives (PP2, PP4)</p>	<p>potential.</p> <ul style="list-style-type: none"> • Our people have flexible skillsets that enables them to achieve positive destinations and career paths that respond to market opportunities • We capture the contribution of our communities to deliver education. • Our school-children are successful learners and contribute effectively to our communities. • People are better skilled, trained and ready for employment. 	<p>and the introduction of the new national qualifications.</p> <ul style="list-style-type: none"> • Increase the number of young people gaining accredited achievement awards. • Encourage people to participate in learning throughout their life. • Increase employment and training opportunities including work experience, apprenticeships, graduate placements, research, etc. across all sectors • Address gaps in provision through strategic skills pipeline. • Increase skills and capacity through the work of the Argyll and Bute Employability Partnership.
<p>Health inequalities are reduced (PP3, PP5, PP6) *</p>	<ul style="list-style-type: none"> • We have broken the intergeneration cycle of inequality through targeted prevention. • Positive lifestyle choices are promoted through education and encouragement. • The gap in health inequalities is narrowed through targeting disadvantage. • Health conditions most closely associated with deprivation are reduced. • Adverse childhood events are reduced. • Generic initiatives and services which improve quality of life and wellbeing for all are supported. • People can access a choice of suitable, high quality and affordable housing options. 	<ul style="list-style-type: none"> • Improve access to opportunities for physical exercise. • Work in partnership to provide health promoting education and initiatives. • Integrate positive lifestyle choices with parenting support and other early intervention initiatives. • Promote the improvement of housing stock across all tenures. • Maintain a newbuild social housing programme including care-housing to enable people to live more independently.
<p>People in Argyll and Bute are safe (PP3, PP4) *</p>	<ul style="list-style-type: none"> • People in neighbourhoods and towns are safe from violence, antisocial behaviour, disorder and alcohol related disorder. • Road users are able to travel on our roads safely and the safety of high risk groups is improved. 	<ul style="list-style-type: none"> • Develop CPP communication strategy which will enable the promotion of positive perceptions and improvements. • The CPP takes a lead role in driving the Community Safety Strategy forward. • Provide support and assistance to all victims of

	<ul style="list-style-type: none"> • Domestic violence is addressed through improved education, supporting victims, tackling offenders and increasing awareness and confidence to report. • People feel reassured about their own and other people's safety and are engaged in making their home and area a safe place to live in. • A clear strategy tackling antisocial behaviour and violence related to alcohol and licensed premises is in place. 	<ul style="list-style-type: none"> • domestic violence and robustly manage offenders. • Reduce and prevent disorder, antisocial behaviour and violence through identification of hot spots and the management of repeat offenders with a particular focus on alcohol related offences. • Support people, particularly vulnerable groups (including partner referrals), through home and fire safety visits to identify preventative measures. • Reduce serious and organised crime through targeting offenders and groups who cause harm to our communities and ensure positive interventions where appropriate.
PLACE		
Communities are safe, strong, resilient and self-reliant (PP4, PP6) *	<ul style="list-style-type: none"> • Communities feel reassured and are engaged in making their area a safe place to live in. • Third sector and community councils support community resilience. • All agencies are equipped and able to respond to any critical incidents and support communities within Argyll and Bute. 	<ul style="list-style-type: none"> • CPP to be instructed on how to work more effectively with Community Councils and other community groups. • Work in partnership to ensure third sector and community councils have access to information and support, including training. • Community councils complete community resilience plans. • Agencies develop clear contingency and resource plans for emergencies which are exercised accordingly.
The natural and built environment is safe, respected valued and free of environmental crime (PP4) *	<ul style="list-style-type: none"> • The environment is respected, valued and free from vandalism, criminal damage, dog fouling and litter. • Road users are able to travel on our roads safely and the safety of high risk groups is improved • Residents and visitors can safely enjoy our inland and coastal amenities and water without 	<ul style="list-style-type: none"> • Improve signage e.g. to drive on left, etc. • Identify high risk groups (road users) and take proactive measures through engagement, education, prevention and enforcement. • Identify high risk locations and times where fire occurs and respond to these findings with proactive preventative measures. • Work in partnership with services and community

	<p>damaging the environment.</p> <ul style="list-style-type: none"> • There are fewer incidences of deliberately set fires. • Our commercial, industrial and leisure premises are safe places for our residents and visitors to work and visit. • The economic prosperity of the area is enhanced through residents and visitors feeling reassured and safe when accessing the local economy and recreational facilities. 	<p>groups to improve the environment and reduce vandalism, littering and dog fouling.</p> <ul style="list-style-type: none"> • Conduct regular Fire Safety audits of business premises. • Work in partnership with the business community, licensing and other enforcing authorities to promote the required safety standards. • Work with owners and occupiers at a local level to provide advice and guidance in the reduction of unwanted fire alarm signals.
<p>Argyll and Bute has thriving diverse businesses in rural and urban areas (PP1, PP2)</p>	<ul style="list-style-type: none"> • Argyll and Bute is recognised nationally and internationally as a location for marine science education, research and business activity. • We have a thriving, sustainable renewable energy sector with well-developed local supply chains. • We have a robust tourism sector with an extended season, a higher value proposition and increased turnover. • Oban is recognised as a growing commercial centre and university town. • People are better skilled, trained and ready for employment. • There are more businesses of scale. • The number of business starts particularly those with higher growth potential is increased. • Levels of entrepreneurship are increased. • We make the best use of our environment. • Income levels are increased to become closer to national average. • The Third Sector is robust well governed contributing to and attracting resources into the local economy. 	<ul style="list-style-type: none"> • Increase business turnover (HIE Clients) • Business Gateway supports and advises business start-ups and existing businesses. • Increase international turnover with more Argyll and Bute businesses trading internationally. • Work with key tourism industry partners such as Argyll and the Isles Tourism Co-operative Ltd (trading arm of AISTP) to further develop the tourism value chain linked to the area's unique heritage, provenance and authenticity • Secure tenants for European Marine Science Park phase 1 and secure land for road improvements for future phases. • Agree Lorn Arc TIF, and investments to facilitate growth. • Develop proposition recognising Oban as a university town. • Perhaps other sector specific eg around tourism or if possible to track employment in growth sectors? • Encourage local apprenticeship and training programmes which align with the demands of the local job market. • Work with local employers, training and education

		providers to review current and future skills requirements. (Strategic Skills Pipeline).
PARTNERSHIP WORKING		
Argyll and Bute is empowered to deliver its public services (PP1)	<ul style="list-style-type: none"> • The economic impact of the public sector is maximised in recognition of the socio-economic and geographic characteristics of the area. • Local people are supported to take up local jobs. 	<ul style="list-style-type: none"> • Review current practices in public sector procurement policies and processes to give a more accurate reflection of best value (community benefit clauses, etc). • Promote community benefit clauses. • Consider carbon footprint. • Review current partnership interventions and programmes to assess impact and alignment with priorities.
Responsibility for delivering outcomes is shared through effective partnership working (PP 1-6) *	<ul style="list-style-type: none"> • People feel reassured about their own and other peoples safety and are engaged in making their area a safe place to live in. • We have a domestic violence and violence against women strategy in place. • Communities have the opportunity to engage with partners to develop action plans/projects 	<ul style="list-style-type: none"> • Work in partnership with services and community groups to improve the environment and reduce vandalism, littering and dog fouling. • Reduce and prevent disorder, antisocial behaviour and violence through multi-agency information sharing and effective problem solving meetings. • Support people, particularly vulnerable groups, through multi agency information sharing and action to promote personal and home safety.
Third sector service providers contribute to the community and economic wellbeing of Argyll and Bute. (PP 1-6)	<ul style="list-style-type: none"> • The Third Sector is robust and well governed. • The Third Sector attracts resources into local communities. • The innovative third sector produces more flexible and responsive local services. 	<ul style="list-style-type: none"> • The third sector works to achieve sustainability and improve resilience (eg breadth of income streams) • Third sector organisations attract external resources to support Argyll & Bute economic growth (external funds measured). • All third sector service providers are incorporated organisations with robust governance.

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**Argyll and Bute Community Planning
Partnership**

**CPP Management Committee
Date: 6th March 2013**



Title: partnership Agreement 2013 - 2023

1. SUMMARY

- 1.1** The Community Planning Partnership has recently agreed a number of changes to structure and governance arrangements. This new Partnership Agreement reflects these changes.

2. RECOMMENDATIONS

- 2.1** That the Management Committee considers the attached draft Partnership Agreement. (Appendix 1)

3. BACKGROUND

- 3.1** The Community Planning Partnership has recently agreed to a number of changes to both the structure of the partnership and associated governance arrangements.
- 3.4** The new arrangements were first discussed in June 2012 and subsequent reports and papers submitted to the Management Committee have refined the arrangements.
- 3.5** The draft Terms of Reference were considered at the Management Committee meeting on the 6th of February 2013 and it was agreed that a new partnership Agreement should be drafted to reflect the changes.

4. CONCLUSION

- 4.1** This new Partnership Agreement will be presented to the Full Partnership on the 27th of March for approval. All partners will be invited to sign up to the agreement which will be in effect from 1st of April 2013.

For further information contact: Eileen Wilson
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Appendix 1 - Draft Partnership Agreement



**Partnership Agreement
April 2013**

1 INTRODUCTION

- 1.1. Effective community partnership working is essential if we are to deliver local outcomes within the new national framework. This document enables us, as a partnership, to demonstrate our commitment to the continuous improvement and effective delivery of Community Planning in Argyll and Bute.
- 1.2. The need to demonstrate how partners work together to achieve common outcomes places a responsibility on partners to effectively integrate their different contributions and deliver a multi-agency approach to planning improved service delivery. We also need to demonstrate that communities are effectively engaged in the community planning process and that they are influencing how services are planned and delivered.
- 1.3. The Local Government in Scotland Act (2003) places a statutory duty on Councils to lead and facilitate Community Planning. There is also a corresponding duty on a range of partners to participate locally.

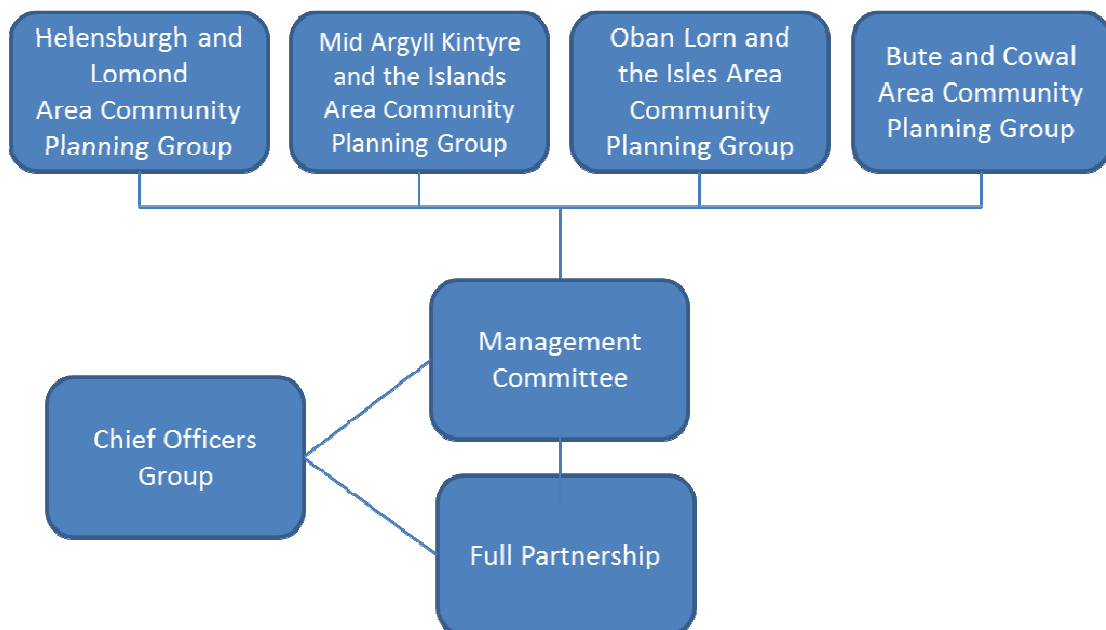
2 COMMUNITY PLANNING IN ARGYLL AND BUTE

- 2.1. The Argyll and Bute Community Plan and Single Outcome Agreement 2013-2023 is acknowledged as the guiding document for strategic planning by all partners.
- 2.2. The Argyll and Bute Community Plan and Single Outcome Agreement details medium term outcomes and short term actions that the partners will deliver to enable progress towards the longer term outcomes set out in the Community Plan and Single Outcome Agreement.
- 2.3. “Community Planning and Single Outcome Agreements 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)
- 2.4. The Community Plan and Single Outcome Agreement:

- Demonstrates a clear and evidence-based understanding of place and communities including the inequalities facing different areas and population groups;
- Outlines how local communities and the business and third sectors have been involved in developing and influencing that understanding; and
- Shows 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 Community Plan and Single Outcome Agreement.

3 DECISION MAKING STRUCTURES

3.1. The Community Planning structure is detailed below.



3.2. Key parts of the structure operate as follows:

Area Community Planning Groups

Argyll & Bute is a large and diverse area. Communities can have different issues even within the overall umbrella of a community plan for the whole area. It is important that there continues to be effective governance over the CPP at a local level. It is the role of Area Community Planning Groups of the CPP to discharge this function. The role of Area Community Planning Groups of the CPP is to:

- Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at an area level.
- Ensure effective working across community planning partners at an area level.
- Ensure continuous improvement in the effectiveness of the CPP at an area level.
- Manage performance to ensure delivery of the community plan at an area level.

Area Community Planning groups meet four times a year.

The Management Committee

Ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management is a key role of Community Planning. This is the main focus of the Management Committee. The role of the Management Committee is to:

- Have a strategic oversight of community planning at a strategic level.
- Develop the community plan to set the overall direction for community planning partners in Argyll & Bute at a strategic level.
- Develop policy across community planning partners that support the delivery of the community plan at a strategic level.
- Engage with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at a strategic level.
- Respond/react to national policy developments at a strategic level.
- Working effectively across community planning partners at a strategic level.
- Promote continuous improvement in the effectiveness of the CPP at a strategic level.
- Manage performance to ensure delivery of the community plan at a strategic level.
- Report performance to the public

The Management Committee meets four times a year.

The Full Partnership

Responsibility for the overall development of community planning in Argyll & Bute lies with the Full partnership. It does this by delegating responsibility for individual aspects of community planning to Area Community Planning Groups, Management Committee and CPP Chief Officers Group. The activities of the CPP can be broken down into the following:

- Strategic oversight of community planning.
- Developing the community plan to set the overall direction for community planning partners in Argyll & Bute.
- Policy development across community planning partners that support the delivery of the community plan.
- Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP.
- Responding / reacting to national policy developments.
- Effective working across community planning partners.
- Continuous improvement in the effectiveness of the CPP.
- Performance management to ensure delivery of the community plan.
- Reporting performance to the public.

The Full Partnership of the CPP will normally meet once each year to:

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

Chief Officers Group (COG)

The role of the CPP COG is to:

- ensure issues are being raised and actioned on behalf of the Management committee of the CPP
- ensure partners are working efficiently together.

The first role covers action/support to make real/action/operationalise the actions and activities agreed by the Management Committee and thereby to underpin effective delivery of the community plan. The second role relates to continuous improvement identifying and taking forward opportunities for collaboration, joint working and shared service at a strategic level. This would address the following key aspects of community planning:

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

The Chief Officers Group meets six times a year.

Time Limited Groups

These groups are complemented by Time Limited Groups comprising relevant CPP partners with a designated lead. Time limited working groups are formed to address specific issues and make recommendations to the Management Committee, Chief Officers Group and other strategic partnerships

- 3.3. Further details of these groups including membership, terms of reference and meeting arrangements are detailed in appendix A.
- 3.4. These groups are complemented by **Time Limited Groups** comprising relevant CPP partners with a designated lead. Time limited working groups are formed to address specific issues and make recommendations to the Management Committee, Chief Officers Group and other strategic partnerships.

4 ENGAGING THE COMMUNITY

- 4.1. The Argyll and Bute CPP has developed a Community Engagement Strategy to engage with stakeholders. Performance will be monitored by the Management Committee.
- 4.2. All partnerships at all levels are responsible for ensuring that they conduct engagement activities in line with National Standards for Community Engagement.
- 4.3. The Community Engagement Action Plan outlines the activities supported through the CPP

5 PLANNING AND PERFORMANCE MANAGEMENT FRAMEWORK

- 5.1. High level aims within the Community Plan and Single Outcome Agreement are translated into priorities, outcomes and agreed actions.
- 5.2. Performance against the Community Plan and Single Outcome Agreement will be appraised by each partner monitoring its own performance with details on key success measures shared to enable an effective overview of performance. The performance overview will be reported using performance scorecards compiled by the Council on behalf of the CPP and monitored by the Management Committee, Chief Officers Group, and the Full Partnership.

- 5.3. Different tiers of the Community Planning Partnership will receive performance reports as required.
- 5.4. Area Community Planning Groups: will agree a relevant performance scorecard to provide information to CPP Partners and service users. The scorecard will focus on strategic priorities that can be measured at a local level.

6 RISK MANAGEMENT

- 6.1. All partners will manage risk with respect to their own operations via strategic and operational risks as appropriate.
- 6.2. The CPP has a joint risk register built on relevant strategic risks from partners and more general strategic risks that affect the partnership as a whole (e.g. economic and social risks).
- 6.3. Risks are assessed using the standard methodology of separate assessments of likelihood and impact combined to form an overall assessment of whether a risk is high, medium or low. Mitigation measures are then detailed and monitored as appropriate. Risks are reviewed on a regular cycle dependent that is determined by the overall risk rating (i.e. higher risks are reviewed more often).

7 PARTICIPATION IN CPP AND STRATEGIC PARTNERSHIPS

- 7.1. CPP partners have responsibility for defining arrangements for Community Planning within their organisation.
- 7.2. It is the responsibility of the individual organisations to ensure appropriate representation at all levels and to demonstrate how they contribute to the implementation of the Community Plan and the Single Outcome Agreement.
- 7.3. CPP partners have the responsibility to disseminate relevant Community Planning information to other strategic and operational partnerships in which they participate.
- 7.4. CPP partners are not expected to be responsible for the actions of other partners, but the joint commitment to the CPP implies that each partner will act in the interests of the CPP and other partners. They also have the duty to bring to the CPP any issues arising in other strategic or operational partnerships that affect the CPP.

8 FINANCE AND RESOURCES

The CPP is not a corporate body and so does not hold funds of its own.

- a. All funds will be held by the appropriate officers of the relevant partner organisation
- b. The reporting year for the CPP will be 1st of April to the 31st of March

- c. It is the responsibility of the relevant CPP partner to ensure that appropriate financial accounting arrangements are in place according to legal or other audit requirements
- d. The allocation of funds by the CPP must contribute to achieving agreed outcomes
- e. Core CPP support will be provided by the Council on behalf of the CPP
- f. Where a costed plan includes items funded by different partners, each partner will be responsible for ensuring effective management of their funds. The partnership with responsibility for the joint plan will still include financial monitoring as part of the relevant performance scorecard
- g. Partnership groups will recommend funding allocations as appropriate against outcomes based on evidence of need and assessment of relevant risks. Formal allocation of funds will take place through the formal budget process of the relevant partner(s).

9 EQUALITIES AND SUSTAINABILITY

- 9.1. All actions of the CPP will contribute to tackling the significant inequalities in our society and will be subject to equality impact assessment as appropriate. These assessments will be made by the main partner responsible for delivery of an action.
- 9.2. The principles of sustainable development will guide the development and delivery of our projects and services. Sustainability assessments will be undertaken as appropriate.
- 9.3. Equality and Sustainability Impact assessments will be reviewed as required by the appropriate CPP group.

10 PARTNERSHIP AGREEMENT

- 10.1. Partners are invited to acknowledge the direction of the CPP and to commit to the enhancement of joint working to deliver quality services in Argyll and Bute by signing this agreement.
- 10.2. This is an agreement amongst the members of the Community Planning Partnership to work together to achieve common goals for the people of Argyll and Bute. It is not a legally binding contract and so nothing in its operation will give rise to legally binding rights and obligations amongst the parties.

Signatories to the agreement:

Name	Designation	Organisation	Signature
		Argyll and Bute Council	
		NHS Highland (AB CHP)	
		Strathclyde Police	
		Strathclyde Fire and	

		Rescue	
		Highlands and Islands Enterprise	
		Scottish Enterprise	
		Skills Development Scotland	
		Job Centre Plus	
		Argyll Voluntary Action	
		Islay and Jura CVS	
		Argyll and Bute Social Enterprise network (ABSEN)	
		Fyne Homes	
		ACHA	
		West Highland HA	
		Dunbritton HA	
		Scottish Government's Rural Payments and Inspections Directorate (SGRPID)	
		SEPA	
		Scottish Natural Heritage	
		Crofters Commission	
		Forestry Commission	
		Loch Lomond and the Trossachs National Park	
		HiTrans	
		SPT	
		Cal Mac	
		CMAL	
		Scottish Water	
		Visit Scotland	
		M.O.D.	

Date: **April 2013**

END

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APPENDIX A

ARGYLLAND BUTE COMMUNITY PLANNING PARTNERSHIP TERMS OF REFERENCE FOR GROUPS

This page sets out the key role of each group within the Community Planning Partnership and the diagram below sets out the relationship between each group.

The Full Partnership of the CPP is the body responsible for overall development of community planning in Argyll & Bute.

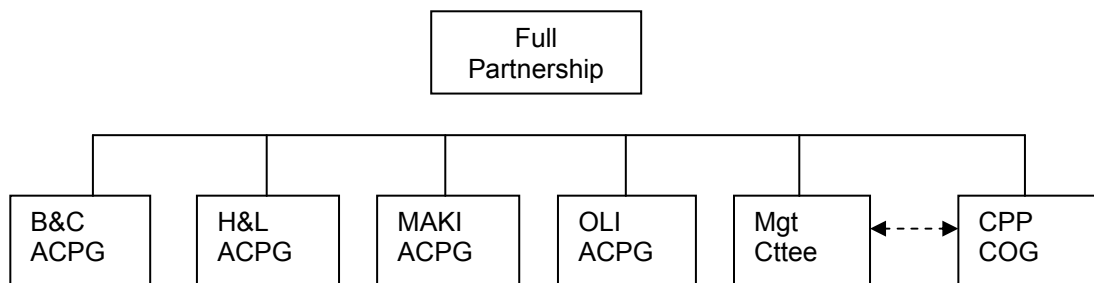
Argyll & Bute is a large and diverse area. Each of the communities can have different issues even within the overall umbrella of a community plan for the whole area. It is important there is effective governance over the CPP at a local level. It is the role of the Area Community Planning Groups to discharge this function.

Ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management is a key role. This requires a degree of focus outwith the Full Partnership of the CPP. This role is carried out by and is the main focus of the Management Committee.

The CPP Chief Officer Group has 2 roles:

- Ensuring issues are being raised and actioned on behalf of the Management Committee.
- Working efficiently together.

All groups are accountable to and report to the Full Partnership. 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.



Argyll and Bute Community Planning Partnership	
Terms of Reference	Argyll and Bute Community Planning Partnership – Full Partnership
Purpose, Role and Remit	
<p>The Full Partnership of the CPP is responsible for overall development of community planning in Argyll & Bute. It does this by delegating responsibility for individual aspects of community planning to Area Community Planning Groups, Management Committee and CPP Chief Officers Group. The activities of the CPP can be broken down into the following:</p> <ul style="list-style-type: none"> • Strategic oversight of community planning. • Developing the community plan to set the overall direction for community planning. • Policy development across community planning partners that support the delivery of the community plan. • Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP. • Responding / reacting to national policy developments. • Effective working across community planning partners. • Continuous improvement in the effectiveness of the CPP. • Performance management to ensure delivery of the community plan. • Reporting performance to the public. <p>The Full Partnership of the CPP will normally meet once each year to:</p> <ul style="list-style-type: none"> • Review the annual report for the previous year. • Review progress to date for the current year. • Set direction for the next year. <p>The Full Partnership of the CPP will also review at the annual meeting the effectiveness of the operation of each of its committees Area Community Planning Groups, Management Committee and CPP Chief Officer Group and consider any changes required.</p>	
Membership	
<p>Membership of the Full Partnership of the CPP is as follows: XXXX</p>	

XXXX

XXXX Details to be updated later

XXXX

XXXX

XXXX

The following will normally attend meetings of the Full Partnership of the CPP in an advisory capacity.

XXXX Details to be updated later

Observers can attend meetings of the Full Partnership of the CPP with the agreement of Chair.

Chair

The Full Partnership of the CPP will be chaired by the Leader of Argyll and Bute Council. The Vice Chair will be the Depute Leader of Argyll and Bute Council. Where neither Chair or Vice Chair are present the Full Partnership will select from the membership present someone to chair the meeting.

Quorum

The quorum for a meeting of the Full Partnership of the CPP will be 5. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.

Frequency of Meetings

The Full Partnership of the CPP will normally meet once each year in September or October. Where business requires further meetings can be called with agreement of the Chair subject to the required notice being given.

Issue Of Papers

The agenda and papers for the Full Partnership of the CPP will normally be issued 7 days prior to the date of the meeting. The Chair can agree to accept late papers.

The agenda and papers will be published on the Council’s website and available from a link through the community planning partnership website.

Conduct Of Meetings

Meetings of the Full Partnership of the CPP will normally held in public but the members of the Full Partnership of the CPP can decide to hear and discuss any item of business in private session.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute made available through the Council’s website and available from a link through the community planning partnership website.

Meetings of the Full Partnership of the CPP will be conducted in accordance with the Council's standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Argyll and Bute Community Planning Partnership

Terms of Reference

Argyll and Bute Community Planning Partnership – Area Community Planning Groups

Purpose, Role and Remit

Argyll & Bute is a large and diverse area. Communities can have different issues even within the overall umbrella of a community plan for the whole area. It is important that there continues to be effective governance over the CPP at a local level. It is the role of Area Community Planning Groups of the CPP to discharge this function. The role of Area Community Planning Groups of the CPP would be:

- Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at an area level.
- Effective working across community planning partners at an area level.
- Continuous improvement in the effectiveness of the CPP at an area level.
- Performance management to ensure delivery of the community plan at an area level.

Membership

Membership of the Area Community Planning Groups of the CPP is as follows:

XXXX

XXXX

XXXX Details to be updated later

XXXX

XXXX

XXXX

The following will normally attend meetings of the Area Community Planning Groups of the CPP in an advisory capacity.

XXXX Details to be updated later

Observers can attend meetings of the Area Community Planning Groups of the CPP with the agreement of Chair.

Chair

The Chair of the Area Community Planning Groups of the CPP will be the Area Lead Councillor from Argyll and Bute Council. Where the Chair is not present the Depute Area leader will chair the meeting.

Quorum

The quorum for a meeting of the Area Community Planning Groups of the CPP will be 5. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.

Frequency of Meetings

The Area Community Planning Groups of the CPP will normally meet once each quarter (4 times each year. These meetings will normally be in March, June, September and December. Where business requires further meetings can be called with agreement of the Chair subject to the required notice being given.

Issue Of Papers

The agenda and papers for the Area Community Planning Groups of the CPP will normally be issued 14 days prior to the date of the meeting. The Chair can agree to accept late papers. The draft Agenda detail will normally be circulated four weeks in advance to allow partners to propose items for inclusion

The agenda and papers will be published on the Council’s website and available from a link through the community planning partnership website.

Conduct Of Meetings

Meetings of the Area Community Planning Groups of the CPP will normally held in public but the members of the Area Community Planning Groups of the CPP can decide to hear and discuss any item of business in private session.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute made available through the Council’s website and available from a link through the community planning partnership website.

Meetings of the Area Community Planning Groups of the CPP will be conducted in accordance with the Council’s standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Argyll and Bute Community Planning Partnership

Terms of Reference

Argyll and Bute Community Planning Partnership – Management Committee

Purpose, Role and Remit

Ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management is a key role. This is the main focus of the Management Committee of the CPP. The proposed role of the Management Committee is set out below.

- Strategic oversight of community planning at a strategic level.
- Developing the community plan to set the overall direction for community

<p>planning partners in Argyll & Bute at a strategic level.</p> <ul style="list-style-type: none"> • Policy development across community planning partners that support the delivery of the community plan at a strategic level. • Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at a strategic level. • Responding / reacting to national policy developments at a strategic level. • Effective working across community planning partners at a strategic level. • Continuous improvement in the effectiveness of the CPP at a strategic level. • Performance management to ensure delivery of the community plan at a strategic level. • Reporting performance to the public
<p>Membership</p> <p>Membership of the Management Committee of the CPP is as follows: XXXX XXXX XXXX Details to be updated later XXXX XXXX XXXX</p> <p>The following will normally attend meetings of the Management Committee of the CPP in an advisory capacity.</p> <p>XXXX Details to be updated later</p> <p>Observers can attend meetings of the Management Committee of the CPP with the agreement of Chair.</p>
<p>Chair</p> <p>The Management Committee of the CPP will select a chair from its membership to serve for a 2 years period. Where the Chair is not present the Management Committee will select from the membership present someone to chair the meeting.</p>
<p>Quorum</p> <p>The quorum for a meeting of the Management Committee of the CPP will be 5. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.</p>
<p>Frequency of Meetings</p> <p>The Management Committee of the CPP will normally meet once each quarter (4</p>

times each year. These meetings will normally be in February, June, August and November. Where business requires further meetings can be called with agreement of the Chair subject to the required notice being given.

Issue Of Papers

The agenda and papers for the Management Committee of the CPP will normally be issued 7 days prior to the date of the meeting. The Chair can agree to accept late papers.

The agenda and papers will be published on the Council’s website and available from a link through the community planning partnership website.

Conduct Of Meetings

Meetings of the Management Committee of the CPP will normally be held in public but the members of the Management Committee of the CPP can decide to hear and discuss any item of business in private session.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute made available through the Council’s website and available from a link through the community planning partnership website.

Meetings of the Management Committee of the CPP will be conducted in accordance with the Council’s standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Argyll and Bute Community Planning Partnership

Terms of Reference

Argyll and Bute Community Planning Partnership – Chief Officer Group (CPP COG)

Purpose, Role and Remit

The role of the CPP COG is

- To ensure issues are being raised and actioned on behalf of the Management committee of the CPP
- To ensure partners are working efficiently together.

The first role covers action/support to make real/action/operationalise the actions and activities agreed by the Management Committee and thereby to underpin effective delivery of the community plan.

The second role relates to continuous improvement identifying and taking forward opportunities for collaboration, joint working and shared service at a strategic level.

This would address the following key aspects of community planning:

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

Membership

Membership of the CPP COG is as follows:

Chief Executive, Argyll and Bute Council
 Director of Operations (Argyll and Bute), NHS Highland
 Divisional Commander, Scottish Police Force
 Divisional Commander, Scottish Fire and Rescue Service
 Area Manager (Argyll and Bute), Highlands and Islands Enterprise
 Other partners as and when appropriate.

The CPP COG will identify and nominate as required persons to attend meetings of the CPP COG in an advisory capacity.

Observers can attend meetings of the CPP COG with the agreement of Chair.

Chair

The CPP COG will select a chair from its membership to service for a 2 year period. Where the Chair is not present the CPP COG will select from the membership present someone to chair the meeting.

Quorum

The quorum for a meeting of the CPP COG will be 3.

Frequency of Meetings

The CPP COG will normally meet once every 2 months (6 times each year). These meetings will normally be in February, April, June, August, October, December but can be varied to suit business requirements. Where business requires further meetings can be called with agreement of the Chair subject to X days notice being given.

Issue Of Papers

The agenda and papers for the CPP COG will normally be issued 4 days prior to the date of the meeting. The Chair can agree to accept late papers. Papers will be emailed to members of CPP COG

Conduct Of Meetings

Meetings of the CPP COG will normally held in private.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute circulated to members of CPP COG.

**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date:**



Title: Inspection of Children's services In Argyll and Bute

1. SUMMARY

- 1.1** This report provides the CPP Management Committee with a brief update relating to the Inspection of Children's Service in Argyll and Bute.

A copy of the two important timeline reports is attached at Appendix 1 and 2.

- 1.2** Key agency leads are actively writing leadership statements which form an important part of the Inspection. These statements set out the progress the Partnership are making in relation to improving outcomes for children and young people across Argyll and Bute.

There are 9 statements in total covering a range of topics including Corporate Parenting, Involvement, GIRFEC, Getting The Best Start, Achieving, Nurtured, Healthy and Active, Children are Safe, and Our Children are Included.

2. RECOMMENDATIONS

- 2.1** The CPP note that the Inspection will be conducted over 13 days between Monday 4th March 2013 and Friday 19th April 2013.

The CPP note the Inspection Lead who will have overall responsibility for the pilot inspection and the reporting of findings is Judith Tait, Senior Inspector, Care Inspectorate.

The CPP note the Lead Officer for the partnership during the inspection is Liz Strang Argyll and Bute Council.

3. BACKGROUND

3.1 Inspections of care services for children will be used to obtain evidence of:-

- the quality of care services within the Community Planning Partner area
- the experiences of and outcomes for individual children and young people within a care service
- the views of carers – for example foster carers
- the views of staff

3.2 Phase 1

In advance of the Joint Inspection, careful scheduling of a series of short notice or unannounced inspections of regulated care services have been conducted and completed prior to the inspection commencing. A selection of the most relevant services have been selected. This scoping phase of the inspection is currently on-going.

3.3 Phase 2 and 3

Phase Two will be carried out by inspectors on-site and start on the inspection date. Together, the team will carry out a series of scrutiny events.

Phase Three will comprise a review of practice by reading the core records of a statistically valid sample of children. This activity is a core element for each inspection and is designed to provide evidence of the quality of practice.

Proportionate scrutiny will then be carried out in relation to areas of uncertainty about the quality of outcomes for children currently being achieved after the scoping and core phase of the inspection is completed.

3.4 Findings

At the conclusion of the inspection, the findings of Inspectors will be shared with Chief Officers and the CPP.

4.0 Latest Update

Since the last report to CPP on 6th February 2013 the following progress has been made;

- Our first two statements on Corporate Parenting and Involvement have been sent to the Care Inspectorate for their consideration.
- We are working on the remaining 7 statements currently.
- Our Share Point repository site is now live and is available to CPP members on request. This holds our supporting evidence in relation to our statements.
- We have received the list of 90 cases that Inspectors will read across for evidence of our practice. This will be done by file reading and access to carefirst electronic data base.
- We have concluded staff briefing sessions with staff across Argyll and Bute relating to the Inspection.
- We have sent a list of potential activities to Inspectors for their consideration. Inspectors will attend these activities and note key issues.
- Inspectors have completed a number of face to face meetings with key strategic leaders from Strathclyde Police and the CHP as part of the Inspection process.
- We are updating our Inspection blog to ensure staff have up to date information relating to our inspection activity.

5.0 CONCLUSION

CPP Management Committee note the Inspection of Children's services are now underway across Argyll and Bute.

CPP note the content of section 4 of this report as key updates relating to progress made.

For further information, please contact:

Allen Stevenson
Service Development Manager – Social Work

CARE SERVICE INSPECTION - 2013

PREPARATION								PHASE 1		
WEEK 1 w/b 17.12.12	WEEK 2 w/b 24.12.12	WEEK 3 w/b 31.12.12	WEEK 4 w/b 07.01.13	WEEK 5 w/b 14.01.13	WEEK 6 w/b 21.01.13	WEEK 7 w/b 28.01.13	WEEK 8 w/b 04.02.13	WEEK 9 w/b 11.02.13	WEEK 10 w/b 18.02.13	WEEK 11 w/b 25.02.13
					On-site - 0.5 days 1. Brief Community Planning Partners 2. Receipt of PIR material for scoping phase including position statements on corporate parenting and involvement. 3. A&B Issue survey to staff. 4. CI - Selection of case sample					
Develop multi-agency inspection plan. ✓	Confirmation of template. ✓	Development of Corporate parenting statement - Alex Taylor/ Mark Wilson. ✓		Consultation on corporate parenting statement with support forum.			Update progress to CP Partners at CPP.	Multi-agency briefing.	Multi-agency briefing.	
Sharepoint site confirmed suitable. ✓	Allocate worker. ✓	Development of involvement statement - Bryan Evans/ Mark Lines. ✓		Consultation with 3rd Sector on involvement statement.			Activities identified for inspectors for wk beginning 04.03.13.	Focus groups on statements arranged.	Confirm timetable and send to Inspectors.	
Lead for each agency identified. ✓		Structures on each agency submitted. ✓		2 x Statements signed off by partners.					New A&B Children	
Agree high level outcomes. ✓		Structure A&B. ✓		2 x Statements signed off by Community Planning.				Timetable for inspectors created.	Statements to CPC (safe statement confirmed) (21.02.13)	
Development of templates for statements. ✓				Briefing dates arranged for staff.						
Sample date to be confirmed. ✓				Paper on process ICSP.	Meeting for ICSP. X			Implementation Plan for ICSP	ICSP consultation event (19.02.13)	
Assign statement to lead professionals. Development of 6 statements. ✓					Submit PIR. ✓					
Template for activities for Inspectors. ✓					Community Planning partners sign CP Promise. ???	List of Sample cases to Carefirst trainers for data cleansing.	HOS takes 2 x statements to CPP.			
					Business meeting re New A&B Children	List of allocated workers to DH.				
						9 Statement catch up.				
						Corporate Parenting statement submitted.				
						Sharepoint evidence repository started.				

PHASE 2		PHASE 3						REPORTING OF FINDINGS
WEEK 12 w/b 04.03.13	WEEK 13 w/b 11.03.13	WEEK 14 w/b 18.03.13	WEEK 15 w/b 25.03.13	WEEK 16 w/b 01.04.13	WEEK 17 w/b 08.04.13	WEEK 18 w/b 15.04.13	WEEK 19 w/b 22.04.13	WEEK 20 w/b 29.04.13
On-site 3 days - Scoping phase 2 1. Receipt of remaining position statements. 2. Activity in relation to strategic leadership, planning and delivery of services for children including corporate parenting and involvement.		On-site 5 days - Scoping Phase 3 1. Review practice through reading children's records				On-site 5 days Core/ proportionate phase 1. Network supports		On-site 0.5 days - Reporting of findings
Note - need to book activity for Inspectors						Focus Groups		
Arrange network supports						Network supports		

Pilot Joint Inspection of Services for children (Argyll and Bute Local Authority)			
On-site 3 days	On-site 5 days	On-site 5 days	On-site 0.5 day
(Mon – depending on access to evidence) Tues 5th Wed 6th Thurs 7th	w/b 18/03/13	w/b 15/04/13	w/b 29/04/13 – date tbc
<u>Scoping phase 2</u> Judith Tait Joan Lafferty Jacqui Rennie Trish Gillespie Isobel Dumigan John Brown (ES) Young Inspector/s	<u>Scoping phase 3</u> Judith Tait Joan Lafferty Jacqui Rennie/HMICS Secondee Trish Gillespie Isobel Dumigan Ruth Swanston (HIS) John Brown (ES) Linda Connelly Helen Happer Paul Silk Alisdair Dawson	<u>Core/Proportionate phase</u> Judith Tait Joan Lafferty HMICS Secondee Trish Gillespie Isobel Dumigan Ruth Swanston (HIS) John Brown (ES) Linda Connelly Helen Happer Paul Silk Alasdair Dawson Young Inspector/s	<u>Reporting findings</u> Judith Tait Joan Lafferty Other members of the team - tbc
<u>Activities and requirements</u> Reading documentary evidence and background material you provide that will provide us with evidence of the impact of collaborative leadership and partnership working on improving the wellbeing of children and young people. Meeting with strategic leaders/strategic groupings around:- <ul style="list-style-type: none"> ○ The ICSP and position statements ○ Self-evaluation and improvement ○ Corporate parenting 	<u>Activities and requirements</u> Review of practice by reading children’s records to give us evidence of the impact of services on the wellbeing of children and their families, and the effectiveness of key processes in assessing and planning for children. This as you know is likely to be the paper and electronic records for a sample of approximately 85 children. We will need an inspection base which can accommodate all of the team.	<u>Activities and requirements</u> This week will include a range of meetings with staff – both around the children in the sample and around key groupings/processes e.g. early screening groups etc. We would want as far as possible to see people in their work base rather than for them to come to us but a balance is probably needed. I will identify the “teams around the child” we will want to bring together once we have agreed the case sample. We will be mindful of the geography and may need	<u>Activities and requirements</u> We have yet to agree a date for reporting findings and I would suggest Wednesday 1 st May if you can arrange for Community Planning partners to be available that day. We don’t need an inspection base that week. We will come to you at an agreed date, meeting place and time.

<ul style="list-style-type: none"> ○ Involving young people in service development (across services). <p>In addition to attending discussions/meetings, we will need an inspection base that will house us for the 3 days – to read material and to have team discussions.</p> <p>I will work on a list of actual activities and suggested inspectors for these.</p>	<p>As we are looking at lead professional files/named persons in the main a venue where we can access health, education and social work electronic records in one place.</p> <p>Enough of our team have experience of accessing SEMIS, but it might be helpful to have a briefing on the social work system you use at the start of the week (we are familiar with the systems in use this but just need a briefing on your particular system).</p>	<p>to base inspectors in different areas. We will identify a sample of children and families / carers we may wish to follow up during scoping week 3.</p> <p>We will follow up on potential examples of good practice that we have identified in the scoping phases.</p> <p>I will work on a full list of activities around an inspector timetable as we go and get this in place soon but this will be need to remain flexible until we complete the case file reading and consider what else we might need to see/seek.</p>	
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**Argyll and Bute Community Planning
Partnership**

**Management Committee
Date: Wednesday 6 March 2013**



Title: The Early Years Collaborative

1. INTRODUCTION

- 1.1** The CPP Management Committee are asked to consider adopting the Early Years Collaborative approach to improve outcomes for children in Argyll and Bute. The report outlines a number of recommendations for the CPP Management Committee to consider.

2. BACKGROUND

- 2.1** The Early Years Framework was published in December 2008. It signified an important milestone in encouraging partnership working to deliver a shared commitment to giving children the best start in life and improving the life chances of children, young people and families at risk.
- 2.2** The Scottish Government recognise a fundamental shift is needed to deliver on improved outcomes. The evidence on early intervention in early years show clearly the need for partners to act now to improve outcome children in the long term. The Early Years Collaborative is a joint early years change programme being used to deliver on the Early Years Framework.
- 2.3** The ambition is to make Scotland the best place in the world to grow up, by improving outcomes and reducing inequalities for all babies, children, mothers, fathers and families across Scotland to ensure that all children have the best start in live and are ready to succeed. (Eileen Campbell, Minister for Children & Young People (24/01/13))
- 2.4** The idea of the “collaborative” is that all areas in Scotland share good practice and experiences in achieving improvements and help accelerate the pace of change across the country.
- 2.5** The Early Years Collaborative will make improvement through working through ambitious outcomes across three workstreams: -
- Pre-birth to 1 month
 - 1 month to 3 years
 - 3 to 5 years

- 2.6** There are 3 areas of improvement defined as “stretch aims” set covering pre-birth to primary school entrance
- Reduce by 15% the rate of stillbirth and infant mortality by 2015 (workstream 1)
 - 85% of children to reach all of the expected developmental milestones by the time of the child’s 27-30 month health review by December 2016 (workstream 2)
 - 90% of children to reach all of the expected developmental milestones by the time the child starts primary school, by December 2017. (workstream 3)
- 2.7** The Early Years Collaborative is a methodology, where services use teaching improvement science to make small scale changes which can be replicated on a larger scale to improve outcomes across early years.
- 2.8** The Scottish Government expect the CPP to deliver on the Early Years Framework through the development of the Single Outcome Agreement. All CPP were asked to nominate an Early Years Champion and identify staff across the partnership to constitute a team to attend 6 day training. The first event in 24/25 January, will be followed up by events in May and October. At the event it became clear that the Early Years Collaborative requires a Programme Manager and staff to analyse data across the partnership. To embrace the Early Years Collaborative approach it will take an investment of time, training and support across the partnership. Co-ordination of activities, test and learning will be required.
- 2.9** Early Years Collaborative would help the CPP to consider how they invest the Early Years Change Fund to ensure positive sustain change.

3. NEXT STEPS

- 3.1** During 2013-14 each workstream will focus on improving outcomes by
- Identifying where change is needed to bring about improvements
 - Carry out small tests of change
 - Analysing the impact / evidence
 - Where the evidence shows positive outcomes imbed the change
 - Regular monitoring and reporting and feedback at National collaborative events
- 3.2** Recommended that the CPP Management Committee consider appointing a Programme Manager to lead on the Early Years Collaborative.

- 3.3** The Programme Manager should be funded through early years funding allocated to health and Argyll & Bute Council.
- 3.4** Agree the need to develop an Early Years Collaborative working group through the Early Years Group of Argyll & Bute's Children.
- 3.5** The Early Years Group should provide regular updates on progress of the Early Years Collaborative through Argyll and Bute's Children and the Community Planning Management Committee.
- 3.6** Agree that partners from each agency will confirm staff across each agency who support the Early Years Collaborative and attend the Scottish Government event in May and October.

For further information, please contact:

Louise Long
Head of Children and Families

Argyll and Bute Community Planning Partnership

Management Committee

Date: 6 March 2013



Title: Citizens' Panel: Spring 2013

1.0 SUMMARY

1.1 The Citizens' Panel membership and the Citizens' Panel surveys are available as resources that all Community Planning partners may use.

1.2 We are asking the CPP Management Committee and its members for suggestions regarding themes and questions for inclusion in the Spring 2013 survey.

2.0 RECOMMENDATIONS

2.1 That the members of the Management Committee should send any suggestions for themes and questions to be included in the Spring 2013 Citizens' Panel survey to Chris Carr by 21 March 2013.

3.0 DETAIL

3.1 The current Citizens' Panel is made up of approximately 1,250 people who live in Argyll and Bute. Members of the Panel are recruited to be broadly representative of the wider population of the area in terms of their demographic profile and geographic distribution.

3.2 Calls for topics to be included in the Citizens' Panel surveys are usually made through the Community Planning Partnership, with the intention that representatives from the various partner organisations will disseminate the call for themes and questions across their organisations. Therefore, we are asking Management Committee and its members to send any suggestions regarding themes and questions for inclusion in the Spring 2013 survey to Chris Carr (chris.carr@argyll-bute.gov.uk) by 21 March, 2013.

Jane Fowler

Head of Improvement and HR, Argyll and Bute Council

For further information contact:

Chris Carr

Improvement and Organisational Development Project Officer

Tel: 4260

Email: chris.carr@argyll-bute.gov.uk

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Argyll and Bute Community Planning Partnership

Meeting Dates 2013/2014

Full Partnership Meeting Dates:

DATE	VENUE
27 th March 2013	Council Chambers, Kilmory
27 th November 2013	Council Chambers, Kilmory

MANAGEMENT COMMITTEE DATES:

DATE	VENUE
6 th February 2013	VC Facilities available at: <ul style="list-style-type: none"> • Lochgilphead • Oban • Dunoon/Rothesay • Helensburgh
6 th March 2013	Committee Room 1, Kilmory – As Above
8 th May 2013	TBC – (Clash with OLI Business Day)
14 th August 2013	TBC - (Clash with OLI Area Committee)
13 th November 2013	TBC – (Clash with OLI Business Day)
5 th February 2014	TBC – (Clash with MAKI Area Committee)

CPP COG DATES:

DATE	VENUE

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