

# Public Document Pack



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3 November 2015*

## NOTICE OF MEETING

A meeting of the **HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP** will be held in the **PILLAR HALL, VICTORIA HALLS, HELENSBURGH** on **TUESDAY, 10 NOVEMBER 2015** at **2:00 PM**, which you are requested to attend.

Douglas Hendry  
Executive Director of Customer Services

## BUSINESS

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
  - (a) Minute of the previous Helensburgh and Lomond Community Planning Group meeting held on 11 August 2015 (Pages 1 - 8)
  - (b) Minute of the Duchess Wood Local Nature Reserve Committee held on 18 August 2015 - for noting (Pages 9 - 14)
  - (c) Minute of the Third Sector and Communities CPP Strategic Group held on 26 August 2015 - for noting (Pages 15 - 18)
4. **STANDING ITEM: CPP MANAGEMENT COMMITTEE UPDATE** (Pages 19 - 24)  
Update by Community Planning Manager.
5. **REVIEW OF SOA DELIVERY PLANS** (Pages 25 - 30)  
Presentation by Community Planning Manager.

**6. OUTCOME 2: WE HAVE INFRASTRUCTURE THAT SUPPORTS GROWTH**

- (a) The roll-out of superfast broadband in Helensburgh and Lomond (Pages 31 - 52)

Reports by Head of Economic Development and Strategic Transportation and Digital Scotland, Scottish Government.

- (b) Scottish Water update

Report by Joanna Peebles, North Regional Community Team Manager (to follow).

**7. OUTCOME 6: PEOPLE LIVE IN SAFER AND STRONGER COMMUNITIES**

- (a) Report on the Community Safety Partnership (Pages 53 - 56)

Report by Community Safety Co-ordinator

- (b) Stronger Community Approaches - Kirkmichael (Pages 57 - 60)

Report by Community Development Officer.

- (c) Age Friendly Community - Helensburgh

Update by Alison Gildea, Third Sector Interface.

**8. OUTCOME 5: PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES**

- (a) STANDING ITEM: Health and Social Care Integration (Pages 61 - 78)

- (b) Alcohol and Drug Partnership

Presentation by Alcohol and Drug Partnership (ADP).

**9. PLANNING OUR FUTURE - UPDATE FROM ARGYLL AND BUTE COUNCIL**  
(Pages 79 - 102)

Copy of Report submitted to meeting of Argyll and Bute Council on 22 October 2015.

**10. DATE OF NEXT MEETING**

The date of the next meeting is:-

Tuesday, 9 February 2016 at 2.00p.m. – venue to be confirmed.

Discussion to be facilitated by the Area Governance Manager on items for inclusion on the Agenda for the next meeting.

Outcomes to be discussed – review of SOA: Local

## **HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP**

Councillor Gary Mulvaney (Chair)  
Morevain Martin (Vice-Chair)

Shona Barton – Area Committee Manager

Contact: Theresa McLetchie - Tel: 01436 657621

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**MINUTES of MEETING of HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP**  
held in the JUBILEE ROOM, , VICTORIA HALLS, HELENSBURGH  
on TUESDAY, 11 AUGUST 2015

**Present:**

(Chair)  
Councillor Gary Mulvaney  
Morevain Martin (Vice-Chair)  
Councillor George Freeman

**Attending:**

Shona Barton – Area Committee Manager  
Neil Sturrock – SPT  
Audrey Baird – Community Development Officer  
Wendy Brownlie – Education Officer  
Jeannie Holles – Community Learning Manager  
Jacqueline Gibb – Adult Learning Worker  
Jim Littlejohn – Service Manager  
Craig McNally – Health Improvement Team  
Commander Ian Riches – HM Naval Base Clyde  
Joyce McGinley – Babcock International Group  
Yvonne Angus – ACHA Regional Manager  
Morven Short – Director, Dunbritton Housing Association  
Mike Twedde – HART Team  
Eileen McGrory – Manager, Local Carers  
Chief Inspector Paul Robertson – Police Scotland  
Martin Hill – Station Manager Scottish Fire & Rescue  
Tony Davey – Cardross Community Council  
John Tacchi – Helensburgh Community Council  
Nick Davies – Cove and Kilcreggan Community Council

**1. WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting.

Apologies were intimated from:

Councillor Richard Trail.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES**

**(a) MINUTE OF HELENSBURGH AND LOMOND COMMUNITY  
PLANNING GROUP HELD ON 12 MAY 2015**

The Minute of the meeting of the Helensburgh and Lomond Area Community Planning group held on 12 May 2015 was approved as a correct record.

(b) **MINUTE OF THE DUCHESS WOOD LOCAL NATURE RESERVE - 19 MAY 2015 - FOR NOTING**

The Minute of the meeting of the Duchess Wood Local Nature Reserve Committee held on 19 May 2015 was noted by the group.

**4. STANDING ITEM: MANAGEMENT COMMITTEE UPDATE**

The group gave consideration to an update by the Area Committee Manager.

Discussion followed in regards 4.2 of the report; whereby it was noted that the Management Committee meetings are public meetings and members of the public are welcome to attend in an observatory capacity. The Group also discussed the public notice of these meetings and where on the Argyll and Bute Council website the meetings dates are listed, with it being suggested that social media accounts and press adverts could be utilised to draw attention to the meetings.

**Decision:**

The group agreed:-

1. To note the update.
2. That the Area Committee Manager would forward the issues relating to notification of meetings to the Community Planning Management Committee for their review.

**5. OUTCOME 1: THE ECONOMY IS DIVERSE AND THRIVING**

(a) **SCOTTISH ENTERPRISE UPDATE REPORT**

The group gave consideration to a report received from Scottish Enterprise which provided details of the work they were currently undertaking in the local area.

Further discussion followed in regard the possibility of including the information submitted by Scottish Enterprise in the SOA Local for Helensburgh and Lomond. The Area Committee Manager advised that the information could be considered for inclusion during the next review of the SOA Locals..

**Decision:**

The group agreed to note the contents of the report.

(Reference: Report by Scottish Enterprise, dated July 2015, submitted)

(b) **UPDATE FROM BABCOCK INTERNATIONAL GROUP**

The group gave consideration to a report received from the Babcock International Group which provided an update on their involvement, employment and opportunities within the Helensburgh Area

Discussion followed and Joyce McGinley, Babcock International, drew attention to the work they were engaged with in local schools and how they were keen to target primary schools for inclusion on projects.

**Decision:**

The group agreed to note the report and commended the work undertaken by Babcock International in the community and their continued work relating to the economic activity of the local area.

(Reference: Report by Babcock International Group dated August 2015, submitted)

### 6. **OUTCOME 5: PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES**

#### (a) **STANDING ITEM - HEALTH AND SOCIAL CARE INTEGRATION**

The group gave consideration to a report on the Argyll and Bute Health and Social Care Partnership.

Jim Littlejohn, Service Manager (Operations) informed the group that the new management structure was now in place and 4 Elected Members had been appointed. Further discussion followed in regards a more balanced membership of the Board. It was highlighted that a meeting in regards the consultation on the Argyll and Bute Strategic Social Care Plan was scheduled for – Monday, 31 August at 2.00pm in the United Reformed Church, Helensburgh. Mr Littlejohn outlined that the Argyll and Bute CHP was still in place, but the new Argyll and Bute Health and Social Care Partnership would be fully constituted in April 2016.

**Decision:**

The group agreed to note the report.

(Reference: Report by Head of Strategic Planning and Performance, dated July 2015, submitted).

#### (b) **ACHA UPDATE**

The group gave consideration to the annual update report and presentation from the Argyll Community Housing Association (ACHA).

Discussion followed in regards the percentage of stock in the Helensburgh and Lomond area which meets the Scottish Housing Quality Standard (SHQS).

**Decision:**

The group agreed:-

1. To note the report.
2. That the Regional Manager would provide the information in relation to the percentage of homes which meet the SHQS to the Area Committee Manager for circulation to members of the Group.

(Reference: Report by Regional Manager, Argyll Community Housing Association dated August 2015, submitted)

**(c) DUNBRITTON HOUSING ASSOCIATION UPDATE REPORT**

The group gave consideration to a report from Dunbritton Housing Association which provided the detail of their current activities in the local area.

**Decision:**

The group agreed to note the report.

(Reference: Report by Director, Dunbritton Housing Association dated August 2015, submitted)

**(d) HEALTH IMPROVEMENT TEAM ANNUAL REPORT 2014-15**

The group gave consideration to the annual report of activity for 2014-2015 from the Health Improvement Team, NHS Highland, Argyll and Bute.

**Decision:**

The group agreed:

1. To note the report.
2. That future reports should reflect the SOA targets and have identifiable measures.

(Reference: Report by Health Improvement Principal, NHS Highland dated August 2015, submitted)

**(e) HELENSBURGH AND LOMOND CARERS**

The group gave consideration to a report which provided information on the work of the Helensburgh and Lomond Carers.

Discussion followed and Eileen McGrory, local Manager provided the detail of carer numbers for the local area – these were 467 adult carers and 135 young carers. She highlighted the successful Summer programme and advised of the office re-location. Ms McGrory commented that she would welcome a link into the local Housing Associations.



**Decision:**

The group agreed to note the report.

(Reference: Report by the Manager, Helensburgh and Lomond Carers dated August 2015, submitted)

(f) **HART - HELENSBURGH ADDICTION REHABILITATION TEAM**

The group gave consideration to a report which provided the detail of service provision by the Helensburgh Addiction Rehabilitation Team (HART) in the Helensburgh and Lomond area supporting people in the Helensburgh and Lomond area who are recovering from drug, alcohol or other kinds of dependency.

Discussion followed in regards the number of local people being supported and Mike Rwedde, HART Team member advised the number was in the region of 35-40 people.

**Decision:**

The group agreed:

1. To note the report.
2. That HART should provide information on numbers and trends for a future meeting.

(Reference: Report by HART, dated August 2015, submitted)

(g) **HELENSBURGH AND LOMOND FOODBANK**

The group gave consideration to a report which provided the number of Foodbank sessions held per month and the size and number of bags which had been issued between November 2014 and May 2015.

It was highlighted that during the months of June and July there had been a significant uptake on food bags with the perception that during school holidays there were no free school meals. The first satellite Foodbank centre was in Garelochhead with a second one planned for Rosneath which would open before Christmas.

**Decision:**

The group agreed to note the report.

(Reference: Report by Helensburgh Foodbank, dated June 2015, submitted)

(h) **ADULT LEARNING TEAM - UPDATE ON EFFECTS OF MINIMISATION OF WELFARE REFORM**

The group gave consideration to a report which provided information on how the Council's Adult Learning and Literacies service is helping to mitigate any negative impacts of Welfare Reform in the area.

The Adult Learning Worked, Jackie Gibb tabled literature which provided further information on the current Adult Learning programme in Helensburgh and Lomond. It was highlighted that it would be beneficial to formulate links with the local Housing Associations, in light of the implementation of Universal Credit.

**Decision:**

The group agreed to note the report.

(Reference: Report by Executive Director, Community Services, dated August 2015, submitted)

7. **OUTCOME 2: WE HAVE INFRASTRUCTURE THAT SUPPORTS GROWTH**

(a) **2015/16 ARGYLL & BUTE TRANSPORT OUTCOMES REPORT**

The group gave consideration to a report which provided details of the services and benefits that SPT has delivered in 2014/15 together with details of the SPT / Argyll and Bute joint work streams for 2015/16.

**Decision:**

The group agreed to note the report.

(Reference: Report by Senior Transport Planner, Strathclyde Partnership for Transport, dated July 2015, submitted)

8. **OUTCOME 3: EDUCATION, SKILLS AND TRAINING MAXIMISES OPPORTUNITIES FOR ALL**

(a) **EDUCATION QUALITY AND STANDARDS REPORT**

The group gave consideration to a report which provided details on the progress being made within Education in Argyll and Bute.

Discussion followed in regards the appointment of 'named persons' and the percentage of pupils in Argyll and Bute schools who have additional support needs.

**Decision:**

The group agreed:-

1. To note the report.

2. That the Education Officer would provide the detail of information requested in regards 'named persons' and the percentage of pupils requiring additional support needs to the Area Committee Manager for circulation to members of the Group.

(Reference: Report by Head of Education, dated August 2015, submitted)

**9. OUTCOME 4: CHILDREN AND YOUNG PEOPLE HAVE THE BEST POSSIBLE START**

**(a) INTEGRATED CHILDREN'S SERVICES PLAN**

The group gave consideration to a report which provided an update on the progress made in relation to Outcome 4 of the Single Outcome Agreement – *Children and young people have the best possible start*. The Education Officer provided the Group with information on some of the key highlights from the Integrated Children's Services Plan which related specifically to the Helensburgh and Lomond area. Eileen McCrory highlighted that perhaps young carers should be mentioned in the Plan.

**Decision:**

The group agreed to note the report

(Reference: Report by Head of Education, dated August 2015, submitted).

**(b) CHILDREN 1ST**

The group gave consideration to a report which provided an update on the work currently being undertaken by Children 1<sup>st</sup> working in conjunction with Argyll and Bute Council, NHS Highland and Argyll Voluntary Action in the Helensburgh and Lomond area to support families with children aged 0 to 8, including unborn children.

**Decision:**

The group agreed to note the report.

(Reference: Report by Service Manager, dated July 2015, submitted)

**(c) HELENSBURGH AND LOMOND - AFTER SCHOOL ACTIVITIES**

The group gave consideration to a report which provided an update on the after school activities which the CLD Youth Services (Primary) deliver in the Helensburgh and Lomond area and how these activities support strategic and local Single Outcome Agreements.

**Decision:**

The group agreed to note the report.

(Reference: Report by Youth Service Worker (Primary), dated August 2015, submitted)

**10. DATE OF NEXT MEETING - TUESDAY, 10 NOVEMBER 2015 AT 2.00P.M. PILLAR HALL, VICTORIA HALLS, HELENSBURGH**

The Chair highlighted that the 2 Outcomes for discussion at the Helensburgh and Lomond Community Planning Group meeting scheduled for 10 November would be:-

Outcome 2

We have infrastructure that supports growth

Outcome 6

People live in safer and stronger communities

He opened the meeting for suggestions on reports and information to be submitted for the meeting.

Discussion followed and reports for the following issues were requested:-

Report on BT Fibre and Connectivity - ( **Outcome 2** )

Report on TOGETHER – Age Friendly Community - ( **Outcome 6** )

Report on Anti-Social Behaviour - ( **Outcome 6** )

The Chair thanked everyone for their attendance and informative updates.

**MINUTES of MEETING of DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE held in  
the BRAEHOLM, 31E MONTROSE STREET, HELENSBURGH  
on TUESDAY, 18 AUGUST 2015**

**Present:** (Chair)  
Councillor Aileen Morton

**Attending:** Charlie Cairns – Lower Clyde Green Space  
Johanna Urquhart – Principal, Lomond School  
Stuart McCracken – Argyll and Bute Council  
Stewart Campbell – Chairman of Friends of Duchess Wood  
Alastair Macbeth – Secretary of Friends of Duchess Wood  
Eileen Kay – Argyll and Bute Council  
Morevain Martin – Argyll Voluntary Action

**1. APOLOGIES**

The Chair welcomed everyone to the meeting.

Apologies for absence were intimated from:-

Iain Wilkinson – Luss Estates

**2. MINUTE**

The Minute of the previous meeting which was held on 19 May 2015 was approved. as a true record, subject to the following amendment:

**7. Development of the Wood**

The Chair agreed upon a further response on behalf of the Duchess Wood Local Nature Reserve Committee to Luss Estates that the Committee were happy to move forward in regards Community Ownership.

**Action:** The Chair would instigate further contact with Luss Estates on this issue.

Matters Arising

The issue of the recent Cross Country run undertaken by the MOD was raised and the Amenity Performance Manager confirmed that he had emailed the MOD in regards seeking prior permission, but, as yet, he had not received a reply.

It was highlighted that the Fairy Tale Wood Committee were seeking Scottish Charitable Incorporated Organisation (SCIO) status which would enable them to change their structure.

### 3. FRIENDS OF DUCHESS WOOD REPORTS

The Committee considered a report which outlined the work undertaken by Friends of Duchess Wood (FODW).

The forthcoming Community Woodlands Association (CWA) event scheduled for 1 September was highlighted and the programme of events and booking form were tabled.

Other issues within the Wood were pointed out and these included:-

Thanks to the Amenity Services team for disposing of the remains of a dead deer;  
Culvert cleaning;  
The effectiveness of anti-graffiti paint which had been utilised on garage doors;  
Recent damage to the bridge in the south east corner.

#### Decision

The Committee agreed:

1. to note the report; and
2. the information provided on the forthcoming CWA event on 1 September 2015.

### 4. FUNDING UPDATE / DEVELOPMENT OF THE WOOD

The Committee gave consideration to a report which updated on the meeting held on 10 June 2015 in regards the Funding and future Development of the Wood.

Discussion followed around the possibility of adapting the Management Plan to match the criteria of the WIAT application and the implications of any change to the Management of the Wood. Further issues raised included expanding on Stakeholder Engagement and the dates for the next Management Plan (if this would be a 4 or 5 year duration).

The Committee were advised that the Friends of Duchess Wood (FODW) had recently been exploring the potential for timber sales to supplement any future grant funding in terms of taking forward the Wood's Management Plan. A further meeting is expected to be held in October. It was recognised that discussion with Luss Estates may be required regarding this proposal.

Any tree felling/timber extraction could have an impact on path maintenance and it was highlighted that costs of repairs would need to be factored into a decision; and timetabling of work undertaken should reflect these considerations.

#### Decision

The Committee agreed:

1. That Stewart Campbell would complete a draft Management Plan and circulate to the Duchess Wood Committee; and
2. That the Duchess Wood Committee would receive an update on the meeting scheduled for October between the FODW and the log merchant; and
3. That Charlie Cairns would endeavour to source the 2 arboriculture safety surveys undertaken a number of years ago to inform the meeting in October; and
4. That the Sub-Group would arrange a further meeting to give further discussion to the WIAT application; and
5. That Stewart Campbell would make further contact with Diane Oliver, CWA for advice on the completion of the WIAT application.

(Reference: Report by the Lower Clyde Green Space Manager, dated August 2015, submitted).

### **5. ENGAGEMENT WITH SCHOOLS/COMMUNITY**

Eileen Kay provided a verbal update on the Outdoor Learning Activities and outlined to the Committee that this would be a 1 page document which would be disseminated to all local schools with a covering email. This would focus on Web-based resources and would be updated each term, providing information on different opportunities. Information would also include links to various Awards, with relevant information for both primary and secondary schools.

Discussion followed and it was highlighted that Fiona Hughes was back Alastair Macbeth provided an update on outdoor learning undertaken at Rhu Primary School; the pupils had produced a booklet which outlined the fun activities which could be undertaken as part of outdoor learning.

Copies of the booklet are available from Rhu Primary school.

The possibility of a photo shoot and the provision of information on the Forest School was raised with the intention to include this on the next FODW Newsletter. In addition, the Principal of Lomond School was asked if there would be a notification on display in the Duchess Wood alerting users to the Outdoor School.

FODW highlighted their many links with the local Community and also national groups/bodies.

#### **Decision**

The Committee agreed:

1. To note the update from Eileen Kay.
2. That Eileen Kay would provide a short summary on the Outdoor Learning Activities to Stewart Campbell for inclusion in the Management Plan.
3. Johanna Urquhart would liaise with Stewart Campbell regarding awareness raising about the Forest School.

**6. ARGYLL AND BUTE COUNCIL MAINTENANCE AND FINANCIAL UPDATE**

The Committee gave consideration to a report from the Amenity Performance Manager. He highlighted that the tree works on the boundary between Duchess Wood and the West Highland Railway had, as yet, still to be completed. He would liaise with the Argyll and Bute Council Procurement team to ascertain the hold up to the progression of this work.

**Decision**

The Committee agreed:

1. To note the report.
2. That Stewart Campbell would liaise with Stuart McCracken to determine the requirements for the material to infill the culverts in Duchess Wood.
3. Stuart McCracken will look to get planings provided for the car park surface.

(Reference: Report by the Amenity Performance Manager dated August 2015, submitted).

**7. ANY OTHER COMPETENT BUSINESS**

The Chair opened the meeting for Any Other Business and the following issues were raised:-

**MOD Volunteers:**

Morevain Martin advised the Committee that the MOD had 23/25 young Naval personnel available to work on local community projects on Tuesday, 13 October.

**Decision:**

The Committee agreed:

1. That Morevain Martin would liaise with Stewart Campbell and Charlie Cairns to determine the specific area(s) of work that the MOD volunteers would be tasked with and also clarify with the MOD if they could provide any picks and shovels for the volunteers to use.
2. That an update come to the next Duchess Wood meeting in November on the work undertaken by the MOD volunteers and to give further discussion on how to take this forward on a seasonal basis.



**Terms of Reference and Membership:**

The Committee agreed to table these issue for discussion at the November meeting.

**Dog Issues/Training:**

Charlie Cairns advised that SNH had published a new document – ***Taking the Lead*** – regarding this issue and advised that this was available on the SNH website.

The Committee agreed to further discussion on this issue at the February 2016 meeting.

**8. DATE OF NEXT MEETING**

The date of the next meeting was scheduled for Tuesday, 17 November 2015 at 10.00a.m. with a provisional booking to be made for Braeholm.

The Chair thanked everyone for attending the meeting and providing informative updates and reports.

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**THIRD SECTOR AND COMMUNITIES CPP STRATEGIC GROUP**

Minutes of meeting held at Kilmory, Lochgilphead  
(with VC links to Service Point, Islay and Hill Street, Dunoon)  
At 10.00am on Wednesday 26<sup>th</sup> August 2015

**Present:**

*Argyll and Bute Council:* Cllr Robin Currie (Chair), Arlene Cullum, Colin Fulcher, Rona Gold, Mary Louise Howat, Laura Macdonald, Judy Orr

*NHS Highland:* Alison Hardman, Alison McGrory

*Argyll and Bute TSI:* Alistair McLaren, Petra Pearce

*Scottish Fire and Rescue:* David Cowley

*Living It Up:* Elaine Booth

*HIE:* Kirsten Logue

*ABCAB:* Gillian McInnes

**In attendance:** Rebecca Stokes (minutes)

<p><b>1. Welcome and Apologies</b> Cllr Currie welcomed everyone to the meeting. <i>Apologies:</i> Eileen Bellshaw, Anna Watkiss (Argyll and Bute Council); Glenn Heritage (Argyll and Bute TSI); Lana Stewart (Police Scotland); Ailsa Clark (ABSEN); Alison McCrossan (Scottish Health Council).</p>	
<p><b>2. Minutes of Meeting 26 May 2015</b> Minutes were agreed as accurate.</p>	
<p><b>3. Matters Arising</b> <u>Item 13 – Integration of Health and Social Care and implications/opportunities for the Third Sector</u> Following the update at the last meeting, Stephen Whiston agreed to answer any subsequent questions to allow the production of a FAQ sheet to be circulated to those who attended. This is still to be received from Stephen but will be circulated once available.</p>	
<p><b>4. Partner Updates</b> Partner updates were circulated prior to the meeting. Additional comments:</p> <p><u>Community Learning and Development</u> <i>Community Development:</i></p> <ul style="list-style-type: none"> <li>• Scottish Older People’s Assembly - Applications have been submitted to the Health and Wellbeing Fund with the hope of taking the Assembly out to the islands.</li> <li>• Alliance for Action - Feedback from the first public meeting on 2<sup>nd</sup> September will be given at the next meeting.</li> </ul> <p><i>Youth Services</i></p> <ul style="list-style-type: none"> <li>• Argyll and Bute Awards – Partners were asked to contact Martin Turnbull, Youth Services Manager, if they think they should have received an invite to the Awards ceremony on 24<sup>th</sup> September.</li> </ul> <p><i>Adult Learning and Literacies</i></p> <ul style="list-style-type: none"> <li>• The autumn programme are now available – Partners were asked to contact Jeannie Holles, Adult Learning and Literacies Manager, if they would like a copy of the programme.</li> </ul> <p>Rona to invite Martin and Jeannie to become members of the Third Sector and Communities group.</p> <p><u>Digital Infrastructure</u></p> <ul style="list-style-type: none"> <li>• Broadband and mobile infrastructure are separate programmes.</li> </ul>	<p>RG</p> <p>RG</p>



<p><b>6. Third Sector Interface Update – Petra Pearce</b>          AVA and IJCVS have merged into the Argyll and Bute TSI as of 1<sup>st</sup> August, and it is hoped that ABSEN will also join, with the aim of working together for better communication both in and outwith the TSI.          It was agreed that a report on the aims and objectives of the TSI, as well as information on the involvement of local Third Sector Fora, be presented at the meeting.          It was also agreed that reports from the TSI to the CPP Management Committee also be circulated to this group.          The TSI is funded by a Service Level Agreement from the Community Development team, and support is sought from the TSI to work in partnership to support the Third Sector and Communities group.</p>	PP/GH
<p><b>7. BIG Lottery Fund – Judy Orr</b>          The BIG Lottery Fund has chosen Argyll and Bute (excluding Helensburgh and Lomond) as one of five areas to receive funding for Financial Inclusion with an allocation of £3.7m. A contract will be issued in January, with the proposed start date of March.          A funding bid will be submitted to the Big Lottery Fund, seeking funding for delivering the project.          ABAN and the TSI have issued their members with a questionnaire to gauge what involvement they would like in the project. Local involvement will help strengthen the funding bid, and partners were asked to contact Judy if they would like to be involved. The deadline is 4<sup>th</sup> September.          It was agreed to keep this on agenda for next meeting, with minutes from the Welfare Reform Group (who are co-ordinating the project) circulated to this group.</p>	
<p><b>8. Training and Events – Rona Gold</b></p> <p>a. <b>Community Renewables Seminar</b> – This event was developed by Anna Watkiss and Audrey Martin, and will focus on understanding renewables and shared opportunities by taking communities through the process of delivering renewable energy projects. It takes place in Kilmory on 9<sup>th</sup> September and partners were asked to encourage people to attend. To book online, visit <a href="http://www.argyll-bute.gov.uk/forms/seminar-booking-form">www.argyll-bute.gov.uk/forms/seminar-booking-form</a>.</p> <p>b. <b>Topic for the next event</b> - The TSI is going to lead on the Training and Events subgroup, as well as on the next Third Sector and Communities event. Cllr Currie expressed interest in being on the subgroup.          It was suggested that the event is based on funding, and could tie in with the launch of the LEADER programme (see Item 12). It was agreed to hold the event in February 2015 to allow more time for organisation. A draft agenda to be brought to next meeting.</p> <p>c. <b>IT facilities and use of VC</b> – The network currently does not have the capacity to allow a lot of sites to VC simultaneously, however it was also acknowledged that more support needs to be provided for community members using VC. The TSI to take this forward.</p>	GH/TSI  GH/TSI
<p><b>9. Community Empowerment Bill – Laura Macdonald</b>          Laura gave a presentation on the Community Empowerment Bill (CEB).          The CEB includes the following 10 National Outcomes: Asset Transfer Requests; Delegation Of Forestry Commissioner’s Functions; Community Planning; Allotments; Community Right To Buy Land; Community Right To Buy Abandoned, Neglected Or Detrimental Land; Football Clubs; Non-Domestic Rates; Common Good Property; Participation Requests.          The Scottish Government must: Consult with communities and the Parliament on the National Outcomes; report biennially on the extent to which those outcomes</p>	

<p>have been achieved; consider socio-economic inequalities in determining the National Outcomes.</p> <p>Additional comments:</p> <ul style="list-style-type: none"> <li>• As the Council currently have an asset transfer process, it will have to prove to be best value if it is to continue.</li> <li>• There are working groups within the Council and the CPP who are looking at the effect of the CEB in Argyll and Bute.</li> <li>• It is likely to be a year before the CEB comes in effect.</li> </ul>	
<p><b>10. Argyll and Bute Community Television – Alison McGrory</b>  <a href="http://www.argyllandbutecommunity.tv">www.argyllandbutecommunity.tv</a> is a website that has been developed to host films of what is happening in Argyll and Bute. It has been funded by the Change Fund and provides an opportunity to raise awareness of partners' work to help to promote Argyll and Bute as a good place to live and work. Films can be submitted directly to the website or links can be provided to films on YouTube.  It was suggested that the community 'topic' updates from this meeting could be filmed and posted on the website.</p>	
<p><b>11. Integrated Care Fund update – Alison Hardman</b>  Alison talked to written update.  Additional comments:</p> <ul style="list-style-type: none"> <li>• There is one round of funding every financial year.</li> <li>• Alison to provide update to be provided on successful applicants.</li> </ul>	AH
<p><b>12. AOCB</b>  <b>LEADER</b>  Colin gave an update on the 2014-2020 LEADER programme. Applications are not being accepted at the moment as awaiting confirmation from the Scottish Government to commence the programme. Hoping this will be towards the end of the year. Update to be provided at next meeting.</p> <p><b>ABAN</b>  Gillian requested that ABAN to be an agenda item at the next meeting.</p> <p><b>ACPGs</b>  Following a request from Shirley MacLeod, it was agreed that the draft minutes from this group can be circulated to ACPGs.</p>	CF
<p><b>13. Date of next meeting</b>  24 November 2015 – HIE, Lochgilphead at 10am</p>	

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**Argyll and Bute Community Planning Partnership****Helensburgh and Lomond Area Community Planning Group****10<sup>th</sup> November 2015**

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**Agenda Item (5)**

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**CPP Management Committee – update from meeting 30 September 2015**

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**1. Purpose**

- 1.1 The purpose of this paper is to inform members of the Area Community Planning Group of highlights from the CPP's Management Committee meeting on 30<sup>th</sup> September with particular emphasis on matters raised by Area Community Planning Groups.

**2. Recommendations**

- 2.1 Area Community Planning Group members are recommended to:
- Note the response set out in section 4.2 to issues raised by Area Community Planning Groups.
  - Request that the Area Governance Manager, Shirley MacLeod, take any further comment to the CPP's Management Committee meeting on 18<sup>th</sup> December 2015.
  - Distribute the attached highlights of the CPP Full Partnership meeting to interested and relevant persons and community groups.

**3. Background**

- 3.1 There are four Area Community Planning Groups (ACPGs), one in each of the council's four administrative areas. Following a recent review of governance arrangements there was agreement at their March 2015 meetings that the meeting dates for 2015/16 would correspond with the meetings of the CPP Management Committee to allow a better flow of communication.
- 3.2 At its meeting on 30 September 2015 the CPP Management Committee considered a report by the Area Governance Manager which presented highlights of discussions from each of the four Area Community Planning Groups and raised issues for consideration by the CPP Management Committee.

**4. Detail**

4.1 Area Community Planning Groups raised issues on the following points:

- Attendance at meetings.
- Presentation of information in reports to Community Planning Groups.
- Scheduling of two Area Community Planning Groups on the same day.
- Communicating and advertising meetings.
- How CPGs and local communities can become involved in influencing the Strategic Housing Investment Plan

4.2 The CPP Management Committee made the following commitments and actions:

- Grant Manders (Police Scotland, chair of CPP) asked CPP members to ensure that their organisations send their members to area community planning groups and that attendees stay for the duration of area community planning group meetings.
- Shirley MacLeod to introduce an executive summary part to the reports of Area Community Planning Groups to be piloted for a 12 month period.
- Shirley MacLeod to review the scheduling of the Bute and Cowal and Helensburgh and Lomond area community planning groups in March 2016.
- Rona Gold, Shirley MacLeod and Jane Jarvie to have a discussion on available resources to promote communication of meeting dates. Police Scotland offered to contribute to communications on meetings through their access to twitter.
- Shirley MacLeod to speak with Donald MacVicar on how CPGs and local communities can become involved in influencing the Strategic Housing Investment Plan.

4.3 The CPP also has a forum called the Full Partnership which meets annually. It met on 25<sup>th</sup> August 2015 in Machrihanish Airbase to reflect on progress and issues relevant to Community Planning in Argyll and Bute. Area Community Planning Group chairs and vice chairs were invited. Highlights of this meeting are attached for information.

## 5. Conclusions

5.1 This paper provides a response by the CPP Management Committee to key matters highlighted by Area Community Planning Groups. Members of the ACPG are asked to note the main issues raised and that these have been responded to. Further issues and



comments are welcome for the CPP Management Committee to consider at its meeting in December 2016. The highlights of the CPP Full Partnership meeting are attached for information and wider distribution.

### **6. SOA Outcomes**

- 6.1 This paper is related to the working of Area Community Planning Groups which has an impact on all outcomes, as these are considered throughout the year at meetings.

#### **Name of Lead Officer**

Rona Gold, Community Planning Manager, Argyll and Bute Council  
Tel: 01436 658 862

#### **For further information please contact:**

Shirley MacLeod, Area Governance Manager, Argyll and Bute Council  
Tel: 01369 707 134

#### **Attachment:**

CPP Full Partnership meeting, 25<sup>th</sup> August, highlights.

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These are the highlights from the Argyll and Bute Community Planning Partnership (CPP) Full Partnership meeting on the 25<sup>th</sup> August 2015 at Machrihanish Airbase. These are for information purposes for Area Community Planning Groups and partner organisations to distribute freely.



- The Full Partnership complements the quarterly meetings of the Management Committee and Area Community Planning Groups to share best practice from the past year and set direction for the year ahead.
- The Full Partnership has not met for a couple of years. This is due to a review of CPP governance arrangements to refresh and improve our Community Planning Partnership and the recruitment of posts to implement this.
- The CPP Terms of Reference specifies that members of the Full Partnership are representatives of organisations and partnerships involved in the delivery of the Argyll and Bute's Single Outcome Agreement. These predominately come from those organisations named within the membership of the CPP's Management Committee, Chief Officers Group, Area Community Planning Groups and Single Outcome Agreement Delivery Plans.
- The meeting was held in a conference format rather than a board style to increase number of attendees, allow opportunity for networking and allow people to find out about matters relevant to their area of interest/ work.
- 92 delegates attended from a wide range of partner organisations.
- Councillor Dick Walsh, Council Leader and Chair of the Full Partnership opened the meeting and informed delegates that community planning is all about having ambition, and sharing and developing this in our communities. It was emphasised that for Argyll and Bute, our main ambition is to grow our population and our economy and that everyone has a part to play in this.
- Marco Biagi MSP for Local Government and Community Empowerment gave the key note address which focused on working together to make services work and how the four P's (prevention, partnership, people and performance) plus place and participation were the bedrock of all we should do. He also emphasised the importance of working with communities, involving them from the start of any change project.
- Nicholas Ferguson, CBE, Chair of the Economic Forum gave a brief overview of the Economic Forum and highlighted areas for opportunity in tourism and leisure, food production and employment and skills. He felt that affordable housing, mobile infrastructure and transport links were key barriers to growth.

- John Kelly from EKOS presented the findings of the Compelling Argyll and Bute study. The study engaged with community groups, organisations and over 400 businesses across Argyll and Bute. Findings revealed key constraints prohibiting growth across the area. A working group is taking these findings forward.
- Stuart Robertson, Director of Digital Highlands and Islands at Highlands and Islands Enterprise spoke on the roll-out of superfast fibre broadband to the area and how 85% of premises within Argyll and Bute should have access to it by the end of 2017. The current timetable for rollout within the area was also highlighted.
- Kathleen Johnston, Patricia Renfrew, Catriona Dreghorn, Ruth Reid and Dorothy Clark from NHS Highland and Argyll and Bute Council informed delegates of the work of the Early Years Collaborative and how Social Work, Education and Health departments all work together to ensure that children and young people in the Kintyre area have the best possible start.
- The breakout session on Co-production learnt the meaning of co-production (working in equal partnership with others to deliver services), how to co-produce services and looked at existing examples. Participants were asked to consider how co-production can enhance what they already did.
- Alan Budge from PB Partners gave an introduction to Participatory Budgeting, its context to the Community Empowerment Act and the different ways it could work – through mainstream budgets or grants. Participatory Budgeting enables communities to influence how part of a public budget is spent. The Community Planning team are working with PB Partners to look at how Participatory Budgeting could work in Argyll and Bute.
- ACT on the Single Outcome Agreement was led by Julie Young and Douglas Grierson from Argyll and the Isles Coast and Countryside Trust (AICCT). Participants learnt about various projects that AICCT were working on including ACT Argyll, tackling Rhododendrons, Secret Coast trails and Long Distance routes.
- The Dementia Friends break out session looked at the facts and myths surrounding dementia and encouraged participants to be more patient when speaking to people with dementia.
- Alasdair McKinlay from the Scottish Government presented a breakout session on the Community Empowerment Act. Participants received an overview over what was in the Community Empowerment Act and the expectations placed on Community Planning Partners. The Act will become law in 2016.
- Participants in the Health and Social Care Integration breakout session learnt about the plans in place to form a fully integrated board by the 1<sup>st</sup> April 2016. Lorraine Paterson outlined the management structure and participants learnt about the proposed strategic plan and locality plans.

If you have any queries on these highlights please contact: [cppadmin@argyll-bute.gov.uk](mailto:cppadmin@argyll-bute.gov.uk)



# SOA Delivery Plans

Review 2015/16

# Delivery Plans

**6 outcomes – 6 delivery plans**

- 1. Economy**
- 2. Infrastructure – roads, digital, housing**
- 3. Education, skills, training**
- 4. Children and young people**
- 5. Active, healthy**
- 6. Safe, Strong**

# Monitoring

- **Outcome Leads – cross partners**
- **Quarterly reports**
- **Identified key contacts and data suppliers**
- **Extracted local actions to form SOA:LOCALS.**
- **350 + actions**

# Reviewing Delivery Plans

- **Consider information from the SOA:Local discussions**
- **Make sure the SOA is focussed on partnership actions**



# Three steps

- **Consider all the information and meet with outcome leads (Nov – Jan)**
- **Update Area Community Planning Groups (Jan-Feb)**
- **Produce new delivery plans and review SOA:Locals (from April)**

# Important

- **Required to:**
  - Report annually
  - Show detail on progress – figures, good data.
  - Prioritise to reduce inequalities and increase prevention.

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ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND  
COMMUNITY PLANNING GROUP

Development and Infrastructure

10 NOVEMBER 2015

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**The roll-out of superfast broadband**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The report provides an update on the rollout of next generation broadband within the Helensburgh and Lomond area.
- 1.2 It is recommended that the Helensburgh and Lomond Community Planning Group notes the content of this report and the presentation provided by Digital Scotland.

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**The roll-out of superfast broadband**


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**2.0 INTRODUCTION**

2.1 Work has commenced on the rollout of next generation or superfast broadband across the Helensburgh and Lomond area. This report provides an update on the progress to date.

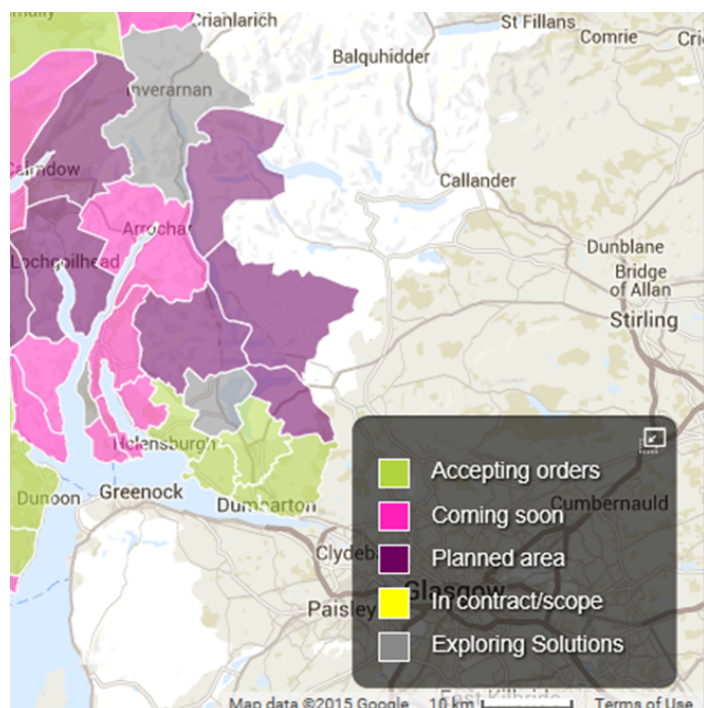
**3.0 RECOMMENDATIONS**

3.1 It is recommended that the Helensburgh and Lomond Community Planning Group notes the content of this report and the presentation provided by Digital Scotland.

**4.0 DETAIL**

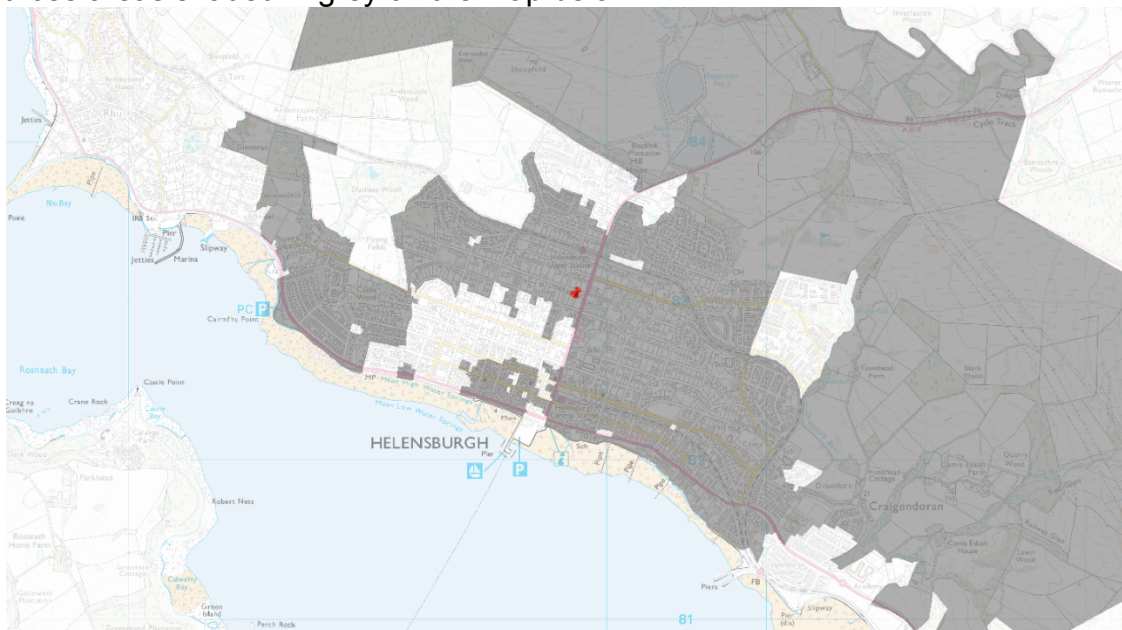
4.1 The majority of the rollout of next generation broadband within the Helensburgh and Lomond area will be undertaken through either the commercial rollout by BT (parts of Helensburgh town) or the Scottish Government led Rest of Scotland programme, which is also being delivered on the ground by BT. Between these two projects the new infrastructure within Helensburgh and Lomond is expected to connect to around 92% of premises. Some areas of Helensburgh and Lomond, not covered by these programmes, may get coverage through community projects supported by Community Broadband Scotland.

4.2 Digital Scotland has developed an interactive map detailing rollout plans which is available from <http://www.digitalscotland.org/whereandwhen>; an extract from this map currently shows the following for the Helensburgh and Lomond area. Once the map indicates that the local cabinet is live, a premises owner can then order the upgraded next generation broadband service from their internet service provider.



BT commercial programme

- 4.3 The first 1,500 premises in Helensburgh gained access to the next generation broadband service in May 2014 and work is continuing to extend connections in those areas shaded in grey on the map below.



- 4.4 The commercial programme will only cover those premises where it is commercially viable to BT. They will not provide upgraded connections to premises which are connected directly to the exchange – known as Exchange Only lines – although these are expected to be covered through the Rest of Scotland programme.

Rest of Scotland Programme

- 4.5 The first coverage through the Rest of Scotland project was in Cardross exchange area where the first live connections were made during October 2014 (initial build date estimate was 2016).
- 4.6 The following is an overview of the exchange areas within Helensburgh and Lomond and the likely dates for the first connections to the next generation broadband infrastructure.

<b>Exchange area</b>	<b>Anticipated first connections</b>	<b>Headend Exchange</b>
Arden	Exploring solutions	
Arrochar	January – June 2016	Arrochar
Cardross	Live service from October 2014	Alexandria
Clynder	By December 2015	Arrochar
Couport	Exploring solutions	
Garelochhead	January – June 2016	Arrochar

Exchange area	Anticipated first connections	Headend Exchange
Helensburgh	Live service commenced May 2014 through commercial rollout, further works during 2015 and 2016	Alexandria
Inveruglas	Exploring solutions	
Kilcreggan	By December 2015	Arrochar
Luss	July – December 2016	Alexandria
Rhu	By December 2015	Alexandria

These dates are indicative and are subject to survey, delays may be experienced in the build process which may alter the first connection dates. Not all premises will be connected from the date above, in most areas works will continue to connect more premises in the months following the first live connections.

#### Community Broadband Scotland

- 4.7 Despite the works being undertaken, some premises (8% or approximately 1,000 premises across the Helensburgh and Lomond area) will not be connected to the new infrastructure. The premises are expected to be within the three exchanges shown as exploring solutions (Arden, Coulport and Inveruglas) as well as other premises within those exchange areas where some coverage is expected. It has not been confirmed which premises will not be connected to the new fibre infrastructure.
- 4.8 Community Broadband Scotland (CBS) operates to support the communities in taking forward their own broadband solution. Whilst CBS have had enquiries from groups in the Helensburgh and Lomond area they are currently only working with the Ardlui community. The CBS service remains available for those that have a connection of less than 2mb per second currently. Further details are available at [www.communitybroadbandscotland.org](http://www.communitybroadbandscotland.org).

## **5.0 CONCLUSION**

- 5.1 Superfast broadband is being delivered across Helensburgh and Lomond with additional coverage expected by the end of 2015 and further works planned for 2016.

## **6.0 IMPLICATIONS**

- 6.1 Policy – the Single Outcome Agreement (SOA) and Economic Development Action Plan support improvements in the digital infrastructure.
- 6.2 Financial – Across Scotland funding of £410m has been committed to the next generation broadband project across Scotland (including a contribution from COSLA on behalf of all local authorities). A further £42m is anticipated for phase 2.
- 6.3 Legal – none.

- 6.4 HR – None.
- 6.5 Equalities – the differing nature of the deployment of new technology has the potential to lead to inequalities in terms of access to internet and broadband services including those which support business and personal development.
- 6.6 Risk – there is an overall risk that the economic benefits arising from modern digital infrastructure are not fully realised. There are risks that those areas which do not benefit from digital infrastructure could become less attractive locations within which to live and work which could have implications in relation to the SOA objective of growing the population. The various programmes are reliant on new technology and innovation which is developing rapidly. Some projects are reliant on commercial operator decisions to invest whilst grant funding is necessary for many aspects of digital infrastructure improvement in Argyll. These aspects all create a level of uncertainty around the extent of infrastructure improvements.
- 6.7 Customer Service – improvements in broadband and mobile technology improve the opportunities for customer service via these technologies.

Updates are posted on <http://www.argyll-bute.gov.uk/superfast-broadband>

**Executive Director of Development and Infrastructure Services Pippa Milne**  
**Policy Lead Councillor Aileen Morton**

**For further information contact:** Anna Watkiss, Senior Development Officer  
(01546 604344, [Anna.Watkiss@argyll-bute.gov.uk](mailto:Anna.Watkiss@argyll-bute.gov.uk))

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# The Foundation for a World Class Digital Nation

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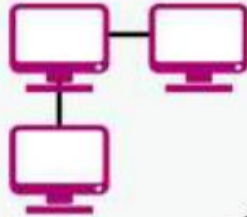
**Argyll and Bute Council**  
**October 2015**

Everyone can communicate  
and connect instantly using  
any device, anywhere,  
anytime



## Connectivity:

We have a world class digital infrastructure that enables our people to connect anytime, anywhere using any device.



## Digital Public Services:

Our public sector make best use of digital technologies to deliver high quality, efficient and responsive services, enabling access to information and services whenever and wherever people want them.



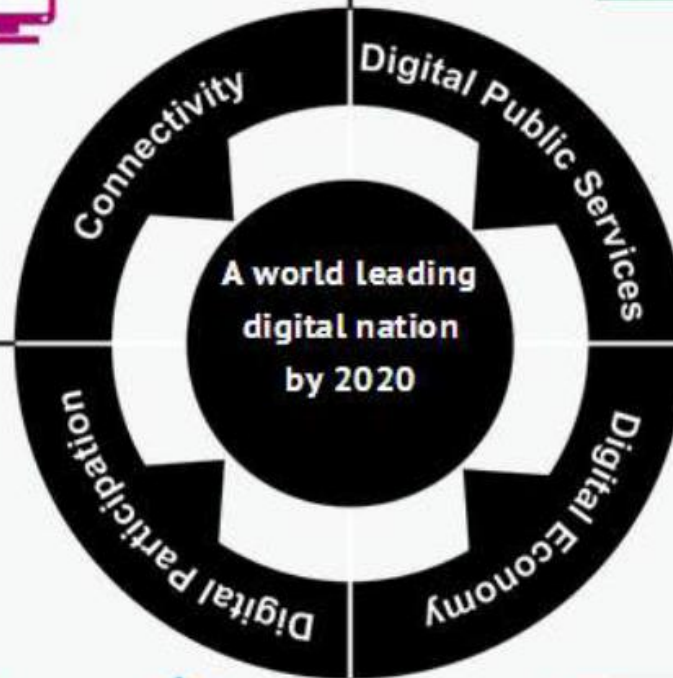
## Digital Participation:

People and organisations in Scotland are confident and capable users of digital technologies.



## Digital Economy:

All Scottish businesses make effective use of digital technologies to grow their business and realise their full economic potential.



- One of the biggest programmes in Europe
  - Fastest deploying network in UK ~ 7,000 premises/week
  - Over half way to target of 750,000 premises
  - Less than half way through programme timescales
- One of the biggest UK sub-sea cabling projects in a lifetime, completed ahead of schedule
- Majority of local authorities already benefitting, with published plans for all
- Exchange Only solutions being widely deployed
- Extensive demand stimulation now rolling out across the country

- Intervention Project to address Market Failure
  - Gap Funded
- Few providers at infrastructure layer
- No Universal Service Obligation
- Compliant with State Aid
  - Costs shared with Supplier
  - Technology Neutral
  - Open Access
  - Promotes reuse of Existing Infrastructure
- Next Generation v Basic Broadband

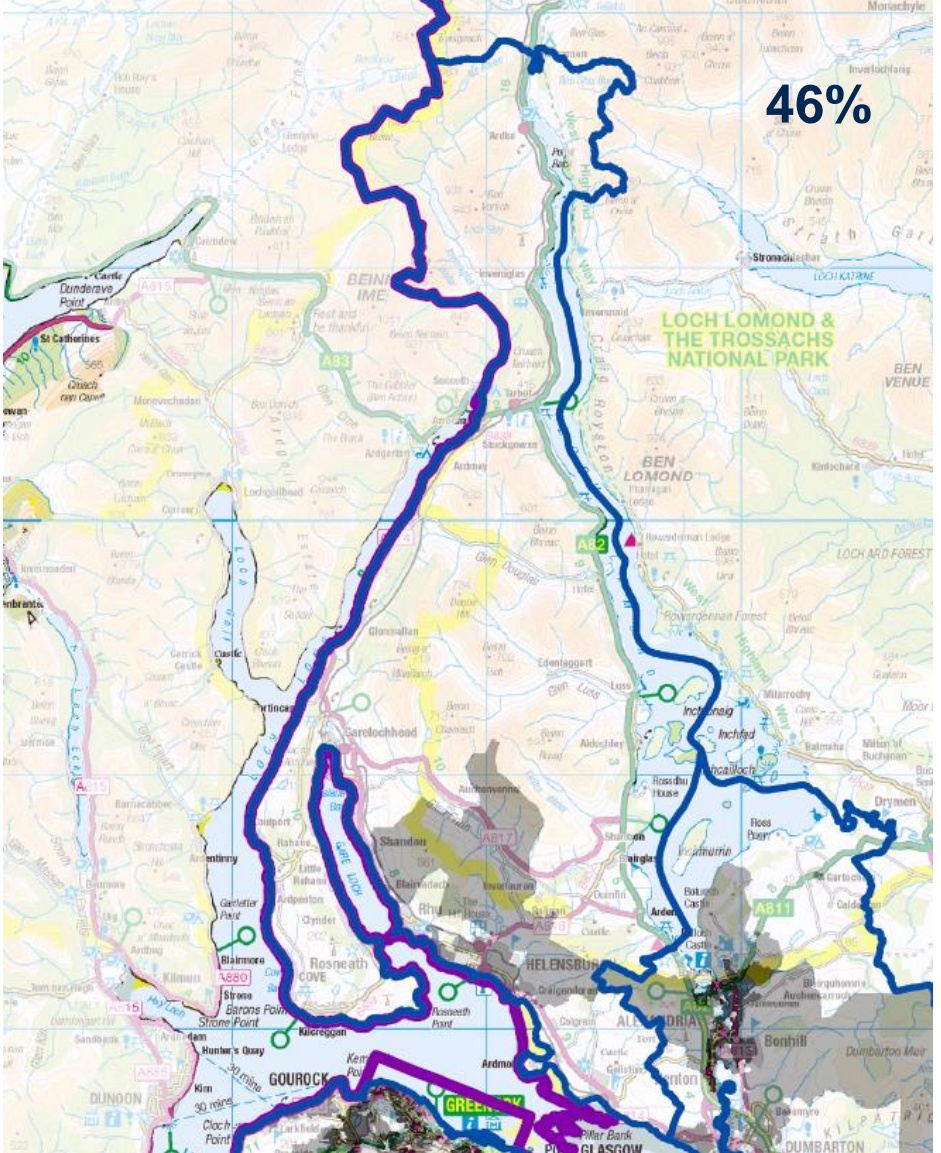
## Next Generation Broadband Coverage

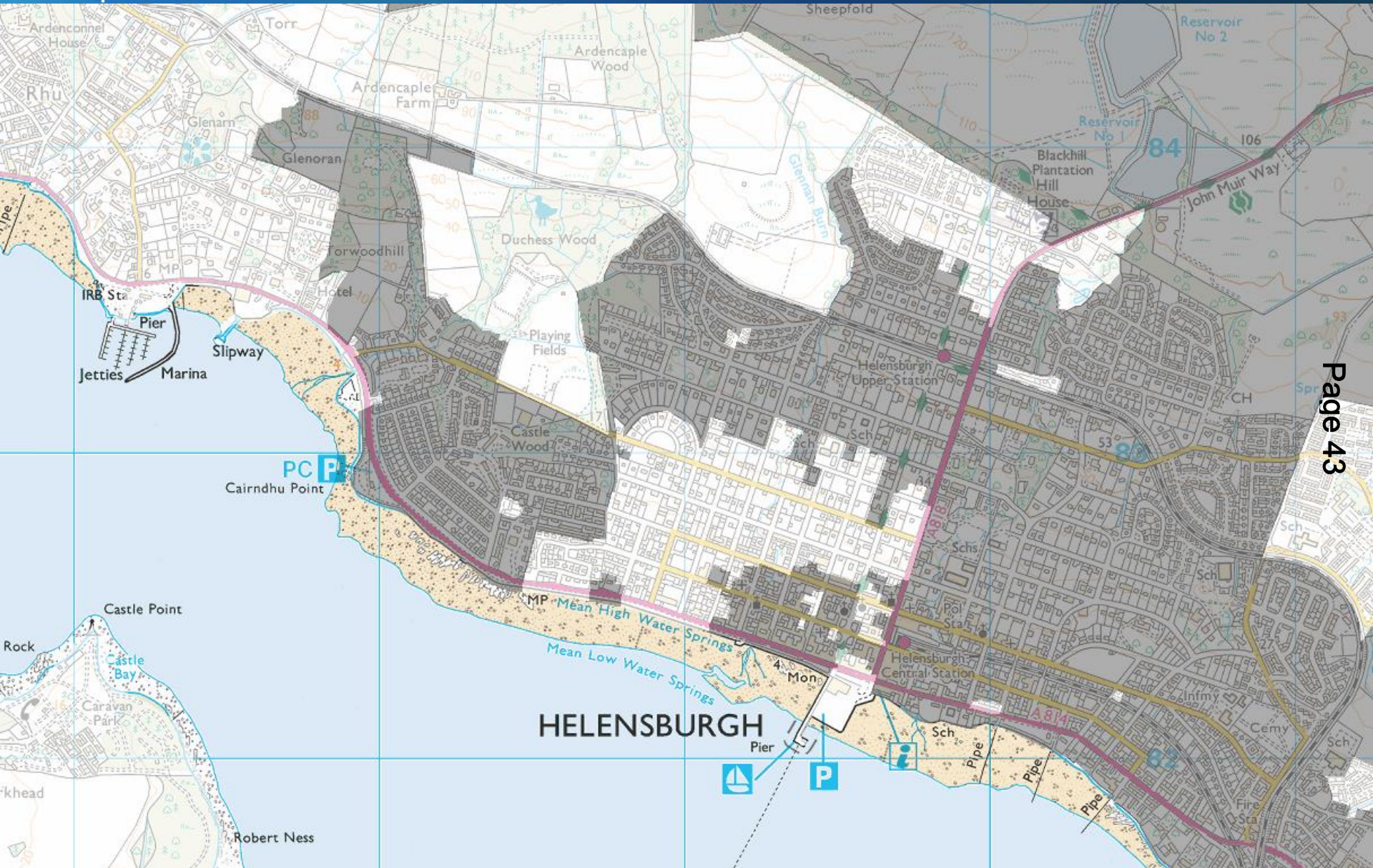
**Legend**

**State Aid Classification**

- Black
- Grey
- White
- Procurement Area
- Local Authority Boundaries

**66%**





- Contracts signed March (H&I) and July (RoS)
  - £146M + £264M = £410M
- NGA to 85% of Premises by end 2015
- NGA to 95% of Premises by end 2017
- Argyll and Bute (Helensburgh and Lomond)
  - NGA to around 91.8% of Premises by end 2017



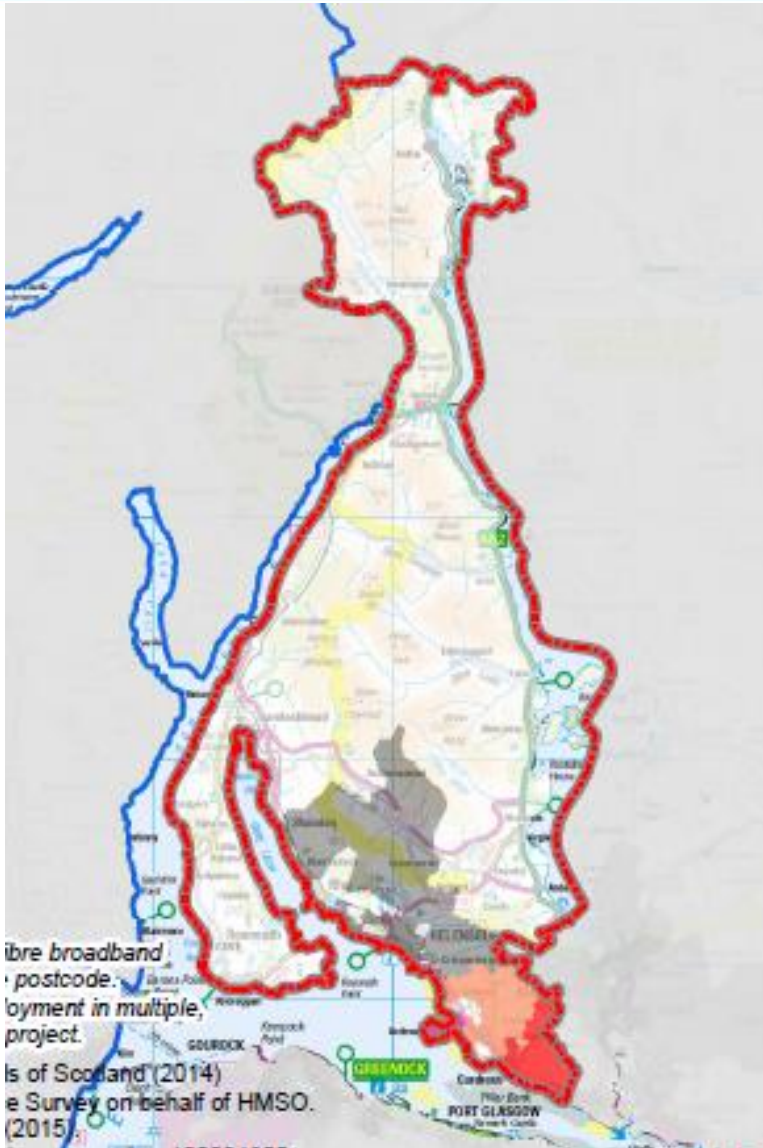
Over 400 km of cabling under the sea in 20 sub-sea connections

Over 5,000 km of cabling in the ground

2009 cabinets stood  
1954 cabinets live

Over 450,000 Premises Passed





## Exchanges

- Cardross
- Dumbarton

## Coverage

- 54%

G82 5NY

SEARCH

**Great news!**

It looks like you can get fibre broadband straightaway with predicted speeds of up to 69Mbps (FTTC).

You are connected to **cabinet number 4 on Cardross** exchange.

To get connected, speak to your chosen Internet Service Provider (ISP) about the fibre services they offer. If you need advice on who to choose, Ofcom has some [price comparison sites](#) which may help.

Please note that service availability is subject to available service provider product offerings and can be affected by technology constraints specific to individual circumstances.

**Cardross**






[X]

Fibre broadband is currently available to some premises in this area.

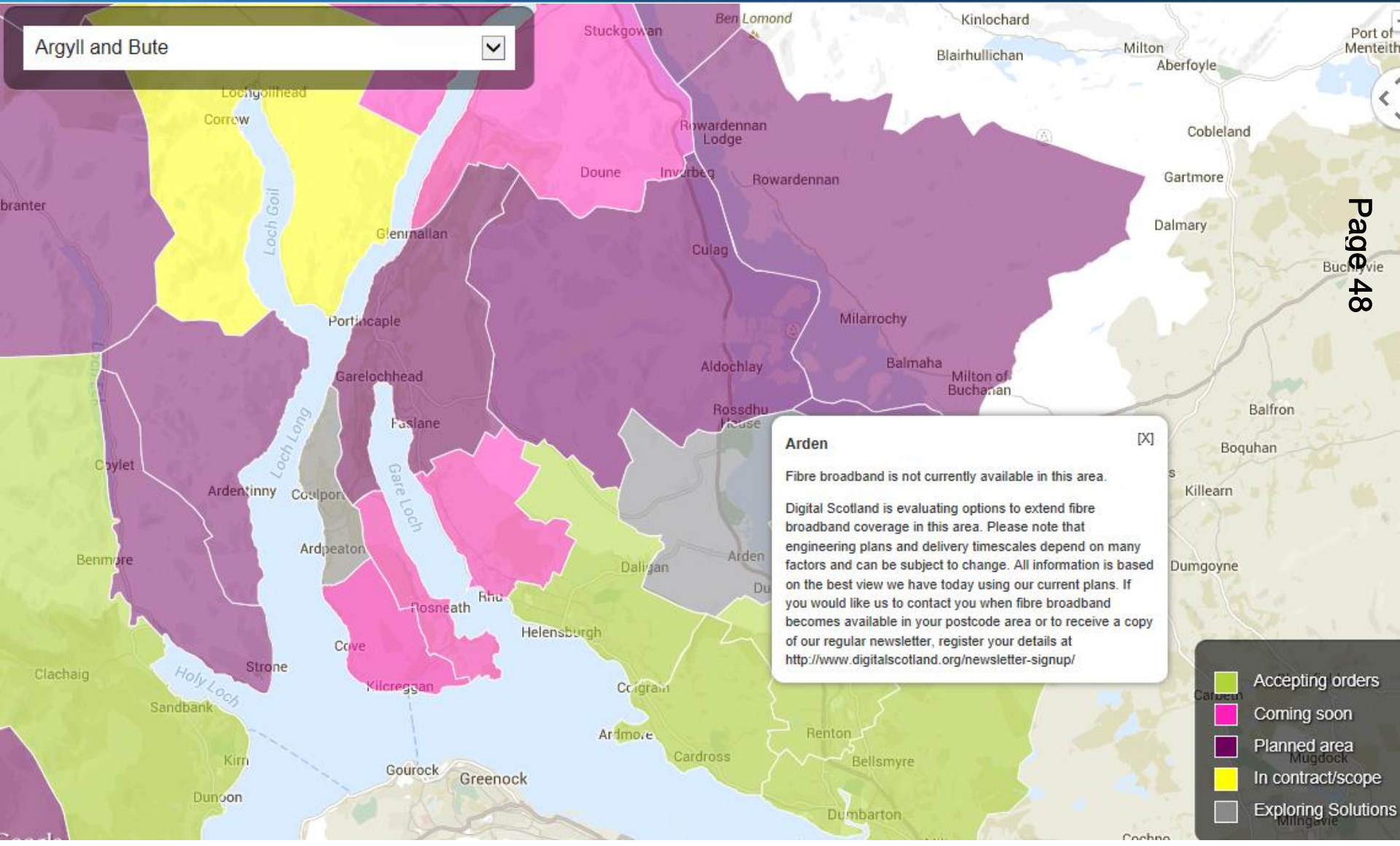
Digital Scotland plans to extend fibre broadband coverage in this area. Digital Scotland has been working to extend fibre broadband coverage in this area and premises were enabled in the period July to December 2014. Service availability is subject to available service provider product offerings and can be affected by technology constraints specific to individual circumstances. For more information and to order fibre broadband services, check with your Internet Service Provider or look on the Ofcom price comparison site <http://consumers.ofcom.org.uk/tv-radio/price-comparison/>.

Show exchanges within local authorities...



-  Accepting orders
-  Coming soon
-  Planned area
-  In contract/scope
-  Exploring Solutions on

Argyll and Bute

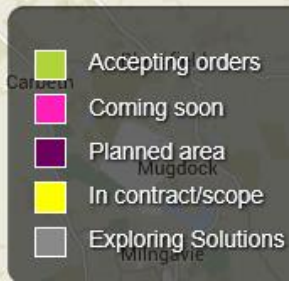


### Arden

[X]

Fibre broadband is not currently available in this area.

Digital Scotland is evaluating options to extend fibre broadband coverage in this area. Please note that engineering plans and delivery timescales depend on many factors and can be subject to change. All information is based on the best view we have today using our current plans. If you would like us to contact you when fibre broadband becomes available in your postcode area or to receive a copy of our regular newsletter, register your details at <http://www.digitalscotland.org/newsletter-signup/>



- Website
  - Postcode/Phoneline Checker
  - Interactive Map
  - Website Enquiry Form
  - In The Loop – Digital Scotland Newsletter
- Detailed Enquiries
  - Via Duncan Nisbet, Scottish Government
  - Via Anna Watkiss, Argyll and Bute Council
- Online
  - Twitter: @ScotSuperfast
  - Facebook: [www.facebook.com/scotlandsuperfast](http://www.facebook.com/scotlandsuperfast)

- **Managing Expectations**
  - Rollout will take 4 years
  - Priority to ensure value for money
  - New developments required to meet longer term ambitions
- **Benefits Realisation**
  - Programme will deliver significant social and economic benefits
  - Customer take-up of services is crucial
- **Information Sharing**
  - Project plans are subject to change
  - [Digitalscotland.org](http://Digitalscotland.org) updated weekly

# Discussion

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**Argyll and Bute Community Planning Partnership**

**Helensburgh and Lomond Area Community Planning Group**




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**Report on the Community Safety Partnership**

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**1. Purpose**

The purpose of this report is to inform members of the Helensburgh and Lomond Area Community Planning Group on progress towards establishing a new community safety partnership structure and the rationale for this undertaking.

**2. Recommendations**

The Area Community Planning Group notes the content of this report

**3. Background**

Community Safety partners, individually and jointly, have a strong record in making Argyll and Bute a safe place to live.

The Community Safety Partnership is responsible for delivering the priorities of the Community Safety strategy which, in turn, makes a key contribution to SOA 6 outcomes to ensure communities are safe, strong and resilient.

The prevailing partnership structure for community safety was established in c2000 and consisted of five local area Community Safety Forums each meeting four times in the financial year.

**4. Detail**

Certain short term outcomes within Outcome 6 rest with the Argyll and Bute Community Safety Partnership. Community Safety Partnership priorities are:

- Tackling Disorder and Anti Social Behaviour
- Safeguarding Personal Safety of the Young, Elderly and other Vulnerable groups
- Protecting the Natural and Built Environment from Fire, Vandalism, Graffiti, Littering and Dog Fouling
- Road and Water Safety
- Engaging with residents to build safer communities

Also within Outcome 6 there are outcomes where other partnerships have lead responsibility but the cross cutting nature of these require close collaboration between partnerships including the Community Safety Partnership.

In the early part of 2014 lead partners within the Community Safety Forum evaluated the existing community safety partnership structure. This was carried out to assess proficiency of the Forums to deliver on all of the responsibilities within SOA 6. Weaknesses identified were:

- Having 5 local forums provides a strong focus on local issues but resulted in a degree of fragmentation making accountability for performance unclear
- Data was limited which hampered oversight, comparison and challenge
- The meeting schedule of four meetings per year is insufficient to provide drive for community safety work streams
- Declining attendance at forum meetings impacted on opportunities for collaboration and joint planning

Under the direction of the SOA Outcome 6 lead from Police Scotland a new community safety partnership model was proposed. Reports were made to Argyll and Bute Council Senior Management Team (March 2015), Community Planning Partnership Management Committee (March 2015) and all five Area Community Safety Forums (May to September 2015).

A diagram of the new structure is attached as Appendix 1 'Community Safety Tasking and Coordinating Partnership'.

The partnership met for the first time in July 2015 and a second meeting was held in September 2015. Roles and responsibilities have been agreed and the partnership chairperson (Police Scotland Area Commander) and vice chairperson elected.

Police Scotland will fulfil the role of lead Community Safety Partnership representative at Local Area Community Planning Community Planning Group meetings.

The Community Safety Tasking and Coordinating Partnership will work plan, problem solve and evaluate performance. Data and evidence will be gathered to inform delivery and assess performance against SOA 6 outcomes.

### **5. Conclusions**

Community Safety partnership working has a strong record of success in Argyll and Bute.

The prevailing partnership structure remained largely unchanged from around 2000 until the middle of this year.

The new Community Safety Partnership aligns community safety within

the community planning framework which will sharpen scrutiny and accountability and, in turn, drive forward community safety work streams and action for SOA 6 outcomes.

### **6. SOA Outcomes**

SOA Outcome 6 People Live in Safer and Stronger Communities

Contributes to Short Term Outcomes 6.2, 6.3, 6.4, 6.5, 6.6

**Name of Lead Officer:**

Chief Inspector Marlene Baillie, Police Scotland, Area Commander Mid Argyll, Kintyre and the Islands,

**For further information please contact:**

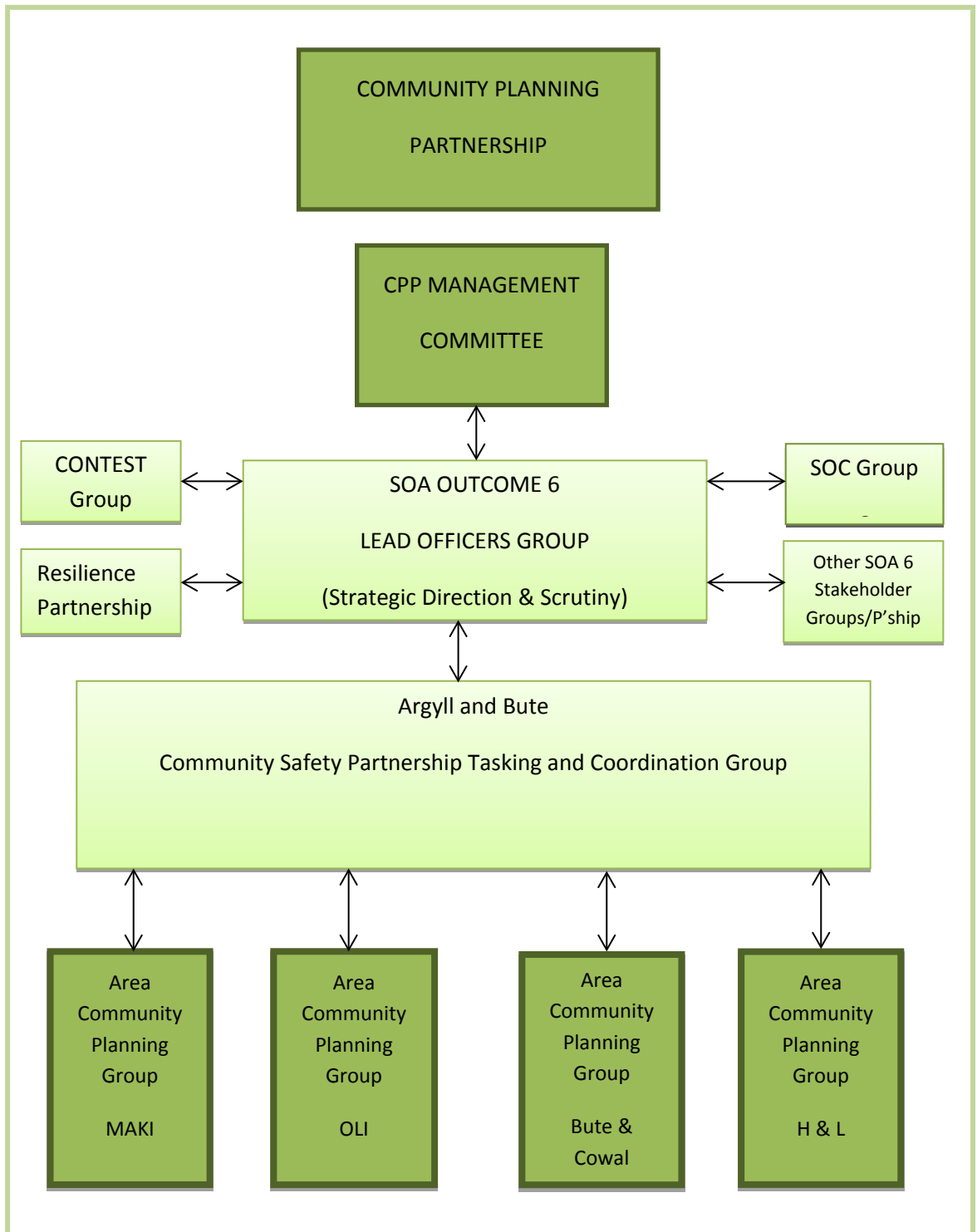
Robert Cowper, Argyll and Bute Council Community Safety Coordinator

Telephone 01436 658831

Email [Robert.Cowper@argyll-bute.gov.uk](mailto:Robert.Cowper@argyll-bute.gov.uk)

Appendix 1 Community Safety Tasking and Coordinating

Partnership for SOA 6 “People Live in Safer and Stronger Communities”



Lead Officers Group Comprises leads from – Argyll and Bute Community Safety Partnership, Argyll and Bute Resilience Partnership, Counter Terrorism CONTEST Group, Serious and Organised Crime Interventions Group, Violence Against Women Partnership, Alcohol and Drugs Partnership, Child Protection Committee, Argyll and Bute Third Sector Partnership, Argyll and Bute Road Safety Group

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**Argyll and Bute Community Planning Partnership****Helensburgh and Lomond Area Community Planning Group****10 November 2015**

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**Kirkmichael: A Community and Multi-Agency Partnership Approach**

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**1. SUMMARY**

- 1.1 Following coverage of anti-social behaviour in the Kirkmichael area in the local newspaper, and disruption of the local Gala Day in August 2015 by a group of young people, a number of CPP partners met on 10 September to discuss joint working opportunities to support the Kirkmichael community.
- 1.2 A small group of Kirkmichael residents have been working with the Council, Dunbritton Housing Association and members of Helensburgh Baptist Church to form a new constituted community group, Kirkmichael Community Development Group.
- 1.3 Postcode areas in East Helensburgh were identified in the Scottish Index of Multiple Deprivation (SIMD) 2012 report as being in the top 5% of most overall deprived areas in Scotland, and the most overall deprived in Argyll & Bute. Many of the postcodes are in the Kirkmichael area. The seven factors affecting SIMD classification are income, employment, health, education, housing, access to services and crime. Postcodes in Helensburgh East rank at number 170 in Scotland (out of a total number of rankings of approximately 7,000).

**2. RECOMMENDATIONS**

- 2.1 Area Community Planning Group members are asked to note the report and the progress that is being made by the community, Helensburgh Baptist Church and a range of statutory and third sector partners.

**3. BACKGROUND**

- 3.1 Kirkmichael Tenants and Residents Association (KTRA) dissolved in early 2014 and Kirkmichael Sports and Recreation Association (KSRA), which managed the all-weather pitch in the area, folded some years earlier. As a result, the community has lacked a focus for engagement and organising events, activities and development initiatives.

- 3.2** In 2014 the Baptist Church and the Council's Community Development Officer organised a Commonwealth Games themed gala day in partnership with a range of third sector and statutory organisations. In spite of poor weather, 175-200 people attended the event and 51 people completed, or partially completed, a survey asking participants to rate the event, make suggestions on how it could be improved and indicate if they would be willing to help start a local social/development group for Kirkmichael. The feedback indicated there was a strong desire in the community for more events and activities, particularly aimed at young people and older people.
- 3.3** Following the 2014 Gala Day, a series of community meetings were organised by the Community Development Officer and the Baptist Church, which has continued to offer a children's after-school club (The Lighthouse Club) in the Kirkmichael Learning Centre, with the aim of establishing a constituted community organisation for Kirkmichael and to plan for a second gala day in 2015.

#### **4. DETAIL**

- 4.1** A small, committed group of community representatives from Kirkmichael have been meeting on a regular basis with support from the Baptist Church, Council, Dunbritton Housing Association and representatives from other statutory and third sector organisations, and have formed the Kirkmichael Community Development Group (KCDG).
- 4.2** KCDG became a fully constituted community organisation in October of this year and plans to apply to open a bank account. The Group has nominated a chair, vice chair and secretary, and a small number of additional members attend committee meetings. The Group has already raised funds via the 2015 Gala Day and a series of prize bingo nights. The position of treasurer is currently vacant. However, the chair is keeping the accounts and provides updates on the funds raised at committee meetings.

The Group hopes to organise a Gala Day in 2016 and is seeking support from partner organisations to try to ensure the event is enjoyed by the community. The next meeting of the Group is scheduled for Tuesday 24 November at the Learning Centre.

- 4.3** Following on from the disrupted 2015 Gala Day, the community development officer organised a multi-agency meeting On 10 September. 14 representatives from ACHA, Dunbritton HA, Police Scotland, Argyll & Bute Council (representing Social Work, Community Development, Governance and Adult Learning), Community Justice, NHS Highland and Argyll & the Isles Coast & Countryside Trust met to discuss partnership working opportunities

to support the community. The meeting was chaired by Morven Short, Director of Dunbritton HA. A number of positive suggestions from the meeting are currently being taken forward.

The multi-agency group met again on 8 October and the next meeting, which will be chaired by Robert Cowper, the Council's Anti-social Behaviour Officer, is scheduled for 10 December. A significant agenda item, which has been raised by Police Scotland, will focus on information regarding designated Public Reassurance Areas.

**4.4** As a direct result of Kirkmichael community and multi-agency partnership working:

- Community Payback teams have been working in the area to cut back overgrown hedges;
- police patrols have been stepped up at times the community has indicated a greater police presence is needed;
- KCDG is submitting a funding application to Police Scotland for goal posts;
- plans are being developed to publish a Kirkmichael newsletter to be distributed with the Community Advertiser early next year; and
- partner agencies and third sector organisations are now attending KCDG meetings.

## **5. CONCLUSION**

**5.1** The Kirkmichael community, working in partnership with statutory and third sector organisations, has made significant progress over the last four months since the disruption of the 2015 Gala Day. New partnerships are being established and KCDG is putting in place the necessary governance arrangements which should strengthen the organisation and help office bearers to attract more Kirkmichael residents to join the Group.

The Kirkmichael Multi-agency group has initiated a number of initiatives which are already making a positive contribution to the community and more are planned in the New Year.

Rona Gold  
Argyll and Bute Council  
Community Planning Manager  
10 November 2015

For further information please contact:  
Audrey Baird, Community Development Officer Tel: 01436 658735.

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**Argyll and Bute Community Planning Partnership**

**Helensburgh and Lomond Area Community Planning Group**

**10 November 2015**

**Agenda Item 9 (a)**




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**ARGYLL AND BUTE HEALTH AND SOCIAL CARE PARTNERSHIP – UPDATE OCTOBER 2015**

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**The Area Community Planning Group is asked to:**

- **Note** the interim arrangements remain in place in both the council and NHS until April 2016
- **Note** the new Integrated Joint Board and HSCP management appointments,
- **Note** the consultation draft of the Strategic Plan 2016 – 2019 and the communications plan for consultation
- **Note** that the consultation on the draft Strategic Plan will continue until November 2015

**1 Background and Summary**

The purpose of this paper is to provide Area Community Planning Groups with a progress report on the actions undertaken to establish the Argyll and Bute Health and Social Care partnership (HSCP) since its last meeting.

**2 Argyll and Bute HSCP Establishment Update**

**2.1 Health and Social care Interim Operating Arrangements until April 2016**

Interim arrangements remain as described in the last update paper, with the planned date for the HSCP to assume management responsibility for health and social care remaining as 1<sup>st</sup> April 2016.

The revenue budgets of the specified council and NHS services will form part of an integrated budget for the new Health and Social Care Partnership to manage, with effect from April 1<sup>st</sup> 2016.

**2.2 Argyll and Bute Integration Joint Board**

The Argyll and Bute HSCP Integration Joint Board was legally constituted in August 2015. The role of the IJB until 1<sup>st</sup> April 2016 is:

- Production of the Argyll and Bute HSCP Strategic Plan
- Oversight of the integration transition arrangements regarding:
  - Health and Care Governance (Quality and Safety)
  - Health and Social Care Workforce and partnership arrangements

- Financial Governance
- Organisational Development
- Patient and Carer engagement and involvement arrangements

The IJB therefore has no responsibility at this time for day to day operational services. The Integration Joint Board is undertaking a period of development and planning, whilst service delivery remains under the interim management arrangements.

Argyll and Bute Integration Joint Board required membership has been established as prescribed in the legislation as set out in the Public Bodies (Joint Working) (Scotland) Act 2014 which is as follows:

<b>1a</b>	<b>Members Nominated by the Parties (voting)</b>		<b>Deputies</b>
	Argyll & Bute Council	Councillor Douglas Philand Councillor Anne Horn Councillor Mary Jean Devon Councillor Elaine Robertson	
	NHS Highland Board	Robin Creelman Elaine Wilkinson Garry Coutts Anne Gent	Heidi May
<b>1b</b>	<b>Professional Advisors (non-voting)</b>		
	The Chief Social Work Constituent Local Authority	Louise Long	N/A
	The Chief Officer of the IJB	Christina West	N/A
	The Chief Financial (Section 95 Officer) of the IJB	TBC	N/A
	General Medical Practitioner (Stakeholder GP)	TBC	N/A
	Lead Nurse	Elizabeth Higgins	N/A
	IJB Clinical Director	Dr Michael Hall	
	Medical Practitioner who is not a GP	TBC	N/A

<b>1c</b>	<b>Stakeholder Members (non-voting)</b>		
<b>1c</b>	A staff representative (Council) A staff representative (NHS)	Kevin McIntosh Dawn Gillies	N/A
	Independent sector		
	A third sector representative	Glenn Heritage	Katrina Sayer
	Service User Representative - Public x 2	Elizabeth Rhoddick Maggie McCowan	N/A

	Service User Representative - Carer x 2	Heather Grier	N/A
<b>1</b>	<b>Additional Members (non-voting) - locally</b>		
	Lead Allied Health Professional Advisor	TBC	
	Mental Health Advisor	TBC	

A rigorous process for the selection of IJB members has been applied and it is expected that the further appointments to the vacant roles will be completed through the autumn.

### 2.3 Management appointments

The following management appointments have been made to support the Chief Officer:

Head of Adult Services – East: Allen Stevenson  
 Head of Adult Services – West: Lorraine Paterson  
 Head of Strategic Planning & Performance: Stephen Whiston  
 Head of Children & Families: Louise Long

Tier 2 managers appointed are:

Locality Manager Adult Services MAKI: John Dreghorn  
 Locality Manager Adult Services Helensburgh and Lomond: Jim Littlejohn  
 Locality Manager Adult Services Cowal and Bute: Viv Hamilton  
 Locality Manager Adult Services OLI: Not yet appointed

Locality Manager Children's Services MAKI: Brian Reid  
 Locality Manager Children's Services Helensburgh and Lomond: Paul Kyle  
 Locality Manager Children's Services Cowan and Bute: Mark Lines  
 Locality Manager Children's Services OLI: Alex Taylor

Recruitment to the Tier 3 joint management posts is now underway, with a target to appoint to the full integrated management structure by the end of October 2015.

### 2.4 Strategic Plan 2016- 2019

The Strategic Plan describes how Argyll and Bute Health and Social Care Partnership will make changes and improvements in the way it delivers health and social care over the next three years. It explains what services we are responsible for, what our priorities are, why and how we decided them. It shows how we intend to make a difference by working closely with partners in and beyond Argyll and Bute.

It explains what is happening, including the legal requirement and the reasons why change is needed. As with all change some things will be kept and some things will be altered or stopped as we move forward. The Strategic Plan details the ambitions for Health and Social Care services making positive changes that improve quality of services, do away with waste, duplication and inefficient, top down systems. Co-production, collaboration which builds on existing commitment, experience and skills, best practices and services are also

fundamental to this. The Strategic Plan will focus on what the public and users of services have said they value, and on the services that keep them safe and well.

However, the financial context is a difficult one, funding is tight and the HSCP will have to make tough choices on service investment and disinvestment. Argyll and Bute Council's overall savings targets will be around £9 million in both 2016/17 and 2017/18. NHS Highlands saving targets for Argyll and Bute are likely to be between 2-3% (£3.6- £5.4 million). Decisions on the level of funding allocated and savings the HSCP will have to make will be made by February 2016.

The HSCP aims to make these tough choices in consultation with localities, communities and stakeholders; they will be open and honest, as communities and stakeholder experiences and expertise will help to reshape public services

The Strategic Plan will therefore provide a "road map" for how health and social care services will be organised and provided in this area to meet our vision – "Helping the people in Argyll and Bute live longer, healthier, independent lives".

**Production of Strategic Plan- Indicative timetable;**

Item	Task	Time Scale
1	Establish Strategic Planning Group- Membership, ToR, Governance	Jan/Feb 15
2	Prepare proposals about matters the strategic plan should contain	End of Mar 15
3	Consult the Strategic planning group on proposals	End of April 15
4	Produce first Outline strategic plan for SPG consideration	End of June 15
5	Consult the Strategic planning group first draft	End of July 15
6	Prepare second draft of Strategic Plan	End of August 15
	Consult the Strategic Planning Group and wider stakeholders on Strategic plan ( 3 months)	End of November 15
7	Prepare final strategic plan	End of December 15
8	A&B HSCP approved by IJB and SGHD go live date agreed, delegated responsibility passed to IJB	Feb 2016
9	A&B HSCP Go Live	April 2016

The outline strategic plan purpose was to provide clarity over the change required, to test the breadth and knowledge of our existing plans, current and future issues, the reason for change and future shape of services with communities and our staff. In addition it was intended to support the ground work process in outlining the expectation of the role and accountability localities will have to develop, enable them over the 3 years of the plan, so that they will as operational partnership entities "Locality Plan, Locality Own and Locality Deliver".

The important element to note in this is that the consultation on the strategic plan is not targeted at getting feedback on existing service plans which have already been consulted on such as the Integrated Children's Services Plan, Reshaping Care for Older people programme etc. these remain extant. It is primarily focused on the transformation in health and care services that is required as a result of integration and in response to the challenges and drivers re demography, multi-morbidity, depopulation, sustainability, efficiency and best value.

The strategic plan is about creating a sense of urgency to respond to these issues and challenges.

The critical factor in this is locality planning and the ability of the HSCP to “tool up” the localities to effectively undertake this work. As referenced earlier this process will incorporate a range of “locality planning” catalyst events to support the development of locality planning. As such the consultation is targeted at obtaining responses and views on locality planning processes and questions have been designed to support this see:

<https://www.surveymonkey.com/r/YSDM7PJ>

The NHS Highland Board and Argyll and Bute Council as detailed in statute will be expected to provide a formal response to the full Strategic Plan as part of the consultation process.

The formal consultation draft of the Strategic Plan was published in mid-September. Printed copies are now available in the 7 localities, together with memory sticks, pre-loaded with the consultation draft of the Strategic Plan. The draft is also available on line (see 2.5).

Consultation will run through to mid-November. All feedback will be collated and will inform the final draft of the Strategic Plan, to be approved by Argyll & Bute Council, NHS Highland Board and the IJB in February 2016.

### **2.5 Staff and Public Involvement and Engagement**

The Strategic Planning Group decided to precede the consultation on the full strategic plan with an information signposting leaflet (included in local papers, alongside virtual copies) and an Outline Strategic Plan – “A conversation with you”, detailing the major themes in our strategic plan from the 2<sup>nd</sup> July 2015.

The outline strategic plan purpose was to provide clarity over the change required, to test the breadth and knowledge of our existing plans, current and future issues, the reason for change and future shape of services with communities and our staff. In addition it was intended to support the ground work process in outlining of the expectation of the role and accountability localities will have to enable them over the 3 years of the plan to develop so that they will as operational partnership entities “Locality Plan, Locality Own and Locality Deliver”

The Outline Strategic Plan prompted 509 responses, the full report can be found at [www.healthytogetherargyllandbute.org.uk](http://www.healthytogetherargyllandbute.org.uk) These responses, alongside responses to the consultation on the full Strategic Plan, will inform the final draft to be adopted by the HSCP.

The consultation process on the full strategic plan is informed by the regulations which prescribe who has to be formally consulted. This states the second draft of the strategic plan and must be sent for comment to all interested stakeholders. This must include the local authority and the Health Board as well as representatives of any groups prescribed by the Scottish Ministers.

It is also directed that a communication and engagement plan to undertake the consultation must be in place, which is in line with Scottish Government policy; such consultation can take place in a variety of ways – written information, public meetings, staff meetings and events, focus groups, questionnaires and on-line and interactive discussion forums. The HSCP must therefore make best efforts to allow groups of people with an interest to participate in a consultation process in order to express an opinion on the draft strategic plan.

The important element to note in this is that the strategic plan is not targeted at getting feedback on existing service plans which have already been consulted on such as the Integrated Children's Services Plan, Reshaping Care for Older People programme etc. these remain extant. It is primarily focused on the transformation in health and care services that is required as a result of integration and in response to the challenges and drivers re demography, multi-morbidity, depopulation, sustainability, efficiency and best value.

The strategic plan is about creating a sense of urgency to respond to these issues and challenges.

The critical factor in this is locality planning and the ability of the HSCP to "tool up" the localities to effectively undertake this work. As referenced earlier this process will incorporate a range of "locality planning" catalyst events to support the development of locality planning.

### Consultation Process

The communication and engagement work stream has produced a formal consultation plan and has commissioned consultant support to co-ordinate the feedback and support the engagement events and report on the findings of the consultation exercise for the period September to November.

The NHS Highland Board and Argyll and Bute Council as detailed in statute will be expected to provide a formal response to the full Strategic Plan as part of the consultation process.

The consultation draft of the Strategic Plan is now in the public domain and can be found on our website [www.healthytogetherargyllandbute.org.uk](http://www.healthytogetherargyllandbute.org.uk) printed copies will be available in local surgeries, pharmacies and libraries and on request. Because of the size of the document, there are also copies available on memory sticks, for staff or members of the public to have for personal use.

Each of the 7 localities will host and respond to requests for consultation events, with 2 additional large events to be held in November 2015.

Initial dates for these public (morning) and staff events (afternoon) are:

Lochgilphead - Thursday 8th Oct, 10am - 5pm, Mid Argyll Community Hospital

Oban - Friday 9th Oct, 10am - 5pm, Lorn & Islands Hospital

Kintyre - Tues 20th Oct, 10am-5pm, Campbeltown Hospital

Islay – Thursday 22<sup>nd</sup> October (time to be confirmed)

Isle of Jura – Friday 23<sup>rd</sup> October (time to be confirmed) Jura Progressive Care Centre

Helensburgh & Lomond – Tuesday 27<sup>th</sup> October (time to be confirmed) Braeholm

Helensburgh

Bute Thursday 5<sup>th</sup> November 1pm -5pm, Boardroom at Victoria Hospital

Cowal Wednesday 4th November 10am-4pm, Cowal Community Hospital

In addition our health and social care partners via the Third Sector Interface, Health Care forums, community and stakeholders are also hosting and facilitating a variety of events using "conversation café", facilitated workshops etc. engaging with hard to reach groups across Argyll and Bute to obtain their feedback on the plan

Whilst staff are welcome to attend the public events, there will also be separate staff events in each locality, where specific issues and questions can be addressed; these will be supported by NHS Staff side/Trades Unions and the Organisational Development Lead.

Full details of the consultation process can be found in the Communications and Engagement Strategy and Action Plan 2015/16 at Appendix 2

### **3 Contribution to Objectives**

This is a significant area of policy development for both the Council and NHS Highland as it is a legislative requirement which both partners will need to comply with fully.

### **4 Governance Implications**

#### **4.1 Corporate Governance**

The new Partnership will be established by a statute agreement. In particular the governance and accountability arrangements will impact on the current arrangements and standing orders of both partners and is detailed in the Integration Scheme.

#### **4.2 Financial**

The revenue and capital budgets of the specified council and NHS services will form part of an integrated budget for the new Health and Social Care Partnership to manage.

#### **4.3 Staff Governance**

The body corporate model of integration being adopted will mean the majority of staff contract arrangements will be unaffected however there will be substantial changes to the operational and strategic management arrangements for all staff.

Staff are integral to the success of the new Health and Social Care partnership and significant effort is being made to ensure staff are fully involved and engaged in the process

There are implications for a variety of staff roles and responsibilities, notably management and support services. Some of this is a continuum of the work already underway but others are also opportunities as identified by the Christie report regarding rationalisation, redesign and review of service as a consequence of integration of health and social care. There are also opportunities for staff co-location and professional and team development.

Organisational Change Policy and a jointly agreed staff protocol will underpin the approach to be taken, supported by workforce planning and development strategies.

#### **4.4 Planning for Fairness:**

EQIA scoping exercise will be undertaken if required once the service model and its operational arrangements have been identified. Once again lessons learned from North Highland partnership process will be applied.

#### **4.5 Risk**

The process of integration introduces a large number of risks for the partners. The project is reviewing and updating its formal risk register taking account of:

- Governance
- Finance and Resources
- Performance Management and Quality
- Human Resources

- Integrated IT
- Engagement and Communications
- Organisational Development
- Equity
- Programme and timescale

## 4.6 Clinical and Care Governance

There are a number of implications including clarification over pathways, roles and accountabilities in the new organisation which will require to be detailed and implemented through the course of the integration programme.

Notwithstanding this the integration model will be required to be safe, effective and evidence-based. There will be a need to build significant clinical engagement and consensus across the localities in the partnership catchment area, through the Clinical and Care Governance Committee.

## 5 Engagement and Communication

This major service change will require the Partnership to put in place a comprehensive public involvement and engagement process in establishing the new arrangements for PFPI in the partnership.

The intention of the communication and engagement approach is to focus on Person Centred Care, Locality Planning and outcomes demonstrating how services will improve by integration. This will be the core of both public and staff engagement and consultation.

A comprehensive communication and engagement strategy and action plan has been developed. It is a discrete project work stream with members drawn from staff, the public and management, supported by SGHD. Designated funding for communication and engagement has been identified. A full communication and engagement strategy will be in place by 1<sup>st</sup> April 2016.

Policy Leads Councillor Dougie Philand / Councillor Mary Jean Devon  
Chief Officer Argyll and Bute HSCP Christina West  
Executive Director Community Services Cleland Sneddon

For further information contact:

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**Appendix 1 – Argyll and Bute HSCP Strategic Planning Group Prescribed Membership**

Integration Authorities are obliged to establish a Strategic Planning Group for the area covered by their Integration Scheme for the purposes of preparing the strategic plan for that area. The group must involve members nominated by the Local Authority or the Health Board, or both. In effect, this provides for the partners who prepared the Integration Scheme, and are party to the integrated arrangements, to be involved in the development of the strategic plan.

In addition, the Integration Authority is required to involve a range of relevant stakeholders. These groups must include representatives of groups prescribed by the Scottish Ministers in regulations as having an interest.

The table below identifies the initial membership for the Strategic Planning Group.

<b>Representative</b>	<b>Other</b>
Chief Officer HSCP	1
At least 1 member of NHS Highland Board	1
At least 1 Elected member of Argyll and Bute Council	1
Health Professionals (GP, Consultant RGH & MH, AHP, Nurse)	10
Social Care Professionals	10
Users of Health and Social Care	2
Carers of users of Health and Social Care	2
Commercial providers of health care	0
Non-commercial providers of health care	1
Commercial providers of Social care	1
Non-commercial providers of Social care	1
Non-commercial providers of Social housing	1
Third sector bodies within the Local Authority carrying out activities related to health or social care	1
Locality Representatives *	4
Representative of NHSGG&C *	1
<b>Total</b>	<b>39</b>

*\* Note*

*The policy statement issued in December 2014 made provision for representatives for localities and neighbouring Boards to be represented. The views of localities must be taken into account with the Integration Authority required to identify the most appropriate person to represent each locality on the Strategic Planning Group. Local flexibility is allowed, so that an individual can represent more than one locality.*

*As NHS Highland main provider for secondary care services is NHSGG&C a representative is also identified for the group.*

**Appendix 2 – Communication and Engagement Strategy and Action Plan 2015/16**

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**1. Introduction**

Change is happening to health and social care services in Argyll and Bute and across Scotland.

Integration means that health and social care services are coming together to be available as a single service, from April 2016.

This will impact on employees of health and social care service providers who will be affected by the change and who will also have a key role in making integration a success.

Those who use the services now and may in future – which is essentially every one of us – have a contribution to make as to how integration will work in Argyll and Bute.

Achieving integrated services that work for those who need them providing “person centred care” will therefore requires the support of communication and engagement in reaching ‘everyone’.

This strategy outlines the approach to be taken in delivering this communication and engagement support from August 2015 onwards.

**2. Aim**

We all at some point use health and social care services. We all therefore potentially have a contribution to make to ensuring that integration delivers services that work for us all and our families.

People who deliver these services, people who use them, those with expertise or experience relevant to health and social care, and others all have a role to play in making a success of what has been described as the ‘biggest change in health services since?’

The overall aim of the strategy is to:

- Provide opportunities, for all those with a role to play in making integration a success, to be informed about and contribute to the development, planning and delivery of integrated health and social care services.

## 3. Objectives

The objectives of the communications strategy are:

- To inform our target audiences about integration
- To inspire interest in contributing to the change process
- To provide opportunities for contributions to be made
- To keep relevant stakeholders up to date with progress being made in Argyll and Bute
- To support the achievement of health and wellbeing outcomes for people in our area by raising awareness of integration outcomes and the role of the individual in achieving long, healthy and happy lives.
- To draw on best practice in methods of communication and engagement adopted.
- To continually develop innovative and successful ways of communicating with our target audiences
- To provide the public, stakeholders and staff with feedback on how their views have contributed to plans and decisions made
- To anticipate and plan to meet integration communication needs beyond April 2016

## 4. Communication and Engagement Principles

In order to put to the most effective use possible the resources available in time, people and funding, the following principles are agreed by the Communications and Engagement Work stream:

- A solutions focused approach will be taken to identifying and progressing communication and engagement requirements.
- Partners on the workstream (statutory and voluntary sector) will work together to make best use of all communication activity undertaken:
  - Communication and engagement actions will be shared across the workstream
  - Partners will participate in distributing information and involving and engaging the public and staff through their own communication and engagement channels.
- Communication activities will support others, for example front line staff, to participate in raising awareness of and interest in health and social care integration.
- Engagement activities will be undertaken in line with the national standards for community engagement (at Appendix 1) and statutory (CEL 4 2010 guidance) requirements: [http://www.sehd.scot.nhs.uk/mels/CEL2010\\_04.pdf](http://www.sehd.scot.nhs.uk/mels/CEL2010_04.pdf)

## 5. Audiences

Our two key target audiences are those who deliver and those who use/may use services:

- Employees of service providers, in the public, private and independent sectors
- Residents of Argyll and Bute (\*)

- Current service users
- Older people
- Young people
- Families
- Carers
- Businesses
- Those with support needs
- Hard to Reach Groups

*Note (\*) 'Residents' are listed in identifiable groups with particular communication channels, for example Grey Matters or Health and Care Forum.*

In addition, we will target groups who have a role in developing integration, supporting communication of it and involvement in it.

- Employees of service providers
- Community representative groups e.g. community councils, Health and Care Forums, advocacy groups
- Elected members
- Trade Unions
- Special interest groups

## **6. Key messages- Argyll and Bute HSCP**

### **Vision**

People in Argyll and Bute will live longer, healthier independent lives

### **Mission for Plan Period**

Argyll and Bute Health and Social Care Partnership will work with you to improve health, support social care, tackle health inequality, and improve community wellbeing. We will work in partnership with local communities to offer services that are:

- Easily understood.
- Accessible, timely and of a high quality
- Well-coordinated.
- Safe, compassionate and person-centred.
- Effective and efficient, providing best value.

### **Values**

The following are the key values to which those employed or contracted by the Partnership, or who are stakeholders in it, will be expected to adhere:

- Person centred
- Integrity
- Engaged
- Caring
- Compassionate
- Respectful

## **7. Methods**

A range of communication channels will be used, for example and not limited to:

- Social media channels
- Integration website
- Integration newsletter
- Employee channels internal to organisations represented on the workstream
- Email – to distribution groups of the organisations represented on the workstream, for example to community councils, community planning partners
- Screens in public and employee offices
- Local media via press releases, or advertising
- Printed information in libraries, NHS buildings etc
- Staff Bulletins
- Staff blog
- You Tube videos

Methods for enabling engagement will draw on best practice and experience from across the workstream of what works well locally, for example and not limited to:

- Conversation cafes
- Voice facilitation workers
- Person centred coaches
- Question and answer sessions
- Public drop in events
- Staff drop in events

### **8. Budget**

A £43,000 budget is available in 2015/16 to support communication and engagement activities. Key actions identified for use of this budget are:

- Printing of materials
- Advertising
- Appointing consultants to provide additional capacity and co-ordination role to progress consultation of the Strategic Plan.
- Website – [www.healthytogetherargyllandbute.org](http://www.healthytogetherargyllandbute.org)
- Admin support
- Venues for consultation events

### **9. Milestones/ opportunities**

The action plan identifies key milestones for the project as well as recording events conducted and planned. Additional actions and opportunities will be identified by members of the programme work stream, feedback from our audience, direction from the IJB etc

### **10. Risks**

#### **Resources**

In effect 'everyone' is a relevant audience for communication and engagement on health and social care integration.

There is a risk that the scale of need for communication and engagement cannot be met within the available resource

This risk will be mitigated against by the communication principles set out in (4) and by breaking down 'everyone' into groups that have channels through which to reach them, as set out in (5).

### **Forward Planning**

Forward planning can help create time to consider and deliver effective communication and engagement activities.

Demand on people/time resources can greatly limit opportunities for forward planning in the longer term.

This risk will be mitigated against by inclusion in the action plan of a 'Next Steps' section that will be added to and progressed as the integration process continues.

### **11. Review and evaluation**

Progress on actions will be reviewed at workstream meetings.

Evaluation of engagement approaches and activities will be drawn from different sources

Evaluation of communication activities will be drawn from different sources such as website visits or social media reach.

Consideration will be given by the workstream for any requirement for specific evaluation exercises that may inform 'Next Steps' or any other part of the action plan.

## 12. Communication and Engagement Action Plan

This action plan starts from August 2015. It is not a definitive list of actions; it will be added to with contributions from the workstream and the localities as opportunities arise and following confirmation with agency of consultation actions.

[WS = workstream; JJ = Jane Jarvie; DR = David Ritchie; AMcG = Alison McGrory; BB = Becs Barker; SW = Stephen Whiston]

Date	Action	Responsibility	Stakeholders					Status
			Employees	Service Users	General public Residents	Community reps	Other stakeholders	
11/08	Workstream meeting – agree updated strategy and action plan	JJ/WS						
11/08	Workstream meeting – agree management of ‘now’ and ‘next steps’ actions	JJ/WS						
11/08	Lead locality workstream contacts agreed	WS						
17/08	Managers and Team Leads Workshop Argyll & Bute West, Integrated Management Structure and Outline Strategic Plan	Locality	x					
17/08	Tender exercise panel progress	BB/JJ/DR/DM						
24/08	Special workstream meeting on consultation focus and actions	WS						
25/08	A&B Community Planning Partnership Day, presentation on Integration	Locality	x				x	
31/08	Draft action plan for consultation issued for comment by 3 Sept.	JJ/WS						
03/09	Meeting with tenderer							
03/09	Health and wellbeing event in Tiree	Locality						
07/09	Update on Integration to Oban Lorn & Isles Health Care Forum	SW			x	x		
07/09	Standard descriptions strategic plan etc for issue on website, for staff etc	JJ/WS			x			

Sept	Newsletter – for public and staff	DR/WS	x	x	x	x	x	
<i>Consultation 'shape' – September = get involved promotion; October/November = get involved events; December = report</i>								
Sept	Press release/social media/staff info on consultation	DR/JJ/WS			x			
08/09	Update on Integration to Strategic Housing Forum	SW					x	
08/09	A&B Senior Managers Meeting re Integrated Management Structure	Locality	x					
10/09	Feedback report on outline draft plan published	SW						
10/09	Workstream meeting – confirm 'now' and 'forward planning' groups and tasks	JJ/WS						
15/09	Press release issued on consultation	DR	x	x	x	x	x	
15/09	Staff Bulletin issued to all NHS and Council staff	DR	x					
17/09	Comms Workstream co-chairs meeting with external consultants	WS						
21/09	Latest edition of Integration newsletter published	DR	x	x	x	x	x	
24/09	Outcomes 1 and 2 – website and social media	JJ/AMcG			x			
25/09	Joint training day for Person Centred Coaches and Voice Facilitators	WS	x			x		
26/09	Bute and Cowal Improving Care Group	Locality		x	x	x		
26/09	Rothesay Pavilion Community Fair	Locality		x	x			
w/c 28/09	Mid Argyll Locality engagement events (dates tbc)	Locality	x	x	x	x	x	
29/09	Lunchtime Webex Seminar "Consulting with Communities – How to Run a Conversation cafe	WS	x			x		
30/09	Joint training day for Person Centred Coaches and Voice Facilitators	WS	x			x		
08/10	Strategic Plan locality consultation event - MACHICC	Locality	x	x	x	x	x	
09/10	Strategic Plan locality consultation event - Lorn & Islands Hospital	Locality	x	x	x	x	x	
15/10	Strategic Plan presentation – Dunoon Rotary Club	PT					x	
20/10	Strategic Plan locality consultation event - Campbeltown Hospital	Locality	x	x	x	x	x	
21/10	Strategic Plan locality consultation event – Islay/Jura	Locality	x	x	x	x	x	
21/10	Strategic Plan consultation event – Islay/Jura	Locality	x	x	x	x	x	
24/10	Outcome 3 and 4 – website and social media	JJ/AmcG			x			
28/10	Strategic Plan consultation event – Helensburgh, United reform	Locality	x	x	x	x	x	



	Church								
4/11	Strategic Plan consultation event – Cowal, Cowal Community Hospital	Locality	x	x	x	x	x		
5/11	Strategic Plan consultation event – Bute, Victoria Hospital	Locality	x	x	x	x	x		
Oct	Social media/internal comms channels reminder to get involved	DR/JJ	x	x	x	x	x		
Nov	Press release/social media/internal channels reminders to get involved and how	WS	x	x	x	x	x		
24 Nov	Remaining outcomes – website and social media	WS			x				
<b>April 2016 – Health and Social Care Partnership launched</b>									
<b>Next Steps</b>									
01/04	Branding of Partnership required to be in place	WS							
01/04	Information to be available for service users on how integrated services work	WS							
01/04	Route for employees to raise questions as they arise to be promoted	WS							
01/04	Plans to be in place for communicating/engaging with employees on developing partnership culture and making the identified new service work successfully	WS							

**National Standards for Communication**

<p><b>THE INVOLVEMENT STANDARD</b></p> <p>We will identify and involve the people and organisations who have an interest in the focus of the engagement</p>	<p><b>THE SHARING INFORMATION STANDARD</b></p> <p>We will ensure that necessary information is communicated between the participants</p>
<p><b>THE SUPPORT STANDARD</b></p> <p>We will identify and overcome any barriers to involvement</p>	<p><b>THE WORKING WITH OTHERS STANDARD</b></p> <p>We will ensure that necessary information is communicated between the participants</p>
<p><b>THE PLANNING STANDARD</b></p> <p>We will gather evidence of the needs and available resources and use this evidence to agree the purpose, scope and timescale of the actions to be taken</p>	<p><b>THE IMPROVEMENT STANDARD</b></p> <p>We will develop actively the skills, knowledge and confidence of all the participants</p>
<p><b>THE METHODS STANDARD</b></p> <p>We will agree and use methods of engagement that are fit for purpose</p>	<p><b>THE FEEDBACK STANDARD</b></p> <p>We will feedback the results of the engagement to the wider community and agencies affected</p>
<p><b>THE WORKING TOGETHER STANDARD</b></p> <p>We will agree and use clear procedures that enable the participants to work with one another effectively and efficiently</p>	<p><b>THE MONITORING AND EVALUATION STANDARD</b></p> <p>We will monitor and evaluate whether the engagement achieves its purposes and meets the national standards for community engagement</p>

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**ARGYLL AND BUTE COUNCIL  
CUSTOMER SERVICES**

**COUNCIL  
22 OCTOBER 2015**

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**PLANNING OUR FUTURE - PUBLIC CONSULTATION**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 In order to support the Council in progressing ideas for making savings to the right decisions for Argyll and Bute, the Council will carry out a public consultation exercise as part of planning our future.
- 1.2 The consultation will seek the views of our communities on savings options and suggestions for innovation, efficiencies and income growth.
- 1.3 This report sets out for comment the proposed public consultation.

**2. RECOMMENDATIONS**

- 2.1 That Council approves the public consultation.

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**ARGYLL AND BUTE COUNCIL**

**Council**

**CUSTOMER SERVICES**

**22 October 2015**

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**PLANNING OUR FUTURE – PUBLIC CONSULTATION**

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**1.0 SUMMARY**

- 1.1 Argyll and Bute Council aims to work with as well as for the people of Argyll and Bute.
- 1.2 The Council will therefore carry out a public consultation exercise as part of our planning our future process.
- 1.3 The consultation will seek the views of our communities on options for making savings, so that their views contribute to taking ideas to the right choices for Argyll and Bute.
- 1.4 It will also ask for community suggestions on innovation, efficiencies and income growth.
- 1.5 This report sets out the proposed public consultation.

**2.0 RECOMMENDATIONS**

- 2.1 That Council approves the public consultation approach set out in Appendix 1.

**3.0 DETAIL**

- 3.1 With its funding set to fall considerably in future years, the Council has no choice but to make choices about its future service delivery.
- 3.2 The Council will continue to be a major provider of services, and a key employer in Argyll and Bute. However change will happen to what it does and how it works.
- 3.3 The views of our communities are sought on the wide range of options identified for making savings primarily over the next two years, in addition to inviting suggestions for transforming how it works and for growing income to support service delivery in future years.
- 3.4 The consultation explains the context for change having to happen and invites respondents to assess all options on the basis of 'strongly agree', 'agree', 'neutral', 'disagree' or 'strongly disagree'.
- 3.5 The consultation provides:

- the list of savings options identified, value of savings to be achieved and information on the ideas.
- the opportunity for people to assess only the options of importance to them; assess all options, and/or indicate which of these overall approaches they prefer to making savings - transformation, growing income, reducing, stopping services.
- Savings are highlighted by colour as general categories of work, and listed alphabetically within the four overall approaches.

3.6 It is proposed to carry out the consultation exercise using methods that have proven most useful to citizens in previous budget consultation exercises, including:

- website/social media questionnaire
- Citizens' Panel survey
- Reaching younger people through our Youth Services
- Working with our Third Sector Interface partners to reach people who would not normally proactively respond to a survey
- Printed questionnaires in libraries and customer service points

3.7 An additional step is also planned to help ensure a balanced and representative response: focus groups will be carried out across the area seeking qualitative feedback on options.

3.8 The consultation will be promoted in different ways including:

- On-line (via the website and social media channels)
- Advertising in local media
- Email distribution to our community planning partners and community councils
- The Council's weekly news round up

3.9 Findings will be collated and presented to a Special Policy and Resources Committee in January 2016.

## **4.0 CONCLUSION**

4.1 The overall aim of the consultation approach is to maximise the likelihood of public involvement by providing opportunities for different levels of involvement.

## **5.0 IMPLICATIONS**

- 5.1 Policy: Consultation findings will support service choice decisions.
- 5.2 Financial: costs are allowed for in the Communications/Strategic Finance budgets.
- 5.3 Legal : none
- 5.4 HR :Change will be managed within all relevant HR policies and procedures.
- 5.5 Equalities: The consultation will be available in different formats

- 5.6 Risk: The approach proposed is designed to encourage feedback at whatever level people are comfortable with, while also ensuring full and balanced responses.
- 5.7 Customer Service: Providing feedback on actions taken following consultation will support future citizens' involvement.

**Douglas Hendry**  
**Executive Director, Customer Services**

Further information:

Jane Jarvie, Communications Manager, tel: 01546 604323

Appendix 1: Proposed content of consultation

**Appendix 1: Proposed consultation content**

**Planning our Future – Public consultation**  
**From ideas to the right decisions for Argyll and Bute**  
**Please tell us what matters to you**

The consultation is set out so that you can give whatever level of response suits you.

- Section 1: Key aims in transforming the work of the Council – do you agree with them?
- Section 2: Savings categories and options: as change must happen, with which options would you least and most agree?
- Section 3: Innovation: we'd like to hear your views on transforming our work to make savings and grow income.
- Section 4: Next steps – the service choice process.

## **Welcome from Councillor Dick Walsh, Leader of Argyll and Bute Council:**

“We would like to do all that our communities want their Council to do for them, but drastically reduced funding means that this just is not possible.

We need to make choices about the work we do. We need to identify what is most important now, and for our future prosperity. We need to decide how we can make best use of the resources we have.

We would like to make these choices with you, which is what this consultation is about.

The consultation sets out a wide range of ideas for how we might make the savings we must, primarily over the next two years.

The Council has worked hard to find ways in which to transform how we do things and to preserve as many services and jobs as possible. We will continue to be a major employer and we will continue to support all aspects of our communities' lives.

However reduced funding will mean change for us all. We would ask you therefore to take time please to answer this consultation.

Work with us in progressing from ideas to the right decisions for Argyll and Bute. Thank you.”

## **Facts and Figures**

- The Council provides a huge range of services.
- 80% of a council's funding comes from the Scottish Government.
- Over the next five years our funding is expected to be reduced significantly. Budget estimates show that we will have to bridge a funding gap of between £21.7 and £26 million.
- This means a savings target of around £9 million in both 2016/17 and 2017/18 with further savings in future years.
- The Council has already delivered savings of £32 million over the past six years; and recently agreed a further £1 million that can be made without impact on policy, number of jobs or communities.
- While making savings, we must also continue investing in building a prosperous future for Argyll and Bute.



Section 1: Key aims in transforming the work of the Council		
Invest in the future	Funding for services is connected to the size of the population. We need to attract people and businesses to the area to create prosperity, and to secure funding for future council services.	<p><b>Do you agree with these as key aims:</b></p> <p><b>Yes</b></p> <p><b>No</b></p> <p><b>If no, please comment</b></p>
Support our communities now by: <ul style="list-style-type: none"> <li>- Protecting jobs</li> <li>- Provide help most important now</li> </ul>	Employment supports individuals, their families and their local economy.  All our services are desirable, we must preserve those most important now.	

**Section 2 (a): Categories of savings**

We would like to know your views on which services are most important to you now and to building prosperity for our future.

Categories of options			Please indicate below which of these overall categories you most support.
Transform	Grow council income	Reduce and retain	Stop to save
Innovation, doing things differently, achieving efficiencies – these can lessen impact of reduced funding.	Increasing charges reduces savings to be made and protects services	Reducing services could avoid losing services and achieve savings	We deliver a huge range of services; reduced funding does not allow all to continue

**Section 2(b) – savings options**

- To ensure choice, there are more options identified here than we need to take
- Options are wide ranging and include potentially reducing our workforce of 5,000+ by 306 posts (FTE \*) through redundancy and 125 by transfer to a new organisation.
- To support our employees the Council has invited interest in voluntary redundancy to create opportunities for posts at risk.

(\* ) FTE (full time equivalent) - one FTE refers to hours that make up one full time job; full time hours may be split into part time jobs.

**How options are listed**

Options are listed alphabetically by area of work, in the four categories above. The colours below help you find particular categories of work.

- Pink: Community and Culture – sports, leisure, libraries, museums, community planning
- Purple: Customer/council support services – customer service points, registrars, internal council support services
- Orange: Development and Planning – economic development, planning and regulatory services
- Yellow: Education services
- Blue: Housing services
- Black: Roads and Amenity – refuse collection, recycling, street cleaning, roads and environmental services
- Grey: Social work/care services

Please assess options based on: 1 = strongly agree, 2 = agree, 3= neutral, 4= disagree, 5 = strongly disagree.

		<b>Transformation</b>			
		<b>Innovation, doing things differently, achieving efficiencies</b>			
1	2	3	4	5	
Area of work	Option	Comment	Saving £000		
Community Development and Community Planning	Reduce cost of combined community development and community planning teams.	1.7 fewer FTEs Less staff attendance at meetings.	71		
	Introduce consistent management arrangements for our four main community centres.	By changing the current arrangements with Centre Councils, the Council could deliver a consistent approach to pricing across the area.	45		
Creditors	Reduce postage, stationery, and printing costs	Increase email correspondence and electronic transfer (BACS) transactions.	13		
Customer Service Centres	Tiree Service Point service – deliver through contract with voluntary sector	This is in place in Jura and Colonsay. 0.5 fewer posts.	19		
	20% savings on postage, printing and stationery in all service points	Communicate by email rather than post.	10		
Facility services	Develop a Council catering service for events, functions etc	Build on the ad hoc special catering service already provided.	40		
	Spend to save: water utility savings	No significant impact on current service	100		
	Spend to save: energy use savings	No significant impact on current service	25		
	Increase heating efficiency through use of biomass boilers	Minor disruption at point when boilers are installed.	12		
	Reduce costs of Estates Section, through use of external service providers	1.4 fewer FTEs required Increased opportunities for external providers.	50		
	Improve use of fleet (transport) resources between council teams	1 fewer FTE required Consider external partnership working.	16		
Housing	Transfer of strategy staff costs to Strategic Housing Fund.	Subsidy for 5 fewer new houses available.	137		

Improvement and HR	Redesign delivery of personal safety training for employees.	1 fewer FTE required Develop on-line/face to face training	38					
	Redesign the Health and Safety Advisory Team, and develop on-line support	1.5 fewer FTE required. Increase on line support. Prioritise higher risk service areas.	81					
	Combine Improvement and Organisational Development, and Human Resources teams to create a single service	12.2 fewer FTEs required This would provide council services with a 'one stop shop' for support on people management and improvement.	511					
Information Technology	Replace broadband circuits to offices and schools with cheaper, lower bandwidth alternatives	Bandwith requirements will be matched to level of use.	139					
Leisure and libraries	Create Charitable Leisure Trust, bringing together Council owned community halls, libraries, swimming pools and fitness facilities.	This would reduce council jobs; posts would transfer to the new organisation. Experience of other councils would be drawn on in establishing an effective Trust.	700					
Planning and Regulatory Services	Reduce business support costs by efficiency savings provided by staff reductions.	1 fewer FTE to provide business support.	20					
	Reduce central administration costs by improved processes and systems.	1 fewer FTE to provide support.	16					
Revenues and benefits	Reduction in postage, printing and stationery costs	Stop providing pre-paid envelopes; increase correspondence by email	23					
	Council tax e-billing /landlords portals – replace external contract.	In-house solution to be developed; if unavailable withdraw the service	50					
	Retrieve cost of administering the double charge Council Tax from the income raised.	Double charge council tax applies to empty homes.	80					
	Benefit advisor posts –reduce to match expected reduction in caseload.	2 fewer FTEs. Introduction of Universal Credit is expected to reduce caseload.	48					
Roads and Amenity Services	Move to a 3 weekly collection for general waste (green bin), continue fortnightly	7 fewer FTEs New shift pattern to make better use of	548					

	recycling collections using double shift patterns.	fewer vehicles.						
	Energy Reduction Lighting programme	Use new lighting units that would reduce maintenance and energy costs.	150					
Social Work/Care Services	Social Work is the Council's second highest area of spend after Education. In 2014/15 we spent £55.4 million on these services.  Proposed savings are for 4%-6%.	Social work/care services will join with health services as the Health and Social Care Partnership from April 2016.  Identifying and delivering savings will be progressed by the Partnership.	£2.25m - £3.37m					
Strategic Finance	Review staffing of the team	7 fewer FTEs Training on-going to develop team skills, self-service routes for managers.	259					

Grow council income								
Increasing charges reduces savings to be made and protects services								
Area of work	Option	Comment	Saving £000	1	2	3	4	5
Economic Development	Reduce subsidies to freight operators at Campbeltown	Phased withdrawal of subsidy. From 55% to 33% to 18% to standard rates from 2018/19.	58					
	Increase piers and harbours berthing charges	Charges (for commercial shipping) depend on gross registered tonnage.	37					
Education	Increase fees for non statutory music tuition by 50%. Fees cover lessons throughout the August to June school session.	£150.80 per August–June session to rise to £226.20 for one pupil/one instrument. Cost for a sibling/another instrument to rise from £135.80 to £203.70.	50					
Planning and Regulatory Services	Introduce charging, of developer or property owner, for statutory street numbering	In place in other council areas. £75 to name/number or rename first property and sliding scale for additional properties e.g. £210 for 10 properties and £710 for 50, plus £150 for each new street name	10					
	Introduce charging for pre-application advice for major and locally significant planning applications.	In place in other council areas. Flat fee approx.£1,000 for major applications; maximum of approx. £800 for locally significant.	10					
	Introduce charges for Phase 1 Habitat Surveys	£600 per survey.	3					
	Increase charges to businesses for inspection and certification of food export certificates	Already in place in other council areas. £17 per certificate.	12					
	Increase income from private landlord registration scheme	Targeted enforcement work on unregistered private landlords	8					
Revenues and Benefits	Apply landlord penalties	This would apply to landlords providing tenant information late making it difficult	64					

		to collect council tax.					
Roads and Amenity Services	Increase burial charges by 20% plus inflation	From £488.65 to £604 (burial) From £507.95 to £627.83 (cremation)	79				
	Increase cremation charges by 20% plus inflation	These costs below average in 9 comparative local authority areas	59				
	Charge for, or remove services, for Cowal Games	This covers temporary toilets, event support, litter collection, staffing etc	30				
	Increase parking charges	80p to £1; Introduce to Mull car parks; Year round charging	150				
	Recover full cost for event banners and other activities associated with events.	Recover costs from this non-core council activity, or do not provide the support.	15				

Reduce and retain								
Reducing services could avoid losing services and achieve savings								
Area of work	Option	Comment	Saving £000	1	2	3	4	5
Adult learning and literacies	Reduce Adult Learning and Literacies service	3.4 fewer FTEs Reduction in classes, courses and other learning support and materials.	104					
	Reduce spend by 50% on adult learning and literacies resources and tutors.		29					
Arts and festivals	Reduce grants to major events and festivals by 20%	Funding/grants to continue to be available but to lesser amount.	37					
	Reduce arts development budget		10					
Community Development and Community Planning	Reduce third sector grant funding by 10%		14					
Customer Service Centres and Registration	Reduce service point opening hours to 30 hours a week. Stop taking council tax payments in servicepoints, promoting alternative options (direct debit, online, Paypoint)	3.5 fewer servicepoint staff, 2 fewer telephony staff, one fewer systems support staff, and (2018/19) one fewer in management structure	207					
	Rothsay service point – reduce opening hours further to 17.5 hours per week	0.5 FTEs removed This service point has the lowest volume of customer face to face contact.	20					
	Reduce property maintenance costs - remove small repairs budget at Jura and Colonsay service points	Small repairs would not be done in these properties. Requirements to date have been minimal.	4					
Governance and Law	Reduce area committee/governance functions with reduced support for Elected Members.	9.8 fewer FTEs required Options include fewer area and central committee meetings, no support for partnership/community planning meetings, increased 'self service' support for elected members.	301					
Housing	Reduce funding to energy and mediation	For example – 50 cases were referred for	41					



	advise services where there are other funding opportunities or reduced service demand.	mediation in 2014/15 compared to 75 the previous year.						
	Reduce funding by 25% for domestic abuse outreach support	Funding to continue to be available but reduced amount	40					
	Reduce funding for tenancy support contracts		191					
	Reduce funding for Rent Deposit Scheme, and service user involvement.	Service user consultation to be carried out by in-house staff; funding reduced in line with demand over past 2 years.	14					
	Reduce budget for Housing IT, strategy development and staff training.	Majority of Strategy work done in 2014/15.	51					
	Reduce staffing costs	1 less FTE; impact on capacity for partnership work, and promotion of housing information.	45					
Education	Reduce the disability access budget (for adaptations in education centres)	The level of demand has meant that this budget has been underspent previously.	20					
	Reduce home and hospital tuition (25%)	Reduced in line with past demand	3					
	Reduce Quality Improvement Team materials (60%)	Reduced opportunities for equipment loans and staff training.	15					
	Reduce specialist equipment budget (20%)	The level of demand has meant that this budget has been underspent previously	7					
	Reduce Repairs Outside Contractor costs for Special Education HQ by 39%	Use risk based approach to property maintenance.	7					
	Reduce Additional Support Needs (ASN) assistants by 45%	72 fewer FTEs Deliver efficiencies and match resources to greatest assessed need.	1,370					
	Reduce Creative Arts in Schools Team by 20%	0.2 FTE reduction Reduction in range of programmes for pupils.	5					
	Reduce instrumental instructors by 20%	2.6 fewer FTEs Impact on choice of instruments available	99					

	Reduce level of support available to the Council and providers of Early Learning and Childcare	6 fewer FTEs 40% reduction in council pre-5 resource budgets.	553					
	Withdraw 3% annual increase in payments to Early Learning and Childcare commissioned providers	Continue to commission providers to meet requirement for 600 hours of early learning for 3 and 4 year olds but remove annual increase.	82					
	Reduce Central Support Staff	4 fewer FTEs Reduced administrative support.	78					
	Reduce central PE facilities budget by 50%	Reduce options for example to hire venues for PE.	60					
	Reduce janitorial cover budget by 20%	Cover continues to be available but reduced.	16					
	Reduce central repairs budget by 20%	Prioritise repair work required. .	159					
	Reduce clothing grant budget by 30%	Demand has been less than the budget previously allocated	39					
	Reduce Classroom Assistants by 20% - primary schools	8 fewer FTEs across all 79 primary schools. Resources matched to greatest assessed need.	137					
	Reduce Classroom Assistants by 20% - secondary	6.6 fewer FTEs across all 10 secondary schools. Resources matched to greatest assessed need.	110					
	Reduce clerical assistants(20%) - primary	13 fewer FTEs Prioritise support provided.	217					
	Reduce clerical assistants (20%)-secondary	6.2 fewer FTEs Prioritise support provided.	108					
	Reduce pupil support assistants (20%) primary	3 fewer FTEs 111 fewer hours per year across 30 primary schools. Resources matched to greatest assessed need.	62					
	Reduce janitor costs by 20% - primary	8.6 fewer FTEs Prioritise service provided.	153					
	Reduce janitor costs by 20% - secondary	2 fewer FTES Prioritise service provided.	39					

	Reduce supply teacher costs (20%)– primary	Cover to continue to be available but to a reduced level.	98					
	Reduce supply teacher costs (20%) – secondary		75					
	Reduce grounds maintenance by 20% - primary	Work to be prioritised.	12					
	Reduce grounds maintenance by 20% - secondary		8					
	Reduce (devolved) budgets for individual schools by 20% - primary	These budgets are supplementary to the central education budget.	85					
	Reduce (devolved) budgets for individual schools by 20% - secondary	Expenditure to be prioritised.	105					
	Reduce school technician costs	6 fewer FTEs: reduced support for delivery of technical, ICT and science.	170					
	Reduce Educational Psychology Services budget by 7%	0.6 fewer FTEs. Reduced visits to schools.	37					
	Reduce budget for residential schools (outside the area) by 7%	Young people cared for outside the area reduced by 53% over last 5 years.	74					
Facility Services	Reduce by 14.5% central repairs budget by removing planned maintenance for schools, libraries and social work premises	3 fewer FTEs Maintenance to be prioritised.	164					
	Reduce by 8% central repairs budget by removing planned maintenance for shared offices from 2016/17	1 fewer FTE Maintenance to be prioritised.	46					
	Reduce by 22% shared office central repairs budget from 2017/18	Maintenance to be prioritised.	118					
	One off 25% reduction in bus stop/shelter budget in 2016/17 only	Prioritise/reduce bus shelters and stops built or replaced in 2016/2017.	16					
Housing	Reduce Housing budget for Rent Deposit Scheme, and cost of Housing service user involvement	Service user consultation to be carried out by in-house staff	14					
	Reduce Housing budget for IT and Strategy	Limit survey and research work possible.	51					

	development, and training.							
	Reduce Staffing costs	1 fewer FTE. Reduced capacity to participate in partnership and promotion work.	45					
Libraries	Reduce Library management costs	1 less FTE Reduced capacity to deliver library service	40					
Planning and Regulatory	Reduce Development Management team – validation and registration of planning applications	1 fewer FTE Longer time to register planning applications.	30					
	Remodel Planning enforcement team	1 fewer FTE (vacant post) Increase in response time to complaints about planning breaches	42					
	Remodel Access Team	2 fewer FTE (one post currently vacant, one potentially from 2018) Focus on statutory duties only	50					
	Remove vacant Regulatory Services alternative enforcement post	0.6 post removed. This post has been vacant for 18 months.	17					
	Reduce the debt counselling service	1 fewer FTE Focus on complex cases affecting most vulnerable people	36					
	Review Development Policy Team	Staff reduction equivalent to £50,000. Ability to deliver Local Development Plan and so support jobs, housing and the environment reduced.	50					
Roads and Amenity Services (R&A)	Close 43 public conveniences that cannot be run without cost to the Council	7.6 fewer FTEs These are located across Argyll and Bute	140					
	Reduce hedge maintenance from 2/3 to 1 cut per year	0.9 fewer FTEs Hedges to be maintained in winter only	18					
	Reduce to one grass cut per year / stop grass cuts	1 fewer FTE One cut in October/November; allow some areas to grow wild.	21					
	Reduce Environmental Warden Team	4.5 fewer FTEs Reduced enforcement /monitoring of litter, pest control, dog	113					

		fouling, commercial waste etc					
	Reduce Street Sweeping frequency (50%)	4.5 fewer FTEs Streets maintained to reduced standards	79				
	Reduce maintenance- R&A property (25%)	Prioritise dangerous/urgent work	64				
	Reduce maintenance of depots (25%)		26				
	Additional reduction in staffing across the Roads and Amenities service	Approx. 8 fewer FTEs Impact on areas' visual appearance	167				
	Reduce coastal and flooding work budgets	1.8 fewer FTEs Priorities for coastal protection and flooding work to be set	81				
	Reduce bridge assessment budget	0.2 fewer FTEs Prioritise most vulnerable structures	13				
	Reduce central administration costs through improvements to process and systems, and a reduction in training budget	1 fewer FTEs Source alternative training options (eg e-learning).	64				
	Reduce budget for road works / bridge maintenance	3 fewer FTEs Work to be prioritised.	164				
	Street lighting – increase planned repairs on an area basis, reduce reactive repairs	0.5 fewer FTEs Longer response time for lighting repairs.	49				
	3 weekly general waste, bi-weekly co-mingled uplift by internal resource for Islay.	This is in line with other local areas	17				
	Remove vacant posts in Waste Management service	2 fewer (vacant) FTEs Roads and Amenity service to be restructured	54				
	Further reduce road operations costs (from 2017)	Up to 5 fewer FTEs Savings to be sought across range of service activities.	140				
	Further reduce central support team (from 2017)	2 fewer FTEs Reduced level of administrative support	60				

Stop to save								
We deliver a huge range of services; reduced funding does not allow all to continue.								
Area of work	Option	Comment	Saving £000	1	2	3	4	5
Culture and libraries	Withdraw mobile library service	3.5 FTEs removed The service travels to remote mainland communities, Islay and Mull.	137					
	Offer Campbeltown Museum for community ownership.	If no interest from the community, close the Museum	37					
Education	Withdraw services that the Council is not required to provide for children under 5	8 FTEs removed Withdraw community childminding service	382					
	Remove Attendance Officer posts	4 FTEs removed Loss of support for schools in following up on pupil absences.	68					
	Remove management development and training budget – primary schools	Reduced opportunity for professional development of teaching staff	49					
	Remove management development and training budget – secondary schools		37					
	Remove school librarians in secondary schools	10 FTEs removed Reduction in library resource for pupils	319					
	Stop paying for lunches for lunchtime supervision staff – primary	Staff volunteer for supervision	12					
	Stop paying for lunches for lunchtime supervision staff – secondary		12					
	Withdraw Early Years third sector grants and services	Impact on families who receive services through this funding across the area.	183					
	Remove Early Years Change Fund		90					
	Remove budget for external support in modern language education	Foreign language training to be provided through the Scottish Government	36					

		Languages 1+2 budget						
	Remove subsidy payments to community swimming pools	Subsidy currently paid to swimming pools in Mid Argyll and Islay.	15					
	Remove central budget for additional ASN assistant cover (eg in-service days)	Use existing resources	80					
Facility Services	Remove out-of-hours property emergency line cover	Repairs to be reported Monday to Friday between 9am and 5pm.	9					
	Remove discretionary community transport grant funding	Support no longer available to community transport groups.	93					
Planning and Regulatory	Remove aerial photography provided by Ordnance Survey	Council still able to provide a similar service.	5					
	Remove general budget for local development plan consultation events	Increase on-line consultation	5					
	Remove software/licences used for local development plan consultation	Internal software solutions to be developed	24					
	Remove budget for footpath maintenance and signage works	Reduce activity to core duties –statutory access rights/of way, and up-to-date Core Path Plan.	5					
	Remove footpath survey software and Local Access Forum support budget	Use alternative ways of surveying, and supporting the Forum.	4					
	Remove specialist legal expenses budget for resolving access disputes	Draw on internal legal advice if it is required.	8					
	Remove direct funding to advice agencies	This funding supports general advice organisations.	55					
	Revenues and benefits	End (discretionary) non-domestic rates relief for charitable bodies.	This will vary between 20% and 100% depending on charitable status.	90				
Roads and Amenities	Removal of hanging baskets	1.5 FTEs removed. Reduce visual appeal.	30					
	Replace annual bedding displays with grass areas	1.6 FTEs removed. Reduce visual appeal.	33					
	Remove rose and shrub beds, return to grass	3.4 FTEs removed. Reduce visual appeal.	70					

	Removal of Christmas lights	Free up staff for lighting maintenance	100					
	Remove all school crossing patrollers	13.5 FTEs removed. This is not a core function of a council.	200					
	Remove food waste collections in Helensburgh area	4 FTEs removed Helensburgh is the only area in Argyll and Bute designated (Scottish Govt/Zero Waste Scotland) for food waste collections.	76					
	Remove subsidies to Tobermory Harbour Association	Subsidy to be removed on a phased basis.	8					
Strategic Finance	Review size of team further.	3 FTEs removed Service provided to Council would reduce	120					



**Section 3: Transforming for the future: we'd like to hear your ideas on how we could transform what we do, make savings or grow our income.**

As indicated in many of the options listed, the Council has taken steps to find ways in which we can transform how we work and reduce the impact of savings on employees or communities, by making efficiencies or growing our income.

This focus on innovation will continue in order to support the Council and our work in the short and longer term. As part of this we invite your views on the questions below.

Transformation for the future – innovation, savings and growth		
Question	Comment	Yes / No
Would you support the Council sharing the delivery of services with other organisations as a way to make savings?		
Would you support an increase in council tax?		
What would you recommend for making savings or generating income for the Council?		
Other comments		

**Thank you** for letting us know your views and sharing your ideas. Information will be available on how answers to the consultation have contributed to decisions made, after the budget setting meeting scheduled for February 2016.

## Section 4 - From ideas to decisions – the service choice process.

### We have:

- Considered what we as a council are required to do and what is additional
- Set targets for savings options that ensure the council can balance its budget
- Identified more options than needed so that we can reach final decisions with the views of our employees and communities.

### We are:

- Asking you to tell us what matters most now and for future prosperity
- Speaking with our employees and trade unions about their views
- Developing ideas for innovation that could reduce the need for savings over time.
- Raising with the Scottish Government the need for additional local government funding for Argyll and Bute. Argyll and Bute benefits from having both rural and island communities. In fact we have the highest number of inhabited islands of any Scottish local authority. This brings with it financial challenges in delivering services and support.

### We will:

- Gather the views of our communities and employees
- Develop decisions bearing in mind those views and assessments of impact of options.
- Make decisions, after the Council's government funding allocation is confirmed, at a budget meeting scheduled for February 2016.

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If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Ma tha sibh ag iarraidh an sgrìobhainn seo ann an cànan no riochd eile, no ma tha sibh a' feumachdainn seirbheis eadar, feuch gun leig sibh fios thugainn.

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