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MINUTES of MEETING of ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP - MANAGEMENT COMMITTEE held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD on FRIDAY, 27 MARCH 2015

Present: Helen Swann, Police Scotland (Chair)

Andrew Campbell, Scottish Natural Heritage	Alison McGrory, NHS Highland
Douglas Cowan, HIE	Shirley MacLeod, Argyll and Bute Council
Fraser Durie, Argyll College	Donald MacVicar, Argyll and Bute Council
Stuart Green, Argyll and Bute Council	Pippa Milne, Argyll and Bute Council
Rona Gold, Argyll and Bute Council	Samantha Quarton, Argyll and Bute Council
Glenn Heritage, Third Sector Interface	Cleland Sneddon, Argyll and Bute Council
Jim Hymas, Scottish Fire and Rescue Service	Anthony Standing, Skills Development Scotland
Jane Jarvie, Argyll and Bute Council	Gordon Wales, Scottish Government
Janice Kennedy, Scottish Enterprise	Christina West, NHS Highland
Laura MacDonald, Argyll and Bute Council	

1. WELCOME AND APOLOGIES (CHAIR) - HELEN SWANN

Apologies were received from

Neil Francis, Scottish Enterprise (Janice Kennedy represented SE)

Elaine Garman, NHS Highland (Alison McGrory represented NHS Highland)

Sally Loudon, Argyll and Bute Council

Councillor Ellen Morton, Argyll and Bute Council

Pat Tyrrell, NHS Highland

Councillor Dick Walsh, Argyll and Bute Council

A warm welcome was extended to Anthony Standing, Janice Kennedy and Jim Hymas who were attending the Management Committee for the first time.

2. MINUTE AND HIGHLIGHTS OF THE CPP MANAGEMENT COMMITTEE MEETING ON THE 31ST OCTOBER 2014

The minutes from the meeting of 31st October 2014 were approved as a correct record. All organisations were encouraged to share the highlights report within their own organisations.

Action: Samantha to provide a link to the online Highlights, once published, to all

3. ACTION TRACKER

The Action Tracker was updated and approved as an accurate reflection of current actions.

Action: Douglas Cowan to circulate more detail on employment figures over the last 12 months to all

Action: Samantha to include the date that the action was raised and a reference number for the action

4. OTHER COMMUNITY PLANNING MEETINGS OR NETWORKS

(a) **Area Community Planning Groups, paper, Shirley MacLeod**

Shirley MacLeod advised that the highlights from the CPP Management Committee had been well received at the Area Community Planning Groups. Shirley reported that the recent meetings had all been positive and that the groups were enjoying the focus on outcomes and the strategic dialogue with the Management Committee.

Key updates from the recent meetings included the adoption of the SOA:Local, revised terms of reference and new governance arrangements which are now in place.

In response to the comment from the OLI group about Area Chairs sitting on the Management Committee, it was agreed that the link to the Area Groups would continue to be through Shirley MacLeod to allow the revised agreed governance arrangements to bed in.

Action: Shirley MacLeod - Feedback to the OLI Area Community Planning Group on their comment regarding membership of the Management Committee

In response to the recommendations outlined in the paper, the Management Committee agreed to:

- 1) Distribute the Scottish Fire and Rescue contact to appropriate persons
- 2) Advise and support ACPGs to communicate the SOA:Local to local communities
- 3) Recommend an approach to involve ACPGs in consultations
- 4) Outline what the CPP can do to support more broadband and mobile connectivity

Douglas suggested that the ACPGs could promote the uptake of broadband in communities and that he and Pippa will look at what else the CPP could do to support broadband and mobile connectivity.

Action: Samantha - circulate Scottish Fire and Rescue Local Authority Liaison Officer details to all regarding Home Fire Safety Visits

Action: Jane - Take into account communication with the Area Community Planning Groups within the Communication and Engagement Strategy

Action: Rona - Research an approach into consultations to involve the Area Community Planning Groups

Action: All - Comment and provide input to Rona on what consultation with the Area Community Planning Groups could look like

Action: Pippa Milne and Douglas Cowan - Look into how the CPP could

support broadband and mobile connectivity issues further taking consideration of matters such as use of purchasing power, role of Economic Forum in this, role of ACPGs in promoting the uptake of broadband and mobile infrastructure in local areas.

- (b) **National Community Planning Group, minutes of last meeting, Rona Gold**
Rona gave a verbal update, advising that the national group had not met since early December and that they were looking at the findings from the Audit Scotland report which highlighted the need to better define what prevention is, and to be clearer on the role of the national group. The group is also looking at a potential link with the Public Sector Reform Board as there are common interests.

Gordon advised that the CPP National Conference will be on the 26th June 2015 which will look at priorities such as prevention alongside governance and that the Scottish Government were actively looking for innovative examples of community led partnership working to showcase at the conference.

Action: All - Provide Gordon with any relevant examples of community led partnership working to potentially showcase at the CPP conference in June 2015.

- (c) **Third Sector and Communities Group, paper, Donald MacVicar**
Donald advised that this group was the only remaining thematic group from the previous CPP governance structure. It was noted that there had been a recent increase in attendance and that the use of video conferencing had enabled a wider group of attendees to participate.

In response to the recommendation asking how the Management Committee could facilitate linking the group to the Economic Forum, it was agreed that the Economic Forum should be given time to bed down, and then review wider membership linkages. It was noted that there may be an opportunity for more partners to link in to any short life working groups set up by the forum.

It was confirmed that the Volunteer of the Year Awards would be taking place on the 3rd June rather than the 13th as per the report. Cleland advised that this event was inspiring and an excellent showcase of the volunteers within the area and that he would encourage everyone to attend.

Action: Rona - Inform the Third Sector and Communities Group that the Economic Forum should be allowed time to bed in before reviewing further linkages

- (d) **Economic Forum, paper, (to follow)**
Stuart gave an update on the first meeting of the Economic Forum, the membership and the agreed priorities that the Economic Forum would look to focus on. Stuart emphasised that the Forum is an independent body, private sector led to which the council is giving secretarial support.

It was noted that the dates of the Economic Forum are deliberately ahead of

Management Committee meetings to enable them to feed into these meetings and that Stuart would be the link between the two.

Cleland requested that a representative from Education be invited to sit on the "Youth and Education" sub-group. Argyll College and Skills Development Scotland also requested to be part of sub groups on Education.

Fraser requested that the Forum links fully with Argyll College as it is part of the University and existing work being undertaken needs to be considered by the Forum to prevent duplication.

It was also suggested that there should be a synergy between the Economic Forum and the current discussions on having an employer led Investing in Young People Forum.

Glenn requested that there be a good flow of information between the Economic Forum and the Third Sector Interface, advising that the Argyll Young Entrepreneur website was now live.

It was suggested that the Economic Forum could also assist in attracting funding to the area by widely promoting the good work happening within the area. Andrew commented that SNH could link with the Forum for tourism and world heritage status cases in Argyll and Bute.

Action: Stuart - Ensure appropriate representations on sub groups of the Forum including ensuring that reps from the Council, Argyll College and SDS link with the Youth and Education sub-group of the Economic Forum.

5. KEY CPP MATTERS 2015

- (a) **CPP Development Day: Priorities and Action Plan, paper, Helen Swann**
Rona presented the report and accompanying proposed priorities and action plan.

Pippa commented that the format of the Development Day was very good and could be a good format for CPP Management Committee meetings.

As per the recommendations, the Management Committee

- 1) Agreed the priorities identified from the Development Day
- 2) Provided further input to the draft action plan in Appendix B by suggesting that a focus is on actions that are not already covered in the Single Outcome Agreement (SOA) delivery plans so CPP can add value
- 3) Tasked the Chief Officer's Group to finalise a timeline and sign off the action plan

Action: Chief Officer's Group - Task the Chief Officer's Group to finalise a timeline and sign off the action plan

Action: Rona - Focus on activities within the action plan which are not already part of the SOA delivery plans

Action: Samantha - Remove the video link from the resultant action plan from the Development Day

Action: Rona and CPP chair – consider format of future CPP Management Committee meetings to be more similar format to Development Day.

(b) Joint Resourcing, paper, Rona Gold

Rona gave an outline of how Scottish Futures Trust (SFT) can support organisations in CPP to look at better ways of working together and the proposal to work with SFT to look at joint resourcing in Argyll and Bute.

Douglas commented that Skills Development Scotland, HIE and the Business Gateway function of Argyll and Bute Council already share premises due to their natural synergies.

Gordon advised that the perspective of the proposal is on ways of working and not a building rationalisation perspective although that may be a potential outcome.

Christina agreed that independent facilitation and support through SFT would be good for this exercise and that September/October 2015 time would be preferable from an Integration of Health and Social Care perspective.

It was suggested that one town be looked at initially, with the suggestion of Lochgilphead as the pilot town.

It was also agreed that organisations choosing to participate in the workshops would need to have a clear mandate to proceed with any proposals and that participants would be expected to commit to the process at the start.

Action: Rona - Contact Scottish Futures Trust regarding proceeding with their Smarterplaces workshops

(c) Prevention: Inequalities, Poverty and Deprivation, paper, Rona Gold

Rona informed the Management Committee that this was a new paper to the forum, bringing together highlights from forums which look at the issues of inequality, poverty and deprivation. A further report will come in June 2015 following which the Chief Officer's Group will review the current activity to better make an assessment of any gaps that need to be addressed at a strategic level through partnership working.

The Management Committee agreed as per the recommendation, to note the activity happening across the many forums that tackle issues of inequalities, prevention and deprivation.

(d) Engagement Strategy, paper, Jane Jarvie

Jane gave an overview of the Communication and Engagement strategy. The Management Committee agreed the principles and processes for working together on community planning communication and engagement with those

principles being:

- 1) The priority is to promote “working together” rather than community planning
- 2) To use own communication channels in order to reach a considerable number of people and audiences
- 3) To share engagement opportunities in order to achieve best benefit
- 4) To identify means of and supporting use of communication between the CPP Management Committee and target audiences to inform and support on-going communication actions

The Management Committee also approved the draft communication and engagement strategy subject to the action requested at 4a of this minute.

(e) **CPP Full Partnership, verbal, Donald MacVicar**

Donald MacVicar gave a verbal update and confirmed to the Management Committee that the Full Partnership would take place on the 25th August 2015 at Machrihanish Airbase, Campbeltown.

Donald advised that the working group was moving forward with plans for the event and that if Management Committee members had any particular themes that they wished to be included to inform cppadmin@argyll-bute.gov.uk

The working group had asked whether a representative from HIE could be included on the group but after discussion it was agreed that Douglas would provide input to the group where required.

Action: All – Any comments on key themes that the Full Partnership should include to be sent to cppadmin

Action: Samantha - Ensure that all Management Committee members have a diary invite for the 25th August with Machrihanish as the venue

(f) **Third Sector Partnership workplan 2015/16, paper, Glenn Heritage**

Glenn presented the workplan for the third sector partnership and explained that 2 further outcomes were to be added to the report following a recent decision by the Scottish Government. Glenn also advised that the workplan did not cover the whole of the third sector due to the format determined by the Scottish Government and that it would need to be reviewed again in June/July.

Glenn updated the Management Committee on the proposals for the new Third Sector Interface and the potential for a wider, high-level local plan which would allow partners to see the breadth of work happening across the third sector.

The Management Committee agreed to sign off the workplan.

6. SOA PERFORMANCE AND SCRUTINY

(a) Outcome 2 - Highlights and Scorecard

Pippa updated the Management Committee on the progress of Outcome 2: We have infrastructure that supports sustainable growth, highlighting key successes and risks.

It was agreed that the Strategic Infrastructure Plan needed to link closely to the Local Housing Strategy and that HIE were also keen to be involved with the formulation of the Strategic Infrastructure Plan. Douglas emphasised that a top priority must be providing housing to support the economy.

The good progress of the delivery plan was noted.

Action: Pippa - Ensure that the Strategic Infrastructure Plan links closely with the Local Housing Strategy when it is being formulated

(b) Outcome 6 - Highlights and Scorecard

Helen updated the Management Committee on the progress of Outcome 6: People live in safer and stronger communities, highlighting the key successes and risks for this outcome.

It was agreed that the indicators relating to 6.4.4a, 6.4.4b and 6.4.5 would be removed from the delivery plans as they are not currently reportable.

It was agreed in principle that the performance indicators relating to the Scottish Fire and Rescue Service which are currently in Outcome 4, be swapped with the current indicator of 6.2.2a subject to agreement with the Outcome Lead for Outcome 4: Children and young people have the best possible start.

Helen commented that remedial action is in place for targets not on track.

Andrew welcomed the focus on muirburn and the export of razor fish, items peculiar to the west coast of Scotland.

The good progress of the delivery plan was noted.

Action: Samantha to update the delivery plan for Outcome 6 to remove 6.4.4a, 6.4.4b and 6.4.5

(c) Outcome 6 - Proposals for Structuring Community Safety Partnership Working, paper, Shirley MacLeod

Shirley provided the Management Committee with background information on the Community Safety Partnership and information on the suggested models.

The Management Committee were generally supportive of model 3 in the paper however Helen wished to discuss the report further with Shirley.

(d) **Exceptions - verbal update from any outcome lead who wishes to raise an exception**

Cleland, Outcome Lead for Outcome 3: Education, skills and training maximises opportunities for all, advised the Management Committee that the suite of indicators currently reflected the old qualification system and this was currently in the progress of being updated to reflect the new qualification system. The delivery plan would be updated with the new suite of indicators once this was ready.

It was agreed by all that “red” actions are only marked as so if they are due to be reported at that stage and not if their report date is at a future date, i.e. annual target and being reported before end of year.

(e) **Review of delivery plans, verbal, Donald MacVicar**

Donald gave a verbal update to the Management Committee, advising that a review into the delivery plans would take place in the Autumn of 2015 and that the Chief Officer’s Group would be looking further at the timescale of this. The intention would be to decrease the number of indicators whilst still ensuring a meaningful set of indicators which are in line with services after the council’s service choices review had been undertaken.

7. **OUTCOME 1**

(a) **Economic Development Action Plan (EDAP) presentation - Fergus Murray and Ishabel Bremner**

This item was deferred until a later meeting.

8. **OUTCOME 5**

(a) **Position Statement on Physical Activity, paper, Elaine Garman**

Alison McGrory gave an overview of the position statement which is governed by the Health and Wellbeing Partnership and showed the Management Committee the 23 and a half hours online video clip which promotes physical exercise. It was suggested that a case study in the Annual Report could promote physical exercise.

The Management Committee noted the contents of the report and the accompanying summary Position Statement. Andrew commented that there was a lot of good partnership work on health from partners including SNH, Council and NHS Highland on pathways and extension of walking routes.

Action: Rona – seek such examples of partnership working for SOA annual report.

(b) **National Public Health Review**

Rona updated the Management Committee on the review of public health consultation currently underway in Scotland. The key points in the NHS Highland response were noted.

It was agreed that any further comments on this should be passed back to Rona to enable the representative attending the consultation event in May to put forward any further comments from the CPP.

Action: All – Any further comments on the response to the Public Health Review to be fed back to Rona

9. PUBLIC SECTOR REFORM

(a) Health and Social Care Integration

Christina updated the Management Committee on the latest progress on the action undertaken to establish the Argyll and Bute Health and Social Care partnership.

Christina advised that they had started drafting their strategic plan and would look to consult with communities and partners on this through channels such as the Area Community Planning Groups.

The Management Committee noted the contents of the report.

Action: Christina – to discuss with Rona the best way in which the Health and Social Care Partnership can link with the CPP Management Committee.

(b) Community Justice

Cleland informed the Management Committee that the timetable for having a new Criminal Justice model in place had shifted from April 2016 to April 2017 and that it would probably come under the new Health and Social Care partnership with agreement of the CPP.

The Management Committee noted the contents of the report.

10. CPP TEAM

(a) Private - CPP Financing

The Management Committee noted the contents of the report.

(b) CPP Team Performance, verbal, Rona Gold

Rona informed the Management Committee that the CPP team were looking to undertake a self-evaluation exercise to evaluate their performance and look for improvements. An online survey will be circulated to Management Committee members in May, which all members are encouraged to complete.

11. AOCB

(a) **Proposed Police Scotland merger**

Helen advised that the consultation period had been extended and that no firm decision had been made as yet. Management Committee members were encouraged to provide any comments or views on the proposed merger through Rona.

I am out of the office on Thursday 30th April and will respond to your email on Friday 1st May when I return. If your enquiry is urgent, I can be contacted on 07810 657 023.

Thanks

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Thanks

Samantha

12. **DATES OF NEXT MEETINGS**

Wednesday 17th June – Outcomes 3 and 4

Wednesday 30th September

Friday 18th December