



5 June 2015

A meeting of the **ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP - MANAGEMENT COMMITTEE** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **WEDNESDAY, 17 JUNE 2015** at **10:00 AM**.

AGENDA

- 1. WELCOME AND APOLOGIES (CHAIR) - JIM HYMAS**
- 2. MINUTE AND HIGHLIGHTS OF THE CPP MANAGEMENT COMMITTEE MEETING ON THE 27TH MARCH 2015**(Pages 1 - 12)
- 3. ACTION TRACKER**(Pages 13 - 16)
- 4. OTHER COMMUNITY PLANNING MEETINGS OR NETWORKS**
 - (a) Area Community Planning Groups, paper, Shirley MacLeod (Pages 17 - 20)
 - (b) National Community Planning Group, verbal update, Gordon Wales
 - (c) Third Sector and Communities Group, paper, Donald MacVicar (Pages 21 - 24)
 - (d) Economic Forum, verbal update, Stuart Green
- 5. STRATEGIC CPP MATTERS 2015**
 - (a) Prevention: Inequalities, Poverty and Deprivation, paper, Rona Gold (Pages 25 - 30)
 - (b) CPP Full Partnership update, paper, Donald MacVicar (Pages 31 - 36)
- 6. SOA PERFORMANCE AND SCRUTINY**
 - (a) Review of delivery plans update, paper, Donald MacVicar (Pages 37 - 40)

- (b) Outcome 3 - Highlights and Scorecard, paper, Cleland Sneddon (Pages 41 - 54)
- (c) Outcome 4 - Highlights and Scorecard, paper, Christina West and Cleland Sneddon (Pages 55 - 64)
- (d) Exceptions - verbal update from any outcome lead who wishes to raise an exception

Presentations linked to progress on outcomes:

- (e) Compelling Argyll and Bute, presentation and Q&A session, Ishabel Bremner Argyll and Bute Council, John Kelly EKOS (Pages 65 - 68)
- (f) School Leaver Destination Returns, presentation, Aileen Goodall

****Comfort Break****

7. OUTCOME 3

- (a) Community Learning and Development Strategic Plan, paper, Jeannie Holles (Pages 69 - 94)

8. OUTCOME 6

- (a) Alcohol and Drugs Partnership - Audit Scotland report, paper, Christina West (Pages 95 - 120)

9. PUBLIC SECTOR REFORM

- (a) Health and Social Care Integration, paper, Christina West (Pages 121 - 126)
- (b) Community Justice

10. OTHER CPP PROJECTS

- (a) Participatory Budgeting, paper, Rona Gold (Pages 127 - 130)

11. CPP GOVERNANCE

- (a) New Chair and Vice-Chair
- (b) Third Sector Interface, update, Glenn Heritage

12. AOCB

- (a) Scottish Fire and Rescue Service Strategic Plan consultation, Jim Hymas
- (b) Bute Community Planning progress, attached for noting (Pages 131 - 138)
- (c) ESOL funding application, attached for noting (Pages 139 - 150)

13. DATES OF NEXT MEETINGS

Tuesday 25th August – Full Partnership, Machrihanish Airbase

Wednesday 30th September – Outcomes 1 and 5

Friday 18th December – Outcomes 2 and 6

Thursday 24th March 2016 – Outcomes 3 and 4

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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, 27TH 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
	Cleland Sneddon, Argyll and Bute Council
Glenn Heritage, Third Sector Interface	Anthony Standing, Skills Development Scotland
Jim Hymas, Scottish Fire and Rescue Service	Gordon Wales, Scottish Government
Jane Jarvie, Argyll and Bute Council	Christina West, NHS Highland
Janice Kennedy, Scottish Enterprise	
Laura MacDonald, Argyll and Bute Council	

1. WELCOME AND APOLOGIES – HELEN SWANN

Apologies were received from
Neil Francis, Scottish Enterprise
Elaine Garman, 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
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

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 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 how 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

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 Conference will be on the 26th June 2015 which will look at these priorities alongside governance and that they 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.

(c) THIRD SECTOR AND COMMUNITIES GROUP

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 into 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

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 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 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 – RESULTANT ACTION PLAN

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) Task 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: PLACE BASED APPROACH

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 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 – HIGHLIGHTS FROM APPROPRIATE FORUMS

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) COMMUNICATION AND ENGAGEMENT STRATEGY

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

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

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

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 FROM ANY OTHER OUTCOME LEAD

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 the “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

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

This item was deferred until a later meeting.

8. OUTCOME 5

(a) POSITION STATEMENT ON PHYSICAL ACTIVITY

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 was probably it would 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) CPP FINANCING (PRIVATE)

The Management Committee noted the contents of the report.

(b) CPP TEAM PERFORMANCE

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.

(b) PARTICIPATORY BUDGETING

Rona gave an overview of the funding package from the Scottish Government that the CPP had received in order to scope further how Participatory Budgeting could be used in Argyll and Bute. Invitations have been sent out to all Management Committee members inviting them to attend a briefing session on Participatory Budgeting on the 17th April.

(c) COMMUNITY EMPOWERMENT BILL

Rona requested that if there was a specific person in partner organisations who was the lead for Community Empowerment, please could their details be passed onto her.

Action: All – details of named people in partner organisations who are leading on the implementation of the Community Empowerment Bill to be given to Rona

(d) FUTURE MEETINGS

Helen advised that after 30 years of service in Police Scotland, she would be retiring at the end of May therefore this would be her last Management Committee meeting.

It was agreed by all to extend Management Committee meetings to 3 hours long, including a comfort break, to enable full and meaningful discussion on agenda items.

Action: Samantha to reissue diary invites with new times

12. DATES OF NEXT MEETINGS

Wednesday 17th June – Outcomes 3 and 4
Wednesday 30th September
Friday 18th December



These are the highlights from the Argyll and Bute Community Planning Partnership (CPP) Management Committee meeting on the 27th March 2015. These are for information purposes for Area Community Planning Groups and partner organisations to distribute freely.

- Scottish Fire and Rescue raised the importance of home fire safety visits to help safeguard vulnerable people and prevent fires and for partners to make home safety referrals through local Fire and Rescue contacts. It was agreed that the contact details for home safety referrals be circulated through the Community Planning Partnership to ensure all working in the community are aware of this.
- The first meeting of the Economic Forum has taken place. Tourism, food production, and linking learning and local employment opportunities for young people will be the initial areas for action.
- The CPP Management Committee is creating an action plan to focus on ensuring strong leadership and a joint approach to resourcing and prevention after a successful development day in February 2015.
- The Management Committee is keen to work with Scottish Futures Trust on their Smarterplaces programme to explore the potential for partner organisations to work together and share assets.
- A Communications and Engagement strategy has been approved to inform action on communication in 2015 and promote the purpose of community planning to organisations and communities in Argyll and Bute. It was agreed that this should also include how best Area Community Planning Groups can communicate key messages on Community Planning within local areas.
- The CPP Full Partnership meeting will be held on the 25th August 2015 at Machrihanish Airbase.
- Progress on Outcome 2: 'We have infrastructure which supports sustainable growth', was positive with specific highlights focusing on the Local Development Plan and Cardross being the first community within the "Rest of Scotland" area to receive superfast broadband.
- Progress on Outcome 6: People live in stronger and safer communities was positive with the focus on tackling Muirburn and the exportation of razor fish well received.
- The CPP was encouraged to promote a film clip called '23 and ½ hours' as a tool to encourage physical activity.
- There is no firm decision yet on the proposed Police Scotland merger and the consultation period has been extended. Comments and views are still welcome.
- The CPP will be looking at how the concept of Participatory Budgeting could be used through a consultancy package provided with support from the Scottish Government.

If you have any queries on these highlights please contact: cppadmin@argyll-bute.gov.uk

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CPP Management Committee Action Tracker

Ref No.	Date Raised	Action	By Who	Completion Date	Notes
1	19.08.14	EDAP Update to return to MC in October 2014	CPP Admin	October 2014	Postponed until June 2015 when there will be information for meaningful update.
2	31.10.14	Representative from Education Service be invited to attend future meeting to advise of health and wellbeing and literacy in schools to help tackle issues raised by Children and Young People Mental Health Indicators	Rona Gold	October 2014	Presentation to come to June 2015 meeting of Management Committee when outcome is being considered in detail
3	27.3.2015	The transfer of responsibilities and the role of the CPP and the Health and Social Care Partnership to be discussed in detail at the Chief Officer's Group	Rona Gold, Christina West	June 2015	
4	31.10.14	Confirm the number of full time and part time jobs created over the last 12 months	Douglas Cowan	March 2015	Agreed on 27.03.15 that Douglas would circulate information to all
5	31.10.14	Each partner to nominate a contact within their own organisation currently looking at the Community Empowerment (Scotland) Bill and provide their details to Rona	All	ASAP	
6	27.03.15	Link to the Highlights Report to be circulated to Management Committee members, once published	Samantha Quarton	Once highlights are published after each meeting	Ongoing
7	27.03.15	Include on action tracker a reference number and the date the action was raised	Samantha Quarton	28.03. 2015	Ongoing
8	27.03.15	Feedback to the OLI Area Community Planning Group on their comment regarding membership	Shirley MacLeod	May 2015	

		of the Management Committee			
9	27.03.15	Circulate Scottish Fire and Rescue Local Authority Liaison Officer details to all regarding Home Fire Safety Visits	Samantha Quarton	May 2015	Complete
10	27.03.15	Take into account communication with the Area Community Planning Groups within the Communication and Engagement Strategy	Jane Jarvie	May 2015	
11	27.03.15	Research an approach into consultations to involve the Area Community Planning Groups	Rona Gold	June 2015	
12	27.03.15	Comment and provide input to Rona on what consultation with the Area Community Planning Groups could look like	All	May 2015	
13	27.03.15	Look into how the CPP could support broadband and mobile connectivity issues further	Pippa Milne/ Douglas Cowan	June 2015	
14	27.03.15	Provide Gordon with any relevant examples of community led partnerships to potentially showcase at the CPP conference in June	All	May 2015	
15	27.03.15	Inform the Third Sector and Communities Group that the Economic Forum should be allowed time to bed in before reviewing further linkages	Rona Gold	May 2015	Complete
16	27.03.15	Ensure a representative from Education links in with the Youth and Education sub-group of the Economic Forum	Stuart Green	May 2015	Or timescale relevant to set up of any sub groups
17	27.03.15	Task the Chief Officer's Group to finalise a timeline and sign off the action plan	Chief Officers Group	June 2015	
18	27.03.15	Focus on activities within the action plan which are not already part of the SOA delivery plans	Rona Gold	June 2015	
19	27.03.15	Remove the video link from the resultant action plan from the Development Day	Samantha Quarton	28.3.2015	Complete
20	27.03.15	Contact Scottish Futures Trust regarding proceeding with their Smarterplaces workshops	Rona Gold	April 2015	Complete

21	27.03.15	Any comments on key themes that the Full Partnership should include to be sent to cppadmin	All	April 2015	
22	27.03.15	Ensure that all Management Committee members have a diary invite for the 25 th August with Machrihanish as the venue	Samantha Quarton	April 2015	Complete
23	27.03.15	Ensure that the Strategic Infrastructure Plan links closely with the Local Housing Strategy when it is being formulated	Pippa Milne	Ongoing in development of Strategic Infrastructure Plan	
24	27.03.15	Update the delivery plan for Outcome 6 to remove 6.4.4a, 6.4.4b and 6.4.5	Samantha Quarton	End March 2015	Complete
25	27.03.15	Any further comments on the response to the Public Health Review to be fed back to Rona	All	End April 2015	Complete
26	27.03.15	Reissue Management Committee/Chief Officer's Group diary invites to reflect new timings	Samantha Quarton	End March 2015	Complete

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Management Committee**Date: 17th June 2015****Public/ Private: Public**

Area Community Planning Groups**1.0 Purpose**

This paper presents key matters arising at the Area Community Planning Group meetings in May 2015 for consideration by the CPP Management Committee.

2.0 Recommendations

- The Management Committee is asked to note the Highlights and Key Issues under 4.0 and 4.1.
- The Management Committee should action an appropriate response to the point raised in 4.2 which is to:
- Ensure attendance at CPG meetings by an officer who is knowledgeable in the process of Health and Social Care Integration in order that the information provided in the submitted standing item report can be further explored and debated by the groups, and questions arising therefrom can be answered.

3.0 Background

There are four Area Community Planning Groups, one in each of the Council's administrative areas (Bute and Cowal, Mid Argyll, Kintyre and Islay, Helensburgh and Lomond and Oban Lorn and the Isles.)

Area Community Planning Groups meet quarterly to discuss issues of importance at a local level relevant to the delivery of the Single Outcome Agreement (SOA). The May meetings focused on Outcome 3 and Outcome 4. There were also cross linkages with all other SOA outcomes especially Outcome 5 concerned with healthier and active lives.

4.0 Highlights

The following were noted highlights from each of the meetings:

Bute and Cowal

- The Group elected Willie Lynch from the Caucus of Community Councils as Chair of the group, and Alastair McLaren of Argyll Voluntary Action as Vice Chair.
- A number of agenda items under Outcome 3: Education, Skills and Training Maximises Opportunities for All were discussed and noted, with a number of recommendations being made to attending partner officers. The group asked that a further update in regards adult learning opportunities be brought to the August meeting.
- The group were generally happy with the new focus of meetings on specific Outcomes, and with the opportunity to feedback proactively to the Management Committee. In addition they were positive about the opportunity to consider agenda items for the next meeting, and felt that this process of cyclic consideration of Outcomes would enable meetings to have a more strategic focus and productive decisions made.

Mid Argyll, Kintyre and the Islands

- An informative update on the process for development of the Community Learning and Development Plan resulted in the group requesting that the Adult Learning Manager attend the CPG on an annual basis to provide update on activity.
- The group considered a report which outlined a project being run by the South Kintyre Development Trust which the Kintyre Initiative Partnership had agreed should be considered for inclusion within the SOA:Local. The CPG agreed that the project should seek support from the relevant Outcome lead and be supported by the CPG for inclusion within the Community Led Initiatives appendix to the SOA:Local.
- The group had a long discussion relating to attendance at the CPG, noting that no community representatives were at the meeting. Margaret Wallace of the third sector interface advised that she would look to re-establish the third sector forum meetings in advance of CPGs, and the Area Governance Manager outlined various options for increasing involvement by Community Councils. The group noted that the geography of MAKI was a significant factor in attracting people to attend meetings.

Helensburgh and Lomond

- The group noted updates to membership, and agreed that the MOD should be partners, that Dunbritton Housing Association should be partners, and that a representative from the Chamber of Commerce had still to be agreed. Janice Kennedy of Scottish Enterprise attended for the first time in response to an invitation issued from the last meeting of the group.

- The group considered a report on Community Benefit Clauses which had been submitted by Argyll and Bute Council, this generated a round table discussion with a number of other partners providing update on CBCs which their organisations had in place in the local area.
- A number of items were intimated for inclusion on the agenda for the August meeting in regards matters contained within the SOA:Local.

Oban, Lorn and the Isles

- 27 people attended the meeting of the OLI CPG, 14 of whom represented the voluntary /community sector. This was the first meeting of the group lead by the recently elected Chair, who is a community councillor, and the dynamic of the meeting was extremely positive.
- A number of agenda items under Outcome 3: Education, Skills and Training Maximises Opportunities for All were discussed and noted, including updates in regards literacy and numeracy work with adults in the area and the work which the formal education service is carrying out in raising attainment and achievement.
- A significant number of items for inclusion on the agenda of the next meeting were identified, with the group having a clear focus on the items which are in the SOA : Local and a firm grasp of where they would like additional information to be provided. In addition, the group agreed to explore the possibility of holding their November meeting in Oban High School and providing school pupils and the North Argyll Youth Forum the opportunity to attend and input to that meeting.

4.1 Key issues

- The groups were generally happy with the new focus of meetings on specific Outcomes, and with the opportunity to feedback proactively to the Management Committee. In addition they were positive about the opportunity to consider agenda items for the next meeting, and felt that this process of cyclic consideration of Outcomes would enable meetings to have a more strategic focus and productive decisions made. Each group identified a number of items for inclusion on forthcoming agendas.
- Each group appreciated the extent of the information provided in the standing item report on Health and Social Care Integration, however, attendance by an officer to outline the report contents and answer questions was only provided at the MAKI meeting. The Bute and Cowal Group expressed their disappointment at the lack of opportunity to discuss the report in detail, and the OLI group were particularly disappointed at the lack of attendance given that there had been no

one present at the March meeting and their disappointment at that time had been made clear.

4.2 Further action

Further action is required from the Management Committee in relation to:

- Ensuring attendance by an officer who is knowledgeable in the process of Health and Social Care Integration in order that the information provided in the submitted standing item report can be further explored and debated, and questions arising therefrom can be answered.

5.0 Implications

Strategic Implications	The May Area Community Planning Group meetings focussed on Outcome 3 and Outcome 4. There are also cross linkages with all other SOA outcomes especially Outcome 5, Health and Wellbeing.
Consultations, Previous considerations	No prior circulation of this report. ACPGs were advised during meeting of key points which would be raised in this highlight report with CPP.
Resources	There is a request from all CPGs that officer attendance is provided at all meetings in regards the standing agenda item on Health and Social Care Integration. Resource will need to be considered for the request made at March meetings to support communication of ACPGs and SOA:Local, to local communities.
Prevention	None
Equalities	The request for attendance in regards the Health and Social Care item across all meetings will provide equality of input to all Area Community Planning Groups.

Shirley MacLeod, Area Governance Manager, Shirley.macleod@argyll-bute.gov.uk

Management Committee**Date: 17th June 2015**

CPP Third Sector and Communities Group (TS&CG)**1.0 Purpose**

To provide information on highlights and issues arising from the CPP Third Sector and Communities Group (TS&CG) meeting held on 26 May 2015.

2.0 Recommendations

The CPP Management Committee is asked to note:

- The new format of the TS&CG agenda has successfully increased third sector engagement in the meetings with an additional 30 representatives attending the 'topic of special interest' item on the agenda at the May meeting, both in person at the Council Chambers in Kilmory and through video conferencing;
- Issues encountered with the Council's video conferencing system is hampering engagement in the meetings; and
- The Group agreed to reinstate the Training and Events Sub Group with a view to setting future topic items and also an event for the third sector in the autumn.

3.0 Background

The TS&CG meets four times each year with a remit to:

- Strengthen and extend community planning processes;
- Increase community involvement in community planning processes;
- Build capacity of organisations and communities; and
- Share experiences, knowledge, skills and resources.

The highlights report contains matters of importance to the TS&CG it wishes to raise with the CPP Management Committee.

4.0 Increasing participation and communication of key issues in meetings**4.1 Meeting Format**

The last hour of the meeting is opened up to wider third sector participation. Video conferencing support is provided by the IT service. Approximately 30 additional representatives from third sector organisations joined the meeting on 26 May to

listen to a presentation by Stephen Whiston, Head of Planning, Contracting and Performance, NHS Highland, about the integration of health and social care in a third sector context. Eight sites attempted to join the meeting through video conferencing. Unfortunately the presentation was disrupted throughout as service points repeatedly lost their connections and attempted, often unsuccessfully, to re-join the meeting. Many people were unable to hear parts of the presentation and/or ask questions. With Stephen's agreement, the Group has offered to create an FAQ sheet and offered participants a second opportunity to put their questions to Stephen.

Most people left the meeting disappointed by the performance of the VC and the difficulties experienced were stressful for the organisers and Chair of the meeting. Advice has been sought from IT engineers within the Council on how the meetings using VC can run more effectively in the future.

4.2 Relevant Topics

The topic for the next meeting is an update on the Community Empowerment (Scotland) Bill. The Council Chambers has again been booked as the main venue for the meeting.

A proposal for a future topic for the November meeting was an update on the Council's Service Choices process.

4.3 Training and Events

Partners agreed to restart the Group's Training and Events Sub Group to recommend topics and help organise an annual training and information event for the sector. Representatives from NHS Highland, the Third Sector Interface and the Council agreed to form the sub group and meet within the next month.

The Group was provided with a summary of outcomes from the two events to support voluntary committees running community managed facilities (mainly village halls and community centres) it commissioned last year to be delivered in March 2015. The events were held at Centre 81 in Garelochhead and the Corran Halls in Oban. 60 people representing 36 community managed facilities attended both events. The programmes at the events included presentations and workshops on issues ranging from funding for maintenance costs, health & safety issues, recruiting and retaining volunteers and office-bearers, and examples of good practice. Speakers from organisations including the Scottish Council of Voluntary Organisations (SCVO), The Robertson Trust, Lottery, Argyll & Bute Council, ABSEN, AVA, Alienergy, Edinburgh University and Climate Challenge Fund participated in both events.

A contact list for more than 100 community managed facilities has been created to foster networking between committee, facilitate the sharing of information and raise awareness of these vital community facilities.

Community Action Planning Training for community councils and community trusts has been organised for July 2 and 3 in Lochgilphead. A limited number of places are still available.

A community renewables seminar has been provisionally scheduled for August 18 in the Council Chambers.

5.0 Conclusions

The efforts of the TS&CG to increase participation of third sector representatives in the meetings are being hampered by issues with the Council's video conferencing system. Advice has been sought from IT engineers within the Council on how the meetings using VC can run more effectively in the future.

6.0 Implications

Strategic Implications	Outcome 6: People Live in Stronger and Safer Communities Outcome 5: People Live Active Healthy and Independent Lives
Consultations, Previous considerations	Evaluation and feedback from participants at TS&CG meetings
Resources	The TS&CG is supported by the Community Development Team
Prevention	n/a
Equalities	n/a

Councillor Currie, Chair of Third Sector and Communities Group

Audrey Baird, Interim Lead Officer for Community Development.
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References

N/A

Appendices

N/A

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Management Committee**Date: 17th June 2015****Public/Private: Public**

Full Partnership 2015 - update**1.0 Purpose**

The purpose of this report is to update the CPP Management Committee on progress to date on the Full Partnership event scheduled in August 2015.

2.0 Points for discussion

The Management Committee is asked to

- 1) Suggest items for the draft agenda
- 2) In particular make suggestions of speakers for the sections on:
 - a. Economic Forum
 - b. Overcoming barriers to transport, broadband and infrastructure
- 3) Approve the draft agenda subject to 1 and 2 above.

3.0 Background

The Full Partnership of the CPP is scheduled to meet annually to review the progress made towards the outcomes of the Single Outcome Agreement (SOA), share best practice and explore future direction. A multi-agency short-life working group was set up to plan and coordinate the event.

The Full Partnership will take place on Tuesday 25th August 2015 at Machrihanish Airbase, Campbeltown. The title for the event is "*Our Argyll, Our Future*" – *How are we doing?*" This best reflects the purpose of the Full Partnership.

4.0 Format and content of the dayOverview

Cllr Dick Walsh, chair of the CPP Full Partnership will provide an introduction and cover key points from the year. Marco Biagi MSP, Minister for Local Government and Community Empowerment will attend to present a key-note speech. The programme will inform on progress to date on the delivery plans, explore areas for future direction and will feature a combination of breakout sessions, presentations and networking opportunities.

The draft agenda is attached. Management Committee members are asked to note the current draft of the agenda and provide suggestions for workshops and speakers so that these can be considered and the agenda can be finalised.

Breakout sessions

The layout allows for 3 workshops to run simultaneously in the morning and afternoon with delegates choosing which workshops to attend.

Members of the working group have put forward suggestions for the potential breakout sessions. These are in the draft agenda at Appendix 1 and detailed further in Appendix 2. Management Committee is requested to review these and make any further suggestions.

The session on “Becoming a Dementia Friend” by Alzheimer Scotland has been confirmed. Alzheimer Scotland initially approached the Management Committee to do a presentation but it was decided that it would be better suited to the Full Partnership.

Speakers on economy and infrastructure

It is proposed that presentations to update the Full Partnership on the work of the Economic Forum and on digital and transport infrastructure would be appropriate given the importance of these to achieving the SOA. Suggestions of speakers for these areas are required.

Registration

Invitees will be provided a link to register using the Eventbrite online facility. The link for this and the final agenda and workshop details will be issued at the end of June.

5.0 Conclusions

The working group continues to meet to progress plans for the event on a monthly basis. This is the last meeting of the CPP prior to the event in August and it is importance to receive input from the CPP on the agenda before this is finalised.

6.0 Implications

Strategic Implications	The meeting of the Full Partnership relates to all outcomes of the SOA
Consultations, Previous considerations	Reports on the Full Partnership have been submitted to the Chief Officer's Group in December 2014 and to the Management Committee in March 2015.
Resources	A short-life working group currently has representatives from 6 partner agencies.
Prevention	N/A
Equalities	N/A

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01436 658 862

For more information contact:
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 01546 604 464

Eileen Bellshaw
 Service Standards Officer
 01436 657 608

References

N/A

Appendices

Appendix 1 - Draft agenda.
 Appendix 2 – proposed breakout sessions

Appendix 1 – Draft agenda

Time	Subject	Speaker
0930 - 1000	Registration with tea/coffee available	
1000 – 1020	Welcome and Setting the Scene	Cllr Dick Walsh
1020 – 1040	Key note address	Marco Biagi MSP
1040 – 1050	Q&A Session to the Minister and Policy Lead	
1050 – 1115	Break	
1115 – 1130	Update on the establishment of the Economic Forum	
1130 – 1215	Breakout sessions 1) Co-Production 2) Community Empowerment Bill 3) Participatory Budgeting	Breakout session leads
1215 – 1300	Lunch	
1300 – 1330	Findings from the “Compelling Argyll and Bute” Study	
1330 - 1400	Overcoming barriers to transport, broadband and infrastructure	
1400 - 1445	Breakout sessions 1) Becoming a Dementia Friend 2) Argyll and the Isles Coast and Countryside Trust 3) Open Space	Breakout session leads
1445 - 1510	Break	
1510 - 1530	<i>Blank for suggestion</i>	
1530 - 1545	SOA delivery plan revision	Rona Gold
1545 - 1600	Summary of the day and closing remarks	

Appendix 2 – Breakout sessions

Option	Name	Description
1	Skills and training opportunities in fulfilling environmental, conservation and grounds maintenance contracts (Argyll and the Isles Coast and Countryside Trust)	<p>ACT Project Teams will be appealing to employers and training providers to place people within our training structure, and will be competing for public and private tenders, with the unique selling point of offering clear and significant social and community benefits through contract delivery.</p> <p>They would like to invite CPP partners to offer their advice and experience on how best to communicate the opportunities they are offering.</p>
2	Open Space	<p>The attendees select the topics and issues of burning interest to them and volunteer to lead on those topics, using the open space methodology. This takes advantage of the expertise in the room and allows participants to exert some control of the agenda on the day, ensuring that no one is disappointed, and that the event is up-to-the minute and relevant.</p>
3	Co-production	<p>Learn how the principles of coproduction can be used to develop and deliver better services for communities. Service providers should be developing services in partnership with local people rather than for local people. Harnessing the power of people means not only are services better designed to meet the needs of people who use them, but the finite resources we have can go much further.</p> <p>This session will explain what it means to work in a co-productive way – it is more than simply consultation and user involvement – and share filmed examples of where principles of co-production have been used successfully across Argyll and Bute.</p>
4	Participatory Budgeting	<p>Decisions about how our finite budgets are spent often take place far from the communities where these budgets are used. Participatory budgeting means that local community members come together and decide how to prioritise and spend</p>

		<p>budgets. This session will explain what participatory budgeting is and how it can be used to increase community engagement and empowerment in budget setting processes.</p>
5	Community Empowerment	<p>The Community Empowerment Bill – what it means for the Public and Third Sectors. A discussion on the powers the Bill has brought in, what this means for all Public Sector bodies, and how it will empower Third Sector organisations.</p> <p>OR</p> <p>The Community Empowerment Bill – how the Public Sector is responding. An update on the Bill that has been introduced with discussion on how, at this early stage, local partners are responding and examples of what is starting to happen in other areas.</p>

Management Committee**Date: 17th June 2015****Public/Private: Public**

Review of Single Outcome Agreement delivery plans - update

1.0 Purpose

The delivery plans which set out how Community Planning Partnership partners will achieve the six outcomes of our Single Outcome Agreement (SOA) are due to be reviewed in the autumn of 2015. This report provides the Management Committee with an update on the preparation of this review, to ensure the revised delivery plans are developed through a partnership approach.

2.0 Recommendations

Management Committee members are requested to:

- Endorse the approach outlined in section 4 of this report
- Ensure key individuals attend relevant meetings as and when required

3.0 Background

The delivery plans for the Single Outcome Agreement (SOA) were signed off in June 2014, with an agreement at the October 2014 Management Committee meeting that no further changes would be made to these for a 12 month period.

The SOA is a 10 year document containing short, medium and long term actions. Actions will naturally come to a conclusion and should be reviewed and developed to reflect the next stage of progress. This will also aid the CPP to track progress over time.

The Management Committee were advised at the meeting in March 2015 that a review of the current delivery plans would be taking place later in 2015. At the Chief Officer's Group in March 2015, it was agreed that a short-life multi-department, multi-agency Performance Group made up of key individuals involved in data be formed to take the review forward to create consistency in identification of actions, indicators and valid data sources.

4.0 Detail

The performance group has met and is made up of individuals from:

- Improvement and Organisational Development, Development and Infrastructure Services, Community and Culture, Education and Social Work from Argyll and Bute Council
- NHS Highland
- Highlands and Islands Enterprise
- Police Scotland

The initial meeting was very positive with members keen to develop an improved process and a partnership approach from the outset.

4.1 Proposed approach

A logic modelling/outcomes planning approach is proposed as a potential model to explore further with a balance between short, medium and longer term actions. The need for a common understanding of terminologies around indicators, actions and outcomes is also proposed to be a strong part of the process from the outset. A set of questions will be in place to evaluate and verify the suitability of each suggested item for inclusion within the delivery plans.

The proposal is to hold workshops on each outcome led by the Outcome Leads, supported by members of the performance group and involving all key personnel involved with each outcome to go through a logic model approach and develop an improved set of delivery plans. West Dunbartonshire CPP has recently undergone a similar review and a workshop approach proved successful for them.

The revised delivery plans would be prepared between September 2015 and March 2016 with sign-off at Management Committee at the March 2016 meeting.

Area Community Planning Groups would be involved in their November meetings.

5.0 Conclusions

The performance group believes that an improved approach developed by partners which recognises and understands the data needs of each partner would result from the outlined approach.

Workshops involving all key individuals from an outcome with key validation questions should minimise any future issues with reporting.

6.0 Implications

Strategic Implications	The delivery plans cover all six outcomes of the SOA
Consultations, Previous considerations	Both the Management Committee and the Chief Officer's Group were made aware of plans to revise the delivery plans in March 2015
Resources	Officer time is required to ensure success
Prevention	This report does not address any issues relating to prevention
Equalities	This report does not address any issues relating to inequalities

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For more information, contact:
 Samantha Quarton, Community Planning Officer
 01546 604 464

References

CPP Management Committee – 27th March 2015 – Annual review of the delivery plans, verbal update

Appendices

N/A

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Management Committee**Date: 17 June 2015**

Outcome 3 – Education, skills and training maximises opportunities for all

1.0 Purpose

- 1.1 The purpose of this report is to update the Management Committee on the performance of Outcome 3 – *Education, skills and training maximises opportunities for all* at the end of March 2015 (financial quarter 4).
- 1.2 Overall progress against Outcome 3 is very positive. All the relevant indicators have been updated by the partners within the target timescales, and of the 54 indicators under Outcome 3 in the SOA, progress at the end of FQ4 is summarised as follows:

Performance on or ahead of target:	37
Performance on target to revised timescales:	2
Performance behind target:	6

2.0 Recommendations

It is recommended that the Community Planning Management Committee note the performance of Outcome 3 of the SOA and recognise the overall contribution of Education, Skills and Training to the SOA's overarching objective that Argyll and Bute's economic success is built on a growing population.

3.0 Background

Outcome 3 comprises six short term outcomes which reflect the breadth of education, skills and training opportunities across all ages available in Argyll and Bute. Commitment to the principles of co-production, equality and early intervention / prevention is evidenced in the strategic plans and outcomes achieved by all partners.

- 3.1 Short term outcome 3.1 *Our children and young people in Argyll and Bute are supported to be ambitious and realise their full potential* reflects the achievements and attainment of our young people in our 78 primary schools and 10 secondary schools and the opportunities for our looked after young people.
- 3.2 Short term outcome 3.2 *To ensure education and skills training opportunities are aligned to economic development opportunities both within Argyll and Bute and nationally* ensures that our schools, colleges and other partner agencies work together to ensure that our curriculums and training are developed to reflect the labour market in Argyll and Bute. Ensuring that we maximise the opportunities for our young people to remain in the area and secure employment with opportunities for career progression.
- 3.3 Short term outcome 3.3 *To enhance the contribution of our communities to school curricula* acknowledges the key role that our communities and the culture of Argyll and Bute have in educating our young people.
- 3.4 Short term outcome 3.4 *To promote volunteering opportunities to young people within Argyll and Bute* promotes the importance of volunteering to develop our young people's leadership and participation skills giving them a greater insight into the opportunities in their communities and conversely raising the profile of our young people within the community.
- 3.5 Short term outcome 3.5 *To support our children and young people to be more confident, resilient and better enabled to manage the key transitional stages in their life* acknowledges the challenges our children and young people face as they move from primary to secondary education and from secondary into work, modern apprenticeships, college and university. This can be particularly pertinent in Argyll and Bute where we have some very small schools and small rural mainland and island communities.
- 3.6 Short term outcome 3.6 *To provide the skills needed for our residents to progress in their working and learning lives enabling them to contribute effectively to our communities.* Learning doesn't stop in Argyll and Bute when you leave school - we provide opportunities for adults to continue to develop skills, employability and knowledge, including our senior citizens so they can play an active role in their communities for longer.
- 3.7 The key partners focused on the delivery of outcome 3 are Argyll and Bute Council (Education Service, Adult Learning and Literacies Service, Youth Services Team, Community Development Team, Libraries Service and Procurement and Commissioning), Argyll College UHI, Skills Development Scotland, Job Centre Plus, and Argyll Voluntary Action.
- 3.8 As per all educational attainment reporting the performance reported to in financial year 2014/15 will refer to the academic year 2013/14.

4.0 Successes and key achievements to date for Outcome 3

4.1 Key successes throughout the year include :

- I. By the end of June 2015 all of our early learning and childcare settings will have received training in the Developmental Milestones Toolkit (age 3-5) being developed under the Early Years collaborative. This toolkit not only builds capacity and confidence in children's developmental milestones for practitioners who work with children but with parents too to support the development of their child. Over the next year there will be professional developmental opportunities for practitioners to further develop their knowledge and understanding of developmental milestones.
- II. We are strengthening the relationship between our schools, colleges and employers across Argyll and Bute. Agreement has been reached between Argyll College UHI and Hermitage Academy to work in partnership to deliver Skills for Work qualifications during session 2015/16. All 10 secondary schools are now working in partnership with Argyll College UHI.
- III. The first 2 modern apprenticeships which were provided by the Council in Kilmory have progressed well and are currently both applying for opportunities within the Council.
- IV. We have launched the Foundation apprenticeships programme in health and social care and engineering. Young people will be given the opportunity to complete the first year of a modern apprenticeship whilst still in school.
- V. The Exite programme at Dunoon Grammar School, a partnership programme between Dunoon Grammar School and Youth Services, supported 7 young people who were disengaged in their learning to research career opportunities and develop their employability skills. The young people achieved a range of qualifications including "lifting and handling at work" and "first aid" plus completed a period of work placement with local employers. The result being of the 7 young people 4 have entered a positive destination, 2 have reengaged with their studies and 1 is being further supported.
- VI. We supported 2 looked after and accommodated children in summer internship programme and both have gone on into positive post school destinations which they have sustained.
- VII. We have introduced a requirement for a Community Benefit Clause to be included within all Council contracts with estimated values over £350,000.00. To date, one completed contract for the Campbeltown Old Quay Wall Replacement engaged local suppliers and employed local workforce, as well as providing a school talk; in addition one school has had a contractor-led presentation in relation to a contract for PV Panel Installation, and other presentations are currently planned.
- VIII. The Council, as a member of the Supplier Development Programme (SDP), can offer small and medium sized enterprises (SMEs) the opportunity to grow and diversify through procurement by accessing SDP workshops and events

for training and learning purposes. Companies are encouraged to self select the training that is most suitable to their purposes. SDP's training programme is split into three levels and all their training events are free of charge to SMEs and 3rd sector organisations registered with the programme. Argyll and Bute based businesses can attend any SDP events being held across Scotland and you can find out more about these events/workshops and register on the SDP website. Improve your tender score workshop took place in April in Oban with excellent feedback. Next supplier events due to be held in Dunoon and Rothesay to fit in to upcoming tender opportunities regarding Queens Hall and Rothesay Pavilion.

IX. The Council is working with our term maintenance contractor to engage modern apprenticeships and discussions are due to take place at next contract management meeting.

X. We are delivering Adult Learning's basic computing skills support in 24 localities in Argyll and Bute from Jura to Helensburgh, both uptake and feedback are very positive. In addition, IT is being delivered to harder to reach groups on a very localised basis by partners, thus extending our reach into communities.

4.2 Performance highlights include:

- I. An increase to 82.3% of our primary 4 pupils attained a score of 85 or more in the Suffolk reading assessment.
- II. 100% of our children who sat them passed their National 4 qualifications
- III. Pupils in Argyll and Bute achieved higher than the national average performance in their National 5 qualifications
- IV. An increase in the range of qualifications on offer in the Senior Phase to support schools and pupils with course options that reflect local labour market employment opportunities and opportunities for progression to further study.
- V. Youth Services supported young people across Argyll and Bute to gain 338 accredited wider learning qualifications, ranging from Youth Achievement Awards to Powerboat Handling Courses.
- VI. We have increased the number of young people engaged in youth forums to 55 across Argyll and Bute.
- VII. 517 young people completed Saltire Awards over the course of the year, exceeding the target of 200.
- VIII. Increased the number of young people gaining sports leadership and coaching qualifications
- IX. Access to *Skills for Work* and Partner Achievement Qualifications benefitted 2,032 young people during session 2013/14. As a result of these programmes young people have developed skills for learning, life and work supporting progress into positive and sustained destinations post-school;
- X. 364 Adult Learning participants achieved basic level accredited certificates that will improve their skills and confidence;

- XI. 1,505 people got support from Adult Learning to improve their employability; and
- XII. 314 older people have engaged with Grey Matters over the year. This affords opportunities to connect with community based public services, to influence and meet with MSP's and Elected Members and to expand knowledge in an informal setting.

5.0 Challenges

- 5.1 The current financial challenges across the public and private sector pose a significant challenge to the delivery of Outcome 3. There is a commitment to increased partnership working however this poses a significant challenge to all partners to deliver more with existing and reducing resources.
- 5.2 We need to continue to challenge the perception that academic qualifications and university entry takes precedent of all other opportunities and programmes. Educational opportunities that provide skills for work that lead to positive destinations should be regarded with the same parity of esteem. We need to promote the opportunities that apprenticeships can offer including career progression allowing young people to remain in Argyll and Bute and contribute to the local economy.
- 5.3 We need to remove any barriers that are in place regarding the viability of alternative qualifications and opportunities for lifelong learning.
- 5.4 Where our performance could have been better:
 - I. The number of modern apprenticeship opportunities available across the community planning partnership
 - II. The lower than anticipated number of young people applying for the modern apprenticeships that have been advertised
 - III. A slight decrease of 1.4%, from the previous academic session, in young people entering a positive and sustained destination post school. Though this has been largely due to issues with recording accurate data.

6.0 Opportunities

Future opportunities in relation to Outcome 3 include;

- 6.1 Including the Early Years Service's contribution to the delivery of the SOA within this outcome. The Early Years Service builds confidence and capacity in volunteers running Bookbug sessions in English and Gaelic across Argyll and Bute. Builds capacity and confidence in our workforce by supporting childcare staff to gain their SSSC approved qualification and attend training

events. Increasing the number of early learning and childcare providers and flexibility of provision supports parents to access part time employment or training. The development of the Argyll and Bute family pathway will build capacity and confidence in the language and knowledge of GIRFEC for both parents and practitioners.

- 6.2 Developing the use of 'Insight' the senior phase benchmarking tool to assist our secondary schools to analyse, compare and improve the performance of pupils in the senior phase of Curriculum for Excellence.
- 6.3 A Steering Group comprising: Economic Development Manager, Community Planning Manager and Lead Officer, Opportunities for All from Argyll and Bute Council; Depute Area Manager and Head of Projects and Partnerships Team, Highlands and Islands Enterprise (HIE); the Principal, Argyll College UHI; and Lead Head, Sector Development, Skills Development Scotland (SDS) has commissioned EKOS Ltd to undertake the research study, Compelling Argyll and Bute Administrative Areas. Argyll and Bute Council, HIE and SDS have contributed financially to this research.

The main objectives of this study are:

- To undertake a detailed economic profiling and analysis of Argyll and Bute and each of the four sub-areas, with a particular focus on skills development issues.
- To develop 'compelling' propositions/promotional action plans for Argyll and Bute and each of its four sub-areas.

This study will provide an evidence base on the local employment opportunities, skills gaps, education and training provision, and the unique selling points of each of the four administrative areas and for Argyll and Bute as a whole. These findings and proposed solutions will in turn inform the curriculum planning in our secondary schools and Argyll College UHI to ensure that the curriculum we deliver meets with economic aspirations and opportunities in each community.

- 6.4 Developing Scotland's Young workforce is a Scottish Government programme delivered in partnership with the Council, Argyll College UHI, Skills Development Scotland, third sector and local employers. There are 39 recommendations being taken forward to support children and young people age 3 to 24 to develop in Argyll and Bute which focus on :
- parity of vocational and academic qualifications in the senior phase
 - children and young people developing a knowledge and understanding of the world of work and the skills required to participate in employment
 - work experience placements focused at a time that meets young peoples career progression
 - ensuring all young people have access to opportunities

Partners are working up an action plan to deliver this and Scottish Government funding is to be announced, currently being negotiated through COSLA.

- 6.5 There is scope to further develop Argyll Young Entrepreneurs (www.aye.biz) supported by Argyll Voluntary Action and their ambition for 2015-16 is to inspire more people, and especially our young people, to consider doing business in Argyll & Bute and to return after studies further afield bring new skills with them.
- 6.6 The importance of outcome 3's contribution to the success of the SOA has been acknowledged by the newly created Economic Forum who will be looking to explore options for more closely linking education, training and local business opportunities and how to make Argyll and Bute a destination of choice for our young people. The forum are exploring opportunities to create a regional "Invest in Youth Group" under Developing Scotland's Young Workforce which will aim to engage effectively with local employers, schools and colleges.
- 6.7 We are currently preparing a three year strategic community learning and development partnership plan which will:
- Strengthen community learning and development (CLD) provision, and use of the CLD approach, at a time of public service reform. The policy focus is therefore on Curriculum for Excellence, GIRFEC, the Community Empowerment Bill, and other public service reform priorities.
 - Ensure that communities, particularly those who are disadvantaged, have access to the CLD support they need to empower them, individually and collectively, to make positive changes in their lives and in their communities, through learning; and
 - Improve partnership working and synergies at, and between, all levels, through better information about needs in the community.

The plan is due to be published in September 2015.

- 6.8 Argyll and Bute has been successful in achieving funding to extend ICT skills provision to harder to reach communities during 2015-16 and a programme will shortly be established
- 6.9 The next iteration of Outcome 3 should include measures which will reflect all of these opportunities.

7.0 Conclusions

- 7.1 Appendix 1 shows the scorecard for Outcome 3, of the 54 indicators in this data set 47 are green and 7 are red.

- 7.2 There are considerable challenges to meeting the aspirations of outcome 3 especially at a time of reducing budgets in the public sector. However these are being overcome by a commitment to partnership working which extends beyond the agencies delivering services in Argyll and Bute and into our communities. We are all deeply committed to ensuring education, skills and training maximises opportunities for all in Argyll and Bute and supports the achievement of overarching objective of the SOA that Argyll and Bute's economic success is built on a growing population.

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Argyll and Bute Council

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Appendix 1 – Performance information for Financial Quarter 4 2014/15

Information correct as at the 3rd June 2015

SOA Outcome 3: Education, skills and training maximises opportunities for all				
"Red" performance				
Element	Target	FQ4 Actual	Data Provider	Comment from system
3.1.2k % young people in positive destinations following Activity Agreement	70	43%	Anne Paterson	The overall target for this financial year was 70%. We achieved 69% into a positive destination which equates to 20 out of the 29 young people who left or finished the AA programme. Of the remaining 9 - 4 are unemployed, 1 is refusing to engage with any partner agency and would all be classed as being in a negative destination. Of the remaining 4 - 1 has moved outwith the area and is engaging with a partner agency; 2 are engaging with a partner agency in their local area and 1 young person is unavailable due to ill health.
3.1.4a % of looked after children with a pathway plan in place	100 %	65% (March)	Alex Taylor	Of the 22 children eligible for Aftercare Services, there are 4 young people whose social workers have requested that Throughcare do not get involved at this juncture as their placements are settled and do not require a Throughcare Intervention.
3.2.4a Number of modern apprenticeships	12	8	Jane Fowler	There are an additional four posts currently out to advert or about to proceed to interview during April. One further post has been filled but the successful candidate will not start until June 2015. Two further posts are being prepared for advert in April/May.

3.3.1 No of schools with up to date websites	14	9	Lorne MacBrayne	the targets have been updated to match the timeline of the project. previously the targets were in for FQ1 14/15 onwards when the project actually started in FQ3 2014/15
3.6.5 - % Training linked to CPD delivered	75	Annual, Q4 only	Jane Fowler	Number of employees in excess of 8000. CPD is not a measure used by all (professional only) and is proving difficult to measure, as corporate records are not all collated. Proposal underway to change this measure to reflect annual or other regular assessed training/development plan being undertaken and associated training/development delivered.
3.6.6a Uptake of "IT for Employability"	80	77	Jeannie Holles	Move towards engagement with 'harder-to-help' referrals from Job Centres and USDL trials has resulted in these participants requiring more intensive work and absolute beginners IT skills, therefore not ready for IT for Employability courses.

SOA Outcome 3: Education, skills and training maximises opportunities for all

"Amber" performance

Element	Target	FQ 4 Actual	Comment	Responsible Post
3.2.1b Create local economic profiles within the local economic development action plans	On track to revised plan	On track to revised plan	On track to revised plan - completion date now anticipated to be Financial Quarter 4 2015/16	Fergus Murray

3.2.5 Young people receive training / apprenticeships thru contract awards	Complete	On track to revised plan	There is a requirement for a Community Benefit Clause to be included within all Council contracts with estimated values over £350,000.00. Records are now kept on all tenders over £350,000.00 in value, and if CBCs are not to be included then a justification must be provided. To date, one completed contract for the Campbeltown Old Quay Wall Replacement engaged local suppliers and employed local workforce, as well as providing a school talk; in addition one school has had a contractor-led presentation in relation to a contract for PV Panel Installation, and other presentations are currently planned. As this is an ongoing piece of work we would suggest extending the time period to March 2016 to show CBCs that have been achieved in that period.	Anne MacColl-Smith
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SOA Outcome 3: Education, skills and training maximises opportunities for all			
"Green" performance			
Element	Target	FQ 4 Actual	Responsible Post
3.1.1b Establish numeracy framework for primary children	On track	On track	Anne Paterson
3.1.2a Percentage of S5 pupils achieving 1 or more Highers	50%	50% 2013/14	Ann Marie Knowles
3.1.2b Percentage of S5 pupils achieving 3 or more Highers	27%	28% 2013/14	
3.1.2c Percentage of S5 pupils achieving 5 or more Highers	13%	13% 2013/14	
3.1.2d Percentage of S6 pupils achieving 3 or more Highers	39%	39.92% 2013/14	
3.1.2e Percentage of S6 pupils achieving 5 or more Highers	25%	25.79% 2013/14	
3.1.2f Percentage of S6 pupils achieving 1 or more Advanced Highers	18%	16.19% 2013/14	

3.1.2i % eligible S4-S6 pupils with access to career management information	100%	100%	Anne Paterson
3.1.2j Curriculum Planning Meetings held with Argyll College UHI and each secondary school	On track	On track	Aileen Goodall
3.1.3a Educational support - coordinated support plans are in place	On track	Complete	Roslyn Redpath
3.2.1a Implement Employability Partnership Skills Pipeline & Youth Employment Activity Plan	On track	On track	Ishabel Bremner
3.2.2c Number of young people completing PX2	40	42	Glenn Heritage
3.2.3a No of Business Gateway workshops delivered to date	65	108	Ishabel Bremner
3.2.3b No of attendees at Business Gateway workshops	371	808	Ishabel Bremner
3.2.3c No of individuals/enterprises receiving business advisor support	345	506	Ishabel Bremner
3.2.4b No of training programmes arranged re local job market	10	16	Jane Fowler
3.2.7 Develop curriculum for Argyll College which is responsive to local needs	Complete	Complete	Fraser Durie
3.2.9 Initial business case re college provision in Helensburgh & Lomond	On track	On track	Fraser Durie
3.3.2 Number of schools incorporating community contribution within their learning programmes	10	10	Anne Paterson
3.3.4 Creative arts and digital media included in school improvement plans	On track	On track	Anne Paterson
3.3.5 Gaelic Language Plan implementation	Complete	Complete	Jane Fowler
3.4.1 No of young people engaged in youth forums	40	55	Martin Turnbull
3.4.2 No of young people attending Involvement Training	30	57	Martin Turnbull
3.4.3a Number of young people completing Saltire awards	200	517	Glenn Heritage
3.4.3d Number of STEPS courses	25	27	Glenn Heritage
3.4.3e No of young people gaining Sports Leadership and Coaching awards	150	164	Christopher Caskie
3.5.1 Pre-5 and P7 pupil profiles used for transition	60%	60%	Anne Paterson
3.5.2 % young people with an S3 pupil profile	60%	90%	Anne Paterson

3.5.3 No of schools with a current risk matrix	10	10	Ann Marie Knowles
3.5.4 Number of young people offered an Activity Agreement	12	12	Anne Paterson
3.6.1 No of young people involved in designing services	50	108	Martin Turnbull
3.6.2a Creation of Argyll Young Entrepreneurs website	Complete	Complete	Glenn Heritage
3.6.2b Number of visits to the Argyll Young Entrepreneurs website	0	0	Glenn Heritage
3.6.3 The number of capacity building sessions for community groups	170	470	Rona Gold
3.6.6b Number of participants in basic IT short courses	50	144	Jeannie Holles
3.6.7b Number of older people engaging in "Grey Matters" programme	120	341	Glenn Heritage
3.6.7a Number of JSA attendees at joint support sessions	78	78	Jeannie Holles

SOA Outcome 3: Education, skills and training maximises opportunities for all

Information not required to report this period

Element	Responsible Post	Organisation of Data Provider	Comment from system
3.1.1a % of P4 pupils attaining expected levels in Suffolk reading test	Ann Marie Knowles	Argyll and Bute Council	In line with the assessment policy, the Suffolk Reading tests are carried out in May and June each year and the data from across the authority is analysed thereafter. This measure will be reported in FQ2.
3.1.2g Wider achievement & certification - number of courses	Aileen Goodall	Argyll and Bute Council	This information is reported annually at FQ3

3.1.2h Wider achievement & certification - number of students	Aileen Goodall	Argyll and Bute Council	This information is reported annually at FQ3
3.1.2i No of Skills for Work courses offered by schools/partners	Anne Paterson	Argyll and Bute Council	This information is reported annually at FQ3
3.1.4b No of LAAC and young people offered work experience within Partners	Aileen Goodall	Argyll and Bute Council	Annual and only reported in Q2. Q3 14/15 8
3.1.5 Number of young people gaining accredited achievement awards	Martin Turnbull	Argyll and Bute Council	Annual and only reported in August (FQ2)
3.2.2a Number of work placements for S4-S6 pupils	Anne Paterson	Argyll and Bute Council	Annual and data submitted in FQ 1
3.2.2b No of summer placement opportunities through the SCOTGRAD programme	Colin McLean	HIE	Annual and data submitted in FQ2 (September)
3.6.4 Number of adults achieving accredited outcomes	Jeannie Holles and Fraser Durie	Argyll and Bute Council and Argyll College	Annual and data submitted in FQ2 (September)

Management Committee**Date: 17th June 2015****Public/Private: Public**

Outcome 4 – Children and young people have the best possible start

1.0 Purpose

The purpose of this report is to update members of the CPP Management Committee on the progress made in relation to Outcome 4 of the Single Outcome Agreement – *Children and young people have the best possible start.*

2.0 Recommendations

The CPP Management Committee is asked to:

- i. review performance in relation to Outcome 4 of the Single Outcome Agreement and note the progress that has been made in the delivery of this outcome over the past year,
- ii. support the review of the performance indicator set within Outcome 4 to ensure more meaningful performance indicators are used to measure performance for the year ahead; and
- iii. give consideration to the identification of a lead officer to take forward responsibility for Outcome 4.

3.0 Background

3.1 The Argyll and Bute vision commits partners across Argyll and Bute to '*Work together to achieve the best for children, young people and families.*' In order to achieve this vision the Integrated Children and Young People's Service Plan for 2013-16 sits within the '*Getting It Right For Every Child*' (GIRFEC) framework and is the main document underpinning the work of partners within Outcome 4. This ensures that the outcomes we want to achieve are linked with the relevant national Performance Framework (NPF) outcomes, which are:

- Our children have the best start in life to enable them to become:
 - Successful learners
 - Confident individuals
 - Effective contributors

- Responsible citizens; and
- We continue to improve the life chances for children, young people and families at risk.

3.2 The Integrated Children's Services plan for 2014-17 is integral to the achievement of Outcome 4 and focuses on activity undertaken by partners working together to improve outcomes for children. The plan encourages partners to use resources more efficiently and the result will be that children and families will benefit from a more streamlined and coherent approach to their needs being met.

3.3 With the position of the named lead for Outcome 4 currently vacant, this outcome will be presented in the interim by Cleland Sneddon, Argyll and Bute Council and Christina West, Argyll and Bute Health and Social Care Integration.

4.0 **DETAIL**

4.1 **Performance Measures**

There are 20 performance measures within Outcome 4 of the Single Outcome Agreement and at the end of FQ4 of 2014/15 we are reporting the following position:

- 8 measures 'on track'
- 6 measures 'off track'; and
- 6 measures without either a target or data

Over the past year we have had a number of key successes including:

- 97% of nurseries participating in the Childsmile Core Programme which helps promote and assist children and young people to have good oral health
- 100% of schools are providing 2 hours of physical education each week within the school curriculum, ensuring that all children and young people have access to a range of sports activities at school
- We have 3 young people representing Argyll and Bute at the Scottish Youth Parliament, actively promoting good citizenship amongst our young people; and
- 517 young people from across Argyll and Bute gained accredited certificates and saltire awards; this contributes to ensuring our young people are supported to be the best they can.

The following section will provide more detail around each of the short term outcomes which contribute to the achievement of outcome 4 to ensure *our children and young people have the best possible start*.

4.2 Successes and Key Achievements

Outcome 4.1 – All children / young people should be protected from abuse, neglect and harm

Across the partnership there continues to be a very good response to initial Child Protection Referrals. There are some difficulties in accessing appropriate health staff outwith office hours however this issue is being addressed by the Child Protection Committee and will be resolved in summer 2015.

Domestic abuse continues to be a key priority. The Early and Effective Intervention Screening Group ensures a multi-agency response to all domestic abuse referrals within 24 hours. 100% of children on the Child Protection register affected by domestic abuse have an appropriate assessment and plan in place however the Child Protection national returns are published in September 2015 and so figures within the pyramid system will not reflect this until these figures are published.

Home safety continues to be a priority for Community Planning Partners, there has been a slight reduction over the last year in the number of home safety checks however this links to the introduction of the new Universal Child Assessment and the administration of this so we should see this figure improve as these processes are tightened up.

Outcome 4.2 – Children and young people should enjoy the highest standards of physical and mental health

With Kilcreggan Primary School recognised at a national level as an example of best practice in the field of PE Disability Inclusion Training we are moving in the right direction towards the achievement of this outcome, to ensure all our children and young people enjoy the highest standards of physical and mental health.

The Child and Adolescent Mental Health (CAMH) heat target requires 90% of children and young people to be seen within 18 weeks of referral, in Argyll and Bute we have had issues with the data collection of this measure, however indications are that we are achieving 84%. We will continue to focus our efforts to improve these figures and improve the data collection in relation to this measure.

Outcome 4.3 – Children and young people should have access to positive learning environments and opportunities to develop their skills

The involvement of young people in Independence debates surrounding the Scottish Referendum in September of last year was just one example of the positive learning environments we are creating for young people across the

area. These debates helped support and encourage young people to have their voices heard and in doing so contributed to their own personal development. Young people took part in debates locally, acting as panel members which required them to express their views and respond to questions from the audience, alongside MSP's and Elected Members. This was a good opportunity for the young people involved and those that took part felt it contributed to their personal growth and development. This also contributes to outcome 4.7.

Secondary schools across the authority continued to make good progress in implementing the New National Qualification for pupils within the Senior Phase, with the presentation of pupils for a range of National Qualifications across all levels.

In addition to this, the number of young people achieving sustained positive, post school destinations remains positive with 91% of our young people moving onto a positive destination. A very positive start has been made in taking forward the recommendations contained within Developing Scotland's Young Workforce. This includes a comprehensive review of each of the 39 recommendations, the formation of a Strategic Leadership Development Programme Group, preparation of a clear action plan, routine discussion with all secondary Head Teachers at planned meetings and focused discussions at individual school levels.

Outcome 4.4 – Children and young people are valued and supported to be the best they can

The increase in the number of young people completing personal development and confidence building courses delivered by the Third Sector partnership is a key success in the achievement of this outcome . A number of children from families affected by domestic abuse have taken part and the feedback from these participants has been excellent, with 94% stating that they 'feel better about themselves' impacting positively on their self-esteem. More crucially, participants are coming out of these courses with a firm understanding that they had no fault or contribution to the domestic abuse which took place in their family, a key factor in ensuring our children and young people feel supported and valued.

Outcome 4.5 – Children and young people feel secure and cared for

We continued to ensure 100% of children on the child protection register have a current risk assessment in place. Children and families are working with CELCIS to improve permanency planning in Argyll and Bute. The number of children with a plan has improved over the last year however a more sophisticated tracking tool has been developed to monitor performance across 2015/16.

Children and families continue to use Children 1st and WhoCares Scotland to provide advocacy for children on the Child Protection register and who are looked after. Qualitative and quantitative information from case file audits indicates that there is improved engagement with children and young people in social work processes.

Outcome 4.6 – Children have increased opportunities / participate in play, recreation and sport

The Active Schools programme continued to ensure the number of extracurricular sports opportunities made available for school pupils exceeded target for the year. Four schools from across the area were amongst the first 15 schools in Scotland to be recognised with a Gold SportScotland School Sport Award, recognising the innovation and achievement of our Active Schools team in the delivery of physical education and extra-curricular sport to pupils across Argyll and Bute.

The announcement of a further four year investment from SportsScotland of £50m into the Active Schools network across Scotland will further support our achievement of this outcome by allowing us to continue to develop opportunities for children and young people to participate in sport and physical activity before school, during lunch and after school.

Outcome 4.7 – Children and young people have their voices heard and are encouraged to play an active and responsible role in their communities

Supporting children and young people to have their voices heard, 108 young people were involved in service planning and redesign activities with Community Planning partners, this not only allowed the opportunity for young people to have their voices heard but to play an active and responsible role in the future design of services across Argyll and Bute. In addition to this, The Young People's Thematic group of Argyll and Bute's Children is reviewing involvement of young people within work of all thematic and locality groups.

Throughout the past year, the Youth Service has supported all 3 of our MSYP's to participate in a wide range of campaigns and initiatives including;

- Care, Fair, Share – better deals for young carers
- See it Change it
- One Fair Wage and Poverty; and
- One of our MSYPs presented a motion to the SYP recommending that lifejackets are compulsory for all young people taking part in watersports.

The increase in the number of young people gaining Saltire Awards is a direct reflection of the growing number of young people across Argyll and Bute who are volunteering and are being facilitated and encouraged to do so by Community Planning Partners. Across the area we have a group of young people who have been using their skills and passion for IT to upskill people in their communities. Recognising the good work that has been carried out, three young people from Argyll and Bute have been offered a learning journey to deliver digital skills roadshows across the Highland region during 2015-16, this will give those young people the opportunity to gain interpersonal and presentation skills. This is a unique opportunity which will support their development and expand their horizons thus contributing to the achievement of this outcome.

4.3 Key Issues

Quarterly review of these measures has brought to light concerns that not all performance measures monitored within the Outcome 4 scorecard are suitable. It is proposed that the Committee supports the proposal to review the indicator set to ensure all measures are appropriate to the achievement of this outcome, the data for these measures is available as required and the owners of these measures are confident in their ability to manage and monitor performance.

5.0 Conclusions

In conclusion, significant progress has been made over the past year in the achievement of Outcome 4 – *Children and young people have the best possible start*. Community Planning Partners continue to work together to ensure all children within Argyll and Bute have the best possible start in life and in the achievement of this the Community Planning Partnership is asked to agree recommendations as set out in section 2 of this report.

**Cleland Sneddon, Executive Director
Argyll and Bute Council**

**Christina West, Chief Officer
Argyll and Bute Health and Social Care Integration**

29th May 2015

For further information contact: Helen MacLeod, Executive Support Officer – Community Services, Argyll and Bute Council on 01546 604127.

Appendices

Appendix 1 – Outcome 4 Scorecard – FQ4 2014/15

Appendix 1 – Performance information for Financial Quarter 4 2014/15

Information correct as at the 3rd June 2015

SOA Outcome 4: Children and young people have the best possible start				
"Red" performance				
Element	Target	FQ4 Actual	Data Provider	Comment from system
4.1.1 100% of Child protection investigations will have inter-agency referral and tripartite discussion within 24 hours	100%	64%	Mark Lines	As with Q3 there were a small number of investigations undertaken at weekends where there was no named health contact to hold an IRTD. The Child Protection Committee has asked Health to identify a suitable out of hours contact to ensure that performance returns to target. Where no health contact was available contact was made on the first working day and investigations continued to be progressed jointly with Police Scotland.
4.1.3 Increase by 2% year on year, the number of home fire safety checks completed by the fire service (2013 = 1017)	1037	329 (1003 in total for 2014/15)	Alex Purdie	
4.2.2 The % of nurseries participating in Childsmile Core programme	99%	97%	Patricia Renfrew	None provided
4.2.10 HEAT target - faster access to mental health services / 18 weeks referral to treatment	100%	96%	Pat Tyrrell	None provided
4.5.11 100% of children, young people and their families will have access to advocacy and "voices of children"	100%	80%	May Nelson	None provided

4.6.1 100% of schools providing 2 hours physical education per week in schools curriculum	100%	98.80%	Kathryn Wilkie	Eighty three schools are providing 2 hours of PE each week and the remaining school has been working with the Physical Education Lead Officer to increase their provision of quality PE.
4.7.3 Increase by 2% the number of young people involved with the Youth Parliament	2% increase		Martin Turnbull	This is an inappropriate measure. There are only 3 seats for Argyll and Bute and it is not possible to increase this.

SOA Outcome 4: Children and young people have the best possible start				
"Amber" performance				
Element	Target	FQ 4 Actual	Comment	Responsible Post
4.5.3 % of Looked After and Accommodated children for more than 1 year with a plan of permanence	100%		This indicator counts the number of children with a Looked After Plan for permanence within one year of being accommodated. This indicator would not appear to be offering an accurate picture of our current permanence planning. A new tool and measure has been developed for this purpose and is being implemented with a view to it being operational from FQ1 2015/2016.	Alex Taylor

SOA Outcome 4: Children and young people have the best possible start				
"Green" performance				
Element	Target	FQ 4 Actual	Responsible Post	
4.1.10 Schools have reviewed their anti-bullying policies	100% by June 2015	87%	Wendy Brownlie	
4.3.5 Increase by 5% the number of young people gaining accredited achievement awards	72 by June 2015	338	Ann Marie Knowles	Argyll and Bute Council
4.3.6 100% of statutory timescales for coordinated support plans are met	100%	100%	Roslyn Redpath	
4.4.1 Increase by 10% the number of young people accessing media cafes and the Argyll Young Entrepreneurs website	Website live by March 2015	Complete	Glenn Heritage	
4.4.2 Increase by 10% the number of young people gaining accredited certificates and saltire awards	10% increase	517	Glenn Heritage	
4.6.2 Increase the number of extracurricular sports opportunities for schools	230	242 (Term 2 2014/15)	Christopher Caskie	
4.7.5 % of Criminal Justice Social Work clients reconviction frequency - 1 year from starting supervision	Not higher than 54%	30% 2012/13	Jon Belton	Argyll and Bute Council

SOA Outcome 4: Children and young people have the best possible start			
Information not required to report this period			
Element	Responsible Post	Organisation of Data Provider	Comment from system
4.3.1 75% Looked After and Accommodated Children assessed for literacy at primary stage	Roslyn Redpath	Argyll and Bute Council	Annual, FQ 2 only

SOA Outcome 4: Children and young people have the best possible start					
Information still missing					
Element	Target	FQ4 Actual	Responsible Post	Organisation of Data Provider	Comment from Community Planning team
4.1.3 100% of children who are affected by domestic abuse will have a child's plan	100%		Mark Lines	Argyll and Bute Council	No information has been provided at all into Pyramid
4.2.1 Primary immunisation uptake is 95% or above at 24 months	>95%		Patricia Renfrew	NHS Highland	
4.2.4 33.3% or above babies are exclusively breast fed at 6-8 weeks	33.3% or above		Patricia Renfrew	None provided	
4.5.5 5% reduction in households assessed as homeless	73%		Moira MacVicar	Argyll and Bute Council	There is currently ongoing discussion between the Service and those responsible for the ICSP on appropriate measures

**Argyll and Bute Community Planning Partnership
Management Committee
17th June 2015**

**Compelling Argyll and Bute and its
Administrative Areas**

Current Economic Profile

- 1 Implications of population changes
- 1 Employment structure
- 1 Business structure
- 1 Economic contribution
- 1 Skills profile

What business think of Argyll and Bute

- 1 Strong +ve but some key constraints
- 1 Company scale and performance
- 1 Weaknesses in IT; skills; property; costs
- 1 Skills shortages in some sectors
- 1 Weak education/ business links
- 1 Low levels of higher level recruitment
- 1 Optimistic but low ambition
- 1 What young people think

Nature and Scope of Challenge

- 1 Employment and skills are key issue
- 1 Argyll and Bute punching below weight
- 1 Strategic rebalancing
- 1 Clear strengths and opportunities
- 1 Spatial/place issues
- 1 Marketing and promotion

Management Committee**Date: 17 June 2015**

Strategic Community Learning and Development (CLD) Partnership Plan

1.0 Purpose

The purpose of this report is to inform Management Committee members about the work of the Argyll and Bute Strategic Community Learning and Development (CLD) Partnership in responding to the Scottish Government's Strategic Guidance for CPPs, and to the duties in the associated legislation laid on the Education Authority, with particular reference to the required CLD Plan.

2.0 Recommendations

- It is recommended that the Management Committee notes the contents of this report.
- It is recommended that the Management Committee supports the publication of the web-based CLD Plan

3.0 Background

In 2012, the Scottish Government published the 'Strategic Guidance for Community Planning Partnerships: Community Learning and Development (CLD)', in order to strengthen the basis of CLD so that it is 'delivered as a consistent central element of public services in Scotland ... and will be based on a continuing dialogue with key stakeholders'.

Legislation to support the Guidance was issued to Education Authorities in 2013. One of the requirements of the legislation is to publish a 3-year Plan, no later than 1 September 2015

In 2013, a new CPP sub-group, the 'Argyll and Bute Strategic CLD Partnership' was formed to take forward the CLD Strategic Guidance, and develop the required CLD Plan. A web-based format has been developed for the Plan (www.cldplanning.com) that will, when published, be very readily accessible to the public and to partners, and, by incorporating a 'feedback' facility, will help enable dialogue with communities. The content of the Plan has been informed by consultation with

communities, partners and target groups, and there is a rigorous process for development of the Plan in order to ensure involvement of all key stakeholders.

4.0 Detail

Community Learning and Development (CLD) is a term that encompasses 'learning' in its widest possible sense, for all age groups and at any level, including early years, non-formal education, youth work, college and community-based learning and development. The term also embraces a type of approach to the delivery of learning – person-centred, needs-led, holistic and informal. (See Appendix 1).

The CLD Strategic Guidance (2012) (see Appendix 2) lays responsibilities on Community Planning Partnerships (CPPs) regarding its implementation; these responsibilities are supported by legislation laid on the Education Authority, in the form of the Scottish Statutory Instrument (SSI): 'The Requirements for Community Learning and Development (Scotland) Regulations 2013' (see Appendix 3)

The CLD Strategic Guidance is designed to:

- Strengthen CLD provision, and use of the CLD approach, at a time of public service reform. The policy focus is therefore on Curriculum for Excellence, GIRFEC, the Community Empowerment Bill, and other public service reform priorities.
- Ensure that communities, particularly those who are disadvantaged, have access to the CLD support they need to empower them, individually and collectively, to make positive changes in their lives and in their communities, through learning; and
- Improve partnership working and synergies at, and between, all levels, through better information about needs in the community.

The CLD Strategic Guidance sets out a number of responsibilities that are linked to the National Performance Framework objectives. Those intended for CPPs are as follows:

- 'Ensure that systematic assessments of community needs and strengths provide the basis for SOAs and service strategies and plans;
- 'Ensure this assessment is based on engagement and continued dialogue with communities, utilising CLD expertise, as well as on analysis of other data;

- 'Ensure SOAs have a clear focus on prevention and community empowerment as the foundation of reformed public services and utilise CLD provision and methods for these purposes; and
- 'Review current partnership arrangements for planning, monitoring and evaluating CLD and ensure that they are fit for the purposes set out in the Guidance.'

The legislative duties laid on the Education Authority include a requirement to publish a 3 year Plan, no later than 1st September in 2015 (and each third year after that). The Plan must detail how provision will be coordinated, the actions that will be taken to address need, and any needs (gaps in provision) that cannot be addressed within the time-scale of the Plan.

A CPP sub group – a short-life working group of key learning providers - was brought together in Sept 2013 to scope the implementation of the Guidance. This group has now formed the Argyll and Bute CLD Partnership, and includes representation from: Argyll College; Argyll and Bute Council (Adult Learning and Literacies Service, Community Development Team, Libraries, Education Services, and Youth Services); Argyll Voluntary Action; Skills Development Scotland; Fire Scotland; Police Scotland; NHS; and JobCentre Plus.

The CLD Partnership has already made significant contributions to Outcome 3 ('Education, skills and training maximise opportunities for all') of the Single Outcome Agreement (SOA) Delivery Plan, and plays a key role in supporting the implementation of the Guidance and the production of the CLD Plan.

In order to ensure that the duties in the Guidance are met, the needs assessment, consultation, planning and monitoring requirements have been brought together in a cyclical process that involves both key CPP players and communities. The CLD Partnership agreed a process for this at an early stage. A flow chart is attached in Appendix 4. The chart shows the progression from identification of needs at community level and the responses (in terms of inputting of actions) by the CLD Partnership, through to consultations with the Area Community Planning Groups, the CPP Management Committee, SOA Outcome Leads and, finally, the CPP Conference. The process is now well underway, with the current CLD Plan having been presented to Area Community Planning Groups in May 2015.

The Partnership interrogated a number of sources to gather evidence of need, including some comments from Area Community Planning Groups (from initial SOA Local discussions). It is hoped that these will be added to over time, as the Plan is intended to be a 'live' document. Partner representatives from the Strategic CLD Partnership formed relevant groupings to scrutinise the themed needs, and together have developed priority new actions to address the needs as necessary. These

actions are currently being entered into the Plan. The Partnership’s intention is that new actions will be limited in number, but based on high level information, agreed and coordinated in a partnership approach, and with realistic targets and time-scales. The Plan will also reference the most relevant actions from the SOA, so as to give a more rounded picture of the CLD activity in the area.

The CLD Plan takes the form of an innovative web-based Action Plan (www.cldplanning.com) that will, when published, be very readily accessible to the public and to partners, and, by incorporating a ‘feedback’ facility, will enable dialogue with communities. The Plan has ‘public’ pages, on which the published plans will appear. (None of the plans have been published as yet, because the cycle of consultation is currently incomplete). However, the draft plans can be viewed in the ‘closed’ pages, on logging in with a username and password; all CLD Partnership members are ‘users’.

With regard to the publication of the Plan, the Education Scotland Advice Note: “Local Area Networks and the CLD Regulations 2013’ (see Appendix 5) states that ‘it is essential that local authorities are able to evidence as part of their annual self-evaluation how they are meeting all the requirements of the (CLD) Regulations.

5.0 Conclusions

The cyclical process of identification of learning needs through consultation with communities and data-sharing by partners, followed by prioritisation and actions generated in partnership to address any gaps, should help promote optimal targeting of provision. This process, together with the web-based format of the resulting CLD Plan, which provides a very clear and consistent layout for actions and offers an accessibility and capacity for dialogue with communities, should ensure that the basic duties and responsibilities of the Strategic Guidance for CLD, and its associated legislation, are fulfilled.

6.0 Implications

Strategic Implications	SOA Outcomes 1,3,4,5,6
Consultations, Previous considerations	The CLD Plan is based on interpretation of data from community consultations, from feedback from Area Community Planning Groups, partners (in the CLD Partnership), and targeted groupings, such as young people.
Resources	There are no direct resource issues resulting from the CLD Plan, but there are many opportunities for joint resourcing of actions to address need.

Prevention	The actions comprising the CLD Plan are largely of a preventative nature, whether they involve improvements to direct provision or to accessibility, in that CLD learning is by its nature designed to improve
Equalities	The CLD Plan will improve delivery of services to equalities groups through consultation and planning based on identified needs

Cleland Sneddon, Executive Director of Community Services
19th May 2015

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References N/A

Appendices

Appendix 1 The Policy Context For CLD in Scotland; The Outcomes of CLD in Scotland

Appendix 2 Strategic Guidance for Community Planning Partnerships: Community Learning and Development (CLD) (2012)

Appendix 3 Scottish Statutory Instrument (SSI): 'The Requirements for Community Learning and Development (Scotland) Regulations 2013'

Appendix 4 Flow Chart of Planning Development and Implementation Cycle: Argyll and Bute Strategic CLD Partnership Plan 2015

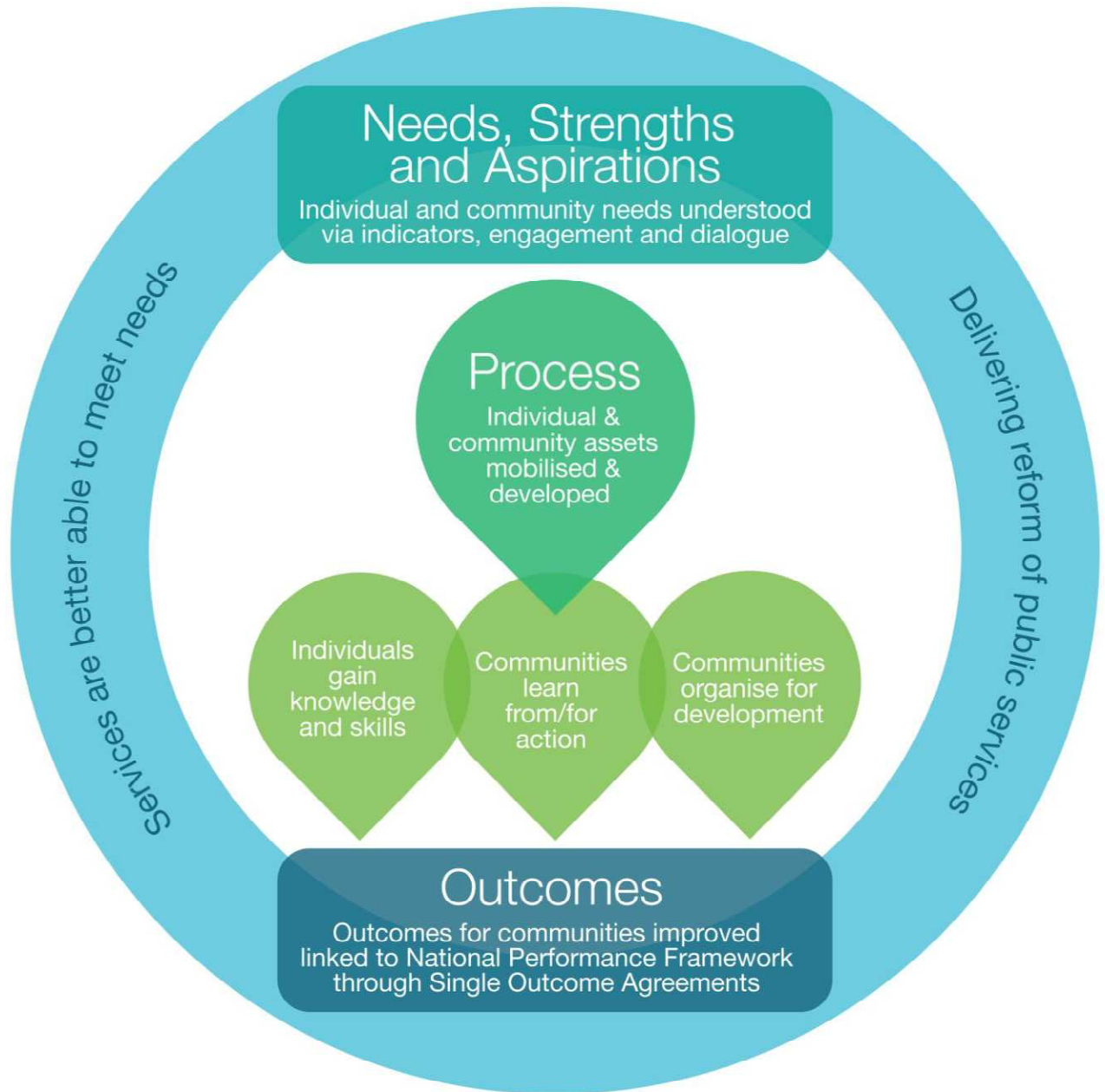
Appendix 5 Overview of plans currently in developing website

Appendix 1

The Policy Context For CLD in Scotland



The Outcomes of CLD in Scotland



Appendix 2

**Strategic Guidance for Community
Planning Partnerships:
Community Learning and
Development**

COMMUNITY LEARNING AND DEVELOPMENT: STRATEGIC GUIDANCE FOR COMMUNITY PLANNING PARTNERSHIPS

EXECUTIVE SUMMARY

This guidance comes against the backdrop of the most ambitious set of reforms to post-16 learning ever undertaken in Scotland. The Government is pursuing those changes with three clear objectives in mind: to align the system more purposefully with our ambitions for jobs and growth; to improve people's life chances; and to ensure the sustainability of our system in a time of inescapable pressures on public spending.

Community learning and development (CLD) is an integral part of this story. It already plays a central part in ensuring individuals, families and communities across Scotland reach their potential through lifelong learning, mutual self-help and community organisation - and that the available support and opportunities are community-led, built around people's aspirations.

This strategic guidance clarifies our expectations of Community Planning Partnerships (CPPs), within the broad framework of public service reform, and in line with the Review of Community Planning and Single Outcome Agreements (SOAs). We expect local authorities to provide clear leadership and direction, and to drive the action needed to ensure we maximise the contribution of CLD partners in the reform of public services.

It is important to be clear about the purpose of CLD. We see it as empowering people, individually and collectively, **to make positive changes in their lives and in their communities, through learning**. This guidance outlines the action necessary to maximise CLD's impact, resulting in better alignment of services and optimal use of resources.

The Government's National Performance Framework sets out the strategic objectives for all public services, including those delivering CLD. CLD's specific focus should be:

1. Improved life chances for people of all ages, through learning, personal development and active citizenship;

2. Stronger, more resilient, supportive, influential and inclusive communities.

The implementation of this guidance must be led by CPPs, with support from Government bodies such as Education Scotland and with national and local Third Sector partners. It should form an integral part of public service reform, ensuring that Community Planning provides the vehicle to deliver better outcomes in partnership with communities.

Using an evidence based approach; reducing outcome gaps between areas; jointly prioritising outcomes; and strengthening community engagement and participation are the principles which will shape work on community planning and SOAs. This will, in turn, improve partnership working, including CLD partners, in delivering SOAs.

Evidence from a range of sources, and in particular from the inspection of learning communities, demonstrates the powerful impact of CLD on the lives of learners and communities. To secure yet further improvement, we need now to strengthen the coordination between the full range of providers, and communities themselves.

Our communities face major challenges from the wider economic outlook, falling public expenditure and our changing demographics. But Scotland cannot afford the potential consequences of high levels of youth unemployment, the decline of vulnerable communities and the challenges faced by an increasingly elderly population. This is why it is essential we build resilient communities and release the talents of people (particularly those of our young people) across Scotland. That is what this guidance aims to do.

1. CONTEXT

1.1 In this guidance, the Scottish Government is renewing its commitment to Community Learning and Development (CLD). This matters because building a learning culture is central to the well-being, resilience and dynamism of our communities - and, ultimately, in achieving our purpose

To focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.

1.2 The Government's response to the *Commission on the Future of Public Service Delivery* sets out a vision of how Scotland's public services need to change:

*'We will empower local communities and local service providers to work together to develop practical solutions that make best use of all the resources available. The focus of public spending and action **must build on the assets and potential of the individual, the family and the community** rather than being dictated by organisational structures and boundaries. Public services must work harder **to involve people** everywhere in the redesign and reshaping of their activities.'*¹

1.3 In our 2011 proposals for reforming post-16 learning, *Putting Learners at the Centre*, we made clear our wish to work with partners in strengthening the strategic approach to CLD in Scotland. The result is this refreshed guidance for local Community Planning Partnerships (CPPs), community planning partners more generally, and other national stakeholders.

1.4 CLD is an essential means of delivering Scottish Government priorities, in particular Curriculum for Excellence, GIRFEC and the Government's social policy frameworks for combating poverty, tackling health inequalities and prioritising early years. Annex A illustrates the current Government priorities of particular relevance.

1.5 We have developed this guidance through talking to a wide range of interested and expert stakeholders. It builds on recent progress and forms the starting point for a process of implementation, learning and improvement, that - crucially - focuses on outcomes for learners and communities.

¹ [Renewing Scotland's Public Services](#), Scottish Government, 2011

2. THE PURPOSE OF CLD, AND THE OUTCOMES WE EXPECT

2.1 CLD should empower people, individually and collectively, **to make positive changes in their lives and their communities, through learning.** The principles that underpin practice are:

Empowerment - increasing the ability of individuals and groups to influence matters affecting them and their communities;

Participation - supporting people to take part in decision-making;

Inclusion, equality of opportunity and anti-discrimination - recognising some people need additional support to overcome the barriers they face;

Self-determination - supporting the right of people to make their own choices; and

Partnership - ensuring resources, varied skills and capabilities are used effectively.

The purpose and principles are embodied in the competences and ethics for CLD practice as set out by the CLD Standards Council for Scotland. ²

2.2 Our current guidance (*Working and Learning Together, 2004*) outlined CLD priorities as (i) achievement through learning for adults; (ii) achievement through learning for young people; and (iii) achievement through community capacity building. These priorities provided a clear focus for CLD, but we were told in our recent discussion phase, they sometimes led to artificial boundaries for practice between age groups and between work with individuals and groups.

2.3 The Government's National Performance Framework sets out the strategic objectives for all public services, including those delivering CLD (see Annex B). Within this, CLD's specific focus should be:

- **improved life chances for people of all ages, including young people in particular, through learning, personal development and active citizenship**
- **stronger, more resilient, supportive, influential and inclusive communities.**

2.4 CLD helps to develop the resilience and ambition needed to combat the effects of economic factors which cause deprivation and inequality. It ensures that barriers to achieving better life chances are identified, understood and overcome and that communities are full partners in delivering practical and policy solutions.

3. EFFECTIVE DELIVERY

3.1 This guidance sets out the principles within which CPPs should co-ordinate planning of CLD provision, setting out specific priorities. By clearly defining roles and responsibilities, it provides a basis on which community planning partners should work together to make best use of available resources.

3.2 CLD is a coherent and distinctive set of practices, defined by clearly identified competences; it is delivered in diverse settings and sectors, by practitioners with a wide variety of job titles, working with people of all ages. We must link all this together effectively if we are to achieve the impact that we seek.

² See the [CLD Standards Council for Scotland](#) website

3.3 CPPs should ensure CLD has a core role in delivering identified outcomes for communities. This will depend on maximising the contribution of the following partners:

- services in local authorities and government bodies with an identified CLD remit, and in voluntary sector organisations publicly funded for this purpose. These services should be closely aligned with education, culture, sport, leisure and library services and should use the resulting synergies to deliver agreed outcomes;
- those - often in the voluntary sector - in settings such as community health, housing, social enterprise, anti-poverty work, equalities or sustainable development;
- other public service organisations such as colleges and universities, the NHS and Skills Development Scotland;
- local communities or communities of interest, for example ethnic minorities or people with disabilities, concerned with shaping CLD services in order to deliver the outcomes that are important to them.

3.4 All these partners should aim to deliver CLD outcomes through:

- community development (building the capacity of communities to meet their own needs, engaging with and influencing decision makers);
- youth work, family learning and other early intervention work with children, young people and families;
- community-based adult learning, including adult literacies and English for speakers of other languages (ESOL);
- volunteer development;
- learning for vulnerable and disadvantaged groups in the community, for example, people with disabilities, care leavers or offenders;
- learning support and guidance in the community.

3.5 Local strategies for CLD should maximise the synergies between all these roles, across sectors; to do this, CPPs should consider if they are delivering the core activities of CLD through a sufficiently joined-up approach.

4. IMPROVING OUTCOMES FOR COMMUNITIES

‘Communities have high expectations of public services and have a key role to play in helping to shape and coproduce better outcomes within their communities. If community planning partnerships are to unlock that potential, their foundations must be built on a strong understanding of their communities, and provide genuine opportunities to consult, engage and involve them. CPPs must be able to engage closely with the needs and aspirations of their communities, within the context of local and national democratic control...’³

³ Review of Community Planning and SOAs: [Statement of Ambition](#), 2012

4.1 The foundation of CLD delivery is an assessment - in partnership with learners and communities - of needs, strengths and opportunities. This clearly aligns with the Government's response to the Commission on the Future Delivery of Public Services, which sets out the approach to public sector reform as built on four *pillars*:

- a decisive shift towards prevention
- greater integration of public services at local level
- enhanced workforce development and effective leadership
- a sharp focus on improving performance through greater transparency, innovation and use of digital technology.

Prevention

4.2 A focus on prevention is a long standing feature of CLD practice. CLD practitioners prioritise preventative measures, work to reduce inequality and target the underlying causes of inter-generational deprivation and low aspiration.

4.3 Working with communities to realise and build on their own strengths or assets is at the core of the CLD delivery model. We want everyone involved in delivering CLD to emphasise this primary role. Activities must be designed with individuals and communities as active partners, in ways that focus on reducing the longer term need for input by public services - including CLD.

4.4 Public service planners and decision-makers will want to prevent problems from emerging and increase the opportunities for individuals, families and communities to shape their own lives. To this end they should make full use of CLD's ability to:

- build an in-depth understanding of people's needs, strengths and aspirations through sustained dialogue;
- identify issues and solutions at an early stage;
- identify barriers to participation and strategies for overcoming these;
- mobilise and support direct participation in planning and service design; and
- enable community organisations to develop their infrastructure.

Effective partnerships: services and communities

4.5 The growing diversity of CLD provision coupled with the increase in partnership working to deliver a wide variety of programmes, services and initiatives means CLD activities and approaches now have a role in many partnerships.

4.6 Partnership working is already embedded in how CLD is delivered, but, as part of our drive for reformed public services, we need it to be deepened further, widened and more closely focused on outcomes.

- First, we want providers to go further in involving learners and communities as active partners in planning and delivering CLD, and to strengthen their focus on helping communities to influence, shape and co-produce services more generally.
- Second, we want to see partnerships that plan and deliver CLD include the full range of relevant partners. This means each local authority should have a clearly defined framework for planning and delivering CLD, through partnership, as a key element of its reformed public services.

- Third, partnership working to deliver CLD outcomes should provide the basis for delivering key priorities such as:
 - securing agreements to ensure effective links between learning in the community and college-based learning;
 - joined-up working to deliver better outcomes for children and young people through Curriculum for Excellence, including family learning;
 - more clearly focused and integrated support for communities to build their own capacity;
 - engaging fully in delivering shared outcomes with national and local Third Sector organisations, including culture and sport;
 - developing stronger links with Community Justice Authorities and community safety partnerships;
 - further development of CLD's role in local employability partnership work.

Finally, we want CLD practitioners and managers to build on the role they already play in helping other public service providers to engage effectively with service users and communities. The delivery of the three Change Funds, for Older People, Offenders and Early Years, should provide opportunities to use CLD expertise, making best use of existing resources.

Workforce development and effective leadership

4.7 At national level, CLD policy and related legislation are being developed in response to changing needs. We ask that workforce development keeps pace with these and supports their implementation.

4.8 The national CLD CPD Strategy and the *i-develop framework* provide the focus for developing a learning culture across the sector. The CLD Competences provide a common framework for practice, underpinned by a code of ethics.

4.9 Education Scotland, in partnership with the CLD Standards Council, will work with others to support CLD providers to build partnerships that continue to develop the CLD workforce. We welcome the joining-up of CPD partnerships across local authority and professional boundaries, for example the joint CPD programmes in the North Alliance and Glasgow Life.

4.10 We want to see an integrated approach to all stages of professional learning. A core of highly skilled practitioners will remain essential to achieving the impact we expect from CLD, and we recognise the need to consider further the future of pre-service training in that context.

4.11 Clearly, effective leadership is crucial to CLD delivering its role and impact. Further work to develop the skills, understanding and confidence for leadership at all levels within the CLD workforce should be a key focus for CPD.

Improving performance, innovation and sharing good practice

4.12 Effective self-evaluation by groups, services and partnerships is essential to improving performance and delivering better outcomes for learners and communities. Education Scotland will provide public accountability through inspection, challenge and support to local authorities and partnerships. In addition, CPPs should ensure that CLD providers are part of the planning and reporting process supporting Single Outcome Agreements, paying particular attention to local indicators.

4.13 In this context, CLD providers have developed a range of management information systems to support performance management and improvement. The information and evidence these produce is strong in relation to individual projects – but need more development in relation to wider programmes and outcomes at partnership level.

4.14 Valuable work has been done to quantify the impact of CLD and to identify savings it can help deliver for other areas of public investment. We will work with partners to build on this and develop the best unified, flexible framework possible for self-evaluation, performance management and measurement of impact, to meet local needs and improve understanding at national level.

4.15 We will work with partners to support CLD providers in driving forward the modernisation of their own services, using self-evaluation as a tool for continuous improvement.

5. IMPLEMENTATION AND SUPPORT

5.1 The implementation of this guidance provides the impetus for CLD to be delivered as a consistent, central element of public services in Scotland and will be based on a continuing dialogue with key stakeholders.

5.2 Throughout this guidance, we have laid out what we expect from community planning partners, with local authorities providing clear leadership and direction. We have also asked Education Scotland to develop an implementation framework, ensuring its own programmes of policy implementation, inspection, self-evaluation and practice support provide the necessary challenge in order to secure change.

5.3 This approach will achieve greater consistency in the provision and practice of CLD across Scotland, continuing to foster local flexibility in establishing priorities and delivering services, whilst improving outcomes. The implementation process should ensure that:

- the core purpose of CLD is closely aligned with developments in post-16 education reform and community empowerment policy;
- CLD services will help to deliver the new partnership with communities envisaged by the Christie Commission reforms;
- the roles of all partners are clarified both within core services and wider CLD landscape;
- local authorities will be supported to audit the need for CLD, in line with the proposed duty in forthcoming legislation.

5.4 We recognise that the current financial climate means, while there is increasing demand for CLD intervention and expertise, there is limited current scope for additional investment. We hope that Community Planning partners approach this challenge by focusing on prevention and seeking to innovate in their use of existing resources, including Change and Regeneration funding.

5.5 Specifically, we see the following responsibilities as being necessary.

We expect CPPs to:

- Ensure that systematic assessments of community needs and strengths provide the basis for SOAs and service strategies and plans.
- Ensure this assessment is based on engagement and continued dialogue with communities, utilising CLD expertise, as well as on analysis of other data.
- Ensure SOAs have a clear focus on prevention and community empowerment as the foundation of reformed public services and utilise CLD provision and methods for these purposes.
- Review current partnership arrangements for planning, monitoring and evaluating CLD and ensure that they are fit for the purposes set out in this Guidance.

Education Scotland will:

- Raise awareness of the opportunities, challenges and responsibilities outlined above.
- Ensure its own CLD activities have a clear focus on implementing this Strategic Guidance and build and maintain a national overview of the impact of CLD. This will include:
 - policy implementation;
 - practice development;
 - support and challenge to local authorities and their partners;
 - support for self-evaluation; and
 - evaluation and scrutiny including inspection.
- Promote the national CPD strategy and the *i-develop* framework.
- Promote high standards of practice underpinning CLD.
- Contribute to delivering the implementation framework and subsequent action plans.
- Highlight to Scottish Government any issues arising relating to workforce development.

Education Scotland, working with key national partners, will:

- Establish an implementation framework, ensuring that issues identified in this Guidance are addressed and that existing and proposed strategic developments in the broad CLD field are integrated with this implementation process e.g. ALIS 2020
- Ensure learning from the implementation process is shared by local and national partners, and informs its continuing development.
- Keep under review the progress in implementing this Guidance and report to Scottish Government annually or with specific issues.
- Support the CLD Standards Council to become an independent registration body for practitioners.

We expect the CLD Standards Council for Scotland to:

- Establish a registration system for practitioners delivering and active in CLD practice.
- Deliver a professional approvals structure for qualifications, courses and development opportunities for everyone involved in CLD.
- Develop and establish a model of supported induction.

- Convene a CLD employer group for Scotland and explore options around workforce, including links with UK wide work on National Occupational Standards.

The Scottish Government will:

- Explore legislative powers for CLD and communicate progress with partners.
- We will pursue improving the involvement of colleges in community planning as part of implementation of the recent SG/COSLA review.
- Examine the need to consider further the future of pre-service training.
- Continue to involve CLD stakeholders in its post-16 Education Reform Programme.
- Continue to promote the benefits of CLD methods across a wide range of policy areas.
- Support Third Sector national organisations through the distribution of core funding.
- Fund the SCQF Partnership to allow it to support and credit rate CLD courses.
- Continue with plans to refresh the current youth work strategy, *Moving Forward*, in partnership with national youth work organisations.
- Work with the Improvement Service and Education Scotland to develop improved indicators for the impact of CLD work as part of the on-going Local Outcome Indicator Project which supports CPPs in Scotland.
- Commission Education Scotland to provide an evaluative report on the impact of the guidance, based on inspection evidence and any other thematic evaluative activity.

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APPENDIX 3

SCOTTISH STATUTORY INSTRUMENTS

2013 No.

EDUCATION

The Requirements for Community Learning and Development
(Scotland) Regulations 2013

Made - - - -

Laid before the Scottish Parliament

Coming into force - - 1st September 2013

The Scottish Ministers make the following Regulations in exercise of the powers conferred by section 2 of the Education (Scotland) Act 1980(a) and all other powers enabling them to do so.

Citation, commencement and interpretation

1. (1) These Regulations may be cited as the Requirements for Community Learning and Development (Scotland) Regulations 2013 and come into force on 1st September 2013.
(2) In these Regulations—
 - “community learning and development” includes programmes of learning and activities designed with individuals and groups to promote the educational and social development of those individuals and groups; and
 - “target individuals and groups” means those individuals and groups, within the area of the education authority, that the education authority considers are most likely to benefit from the provision of community learning and development.
2. An education authority is required to initiate and, having done so, to maintain and facilitate a process by which community learning and development secured within the area of the education authority is secured in a way that—
 - (a) identifies target individuals and groups;
 - (b) has regard to the needs of those target individuals and groups for that community learning and development;
 - (c) assesses the degree to which those needs are already being met; and
 - (d) identifies barriers to the adequate and efficient provision of that community learning and development.
3. In exercise of the requirement in regulation 2, the education authority is to consult with—
 - (a) persons appearing to the education authority to be representative of the target individuals and groups; and

(a) 1980 (c.44). Section 2 was amended by the Education (Scotland) Act 1996 (c.43), Schedule 6 and the Self-Governing Schools etc. (Scotland) Act 1989 (c.39), section 69. The functions of the Secretary of State were transferred to the Scottish Ministers by virtue of section 53 of the Scotland Act 1998 (c.46).

(b) persons appearing to the education authority to be representative of bodies providing community learning and development within the area of the education authority.

4.—(1) An education authority is required to publish a 3 year plan containing the information specified in paragraph (2) no later than 1st September in—

- (a) 2015; and
- (b) each third year after that.

(2) The plan must specify—

- (a) how the education authority will co-ordinate its provision of community learning and development with other bodies that provide community learning and development within the area of the education authority;
- (b) what action the education authority will take to provide community learning and development over the reference period of the plan;
- (c) what action other bodies intend to take to provide community learning and development within the area of the education authority over the reference period of the plan;
- (d) any needs for community learning and development that will not be met within the reference period of the plan.

(3) Before publishing a plan, the education authority must consult—

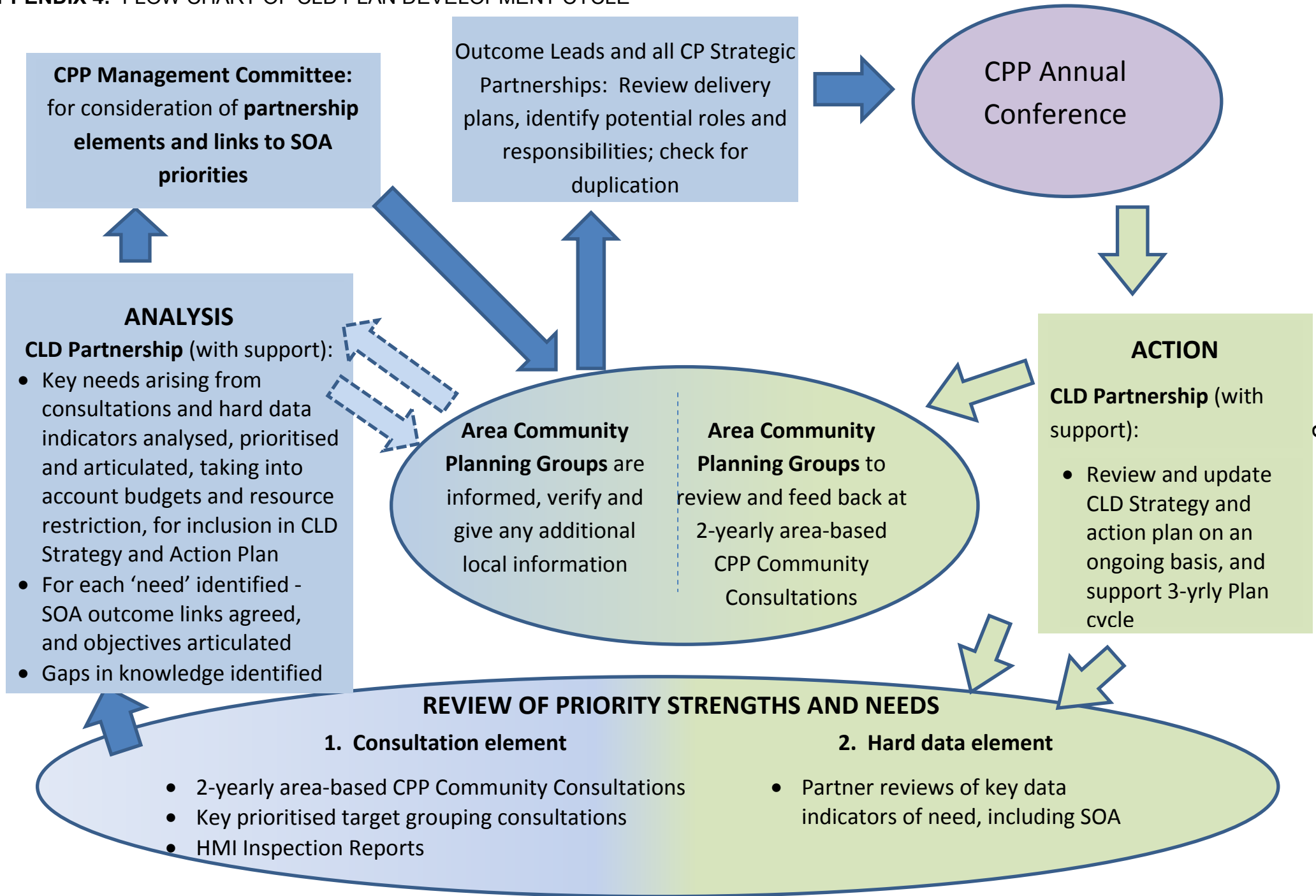
- (a) persons appearing to the education authority to be representative of the target individuals and groups for community learning and development;
- (b) persons appearing to the education authority to be representative of bodies providing community learning and development within the area of the education authority; and
- (c) such other persons as the education authority thinks fit.

Authorised to sign by the Scottish Ministers

St Andrew's House,
Edinburgh

2013

APPENDIX 4: FLOW CHART OF CLD PLAN DEVELOPMENT CYCLE



APPENDIX 5

WEB-BASED CLD PLAN: NEW (UNPUBLISHED) PROJECTS DEVELOPING TO ADDRESS IDENTIFIED GAPS:

Ref *	Title	Identified Need	Partner involvement	Key actions:
cppc14-34	Improving access to learning	Improved access to course provision	Argyll College, Libraries, ABCAdult Learning Service	<ul style="list-style-type: none"> • Better partner understanding of provision and signposting • Optimal use of venues by partners • Improved support to remove barriers to individuals accessing courses
cppc14-36	Volunteer Recruitment	This problem is universal across the Third Sector. Anxieties on fear of litigation. Identifying and matching volunteers and voluntary opportunities/groups	Argyll Voluntary Action, ABC Community Development Team	<ul style="list-style-type: none"> • Increase and retain the number of volunteers across all community-led initiatives • Reduce the perception of fear of litigation, especially when volunteering with vulnerable individuals • Ensure that volunteers feel valued • Promote the mental health and wellbeing benefits of volunteering
cppc14-37	Youth Engagement	Increase and improve the links between Youth Forums and the Council	ABC Education, Youth Services	<ul style="list-style-type: none"> • Increase and improve the links between Youth Forums and the Council
cppc14-25	Employability and childcare	Lack of childcare has been identified as a barrier to finding and sustaining employment across Argyll and Bute	ABC Education, Youth Services	<ul style="list-style-type: none"> • Increased access to childcare for adults wishing to return to work
ab-1 TRIAL FOR ILLUSTRATION	Preparation for Universal Credit: Digital Skills	Rapid increase of reliance on digital communication, in particular the introduction of Universal Credit	DWP, ABC Adult Learning Service, IT Services	<ul style="list-style-type: none"> • Increased access to IT learning opportunities for adults in rural areas

*Reference key: example: 'cppc14-34' refers to the CPP Consultations report 'Argyll and Bute – a good place to live, work and play?' 2014, p 34.

SOA OUTCOMES REFERENCED INTO THE PLAN:

From Outcome 1

1.8.3 To optimise public sector employment and training opportunities including work experience, apprenticeships, graduate placements, research etc.

From Outcome 3

3.1.2 Develop a wider range of qualifications for the Senior Phase to support schools and pupils with course options that reflect local labour market employment opportunities and opportunities for progression to further study.

3.2.2 Increase the number of planned work placements for Senior Phase pupils.

3.4.1 Increase the number of young people engaged in youth forums/CPP decision making process

3.4.3 Increase the number of young people engaged in volunteering.

3.6.2 Develop the Argyll Young entrepreneurs website to support young entrepreneurs.

3.6.3 Increase the capacity of community groups.

3.6.4 Provide the opportunity for adults to participate in certificated courses across Argyll and Bute.

3.6.6 Support adults to access learning opportunities and progression so that they gain skills and confidence with a particular focus on digital literacy.

3.6.7 Improve the learning and skills needs of people seeking a pathway to employment, education or training.

3.6.8 Provide opportunities for older people to be involved in community projects.

From Outcome 4

4.3.5 Work together to offer all children and young people a wide range of educational experiences which challenge and support appropriately, developing the whole child.

From Outcome 5

5.6.3 Reducing inequalities through employment/employability.

From Outcome 6

6.6.5 Communities are empowered through peer, social and third sector communities to work and play together and to have a voice which is heard.

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Management Committee**Date: 17 June 2015****Public/Private: Public**

Argyll and Bute Alcohol and Drugs Partnership Progress Report**1.0 Purpose**

1.1 This report is intended to inform the members of the Community Planning Management Committee of the current and future developments within the Argyll and Bute Alcohol and Drugs Partnership (ADP)

2.0 Recommendations

2.1 It is recommended that the Community Planning Partnership Management Committee note the contents of this report and promote and support the activities of the ADP where appropriate.

2.2 Note the intention to present the ADP improvement plan to a future meeting of the Community Planning Partnership Management Committee

3.0 Background

3.1 An update report on the ADP was presented to the Community Planning Partnership Management Committee (CPP MC) on the 25th April 2014. This report brings the CPP MC up to date with the activities within the ADP since that time and details the future developments.

3.2 The Argyll and Bute Alcohol and Drug Partnership (ADP) is a partnership of statutory and voluntary organisations working together to achieve a reduction in the harmful effects of alcohol and drugs on both individuals and the wider community.

4.0 Detail

4.1 On 4 November 2014 the ADP concluded a lengthy procurement process undertaken by Argyll and Bute Council on behalf of the ADP and awarded the contract for community based adult addiction services to Addaction Scotland. Addaction Scotland were awarded a three year contract from 1 January 2015.

4.2 The change to a new national third sector provider from the previous 5 local third sector providers inspired views for and against, and created some significant political and media interest. This resulted in the procurement process being subject to an internal review by Argyll and Bute Council and an investigation by Audit Scotland.

4.3 Audit Scotland scrutinised minutes, emails and other correspondence from both the ADP and Argyll and Bute Council. Other individuals also submitted information directly to Audit Scotland.

4.4 The Audit Scotland investigation findings were issued on 11 May 2015 and is appended to this report for information. The findings within the report have been accepted by the ADP Executive Group and activity is underway to address the recommendations within.

4.5 The report lists 3 actions which were taken in response to audit findings, these are:

- I. To demonstrate accountability on this contract by reporting to the CPP MC and the council's Audit committee.
- II. To consider external legal advice on the contract variation regarding compliance with public procurement legislation – external legal advice concludes that both the contract and variation are legally binding.
- III. To undertake quarterly performance reporting as per the contractual requirements.

And 4 other recommendations will also be progressed, these are:

- I. The lead time for contracts should be assessed to ensure that there is sufficient time for handovers to be completed and contract requirements to be fulfilled.
- II. The procurement manual and evaluation of tender documents should be updated to include a clause which states that where tender bids are close after being evaluated by the tender panel, further discussions will take place to differentiate the bids. This should be included for clarifying the position for all involved in the tender process.
- III. To demonstrate sound governance, minutes should be taken at all important meetings of the ADP and then agreed at the following meeting.
- IV. Governance arrangements in the ADP should be improved to enhance openness and transparency. Allowing open discussion and debate on strategy, budgetary information etc will help members to contribute effectively to the work of the ADP. Delivering a robust improvement plan should help with communication difficulties.

4.6 The Council, as suggested, has taken external legal advice and the council's view is that the contract remains valid and appropriate. Audit Scotland also

found the allegations made by some regarding conflict of interest within the procurement process to be without foundation.

- 4.7 Feedback received through regular meetings with Addaction has assured the ADP that service users are receiving professional targeted services specifically to address their issues and to assist them on their recovery journey. Addaction have engaged with 72 individuals from January to April who required support to either stop or reduce their drug or alcohol use and are delivering services in various locations in Argyll and Bute.
- 4.8 Other recent developments within the ADP have included the agreement of a 3 year service level agreement with the Argyll and Bute Addictions Team (ABAT) from 1 April 2015. The ABAT delivers clinical, nursing and social work services to service users with complex addiction issues in Argyll and Bute working in partnership with Health, Social Work and Addaction. The service level agreement ensures that Addaction and ABAT have the same performance management framework in place to monitor and measure their performance against an agreed set of outcomes. Arrangements have been put in place to monitor both these contracts and report on the performance to the ADP Executive Group.
- 4.9 ADP Governance issues highlighted by Audit Scotland were also reported in an investigation by Bill Brackenridge into complaints regarding the allocation of funding to support children and young people with addiction problems. The complaints however were not upheld and the ADP is now, with support from the local Argyll and Bute's Children's Executive Groups, allocating funding to support children and young people who experience addiction problems across Argyll and Bute.
- 4.10 The ADP has also held two development days in January and March 2015 to consider the ADP strategic direction, governance and to strengthen relationships within the ADP. These events were supported by the Scottish Government national support team, other leading organisations in the addictions field and an external mediator. Attendance at both events was good.
- 4.11 The main themes emerging from these two days will now be developed further by the ADP, these are:
- Partnership Administration and Governance
 - Whole population approach
 - Recovery Orientated Systems of Care
 - The Delivery Environment
 - Service User Involvement
 - Communications
 - Data and performance Reporting

An improvement plan is being prepared with support from across the ADP being sought to deliver on the actions identified to support the ADP moving forward.

4.12 The ADP has also agreed that there is a requirement to provide independent leadership and strategic vision across the partnership through the appointment of an independent chair who will take the lead role in ensuring the ADP's core outcomes are effectively discharged. The role will be to ensure the ADP is integrated and has close links with relevant strategic and operational structures at both local and national level, to provide the CPP MC with regular reports on the performance of the ADP strategy and services and to ensure the ADP is represented within the CPP and Health & Social Care partnership structure. The role and remit for this post are currently being prepared and it is hoped that an appointment will be made by this autumn.

5.0 Conclusions

5.1 The ADP has secured a contract, with a service provider recognised for success, that is delivering a consistent level of support across Argyll and Bute and which, as demonstrated by feedback from service users, is working effectively for people who need assistance.

5.2 The focus for the ADP is now on improvements to the ADP governance, structure and building on commitment to partnership working by all members, for the benefit of the people who need our support.

6.0 Implications

Strategic Implications	The ADP supports the delivery of the following short term outcomes in the SOA: <ul style="list-style-type: none"> • <i>6.5 - Reduce the Impact of alcohol and drug misuse on communities</i> • <i>5.3 - Individuals make healthier / positive lifestyle choices</i> • <i>4.2 - Children and young people should enjoy the highest possible attainable standards of physical and mental health</i>
Consultations, Previous considerations	N/A
Resources	N/A
Prevention	The ADP strategy focuses on prevention and early intervention.

Equalities	The ADP is committed to working in partnership across Argyll and Bute.
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Appendices

Appendix 1 Audit Scotland review of the commissioning process undertaken on behalf of the Argyll and Bute Alcohol and Drug Partnership

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Argyll and Bute Council

Review of the commissioning process undertaken on behalf of the Argyll and Bute Alcohol and Drug Partnership

Audit Scotland is a statutory body set up in April 2000 under the Public Finance and Accountability (Scotland) Act 2000. We help the Auditor General for Scotland and the Accounts Commission check that organisations spending public money use it properly, efficiently and effectively.

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Summary findings

- Argyll and Bute Council undertook a commissioning process for community based addiction recovery services in 2014 on behalf of the Argyll and Bute Alcohol and Drug Partnership (ADP). In November 2014 the contract was awarded to Addaction Scotland with a start date of 1 January 2015. It is acknowledged that this lead time was too short.
- The invitation to tender (ITT) for the contract required provision of a range of services. Two potential bidders have told us that they did not submit bids for the contract because of the onerous nature of the housing support services that they believed were required within the fixed price for the contract.
- The invitation to tender required that a full review of services was to take place and that a more equitable service was required across all areas of the council by year 3. The council state that the review of services was to take place immediately after the contract commencement; however correspondents believed that this was to take place later, by year 3 of the contract. Immediately following commencement of the contract, Addaction Scotland carried out an assessment of the needs of all known service users and concluded that no service users required housing support services at this time. The ADP/council agreed that Addaction Scotland could move towards its model of more equitable services in year 1.
- In our opinion, there was a degree of ambiguity in the ITT regarding the timescale of the service review. The immediate review of services and the non-supply of housing services at this time could be considered material to the contract. We therefore recommended that the council take external legal advice to satisfy itself that the contract is compliant with public procurement legislation.
- The council obtained external legal advice which includes the conclusion, "In our view it was not unreasonable for the Council to assess the potential benefits of that acceleration in terms of best value and the needs of the service users, as against the potential risk of a procurement law breach, which seems to us to be a risk within reasonable parameters". We note the conclusions of the legal adviser and in these circumstances feel it is reasonable for the council to conclude that the contract with Addaction Scotland remains valid.
- The council also highlighted that potential bidders who required clarification on the ITT could have submitted questions through the Public Contracts Scotland portal or contacted Business Gateway for support.
- Addaction Scotland was not registered with the Care Inspectorate to provide regulated services in Argyll and Bute until 25 February 2015. It was, therefore, in breach of the contract requirements from 1 January to 25 February 2015. The ADP/council was aware of this, considered it to be a technical breach and had arrangements in place to cover regulated services during this period.

- Minutes of the Executive Group report that 56 service users transferred to Addaction Scotland and that there have been 34 new referrals since Addaction Scotland have taken on the service, which indicates that service users are accessing services. Addaction Scotland's services provided in other areas of Scotland are rated as very good by the Care Inspectorate. Arrangements for reporting on the quality of the services provided by Addaction Scotland, to the ADP and council, was formalised at the ADP Executive Group in April 2015.
- No conflicts of interest have been identified in the commissioning process. Interested parties made appropriate declarations timeously and there is no evidence that they had access to commercially sensitive information in advance of the tender.
- Governance arrangements for the ADP need to be improved including procedures for preparation, approval and custody of ADP minutes.
- In response to our findings as part of this review the council has taken some actions which are recorded on page 20. We have also made some other recommendations which are relevant for this contract and more widely for council procurement exercises. It has been agreed that this report will be considered by the ADP Executive Group, the CPP (Community Planning Partnership) Management Committee and the council's Audit Committee. A formal response to this report should be recorded.

Scope of the audit

1. Argyll and Bute Council undertook a commissioning process for community based addiction recovery services in 2014 on behalf of the Argyll and Bute Alcohol and Drug Partnership (ADP). Four organisations submitted bids for the services. On 4 November 2014 the contract was awarded to Addaction Scotland with a start date of 1 January 2015. Prior to this, a range of services had been provided by five smaller local third sector service providers. Due to the profile of this commissioning process in the local community and receipt of correspondence from members of the public and local MSPs, the Controller of Audit determined in January 2015 that the local Argyll and Bute Council audit team should carry out a specific piece of work relating to this process.
2. Following concerns expressed in relation to the procurement of the contract, Argyll and Bute Council's Chief Executive commissioned an internal review of the commissioning process. After considering the results of the investigation, the council's view is that the contract remains valid and appropriate.
3. The report on the internal review (paras 61-63) and a timeline of the commissioning process was provided to our review team. This information was reviewed prior to conducting meetings with senior council staff including those involved in the procurement process, the former and current Chairs of the ADP and the council's Legal Manager. Discussions/correspondence was entered into with the Care Inspectorate and third sector organisations. Correspondence and reports relating to the ADP, including a complaints investigation by the Chair of the Scottish Legal Complaints Commission (SLCC), Bill Brackenridge, (para 57) were also reviewed.
4. No correspondence has been received by Audit Scotland from ADP service users or the organisations who submitted unsuccessful bids for the contract.
5. This was a targeted piece of audit work. We considered the evidence we received from all parties. Audit Scotland cannot overturn any decisions already made by the ADP/council. We make recommendations for improvement and then monitor progress in implementing these. We have prepared this report for the council who commissioned the contract but we recommend that the ADP Executive Committee also consider its findings.

Action 1

6. We have also considered a range of other issues which have been raised by correspondents including staff funding for ABAT (Argyll and Bute Addictions team) and budget monitoring processes. Evidence was reviewed regarding these issues and we have nothing to report in relation to these matters in the detail of this report.
7. The Care Inspectorate is the statutory regulator of care services in Scotland. The scope of this work does not include an assessment of the quality of services being provided on behalf of the ADP.

8. This report is made solely to the parties to whom it is addressed and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.
9. This report will be shared with the correspondents who contacted Audit Scotland about the commissioning process for this contract.

Background

10. Alcohol and Drug Partnerships were introduced by the Scottish Government in April 2009. Argyll and Bute ADP brings together Argyll and Bute Council, Highland Health Board, Police Scotland, Scottish Fire and Rescue Service, the Community Justice Authority (CJA) and various third sector organisations to improve outcomes for its service users. The lead agency is Highland Health Board which is responsible for managing ADP finances. The ADP reports to the Argyll and Bute CPP (Community Planning Partnership) Management Committee.
11. Argyll and Bute ADP has a total budget of £1.25 million. The community based recovery services, the subject of the commissioning process, aim to provide support, promote recovery and increase health and wellbeing by helping service users reduce problematic alcohol/drug use and maintain tenancies. Statutory services are provided by the Argyll and Bute Addiction Team (ABAT) which includes assessment, recovery planning and detoxification.
12. In March 2013 the ADP Executive Group (previously Lead Officers Group) determined that a commissioning process would begin in 2014. In July 2013, an ADP commissioning group was set up to consider the service specification and procurement process necessary for tendering for community based recovery services. The commissioning group formed two sub-groups to separately consider service specification and the procurement process.
13. ADP has no separate legal personality and cannot enter into contracts. Consequently, Argyll and Bute Council undertook the commissioning process on behalf of the ADP. The contract for these services is between the council and Addaction Scotland. The contract is for a fixed price of £475,139 per annum, for three years, with the ADP contributing £88,200 of the contract value per year and the council and Highland Health Board contributing the balance. Tenders were evaluated on the quality of services proposed to be delivered within the specified price.

Audit findings

Compliance with legislation

14. Concerns have been expressed in relation to Addaction Scotland's compliance with legislation in respect of registration with the Care Inspectorate and the commissioning process. Each of these areas was covered by the council's internal review. Concerns have also been expressed in relation to post-contractual negotiations and the TUPE (Transfer of Undertakings (Protection of Employment) Regulations) implications for the predecessor third sector organisations and their staff. We consider these issues below.

Care Inspectorate registration

15. The invitation to tender states at part 2, section 57.1 that; "It is a condition of this contract that the Contractor must be registered with the Care Inspectorate to provide the appropriate care services within the Argyll and Bute locality. The Contractor must continue to be registered with the Care Inspectorate throughout the duration of the contract." The council's internal review recorded that Addaction Scotland was not providing housing support services in the area without Care Inspectorate approval; however we did not believe that the overall position with the registration was clear in the internal report. We requested further information from the council to clarify the position.
16. Addaction Scotland, although registered with the Care Inspectorate in other areas of Scotland, was not registered to provide housing support services in Argyll and Bute before 25 February 2015. Addaction Scotland has assured the council that during this period it did not engage in providing housing support services and that all services provided to service users were unregulated services and therefore did not require Care Inspectorate registration.
17. Addaction Scotland applied for a variation of its Dumfries and Galloway registration with the Care Inspectorate in early January 2015 and this was approved on 25 February 2015 and recorded on the Care Inspectorate website. Addaction Scotland now plans to apply for a full Argyll and Bute registration. Addaction Scotland was in breach of the contract for almost two months as the contract states that the registration with the Care Inspectorate should be in place for the duration of the contract.
18. The ADP/council considered this to be a technical breach and explained that it was aware of this position regarding the registration and that alternative arrangements were in place to provide registered services during this period. The ADP and council were prepared to accept and work round this position.

Recommendation 1

Scope of Contract / Housing Support Services

19. The invitation to tender document (ITT) part 3, section 8.5 states "current level of housing support services will remain consistent immediately following the award of the contract to

provide continuity of service. Thereafter, providers will be required to carry out a full review of services".

20. Shortly after commencement of the contract, Addaction Scotland used a programme of assessment to determine the appropriate services required for all known service users. Addaction Scotland did not identify any individuals who needed housing support services at this time. Addaction Scotland's review is aimed at ensuring that ADP funds are appropriated to the correct services to help with service user recovery. We have been advised that care plans for service users continue to be monitored by Addaction Scotland to ensure they remain relevant.
21. Part 3, section 8.6 of the ITT also required that by year three of the contract, changes would be made to service provision to improve outcomes and equality of service across the council. Addaction Scotland stated in its tender submission that it wanted to work with the commissioner at an early stage to make changes to address inequalities.
22. Minutes of post contractual negotiations record that it was agreed between Addaction Scotland and the ADP that rather than by year 3, this could be carried out immediately. Our review has established that other bidders in their tender documentation also considered that the review of service provision immediately after award of the contract would be beneficial.
23. On 18 February 2015, the Procurement and Commissioning Manager at Argyll and Bute Council confirmed to us that, in the council's opinion, Addaction Scotland's plans to review services straight away rather than by year 3 did not constitute a formal variation to the contract. Subsequently in the minutes of the ADP Executive Group meeting of 19 February 2015 it was stated that "A variation will be prepared to make explicit that the review of the model of care required to be completed by year 3 will be undertaken from the outset by Addaction." The ADP/council reconsidered this issue and is formalising a contract variation with Addaction Scotland.
24. Correspondents raised an issue with regard to part 3, section 8.9 of the ITT which states that "The projected minimum service levels for each of the lots are outlined in the table...In Years 1 and 2 services will continue on a like for like basis". The ITT table at section 8.12 detailed a minimum 805 hours of housing support per month for Year 1 and 2 and a minimum of 350 new referrals per annum. The correspondents believed that as "years 1 and 2 services continue on a like for like basis..." that the review of all services (para 19) could not take place until year 3.
25. Two third sector organisations have confirmed to us that they believed that the projected minimum levels of housing support detailed in the ITT would have to be in place for the first 2 years of the contract and that this would be too difficult to deliver within the price of the contract. They did not therefore submit tender applications.
26. The ADP/council state that the ITT section 8.5 (para 19) is clear that the review of all services would begin immediately after the contract was awarded and was a contractual requirement. They added that this is a separate review from that detailed in section 8.6 (para 21) which was

to provide more equitable services across the council area by year 3 and that the contract variation agreed with Addaction Scotland relates only to accelerating the provision of equitable services from year 3 to year 1. The council also highlighted that potential bidders could have sought guidance about any issues relating to the ITT by submitting questions through the Public Contracts Scotland portal or contacted Business Gateway for support.

27. In our opinion the timescales with regard to the review of services in the ITT could reasonably be interpreted in either way which means that there is a degree of ambiguity over the wording in the ITT. The ITT detailed projected minimum levels of housing services going forward and we believe that the inclusion of this may have stopped some organisations from bidding for the contract.
28. We considered that that this immediate review of services and the non-supply of housing services could be material to this contract and may breach public procurement legislation. Ultimately this would be for the courts to decide. In these circumstances, we recommended that the council should take external legal advice, in addition to that already obtained internally, to satisfy itself that the contract is compliant with public procurement legislation.

Action 2

29. The council has now obtained external legal advice which supports the council's view that the contract agreed with Addaction Scotland is valid. The advice stated that "it was the implementation of the review, and not the agreement of the variation, which has brought about the reduction in the Housing Support requirements" and that "the outcome of the review (whenever it took place) could not have been predicted... the status quo could have continued". The advisers agree that it is ultimately for the courts to determine whether a change to a contract is a material one for the purposes of public procurement legislation. They also note that there is no current legal challenge to the decision to amend the contract and that if there were, any breach of procurement law gives remedies to aggrieved bidders but does not affect the validity of the contract or the amendment.
30. The conclusion of the advisers is that; "With the outcome of the procurement being a single supplier winning all lots the Council had an opportunity which would have not been open to it had different suppliers been appointed to different lots. That opportunity was to accelerate the review. In our view it was not unreasonable for the Council to assess the potential benefits of that acceleration in terms of best value and the needs of the service users, as against the potential risk of a procurement law breach, which seems to us to be a risk within reasonable parameters. To put this another way, had the Council not accelerated the review on the basis of procurement law, it could have been criticised for having adopted too cautious a position on procurement law risk to the detriment of best value and the needs of the service users."
31. We note the conclusions of the legal adviser and in these circumstances feel it is reasonable for the council to conclude that the contract with Addaction Scotland remains valid.

Tender Evaluation

32. The council has experienced procurement officers and a detailed procurement policy. We were provided with evidence that, council officers provided the commissioning group (procurement sub-group) with examples of good practice, council guides for procurement / evaluating tenders to help ensure that the invitation to tender was clearly written and compliant with legislation. The tender evaluation process was discharged in accordance with the council's 'evaluating tenders' document.
33. A panel representing the ADP was formed to review tenders. In accordance with guidelines the panel was provided with instructions including the guide to evaluating tenders. The eight panel members scored the bids individually before convening to discuss an overall panel score. We note that:
- one scoring panel member assumed that there was going to be an interview phase with the two highest bidders
 - one scoring panel member submitted a copy of their individual scorecard over four months after the evaluation process was completed.
34. We are advised that the purchasing officer supporting the panel and commissioning process informed all panel members that following the computation of the final scores the two top tenderers were close. The purchasing officer also advised the evaluation panel that they should meet again to discuss these two tenders with a focus on reviewing the highest scoring questions to differentiate between the bidders. We raised this matter with the council's Procurement and Commissioning Manager who advised that this can be a common occurrence. Whilst it is our view that this practice of further discussion is appropriate, no explicit reference is made to this process in either the procurement manual or evaluation of tender documents. We have therefore recommended that the documents should be updated to include this process.

Recommendation 2

Handover of service user information

35. The previous third sector providers were asked to pass over service user information to be used by Addaction Scotland. They planned to explain to the users about the changes to the service provider. Some of the previous providers raised concerns that providing this type of personal information may contravene the Data Protection Act, 1998.
36. The Chair of the ADP obtained legal advice that concluded that sharing basic information (service user details) would not contravene the Act. The council also confirmed that it sought guidance regarding this from the Information Commissioner's Office. Furthermore, it was a contractual obligation of previous service providers to provide this information to the council. By 31 January 2015, the previous third sector providers had either passed on details to Addaction Scotland or notified their service users about the change of community based service provider.

37. No complaints have been made to the Information Commissioner's Office regarding these requests therefore no formal determination has been made as to whether there was a breach of the Act. However the council acknowledges in its review that a longer lead time for the contract would have provided a greater opportunity to resolve service users' issues related to data protection.

Recommendation 1

The Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

38. TUPE Regulations have been referred to in correspondence received by us. The TUPE requirements are a matter for Addaction Scotland and the predecessor service providers rather than the ADP/council. This matter is outwith the scope of Audit Scotland's remit and consequently the scope of this review.

Conflicts of interest

39. Concerns have been raised with regard to conflicts of interest in the commissioning process where it was reported that a named member of the ADP Delivery Group, whose organisation was interested in the tender, prepared the service specification for the commissioning process (pages 39-56 of the invitation to tender).
40. Concerns have also been raised regarding a predecessor third sector provider managed by the named member above merging with Addaction Scotland later in 2015. We consider these issues further below.

Preparation of Service Specification

41. From an examination of documentation, we established that a draft service specification reported to be 'completed by' the ADP Delivery Group officer referred to above was presented to the Implementation (now Delivery) group on 27 November 2013. A different member of the service specification group has confirmed that the work as at 27 November was draft version six and a collaboration of all of those in the service specification group. Evidence was provided which shows that this version was then discussed in emails by service specification group members, which also included other third sector service providers. The draft had progressed to version eight by 21 February 2014, the date when the prior information notice relating to the tender was published on Public Contracts Scotland website. We have concluded that the specification work to this date was not solely prepared by any individual officer.
42. On 21 February 2014, following the issue of the notice to tender, the named individual emailed all members of the commissioning group stating that their organisation was expressing an interest in the tender and therefore could not be exposed to any sensitive or confidential information and going forward did not attend meeting items where this information was being discussed. There is no evidence of this individual being involved in the process after this date. It should be noted that other members of the service specification group also expressed an interest in the tender.

43. The procurement sub-group, which contained no parties interested in the tender, then reviewed the service specification on at least six additional occasions after 21 February 2014. In March 2014, the procurement group compiled all the commercially sensitive sections in the tender related to 'specific services required' including all budgetary information, the fixed price for the contract and the minimum service requirements. We have found no evidence that any interested party had commercially sensitive information in advance of the ITT publication.
44. The invitation to tender was then reviewed and updated following feedback from the Scottish Government ADP National Support team before finally being approved by the ADP Executive Group in June 2014 in a confidential session. The minutes confirm that none of the interested parties attended this session. However, this confidential session of the ADP Executive Group, where commercially sensitive discussions took place, was not acknowledged in the published minutes for June 2014.

Recommendation 3

Merger of service providers

45. From our review of the tenders submitted by Addaction Scotland and other bidders for the contract, it was evident that collectively, the bidding organisations were in communication with all the then incumbent third sector organisations to share ideas and/or consider mergers or partnership working in the area. It was also evident from the tenders that in early 2014 at least two incumbent third sector organisations approached larger national organisations to discuss potential joint working. Opportunities for these types of discussions were available to all incumbent organisations. On the basis that none of the incumbent providers were involved with commercially sensitive areas of the invitation to tender we have concluded that no bidder would have had early access to sensitive tender information.
46. The manager of the organisation which is merging with Addaction Scotland declared an interest in the tender process on 21 February 2014 and was no longer involved in the tender process. We therefore consider it acceptable for them to have worked with a bidder following this date. No conflicts of interest have been identified in the commissioning process.

Service Impact

47. In addition to the issues raised regarding housing support service provision, concerns have been raised that there was an insufficient lead period for the contract for effective handover of the services. The internal review has acknowledged that this was the case. Other areas of concern raised with us but not covered by the council's review relate to capacity to deliver the service within the fixed price and whether the invitation to tender may have favoured larger organisations. These issues are considered further below.

Contract Lead Time

48. The internal review of the commissioning process recorded that the lead time between the contract award and start of the contract was unnecessarily short and a longer lead time would have permitted better communication with service users. A longer period would also have

allowed any data transfer queries to have been resolved and allowed the Care Inspectorate registration to have been resolved prior to the start of the contract.

49. We have confirmed that the ADP had a communication plan in place to communicate with service users. Letters were sent to service users via third sector organisations in November and December 2014 notifying them of the change of service provider. However, the notice of Addaction Scotland winning the contract was only posted on the ADP website on 17 December 2014 and flyers/posters for service points detailing Addaction Scotland as the service provider were emailed out on 18 December 2014.
50. The short lead time was detailed in the tender documentation agreed by the ADP Executive Group in June 2014. In mid December 2014, the ADP Executive Group recognised that there may have been risks to service users in the transition period and requested that existing service providers extended service provision by one month to 31 January 2015 at a cost of £28,000 to smooth the handover period. There appears to be no particular reason as to why this time period was so short, given that service users would need assurances over the new service provider and style of delivery. The ADP should consider lengthening transition periods for future contracts.

Recommendation 1

Capacity to deliver

51. Addaction Scotland currently has two bases in Argyll and Bute: Dunoon and Bowmore, Islay. Its tender submission records that it plans to have two more static locations in Argyll and Bute and are seeking premises. ADP Executive Group minutes from February 2015 state that in addition to the 56 service users which transferred to Addaction Scotland, 34 new referrals have started using Addaction Scotland's services in the first two months of 2015. This indicates users are accessing services.
52. The contract award was on the basis of a fixed price for each of the three years of the contract and is outcome based. Senior officers have confirmed that they are confident that Addaction Scotland can provide the redesigned service within the revised budget and have taken assurance that the level of funding is sufficient from the fact that four organisations tendered for the fixed price contracts.
53. Addaction Scotland's work has been reviewed by the Care Inspectorate in other areas across Scotland. In Dumfries and Galloway (where the same manager will oversee work in Argyll and Bute), which has similarities with Argyll and Bute in terms of dispersed communities, Addaction Scotland's service in 2014 was rated as very good '5' in all four reporting areas (6 being highest ranking) by the Care Inspectorate.
54. The Chair of the ADP has confirmed that a local balanced scorecard will be used for ADP reporting/monitoring going forward using national and locally developed targets. There will be a minimum of four review meetings each year and performance will be reported to both the ADP and council on a quarterly basis. The Chair considers that adequate measures are in place to monitor the performance of Addaction Scotland in meeting the aims of the ADP. We

have recently been advised that a report detailing monitoring arrangements has been taken to the ADP Executive Group in April 2015. The council has informed us that the ADP is happy with progress to this date.

Action 3

Length of tender

55. In July 2014, the Scottish Government ADP National Support Team suggested that the length of the tender documentation and level of work required to submit an application could be deemed to favour applications from larger organisations over smaller bodies. The council's Procurement and Commissioning Manager has confirmed that the procurement team considered these issues in designing the ITT process and believed that all smaller incumbent providers would meet any pre-qualifying questionnaires and therefore a one stage tender was appropriate. In addition, there were four separate lots representing distinct geographical areas: bids could be submitted for one or more areas.
56. To assist smaller organisations some free sessions in preparing tenders were provided, which some existing service providers attended. These sessions were run in 2013 and 2014 through the Supplier Development Programme (SDP) and advertised on the council and SDP websites. In addition the ITT notice on Public Contracts Scotland website clearly stated that if suppliers required assistance with completing tender documentation that they could contact Business Gateway for support. Although the help detailed above was available and some predecessor third sector service providers were involved in work relating to the tender (para 41), correspondence from two previous third sector service providers stated that they did not believe that they were given support by the ADP in relation to the tender process. The council noted that no parties had contacted the ADP or Business Gateway for support regarding tenders. Evidence provided also shows that all questions in relation to the ITT were answered promptly through the Public Contracts Scotland portal. On the basis of the above, we have concluded that the process did not discriminate in favour of either smaller or larger organisations.

Governance issues

57. Governance issues were reported in the work carried out by Bill Brackenridge, the Chair of the SLCC. In October 2014, he was asked by the Chair of the ADP to investigate complaints regarding the allocation of money to support children and young adults with addiction problems by the Argyll and Bute ADP. He concluded that; "The corporate governance of this whole issue, in my opinion, falls far short of best practice."
58. The Chair of the ADP has confirmed that there are numerous forums in the ADP and that the structure is cumbersome. This makes it more difficult to determine reporting lines and the appropriate forum/group for raising issues. Some members of the ADP have also voiced concerns that having raised issues, they are not being discussed or answered timeously. In addition the council has noted that the constitutional basis for some groups and sub groups formed during the commissioning process was unclear.

59. The Chair of the ADP is aware of communication difficulties between various representatives across the partnership and is working towards improving them. The Chair has also expressed the opinion that the reasons for these difficulties cannot be attributed to any single cause, but has suggested that focussing on outcomes and working together in decision making and in meetings may help address these issues. We have been advised that the ADP has held two strategy development days and an improvement plan is currently being developed.

Recommendation 4

60. A number of weaknesses relating to the preparation, approval and custody of minutes were identified from our review, including;
- Meetings for which no minutes are available. Although some reports were taken to the Implementation (now Delivery) Group, minutes should have been recorded each time the Commissioning Group met i.e. the Minutes of 27 November 2013 of the Implementation group made reference to a commissioning meeting on 11 November 2013 for which there appears to be no minutes.
 - No formal evidence of the previous minutes being agreed at the next meeting of the ADP Commissioning Group.
 - No formal evidence of some post-contractual meetings with Addaction Scotland being agreed at the next meeting.
 - After 21 February 2014, the procurement group (Commissioning Group) did not prepare any minutes and evidence has had to be collated from emails, calendar appointments and meeting notes.
 - Some minutes remain in draft form on the ADP website significantly after meeting dates.

Recommendation 3

Findings of the internal review

61. In February 2015 a report covering the results of the council's internal review was discussed with senior officers of the council and the ADP. The internal review concluded that;
- "The contract was awarded in compliance with all relevant legislative requirements and the contract award has not been the subject of any formal legal challenge.
 - The service specification and other contractual provisions are in line with relevant advice and guidance and meet the requirements of the ADP.
 - The service specification and other contractual provisions did not and do not favour one particular supplier over another.
 - The decision to tender the contract in lots corresponding to the administrative areas of the Council afforded an opportunity to tender to existing locally based service providers. Most chose not to take this opportunity.
 - The supplier to whom the contract has been awarded is a highly regarded and experienced provider of the relevant services and appears to be more than capable of complying with its contractual obligations and providing service users with an excellent and effective service.
 - The one concern about the contractual process is that the period between the contract award and commencement of the contract to have been too short. This caused problems for the incoming service provider as described above and for the resolution of service user communication/ referral arrangements. I have however noted that that in recognition of the potential impact on service continuity, the Executive Group members asked the commissioning team to offer a one month extension to existing service providers to mitigate any potential risk during the transitional period and in particular over the festive holiday period. In effect this resulted in Addaction Scotland and existing service providers providing a parallel service for the month of January 2015 to support a smoother transition, except in Kintyre, Mid Argyll, Islay and Bute, and in part in Oban where the existing providers chose not to agree to the contract extension."
62. The council's view is that in these circumstances the contract remains valid and appropriate. Whilst some of these findings are consistent with our own, we believe that there is a risk that the contract variation may be a material change to the contract and may not be compliant with public procurement legislation. Based on our comments, the council has taken external legal advice regarding the contract variation (paras 29-30). We have also reported on the issue of Addaction Scotland's failure to be registered with the Care Inspectorate in time for the start of the contract (paras 15-18).
63. The internal report made recommendations for improvements relating to the lead time for moving to new suppliers, the governance structures of the ADP and the process for approval

and storage of minutes. These relate to recommendation 1, 3 and 4 of the recommendations reported below. The Chair of the ADP has been tasked with addressing the recommendations from the internal review. At its meeting of 11 March 2015 the ADP Executive Group, considered the internal review and accepted all the recommendations made by the council.

64. Despite the public interest in this issue, the council's report was not discussed with elected members or by any committee of the council. The council advised us that this was not done to avoid duplication and operate within the agreed governance structure of the ADP where matters relating directly to it should be reported to the ADP. In our Annual Report on the 2013/14 Audit we reported that members of the public have told us that they would like to see more information available on key issues. We recommended that the council should review the range of reports that it discusses in private and consider whether it is getting the balance right between open and closed consideration of items. The council has committed that this report will be taken to the ADP Executive Group and will be taken to public sessions of the Audit Committee and CPP Management Team.

Actions taken in response to audit findings

1	To demonstrate accountability on this contract, the ADP/council have agreed that this report should be considered by the ADP Executive Group, the CPP Management team and the council's Audit Committee with a formal response minuted and monitored. The recommendations are not only relevant to ADP contracts. They should be considered for all council contract procurement exercises.
2	As the contract variation could be considered a material variation to the contract, the council has taken external legal advice on its compliance with public procurement legislation.
3	A timetable for quarterly reporting of Addaction Scotland's services to the ADP and council was presented and approved at the ADP Executive Group on 21 April 2015.

Other recommendations

1	Lead times of contracts should be assessed to ensure that there is sufficient time for handovers to be completed and contract requirements to be fulfilled.
2	The procurement manual and evaluation of tender documents should be updated to include a clause which states that where tender bids are close after being evaluated by the tender panel, further discussions will take place to differentiate the bids. This should be included for clarifying the position for all involved in the tender process.
3	To demonstrate sound governance, minutes should be taken at all important meetings of the ADP and then agreed at the following meeting.
4	Governance arrangements in the ADP should be improved to enhance openness and transparency. Allowing open discussion and debate on strategy, budgetary information, etc. will help members to contribute effectively to the work of the ADP. Delivering a robust improvement plan should help with communication difficulties.

ARGYLL AND BUTE HEALTH AND CARE PARTNERSHIP – UPDATE**Report by, Christina West Chief Officer Health and Social Care Integration****The Board is asked to:**

- **Note** progress on the formal approval of the Argyll and Bute HSCP Integration Scheme.
- **Note** progress on the production of the Strategic Plan
- **Note** progress towards appointing a new management structure

Background and Summary

The purpose of this paper is to provide NHS Highland Board with a progress report on the action undertaken to establish the Argyll and Bute Health and Social Care partnership (HSCP) since its last meeting.

The Board at its 1st April 2014 meeting endorsed the integration model as “Body Corporate” for the Argyll and Bute Health and Social Care partnership and confirmed the scope of service inclusion at its 5th June 2014 meeting.

1 Argyll and Bute HSCP Establishment Update**2.1 Integration Scheme**

The Board has been advised that the Cabinet secretary for Health and Well Being, has signed off the scheme and it is programmed to be laid before Parliament for 28 days, in a batch with other schemes on the 18th May 2015. This will see the formal statutory approval on the 26th June after which we will receive permission to legally establish our Integration Joint Board (IJB). This is later than previously reported and is due to the Governments process to “batch” submissions.

2.2 Integration Joint Board

The process of appointing to and finalising the membership of the IJB as per statute and guidance (Appendix 1 details the membership and selection process) is continuing and is planned to be complete by early June.

The first development session for the IJB took place on the 6th May 2015 at which Alison Taylor Head of Strategy and Delivery Integration of Health and Social Care from the Scottish Government gave a presentation to members on:

- Background to developing policy for integration
- Legislation formulation and content
 - The Act
 - Regulations
 - The Integration Scheme
 - Statutory Guidance
- Role, duties and responsibilities of the Integration Joint Board

Further development sessions are planned through the year to support the IJB development and preparation to take over responsibility and accountability for services topics planned include:

- OD members development with support from the SGHD
- Health and Care Governance (Quality and Safety)
- Health and Social Care Workforce and partnership Governance
- Financial Governance
- Patient and Carer engagement and involvement arrangements
- Planning and Performance management and monitoring

The IJB has no accountability or responsibility at this time for day to day operational services; it will take on this role from the 1st April 2016.

The formal establishment process including agenda, standing orders etc for the IJB is in preparation for its inaugural meeting in July 2015.

2.3 Strategic Planning Group

The Strategic Planning Group has now met 3 times and work is progressing on the development of the strategic plan as per the previously reported timetable

The Strategic Planning Group has expressed a preference for the early preparation of a resume of the main themes of the plan and vision for services going forward, which will be made available to the public, staff and stakeholder to elicit early feedback, to inform the full Strategic Plan prior to formal consultation.

This is acknowledged as a useful method to allow the commencement of what has been termed “A conversation with you” - and a programme of information leaflets and drop in / conversation cafes alongside attendance at formal meetings e.g. community councils etc is being developed and will be conducted in June.

This approach is aimed at testing the breadth and knowledge of our existing plans, current and future issues, the reason for change and future shape of services. In addition it will support the ground work process in outlining 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”.

As indicated the feedback from this initial work will inform the final Strategic Plan and the involvement and engagement methods to be adopted for the statutory consultation process.

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

2.4 Management Structure

The following senior management level posts were appointed to on the 15th May:

Head of Adult Services – East

Head of Adult Services – West

Head of Planning & Strategy

The Head of Children and Families interview is still to be arranged.

Work is also progressing on the next tier of operational management with recruitment planned to be concluded by July/August 2015.

3 Contribution to Board 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. Dependent on the detail within the Integration Scheme there may be further corporate and legal implications for both partners.

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.

The exact details regarding management and accountability etc will be defined in the course of the integration programme.

4.3 Staff Governance

If the anticipated model of integration is taken forward, 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 will be made to ensure staff are fully involved and engaged in the process

Looking forward 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 will underpin the approach to be taken supported by workforce planning and development strategies. Presentations to key Committees such as Staff Governance Committee, Area Clinical Forum and Professional Executive Committee will be scheduled into the engagement and consultation process in both organisation, as well as face to face discussions and awareness sessions for staff providing them with opportunities to influence and shape partnership arrangements.

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:

- Governance
- Finance and Resources
- Performance Management and Quality
- Human Resources
- Integrated IT
- Engagement and Communications
- Organisational Development
- Equity
- Programme and timescale

The risks around integration are formally recorded on NHS Highlands SBAR and the integration programme will put in place a formal action plan to address and mitigate these risks.

4.6 Clinical Governance

There are a number of implications including clarification over pathways, roles and accountabilities in the new structure 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.

We are legally required to establish a Clinical and Care Governance Committee, accountable to the IJB, to be responsible for aspects of clinical and care governance.

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 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 plan has been developed and will be a discrete project work stream with members drawn from staff, the public and management, supported by SGHD designated funding for communication and engagement.

Christina West
Chief Officer Health and Social Care Integration
Argyll and Bute

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

The table below identifies the prescribed membership for the Integration Joint Board.

Designation	Source
Chief Officer Health and Social Care	Through appointment
Chief Social Work Officer	Through appointment
4x Board members, NHS Highland	Agreed by NHS Highland Board
4 x Elected members, Argyll & Bute Council	Agreed by Argyll and Bute Council
Independent sector representative	Through Scottish Care or Community Care providers
Third sector representative	Through Third Sector Interface
Registered Nurse	Through appointment
Registered medical practitioner who is not a GP	Through appointment
Registered General Practitioner	Through appointment
Trades Union representatives to represent staff in each organisation	Through Partnership Forum
2 x Public Representatives	Through application and interview process
Carer Representative	Through application and interview process
Finance/ Section 95 Officer	Through appointment
Other members as agreed by the voting members of the IJB	Through application and interview process
In attendance:	
Integration Programme Lead	Through appointment
Minute taker	Through appointment
Other stakeholders/officers co-opted	As required

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Management Committee**Date: 17th June 2015****Public/Private: Public**

Participatory Budgeting

1.0 Purpose

This report is to provide Management Committee members with information on the part government-funded consultancy package to explore Participatory Budgeting in more depth in Argyll and Bute.

2.0 Recommendations

Management Committee members are requested to

- a) Endorse the proposed way forward set out at 4.1
- b) Advise on whether a separate session on participatory budgeting for CPP Management Committee members is preferred or whether it can be incorporated into an existing meeting, as detailed in 4.3 and 4.4

3.0 Background

3.1 The Scottish Government is currently supporting the concept of Participatory Budgeting as a tool for organisations to engage communities in financial decision making. Argyll and Bute Community Planning Partnership has been awarded a part funded 4-day consultancy package to explore the concept further looking at how participatory budgeting could be used in practice.

3.2 Whilst not explicitly written into the upcoming Community Empowerment (Scotland) Bill, Participatory Budgeting is clearly flagged and will likely feature in the advice supporting the rollout of the legislation expected later this year. The Scottish Government also sees a clear link to the recommendations of the Christie Commission around reform of public service and preventative delivery.

3.3 A half day awareness raising session led by PB Partners, the consultancy firm appointed by the Scottish Government, was held in April 2015 for interested Argyll and Bute CPP partners and was attended by 17 representatives including NHS, Council, Argyll Voluntary Action and Lomond Community Partnership. A debrief meeting gave participants the opportunity to feed into the planning process on how best to utilise the remaining days.

4.0 Proposals

4.1 Following the awareness raising session and debrief thereafter, it was unanimously felt that awareness raising and leadership sessions were essential before a more detailed examination of any participatory budgeting approach. The buy-in of elected members, senior officers within the CPP and those who currently make financial decisions is essential for any future use of Participatory Budgeting in either a grants process or as part of a mainstream budget.

4.2 The content of the awareness raising and leadership sessions would include:

- What participatory budgeting is and its key principles
- How it links to the Community Empowerment Bill
- Existing case studies where there is existing participation in financial decision making– in Scotland and in Argyll and Bute
- The cost and resource implications
- The financial regulations that surround the use of public sector money and how this approach fits into these regulations
- The perceived risks of using a participatory budgeting approach and how to mitigate them

These capacity building sessions need to take place within the 2015-16.

4.3 The session with Management Committee members could take place as either

- a) part of a scheduled meeting however these agendas can be fairly full,
- b) as part of the Full Partnership event scheduled for the 25th August as a workshop, although it is delegate's choice which workshops they wish to attend.
- c) as a separate half day event

4.4 If Management Committee members would prefer a separate half day event, it would be sensible to try and arrange this to be held on the same day as the elected members' seminar, as a separate meeting, to make best use of the consultant's time with us. This has been scheduled for the 3rd August 2015.

4.5 It is envisaged that the remaining consultancy support would be used to work on a case study or other piece of work. This would be influenced from the conversation from the information sessions/workshops with senior decision makers.

5.0 Conclusions

5.1 Participatory budgeting continues to be a tool that the Scottish Government is promoting as useful to addressing community empowerment.

5.2 Awareness raising around the concept of participatory budgeting to senior decision makers is key before a more detailed approach into a potential case study.

6.0 Implications

Strategic Implications	This approach could significantly change the way a proportion of Community Planning Partnership organisations budgets or grants are allocated in the future.
Consultations, Previous considerations	None – any change to an approach in budgeting would need to go to relevant committees
Resources	Officer time to facilitate workshops at this stage. If PB were to be piloted, a full project plan would be required.
Prevention	Not as a direct result from this report
Equalities	Not as a direct result from this report

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For more information, contact
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 01546 604 464

References

Further information on Participatory Budgeting can be found at www.pbnetwork.org.uk

Appendices

N/A

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Rothesay and Isle of Bute – A growing population?

An overview of progress on the SOA and a Vision for bringing partners together

Activity under SOA Outcomes in Bute

There are a large number of groups in Bute including businesses, Social Enterprises, community groups and Mount Stuart Trust. The work of these towards the SOA is attached in the Appendix. This shows that there is an increasing amount of activity taking place to secure the future of people's lives in Rothesay and Bute. However, there is recognition that there are still key areas that need to be worked on where key partners need to come together.

Proposal to bring partners together: Bute Area Development Group

There is a willingness to re-ignite the Bute Area Development Group or another similar group. This would have the potential to bring groups together that would not normally have their voices heard at other groups or forums and to look at where there is a benefit of working together. One of the main purposes is to address the needs of vulnerable individuals or groups as this will make a difference in Bute, alongside having key partners share what they are doing and so benefit from better knowledge and potential project development from this.

The Community Development Officer in the Council will organise a meeting of this Group to scope potential for future partnership projects and to build relations between groups.

The following groups have been identified as important:

1. Argyll Training – This is primarily funded by SDS, dealing with mainly disengaged and vocationally undecided youths. It is linked into key partners on Bute through “16+ Opportunities for all” which includes Rothesay Academy, Argyll College, DWP and Argyll and Bute Council.
2. The churches on Bute are an untapped resource and Rev Owain Jones is keen to look at where the Churches can fit into the needs of the community .They offer messy play after school clubs and are keen to introduce a drop in information centre.
3. Legacy organisations from Discover Bute Landscape Partnership Scheme i.e. Bute Conservation Trust, Brandaii Archaeology , Woodwatch Heritage Bute working together with Buteshire Natural History Society, Bute Community Land Co and Mount Stuart Trust to sustain and improve on the great works carried out from 2008 to 2012 to engage visitors and the community of Bute with the wonderful landscape of Bute.
4. Help Project, Skills Development Scotland, DWP, Bute Advice Centre, Mental health workers, youth workers, migrant groups (there is a growing eastern European population on Bute).
5. All businesses

Potential new projects:

- Alliance for Action for Rothesay project – funded by HIE this project has recently looked at the potential for social and economic development in Rothesay and will be a key document for bringing people together.
- The Vital Spark – new project in Rothesay and Dunoon to help new Social Enterprises to start up
- Digital summer School

Future inward investors on Bute

Scottish Salmon Co, Tesco?

Appendix: Background information

Isle of Bute

Vision for Rothesay and Isle of Bute – A growing population?

Outcome 1 -The Economy is diverse and thriving?

Farming and Tourism were always the main industries on Bute. However with the Dairy Farm crisis, the future for Bute's farmers is looking uncertain. Scottish Government and Mount Stuart Trust are trying to look at possible solutions.

Visit Bute is working hard to get the Bute Brand out there. They have designed a new website, a visitor brochure and a Marine visitor brochure. They have produced new car stickers to carry the message of Bute far and wide. Mackirdy haulage has the Visit Bute message on the sides of their HGV lorries.

Visit Scotland -Isle of Bute Discovery Centre and Theatre are an important first port of call for visitors arriving on Bute and the cinema is an important venue

Significant investment has been made by local business for the future of production and to secure their place in the domestic and overseas market. Two fine examples of the turnaround in economic activity and securing the financial stability of their business and staff are Bute Fabrics and Flexible Technology Ltd.

Bute Fabrics

- A couple of years ago staff hours were reduced to a four day week and future orders were Looking uncertain.
- Now Bute Fabrics is going from strength to strength.
- They have made a significant Capital investment and ordered an additional loom to meet their new demand for tartan
- Employees are now working overtime hours.
- Orders have been taken in excess of £100,000 and will help secure even more jobs for longer at Bute Fabrics.

Flexible technology Ltd – manufacturer of flexible components

A few years ago orders had fallen and staff on a four day working week. They now have 41 employees and have secured steady orders and have contracts with the medical equipment industry- they have exported to all continents in the world.

Other important Employers on Bute

- ACHA

- Allied Health Care
- Apple Tree Nursery- linking in with Early years and community groups
- Ardmaleish Boat Yard - 30 full time employees – 3 apprentices
- Argyll and Bute Council – Apprentices or graduates?.
- Banks - could banks take on apprentices?
- Bute Art Exhibition
- Bute Blacksmiths – two apprentices
- Bute Blacksmiths – two apprentices
- Bute Brew Co – new business
- Bute Estate – renovation of Bute Sawmill – biomass fuel , investment of £400k
- Bute Practice
- Cal Mac
- Careplus
- Cooperative Ltd - good involvement in Community events
- Electric Bakery
- Fyne Homes , Fyne Futures, Car Bute, Bute Produce – New 360 degree Project for food waste management and grow your own Project. Also Fyne Heat, helping people affected by fuel poverty.
- Garages on Bute – two apprentices
- George Hanson building – apprentices
- Henshelwoods Fyne Foods – putting Bute on the map
- Historic Scotland = 1 traditional stonemason apprentice from Bute
- Isle of Bute food – dairy free cheese- trying to break into North American market
- Ladbrokes
- Lloyds Pharmacy
- Mackirdy Haulage – apprentice and advertise Visit Bute on their HGV vehicles
- Mount Stuart Trust – Operational Director keen to work in partnership with Community Projects
- Original Factory shop

- Port Bannaytne Boat Yard and Marina – 1 apprentice
- Rothesay Playgroup – linking in with early years, criminal justice etc
- Superdrug
- The Buteman -Editor great involvement with local community
- Web help UK– approx. 100 employees(50% between ages of 18-25)
- West Coast Motors = 1 apprentice

All the above employers plus hoteliers, restaurant owners and shop keepers are working together to brand Bute to as wide a market as possible and to sustain the workforce on Bute

Successful festivals and Events bringing visitors to Bute

- Bute Agricultural Show, Sheepdog Trials and Annual ploughing match
- Bute Fest
- Bute Highland Dancing Festival September weekend
- Bute Highland Games
- Bute Triathlon
- Isle of Bute Cycling Festival
- Isle of Bute Jazz Festival
- Isle of Bute Open Studios
- Middle of Scotland Science Festival
- Port Bannatyne Gala day
- Tee in the Port

Outcome 2 – We have the infrastructure that supports sustainable growth

- Caledonian MacBrayne – introduction of Road Equivalent Tariff will make a significant difference to the people of the island and visitors
- BT – roll out of high speed Broadband
- Hydro Electric, Gas and BT – could utility firms invest in more apprentices or graduates training schemes on Bute?
- Mount Stuart Trust – Mount Stuart Master plan – significant capital investment into new builds and renovating empty farm houses and properties
- ABC – ongoing roads maintenance
- Bute Community Power

- **The Townscape Heritage Initiative** has made a significant improvement to the town centre and to East Princes Street area of the town
- **The refurbishment of the Pavilion**- when completed this iconic building will be an essential hub for tourism and the community,

Outcome 3 - Education, skills and training maximises opportunities for all :

Linking up CLD, Argyll College, Secondary School, Argyll Training, HELP Project, Skills Development Scotland, ABC youth worker, CLD (new website programme)- these groups are all involved in the group 16 plus – Opportunities for All.

- Argyll Training – Call Centre training, Hairdressing, Food Hygiene. PVG training. Argyll Training does not get a high enough profile. It provides a brilliant service for Bute but is losing referrals.
- Argyll College - great partnership working with Rothesay Academy, local businesses, skills development Scotland
- Help project – great service for 16-24 year olds, helping prevent homelessness

Outcome 4 -Children and young people have the best possible start

Argyll and Bute Council Early years , Schools, Apple Tree Nursery, Child minders, Rothesay Playgroup, Baby Bistro – NHS, Rothesay Christian Fellowship and UNESCO. Good partnership working. Early intervention working in partnership with Police and Social Services.

Outcome 5 -People live active, healthier and independent lives

Addressing the needs and bridging the gaps for the vulnerable and hard to reach groups on Bute:

- Achievement Bute – great service on Bute for disabled and able bodied children
- Addaction – is this bridging the Gap left from Encompass, drugs and alcohol?
- Ardrannan Riding School – links to Nurseries and schools to help children with additional needs.
- Baby Bistro – NHS, UNESCO and Rothesay Christian Fellowship – baby feeding and massage
- Bute Advice Centre – great additional service to ABC offering welfare, debt advice, Also works in partnership with retirement homes offering gentle exercises for residents to strengthen muscles and improve balance to prevent falls
- Bute Alcohol and Drugs – good partnership working – Moat Centre
- Bute Arts Society – bringing Classical music to Bute

- Bute Befrienders – offering support and friendship to older people
- Bute Bowling Association
- Bute Clay Pigeon Club
- Bute Community Power
- Bute Dance Studio – Highland, ballet etc
- Bute Flower Clubs
- Bute Forum for Older Voices – trying to lobby for free swimming for older people
- Bute Health and Wellbeing Network – use to match fund with Stalled Spaces Project?
- Bute Oasis – Food Bank – helping people in crisis
- Bute Rugby, Shinty and Cricket Clubs
- Bute Stroke Club – offering gentle exercises – Moat centre
- Bute Talespinners
- Bute wheelers – cycling club
- Bute WRI's – bringing together ladies in rural areas.
- Bute Youth Football coaching -5-13, 14-17 links with Rothesay Joint Campus
- Callum's Cabin – holidays for terminally ill children – legacy of Callum Speirs
- Crossroads for Carers Cowal and Bute – lifeline services for carers, have just taken on a Youth Development worker for supporting Young Carers
- For Bute – all proceeds of shop goes to local organisations
- Help Project 16-25 excellent work on Bute to help vulnerable young adults.
- Home Start Majik – befriending scheme for children and families
- Isle of Bute Angling Association
- Isle of Bute Artists collaborative
- Isle of Bute Sailing Club
- Isle of Bute Trust – hopes to use donations from Island residents to put back into Community Projects.
- Light up Bute – to bring families together in a fun environment

- Memory Group - helping people with Alzheimer's- Moat Centre
- Mother and Toddlers groups
- Rotary Club – good interaction with schools and Community
- Rothesay Community Sports Hub – where a range of sports clubs can work together
- Rothesay Library – book bug , linking in with Island schools, reading group, MacMillan Cancer Support, safe place for vulnerable individuals
- Rothesay, Port Bannatyne and Bute Golf clubs
- Transclyde Music – bringing different types of singers and bands over to Bute
- Trinity Church Lunch Club – reaching out to vulnerable older people.
- United Church of Bute – looking for a way forward to help the community

Outcome 6 – People live in safer stronger communities

- Prevention- diversion from prosecution – Criminal justice
- Community Payback team - linking in to Community Projects
- School/community Police Officer – excel project?
- Youth Forum – Saltire awards, Duke of Edinburgh, Youth achievement awards etc
- Neighbourhood watch?
- Fire Service – good partnership working – Fire your Career Roadshow
- Moat Community Centre– badminton clubs, football clubs, Children 1st, snooker, table tennis,
Tai Chi, Chi Ball, Country dancing, ballroom dancing, keep fit, kick boxing.
- Loch Fad fisheries linking in with Youth worker, Woodwatch Heritage Bute, Kayak Club?
- Community Spirit is alive and kicking on Bute.

Please note this is an illustration of what the businesses and Community Groups are doing on Bute at present
It is by no means a comprehensive list.

Management Committee**Date: 17th June 2015****Public/Private: Public**

ESOL (English for Speakers of Other Languages) Funding Application 2015-16

1.0 Purpose

The purpose of this report is to inform Management Committee members of the funding application for 2015-16 for 'English for Speakers of Other Languages' activity in Argyll and Bute.

Since 2012, Community Planning Partnerships have been asked to take the lead co-ordinating role for ESOL funded activity, and to liaise with Scottish Government / Scottish Funding Council (SFC).

Following last year's successful joint bid, Argyll College and Argyll and Bute Council (Adult Learning and Literacies Service), as the two main providers of ESOL learning, are again proposing to submit a funding application for 2015-16.

The SFC have already allocated funding to each CPP in advance of applications, and Argyll and Bute have been awarded £21,035.00. This is the same figure as last year.

Argyll College and the Council's Adult Learning and Literacies service have developed proposals for which, if successful, Argyll College would receive £3,043.00 and Adult Learning £17,992.00 (of which £400.00 will be used to co-deliver ESOL on Islay).

2.0 Recommendations

- It is recommended that the Management Committee notes the contents of this report.
- It is recommended that the CPP assign the council's Community Learning Manager to be the lead coordinator on ESOL Funding for the CPP.

3.0 Background n/a

4.0 Detail n/a**5.0 Conclusions n/a****6.0 Implications**

Strategic Implications	SOA Outcomes 1,3,5
Consultations, Previous considerations	The ESOL funding application is based on existing knowledge from Argyll College and the Council's Adult Learning service about ESOL learning needs across Argyll and Bute. Recent research by Argyll College will ensure that learning provision is appropriate and needs-based.
Resources	If successful, the application will bring over £21K into the area for use in funding ESOL activity.
Prevention	ESOL learning provision helps to mitigate social isolation and improve financial capability of ESOL learners.
Equalities	The funding will improve delivery of services to ethnic groupings.

Donald MacVicar, Head of Service, Community and Culture
25th May 2015

For further information contact:

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References n/a

Appendices

Appendix 1 : ESOL (English for Speakers of Other Languages) Funding
Application 2015-16

Appendix 1

English for Speakers of Other Languages (ESOL)

Grant Funding 2015-2016

<p>Partnership: Argyll and Bute Community Planning Partnership</p>

***Application Form
(please refer to the guidance in the
accompanying letter when completing the
application form)***

Community Planning Partnership (CPP) Details

1. Partnership area:

Argyll and Bute

2. Named contact for CPP:

Samantha Quarton

3. Contact e-mail address of CPP:

samantha.quarton@argyll-bute.gov.uk

4. Telephone number of contact in CPP:

01546 604199

5. College and college contact in partnership (for distribution of funds)

Argyll College

**Fraser Durie, Principal
Argyll College, West Bay,
Dunoon,
Argyll PA23 7HP**

Tel: 01631 559 755 (diverts to mobile)

6. Project(s) Information

1. Project title: Employability: Workplace ESOL and Job Clubs (outreach)

Project partners: Argyll and Bute Council Adult Learning Service, local employers, JC+, SDS and others

Proposed funded activities:

- **Helensburgh:** Rural outreach workplace-based ESOL classes.
- **Mid Argyll:** Rural outreach for people with ESOL needs working in Inveraray/Cairndow hospitality and fish farm industries
- **Oban:** ESOL evening provision for people with ESOL needs who work during the day
- **Support for IELTS test** (Oban pilot)

Project outcomes

People with ESOL needs are enabled to improve their employability skills and access better quality employment opportunities

People with ESOL needs who live/work in rurally isolated locations are able to access learning provision

What is the information/evidence of additional demand/need for this project?

- In addition to the ESOL daytime classes run in Lochgilphead, there is still significant demand in Inveraray, and the Loch Fyne Hotel has continued to be of great help in offering us the use of their premises. The students are at both beginner and intermediate levels. This demand is set to continue at high levels.
- In Oban, conversational classes held during the daytime were not accessible to those who worked during the day, and an additional evening class will be well-attended.
- From informal needs assessment in Oban, it is apparent that there is a requirement for support with IELTS testing; we therefore wish to pilot a group provision in Oban to test the type and volume of demand

Cost: £7,330

2. Project title: Community-based ESOL Classes / Groups / Drop-ins (non-accredited), including joint CPD

Project partners: Argyll and Bute Council Adult Learning Service, Libraries, Argyll

College
<p>Proposed funded activities:</p> <ul style="list-style-type: none"> • Helensburgh: Twice-weekly community-based ESOL (non-accredited) drop-in, tutor-led • Oban: Twice-weekly community-based ESOL (non-accredited) conversation classes, Oban library, tutor-led • Mid Argyll: Two x 20-hour community-based ESOL courses (non-accredited) held in Inveraray and Lochgilphead, tutor-led • Islay: ESOL 'conversation café' provision for young parents with ESOL needs • Campbeltown, Kintyre: Weekly community-based ESOL (non-accredited) conversation class, tutor-led, with SQA Core Unit accreditation.. • ESOL Tutor event: Tutor event to involve ESOL tutors from across Argyll, and including partner organisations, to promote CPD and exchange good practice.
Project outcomes
ESOL learners are assisted to function more effectively in their daily lives through improved communication skills and confidence
ESOL learners experience reduction in social isolation levels, through increased opportunities to meet others, particularly in isolated rural areas
ESOL tutors receive CPD opportunities in learning new skills, exchanging good practice and networking
<p>What is the information/evidence of additional demand/need for <u>this project</u></p> <ul style="list-style-type: none"> • Demand remains high in Campbeltown and Lochgilphead; is very high and increasing in Oban; has increased slightly on Islay; is steady in Dunoon and Helensburgh; and has reduced on Bute.
Cost: £8,467

3.	Project title: ESOL 1:1 pairings
Project partners: Argyll and Bute Council Adult Learning Service, Argyll College	
Proposed funded activities:	
<ul style="list-style-type: none"> • Mid Argyll: 1:1 tutoring as required, paid tutor • Islay: 1:1 tutoring as required, paid tutor • Campbeltown, Kintyre: 1:1 support on referral basis, 2 paid tutors and 1 volunteer 	
Project outcomes	
Individuals with significant ESOL learning needs are supported to gain confidence and participate in social and community life	
Individuals undertaking ESOL qualifications in rurally isolated areas are supported to achieve their goals	
What is the information/evidence of additional demand/need for <u>this project</u>?	
<ul style="list-style-type: none"> • 1:1 provision: Demand remains steady in Mid Argyll and Kintyre, with learners making progress, but their needs are significant and individual provision is require 	
Cost: £1,795	
4.	Project title: ESOL Citizenship needs
Project partners: Argyll College	
Proposed funded activities:	

<ul style="list-style-type: none"> • Mapping exercise: development time mapping the existing ESOL SQA outcomes to the revised Home Office qualifications list acceptable for citizenship
Project outcomes
ESOL learners are supported to gain the necessary qualifications to apply for citizenship and play a full part in community life

<p>What is the information/evidence of additional demand/need for <u>this project</u>?</p> <ul style="list-style-type: none"> • Mapping exercise: Whilst demand for support with citizenship is not proportionately very great, where there are learning needs they are far more difficult to address in a rural area with a very limited number of providers of ESOL support. Therefore it is felt that unless partners address the issue of the changes in acceptable qualifications, ESOL learners in the area will be significantly excluded from the opportunity of gaining citizenship. By mapping the current SQA provision to the requirements to sit the IELTS or Trinity College London test candidates will be properly furnished with the required level of skill and understanding to allow them to progress to sitting the tests and may additionally qualify for SQA ESOL certification.
Cost: £3,043

5.	Project title: Accredited ESOL provision
Project partners: Argyll and Bute Council Adult Learning Service, Argyll College	
Proposed funded activities:	
<ul style="list-style-type: none"> • Mid Argyll (Islay): Contribution to accredited course run by Argyll College for which numbers are below the minimum 	
Project outcomes	
<ul style="list-style-type: none"> • ESOL learners achieve accreditation that furthers their personal 	

development and their ability to participate fully in family, social, community and work life.

- ESOL learners are able to access learning in one of the most rurally isolated places in Argyll and Bute, where minimum numbers for viable classes are extremely difficult to reach.

What is the information/evidence of additional demand/need for this project?

Needs were assessed on Islay for partnership between Argyll College and CLD to support existing provision. The current class has 5 students – employed in hospitality/retail sector – one of whom is working towards citizenship. The numbers attending are below the usual college minimum – largely due to rurality, work schedules, transport issues, so the extra funding we can offer is invaluable to enable students to become more proficient and increase employability prospects

Cost: £400.00

Project Finance

7. Please give an estimated breakdown of how the grant funding will be allocated for each project. e.g. staffing, resources, CPD if included etc

Project Title	What will the funding be allocated to (use a separate row for each)	Amount (£)
1. <i>Employability</i>	<i>staffing</i>	£5,750
	<i>travel</i>	£1,030
	<i>training and resources</i>	£350
	<i>marketing</i>	£200
	<i>total</i>	£7,330

2. <i>Community-based ESOL Classes/groups/ drop-ins, incl joint CPD</i>	<i>staffing</i>	£5,917
	<i>resources</i>	£450

	<i>venue hire/hospitality for tutor event</i>	£1,900
	<i>marketing</i>	£200
	<i>total</i>	£8,467

3. <i>ESOL 1:1 pairings – ALN</i>	<i>staffing</i>	£1,445
	<i>marketing</i>	£200
	<i>training and resources</i>	£150
	<i>total</i>	£1,795

4. <i>ESOL Citizenship needs</i>	<i>staffing</i>	£3,043
	<i>total</i>	£3,043

5. <i>Accredited ESOL provision</i>	<i>staffing</i>	£400
	<i>total</i>	£400

Please use the information attached to state the funding that has been allocated to your CPP.

£21,035

Welcoming Our Learners: Scotland's ESOL Strategy 2015 - 2020

8. Please provide a short summary of how the proposed ESOL activity in this application will align to the strategic objectives within the refreshed ESOL strategy. (500 words max)

Strategic Objectives:

1. ESOL learners access and recognise learning opportunities throughout all stages, changes and circumstances in their lives
2. ESOL learners co-design their learning experience

3. ESOL learners transform their lives and communities through learning choices in personal, work, family and community settings

4. ESOL learners effectively influence strategy and policy at local and national levels

5. ESOL learners are effectively supported in their learning journeys

Specific objectives for professional and workforce development and supporting and promoting equality and diversity are also stated in the refresh.

Both ESOL learners who are resident in our communities and migrant workers are informed of learning opportunities through appropriate marketing (website pages, fliers, advertisements, posters etc), and through specific targeting of workplaces, including some very isolated rural locations. The marketing elements in this application will support the dissemination of information about availability of support.

The employability-related activity in this application supports those who are working and those who are seeking work. ESOL learning opportunities are located in accessible community venues in towns across rural Argyll and Bute, including Islay, and also in a number of workplaces. The travel elements of this application enable tutors to travel to isolated locations for delivery – it is difficult to over-emphasise the barriers and challenges that relate to geographic isolation in a rural area such as Argyll and Bute, and when combined with language difficulties, these can have lead to extreme social isolation. Whether working or not, adults are able to access provision, which is timetabled at a variety of daytime and evening slots. Where possible, provision is made for mothers to be able to bring babies, and the proposed ESOL café on Islay is designed with young mothers in mind.

The community-based ESOL is available in a variety of forms – classes, groups and drop-ins are all run according to the needs and requirements of the learners. All provision is firmly based on the principles of self-directed learning and responsiveness to learners' expressed needs, not just at the start, but consistently throughout their learning experience. ESOL tutors and staff from Argyll College and the Council's Adult Learning and Literacies service are highly-skilled, and the proposed tutor event will support their ongoing CPD. The resources elements in this application support quality of provision, ensuring learners can access up-to-date material. ESOL learners can access a wide range of learning activities, including citizenship support, accredited or non-accredited learning, help with employability skills and resources such as CVs, help with basic IT and requirements for registration and maintenance for job-seeking, help with employment-specific tests, basic beginners' language skills, conversational groups, and one-to-one help for those who are most vulnerable or who have intensive support needs.

This wide range of opportunities means that learners can progress from beginners' provision through to accredited learning, citizenship and beyond. In terms of citizenship, the proposed IELTS pilot and mapping exercise for Home Office

requirements against SQA qualifications will ensure that ESOL learners in rural Argyll and Bute will still be able to access support to gain their citizenship goals. All ESOL learning, and the preparation for citizenship in particular, improves ESOL learners' knowledge and ability to articulate their views about strategy and policy at local and national levels.

Declaration

10. I declare that the information on this form is correct to the best of my knowledge and belief.

Name (Block Letters):.....

Signature:_____

E-mail address:

Tel:.....

On behalf of:.....Community Planning Partnership

Date:

Please **email** applications by **Friday 15th 29th May 2015** to:

Duncan Condie, Scottish Funding Council
dcondie@sfc.ac.uk