



NOTICE OF MEETING

A meeting of the **HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP** will be held in the **THREE VILLAGES HALL, ARROCHAR** on **THURSDAY, 7 FEBRUARY 2019** at **10:00 AM**, which you are requested to attend.

AGENDA

- 1. WELCOME AND APOLOGIES**
- 2. MINUTE OF THE PREVIOUS MEETING OF THE HELENSBURGH AND LOMOND AREA COMMUNITY PLANNING GROUP HELD ON 1ST NOVEMBER 2018** (Pages 3 - 6)
- 3. CPP MANAGEMENT COMMITTEE**
 - (a) Management Committee update, Rona Gold (Pages 7 - 10)
 - (b) CPP Annual Report 2017-18, Samantha Somers (Pages 11 - 36)
- 4. AREA COMMUNITY PLANNING ACTION PLAN**
 - (a) Action Plan Tracker, Samantha Somers (Pages 37 - 40)
 - (b) Area Community Planning Action Plans - planning for 2021, Samantha Somers
- 5. COMMUNITY FOCUS**
 - (a) Intergenerational Project - Arrochar Primary School and Arrochar and Tarbet Community Development Trust, Fiona Paterson
 - (b) Any other updates from community groups within the H&L area
- 6. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023**

Links to Outcome 3 – Education, skills and training maximises opportunities for all and Outcome 4 – Children and young people have the best possible start

- (a) Youth Services Review of Year of the Young People, Ruth Cairns
- (b) Youth Volunteer Programme and Junior Rangering - Loch Lomond and the Trossachs National Park, Charlie Wallace
- (c) HMIE Inspection of Community Learning and Development, Rona Gold

7. PARTNER AGENCY UPDATES

8. AREA COMMUNITY PLANNING GOVERNANCE, SAMANTHA SOMERS (Pages 41 - 54)

9. DATE OF NEXT MEETING

Thursday 9th May 2019, TBC

Contact: Samantha Somers 01546 604464

MINUTES of MEETING of HELENSBURGH AND LOMOND AREA COMMUNITY PLANNING GROUP held in COVE BURGH HALL, COVE on THURSDAY 1ST NOVEMBER 2018

Present: Sephton MacQuire, Dunbritton Housing Association (Acting Chair)
 Craig Bendoris, Skills Development Scotland
 Ruth Cairns, Argyll & Bute Council
 Laura Cameron, Gibson Hall
 Allan Comrie, SPT
 Colin Crichton, Live Argyll
 Councillor Lorna Douglas
 Sarah Frood, Ice Cream Architecture
 Fiona Jackson, Loch Lomond and the Trossachs National Park
 Janice Kennedy, Scottish Enterprise
 Allan Kirk, Police Scotland
 Jim Littlejohn, Health and Social Care Partnership
 Stuart MacDonald, Scottish Fire and Rescue Service
 Murdo MacDonald, Rosneath West Peninsula Community Development Trust
 Roseanne MacKay, Argyll & Bute Council
 Charlotte McLean, Rosneath West Peninsula Community Development Trust
 Alison Morrison, Cove Burgh Hall
 Kirsty Moyes, Argyll & Bute Council
 Representatives from Helensburgh Youth Forum – Aubrey Agub and Alex Bates
 Jean Senior, Argyll and Bute Third Sector Interface
 Samantha Somers, Argyll & Bute Council
 Stephanie Thomas, Argyll & Bute Council
 Robert Tourish, Scottish Fire and Rescue Service
 Faye Tudor, Argyll College UHI

1. WELCOME AND APOLOGIES

Apologies were received from:

Stuart McLean, Scottish Fire and Rescue Service
 Paul Robertson, Police Scotland
 Arrochar Community Council
 Duncan MacLachlan, Arrochar and Tarbet Community Development Trust

As the Chair was unable to attend at the last minute and the Vice-Chair had stepped down following the last meeting, Sephton MacQuire kindly agreed to Chair the meeting with the group's endorsement.

2. MINUTE OF THE PREVIOUS MEETING HELD ON THE 15TH AUGUST 2018

The minutes were approved

3. AREA COMMUNITY PLANNING ACTION PLAN

(a) POSITIVE DESTINATIONS FOR HERMITAGE ACADEMY STUDENTS

Roseanne MacKay, Craig Bendoris and Faye Tudor gave a joint presentation on the ongoing work to support students leaving Hermitage Academy to achieve and sustain a positive destination. Challenges included blocks in the employability pipeline, parental perception of opportunities, affordable accommodation for all partner agencies to engage with leavers post-school and the impact of transport linkages on young people.

Stuart MacDonald offered to speak with Roseanne following the meeting about exploring whether Helensburgh Fire Station could be offered as a potential space.

(b) YEAR OF THE YOUNG PERSON

Ruth Cairns introduced Alice, Aubrey from Helensburgh Youth Forum and Stephanie Thomas, Modern Apprentice, who gave a presentation on the activities they had been involved with during the Year of Young People. The young people were commended for speaking to the group and for the range of activities they had undertaken over the course of the year.

5. COMMUNITY FOCUS

(a) COVE BURGH HALL

Alison Morrison, Director and Chair of Cove Burgh Hall, gave a presentation on the hall and its journey from coming into community ownership in 2001 until now. Challenges included the volunteer model and fundraising.

In response to a question from Councillor Douglas on whether the council could run grantfunding workshops, Kirsty Moyes advised that the council's Community Development Team was offering training to community groups on a variety of themes and these would be circulated widely.

(b) UPDATE FROM ROSNEATH PENINSULA WEST COMMUNITY DEVELOPMENT TRUST

Murdo MacDonald gave an overview of the activity happening within the community development trust and presented their masterplan for Kilcreggan which came out of their Community-led Action Plan.

Murdo asked how the council would be taking the masterplan forward and was advised that this would not be the forum for that to be decided but that there would be a process or assistance from within departments on how the community could work in partnership with public agencies to look at how the masterplan could be progressed. It was agreed that this question be raised to the Management Committee.

It was also agreed that the Community Planning Officer would ensure that colleagues within Spatial Planning were aware of the Kilcreggan masterplan document as they prepare the next iteration of the Local Development Plan and that a request would go to Stuart Watson, Traffic and Parking Manager, to liaise with the trust on subtle ways to calm traffic.

(c) ANY OTHER UPDATES FROM COMMUNITY GROUPS WITHIN THE H&L AREA

Kirsty Moyes advised that Kirkmichael Community group were in the process of undertaking a survey to understand the needs of their community. The group

wished to extend the invitation to partners to ask if there was anything they would like to be included. Any input to be with Kirsty Moyes by the 12th November.

6. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023: LINKS TO OUTCOME 1 (THE ECONOMY IS STRONG AND THRIVING) AND OUTCOME 2 (WE HAVE INFRASTRUCTURE THAT SUPPORTS SUSTAINABLE GROWTH)

(a) UPDATE ON THE MINISTRY OF DEFENCE MARITIME CHANGE PROGRAMME

Unfortunately there was no one from the Ministry of Defence present to provide an update

(b) SPT TRANSPORT OUTCOMES REPORT 2018/19

Allan Comrie spoke to the report. Allan advised that he attends 5 Community Planning Partnerships and was quite taken at the relevance of transport to this group and the impact rurality had. Questions were posed to Allan on the Kilcreggan ferry.

(c) MAKING PLACES: HELENSBURGH

Sarah Froom of Ice Cream Architecture spoke of the findings of the Making Places: Helensburgh report.

It was noted that there was nothing guaranteed to be taken forward within the plan and the group felt that it was in a similar position with Kilcreggan in that respect. The group wished to raise this to the CPP Management Committee asking for clarity on the process and expectations for moving strategic plans forward.

7. APPOINTMENT OF VICE CHAIR

The group nominated Laura Cameron to the role of Vice-Chair.

8. PARTNER UPDATES

Jim Littlejohn, HSCP, advised that Jean's Bothy had now opened and requested that the manager come to the next meeting to give a presentation on the services offered there. Jim also spoke of a new service in development for the peninsula with the provision of a number of tenancies and supported living facilities in Garelochhead for people with learning disabilities and autism.

Allan Kirk, Police Scotland, advised that the current Youth Engagement Officer had moved into a new role outwith the area and a new Youth Engagement Officer had been appointed and would start in January 2019. The Helensburgh Police Scotland Youth Volunteers had 24 young people who were successful in applying and this will launch in early December with the programme starting properly in January.

Sephton MacQuire, Dunbritton, advised that 27 new housing units had opened within Succoth and that they were now all full. There had been issues with allocating these houses with transportation and the perception of poor job opportunities being cited as reasons for rejecting these properties. Phase 2 for more houses in Succoth is on hold as a result of the issues in allocating these houses.

Stuart MacDonald, Scottish Fire and Rescue, introduced himself as the Station Manager for Helensburgh with responsibility for Garelochhead too. He gave an update on key points of interest for the group.

Jean Senior, TSI, advised that the TSI could give information and advice on funding and appealed to groups to join the mailing list to keep up to date with news and information from the TSI.

9. DATE OF NEXT MEETING

Thursday 7th February 2019, Venue TBC

Argyll and Bute Community Planning Partnership

[Insert Name]
Area Community Planning Group

[Insert Date]



Briefing Note: Community Planning Partnership Management Committee update

This briefing relates to the meeting of the Community Planning Partnership (CPP) Management Committee on 20 November 2018, and its consideration of issues raised by Area Community Planning Group Chairs. The briefing is for noting and relevant discussion.

Summary

The CPP Management Committee met on the 20 November in Helensburgh and Lomond Civic Centre, Helensburgh.

Area Community Planning Group chairs raised matters of concern within their local areas with the CPP Management Committee, and these matters were taken on board and actioned where relevant. A report outlined the main issues from the last set of Area Community Planning Group meetings.

Further information is available in the *meetings, minutes and agendas* section of:

<https://www.argyll-bute.gov.uk/council-and-government/community-planning-partnership>

Highlights

- The CPP set up an Implementation Group to take forward key actions from its Development Day in September 2018. The Group is developing a welcome pack, looking at governance to support prioritisation and resourcing of actions, and a review of the role of Outcome Leads.
- Ongoing discussion about road closures and a need to improve communication. A working group agreed to meet and further discuss.
- Brian Fleming from DWP gave an overview of the recent structural changes within the Department for Work and Pensions. It was noted that DWP are looking at Skype for virtual face to face contact.
- The CPP Annual Report was recognised as showcasing examples of community planning in action. The report is published here: https://www.argyll-bute.gov.uk/sites/default/files/abcpp_annual_report_2017-2018_final.pdf
- Progress on Area Community Planning Action Plans was considered. Actions that were “not on track” were discussed and a way forward for each of these was agreed. A timeline for

planning the next iteration of the Area Community Planning Action Plans and a process for this was proposed. This will be considered further by Area Community Planning Groups.

Matters Raised by Area Community Planning Group Chairs

The points raised from the previous meetings of the area community planning groups and the action response to these is below:

1. Note that whilst no issues were raised for escalation by the Bute and Cowal CPG, the management committee have made previous commitment to receive a presentation on the work of the Strachur Hub. The Management Committee is also asked to note that the appointment of a Vice Chair for the Bute and Cowal Group has been carried forward to the February meeting.
 - **Noted regarding Bute and Cowal Vice Chair. Strachur Hub to be invited to CPP Full Partnership in March 2019.**
2. Note the concerns raised by Arrochar Community Development Trust about the potential for inappropriate parking in Succoth and along the A83 with the implementation of the increased parking charges in Arrochar and consider what actions may be taken by partners in regards this matter.
 - **Double yellow lines have been introduced into Succoth to mitigate against inappropriate parking and that the parking situation in Arrochar is being monitored.**
3. Note that Rural Watch is a useful and trusted source for getting key messages out to the public on crime and other threats in local areas and agree to highlight it Argyll and Bute wide to increase awareness of the scheme and encourage people to sign-up.
 - **Agree to publicise Rural Watch and have requested Police Scotland to put together a short bulletin on Rural Watch that can be publicised widely, including internally to staff**
4. Provide clarity on expectations, roles and ownership for taking strategic actions forward of masterplanning documents where communities have been encouraged to undertake a masterplan (Kilcreggan) or where one has been commissioned (Helensburgh).
 - **Advised that Economic Development are working with Rosneath Peninsula West Community Development Trust on their masterplan for Kilcreggan and that processes are in place to progress this. It was stated that the council would not be the lead delivery vehicle to progress the actions within the plan and that the progression of the actions within the plan lay with the Community Development Trust.**
5. Consider if there is assistance available from within the partnership to assist community groups with large-scale grant funding which is a key theme that has arisen over a few meetings lately from community groups in the Helensburgh Lomond area.

- **Signposting to funding sources and those who can potentially assist with grant funding will be made available to the community groups who have raised this as an issue**
6. Note the concerns of the MAKI CPG about the lack of economic development support in East Kintyre and ascertain which partner would be most appropriate to provide that support to the area.
 - **Details of the Community Development Officer for the MAKI area were provided to East Kintyre Community Council to assist them with a Community-Led Action Plan. It was advised that this would be a good starting point for communities in East Kintyre and that support may be available (e.g. Social Enterprise, Business Gateway) once the aspirations of the community are known**
 7. Note the dissatisfaction of the MAKI CPG around the time taken by Scottish Water for repairs to take place, particularly in repairing the water main between Campbelltown and Machrihanish and the solution for the odour problems at Meadowburn, the principal concerns being lack of information and the actual length of time taken for these long standing problems to be progressed, and consider what action can be taken by them to assist in early resolution.
 - **It was agreed to invite Scottish Water to the MAKI Area Community Planning Group to comment on the timetable and duration of repairs**
 8. Consider what action, if any, the Management Committee might be able to take to try to secure the hand sorting service provided by Kintyre Recycling in effort to secure the future of recycling services in Kintyre.
 - **Staff from HIE and the council's Economic Development service are working with Kintyre Recycling to try and secure the service provided by them.**

In addition it was raised by OLI Area Community Planning Chair for better communication and marketing of parking charges and permits. It was advised that a new mobile arrangement to pay for parking had just gone live and that plans were in place for weekly and monthly permits. It was agreed to circulate information on these permit arrangements once available.

Concluding Point for Action by Area Community Planning Groups

Communicating Community Planning is a priority for the Partnership and we welcome issues raised at Area Community Planning Groups, where these cannot be resolved locally, to be highlighted to the Argyll and Bute Management Committee meetings. The next formal meeting of the Community Planning Management Committee is June 2019. Prior to this there is a Full Partnership meeting, on 12 March 2019 in Dunoon Queens Hall, where examples of community planning in action will be shown and issues for the year ahead raised.

We welcome partners at Area Community Planning Groups sharing and linking to #abplace2b Instagram account of the council which has many followers and excellent images submitted by people showcasing Argyll and Bute, and, www.wildaboutargyll.co.uk

For further information please contact: Rona Gold, Community Planning Manager, rona.gold@argyll-bute.co.uk 01436 658 862

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communityplanningpartnership



Argyll and Bute Community Planning Partnership

Annual Report 2017 - 2018

Argyll and Bute Outcome Improvement Plan 2013 - 2023

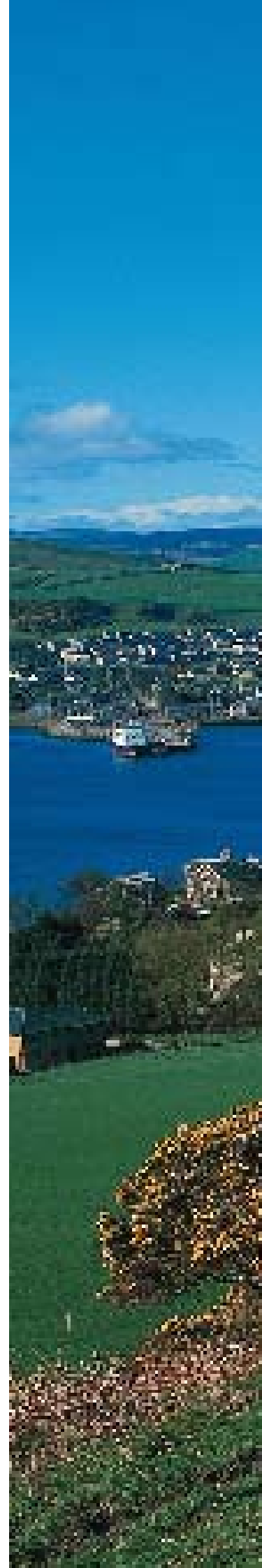
Argyll and Bute's economic success is built on a growing population

Contents

Foreword	page 2
Who are we?	page 3
How do we work? Community Planning in Argyll and Bute	page 5
Overarching aim: Argyll and Bute's economic success is built on a growing population	page 6
Outcome 1 The economy is diverse and thriving	page 7
Outcome 2 We have infrastructure that supports sustainable growth	page 11
Outcome 3 Education, skills and training maximises opportunities for all	page 13
Outcome 4 Children and young people have the best possible start	page 17
Outcome 5 People live active, healthier and independent lives	page 19
Outcome 6 People live in safer and stronger communities	page 21
Community Engagement	page 23
Argyll and Bute CPP Partners	page 24

Other formats

If you would like a copy of this document in another language or format, or if you require the services of an interpreter, please contact Argyll and Bute Community Planning Partnership on 01546 604464 or email cppadmin@argyll-bute.gov.uk





Foreword by Councillor Aileen Morton

It's a real pleasure to introduce the Argyll and Bute Community Planning Partnership Annual Report for 2017/2018.

If I had to sum up our approach in Argyll and Bute in just a few words, it would quite simply be 'positive progress in partnership'. In this year's report, once again, you will find many examples of the progress we've made working together as a strong, positive and dedicated partnership – committed to overcoming challenge and achieving successes for our communities, despite the often very difficult decisions that all public agencies face in the current financial climate.

It is hugely encouraging to take some time to reflect on our partnership's progress and successes during the 2017/2018 period. In the pages to follow you'll find some very encouraging accounts of achievements against each of the six crucial outcomes on which the Community Planning Partnership remains focused. These outcomes really matter, really make a difference to people's lives in our communities, to people of all ages and in a wide variety of locations across Argyll and Bute.

Find out more about what we're doing as a partnership to ensure our young people can access their training and employment ambitions right here in Argyll and Bute – over 94% of 16 to 19 year-olds were in further education, employment, training or personal development 12 months after leaving school, and 86% of care-experienced young people have achieved positive destinations.

Read all about progress at the European Marine Science Park Business Cluster and Oban's growing profile as Argyll and Bute's university town; and celebrate with Inveraray where investment in the Royal Burgh's historic buildings, through a Conservation Area Regeneration Scheme, will help cement its future as one of the region's key tourist destinations.

Get a real flavour for life in Argyll and Bute when you read about the growing profile of locally grown and produced food and drink. Did you know that quality products from communities across our area are becoming more and more popular all around the world through working in partnership direct with producers and Food From Argyll?

This year's report is full of these and many other updates on the Community Planning Partnership's activity and progress against each of those six key outcomes, each of which aims to help attract more people to live, work, learn, visit and invest in Argyll and Bute. This is what will ultimately help us achieve our partnership's overarching aim of securing Argyll and Bute's economic success built on a growing population.

As well as a commitment to working together positively and constructively, something else that all Community Planning Partners share is a passionate belief that Argyll and Bute, its people and its communities, are bursting full of potential for a bright, vibrant and thriving future. We believe that the two



*Councillor Aileen Morton,
Leader,
Argyll and Bute Council*

are inextricably linked, and that we'll achieve the latter by making sure we do the former really well. That's the main driver for Argyll and Bute Community Planning Partnership – and, while we're delighted to be able to report our successes to you again this year, we'll be making sure we build even further on those achievements for the years to come, always in the best interests of our communities.



Who are we?

Argyll and Bute Community Planning Partnership



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean



The Scottish Government



Scottish Natural Heritage
Dualchas Nàdair na h-Alba
All of nature for all of Scotland
Nàdair air fad airson Alba air fad



Scottish Enterprise

The Chair of the CPP Management Committee is Chief Superintendent Hazel Hendren of Police Scotland. In 2017/2018, the Vice Chair of the Management Committee was Jim McNeil of the Scottish Fire and Rescue Service.



Hazel Hendren, Chair



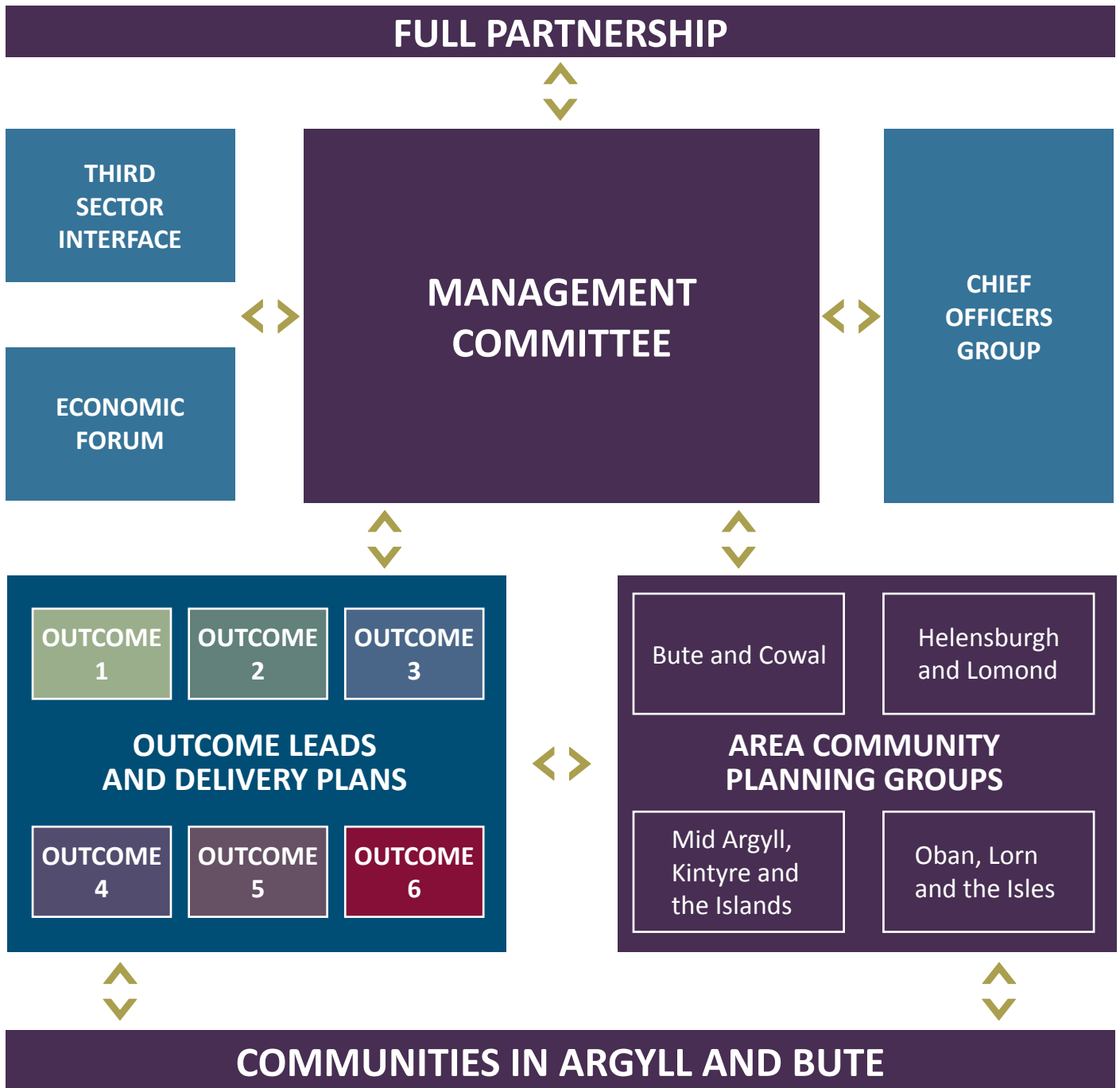
Jim McNeil, Vice Chair



Argyll and Bute Council	www.argyll-bute.gov.uk
Police Scotland	www.scotland.police.uk
Highlands and Islands Enterprise	www.hie.co.uk
NHS Highland	www.nhshighland.scot.nhs.uk
Scottish Fire and Rescue Service	www.firescotland.gov.uk
Argyll College UHI	www.argyll.uhi.ac.uk
Scottish Natural Heritage	www.snh.gov.uk
Skills Development Scotland	www.skillsdevelopmentscotland.co.uk
Scottish Enterprise	www.scottish-enterprise.com
Argyll and Bute TSI	www.argyllcommunities.org
Scottish Ambulance Service	www.scottishambulance.com
Loch Lomond & the Trossachs National Park	www.lochlomond-trossachs.org
Scottish Government	www.gov.scot
Department for Work and Pensions	www.gov.uk/government/organisations/department-for-work-pensions

How do we work?

Community Planning in Argyll and Bute



- Outcome 1** The economy is diverse and thriving
- Outcome 2** We have infrastructure which supports sustainable growth
- Outcome 3** Education, skills and training maximises opportunities for all
- Outcome 4** Children and young people have the best possible start
- Outcome 5** People live active, healthier and independent lives
- Outcome 6** People live in safer and stronger communities



Overarching aim:

Argyll and Bute's economic success is built on a growing population

The main purpose of the Community Planning Partnership (CPP) in Argyll and Bute is to address population decline and grow the economy. The National Records of Scotland figures show that the area's population fell by 320 (0.3%) people over the year to the end of June 2017 to 86,810.

The CPP is working together on a range of actions under six key outcome areas to attract people to live, work, visit, learn and do business in Argyll and Bute.

Rural Resettlement Fund

This innovative fund provided grants to eligible employers, self-employed people and new residents to assist with some of the expenses associated with relocating businesses or taking up employment within Argyll and Bute.

The Economic Growth section of the Council's Economic Development and Strategic Transportation service is responsible for disseminating the Rural Resettlement Fund which was launched on 31 October 2016 during Argyll Enterprise Week.

By the end of the financial year 2017/2018, a total of 135 new residents relocated to Argyll and Bute; 98 adults and 37 children. The Rural Resettlement Fund was formally closed in May 2018.

A summary of the total RRF applications is presented in the table below.

Summary of Rural Resettlement Fund applications

RRF Applications	Received	Approved	Withdrawn	Rejected	Grant Awarded
Personal	70	52	9	9	£258,870.02
Self-employed	10	6	2	2	£30,000.00
Business	0	0	0	0	£0.00
Total	80	58	11	11	£288,870.02

For more information on the Rural Resettlement Fund see www.argyll-bute.gov.uk/rrf, email: rrf@argyll-bute.gov.uk or tel: 01546 605522

The economy is diverse and thriving

Projects include...

European Marine Science Park Business

Inveraray CARS Celebrates Completion

Food and Drink Promotion (Flavours of Argyll and Bute feature at Good Food Show)

Oban: A University Town

Key Statistics

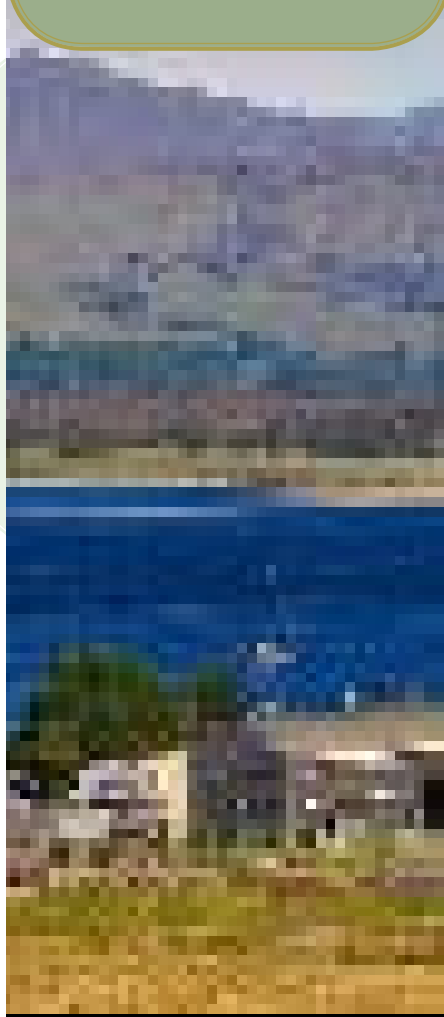
- 76.5% of working age people in Argyll and Bute were in employment compared to 74.5% for Scotland
- 78.43% of people in Argyll and Bute were economically active between July 2017 and June 2018 compared to 77.8% for Scotland
- The claimant count in Argyll and Bute was 1.7% compared to 2.7% for Scotland (Nomis October 2018)
- The % of people who were self-employed in Argyll and Bute was 12.2% compared to 8.2% for Scotland

European Marine Science Park Business

Highlands and Islands Enterprise has been leading the establishment and development of a thriving marine business cluster at the European Marine Science Park, site of the internationally renowned Scottish Association for Marine Science. Established in 2012, the site is now home to over 12 innovative businesses working in aquaculture, marine biotechnology and marine energy.

Events and seminars take place regularly and encourage interaction and sharing of ideas between businesses. A new co-working space "The Moorings" has recently been opened, providing further opportunities for collaboration and sharing of ideas.

With the success of the Park, work is underway on developing the detailed design for the next phase of development.





Inveraray CARS Celebrates Completion

A final celebration event for Inveraray Conservation Regeneration Scheme (CARS) was held at the Nicoll Hall which included an exhibition detailing the work and events that had been undertaken as part of the project since April 2013. Local resident Ken MacTaggart used photos and postcards to illustrate the changing face of the town throughout its history. Archivists from the Written in the Landscape project attended, bringing along a rent ledger from Inveraray old town dating back to 1768. The project aims to use the data within the ledger to map how many residents made the transition to the new town, and if wealth was a barrier to making that transition.

Local residents were able to drop in throughout the day and, whilst there, were invited to offer comments on their experiences of Inveraray CARS. These comments will be collated and included in the final report to Historic Environment Scotland. CARS completed at the end of March 2017 after a £2.1m refurbishment of priority buildings: Arkland, Relief Land, Chamberlain's House, Temperance Hotel and the Town House. It has also funded small repair grant projects covering a further 12 properties across the town.

Inveraray CARS funding package included £970,059 from Historic Environment Scotland and £350,000 from Argyll and Bute Council.



The economy is diverse and thriving

Food and Drink Promotion (Flavours of Argyll and Bute feature at Good Food Show)

The best of Argyll and Bute's food and drink was showcased by the Council, and nine local producers, to the thousands of people who visited the BBC Good Food Show at the Scottish Exhibition and Conference Centre in Glasgow.

Flying the flag for the area were; Butebrew, CocoaMo, Islay Ales, Loch Fyne Whiskies, Lochnell Oysters, Shellfield Farm, Skipness Smokehouse, the Puffer Food Company and Wee Isle Dairy. They offer a wide range of food and drink including craft beer, chocolate, whisky, gin, preserves, oysters, beef, salmon, whole milk and ice cream to customers all over the world.

The producers came together as part of the Flavours of Argyll and Bute pavilion, sponsored by Argyll and Bute Council, to promote regional food and drink to consumers who visited the show from across the UK and beyond.

Councillor Aileen Morton, Leader of Argyll and Bute Council, said:

“The food and drink industry is an extremely important sector for Argyll and Bute and the whole of Scotland, with the industry hoping to grow to £30 billion by 2030.

Locally the sector generates in the region of £340 million turnover every year for the local economy with Argyll and Bute having an abundance of whisky, salmon and beer producers, which are the UK's biggest food and drink exports.

The Flavours of Argyll and Bute pavilion was an ideal opportunity to bring together the Council, local producers, Food from Argyll and the Argyll and the Isles Tourism Co-operative to promote the wonderful products available here and why it is a great place to live work and do business.”

Virginia Sumson, from Food from Argyll, said:

“Argyll Food Producers were delighted to give their members the chance to exhibit at the Good Food Show and experience what this type of consumer show is like at first hand.

By attending as a group we were able to showcase many different products and localities from Argyll and the public responded very well.”





Oban: A University Town

The 'Oban: A University Town' project was launched in spring 2018 by a partnership of ten established organisations. The project is focused on developing the distinctive assets of the town and business needs / employment opportunities in the area. It aims to provide an outstanding experience for students and staff in terms of teaching, work, enterprise, leisure and culture activities and community engagement.

The population challenges of Argyll and Bute are well documented; we are short of skilled working-age people. By creating a University Town in Oban, we are working to counter this shift and encourage more young people to stay here after school, or to move to the region and, importantly, to stay and develop a career here when their studies are complete.

The project is developing the training opportunities and academic offers available to match the economic priorities and employer needs. We are also reviewing infrastructure requirements including accommodation and transport; the social and cultural scene in Oban; engaging the local community and businesses in the initiative.

2017-2018 figures show that students made up as much as 10% of the Oban population, so it is fair to say that Oban is now a University Town. A significant proportion of students are registered with the University of the Highlands and Islands, studying at Argyll College UHI or The Scottish Association for Marine Science. Additionally, Ballet West offer degree courses accredited by The Open University, and there are students based at the hospital, in surgeries and further organisations in and around Oban who are registered at other universities. It is also important to consider the pupils in their final years at Oban High School, who may become the next generation of employees for the region. Conservative estimates suggest that there are likely 1,000 students in Oban already once all of these are factored in.

Projects include...

Fibre Boost Sails into Rhu Thanks to Digital Scotland Superfast Broadband

Sharing of fleet vehicles between partner agencies

Key Achievements

- 82.1% of premises in Argyll and Bute have access to superfast broadband
- 68 affordable social sector new builds completed
- 53% of geographical space in Argyll and Bute has access to 4G mobile
- The number of people killed and/or seriously injured on our roads network decreased in comparison to the previous year

Fibre Boost sails into Rhu thanks to Digital Scotland Superfast Broadband

More than 800 homes and businesses in Rhu are now able to connect to high-speed fibre broadband thanks to the £428M Digital Scotland Superfast Broadband programme.

The Digital Scotland team celebrated fibre availability in the Argyll and Bute village when they visited a fibre street cabinet that will serve part of the local area. They were joined by Suzanne Bell (Rhu Marina Manager) and Councillor Aileen Morton (Argyll and Bute Council Leader and Policy Lead for Economic Development) who were excited to discover what goes on inside the green street cabinets.

Argyll and Bute Council Leader and Policy Lead for Economic Development, Councillor Aileen Morton, said:

“Superfast fibre broadband will benefit both local residents and businesses. Broadband is a vital part of Argyll and Bute’s present and future. It’s essential that we embrace this latest generation of technology in order for our local economy to remain competitive.

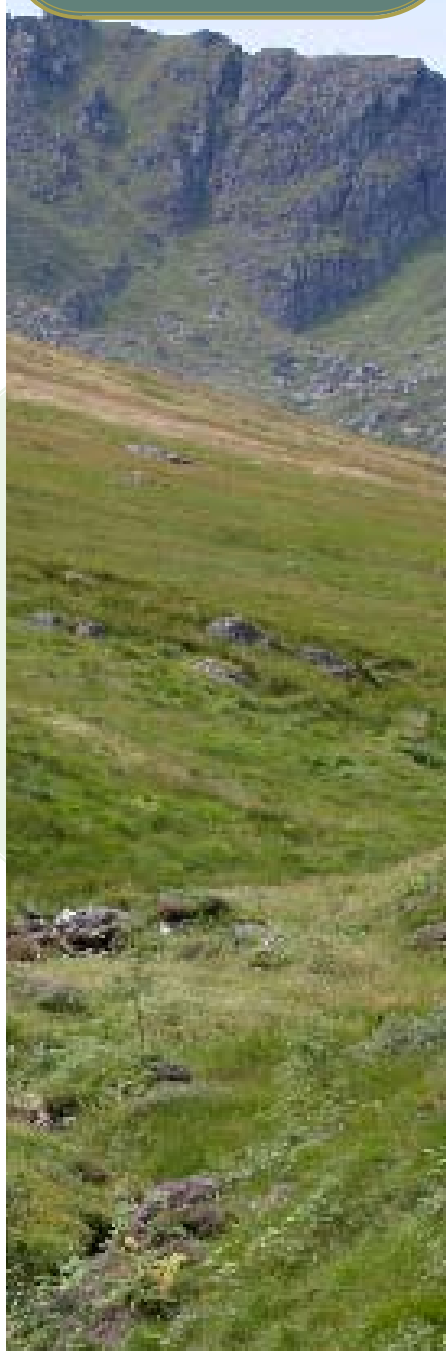
Better, faster communications boost businesses, helping them grow, and create more jobs. What’s more, local residents can enjoy faster browsing and downloading at home. This is great news for Rhu and we are determined to make sure everyone in Argyll and Bute has access to digital services and the skills and confidence to go online and use them.”

Fibre broadband offers fast and reliable broadband connections at speeds of up to 80Mbps* and there are many suppliers in the marketplace to choose from. Across Argyll and Bute, more than 24,000 homes and businesses can benefit from fibre broadband, thanks to the programme.

When combined with commercial coverage, around 69 per cent of homes and businesses in Argyll and Bute can benefit from speeds greater than 30Mbps, according to independent website Thinkbroadband.

Sara Budge, Programme Director for Digital Scotland Superfast Broadband, said:

“It’s fantastic news that the programme has been able to launch more fibre broadband to benefit residents and businesses in and around Rhu.”





Sharing of Fleet Vehicles Between Partner Agencies

Argyll College UHI has just added 2 new Nissan Leaf Electric Vehicles to its fleet, as part of a long term commitment to reducing the organisation's environmental impact, and in an innovative collaboration project, one of the vehicles will be shared with Police Scotland for the first time. Argyll & Bute Community Planning Partnership suggested the collaborative approach when both Argyll College UHI and Police Scotland identified a need for a vehicle in Mid-Argyll.

The lease cost of the vehicles is 100% funded by Transport Scotland's Switched on Fleets funding and estimates suggest an annual fuel saving in excess of £1000 per vehicle. Cost savings are not the only benefit, the vehicles have no tailpipe emissions of CO₂, or detrimental air pollutants such as particulate matter and NO_x.

Inspector Julie McLeish of Lochgilphead Police Station said:

"We are delighted to be working in conjunction with Argyll College UHI to not only reduce the carbon footprint of our organisation, but in an innovative and collaborative way, to maximise the effectiveness of Transport Scotland's grant funding."

One of the new environmentally friendly 'Leafs' will be based in Lochgilphead and used by staff from both organisations. With a range of over 150 miles, and a growing network of charging stations, the cars are a great way of traveling around the area. Police Scotland will utilise the shared vehicle for a variety of non-emergency functions and college staff will use the vehicle to travel between the Argyll College UHI's 10 learning centres.

Elaine Clark, Argyll College UHI Head of Property said:

'We have a long standing ethos of promoting green technologies and we generate a significant proportion of our annual electricity needs ourselves with solar panels in our Oban, Lochgilphead and Dunoon centres. With the growing network of charge points throughout Argyll, investing in electric vehicles makes sense for us. We are lucky to live and work in one of the most stunning areas of Scotland and the use of these vehicles will reduce emissions and help to maintain our beautiful natural environment which is one of the real attractions of studying in Argyll.'

Projects include...

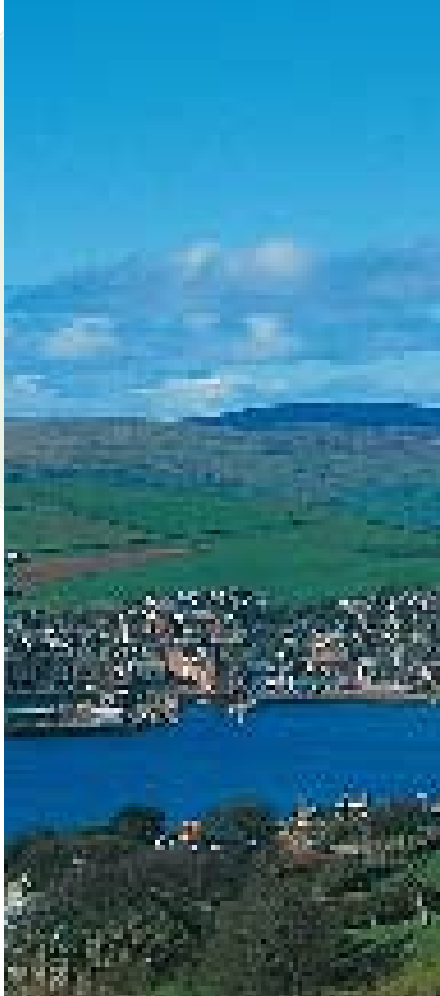
Mid-Argyll Students Celebrate Success

Rothesay pupils complete fire reach training

STEM made real as Roads Services and Education team up to benefit pupils

Key Achievements

- 86% of care experienced young people achieved a positive destination
- 94.2% of 16-19 year olds were in education, employment or training/ personal development 12 months after leaving school
- 81.6% of children had no concerns at the 27-30 month assessment
- 100% of people who completed a Modern Apprenticeship with Argyll & Bute Council went on to have a positive destination





Mid-Argyll Students Celebrate Success



A group of Lochgilphead students were presented with certificates to recognise their successful completion of the 'GROWS' (Gaining Real Opportunities and Work Skills) course on Wednesday 20 December at Argyll College UHI's Construction, Engineering and Renewables Centre (CERC) in Lochgilphead.

The GROWS course is designed to help people with different learning difficulties and/or disabilities learn new construction and other life skills by working on exciting practical projects. A number of part-time courses in Life Skills are offered at centres in Rothesay, Dunoon and Lochgilphead and Argyll College UHI works alongside the Council's Education Department and Resource Centres to promote the benefits to students.

Donald Carmichael, Development worker, Argyll and Bute Council, says:

"Being at College makes it possible for our group to socialise with other students, which they enjoy. This provides a good opportunity for positive community integration."

Argyll College Principal, Fraser Durie, attended a ceremony in December 2017 to celebrate the students' success and said:

"I am delighted to be here today to make these presentations. The group have achieved so much and this year have constructed a beautiful wooden lectern which took pride of place at our graduation Ceremony in October."

Jackie Mollison, course tutor, said:

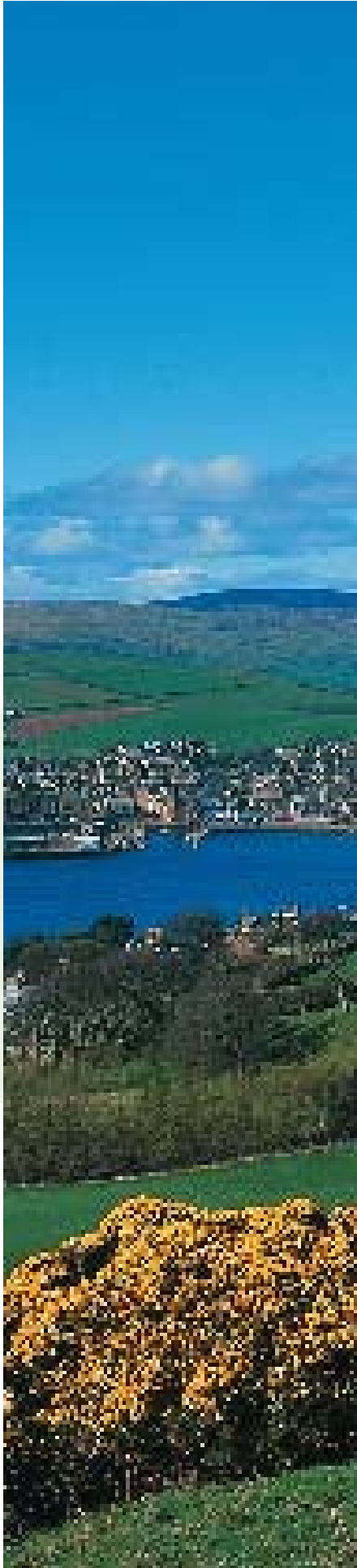
"Alistair Hodge (Argyll College UHI) and I have worked in conjunction with the Lochgilphead Resource Centre for about five years now and this has been a very successful course for those taking part. Through various projects, our students have developed a great many essential skills besides learning building skills. Recently we have completed a long term project constructing a sensory garden at CERC in Kilmory Estate and we have also crafted this beautiful lectern for the College. I'm delighted the students are receiving these certificates and being recognised for their hard work."

The students themselves are equally enthusiastic about college life – here's what they have to say:

"It's great working as part of a team. We have fun at the same time as learning new things and making a sensory garden."

"Going to College means I've done things I'd never have had the chance to do otherwise. The College has got all kinds of tools and we've used them all."

"I've been here 7 years, since the course started. I'm proud of making the arched bridge over the pond. It looks brilliant."



Rothesay pupils complete fire reach training

A group of nine S3 pupils from Rothesay Academy have completed the Scottish Fire and Rescue Service's Fire Reach Training Scheme.

Funded by Argyll and Bute Council's Youth Services, the scheme provides training and development opportunities to young people through fire related activities.

It encourages them to make the most of their physical and mental capabilities, and raises the awareness of the role of the Fire Service within the community.

**The Council's Policy Lead for Education,
Councillor Yvonne McNeilly said:**

"The Fire Reach Scheme is an excellent way for young people to demonstrate commitment, which in turn can help their employment prospects. It also teaches them about the importance of being part of a team, improves self-discipline and confidence, and provides them with an opportunity to learn basic life skills."





STEM made real as Roads Services and Education team up to benefit pupils

Argyll and Bute Council's Infrastructure Design and Roads and Amenities Team shared their expertise with pupils from Ardrishaig Primary School.

Primary five, six and seven pupils at Ardrishaig Primary are currently learning about bridge construction as part of a STEM (Science, Technology, Engineering and Maths) Project.



The Council's roads staff gave a presentation to pupils on bridges and created several models to bring the topic to life. The models allowed them to understand the design principles of several bridge types, as well as the experience of constructing and testing them. A workshop gave the pupils hands on experience in constructing a culvert, a rope bridge, masonry arch bridge, reinforced concrete structure and cable-stayed bridge.

The children will now apply what they have learned when they design and build their own model bridges later in the term. This was a great opportunity for children to see how what they are learning can be applied to real life.

Projects include...

Cool2Talk

Youth Engagement Officer

Scottish Fire and Rescue Service provide mentoring scheme for Care Experienced young people

Key Achievements

- 76.8% of Primary 1 children have a healthy weight
- 14,020 children and young people live in Argyll and Bute
- 1.8% of babies are born with a low birth weight, below the Scottish average
- 79.8% of Primary 1 children have no obvious dental decay
- 100% of care establishments are graded good or very good

Cool2Talk

Cool2talk is an online service for young people aged 12-26 years in Argyll and Bute. It provides free, anonymous and confidential health information. Young people can post a question to the website and receive a bespoke answer, posted on the Cool2Talk website within 24 hours, 365 days per year.

In 2016, a piece of work undertaken by Argyll and Bute Council identified a gap in service for young people's access to health and wellbeing information and advice. Working in partnership the NHS Public Health Department in Argyll and Bute, the Children Protection Committee and Children and Families Services identified the aim to pilot the Cool2Talk service in Argyll and Bute until March 2020. Five staff were engaged as independent contractors by Argyll and Bute Council in May 2017 on a contract to deliver 10 hours of service each, per month.

The aims are:

- To improve young people's access to accurate and robust health information
- To support young people to take responsibility for their own health and wellbeing
- To encourage young people to discuss openly issues around their health and wellbeing
- To improve young people's knowledge of local and national services of support and information

The service launched mid-June 2017 and has answered 203 questions in the first year. Answers give guidance and contacts for other services for support as well as factsheet information on the site. For young people needing more support, there is also access to online counselling from the 121 service. This is provided by a qualified Cognitive Behavioural Therapy Counsellor based in NHS Tayside and is available between 8pm-9pm on Mondays and Wednesdays. Users can access up to four sessions before they are moved on to other longer term services.





Youth Engagement Officer

PC Karen Cairns leads partnership working which is having a huge impact on young people in the Campbeltown area. She has developed a strong PSYV team with 15 young people and 7 adult volunteers who had a passing out parade at the end of their training period on 22 November 2017. Since then they have gone from strength to strength and have been assisting with a number of local events such as the MOK 10k and half marathon, Campbeltown Christmas lights switch on and they attend a Kintyre care home on a weekly basis to perform voluntary tasks and integrate with residents there which is enjoyable for everyone.

PC Cairns spends time working with Campbeltown Grammar school as well as doing inputs such as drugs and internet safety across all Kintyre schools.

Scottish Fire and Rescue Service provide mentoring scheme for Care Experienced young people

The Scottish Fire and Rescue Service in Oban worked in close partnership with Shellach View Children's Unit to provide a mentoring program for their residents. The aim of the program was to give an insight into the day to day running of an operational fire station and the working environment. This program was introduced in Clydebank Fire Station and after its success was adopted in Oban.

It was vital to build a positive relationship with those involved to make them feel at ease while at the station and this was achieved by first meeting with them in their environment and discussing what can be achieved.

The program ran on a two hour per week session with the individual training with the same tools and systems used day to day by the Fire Service. This varied from theory based input to practical drill yard activities. The importance of working as part of a team to complete a task was demonstrated and how certain actions can have an adverse effect on the outcome.

The tasks included were:

- Community Safety
- Pumps and Ladders
- Safe Working at Height
- Road Traffic Collisions
- Breathing Apparatus
- CPR (British Heart Foundation Partnership)
- First Person on Scene
- Water Awareness

The program culminated with a visit to the Scottish Fire and Rescue Service Control and National Training Centre. This was very beneficial as it reinforced how teamwork achieves a common goal.

The program was a great benefit to those involved and Firefighters could pass on their own experiences and the struggles they faced when starting out. A strong partnership with Shellach View has been gained as a result. An open invitation has been extended to those involved and it is hoped that they will see Community Fire Stations as a safe and supportive place where they can visit any time.

Projects include...

Social Prescribing in Argyll and Bute

Adverse Childhood Experiences (ACEs)

Key Achievements

- Four health and wellbeing partnership meetings held
- Two health and wellbeing development days held on ACEs and mental health and resilience in the workplace
- Nine vibrant health and wellbeing networks across Argyll and Bute delivering local action plans in partnership with communities
- Health and Wellbeing small grants of £115,000 awarded to 100 community led projects to support healthy living
- Launch of a film promoting the benefits of being physically active outside in Argyll - www.act-now.org.uk/health-and-wellbeing



Social Prescribing in Argyll and Bute

Social prescribing is connecting people to support in their community for social problems, such as relationship breakdown, debt, loneliness, caring responsibilities or housing difficulties. It is built on the premise that our health is affected by a wide range of social factors such as income, occupation, housing, environment, etc.

Two pilots for link workers took place in GP practices in Bute and Cowal during 2017. This was part of a two year commissioned project with CarrGomm called Connections for Wellbeing to develop awareness and understanding of social prescribing and investigate models for future delivery. Funding from NHS Highland Public Health, Technology Enabled Care and the Transforming Primary Care Fund enabled link workers to have a weekly clinic in each practice to see people referred to them by GPs and nurses.

The link workers followed a 'person centred model of care' seeing each person once or twice on average. Supportive conversations using motivational interviewing techniques focused on linking people up with practical sources of help within their local community, for example debt advice for people in financial difficulty or community activities for people who were lonely. The link workers supported 65 people over a total of 89 appointments. The knowledge gained from the pilot work is being used to inform the roll out of the new General Medical Services contract from April 2018.



Adverse Childhood Experiences (ACEs)

A successful Health and Wellbeing Development day was held in May 2017 attended by 130 people to better understand the topic of Adverse Childhood Experiences (ACEs) and to consider Argyll and Bute's response to this significant public health issue.

Attendees explored the negative effects of ACEs to physical and mental health outcomes. This was followed by reporting on evidence based interventions which mitigated the effects of ACEs and how to prevent these in the first place. Further presentations included information from local services which provide some of the support required to tackle ACEs in Argyll and Bute.

Workshops allowed partners to come together and share their thoughts about how to take forward the ACEs agenda and make Argyll and Bute ACE aware.

The recommendations included:

- Set up a dedicated ACEs steering group.
- Identify champions.
- Increase awareness and understanding of ACEs.
- Promote societal level solutions by supporting, facilitating and encouraging partnership working, sharing of information about services, support and training available.
- Promote the importance of resilience.
- Encourage the use of shared language.

A working group has been established to support the progression of the ACEs agenda. A number of activities have taken place over the year, including screenings of the film 'Resilience' which focuses upon the negative impact of ACEs and what can be done to combat these. Around 80 people attended these two screenings from a wide variety of organisations such as Youth Projects, Family Mediation, Advocacy, Community Mental Health Services, Social Work, the Department of Work and Pensions, Addictions Services and Health Visitors.



Projects include...

Mental Health Triage

New Driver Early Intervention Scheme: Oban

Key Achievements

- There were 28 accidental dwelling fires, a reduction from 56 the previous year
- The number of complaints regarding disorder reduced to 2,371
- The number of domestic abuse incidents resulting in a crime or offence reduced to 379



Mental Health Triage

A pilot project of partnership working between NHS and Police Scotland was developed in Argyll and Bute to provide out of hours Community Psychiatric Nursing (CPN) support to operational Police Officers to aid their decision making process around managing risk in mental health crisis situations.

This extends established partnership working running in other areas of Scotland and provides police officers who come into contact with anyone who appears to have mental health issues with key health based information. It was agreed that a pilot should run to test this process in Mid Argyll and Kintyre between 26 January and 1 April 2018.

During this time a small number of referrals were made to the service with very positive results. It was recognised that due to the low number, it would be beneficial to expand the pilot across Argyll and Bute before a full time commitment was made to the Service.



New Driver Early Intervention Scheme: Oban

Statistics identified that young drivers and new drivers are more likely to be involved in serious road collisions. The CPP is committed to road safety and launched the New Driver Early Intervention Scheme: Oban.

This was open to:

- Learner Drivers
- Employers of new drivers
- Full licence holders who have passed a practical test within a two year period

Working in Partnership Argyll and Bute Council, Scottish Fire and Rescue Service (SFRS), the Motor Schools Association and Police Scotland carried out two sessions where film footage from a “go pro device” is viewed. The footage is taken from a young driver and several of their friends in their own vehicles all driving at excessive speeds on a rural road.

Attendees get the opportunity to view the film and to identify all the hazards before an Officer replays it highlighting all the hazards generating lively discussions and improving risk awareness and perception. The film is again replayed and it is allowed to continue to the point where the driver comes across a serious accident involving friends who were ahead on the road. At this point the film cuts to a young person who talks about the death of a sibling who was driving the lead vehicle and the impact it has had on them and their family.



A demonstration is also carried out to show the rescue operations at a serious road traffic collision and the equipment used. Information is also given on potential response times depending on where the road collision takes place and how they may feel and what they can do while waiting for the emergency services to arrive.

Community Engagement

There are excellent examples of Community Engagement which have taken place across the Partnership this year.

Case Study: Inspire Inveraray

Argyll and Bute Council's Community Development Team worked in partnership with community group Inspire Inverary to help prioritise and progress issues through development of a Community-led Action Plan (CAP). Using the Community Action Planning toolkit, (<https://www.communitytoolkit.net/>) a partnership steering group including local people, prepared a survey which was distributed around the Inveraray area both online and on paper. This was followed up by a 'town visioning day' where locals were able to engage with politicians (UK and national) and local elected members, and consider how their town could be improved. As a result, Inspire Inveraray are progressing their plans brilliantly.

Case Study: Growing Gaelic

An innovative Participatory Budgeting pilot project was held across Argyll and Bute in the spring of 2017 which involved the community voting online for projects that aimed to grow the Gaelic language and culture in the area.

Initially, the community was asked to participate in an ideas generation site (Your Priorities) and then subsequently to vote on ideas viable to be taken forward (Open Active Voting).

As a result of the voting, five projects were awarded grants:

- The Auchindrain Trust - which proposed to run a Dalriada Gaelic dialect language immersion course over a weekend at the Auchindrain Township.
- Oban Mod Academy - to help both Gaelic and non-Gaelic speaking children prepare for MOD competitions both locally and nationally.
- Air Ghleus - to provide tutoring in Gaelic song, language and culture in schools on Mull and Iona.
- Comann nam parant, Oban - to fund a feasibility study for the creation of a stand alone Gaelic Medium Primary school for Oban.
- Gaelic books for school libraries across Argyll.

Participants in the project were invited to complete a survey. From the responses received, we found that 40% of voters took part due to an interest in Gaelic, while 45% participated as an exercise in active democracy.





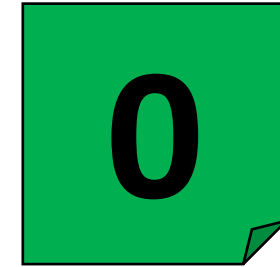
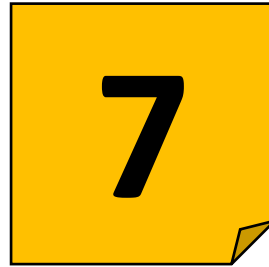
Argyll and Bute Community Planning Partnership

Telephone: 01546 604464
Email: cppadmin@argyll-bute.gov.uk

The Annual Report is a review of partnership working towards the ambition of the Argyll and Bute Outcome Improvement Plan. For more details of the delivery plans for 2017 - 2018, please refer to this document on our website. For more information about what individual partners are doing in Argyll and Bute, please refer to the websites of our partners.

www.argyll-bute.gov.uk/council-and-government/community-planning-partnership

Helensburgh and Lomond Area Community Planning Action Plan Update on Progress



Progress as at December 2018

Actions which are classed as “not on track”

Reference No.	Date agreed	Community Name	Lead Organisation	Action
HL01	October 2017	Helensburgh	Argyll & Bute Council	<i>Work with local communities to have an increase in confidence regarding the retail/local business offering within Helensburgh</i>
HL02	October 2017	Arrochar	Unknown	<i>Establishment of destination development group within Arrochar to attract visitors and improve visitor experience</i>
HL03	October 2017	Arrochar	Argyll & Bute Council	<i>Have a collaborative approach to mitigating the impact of marine littering in Arrochar.</i>

Actions which are classed as “on track”

Reference No.	Date Agreed	Community Name	Lead Organisation	Action
HL04	October 2017	Helensburgh	Argyll & Bute Council	<i>Work to improve Positive Destinations figure for pupils leaving Hermitage Academy</i>
HL05	October 2017	Helensburgh	Argyll College UHI	<i>Establish Argyll College UHI within Helensburgh</i>
HL06	October 2017	Kilcreggan	Argyll & Bute Council	<i>Use speed detecting equipment to determine whether speeding cars is an issue for this community</i>
HL07	October 2017	Helensburgh	Argyll & Bute Council	<i>Work with Kirkmichael Community Group to establish a programme of activities for all ages</i>
HL08	October 2017	Helensburgh	Health and Social Care Partnership	<i>Continue to raise the profile of the area and challenges that local residents face into the Out of Hours Review being undertaken by Greater Glasgow and Clyde Health board</i>
HL09	October 2017	Helensburgh	Argyll & Bute Council	<i>Support the Helensburgh Waterfront project (flood defences, car parking, public realm and Helensburgh swimming pool) to increase marine tourism</i>
HL10	October 2017	Arrochar	Argyll & Bute Council	<i>Create action plan to regenerate Arrochar and Tarbet (3 year action)</i>

Actions which are classed as “complete”

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update

Date when plan was approved: October 2017 by Helensburgh and Lomond Area Community Planning Group

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**Argyll and Bute Community Planning
Partnership****Helensburgh and Lomond
Area Community Planning Group****7th February 2019**

Area Community Planning Group Governance Arrangements

1. Purpose

- 1.1 The purpose of this report is to confirm the governance arrangements of the Helensburgh and Lomond Area Community Planning Group (Area CPG) specifically the Terms of Reference, membership and future meeting dates.

2. Recommendations

- 2.1 Area CPG members are requested to:

- Consider and adopt the Terms of Reference submitted in this report (Appendix 1) and to agree that these be reviewed on an annual basis to ensure their ongoing currency and appropriateness for the work of the Area CPG as it develops over time.
- Consider the membership of the group as attached (Appendix 3) and agree any changes which may be required.
- To agree that the membership of the group be reviewed on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time.
- To agree the meeting schedule and dates submitted in this report.

3. Detail

- 3.1 The Area CPG Terms of Reference were last reviewed and agreed in October 2017.
- 3.2 Since the Terms of Reference were agreed, local CPGs have been working hard in overseeing and developing actions within their Area Community Planning Action Plan.
- 3.4 It is expected that the previous process of providing focus for meetings on the actions within Area Community Planning Action

Plans will continue, and that effective and timeous reporting of matters to the Community Planning Partnership Management Committee will continue. To that effect members are asked to agree that the meeting dates for the Helensburgh and Lomond Area CPG will be:

- Thursday 9th May 2019, 10am in Garelochhead
- Thursday 8th August 2019, 10am in Helensburgh
- Thursday 7th November 2019, 10am in Cove
- Thursday 6th February 2020, 10am, TBC
- Thursday 7th May 2020, 10am, TBC

Venues have not yet been booked and therefore the locations proposed are subject to change.

3.5 The membership of the Area CPG was also last reviewed in October 2017, the details are attached at Appendix 2.

3.6 The membership has experienced some changes over that time. The Area CPG are asked to consider whether any changes should be made to the revised membership, the details of which are attached at Appendix 3.

3.7 A formal review of the membership will be carried out on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time.

3.8 It should be noted that membership will continue to be reviewed on a regular basis by the Area CPG and that there is provision for additional organisations to join the group at a later date to accommodate local circumstances.

4. Conclusions

4.1 Given the development of Area Community Planning Action Plans and the future focus of the work of Area Community Planning Groups the meeting is asked to review and agree the attached Terms of Reference, the current membership of the group and the meeting schedule and dates.

5.0 SOA Outcomes

Not applicable. The report relates to the administration of the Area CPG.

Name of Lead Officer

Shirley MacLeod, Area Governance Manager, Argyll and Bute Council

For further information please contact:

Samantha Somers, Community Planning Officer, Argyll and Bute Council
Tel 01546 604464

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Argyll and Bute Community Planning Partnership

Terms of Reference: Helensburgh and Lomond Area Community Planning Group

The Helensburgh and Lomond Area Community Planning Group is a sub group of the Argyll and Bute Community Planning Partnership

It is an unincorporated partnership of agencies and organisations with membership drawn from the public sector, third sector, private sector, community organisations and partnerships that have an interest in Bute and Cowal

Purpose

Argyll & Bute is a large and diverse area. Communities inevitably have different issues even within the overall umbrella of a community plan for the whole area.

Area Community Planning Groups are the vehicle to ensure that there is effective community planning delivery at a local level by:

- Acting on behalf of the Full Community Planning Partnership via the Management Committee to oversee the implementation of Localised Delivery Plans which contribute to the delivery of the Local Outcome Improvement Plan/Community Plan.
- Acting on behalf of the community to ensure that local concerns and priorities are highlighted to the Full Community Planning Partnership via the Management Committee.

Role

The role of the Helensburgh and Lomond Area Community Planning Group is to:

- Oversee the implementation of the Area Community Planning Action Plan for Helensburgh and Lomond Encourage effective working across community planning partners at an area level
- Act as a conduit to ensure that local priorities are met and local issues addressed

Remit

The Helensburgh and Lomond Area Community Planning Group has the authority to:

- contribute to the development of an Area Community Planning Action Plan for Helensburgh and Lomond monitor progress of the Area Community Planning Action Plan with regard to the agreed outcomes on what is being done within Helensburgh and Lomond
- provide the scrutiny role for the Full Community Planning Partnership within Helensburgh and Lomond consider regular performance monitoring reports and provide information to the Argyll & Bute Community Planning Partnership Management Committee by submitting written reports . A nominated member may also attend a

- meeting with prior agreement from the chair to provide additional information should a specific issue of concern to the group be scheduled as an agenda item
- form short term working groups to undertake defined pieces of work as required by the group
 - engage with communities within Helensburgh and Lomond to understand their needs and requirements
 - inform and consult on issues relating to Community Planning at an area level
 - contribute to an annual report on progress on the agreed outcomes

Short Term Working Groups

Short Term Working Groups initiated by the Helensburgh and Lomond area Community Planning Group must:

- be approved at a meeting of the Helensburgh and Lomond Area Community Planning Group and its purpose recorded in the minute of the meeting
- have a named member of the Helensburgh and Lomond area Community Planning Group acting as lead officer for the group
- have a list of members of the group agreed at inception
- have a clear objective agreed at inception
- have a clear remit agreed at inception
- have a clear output agreed at inception
- have a clear start and end date agreed at inception
- have an appropriate source of administrative support identified and agreed at inception
- have an appropriate funding package identified at inception where relevant and a named member of the short term working group undertaking financial responsibility for the initiative
- provide regular reports of activity and progress to the Helensburgh and Lomond Area Community Planning Group
- any changes to the above must be approved by the Helensburgh and Lomond Area Community Planning Group and recorded in the minute of the meeting

EQUAL OPPORTUNITIES

The Helensburgh and Lomond Area Community Planning Group will seek to ensure that promotion of equal opportunities is central to its on-going activities

Criteria for Membership

- Membership is drawn from public sector, third sector, private sector, community organisations and partnerships operating within the Bute and Cowal area.
- Membership is open to all organisations public sector, third sector, private sector, community organisations and partnerships operating within the Bute and Cowal area with an interest in at least one of the six outcome areas of activity identified in Argyll and Bute Community Planning Partnership's Local Outcome Improvement Plan.

- Organisations can self-nominate, be invited to join or have a statutory obligation to participate.
- In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council Helensburgh and Lomond Area Committee and one other Elected Member from an Argyll & Bute Council Helensburgh and Lomond Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.
- In order to ensure democratic accountability, community councils situated within the Helensburgh and Lomond area will sit as a member of the group. Subject to local needs, this may be individual community councils, or by way of a caucus arrangement agreed by the community councils situated within the Helensburgh and Lomond area, or alternatively one community council representing all of the community councils on a rotational basis. The community council undertaking this role will be nominated by the other community councils within the area on an annual basis or more frequently if agreed locally.

In order to comply with legislation which governs community planning in Scotland, some organisations have a statutory obligation to participate in community planning. The organisation will nominate the most appropriate person within their organisation to sit as a member of the group.

- In order to reflect the needs of the community and range of activities covered by the Area Community Planning Action Plan, other organisations and partnerships operating within the local area are also able to sit as members of the group.
- In order to obtain a balanced representation of the above and to ensure a community focussed approach, a ratio of no more than 50% public sector membership should be maintained throughout the lifetime of the group.
- The representatives ought to be able to speak on behalf of their organisation and where appropriate commit funding and other resources to local partnership activity.
- Membership should reflect the needs of the community and can therefore change subject to approval by a simple majority vote of the other members of the group.

Role of Members

Helensburgh and Lomond Area Community Planning Group members have the following responsibilities:

- To attend the scheduled Helensburgh and Lomond Area Community Planning Group meetings.
- Consistency in attendance by members is necessary to build momentum and progress the activities of the group. Members will be encouraged to appoint substitutes to attend meetings on their behalf if they are unable to attend.
- To communicate information relating to the Helensburgh and Lomond Area Community Planning Group with other members and officers within their own organisation and other organisations operating within the area of activity they represent.

- To communicate information relating to their organisations area of activity to other members of the Helensburgh and Lomond Area Community Planning Group at meetings.
- To raise community planning related issues (that is issues related to Argyll and Bute Community Planning Partnership's Local Outcome Improvement Plan) on behalf of the community at Helensburgh and Lomond Area Community Planning Group meetings.
- To contribute to the development, on-going monitoring and review of the Helensburgh and Lomond Area Community Planning Action Plan.
- To participate in short term working groups as required.

Meetings

Chair

- The Chair and Vice Chair of the Helensburgh and Lomond Area Community Planning Group will be elected by the members of the group and will be appointed for a period of two years.
- The outgoing Chair and Vice Chair can stand for re-election at the end of the two year period.
- However, no one person can serve in the role of Chair or Vice Chair for more than two consecutive two year periods
- Should either the Chair or Vice Chair resign their position during their term of office, the office bearer must either notify the group in person at a scheduled Area CPG meeting or contact the chair in writing advising formally of their intention to stand down. Members will be advised of the resignation timeously and an election to fill the vacant post will be conducted at the next scheduled Area CPG meeting
- Nominations for the Chair and Vice Chair positions will be proposed and seconded by Helensburgh and Lomond Area Community Planning Group members. Each member will have one vote and a simple majority vote will determine the outcome of the election process.
- The elected Chair, or in their absence, the Vice-Chair shall preside over the meeting. If both are absent, partners will choose a member from the floor to preside.
- Members should respect the authority of the Chair who will decide matters of order, competency, relevancy and urgency.

Quorum

- The quorum for a meeting will be 5.
- If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.
- If a quorum is not present, at the Chairperson's / Vice-Chairperson's discretion, the meeting shall proceed and any decisions taken will be homologated at the next meeting.
- For purposes of the quorum, participation of partners by video-conferencing or telephone conference links will be considered as present.

Frequency of Meetings

- The Area Community Planning Groups of the CPP will normally meet once each quarter (4 times each year).
- These meetings will normally be held in February, May, August and November.

- Where business requires, further meetings can be called with agreement of the Chair subject to the required notice being given.

Conduct of Meetings

- Meetings of the Helensburgh and Lomond Area Community Planning Group will be held in public.
- Observers can only participate in discussion with the agreement of Chair.
- Members must declare any conflict of interests at the start of a meeting and take no part in the consideration of the relevant item.
- Observers wishing to participate in discussion must declare any interest in the subject under discussion.
- All meetings will be minuted and a minute made available through the Council's website and available from a link through the community planning partnership website.
- Meetings of the Area Community Planning Groups will be conducted in accordance with the lead partner's (Argyll & Bute Council) standing orders for meetings subject to any necessary changes as set out above (*mutatis mutandis*).

Decision making

- All members of the group have equal status
- Each member has one vote
- The Chair retains the casting vote
- All decisions must be clearly minuted with a brief summary of the discussion and reason for decision recorded as well as the outcome
- The minutes should clearly record who or whatever organisation is responsible for action
- Observers and persons attending the meeting in an advisory capacity may provide information but are not part of the decision making process and are not able to participate in a vote

Accountability

The Helensburgh and Lomond Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and is accountable to the following bodies:

- Full Community Planning Partnership via the Management Committee
- Community within its local area
- Argyll & Bute Council as lead partner of Community Planning.

Support

The Helensburgh and Lomond Area Community Planning Group will be supported by:

- A Lead Officer to facilitate and promote the smooth operation of the group and work closely with group members to ensure a supportive structure, which responds to the needs of the members in addressing issues.
- Administrative support, organising meetings, taking minutes and associated administrative support will not be provided by Argyll and Bute Council, Governance & Law but by local partner agencies
- A Local Community Development Officer will have a key role, working in partnership with organisations in the support of community groups, organisations and individuals,

particularly those who do not traditionally engage in community issues, to participate in local community planning.

Issue of Papers

- The agenda and papers for the Helensburgh and Lomond Area Community Planning Group will normally be issued 7 days prior to the date of the meeting.
- The Chair can agree to accept late papers.
-
- The agenda and papers will be published on the Argyll & Bute Community Planning Partnership website, the Argyll & Bute Council website and available from a link through the community planning partnership website.

Communications

The Helensburgh and Lomond Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and will follow the guidance set out for Area Community Planning Groups within Argyll & Bute Community Planning Partnership's Communication Strategy.

Winding Up

The Helensburgh and Lomond Area Community Planning Group is a sub group of the Argyll and Bute Community Planning Partnership.

- If the Argyll & Bute Community Partnership is dissolved, the Helensburgh and Lomond Area Community Planning Group will cease to exist by default
- If a review of Argyll and Bute Community Planning Partnership delivery structure should recommend that Area Community Planning Groups should be dissolved to facilitate a new delivery structure, the decision whether or not to wind up the group will be made by the Argyll & Bute Community Planning Partnership following consultation with the Area Community Planning Groups and Argyll & Bute Council as lead partner for community planning within the area.
- Area Community Planning Group members may initiate a proposed wind up of the group by submitting a report outlining the reasons why it was felt the group was no longer required to the Management Committee in the first instance. The decision whether or not to wind up the group will be made by the Argyll & Bute Community Planning Partnership following consultation with Argyll & Bute Council as lead partner for community planning within the area

Approved and adopted at the Helensburgh and Lomond Area Community Planning Group meeting held in March 2015

Amended March 2015 to reflect a change in the meeting cycle

Amended March 2016 to clarify procedure if either the Chair or Vice Chair resigns during their term of office and amend number of days meeting papers are to be circulated prior to meeting date

Amended February 2017 to clarify procedure if outgoing office bearer wishes to stand for re-election.

Amended February 2019 to clarify terms in respect of the Local Outcome Improvement Plan / Area Community Planning Action Plan.

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Appendix 2

Helensburgh and Lomond Area Community Planning Group membership agreed at October 2017

Partner Organisation	Contact Name
Police Scotland	Gary Stitt Inspector Claire Miller (Deputy)
Scottish Fire and Rescue	Andy Maclure
NHS Highland	Linda Skrastin
Loch Lomond and Trossachs National Park	Jo Wright
Argyll and Bute Third Sector Interface	Morevain Martin
ACHA	Iona MacPhail Yvonne Litster

Appendix 3

REVISED – Helensburgh and Lomond Area Community Planning Groups Membership (incorporating changes in local communities since October 2017).

Partner Organisation	Contact Name
Argyll and Bute Council	Cllr Douglas, Cllr E Morton, Cllr Morgan
Community Councils	Arrochar, Tarbet and Ardlui, Helensburgh, Cardross, Rhu and Shandon, Rosneath and Clynder, Cove and Kilcreggan, Luss and Arden, Garelochhead
Police Scotland	Inspector Allan Kirk
Scottish Fire and Rescue	Stuart MacDonald, Bobby Tourish
Health and Social Care Partnership	Jim Littlejohn
Scottish Enterprise	Janice Kennedy
Loch Lomond and Trossachs National Park	Fiona Jackson
TSI	Jean Senior
ACHA	Iona MacPhail
Fyne Homes	Janet McAlister
Health and Wellbeing Network - Network Helensburgh	Audrey Baird
Ministry of Defence	John Livesey
SPT	Allan Comrie
Dunbritton Housing Association	Sephton MacQuire
Live Argyll	Colin Crichton