

**MINUTES of MEETING of ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP -  
MANAGEMENT COMMITTEE held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD  
on WEDNESDAY, 30<sup>TH</sup> SEPTEMBER 2015**

**Present:**

Grant Manders, Police Scotland (Chair)

Andrew Campbell, Scottish Natural Heritage	Sally Loudon, Argyll and Bute Council
Douglas Cowan, HIE	Shirley MacLeod, Argyll and Bute Council
Fraser Durie, Argyll College	Donald MacVicar, Argyll and Bute Council
Neil Francis, Scottish Enterprise	Gail McClymont, Police Scotland
Elaine Garman, NHS Highland	Samantha Quarton, Argyll and Bute Council
Rona Gold, Argyll and Bute Council	Anthony Standing, Skills Development Scotland
Stuart Green, Argyll and Bute Council	Gordon Wales, Scottish Government
Glenn Heritage, Third Sector Interface	Christina West, Argyll and Bute Integration of Health and Social Care
Jim Hymas, Scottish Fire and Rescue Service (vice – chair)	

**In attendance:**

Brian MacDonald, Scottish Urban Regeneration Forum

**1. WELCOME AND APOLOGIES – GRANT MANDERS**

Apologies were received from  
Councillor Ellen Morton, Argyll and Bute Council  
Councillor Dick Walsh, Argyll and Bute Council  
Cleland Sneddon, Argyll and Bute Council  
Pippa Milne, Argyll and Bute Council

A warm welcome was extended to Grant Manders who was attending the Management Committee for the first time.

**2. MINUTE AND HIGHLIGHTS OF THE CPP MANAGEMENT COMMITTEE MEETING  
17<sup>TH</sup> JUNE 2015**

The minutes from the meeting of 17<sup>th</sup> June 2015 were approved as a correct record, subject to the insertion of a semi-colon in the section on Outcome 4. All organisations were encouraged to share the highlights report within their own organisations.

### 3. ACTION TRACKER

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

### 4. OTHER COMMUNITY PLANNING MEETINGS OR NETWORKS

#### (a) FULL PARTNERSHIP HIGHLIGHTS

Donald MacVicar spoke on the positive feedback that had been received on the Full Partnership meeting and advised that 92 delegates had attended. A number of recommendations coming out of the day would be discussed by the Chief Officer's Group.

#### (b) AREA COMMUNITY PLANNING MEETINGS OR NETWORKS

Shirley MacLeod presented the report. It was noted that the presence of an officer knowledgeable in Health and Social Care Integration had been positively received.

Grant Manders asked CPP members to ensure that their organisations send their members to area community planning groups and that attendees stay for the duration of area community planning group meetings.

**Action: ALL to ensure that their organisations attend ACPG meetings and stay for duration of meeting.**

Shirley advised that a request for a summary page similar to the Executive Summary found in Council reports had been requested by an Area Community Planning Group. It was agreed that this would be piloted for a 12 month period before reviewing.

**Action: Shirley MacLeod to introduce an executive summary part to the reports of Area Community Planning Groups to be piloted for a 12 month period**

Shirley outlined the background into why the area community planning groups for Bute and Cowal and Helensburgh and Lomond are currently held on the same day. The difficulties this presented for many attending both were noted and the Management Committee were advised that the current scheduling of dates would be reviewed in March 2016.

**Action: Shirley MacLeod to review the scheduling of the Bute and Cowal and Helensburgh and Lomond area community planning groups in March 2016.**

As per the recommendations of the report, it was agreed to:

- Note the highlights and key issues under 4.0 and 4.1
- Action an appropriate response to the points raised in 4.2 which are to:
  - Provide improved communication of meeting dates and times etc through both hard advertising (which will have budget implications) and also social media
  - Highlight at strategic level the importance of partners and community representatives remaining at meetings for their duration in order to maximise the opportunity for cross sectoral work

- Consider how CPGs and local communities can become involved in influencing the Strategic Housing Investment Plan
- Consider the problem of the access road on Colonsay as an urgent partnership action.

**Action: Rona Gold, Shirley MacLeod and Jane Jarvie to have a discussion on available resources to promote communication of meeting dates.**

**Action: Shirley MacLeod to speak with Donald MacVicar on how CPGs and local communities can become involved in influencing the Strategic Housing Investment Plan.**

#### **(c) NATIONAL COMMUNITY PLANNING GROUP**

Due to difficulties with the audio element of the video link with Gordon, it was agreed that Gordon would email Rona with the latest information from the National Community Planning Group to be circulated to members of the Management Committee.

**Action: Gordon Wales to provide information to Rona Gold on the National Community Planning Group to be then circulated to members of the Management Committee.**

#### **(d) THIRD SECTOR AND COMMUNITIES GROUP**

Donald MacVicar provided a verbal update on the Third Sector and Communities Group. It was noted that an event on funding opportunities would take place early in 2016. There was concern that this group potentially duplicated some of the role of the Third Sector Interface and needed a clear focus. The upcoming Community Empowerment Act was seen as a key area where the group could have an input, particularly around the ethos and culture of the Act.

**Action: Rona to review the Terms of Reference for the Third Sector and Communities Group over the next six months.**

#### **(e) ECONOMIC FORUM**

Stuart Green gave an update on the background to the Economic Forum and progress to date and advised that several members of the Management Committee were members of either the Forum itself or one of its sub-groups. It was noted that a report with recommendations for actions would be produced by the end of the year.

### **5. SOA PERFORMANCE AND SCRUTINY**

#### **(a) OUTCOME 1 – THE ECONOMY IS DIVERSE AND THRIVING**

Douglas Cowan as Outcome Lead for Outcome 1: The Economy is diverse and thriving, spoke on the latest progress on activity working towards this outcome. In both of the group discussions, the conversation naturally linked to Outcome 3: Education, skills and training maximises opportunities for all with regards to skills matching, ambition and the greater need for apprenticeships. It was noted that all sectors are experiencing difficulties in recruiting suitable employees.

Unemployment was at 1.7% in August 2015 which is below the Scottish average but there were still challenges in certain areas of Argyll and Bute and that certain sectors (dairy) were currently facing challenges.

Issues around measurement and the reporting of data were noted and it was agreed that these should be resolved in the forthcoming review of the delivery plans of the Single Outcome Agreement.

**Action: Rona to consider linking Outcomes 1 and 3 together for the review of the delivery plans of the SOA for a more holistic conversation**

**(b) OUTCOME 5 – PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES**

Elaine Garman as Outcome Lead for Outcome 5: People lead active, healthier and independent lives, spoke on the successes and key achievements reported within the performance management framework. Conversation centred around the rate of emergency admissions which showed a rate currently poorer than the Scottish average. Issues with the data were discussed and Elaine advised that from March 2016, the data should be more reliable as the NHS was working with ISD to improve the current dataset and that the new data would be able to be interrogated further to determine reason for admission. It was suggested that benchmarking the Argyll and Bute area with a similar rural local authority may be useful.

Meaningful performance indicators were also discussed with the number of repeat admissions within a 12 month period being put forward as a better measure.

A move to quality anticipatory care with self-management of long term conditions was also discussed as a way of improving quality of life.

A working group looking at increasing the number of modern apprenticeships across the area was suggested which Anthony Standing offered to lead.

Discussions also arose between Scottish Fire and Rescue Service, Police Scotland and the NHS on how they can work in partnership to support people in houses that may be vulnerable to slips, trips and falls. It was agreed to take this to the Adult Protection Committee to progress this.

**Action: Anthony Standing to form working group to look at increasing the number of modern apprenticeships across the area**

**Action: Gail McClymont to take the suggestion of better partnership working between Police, Fire and the NHS to support those in houses who may be vulnerable to slips, trips and falls.**

**(c) EXCEPTIONS – UPDATE FROM OUTCOME LEADS**

It was agreed that future meeting of the Management Committee would feature group discussion on all red/amber components of the delivery plans to explore opportunities for partnership working.

**(d) ANNUAL REPORT 2014-15**

The draft Annual Report for 2014-15 and draft Summary Report were presented to

the Management Committee and feedback was requested.

A number of recommendations were put forward by Management Committee members which Rona and Samantha will follow-up.

**Action: Rona to communicate with members of the Management Committee regarding further information that has been suggested**

**Action: Rona to provide all feedback on the draft Annual Report and draft Summary Report to the designer.**

**(e) PRESENTATIONS LINKED TO PROGRESS ON OUTCOMES:  
OUTCOME 1 – SURF ALLIANCE FOR ACTION: BUTE**

Brian MacDonald from the Scottish Urban Regeneration Forum (SURF) was welcomed to the Management Committee and spoke on how HIE had engaged with SURF 12 months ago to do a feasibility study on the Isle of Bute into establishing an “Alliance for Action.”

Brian spoke of some positive development happening on Bute which included Achievement Bute working with Carnegie, the Alliance applying for Charrettes funding from the Scottish Government and an ongoing “Stalled Spaces” bid.

It was noted that SURF were looking to employ someone on a part-time basis to take the project forward and that they were hoping to recruit by the end of the year.

Glenn advised that the Third Sector Interface was happy to circulate any information on the Bute Alliance for Action to its mailing list of community groups on Bute to widen knowledge and participation in the Alliance.

**Action: Glenn to liaise with Brian MacDonald regarding the circulation of information relevant to third sector group on Bute.**

**6. RESPONSE TO SYRIAN REFUGEE CRISIS**

Donald MacVicar spoke about the Refugee Response Group that had been set up in response to the Syrian Refugee crisis and outlined the partnership approach to this group.

Fraser Durie advised that there is a current plan for the delivery of ESOL classes (English for Speakers of Other Languages) but that they may ask the Scottish Government for flexibility if changes to the plan arose as a result. It was agreed that no action was required yet.

As per the recommendations of the report, the Management Committee agreed:

- To support the decision to offer housing and support to a minimum of 20 families caught up in the Syrian conflict.

**7. PLANNING OUR FUTURE – SERVICE CHOICES: ARGYLL AND BUTE COUNCIL**

Sally Loudon spoke about the budget challenges that the council faced over the next few years and outlined the timescale for the consultation on proposed options.

It was agreed that the impact of budget cuts across all organisations and how this would affect the Single Outcome Agreement would be a key focus area at the December meeting of the Management Committee and that this would be a private meeting to allow these sensitive conversations to take place.

As per the recommendations of the report, the Management Committee agreed:

- to bring their proposals for dealing with the challenges outlined within the Single Outcome Agreement to the next meeting in December 2015.

**Action: All partners to bring their own budget information to the December meeting of the Management Committee to discuss how these will impact the Single Outcome Agreement.**

**Action: Jane Jarvie to pull together a summary of feedback so far from the council consultation to the December meeting**

## **8. PAPERS FOR NOTING**

### **(a) CONCLUSION OF COSLA'S MIGRATION MATTERS PROJECT**

Rona Gold advised that the migration toolkit and resources was timely and Samantha was requested to ensure Cleland Sneddon and Morag Brown had sight of the resources available.

The Management Committee noted the contents of the report and the suite of resources available from COSLA on migration.

**Action: Samantha to ensure Cleland Sneddon and Morag Brown have sight of the resources available on migration developed by COSLA**

### **(b) SINGLE OUTCOME AGREEMENT DELIVERY PLANS – UPDATE**

Rona Gold presented the report which outlined plans for the revision of the delivery plans of the Single Outcome Agreement.

As per the recommendations within the report, the Management Committee agreed to:

- Note the approach outlined in section 4 of the report
- Note the actions required of the Management Committee following a review by the council's Internal Audit department under section 4.5 of the report.

### **(c) HEALTH AND SOCIAL CARE INTEGRATION**

Christina West advised that the Strategic Plan was going out to consultation at the beginning of October and that feedback from members of the Management Committee would be welcome. Christina will also provide information for the next fortnightly bulletin.

As per the recommendations of the report, the Management Committee:

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

**Action: Christina to send information on the consultation of the Strategic Plan to cppadmin for inclusion in the next fortnightly bulletin.**

**(d) ARGYLL AND BUTE THIRD SECTOR INTERFACE**

Glenn Heritage provided an update on the Argyll and Bute Third Sector Interface.

The Management Committee agreed to note the report, the progress made thus far, and supports and acknowledges the direction of improvements as well as challenges of the new Argyll and Bute TSI.

**9. AOCB**

**(a) NOMINATIONS TO SIT ON PERFORMANCE, REVIEW AND SCRUTINY COMMITTEE**

Donald MacVicar spoke on the requirement in the committee's constitution to have representation by members of the Management Committee as formal attendees of the Committee.

The Management Committee noted the contents of the report and agreed to appoint 2 CPP partner nominees to serve on the Council's Performance, Review and Scrutiny Committee. The two nominees are Grant Manders, Police Scotland and Jim Hymas, Scottish Fire and Rescue Service.

**Action: Rona to inform Tricia O'Neill of the decision of the Management Committee.**

**(b) LETTER OF SUPPORT FOR LOCAL CHARRETTE FUNDING**

Rona Gold advised that a number of community groups had signalled intent to apply for the Charrettes funding and had approached the CPP asking for a letter of support. It was agreed that a letter of support in principal from the CPP Management Committee would be available to all community groups who requested it.

**Action – Rona to draft a letter of support for local Charrettes funding to be made available to all communities wishing to apply for Charrettes funding.**

**(c)** Sally advised that Rona would be speaking to the Scottish Government about good examples of community engagement work.

**(d)** Glenn advised that following engagement with the Grey Matters group by Shona Robison MSP and Brendan O'Hara MP, two members from the Grey Matters group were now part of the ministerial group.

**10. DATES OF NEXT MEETINGS**

Friday 18<sup>th</sup> December – Outcomes 2 and 6

Thursday 24<sup>th</sup> March 2016 – Outcomes 3 and 4

