

**MINUTES of MEETING of ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP -
MANAGEMENT COMMITTEE held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD
on THURSDAY, 24TH MARCH 2016**

Present: Grant Manders, Police Scotland (Chair)

Andrew Campbell, Scottish Natural Heritage	Sally Loudon, Argyll and Bute Council
Fraser Durie, Argyll College	Shirley MacLeod, Argyll and Bute Council
Neil Francis, Scottish Enterprise	Donald MacVicar, Argyll and Bute Council
Sue Gledhill, Highlands and Islands Enterprise	Gail McClymont, Police Scotland
Rona Gold, Argyll and Bute Council	Alison McGrory, NHS Highland
Stuart Green, Argyll and Bute Council	Samantha Quarton, Argyll and Bute Council
Glenn Heritage, Third Sector Interface	Cleland Sneddon, Argyll and Bute Council
Jim Hymas, Scottish Fire and Rescue Service (vice – chair)	Anthony Standing, Skills Development Scotland
Louise Long, Argyll and Bute Council	Councillor Dick Walsh, Argyll and Bute Council

In attendance:

Nick Ferguson, Chair of Economic Forum	Becky Stokes, Argyll and Bute Council
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1. WELCOME AND APOLOGIES – GRANT MANDERS

Apologies were received from:

Elaine Garman, NHS Highland
Pippa Milne, Argyll and Bute Council
Councillor Ellen Morton, Argyll and Bute Council
Gordon Wales, Scottish Government
Christina West, Health and Social Care Partnership

2. MINUTE AND HIGHLIGHTS OF THE CPP MANAGEMENT COMMITTEE MEETING ON THE 18TH DECEMBER 2015

The minutes and highlights of the meeting of the CPP Management Committee of the 18th December 2015 were approved as a correct record.

3. ACTION TRACKER

The Action Tracker was updated and approved as an accurate reflection of current actions. Note of one outstanding action related to inviting organisations to be part of CPP in Argyll and Bute. This will be picked up with the ACPG paper within this meeting and actioned thereafter.

4. ITEMS FOR DISCUSSION

(a) AREA COMMUNITY PLANNING GROUPS, SHIRLEY MACLEOD

Shirley MacLeod presented the report and advised the Management Committee of the results of a recent customer satisfaction survey on the Area Community Planning Groups. It was noted that the results were generally very positive.

Grant Manders advised that he was keen and committed to meeting with the Chairs of the Area Community Planning Groups to develop a strong relationship and work together. Shirley agreed to facilitate this meeting.

Discussion was held on appropriate responses to the points raised in 4.2 of the report. The points raised and response given are as follows :

- a) Consider the role Third Sector (including Sport) Organisations play in achieving progress towards outcomes detailed within the SOA and the issues faced with regards to funding and staffing

Response: Glenn Heritage advised that the situation was difficult for many Third Sector Organisations and that this has an impact on communities. "Good news stories" were highlighted for some recently in receipt of funding. Discussion focused on considering whether there was a better way to commission services, ensuring funding bids were closely linked to the Single Outcome Agreement (SOA) and ensuring that all organisations knew what support was available to them. It was agreed to publicise funding opportunities through the CPP Fortnightly Bulletin.

- b) Consider the issues raised by the breadth of education required to be provided by geographically remote secondary schools (mainland as well as island) and the staffing difficulties faced in relation to service provision in remote rural areas and remote school towns.

Response: Cleland Sneddon advised that the staffing model for schools is defined by the school roll and that the Education Service was working closely with Argyll College UHI regarding their valuable contribution to the breadth of curriculum in the schools. Cleland spoke of better alignment and targeting of courses across all schools to local economic opportunities rather than simply having a breadth of subjects. He advised that a number of initiatives had been applied to improve teacher recruitment – for example the students currently undertaking the Post-graduate Primary Teaching Qualification with Argyll College UHI will graduate this year and help address staffing shortages. Creative approaches to accommodating teachers moving into the Oban area were also discussed, the recruitment of a spouse as a teacher through the Maritime Change programme was highlighted and new models of employing teachers across primary and secondary schools were also presented to the Management Committee. Fraser Durie also advised that Argyll College UHI were working with all the secondary schools within Argyll and Bute and that each of the four administrative areas had different area skills requirements.

The success of the Primary Teaching PGDE was praised and the Management Committee agreed provision of a Secondary Teaching qualification would also bring significant benefits to the area and address staff shortages. The CPP asked Fraser Durie to take this forward. Should any difficulties arise it was agreed that both the Chair of the CPP and CEO of Argyll and Bute Council would write to the governing body.

Cleland Sneddon highlighted that he was speaking to Cllr Aileen Morton and would brief her on this discussion.

- c) Consider the potential links that could be developed between the Locality Groups mentioned in the Health and Social Care Integration report and the Area CPGs.

Response: Rona Gold and Lorna Elliott have a meeting arranged with colleagues in Health and Social Care to discuss. Louise Long advised that the Terms of Reference for the Locality Groups are available and that the membership of these groups was still being discussed. It was agreed that Rona would look further into the locality groups and how they link into Area Community Planning Groups and the delivery of the Single Outcome Agreement.

There was agreement to the suggestion by the Chair to look at groups meeting locally and ensure these are linked to the ACPGs.

- d) Consider the problems caused in respect of road closure arrangements in the Oban area in the aftermath of road accidents and in particular of the implications for the 500 pupils who travel by bus to and from school on a daily basis.

Response: There was a lengthy closure of the A85 in May 2014 following a fatal collision at Dunbeg. Due to the time of day this caused delays in pupils at nearby schools being transported home at their usual times. The Argyll and Bute Multi Agency Road Safety Group discussed and implemented an early warning system in relation to schools during road closures. Any closure during the school day is relayed from the Police control room to Argyll and Bute Council with the Education Department then alerting schools and parents of such a delay and provide suitable advice. The advice may be on the diversion route to use or in extreme cases, children being kept at school longer then transported home when the road reopens.

Consideration was given to the adoption of the Glencruitten to Connel road being adopted as a local diversion. This was reviewed by representatives of Argyll and Bute Council, BEAR Scotland (representing Transport Scotland) and Police Scotland. After review this was not deemed to be a safe and suitable alternative to the Standard Incident Diversion Route and this was reported back to the elected members of the Oban, Lorn and the Isles Area Committee in January 2015.

There has been a year on year decrease in fatal and serious injury collisions in Argyll and Bute over the last three years and a decrease in the requirement to close roads to investigate serious collisions. Police Scotland also continues to invest in trained Collision Investigators based within Argyll and Bute to speed up access to such locations and therefore reopen roads quicker.

Grant offered Police officers to attend the OLI ACPG to answer questions on road closure diversions.

- e) Consider the inclusion of the Scottish Ambulance Service and Visit Scotland

as active partners within Community Planning structures and processes at both strategic and local level.

Response: All agreed that they be invited to formally participate in the CPP. Grant advised that he would invite Scottish Ambulance Service to be a partner within Outcome 6 and the Full Partnership and Visit Scotland to be a partner within Outcome 1 and the Full Partnership.

In addition to the points raised by the Area Community Planning Groups, the Management Committee noted there is a need to look at young people being integrated in community planning. Shirley advised that each Area Community Planning Group were engaging with young people through different means – the Youth Forum, Education Officers and through Student Councils.

The Management Committee were also advised that the Community Planning and Community Development team were in the process of recruiting a Modern Apprentice whose role would be to undertake peer to peer engagement and provide information on how best Community Planning can link in with young people.

Louise Long advised that funding was being sought for a Children and Young Person Officer to work with looked after children, and it was agreed this would be a key person to link to.

Actions:

Shirley MacLeod to facilitate meeting with Grant Manders and Chairs of the Area Community Planning Groups.

Samantha Quarton to publicise funding opportunities for Third Sector Organisations through the CPP Fortnightly Bulletin.

Fraser Durie to take forward the introduction of a Secondary Teaching PDGE.

Shirley to contact Grant for representation to attend OLI ACPG to answer questions on road closures.

Rona Gold and Lorna Elliott to look at Health and Social Care Locality Groups and broader groups meeting locally to explore their engagement with Area Community Planning Groups.

Chair to invite Scottish Ambulance Service to be a partner within Outcome 6 and the Full Partnership and Visit Scotland to be a partner within Outcome 1 and the Full Partnership.

(b) NATIONAL COMMUNITY PLANNING GROUP, GORDON WALES

There was no update from the National Community Planning Group.

5. PRESENTATION BY NICK FERGUSON ON ECONOMIC FORUM RECOMMENDATIONS

Grant warmly welcomed Nick Ferguson to the meeting and thanked him for attending the Management Committee meeting.

Nick informed the Management Committee that his remit had been to look at Argyll and Bute from a business perspective. The key points from the presentation were that:

- The population of Argyll and Bute had declined between 2001 and 2011 with a key loss of 25 to 44 year olds
- Not all areas of Argyll and Bute experienced population decline with Oban, Mull, Coll and Iona all experiencing population growth however the towns of Helensburgh, Campbeltown and Rothesay all decreased in population.
- The industries of Tourism and Food Production and Processing, including Aquaculture should be the main focus for growth as they have strong employment, investment and growth opportunities.
- There is a need to change the mindset of Tourism as a business.
- Conservation of the environment is important.
- The report also recommended focusing on Youth and Education through supporting Argyll College UHI, SAMS and developing Oban as a University town.
- The barriers to growth were mobile and broadband connectivity, finance for small businesses, affordable housing and transport links

A question and answer session followed with members of the Management Committee and Nick Ferguson. Nick advised that some of the recommendations were for the private sector but suggested that the Management Committee should lobby for change, spend their budgets within Argyll and Bute and focus on key areas where the partner agencies can make a difference.

The Management Committee welcomed information that the sub-groups of the Economic Forum would continue to meet on a six-monthly basis focusing on the areas of Tourism, Food Production, Youth and Education and Barriers.

Sally Loudon thanked Nick for the amount of work he had done for the Management Committee through speaking to mobile phone companies, the Depute First Minister, lobbying for change and enabling greater links between the public and private sectors. Councillor Dick Walsh echoed the sentiments expressed by Sally towards Nick.

Action: Updates from the Economic Forum sub-groups to continue to be provided to the Management Committee through Stuart Green

6. SOA DELIVERY PLAN REVIEW

The CPP Management Committee discussed in depth how to finalise the delivery plans that sit underneath the SOA. It was agreed by all that further work was required and that the plans would be signed off at the June meeting of the Management Committee.

Discussion points included the following:

- Outcome Leads would have the full detail of activities which were not included in the document pack
- Success measures need to relate to all of the long term objectives
- Existing Key Performance Indicators (KPI's) should not be shoe-horned to

- fit and new KPIs be created where appropriate
- Success measures should come after the Long Term Objectives and Activities in the sequence of the delivery plans.
- Further thought was required as to whether the success measures should be milestones measuring progress or whether measures should be more performance driven to see the difference the activities have made.
- The Long Term Objectives were broadly agreed.

The Management Committee agreed that:

- Outcome Leads would have the month of April to meet with their lead officers and complete the empty spaces within the tables of their Outcome Delivery Plan and;
 - Review the activities and objectives in their outcome and then set out 10 -12 performance indicators/success measures which will enable the management committee to monitor and scrutinise progress in achieving the objectives. These measures should cover the scope of all the key objectives rather than mainly focusing on a couple of elements.
 - Ensure preventative activity features within their outcome.
- CPP team to arrange a meeting with all the Outcome Leads in May to ensure all the outcomes join up and no duplication.
- Finalised delivery plans would then be presented back to the Management Committee at its meeting in June.

Cleland and Louise advised that they would look at Outcomes 3 and 4 together.

Actions:

- **CPP team to support and facilitate the meetings of outcome leads and key officers in April.**
- **Outcome Leads by end April are to complete the empty spaces within their delivery plans, reviewing the activities and objectives in their outcome and setting out 10 -12 performance indicators/success measures which will enable the management committee to monitor and scrutinise progress in achieving the objectives. These measures should cover the scope of all the key objectives. Outcome Leads to ensure preventative activity is featured within their outcome delivery plan.**
- **Community Planning team to arrange a meeting with all the Outcome Leads in May to ensure the outcomes join up**
- **Delivery plans to be presented in their final draft at the Management Committee meeting on the 9th June 2016.**

7. PAPERS FOR NOTING

(a) SMALL-SCALE STUDY OF CHILD PROTECTION ACTIVITY IN ARGYLL AND BUTE: EXECUTIVE SUMMARY

The paper was noted.

(b) REFINEMENT OF CHECKLIST USED TO DETAIL THE PROCESS FOR INCLUDING LOCAL INITIATIVES INTO THE SOA:LOCAL

The paper was noted. It was agreed that local initiatives may be supported by the Outcome Lead but not necessarily included within the SOA: Local.

(c) SOA PERFORMANCE AND SCRUTINY: OUTCOME 3 – FOR NOTING

The performance information on Outcome 3: Education, skills and training maximises opportunities for all was noted

(d) SOA PERFORMANCE AND SCRUTINY: OUTCOME 4 – FOR NOTING

The performance information on Outcome 4: Children and young people have the best possible start was noted.

(e) SOA PERFORMANCE AND SCRUTINY: EXCEPTIONS FROM ALL OUTCOMES

The exceptions were noted

8. AOCB

(a) UPDATE ON ELECTRIC VEHICLES

Samantha Quarton and Fraser Durie updated the Management Committee on the grant funding for Electric Vehicles made available by the Energy Saving Trust in October 2014. Argyll College UHI would be using the grant to lease a number of electric vehicles to supplement their existing fleet.

(b) PREVENTION

Grant advised that he saw a number of cross-cutting themes which sat across all of the SOA Outcomes and asked whether there was an appetite to look at these themes alongside the outcomes.

Following discussion, it was agreed that prevention or early intervention should sit within each of the outcomes rather than as a separate group and that the role of the Management Committee was to look at the totality of preventative activity. It was agreed to look at the totality of preventative activity across all partner organisations post June.

Action: Rona to look at the totality of preventative activity across all partner organisations post June 2016.

(c) FILMING OF CPP HIGHLIGHTS AT FUTURE MEETINGS

Rona asked the Management Committee for permission to film a 90 second “film” of the highlights of a future Management Committee meeting which would then be distributed instead of the Highlights paper. The suggestion was met with a positive reaction with potential for films of Area Community Planning Groups, SOA Delivery groups and the use of Argyll and Bute Community TV put forward. The next meeting will be used as a trial for this published only to CPP Management Committee members whilst CPP team members are building their skills and experience in this.

(d) UPDATE ON SYRIAN REFUGEES

Cleland advised of an offer of employment for one of the refugees in Bute

(e) THIRD SECTOR INTERFACE – KEY DATES FOR DIARIES

Glenn Heritage advised that a conference focusing on transport would be taking place on the 21st June 2016 at the Argyllshire Gathering, Oban and that the Volunteer of the Year Awards would take place on the 16th September 2016.

(f) PERFORMANCE, REVIEW AND SCRUTINY COMMITTEE – REQUEST FOR CPP MEMBER TO SIT ON COMMITTEE

Shirley MacLeod advised that a vacancy had arisen on the Performance Review and Scrutiny Committee following Douglas Cowan's promotion. 3 members of this Committee come from Management Committee partner agencies with Grant Manders and Jim Hymas taking two of the 3 seats allocated to the Management Committee.

Shirley would provide an email requesting a nomination through the Community Planning team.

Action: Shirley to email the Community Planning team with a request for a Management Committee member to sit on the Performance Review and Scrutiny Committee.

9. DATES OF FUTURE MEETINGS

Thursday 9th June 2016 – Outcomes 1 and 5

Tuesday 2nd August – Full Partnership

Thursday 29th August – Outcomes 2 and 6

Tuesday 20th December – Outcomes 3 and 4