

**MINUTES of MEETING of ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP -  
MANAGEMENT COMMITTEE held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD  
on THURSDAY, 9<sup>TH</sup> JUNE 2016**

**Present:** Grant Manders, Police Scotland (Chair)

Andrew Campbell, Scottish Natural Heritage	Gail McClymont, Police Scotland
Fraser Durie, Argyll College	Alison McGrory, NHS Highland
Lorna Elliott, Argyll and Bute Council	Pippa Milne, Argyll and Bute Council
Rona Gold, Argyll and Bute Council	Jennifer Nicoll, Highlands and Islands Enterprise
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
Janice Kennedy, Scottish Enterprise	Becky Stokes, Argyll and Bute Council
Louise Long, Argyll and Bute Council	Councillor Dick Walsh, Argyll and Bute Council
Councillor Ellen Morton, Argyll and Bute Council	

**In attendance:**

Ann Marie Knowles, Argyll and Bute Council    Claire Wilson, Care Inspectorate

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

Apologies were received from:

Neil Francis, Scottish Enterprise  
Elaine Garman, NHS Highland  
Sue Gledhill, HIE  
Donald MacVicar, Argyll and Bute Council  
Shirley MacLeod, Argyll and Bute Council  
Gordon Wales, Scottish Government  
Christina West, Health and Social Care Partnership

Grant extended a warm welcome to Jennifer Nicoll as the new Area Manager of HIE and to Cleland Sneddon attending the Management Committee in his capacity of Chief Executive.

Grant advised that Becky would be filming parts of the Management Committee meeting, as agreed at the meeting in March, and that the material would not be in the public domain at this time.

**2. MINUTE AND HIGHLIGHTS OF THE CPP MANAGEMENT COMMITTEE MEETING ON THE 24<sup>TH</sup> MARCH 2016**

The minutes and highlights of the meeting of the CPP Management Committee of the 24<sup>th</sup> March 2016 were approved as a correct record.

Grant requested that all members of the Management Committee ensure the dates of

future meetings were in their diaries.

### **3. ACTION TRACKER**

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

### **4. HEALTH AND SOCIAL CARE – THE WAY AHEAD AND LINKS TO COMMUNITY PLANNING**

#### **(a) COMMUNITY JUSTICE AND SELF-EVALUATION, CARE INSPECTORATE**

Claire Wilson from the Care Inspectorate gave a presentation to the Management Committee on the new self-evaluation model for Community Justice that Claire is currently devising. It was noted that this should be developed by December 2016.

Grant reiterated that the CPP now has a statutory duty for arrangements for Community Justice and that all partners now have a role to play. He advised that the tripartite arrangement with East and West Dunbartonshire Councils may make self-evaluation more complex and that the Alcohol and Drug Partnership also had a role.

Louise Long welcomed the EFQM model being proposed but highlighted the complexities that the Criminal Justice Social Work team within Argyll and Bute face and the limited capacity and resource within the team to prepare for self-evaluation. Claire advised that Phase 2 of the project would look at this.

It was noted that the involvement of the Local Authority was not limited to Social Work but that Education, Housing and Employability departments were all linked to Community Justice.

Glenn Heritage advised that she had had two meetings with the Transition Lead, Mary Holt, and was encouraged by the direction being taken.

### **5. ARGYLL AND BUTE'S CHILDREN – OPERATION, ANN MARIE KNOWLES, ACTING DIRECTOR OF COMMUNITY SERVICES, ARGYLL AND BUTE COUNCIL**

Ann Marie Knowles spoke to the report advising of the revised delivery framework with updated roles and responsibilities for members of the groups which sit under Argyll and Bute's Children.

It was noted that the CPP has a role in Argyll and Bute's Children through changes to legislation and that the Management Committee would receive regular reports from Argyll and Bute's Children on delivery and progression of the aims and aspirations of the Integrated Children and Young People's Service Plan 2014-2017.

The Management Committee agreed to the recommendations in the report which were to:

- Note the proposal for a revision of the existing operational protocols for Argyll and Bute's Children as noted in the organisational structure (Appendix 1)

- Agree the implementation of the revised structure (Appendix 2)
- Note the currently Children's Service Plan 2014-2017 requires to be updated; and the requirement for a new strategic children's plan is required through the Children and Young People Act
- Agree that the new Argyll and Bute's Children Strategic Group be tasked with taking forward the refresh of the Integrated Children's Service Plan for introduction in 2017, and
- Agree the Argyll and Bute's Children Strategic Group submits a draft Integration Children's Service Plan for consideration and approval by the Community Planning Partnership

## **6. NATIONAL AND LOCAL COMMUNITY PLANNING MATTERS**

### **(a) COMMUNITY EMPOWERMENT (SCOTLAND) ACT – CONSULTATION ON GUIDANCE AND REGULATIONS**

Rona Gold advised the Management Committee on the detail within the guidance and regulations on the Community Planning element of the Community Empowerment (Scotland) Act. Samantha Quarton then advised of the feedback that had arisen from the Area Community Planning Groups during their meetings in May 2016.

It was agreed that the following points be included into the consultation response:

- Inequalities are often reflected within communities of interest rather than communities of place e.g. carers
- That locality plans should not be prescriptive and that there should be flexibility to develop a model that suits the area
- That the SIMD is not appropriate to apply in Argyll and Bute, noting a recent failure to recognise inequality of access in regards to Education
- That locality plans may not deal with cross-cutting issues

It was agreed that the response be submitted to the Scottish Government following inclusion of the above points.

**Action: Rona to amend consultation response to include discussion and then submit to Scottish Government**

### **(b) AREA COMMUNITY PLANNING GROUPS**

Lorna Elliott updated the Management Committee on the May meetings of the Area Community Planning Groups. The highlights were noted including the results of the recent Area Community Planning Satisfaction Survey.

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 all aspects relating to the difficulty of attracting key workers to the area and in particular the perceived related trend of key worker families remaining based outwith the area

Response: Grant advised that he is meeting with the Chairs of the Area Community Planning Groups at the end of June and would pick up this with them then.

- b) Consider the impact of road closures on Home Care Workers and the need for robust protocols to be in place between partners to help mitigate the impact on service delivery

Response: It was agreed that all partners have a role to play in communication and that the priorities of Police Scotland are to deal with the incident. Gail McClymont will take this issue to the Multi-Agency Road Safety Group with the specific action to discover whether the council's Emergency Planning team receives sufficient information at the time of a road closure to inform other departments, namely Social Work and Education.

- c) Consider the need to have communication links between the Area Community Planning Groups and the Health and Social Care Locality Groups.

Response: The Locality Groups are now active and have agreed that three key messages will come out of every meeting which will be for dissemination to all interested parties.

- d) Consider ways to facilitate the dissemination of robust and substantive partnership data to support consideration of issues and long term planning

Response: Grant advised that he would pick up this with the Chairs of the Area Community Planning Groups at their meeting in June.

**Action: Gail McClymont will take the issue of communicating road closures to the Multi-Agency Road Safety Group, to also include whether the council's Emergency Planning team receives sufficient information at the time of a road closure to inform other departments, namely Social Work and Education.**

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

Gordon Wales had advised whilst intimating his apologies, that he would liaise with Rona further on informing the Management Committee of key messages.

### **7. PROPOSAL TO INTRODUCE YOUTH ENGAGEMENT OFFICERS INTO DESIGNATED SECONDARY SCHOOLS, GAIL MCCLYMONT, SUPERINTENDENT, POLICE SCOTLAND**

Gail advised of the plans to introduce Youth Engagement Officers into three secondary schools the wide remit these Officers would have, the application process to select the right candidates and the need for positive communication around the purpose of the Youth Engagement Officers.

The Management Committee agreed to note and endorse:

- The introduction and deployment of Youth Engagement Officers in Hermitage Academy, Dunoon Grammar School and Oban High School
- The development of a Service Level Agreement in respect of the roles and responsibilities of the creation and deployment of Youth Engagement Officers.
- The development of a communication and media strategy to raise school and community awareness of the creation and deployment of Youth Engagement

Officers.

## **8. SOA DELIVERY PLAN REVIEW, PRESENTATION, CPP TEAM**

Rona gave a presentation highlighting the process that had been undertaken to review the Delivery Plans. The reduction in number of performance measures was highlighted and it was noted that there were a number of performance measures which required development and therefore would not be reported immediately.

Cleland requested that if development work on performance measures showed that the indicator was just not achievable then Rona had a mandate to strike the measure and this was agreed.

Pippa Milne suggested a self-challenging and positive approach to performance management with the focus being on whether the actions were delivering the impact that the Management Committee wished to see.

Jim Hymas advised that an additional performance measure was required for Outcome 6 – the number of accidental dwelling house fires in addition to the existing measure of number of people killed or seriously injured in fires.

Supplementary information was circulated at the meeting including:

- A document detailing the roles and responsibilities of Outcome Leads, Lead Officers and the Community Planning team was also circulated to Management Committee members and it was agreed that this would be circulated electronically following the meeting.
- A table showing the Lead Officers who have responsibility for delivering actions within the plans. It was noted that with the exception of Louise Long who is a Lead Officer for three Outcomes in addition to being an Outcome Lead, no other Lead Officer features in more than two Outcomes.

It was also agreed that Argyll College be more explicitly referenced within Outcome 1.

The Management Committee were advised that Fraser Durie would now be the Outcome Lead for Outcome 3.

### **Actions:**

- **Rona to ensure Argyll College is more explicitly referenced within Outcome 1**
- **Rona to circulate the roles and responsibilities document to Outcome Leads along with their finalised Outcome**
- **Samantha to include number of accidental dwelling house fires as a performance measure within Outcome 6**

## **9. PAPERS FOR NOTING**

### **(a) EXCEPTION REPORTS FOR SINGLE OUTCOME AGREEMENT DELIVERY PLANS QUARTER 4, 2015-2016**

The exception reports were noted and all Outcome Leads were asked to ensure missing data was with Rona by the end of June to ensure inclusion in the Annual Report 2015-2016.

**Action: Outcome Leads to ensure that any missing data is with Rona by the end of June to ensure inclusion in the Annual Report.**

## **10. AOCB**

### **(a) LONELINESS AWARENESS CAMPAIGN “REACH OUT” – ALISON MCGRORY**

Alison spoke of an ongoing NHS campaign called “Reach Out” targeting loneliness and advised of practical measures that partners could do within their organisations to support the campaign. It was noted that loneliness could apply to people of any age.

Alison will send out further details on the Reach Out campaign to [cppadmin@argyll-bute.gov.uk](mailto:cppadmin@argyll-bute.gov.uk) for further dissemination.

**Action: Alison to send details of the Reach Out campaign to the cppadmin address**

### **(b) HELENSBURGH AND LOMOND YOUTH FORUM**

Glenn circulated a poster detailing a range of events being organised by the Helensburgh and Lomond Youth Forum with a wide range of partners.

### **(c) TRANSPORT WORKSHOP**

Glenn advised that all relevant partners had been invited to the Transport Workshop in Oban on the 21<sup>st</sup> June and encouraged partners to confirm attendance if they hadn't already done so. Glenn advised that they were very keen for the Scottish Ambulance Service to attend.

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

Cleland advised that he had attended the meeting of the Third Sector and Communities Group in May, did not feel it was productive and that it needed to reconsider its purpose. Cleland advised he felt there was an opportunity for the group in relation to the Community Empowerment (Scotland) Act.

### **(c) SYRIAN REFUGEES ON BUTE**

Dick Walsh advised that he had recently visited Bute to meet the refugees. He commented that they were settling in very well, was very pleased with the Education arrangements and noted how happy the children were. Grant commented that it was a great example of integration.

Jennifer Nicoll commented that this was encouraging as HIE were currently working with CS Wind in Campbeltown regarding the South Korean staff that would be coming. It was agreed that Jennifer would provide more details on this to Grant and Jim.

**Action: Jennifer to correspond with Grant Manders and Jim Hymas regarding CS Wind staff.**

## **11. DATES OF FUTURE MEETINGS**

Tuesday 2<sup>nd</sup> August – Full Partnership

Thursday 29<sup>th</sup> September – Outcomes 2 and 6

Tuesday 20<sup>th</sup> December – Outcomes 3 and 4