

**MINUTES of MEETING of COMMUNITY PLANNING MANAGEMENT COMMITTEE
held in the Board Room, Strathclyde Fire and Rescue Station, Soroba Road,
OBAN on Wednesday, 3rd October 2007**

Present: Superintendent Raymond Park, Strathclyde Police (Chair)
Eileen Wilson, Argyll and Bute Community Planning Partnership
Geoff Calvert, Strathclyde Fire and Rescue
Dave Cowley, Strathclyde Fire and Rescue
John Walls, Strathclyde Passenger Transport
Fiona Ritchie, NHS Highland
Elaine Garman, NHS Highland
Gordon Anderson, Strathclyde Police (Local Authority Liaison Officer)
Pat Logan, Argyll and Bute Volunteer Centre
Roanna Taylor, Argyll and Bute Young Scot / Dialogue Youth
David McBride, DRIVESafe
Sue Gledhill, HIE Argyll and the Islands
David Price, Argyll CVS
Malcolm MacFadyen, Argyll and Bute Council
Bill Dundas, Scottish Government Rural Payments and Inspections
Directorate
Janet Crook, Communities Scotland
Jane Fowler, Argyll and Bute Council

In attendance:

Jennifer Swanson, Argyll and Bute Council
Stephen Colligan, Argyll and Bute Council

Apologies:

Kevin O'Hare, Scottish Water
James McLellan, Argyll and Bute Council
Andy Law, Argyll and Bute Council
John Davidson, Islay and Jura CVS
Mary-Anne Stewart, Argyll CVS
Alan Murray, Strathclyde Passenger Transport
Brian Barker, Argyll and Bute Council
Andrew Campbell, SNH
Julian Hankinson, Association of Community Councils in Argyll and Bute
David Dowie, Communities Scotland
Aileen Edwards, Scottish Enterprise Dunbartonshire

ITEM	DETAIL	ACTION
1	<p>WELCOME</p> <p>Raymond Park welcomed everyone to the meeting and thanked the Fire Service for its support as host. In taking over as Chair from Andrew Campbell, Raymond Park thanked Andrew for doing a wonderful job and for his contribution to keep the Community Planning Partnership running.</p>	

	<p>It was noted that Julian Hankinson had stood down from the Management Committee and the Chair thanked Julian for the good work he has done and wished him well in the future.</p> <p>An addition to the agenda – “Cut it Out” presentation from the Fire Service – was noted and it was agreed that this would be conducted over lunch.</p>	
2	<p>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 8TH AUGUST 2007</p> <p>The Minutes of the meeting of 8th August 2007 were accepted as an accurate record with the following amendment:</p> <p>Item 3b, paragraph 5: It was noted that Cal Mac is working with the national entitlement card to offer young people discounts but is not working with Young Scot to offer discount schemes.</p> <p>Item 2: It was noted that Eileen Wilson had replied to John Davidson’s points.</p> <p>Item 3b: It was noted that Alan McDougall would make a presentation at a later date when the project was at a suitable stage.</p> <p>Item 4: It was noted that Douglas Cowan had not replied as yet but was interested in participating.</p> <p>Item 6b: It was noted that the Pilot Sustainability Workshop would be held in February 2008 to allow further time for development and identification of a suitable pilot area.</p> <p>Item 10c: It was noted that Andrew Campbell was writing to Peter Minshall.</p>	<p>Eileen Wilson to invite</p> <p>Eileen to follow up</p>
3	<p>MATTERS ARISING</p> <p>Matters arising from the previous meeting were included on the agenda.</p>	

3 (a) **SCOTTISH OFFICE MINISTER'S VISIT TO ISLAY ON 22ND AUGUST**

Eileen Wilson reported that Mike Russell, Environment Minister, had visited Islay. It was noted that the visits had gone well and had involved stakeholders from farming, environment, and health. Details of the Questions and Answer sessions could be found on the website: <http://www.scotland.gov.uk/Topics/Rural/QandA-evenings> Bill Dundas reported that Minister learned a lot from his visit and discussions with people on Islay, in particular in relation to culture and natural heritage. It was noted that the Healthy Living Centre has received letters of support from the Minister and Jim Mather as result of the visit and that these would be used to help support their lottery bid. It was acknowledged that the visit was helped by the fact that the CPP had organised events which resulted in the involvement of a broad range of people.

(b)

DRIVEsafe

David McBride, DRIVESafe in Argyll and Bute Co-ordinator, distributed a presentation to the management committee and highlighted aspects of the DRIVESafe campaign. He outlined the original scope of the campaign about driving safely for work, not just general safe driving. He highlighted that the message needs to concentrate more on managing occupational road risk. Most CPP partners' employees drive for work and therefore it is important that the DRIVESafe initiative signposts the range of resources available to improve safe driving.

A range of actions were highlighted in the presentation.

Clarity was sought on two of the abbreviations:

RoSPA – Royal Society for the Prevention of Accidents

BRAKE – a charitable organisation that runs a road safety campaign

It was noted that the proposed legislation concerns employees whether they drive for their job or not.

It was reported that Council vehicles can be tracked to check how they are being driven, eg school buses, and that consideration is being given to applying this to pool cars. Management reports can then identify problem areas.

With regard to the DRIVESafe campaign, liaison with partners is at an early stage and it would be helpful to have more than one contact per organisation. Payslip message had gone out

	<p>to all Council employees to raise awareness and this has resulted in identifying contacts in different services.</p> <p>Eileen asked that the e-bulletin be sent to all CPP partners and that partners then send it out to all their employees.</p> <p>With regard to Risk Assessment arrangements it was agreed that David McBride would investigate whether this could include DRIVESafe. David asked partners to pass on information to Human Resources contacts in their organisations.</p> <p>In response to a question regarding analysis of statistics around road traffic incidents, particularly given recent number of road accidents and fatalities, it was noted that a form will be sent with the quarterly e-bulletin to gather information. Concern was raised that information would take time to gather and that more information was required sooner. It was noted that many accidents involve visitors to area rather than CPP employees and that speed is a factor.</p> <p>David McBride highlighted the need to raise awareness among employees that they must report all incidents and accidents. It was suggested that a West of Scotland quarterly report of prominent crash sites would be useful.</p> <p>It was agreed that DRIVESafe needs to link in and collaborate with all other safety initiatives and campaigns.</p> <p>It was noted that Young Scot / Dialogue Youth had been working with DRIVESafe to develop a website for young people and that they will work with the DRIVESafe Co-ordinator to develop this further, using the e-bulletin, etc.</p>	
4	<p>PARTNERSHIP ISSUES</p> <p>Eileen Wilson highlighted the changes to the CPP theme groups and outlined proposed changes to the reporting mechanisms for theme groups. It was noted that there is now only one theme group left: Health and Wellbeing. Eileen presented a proposal to allow members of the management committee to report on items of particular interest and relevance, rather than circulating minutes of group meetings to the management committee.</p> <p>A paper was circulated showing a table of feedback from partners on the action plan. Partners were invited to report on action they were taking to help achieve CPP objectives and will now be asked how they measure these actions. This will help to demonstrate the quality of partners' output and for this</p>	

	<p>to be recognised. Qualitative anecdotal evidence would be useful, not only statistics.</p> <p>It was suggested that Community Safety forums do not feature highly enough in the action plan. Partners need to discuss with members of their relevant forums and put information into the action plan. This is a new reporting process and will take time for partners to adopt. The action plan update will be reported to every management committee meeting.</p> <p>The action plan will change and develop over time to ensure that actions are added as necessary, or deleted as necessary so that the action plan reflects the work of the CPP.</p> <p>It was noted that the changes in the Scottish Government have meant changes to the CPP. The structure of the CPP and commitment of partners needs to be looked at to respond to this. Partners will therefore be asked to specify their commitment and their contribution, whether financial or the work that they undertake, to raise the profile of the main partnership.</p> <p>The action plan report is a way of capturing information about the work that is being undertaken by CPP partners.</p> <p>There was discussion about the aspirational nature of the plan and the need for SMART targets. It was noted that the outcomes are aspirational because other organisations have SMART objectives and these relate to the action plan. However, if actions are not achievable they should not be included.</p> <p>Work in progress needs to be reported for the action plan, not just completed actions.</p> <p>It was reported that the Housing and Communities Forum was working with Registered Social Landlords and is granting £400k to help secure an overall funding package worth 10 times this amount. Malcolm Macfadyen agreed to publicise this in due course as a good news story.</p>	<p>Malcolm Macfadyen to publicise</p>
5	<p>PUBLIC SECTOR REFORM</p> <p>In Brian's absence, Eileen introduced a report following the announcement on 26 September about changes to the structure of Local Enterprise Companies and Visit Scotland. It was noted that changes had already begun in that Careers Scotland were already in the process of moving away from Scottish Enterprise to Highlands and Islands Enterprise (HIE).</p>	

	<p>There had also been changes from Chief Executive of Argyll and the Islands Enterprise (AIE) to Area Director HIE AIE.</p> <p>It was noted that Local Enterprise Companies were waiting for further detail about how closely they would be working with local authorities. It was noted that by the end of October HIE will publish a new economic strategy for smart successful Highlands and it was expected that this would include closer working with partners in future.</p> <p>Concern was raised about the lack of co-terminosity in the proposals as the new structure divided Argyll and Bute between two regional boards.</p> <p>It was noted that local authorities had been advised that they will deliver Business Gateway in both sections of Argyll and Bute. It was noted that the 6 enterprise areas mirrored the transport planning and tourism areas. Concern was raised about the lack of consultation before the proposals were made. Local authorities should have been represented on the strategic forum.</p> <p>It was agreed that a general statement of principle about keeping Argyll and Bute as one area would be made to the Scottish Government. A draft will be circulated to the management committee.</p> <p>Aileen Edwards had reported that Scottish Enterprise Dunbartonshire will scope out group structures and bring community planning partnerships together to discuss the future.</p> <p>Bill Dundas gave an update on aligning services across Scottish Natural Heritage, SEPA, the Forestry Commission and the Crofters Commission. On a recent visit to Arran, Mike Russell MSP had announced informally that these organisations will be merged but there has been no official notification as yet.</p>	Eileen Wilson
6	<p>ASSET MANAGEMENT</p> <p>(a) ASSET MANAGEMENT STRATEGY HUB</p> <p>Nick Allen's paper was noted. Eileen asked for any questions to be routed through her.</p> <p>(b) WATERFRONT REGENERATION</p> <p>In Brian's absence, Jane Fowler introduced a paper on Waterfront Regeneration. It was noted that a prioritisation</p>	

	<p>exercise was required to carry out this regeneration. A land use planning scoring exercise was used for initial prioritisation but no decision had been made as yet. External advisers are to be appointed to give an objective assessment covering investment opportunities among other factors. The Waterfront Regeneration proposals are a strategic investment for Argyll and Bute being led by the Council.</p> <p>The report was noted.</p>	
7	<p>CITIZENS' PANEL</p> <p>Eileen presented a report and highlighted that the IBP contract would be coming to an end and that this provided an opportunity to consider alternative future arrangements.</p> <p>It was noted that there are skills within Argyll and Bute to undertake this work and that tenders should be open to organisations within the area.</p> <p>There was discussion about the requirement for a Citizens Panel and its uses. It was noted that there is a need for consultation at ground level to gain views from communities. All CPP partners put questions to the Panel twice a year. The Panel is often used for an initial response before further research is undertaken. Alternative methods of gathering this information and alternative sources were discussed. The Panel needs to be representative and needs to be refreshed.</p> <p>It was agreed that the tender detail could be broadened to invite suggestions for how to operate consultation, perhaps including alternatives to a citizens panel.</p> <p>There was discussion comparing the use of the Citizens Panel with Community Councils. It was noted that consultation is a dynamic process and there are no perfect consultees.</p> <p>It was agreed that partners would be invited to identify what they want from a Citizens Panel or similar arrangement and to give suggestions for organisations that could undertake this work and then a shortlist drawn up and them invited to tender. Area Development Groups and all elected members should be involved in this exercise.</p> <p>Part of the tender would include reporting back to the Citizens Panel to keep consultees informed and to report findings to the wider public.</p>	<p>Eileen Wilson</p> <p>Eileen Wilson to write to partners</p>

8	<p>FUNDING</p> <p>(a) EUROPEAN FUNDING FOR COMMUNITY PLANNING PARTNERSHIP PROJECTS</p> <p>Jane Fowler presented her report and outlined a new approach to structural funds from the European Commission to areas that are performing poorly in terms of economic development.</p> <p>It was noted that Annex A, referred to in the report, would be circulated following the meeting.</p> <p>It was noted that the Highlands and Islands region has received European funding since 1994 and the new programme is for £110million for the Highlands and Islands over 10 years. A range of projects previously supported were highlighted. These included large projects and smaller community projects and funds were divided into ERDF capital funding and ESF training funds.</p> <p>The new funding programme gives community planning partnerships responsibility for developing a plan for their area. The Scottish Government is seeking a costed plan of actions for 2 parts of structural funds – capital funding for sustainability of remote communities, eg buildings for business, community halls, training, childcare, renewable energy; and a social fund to help with increasing the workforce, training: including vocational, helping people into work, childcare, etc.</p> <p>It was noted that Argyll and Bute partners would need to work closely to put the plan together. It was agreed to identify a sub-group of partners to put costed proposals to the Scottish Government. A series of meetings with CPPs is planned as there is no guidance as yet.</p> <p>It was noted that proposals need to be submitted by early spring 2008. Due to the short time-scale, and the need for the proposals to fit with the CPP's current objectives, it was suggested that partners use plans that are already available. Funding could be used to do more or do more of what is currently being done.</p> <p>It was noted that, in developing the proposals, match funding would be required and partners would need to identify any external funding required, and work with the funding hub. This will be put to the full CPP.</p>	

	<p>There was discussion about getting a joint view from all the Highlands and Islands areas to present the best projects, rather than competing with other areas. It was noted that this is only one component of the European funding and that other components will operate across the whole of Highlands and Islands. The aim of the funding is for local integration of CPP objectives with projects and it will be up to the CPP to decide whether to focus on fragile areas or another aspect.</p> <p>It was agreed to support the proposal and identify members of the sub-group. To do this, Jane will target representatives from HIE AIE, housing associations, and community representation. The sub-group will draw in others as required.</p> <p>(b) APPOINTMENT OF FUNDING HUB CHAIR</p> <p>In Arlene's absence, Eileen introduced a report regarding appointment of the Funding Hub Chair and seeking a nomination from the CPP. It was noted that Andrew Campbell, SNH, had been approached and would be happy to take on the role. The appointment was agreed. Proposed by Raymond Park and seconded by Geoff Calvert.</p> <p>(c) FUNDING HUB PROJECTS FOR NOTING</p> <p>A report from Arlene Cullum was noted. Eileen advised that this would be a regular report to the Management Committee and that Arlene could be contacted directly regarding this.</p> <p>It was noted that nominations were sought from the Management Committee for different roles and representation, eg ABADAT: Alcohol and Drug Action team – Raymond Park to chair.</p> <p>These groups will report back to the Management Committee through their nominated representatives.</p>	<p>Jane Fowler</p> <p>Eileen Wilson to advise Funding Hub</p>
9	<p>ANY OTHER COMPETENT BUSINESS</p> <p>Eileen circulated a report from Dave Duthie, HITRANS, requesting full membership of the CPP. It was agreed that this was a positive step forward.</p> <p>Strathclyde Passenger Transport - for info – seminar on 12 October in the Teacher Building from 12 noon – 4 pm. Topic: freight, walking and cycling and smarter choices. All welcome to attend.</p> <p>Argyll and Bute Volunteer Centre and Argyll CVS: AGM will be</p>	

	<p>held on 16 November – consultation and community event – will keep partners informed.</p> <p>David Price, Argyll CVS, reminded partners that the website www.argyllcommunities.org could be used by all organisations as a means of communicating to communities. Partners were invited to use this. It was noted that there was a link from the CPP website.</p> <p>Raymond Park thanked all for attending.</p>	
10	<p>DATE OF NEXT MEETING: 28 NOVEMBER 2007</p> <p>It was noted that the next meeting would be held on Friday 28 November 2007. Bill Dundas of Scottish Government Rural Payments and Inspections Directorate offered to host the next meeting and it was agreed that this be held at Cameron House, Albany Street, OBAN.</p>	

At the close of the meeting there was a presentation by the Fire and Rescue Service about their schools programme “Cut it Out”. This programme is used with secondary 5th and 6th year students in the Strathclyde area to improve safety as young drivers and passengers.

The Funding Hub meeting followed this.