

**MINUTES of MEETING of COMMUNITY PLANNING MANAGEMENT
COMMITTEE**

**held in the HIE Board room, Lochgilphead on Wednesday,
9 July 2008**

Present::

Raymond Park	Strathclyde Police (chair)
Eileen Wilson	Argyll and Bute Council
Nigel Stewart	Argyll and Bute Council
Brian Barker	Argyll and Bute Council
Bernadette Quinn	Argyll and Bute Council
Margaret Fyfe	Argyll and Bute Council
Shona Strachan	Argyll and Bute Council
David Penman	Strathclyde Fire and Rescue
Alan Murray	Strathclyde Passenger Transport
Sarah Gilmour	Strathclyde Passenger Transport
David Dowie	Scottish Government Housing Investment
Andrew Campbell	Scottish Natural Heritage
Sue Gledhill	Highlands and Islands Enterprise
Geoff Calvert	Strathclyde Fire and Rescue
Glenn Heritage	Argyll and Bute Volunteer Centre
Ann Campbell	NHS Highland
David Price	Argyll Council of Voluntary Services
Nicola Welsh	Association of Argyll and Bute Community Councils

In attendance:

Sonya Thomas	Argyll and Bute Council
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Apologies:

Elaine Garman	NHS Highland
Jane Fowler	Argyll and Bute Council
Alison Bennett	Scottish Enterprise
Kevin O'Hare	Scottish Water
Dave Duthie	HITRANS
Derek Leslie	NHS
Peter Wotherspoon	Jura I@tE
Eileen Rae	Argyll and Bute Council

ITEM	DETAIL	ACTION
1.	<p>WELCOME</p> <p>Raymond Park welcomed everyone to the meeting, noted apologies and thanked HIE for the use of their Board Room.</p>	

ITEM	DETAIL	ACTION
2.	<p>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 14th MAY 2008</p> <p>ACTION POINT UP-DATES</p> <p>Ag Item 2 Action Point a) – Item on this agenda Action Point b) – Item on this agenda</p> <p>Ag Item 4 Action Point – Item on this agenda</p> <p>Ag Item 5 Action Point a) – Taken forward Action Point b) – Item on this agenda</p> <p>Ag Item 6 Action Point a) – Taken forward Action Point b) – Item on this agenda</p> <p>Ag Item 7 Action Point a) – Sonya Thomas will now circulate minutes of the Fairer Argyll and Bute plan to Partners. Action Point b) – Taken forward</p> <p>Ag Item 8a) Action Point a) – Clarity received Action Point b) – Item on this agenda</p> <p>Ag Item 8b) Action Point a) – Presentation from both Enterprise Companies at Full Partnership meeting. Presentation from HIE on this agenda Action Point b) – Item on this agenda</p> <p>Ag Item 10 Action Point – Item on this agenda</p> <p>Ag Item 11 Action Point – Item on this agenda</p> <p>Ag Item 12 Action Point a) – On going Action Point b) – Item on agenda for 3rd September 2008</p> <p>Ag Item 13 Action Point a) – Only two responses to date – Partners requested to respond to Sue Gledhill. Action Point b) – Item on this agenda Action Point c) – Item on agenda for 3rd September 2008</p>	

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3.	<p>MATTERS ARISING</p> <p>Admin issues were discussed, as some Partners say they do not always receive papers well in advance of meeting dates.</p>	
4.	<p>ANNUAL REPORT</p> <p>The Fairer Argyll and Bute plan is still to be completed – Feedback to Eileen Wilson by Friday 11 July 2008. The Annual Report will be posted onto the website next week.</p> <p>Action Point Partners to supply feedback to Eileen Wilson by Friday 11 July</p>	<p>All Partners Eileen Wilson</p>
5.	<p>PARTNERSHIP REVIEW</p> <p>The review that started last Autumn has now reached the 1st stage of achieving a better, more manageable Management Committee, as it is widely agreed that the current structure is too large.</p> <p>The paper outlines discussions and recommendations for the future of the Management Committee, with suggested attendees and a proposed re-structuring of the CPP Management Committee, along with perhaps a thematic approach to meetings, which will allow reports and agenda items to link together, but with flexibility built-in. It has also become apparent that for the future there should be more definition of “purpose and role” with perhaps different organisations and personnel attending.</p> <p>As the attendees of the Management Committee make decisions on behalf of the organisations, it is vital to the success of the CPP that those who attend should have strategic influence not only in their own organisations, but ideally link into other organisations that may not be directly represented, and therefore have the ability to speak on behalf of other groups. They will also need to show how they will cascade and communicate the information from the meetings to the organisations they are representing. For some organisations it may be more appropriate to have an alternate person attending the meetings.</p> <p>Argyll and Bute Council as a Partner needs to look at its role for information sharing also. Under the Single Outcome Agreement, the four Directors are the Senior Management Leads, which enables the structure to remain tight but the information to flow.</p> <p>Discussion also covered the structure and order of the CPP meetings, both the Management Committee and the Full Partnership, with suggestions that the structure of the Full Partnership is also reviewed.</p>	

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	<p>Overall it was apparent that organisations need to decide who they are and where they believe they will best fit before decisions on membership can be made.</p> <p>Action Points</p> <ul style="list-style-type: none"> a) Partners to briefly clarify their terms of reference to Eileen Wilson by 31 July 2008. b) Item on agenda for next Management Committee meeting – 3 Sept 2008. 	<p>All Partners</p> <p>Eileen Wilson</p>
6.	<p>FAIRER SCOTLAND FUND AND THE VOLUNTARY SECTOR</p> <p>Cllr Dick Walsh arranged and met with Scottish Government and the Voluntary Sector representatives on 21 May 2008, one of the main issues covered was the possibility of the Third Sector being represented as one body.</p> <p>Several organisations attended and the outcome was that a Steering Group was formed for the Third Sector to develop a new structure for improved working in the future. Funding is available to assist with this challenge. A deadline for the end of September 2008 has been set for this by which time it is hoped that the Steering Group will have options for the CPP and the Council to consider.</p> <p>The group has had two meetings so far, which have resulted in cleared thoughts based around broad outlines.</p> <p>It was noted that any possible options may not be solidified by the end of September, but that there should definitely have a plan of action by then, as the challenge is clear and the right people are on the Steering Group.</p> <p>The website is available for comments to be posted on and will be referred to the third sector steering group. www.argyllcommunities.org/tssg/</p> <p>Action Points</p> <ul style="list-style-type: none"> a) Steering Group to attend the next Management Committee meeting on 3 September 2008. 	<p>Glenn Heritage</p>
7.	<p>LOCAL COMMUNITY PLANNING</p> <p>Within the Bute and Cowal area events have taken place to try and engage with the wider community. These have been regarded as models but there may be scope to widen - but relax the events with Community Learning and Regeneration taking a lead and encouraging other existing groups to become more involved.</p> <p>Community Councils have written to Cllr Dick Walsh requesting him to do the same in other areas and will do so again in the near future through the Executive, and will try to clarify the role of Community</p>	

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	<p>Councils.</p> <p>The issue of monetary support was mentioned, and it was noted that within the European Social Fund there is the Community Voices Fund, Community Councils should try to receive match funding from European Money. It was pointed out that there is currently a lot of rural money available.</p> <p>Action Point Item on agenda for next Management Committee meeting – 3 September 2008</p>	<p>Martin Turnbull</p>
8.	<p>SINGLE OUTCOME AGREEMENT</p> <p>Agreement has been received from Fiona Hyslop MSP, who will be making a Ministerial visit on 27 August 2008 to formally sign off the agreement. There is the possibility of promoting the event to help publicise the SOA on the 27 August or after.</p> <p>Good feedback on the SOA was received and only minor changes needed to be made.</p> <p>The next stage is to look at next years' agreement and the processes for that, which will require all Partners to be involved and represented, and therefore the opportunity for Partners to sign off the agreement. Presently awaiting guidance from the Improvement Service but in the meantime, work needs to be done to clarify the role of different leads.</p> <p>Action Points</p> <ul style="list-style-type: none"> a) Eileen Wilson to liaise with Nigel Stewart regarding a small scale event linked with the signing off of the SOA b) Brian Barker to provide a further up-date at next Management Committee meeting – 3 September 2008 c) Glenn Heritage to present a condensed overview of the SOA to Brian Barker for consideration with a view to possible publication. 	<p>Eileen Wilson and Nigel Stewart</p> <p>Brian Barker</p> <p>Glenn Heritage</p>
9.	<p>FUNDING</p> <p>An up-dated report on European Funding was presented. Jane Fowler and Shona Strachan are currently developing the CPP European Funding Package. There are several projects around the European Social Fund. The HUBBUS bid will be submitted this Friday, the bid is for £3.3 million with match funding of £1.1 million from the European Social Fund.</p> <p>Strathclyde Fire and Rescue have 40 fire stations located within Argyll and Bute, which perhaps could be used for the HUBBUS.</p> <p>Ray McIntosh-Walley is currently talking to David Penman from SF and R with regard to this resource.</p>	

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	<p>Action Point Report approved and noted</p>	
10.	<p>PARTNERSHIP FEEDBACK</p> <p>a) Youth Focus A report was submitted covering the recent first Youth Focus meeting held on 17 June 2008, following on from which two young people attended the CPP Full Partnership meeting on 4 July 2008, who will now feedback to their focus group.</p> <p>Action point a) - Report Noted b) - Item on agenda for next Management Committee meeting – 3 September 2008.</p> <p>b) Enterprise Company Changes</p> <p>A presentation was given by HIE outlining the new working priorities following on from the recent restructure.</p> <p>The challenges for the Enterprise Company will have to be achieved through sustainable economic growth but with support more focused on businesses with high growth potential, infrastructure and well-being.</p> <p>A discussion followed with suggestions that perhaps the CPP could work closer with the private sector and invite the Federation of Small Businesses or Chamber of Commerce to future Management Committee meetings, this is currently being looked at but there is a need to re-develop the old LEF mechanism as it is now defunct.</p>	Roanna Taylor
11.	<p>REVISED MEETING SCHEDULE</p> <p>Action point Report noted</p>	
12.	<p>AOCB</p> <p>a) Presentation by Hexagon – Citizens’ Panel A presentation was given by Hexagon outlining the progress made to-date and possibilities for future applications.</p> <p>Partners were made aware that they are welcome to use Hexagon for their own research, either singularly or jointly, but the questions need to be applicable across the whole of Argyll and Bute and appropriate across the whole panel. In which case each partner organisation will be required to fund their own surveys, although if contact could still be maintained through Chris Carr, chris.carr@argyll-bute.gov.uk, this will ensure that the CPP has an</p>	

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	<p>overview.</p> <p>b) Themed Meetings This has been covered within the Partnership review</p> <p>c) Notification of items for discussion at future CPP meetings by Strathclyde Fire and Rescue The Partners were presented with a list of future items for discussion from Strathclyde Fire and Rescue, with items on the agendas for both the September and October meetings.</p> <p>Action Point</p> <ul style="list-style-type: none"> a) Paper noted b) Eileen Wilson to contact David Penman regarding the requested items on future agendas. 	<p>Eileen Wilson</p>
13.	<p>DATE OF NEXT MEETING</p> <p>3rd September at 10.00 am in the Scottish Natural Heritage Board Room, Kilmory, Lochgilphead.</p>	

The Funding Hub meeting followed on from this.