

**MINUTES of MEETING of COMMUNITY PLANNING MANAGEMENT  
COMMITTEE**  
held in room JO3, Mid-Argyll Hospital, Lochgilphead on Wednesday,  
3 September 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
Sally Reid	Argyll and Bute Council
Malcolm MacFadyen	Argyll and Bute Council
Bill Dundas	Scottish Government Rural Payments & Inspections
Sue Gledhill	Highlands and Islands Enterprise
Alan Livingstone	Association of Argyll and Bute Community Councils
Joy Love	Scottish Executive
Brian McLeish	Scottish Executive
Douglas Cowan	Highlands and Islands Enterprise
Blair Fletcher	HITRANS
John Davidson	Islay and Jura CVS
Gordon Anderson	Strathclyde Police
Geoff Calvert	Strathclyde Fire and Rescue
Derek Leslie	NHS Highland
Andrew Campbell	Scottish Natural Heritage
Carys Wynn-Mellor	Argyll and Bute Council
Elaine Garman	NHS Highland
Glenn Heritage	Argyll and Bute Volunteer Centre
Jane Fowler	Argyll and Bute Council
John Walls	Strathclyde Passenger Transport
Janet Crook	Scottish Government Housing Investment Division

**In attendance:**

Sonya Thomas	Argyll and Bute Council
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**Apologies:**

David Price	ACVS
Kevin O'Hare	Scottish Water
Dave Duthie	HITRANS
Peter Wotherspoon	Jura I@tE
David Dowie	Scottish Government Housing and Regeneration
Ian McFadyen	Argyll and Bute Council
David Penman	Strathclyde Fire and Rescue
Alan Murray	Strathclyde Passenger Transport

ITEM	DETAIL	ACTION
1.	<p><b>WELCOME</b></p> <p>Raymond Park welcomed everyone to the meeting, noted apologies, thanked NHS Highland for the use of the meeting room then introduced and welcomed Sally Reid, Chief Executive of Argyll and Bute Council, to her first Community Planning Partnership meeting.</p>	

ITEM	DETAIL	ACTION
2.	<p><b>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 9<sup>TH</sup> JULY 2008</b></p> <p><b>AMENDMENTS AND ACTION POINT NOTES</b></p> <p>Ag item 7 Local Community Planning – 3<sup>rd</sup> paragraph should read –</p> <p>The issue of monetary support was mentioned, there is now the Fairer Scotland Fund, and 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>This item is on the agenda for the next Management Committee meeting</p> <p>Ag item 10b) Enterprise Company Changes – 2<sup>nd</sup> paragraph should read –</p> <p>The challenges for Highlands and Islands Enterprise, set by the Scottish Government, 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>This item is on the agenda at the next Management Committee meeting.</p>	
3.	<p><b>MATTERS ARISING</b></p> <p>All action points are covered within this meetings with the exception of:-</p> <p>The Local Community Plan and Youth Focus up-date – these are on the agenda for the next MC meeting.</p> <p>Agenda item 12c) – Strathclyde Fire and Rescue – items for discussion at future meetings. This will be on the agenda at either the next MC or early next year.</p>	
4.	<p><b>PARTNERSHIP REVIEW</b></p> <p>The MC was looking for a general agreement that the Constitution was moving in the right direction with consensus to rationalise the current mailing list. A constructive discussion followed during which possible hurdles and the options to overcome them were discussed and debated, including specific Third Sector issues and the difficulties in Performance Management of the Single Outcome Agreement.</p> <p>Agreement was reached regarding the draft constitution and rationalising of the mailing list, with an observation that there will need to be a second mailing list within each sector group for information to be cascaded.</p>	

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	<p>It was noted that the CPP needs to ensure that we have a core group and bring in expertise as and when needed, ensuring that as a group we can work together to deliver the projects, which although aren't necessary restricted to MC sector groups, the groups have links to all the strategic and operational partnerships that have a duty to deliver on the SOA.</p> <p>The housing group sector was discussed and it was noted that the Council has statutory authority for the Strategic Housing Forum, therefore the representative will need to be appropriate, although not necessary a council officer as housing has wider community issues and implications. It was agreed to review representation from this forum.</p> <p><b>Action Points</b></p> <p><b>Delegate mailing list agreed inline with table 5.1 in the draft constitution with the exception of 3 representatives for the 3<sup>rd</sup> Sector.</b></p> <p><b>Sally Reid, Eileen Wilson and Malcolm MacFadyen to discuss who should represent Housing Sector</b></p>	<p><b>Sally Reid Eileen Wilson Malcolm MacFadyen</b></p>
5.	<p><b>FAIRER SCOTLAND FUND AND THE VOLUNTARY SECTOR</b></p> <p><b>a) Strengthening the Third Sector</b> Currently looking at proposals that have come forward in relation to funding. If any issues have been omitted can Partners raise them with Brian Barker. Partners agreed they were happy with the current content.</p> <p><b>b) Voluntary Sector Steering Group</b> This is a short life group with a challenging but reducing remit. There has been much progress on partnership working. A draft report will be ready by the next MC. The Steering Group will welcome Partners views that can then be passed to Eileen Wilson who will circulate to all Partners. The Steering group will be submitting their proposals to the Council by the end of September The current funding for the sector is through the Fairer Scotland Fund, but it was mentioned that they could look at match funding with European Money.</p> <p><b>c) Final ROA Report</b> The report marks the end of the Regeneration Outcome Agreement as it now moves into the FSF. It was felt that this has been a very good example of how community engagement has worked and the CPP is now looking at taking forward the good work.</p> <p>The CPP acknowledge all the good work that Eileen Bellshaw has done in producing the ROA annual reports. There is now the opportunity to move forward with the service becoming less of a direct deliverer and more of an enabler. Whilst there are no proposals at this stage for market testing, but factored in will be meeting and working with the 3<sup>rd</sup> sector steering group.</p>	<p><b>Eileen Wilson Malcolm MacFadyen</b></p>

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	<p><b>Action Point – Eileen Wilson or Malcolm MacFadyen to join 3<sup>rd</sup> sector steering group</b></p>	
6 & 7	<p><b>SINGLE OUTCOME AGREEMENT AND PERFORMANCE MONITORING/MANAGEMENT.</b></p> <p>Partners have been asked by the Scottish Government to focus on targets and key information. As of next year government bodies will be expected to report and show how they connect and relate on a local level with the SOA. Information must flow into Community Planning and the Full Partnership, then feed back into the SOA. The CPP now has to agree what are the key indicators and how can we report that through a Performance Management system.</p> <p>Argyll and Bute Council is currently developing a Performance Management mechanism for the SOA which will involve all our Partners. The mechanism being used is a Performance Management tool called Pyramid.</p> <p>There was recently a Ministerial sign-off of this years SOA agreement, now the council is currently starting the journey for next years SOA, including Performance Management. For year two there will be wider involvement in terms of consultation and contribution. Peter Russell has already mentioned that he wants to be involved. The deadline for next years SOA agreement is the end of February 2009, for signing off at the end of May 09.</p> <p>The Community Plan, the Corporate Plan and the SOA need to be developed to work together, currently the CPP is out of kilter with the Corporate Plan and the SOA'</p> <p>The Islay and Jura CVS is currently at an early stage of entering a bid to purchase into a national database. They are requiring information from Councils and Heads of Service for information pertaining to Performance Management.</p> <p>Much discussion centred on the issues affecting the 3<sup>rd</sup> Sector and the difficulty in achieving a unified voice for the Sector. It was stressed that the CPP was not looking for one voice from the group but an authority to represent and communicate for the 3<sup>rd</sup> Sector. The 3<sup>rd</sup> Sector Steering Group is in the process of looking at a mechanism to do this and engage with communities. Communication between the 3<sup>rd</sup> Sector and the Council is beginning to occur via The Fairer Scotland Fund.</p> <p>The Scottish Government recognises four representatives from the 3<sup>rd</sup> Sector, although this is set to change as of 2011. Brian Barker suggested the 3<sup>rd</sup> Sector have three representatives, and this was agreed.</p> <p>It was also agreed that it is essential to have delegates who can represent at a strategic level and suggested that perhaps two from the voluntary sector, including one from social enterprise and one from community councils.</p> <p>It was noted that all Partners need to engage at a local level, and whilst we</p>	

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	<p>need clarity on the membership of the MC, the delegate list was flexible, therefore although it was discussed halving the MC delegate list, the 3<sup>rd</sup> Sector representation should be increased.</p> <p>Representation will be discussed at the Community Councils AGM.</p> <p>It was discussed and decided to hold a SOA seminar in November, by which time everything should be brought together from the different sectors and levels, we will also have knowledge on future funding by then, and the Council's Community Engagement Strategy can be discussed as this needs to be made widely available.</p> <p>Peter Russell, the Director from the Scottish Government will be invited to the seminar.</p> <p><b>Action Points</b></p> <p><b>Brian Barker to contact Partner Organisations for the names and contact details of their Performance Managers with a view to arrange a meeting before the next MC meeting.</b></p> <p><b>Details of what is currently monitored to be forwarded to Eileen Wilson</b></p> <p><b>Circulate date and details of seminar in November</b></p>	<p><b>All Partners Brian Barker</b></p> <p><b>All Partners Eileen Wilson</b></p> <p><b>Sonya Thomas</b></p>
8.	<p><b>SCOTLAND'S CLIMATE CHANGE DECLARATION FOR ARGYLL AND BUTE</b></p> <p>Report Noted.</p>	
9.	<p><b>AFFORDABLE HOUSING FOR ESSENTIAL WORKERS</b></p> <p>This report was submitted by Gordon Anderson but is also relevant to essential workers from many partner organisations. Many have key workers who are looking to rent which creates problems with officer retention. It was agreed to remit this paper to the Housing Communities Forum for exploring in further detail.</p> <p>The list for social renting within Argyll and Bute is currently 4500, but we are currently experiencing a downturn in housing investment. There is a new potential mechanism due to start up in January 09 –</p> <p>The Firm Foundations Project, which will look at bringing back something similar to the old mid-market rents scheme, it may be possible to flag this up to help with the issue of worker retention. It was also noted that 58% of young people from Argyll choose to live and work outside the area. Currently community councils aren't represented on the Housing forum but as from 2009/10 with the new Housing Strategy they will be consulted more.</p> <p>The Local Community Plan is driven by the need for development and has taken on comments from the CPP. The development plans are renewed on</p>	

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	<p>a 5 year basis and will engage more with community councils.</p> <p><b>Action Point – Ag item to be taken to the Housing Forum meeting in November and report back to the MC in January 2009.</b></p>	<p><b>Malcolm MacFadyen</b></p>
10.	<p><b>SMALL PRACTICE RESEARCH PROJECT</b></p> <p>Carried forward to next MC meeting – 29 October 2008</p>	
11.	<p><b>BRAND ARGYLL AND BUTE</b></p> <p>This project has so far been developed with the Argyll Agricultural Forum, the desire is to commission a universal, high quality “brand image” that can be used for a variety of projects and businesses, with the overall aim of promoting and marketing lifestyle, leisure and commerce throughout Argyll and Bute as an entity.</p> <p>Within the process of development the desire is to engage with stakeholders and work with Partners to remove constraints. Comments and views from Partners are welcome with thoughts of the potential benefits that this could bring for key sectors along with possible weaknesses, equality standards, relationships and logo – although not just on a local level but Scotland wide.</p> <p>It was noted that Islay currently has a brand identity for all of it’s exports and this may cause confusion, coupled with the difficult trading conditions John Davidson felt that at present it may therefore be unviable for Islay to fully embrace this initiative, although that it may be beneficial to share expertise where possible.</p> <p><b>Action Points</b>  <b>Jane Fowler to take the lead in a short life steering group to include HIE, Islay Marketing Group, Dunoon and Cowal Marketing Group Visit Scotland and SNH</b></p> <p><b>Interim project up-date on the agenda for the January 2009 MC meeting</b></p> <p><b>Final project report due in May 2009</b></p>	<p><b>Jane Fowler and listed Partners</b></p>
12.	<p><b>PARTNERSHIP FEEDBACK</b></p> <p><b>a) Children’s Services Governance</b> The report was noted.</p> <p><b>Action Point – A follow up report at a later date</b></p> <p><b>b) SPT – Transport Content of the SOA</b> It has been noticed that there is patchy coverage of transport matters in</p>	

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	<p>the SOA with the concern being that if there is not adequate coverage there may not be an accurate budget allocation.</p> <p>It was agreed that this is work in progress.</p> <p><b>Action Point – Report back to the MC at a later date</b></p>	<p><b>Brian Barker Blair Fletcher Alan Murray</b></p>
13.	<p><b>AOCB</b></p> <p><b>a) Race Equality Survey</b> Argyll and Bute Community Health Partnership, along with other Partners, have a duty to undertake a Race Equality Survey. The possibility of sharing resources to carry out this survey was discussed. The questionnaire needs to be finalised by the end of September 2008 at an estimated cost of between £1000 - £1500, with the intention of sharing the cost. It was put to Argyll and Bute CHP to contact Hexagon for details of the focus groups. Chris Carr from Argyll and Bute Council will be able to assist <a href="mailto:chris.carr@argyll-bute.gov.uk">chris.carr@argyll-bute.gov.uk</a>.</p> <p>Caroline Champion NHS Highland will take the lead, with Elaine Garman, Geoff Calvert and Gordon Anderson contributing and assisting.</p> <p>An equality forum is scheduled to take place on November 28<sup>th</sup> after the CPP Full Partnership meeting.</p> <p><b>b) Police Attendance at Community Alarm Activations</b> The Police are finding that they are increasing responding to care issues, from sheltered housing and the elderly solely within Argyll and Bute. This has come about if the call centre that handles the care alarm system cannot contact a carer or key holder the Police are called out to attend.</p> <p>The Police are questioning the legality of their role. It is accepted that they will attend if there is suspicion that a crime is being carried out or there is an immediate risk of life, but for the increasing instances of these call-outs they are not the most appropriate service to use.</p> <p>The question was asked as to whether there is a contract between the NHS/Housing/Social Work departments to cover attendance.</p> <p>It was noted that in other Local Authority areas there is warden support or other care packages in place, but as the council is not a provider for housing they are not responsible for the employment of wardens.</p> <p>Currently there is not a regulatory body for the providers of care provision and care providers appear to abdicate their responsibility.</p> <p><b>Action Point – Take item to the next Health and Care Partnership meeting with Malcolm MacFadyen taking the lead with assistance and input from Gordon Anderson and Derek Leslie.</b></p> <p><b>Progress up-date at next MC meeting – 29 October 2008</b></p>	<p><b>Caroline Champion</b></p> <p><b>Malcolm MacFadyen</b></p>

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	<p><b>c) Population Growth – Encompassing Inward Migration</b>            So far there has been a couple of meetings with Lucinda Gray taking the lead, but unfortunately there were only two replies to the baseline data request.</p> <p>Questions will be passed to Eileen Wilson in the near future for distribution to Partners.</p> <p><b>Action Point – Partners requested to respond to the questionnaire</b></p> <p><b>d) DRIVESafe</b>            The resources of the DRIVESafe co-ordinator Dave McBride are available for all Partners. He can be contacted at <a href="mailto:dave.mcbride@argyll-bute.gov.uk">dave.mcbride@argyll-bute.gov.uk</a>.</p>	<p><b>All Partners</b></p>
14.	<p><b>DATE OF NEXT MEETING</b></p> <p>29<sup>th</sup> October at 10.00 in the Board Room at the Oban Fire Station, Oban.</p>	

The Funding Hub meeting followed on from this.