

**MINUTES of MEETING of ARGYLL AND BUTE  
COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE  
held in Oban Fire Station Oban on  
Wednesday 24 March 2010**

**Present**

Jane Fowler	Argyll and Bute Council
Brian Barker	Argyll and Bute Council
Eileen Wilson	Argyll and Bute Council
Mary-Louise Rooney	Argyll and Bute Council
David Penman	Strathclyde Fire and Rescue
Geoff Calvert	Strathclyde Fire and Rescue
Greg McMillan	Strathclyde Fire and Rescue
Douglas Cowan	HIE
Andrew Campbell	Scottish Natural Heritage
Peter Russell	Scottish Government
Derek Leslie	Argyll and Bute CHP
David Price	Association of Argyll and Bute Community Councils
Eleanor MacKinnon	Argyll Voluntary Action /T.S.P
Joe Gribben	Strathclyde Passenger Transport
Moria Paton	N.H.S. Highland
Sheila McLean	LEADER
Deirdre Elrick	Linked Work & Training Trust
Sally Loudon	Argyll and Bute Council (am only)
David Clements	Argyll and Bute Council (am only)
Zarina Naseem	Scottish Government (am only)
Gary Fraser	Scottish Ambulance (am only)
Lorna Elliot	LEADER (pm only)
Morevain Martin	Argyll and Bute Council Community Regeneration (pm only)
Wendy-Louise Smith	Scottish Government (pm only)
Janet Skillen	Bute Community Links (pm only)
Arlene Cullum	Argyll and Bute Council (pm only)
Margaret Fyfe	Argyll and Bute Council (pm only)
Shirley MacLeod	Argyll and Bute Council (pm only)
Martin Turnbull	Argyll and Bute Council (pm only)
Paul White	SCVO (pm only)

**In attendance:**

Sonya Thomas	Argyll and Bute Council
Jan Brown	Argyll and Bute Council

**Apologies:**

Jim Mather	SMP Scottish Government
Raymond Park	Strathclyde Police
Keith Phillip	Strathclyde Police
Fiona Logan	Lomond and Trossachs National Park
Tim Grant	Forestry Commission
Anthony Standing	Skills Development Scotland
Malcolm MacFadyen	Argyll and Bute Council

ITEM	DETAIL	ACTION
1.	<p><b>WELCOME</b></p> <p>Derek Leslie welcomed everyone to the meeting and noted any apologies for absence.</p>	
2.	<p><b>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 20 JANUARY 2010</b></p> <p>The minute of the previous meeting were agreed with the following change.</p> <p><b>Ag item 7 - Loch Awe Group Association name changed to Loch Awe Safety Committee.</b></p>	<p><b>Jan Brown Sonya Thomas</b></p>
3.	<p><b>MATTERS ARISING</b></p> <p><b>Ag Item 6 - Drive Safe</b> It was decided to take the Drive Safe programme forward. Visit Scotland will liaise with Drive Safe</p> <p><b>Ag Item 9 - Report by Malcolm MacFadyen</b> Youth Focus, Supporting Youth Participation – Muriel Kupris/ Malcolm MacFadyen – postponed from March meeting to June Management Committee meeting.</p> <p><b>Action point – Ag item at next MC meeting</b></p>	
4.	<p><b>SCOTTISH GOVERNMENT – ZARINA HASEEM</b></p> <p>Zarina Naseem apologised for Jim Mather being unable to attend and delivered a presentation on Community Engagement and changing the way we think about problem solving. The Minister has been involved with a number of first round meetings with different community groups throughout Scotland and is now involved with the second round with these groups. There are a number of challenges within Argyll but we have the potential for ongoing debate and action planning from these groups.</p> <p>A positive discussion followed the presentation. Partners welcomed the approach and highlighted the need to link Jim Mather’s work with local community engagement activities</p> <p><b>Action Point - Circulate copy of presentation</b></p>	<p><b>Jan Brown / Sonya Thomas</b></p>

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5.	<p><b>PUBLIC SECTORS PARTNERS– CPP FINANCE– JANE FOWLER</b></p> <p>Jane presented a paper on Financial Planning and the possible way forward. Recommendation that an Executive Sub-Group is established which will be able to take action on shared service proposals, to jointly address savings and reduce the impact that service delivery changes might have on communities. The CPP MC should consider how financial and budgetary information is brought to and considered by the partnership. Paper Noted</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>a) Jane to arrange for a small sub-group able to make these decisions</li> <li>b) Ag Item at next MC meeting</li> </ul>	Jane Fowler
6(a)	<p><b>CPP SCORECARD – DAVID CLEMENTS</b></p> <p>It was explained that there were still security problems to be overcome before Partners could access Pyramid and action to resolve these is being tested by the NHS</p> <p>A presentation was given explaining thematic scorecards, how the Partners would use Pyramid, how to interpret the results and how Partners will input info into Pyramid.</p> <p>A discussion concluded that the CPP should focus on high level vision and measures and avoid getting drawn into a smaller scale detail. We need to prioritise allowing Partners access to pyramid, agree indicators and report back to the Council.</p> <p>The need to share data more promptly was highlighted.</p>	
6(b)	<p>Work on a timetable is continuing showing high level Strategic reports in due course</p>	
7.	<p><b>RISK REGISTER – BRIAN BARKER</b></p> <p>A report was presented on Risks and the assessed level of Risk for the CPP. It was agreed -</p> <ul style="list-style-type: none"> <li>a) that the risk assessment should stay at the same level and</li> <li>b) that they be reviewed every 6 months.</li> </ul> <p>It was noted that more time should be spent addressing Risks which are high and continue to be so.</p> <p>It was agreed to look at 2 “High” Risks and mitigating actions in more detail at the next and subsequent meetings.</p> <p>Affordable Housing and one other will be discussed at the next</p>	

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	<p>meeting</p> <p><b>Action Point - Jane Fowler to decide and monitor which risk to be discussed. Add full review of Risk Register as agenda item for every third meeting</b></p>	<p><b>Jane Fowler</b></p>
<p>8.</p>	<p><b>HIE ECONOMIC REPORT – DEC 2010 – DOUGLAS COWAN</b></p> <p>The regular update was presented and the report concluded by noting that the population of Argyll and Bute is falling and will continue to do so. All Partners should be thinking of ways in which we can reverse this trend.</p> <p><b>Action Point- Next review of Risk Register should consider risks affected by population decline and whether they should be rated High.</b></p>	<p><b>All Partners</b></p>
<p>9</p>	<p><b>MENTAL HEALTH SERVICES - REDESIGN – DEREK LESLIE</b></p> <p>The report “Mental Health in Argyll and Bute 2012 – Everyone’s Business” was presented. The 5 Service Redesign groups are approaching milestones in the project. These include the redeployment of staff and buildings, care in the community, reducing bed spaces and redesign of services. It was agreed that Mental Health was everyone’s business and that changes within the service Delivery, looking at whether Community Councils can assist, interfacing with other services and developing local resources need careful consideration.</p>	
<p>10.</p>	<p><b>SCOTTISH AMBULANCE SERVICE – PRESENTATION BY GARY FRASER</b></p> <p>The presentation gave an overview of the Scottish Ambulance Service’s performance, challenges and reported on a recent public consultation of Ambulance service performance. Once the analysis has been completed a Draft Strategic Framework will be available for comment on in October after further consultations the Strategy Document will then be published. He then spoke about the vision the Ambulance service has for the future and other local issues.</p> <p><b>Action Point - Circulate copy of presentation</b></p>	<p><b>Jan Brown / Sonya Thomas</b></p>

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11.	<p><b>CITIZEN'S PANEL REPORT – AUTUMN – CHRIS CARR</b></p> <p>Eileen Wilson presented the report and encouraged the Partnership to consider the information contained and to give feedback on how the information was being used (this would help to justify the Citizens Panel).</p> <p>Strathclyde Fire and Rescue stated this was the 3<sup>rd</sup> or 4<sup>th</sup> time they had used the panel and had proved invaluable.</p> <p>Partners felt the Ambulance Service could make use of the Citizen Panel in the future e.g. to survey awareness of first responders and to gather more general feedback.</p> <p>Eileen intimated that if anyone wanted to use the Panel, they contact Chris Carr at <a href="mailto:chris.carr@argyll-bute.gov.uk">chris.carr@argyll-bute.gov.uk</a></p> <p>Partners were encouraged to take the report away and consider how they could use the panel</p> <p>A.V.A. expressed desire to use the panel to monitor progress with questions asked previously.</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>a) Circulate FAQ's on Citizen's Panel to Management Team</li> <li>b) Ag Item at next MC meeting, deadline of 15<sup>th</sup> May for any reports to be included</li> </ul>	Jan Brown / Sonya Thomas
12.	<p><b>DRAFT COMMUNITY PLANNING BUDGET 2009/10 – 2010/11- BRIAN BARKER</b></p> <p>Report noted and Partner contribution levels confirmed by all Partners</p>	All Partners
13.	<p><b>THEMATIC COMMUNITY PLANNING GROUP FEEDBACK – FEBRUARY 2010</b></p> <ul style="list-style-type: none"> <li>(a) Social Affairs – Lynn Smillie – 1 February 2010.</li> <li>(b) Environment – Iain Jackson – 25 February 2010.</li> <li>(c) Economy – Shirley MacLeod – 24 February 2010.</li> </ul> <p>All papers were noted and during the discussion that followed it was agreed that the membership of the groups should be more balanced and that elected Council Members had a role to play.</p> <p>Overall Community Council meetings have noted encouragement for CPP and LACPGs</p>	

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14.	<p><b>HIE COMMUNITY ACCOUNT MANAGEMENT PROPOSALS 2010/11 – DOUGLAS COWAN</b></p> <p>Report noted</p>	
15.	<p><b>3<sup>rd</sup> SECTOR INTERFACE AND PARTNERSHIP AGREEMENT – BRIAN BARKER</b></p> <p>A positive report was presented which showed the potential for the future after what has been a long journey. Proposals go beyond the nominal of the Scottish Government and should ensure better representation and more effective support for third sector organisations  CPP agreed the interface proposals</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>a) <b>Inform Scottish Government that the CPP has adopted the Interface Agreement with the third sector.</b></li> <li>b) <b>All Partners accept the commitments to the CPP and the 3<sup>rd</sup> Sector Interface and Partnership Agreement</b></li> </ul>	<p><b>Eileen Wilson</b></p> <p><b>All Partners</b></p>
16.	<p><b>CPP EUROPEAN FUNDING PLAN – MARY-LOUISE ROONEY</b></p> <p>The report was noted.  Mary-Louise updated the meeting in that there has been approval for £3 million available for funding - £1.2 million from European Funding for 6 projects but there is a possibility that not all 6 projects will be successful.  SF&amp;R. reiterated their offer for the HUBBUS Project to use the Community Fire Stations for events.</p>	
17.	<p><b>LOCAL AREA COMMUNITY PLANNING GROUP FEEDBACK</b></p> <ul style="list-style-type: none"> <li>a) <b>Bute and Cowal – 6 March 2010</b>  Shirley MacLeod presented the report. There has been 2 full meetings and a community seminar. The first one was well attended but there were no Community Councils in attendance. The second meeting was attended by 3 Community Councils. Community Seminar took place on the 6<sup>th</sup> March which gave very good feedback for the Community Plan and would be taken forward in May.  Programme was well developed in Bute and Cowal</li> <li>b) <b>MAKI – 3 March 2010</b>  There is still work to be done re representation although</li> </ul>	

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	<p>discussions as to how they link in the needs and the views of collective Community Councils are ongoing. Plan still has gaps although all outcomes have been agreed as has the date for the Community Seminar on the 19<sup>th</sup> June 2010</p> <p><b>c) Helensburgh and Lomond – 16<sup>th</sup> February and 17<sup>th</sup> March 2010</b> Report submitted and it was noted that that have similar issues as everyone else re attendance and also difficulties in circulating papers.</p> <p><b>d) Oban, Lorn and the Isles – 10 March 2010</b> Have similar problems, experiencing difficulty in feeding information up and down to representatives. Some of the problems are due to the large area covered - perhaps we should be looking at video conferencing facilities in the area and utilising them more. Overall there needs to be a clear understanding for everyone regarding Service delivery. Early discussion can help mitigate any negative impact.</p> <p><b>Action Point</b> <b>A list of VC venues with the capacity of each and the cost should be prepared and circulated to all partners</b></p> <p><b>e) Draft Area Committee Plans – Eileen Wilson</b> Eileen presented the report which has been put together as one document although all areas are at different stages with changes being made. The Partners accepted the Draft Plan in this format and agreed the use of Pyramid will show greater clarity. Paper noted</p> <p><b>f) Forward Together – Bute and Cowal LACPG – Shirley Macleod and Martin Turnbull</b> Martin gave the presentation explaining how they overcame barriers which allowed more people to attend the seminars and actively marketed the event which proved to be successful. Martin was commended by the management Team for his hard work and efforts without which the seminar would not have been a success.</p> <p>Community Seminars for the three remaining areas will be held on 15<sup>th</sup> May in Oban, the 22<sup>nd</sup> May in Helensburgh and the 19<sup>th</sup> June in Tarbert. The Bute template will be used for event planning for the other areas</p> <p><b>g) Better Community Engagement – Wendy-Louise Smith</b> Wendy-Louise’s presentation was received well and gave an overview of the Community Empowerment Action Plan which emphasises sharing good practice, communities owing assets, community engagement and empowerment as well as self empowerment.</p>	<p>Jan Brown / Sonya Thomas</p>

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	<p><b>Action Points</b></p> <p>a) <b>Wendy-Louise Smith to send Eileen Wilson the e-mail link for the next newsletter</b></p> <p>b) <b>Circulate copy of presentation</b></p>	<p><b>Wendy-Louise Smith</b>  <b>Jan Brown / Sonya Thomas</b></p>
18.	<p><b>PRINCIPLES OF REPRESENTATION – BRIAN BARKER</b></p> <p>The 3<sup>rd</sup> Sector has agreed representation with the interface at this meeting. Many of the issues discussed with the 3<sup>rd</sup> sector apply to all partners. The principle of representation shows how all Partners' should work with the CPP meetings to ensure proper and effective representation for their organisation and others they represent.</p> <p><b>Action Point – The Partnership endorsed the paper</b></p>	<p><b>All Partners</b></p>
19.	<p><b>SUPPORTING VOLUNTARY ACTION IN ARGYLL AND BUTE – PRESENTATION – PAUL WHITE, DIRECTOR OF NETWORKS, SCVO.</b></p> <p>A presentation was given, giving the background of the SCVO, the aims, projects, the way the organisation has changed and continues to change. The development of projects and organisations. How they have developed a framework to support organisations.</p> <p>The new 3<sup>rd</sup> sector should be fit for purpose delivering the same services and resources throughout Scotland. They aim to publish the 2010 Public sector manifesto.</p> <p><b>Action Point – Circulate copy of presentation</b></p>	<p><b>Jan Brown / Sonya Thomas</b></p>
20.	<p><b>A.O.C.B.</b></p> <p>a) <b>Jura Ferry – Economic Benefit – Eileen Wilson</b>  This is a CPP success where the partnership successfully lobbied for additional funding that helped to create this service. This small amount of funding has had significant benefit to Jura. For every £1 invested it has brought £3 to the local community (£180,000). Funding has been secured for another year.</p> <p>b) <b>Strategic Hosing Forum Update</b>  Paper Noted</p> <p>c) <b>Scottish Ferries Review- 22 June 2010 – Council Chambers Kilmory</b>  Members were asked to note the date of the meeting and were invited to attend.</p>	



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	<p><b>d) Remote Service Future Project Toolkit</b> Paper Noted</p> <p><b>e) S.P.T. –</b> The Chief Executive of SPT would like to address the next Full Partnership Meeting on the 30<sup>th</sup> June</p> <p><b>Action Point – Ag Item at next Full Partnership meeting on 30<sup>th</sup> June 2010</b></p> <p><b>f) Volunteer of the Year -</b> Joint Event with Argyll and Bute Council. Nominations to be in by beginning of May. Applications forms available on website <a href="http://www.argyllcommunities.org.uk">www.argyllcommunities.org.uk</a></p> <p><b>g)</b> Can any partners email Wendy-Louise Smith Scottish Government if they have any examples for inclusion in her Newsletter.</p>	<p><b>Jan Brown</b></p> <p><b>All Partners</b></p>
	<p><b>DATE OF NEXT MEETING</b></p> <p><b>16 June 2010 – Mid-Argyll Hospital</b></p>	