

**MINUTES of MEETING of ARGYLL AND BUTE  
COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE  
held in Mid Argyll Community Hospital  
Wednesday 16 June 2010**

**Present**

Jane Fowler	Argyll and Bute Council
Eileen Wilson	Argyll and Bute Council
Carys Wynn-Mellor	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Sally Loudon	Argyll and Bute Council
Shirley MacLeod	Argyll and Bute Council
Ken MacDonald	Argyll and Bute Council
Lynn Smillie	Argyll and Bute Council
June Graham	Argyll and Bute Council
Moya Ingram	Argyll and Bute Council
Robert Pollock	Argyll and Bute Council
Geoff Calvert	Strathclyde Fire and Rescue
Greg McMillan	Strathclyde Fire and Rescue
Raymond Park	Strathclyde Police
Hugh O'Neil	Strathclyde Police
Cameron Brownlee	Strathclyde Police
Douglas Cowan	HIE
Andrew Campbell	Scottish Natural Heritage
Peter Russell	Scottish Government
Neil Sturrock	Strathclyde Partnership for Transport
Moria Paton	N.H.S. Highland (v.c. in to meeting)
Roanna Taylor	Argyll and Bute Young Scot/Dialogue Youth
Linda Haig	ACHA
Glenn Heritage	Third Sector Partnership/ AVA
Charles Black	Drivesafe

**In attendance:**

Jan Brown	Argyll and Bute Council
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**Apologies:**

Derek Leslie	General Manager, Argyll and Bute CHP
David Penman	Strathclyde Fire and Rescue
Dave Duthie	Partnership Director, HITRANS
Gordon Watson	Loch Lomond and Trossachs National Park
Fiona Logan	Chief Executive, Loch Lomond and Trossachs National Park

ITEM	DETAIL	ACTION
1.	<p><b>WELCOME</b></p> <p>Raymond Park welcomed everyone to the meeting and noted any apologies for absence.</p>	
2.	<p><b>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 24 March 2010</b></p> <p>The minute of the previous meeting were agreed with the following change.</p> <p>The Those Present list should reflect that SPT should read Partnership and not Passenger.</p>	<p><b>Jan Brown</b></p>
3.	<p><b>MATTERS ARISING</b></p> <p><b>Ag Item 3</b> – Youth Focus, Supporting Youth Participation – due to changes in the department this report would now come to the Management Team at the September meeting.</p> <p><b>Ag Item 5</b> – the first meeting of the sub group would be the 8<sup>th</sup> July.</p> <p><b>Action point – Ag item at next MC meeting in September</b></p>	<p><b>Jane Fowler</b></p> <p><b>CPP Admin</b></p>
4.	<p><b>REAP (Renewable Energy Action Plan) AND PRESENTATION – ROBERT POLLOCK</b></p> <p>Robert Pollock presented the Argyll and Bute Renewable Energy Action Plan which sets out the key actions required to further develop renewable energy sectors in Argyll and Bute and to take advantage of the opportunities being offered.</p> <p>The Community Planning partnership will be key to the success of REAP for the people of Argyll and Bute.</p> <p>The Scottish Government has identified 11 key sites in Scotland - Machrihanish, Islay and Tiree figure large in the plans.</p> <p>After discussion it was decided that local people should be involved and included at every step of the way, that the structures already in place ie the Thematic Groups and the LACPG's should be used to communicate with the community and that there should be consultation with Partners throughout the long process.</p> <p>Emergency Services provision needs to be considered along with any planned development. It was agreed that a small sub group be established to look at these issues</p>	<p><b>All Partners</b></p> <p><b>All Partners</b></p>

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	<p><b>Recommendation</b> : That the Management Team consider and recommend this document before it goes to the Council and the CPP for approval and adoption</p> <p><b>Action Point - Circulate copy of presentation</b>  <b>Sub group be set up</b>  <b>Any comments to be fed back to ManagementTeam</b></p>	<p><b>Eileen Wilson</b></p>
<p>5.</p>	<p><b>DRIVESAFE, OBJECTIVES 2010/13 – REPORT AND DRAFT AGREEMENT – MOYA INGRAM</b></p> <p>Moya Ingram gave the background of and a presentation on Drivesave.</p> <p>Moya also went over the new ‘Draft Partnership Agreement’ between Argyll &amp; Bute Council, Strathclyde Police, Strathclyde Fire and Rescue and NHS Highland with the management Team which allows an integrated approach to road safety between the private and the public sector.</p> <p>The partners discussed the report and what actions were being taken at the moment to promote awareness of road safety. Strathclyde Fire and Rescue, Strathclyde Police and the ambulance service are running a drop in breakfast for motorbikers and others in Inveraray focusing on Safety at which discussion take place on road hazards safer driving etc. It is hoped to push this out to other venues throughout the year. Any parties interested are invited to attend Inveraray on the 14 August between 11 and 3pm</p> <p>It is important to involve private and public parties in promoting awareness. The media have a part to play in promoting events and in getting the message out.</p> <p>Moya asked the partners to accept the recommendations and that more input from partners for Drivesafe moving forward.</p> <p>Glenn Heritage suggested that ‘foreign drivers’ be changed to ‘visiting drivers’ – partners agreed.</p> <p>Raymond Park thanked Charles Black of Blacks of Dunoon for all his work over the years in promoting the Drivesafe campaign.</p>	<p><b>All Partners</b></p>
<p>6</p>	<p><b>RISK REGISTER – INDEPTH LOOK AT HIGH RISKS – JANE FOWLER.</b></p> <p>It is important to note the structure that’s in place to highlight risks</p> <p>(a) <b>Affordable Housing – Eileen Wilson</b></p>	

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	<p>A report was presented on ongoing consultation with Local Area Community Planning Groups and others on a piece of work being undertaken by the Strategic Housing and Communities Forum looking at future housing demand and supply. The report will be made available to all groups and will come back to CPP when finalised.</p> <p>It was agreed that housing should remain a medium risk.</p> <p>Linda Haig ACHA, - there will be a report highlighting the lack of funding available and how existing housing could be used more effectively.</p> <p><b>Action Point – circulate a copy of report</b></p> <p><b>(b) Overall Economic Outlook – Jane Fowler</b></p> <p>The new sub group would not be meeting until 08 July and would be looking at the budget and what impact the UK budget has on our organisation. There are early indications but it's too early to be able to identify what impact the cuts will have, how we manage them and how to feed them into the Economic Thematic Groups. Shared Services liaison and Third Sector will work to produce a report and come back to Management Team in September.</p> <p>Sally Loudon said that the sub group could not wait till September but would instead move forward now and continue to do so as we go through this difficult time.</p> <p>Management Team agreed</p>	<p><b>Jan Brown</b></p>
<p>7.</p>	<p><b>MENTAL HEALTH SERVICES REDESIGN – UPDATE – DEREK LESLIE</b></p> <p>Moria Paton gave an update on the Report. The likely timescale for the plan is 18 months as long as there are no surprises. There has been and continues to be consultation with health volunteers across the area.</p> <p>Sally Loudon was concerned over the half a million overspend in the financial projection. There is a meeting next week and it was agreed that Derek would give an update when he has it.</p> <p><b>Action Point – Update from Derek Leslie</b></p>	<p><b>Jane Fowler</b></p>

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8.	<p><b>HIE ECONOMIC REPORT – DEC 2010 – DOUGLAS COWAN</b></p> <p>The regular update was presented by Douglas Cowan and concluded that despite positive signs the recovery remains uncertain.</p> <p>The report presented was a couple of months out of date and there would be a meeting shortly after which Douglas would circulate it to all Management Team members</p> <p><b>Action Point- Douglas Cowan to send out copies of new report to all members before next Management Team meeting.</b></p>	<p><b>All Partners</b></p>
9	<p><b>CITIZENS' PANEL REPORT – CHRIS CARR</b></p> <p>Jane Fowler presented the report after recommended that Hexagon Research and Consulting proceed with the refreshment of the panel membership. Delay the running of the 'spring' survey till autumn and that we contract to run the Citizens' Panel until the end of 2011 with an option to extend till 2012.</p> <p>Discussion among Members as to what questions should be asked, the wording used, how local groups use it, how can we use it more often and also what we want it to do.</p> <p>Sally Loudon said that the Community Planning Action Plan agreed a year ago has all these things but that we need to tighten up.</p> <p><b>Action Points: – report to come back to Management Team in September re refreshed panel and future questionnaire</b></p>	<p><b>Chris Carr</b></p>
10.	<p><b>REVIEWING OUR VISION – JANE FOWLER</b></p> <p>Jane presented a report which recommended that the Management Committee note the content of the report and provide feedback on reviewing the vision.</p> <p>Raymond Park said that this was a huge commitment and we would have to define or aspirations.</p> <p>Sally said that we should look at a number of things – where we are/where do we want to be/ how can we apply it to everything we do/ are we reaching our potential at each level.</p> <p>The following discussion agreed that the message needs to be clear so that everyone involved can understand it. It was noted that this is a work in progress and a progress report will be brought to the September management Committee.</p> <p><i>Moira Paton stated that the Highland CPP had recently done some work on articulating its values. It was recognised that any statement of values was in itself of little value unless there was</i></p>	<p><b>Jane Fowler/ Jan Brown</b></p>

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	<p>also a clear articulation of how these translated into behaviour, and that it was partnership behaviour that was crucial to success</p> <p><b>Action Point – Jane to Contact Moria re the work already carried out in NHS Highland</b></p> <ul style="list-style-type: none"> <li>- <b>Feed back to Management Team in September</b></li> </ul>	
11.	<p><b>THEMATIC COMMUNITY PLANNING GROUP FEEDBACK</b></p> <p><b>(a) Social affairs</b> – no meeting until August no report presented. Scorecards continued to be crucial and there needed to be a commitment from partners to going forward. Meeting times were being changed at short notice and once made should be stuck too. If any members are unable to attend then an appropriate replacement should be.</p> <p><b>(b) Environment – 27 May</b> – The group has made progress in taking the development of the thematic actions within the Community Plan forward. Three main issues have emerged</p> <ul style="list-style-type: none"> <li>– developing the scorecard for Thematic groups, access to Pyramid – this work is in progress</li> <li>- Duplication of discussion within the Env. Group – want to look at the possibility of having groups joined together to avoid this.</li> </ul> <p>The group agreed to the circulation of the draft Partnership agreement for consideration and approval. Andrew Campbell, Theme lead said that Stephen Colligan of A &amp; B Council had been particularly helpful in putting on data. Other members agreed</p> <p>Report Noted</p> <p><b>(c) Economy – 8 June</b> – The report should be seen as positive although the information coming forward is mainly from the Council and not other partners. Access to Pyramid still an issue but is a work in progress, it was agreed that more emphasis should be put on the content of scorecards than on the IT issues. Draft Partnership Agreement not signed off but going forward to August meeting.</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>a) <b>Meeting dates to remain fixed and more commitment from partners</b></li> <li>b) <b>Look at possibility of merging groups</b></li> <li>c) <b>Continue to work through problem with Pyramid and</b></li> </ul>	

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	<b>Scorecards</b>	<b>All Partners</b>
12.	<p><b>LOCAL AREA COMMUNITY PLANNING GROUPS</b></p> <p>(a) Bute and Cowal – 13 May  (b) MAKI – 5 May  (c) Helensburgh and Lomond – 18 May  (d) Oban, Lorn and the Isles – 12 May</p> <p>All reports were noted and seemed favourable. All group were moving forward into next round of meetings in September/October</p>	
13.	<p><b>SCOTISH ENTERPRISE ACTIVITY REPORT – NEIL FRANCIS/BRIAN MCLEISH</b></p> <p>Report Noted – no comment</p>	
14.	<p><b>UPDATED CPP THEMATIC AND LACPG'S MEETING DATES 2010</b></p> <p>Report noted.  It is important that dates remain fixed and that calendar should show the start time of the meetings.  Geoff Calvert said that to allow for shift patterns to be arranged any future consultation events/meetings held on a Saturday then the Police, Fire and ambulance Services would need to be notified well in advance</p>	<b>Eileen Wilson</b>

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15.	<p><b>COMMUNITY ENGAGEMENT STRATEGY – ACTION UPDATE – EILEEN WILSON</b></p> <p>Eileen presented the report and update. It was agreed that there should be a better Community Engagement Programme which will help for training for stakeholders. We will have a more detailed Training Needs Plan by September.</p> <p>It was agreed to hold the Community Planning Conference in November to allow input from Local Area Consultations. Dates to be looked at.</p> <p><b>Action Point: Dates in November to be looked at for possibility of CPP Conference</b></p>	<p><b>All Partners</b></p> <p><b>Eileen Wilson</b></p>
16.	<p><b>ARGYLL AND BUTE THIRD SECTOR INTERFACE – ROLE OF TSP AND DEMONSTRATION OF WEB SITE - GLENN HERITAGE.</b></p> <p>Glenn presented the reports and a presentation on the Roles of the Third Sector Partnership Organisations and the Third Sector Training Project. There is a lot of work to be done in raising the awareness of the public to the job that the Third sector carries out. Glenn was able to connect and show the group the new web site that is available for members of the public and partners to access.</p> <p><b>Action Point: Circulate a copy of the presentation</b></p>	<p><b>Jan Brown</b></p>
17.	<p><b>AOCB</b></p>	