

**MINUTES of MEETING of ARGYLL AND BUTE
COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE
15th DECEMBER 2010**

From Various Locations by Video Conference

Present:

Raymond Park	Strathclyde Police (Chair) – in Dunoon
Eileen Wilson	Argyll and Bute Council – in Dunoon
Shirley MacLeod	Argyll and Bute Council – in Dunoon
Bill Dundas	SEARS - in Oban
Derek Leslie	N.H.S. Highland – in Oban
Geoff Calvert	Strathclyde Fire and Rescue – in Helensburgh
Glenn Heritage	Third Sector Partnership/ AVA – in Kilmory
Sally Loudon	Argyll and Bute Council – in Kilmory
Lynda Thomson	Argyll and Bute Council – in Kilmory
Moria Weatherstone	Argyll and Bute Council – in Kilmory
Sue Gledhill	HIE – in Kilmory
Alison McGrory	NHS – in Kilmory

In attendance:

Jan Brown	Argyll and Bute Council
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Apologies:

Moria Paton	N.H.S. Highland
Andrew Campbell	SNH
Peter Russell	Scottish Government
Keith Phillip	Strathclyde Police
David Penman	Strathclyde Fire and Rescue
Paul Connelly	Strathclyde Fire and Rescue
Jane Fowler	Argyll and Bute Council
Margaret Fyfe	Argyll and Bute Council
Douglas Cowan	HIE
Neil P Sturrock	Strathclyde Partnership for Transport
David Price	AVA
Jim Frame	SEPA

ITEM		ACTION
1.	<p>WELCOME</p> <p>Raymond park welcomed everyone to the first Management Committee meeting conducted via video conferencing facilities from various locations throughout Argyll and Bute and noted the apologies.</p>	

2.	<p>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 15 NOVEMBER 2010</p> <p>The minute of the previous meeting was agreed as a true reflection.</p> <p>MATTERS ARISING</p> <p>Ag Item 3 SOA Annual Report - on this agenda. Highlight and exception reporting now agreed at all Thematic and Local CPP groups. At present reviewing all CPP scorecards to ensure all outcomes and associated measures are linked to 'owners'.</p> <p>Ag Item 5 CPP Administrative Budget – on this agenda. Considering the best use of the surplus. No progress with ADP as Lurette Roberts has been unavailable.</p> <p>Ag Item 9 Constitution/Partnership Agreement. No progress since last Management Committee meeting, this item will be carried forward to a later meeting.</p> <p>Ag Item 13 Citizens Panel Autumn 2010 Survey. Questions to be carried out around three themes</p> <ul style="list-style-type: none"> ● Your local area and what is important to you ● What things you think need improving ● How well you think Argyll and Bute council is doing including <ul style="list-style-type: none"> ○ The options set out by the Council in its 'Difficult Choices for Difficult Times' ○ The options set out following the Council's service reviews <p>Current suggestions for Feb 2011 survey</p> <ul style="list-style-type: none"> ● The Voluntary sector ● Strathclyde Police ● Regulatory Services ● Child protection 	
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3.	<p>EXECUTIVE SUB GROUP REPORT – JANE FOWLER - VERBAL</p> <p>Sally Loudon gave the update in the absence of Jane Fowler. There are three different strands being looked at by the group.</p> <ol style="list-style-type: none"> 1. Clyde Valley Report – workstream on Shared Services working 2. Geographic – areas in which shared services can be piloted 3. HNS Highland and Highland Council <p>At present the feedback was very positive on sharing services There has also been progress on reviewing other areas of savings.</p> <p>Action Point: Management Committee agreed to move forward with the work being carried out by the Executive Sub Group. A further report will be brought to the February 2011 Management Committee meeting.</p>	Jane Fowler/ ESG
4.	<p>CPP ADMINISTRATIVE BUDGET REPORT – LYNDA THOMSON/EILEEN WILSON</p> <p>Lynda Thomson stated that there was a surplus in this year’s budget and proposed that it be carried forward into 2011/12 and not ask Partners for further contributions.</p> <p>After a discussion which considered how best to put the surplus to use to achieve the agreed community planning strategic, thematic and local outcomes, the Management Committee decided to carry the surplus forward and use it to develop shared services with Community Planning benefits.</p> <p>The Partners agreed to continue to make their contributions in 2001/12</p> <p>Action Point: Partnership to carry forward budget surplus and use to develop Community Planning Shared Services</p>	All
5.	<p>HUB INITIATIVE UPDATE REPORT – POSTPONED TO THE 2ND FEBRUARY 2011 – NICK ALLEN</p> <p>This item has been postponed and will now come to the Management Committee in February 2011.</p> <p>Action Point: On next MC agenda.</p>	Nick Allen

6	<p>REAP – MEMBERSHIP OF ARGYLL AND BUTE RENEWABLE ALLIANCE (ABRA) – AUDREY MARTIN – FOR INFORMATION</p> <p>This paper asked the Management Committee to note the proposed terms of reference for the Argyll and Bute Renewable Alliance as detailed in the attached paper.</p> <p>Action Point: Report noted by the MC.</p>	
7.	<p>CPP ERDF RINGFENCED BUDGET UPDATE REPORT – JAMES LAFFERTY/SHONA STRACHAN</p> <p>The Management Committee were asked to note the changes and the inclusion of Jura Passenger Ferry.</p> <p>Sally Loudon noted that not all members had received the paper and asked that it be re-circulated and brought back to the next Management Committee meeting for an update.</p> <p>Geoff Calvert noted that the HUBBUS project which had been previously submitted was on hold and felt that this was a project of value. He asked members to note that the community fire stations were able to be used by the community for meetings and other events.</p> <p>Action Points:</p> <ul style="list-style-type: none"> (i) Re-circulate ERDF report. (ii) HUBBUS - Contact European Team with regards to SF&R offer of use of accommodation. 	<p>CPP Admin Eileen Wilson</p>
8.	<p>COMMUNITY ENGAGEMENT</p> <p>(a) ARGYLL VOLUNTARY ACTION – COMMUNITY ENGAGEMENT – GLENN HERITAGE</p> <p>Glenn presented the paper which was a brief overview of the work which had been carried out by AVA in reaching groups which would not normally have participated in public meetings. The results would be broken down into different geographical areas and would be cross referenced with results from other areas of work. This information will be made available to Local Area Community Planning Groups.</p> <p>The Management Committee noted the report</p> <p>Action Point: Glenn Heritage and Shirley MacLeod to continue work on cross referencing information in the report.</p>	<p>Glenn Heritage/ Shirley MacLeod</p>

	<p>(b) COMMUNITY ENGAGEMENT – EILEEN WILSON The Management Committee are asked to note the progress made and agree a new strategy and development of a further action plan. A number of existing partnerships are being amalgamated into a new single group – Community Engagement Sub Group. This group will work on a further action plan and review the Community Engagement Strategy. It was noted that it is important to update actions and to note when they have been completed. The Community Engagement Sub Group will first meet on the 22nd February 2011</p> <p>Action Point: Management Committee agreed to review strategy and to develop the further action plan.</p>	Eileen Wilson
9	<p>COMMUNITY PLANNING ACTION PLAN – EILEEN WILSON</p> <p>The Management Committee are asked to agree the development of a further Action Plan to incorporate actions needed to bring together Community Planning and the Single Outcome Agreement.</p> <p>Action Point: The Management Committee agreed the proposal.</p>	Eileen Wilson
10.	<p>PERFORMANCE MANAGEMENT UPDATE – STEPHEN COLLIGAN</p> <p>This report provides an update on progress made reviewing performance indicators in the SOA. The Management Committee are asked to note that</p> <ul style="list-style-type: none"> • Initial discussions have been held with Partners • Additional measures are being identified which will be incorporated into the SOA • A more detailed report will be presented to the Management Committee in February <p>Stephen Colligan will liaise with NHS Performance Managers</p> <p>The Management Committee noted the report.</p> <p>Action Point: Stephen Colligan to prepare report for next Management Committee meeting.</p>	Stephen Colligan
11.	<p>ARGYLL AND BUTE COUNCIL BUDGET UPDATE – JANE FOWLER</p> <p>Sally Loudon gave the Management Committee an update on the Council's position regarding the budget. Argyll and Bute Council had been expecting a 2.6% reduction in the monies received from the</p>	

	<p>Scottish Government but had instead received a 4.9% reduction. This means that present calculations on savings have been underestimated and A&B Council will have to make additional savings of £5.6 million.</p> <p>Two proposals were put before the Council last week which will allow the Council to make £3.6 million in savings in the Management and Operational side of the council.</p> <p>Further proposals are being consulted on. Partners are asked to participate in the consultation process, but note that the time frame is very short, ending on 31 December 2010.</p> <p>Significant work has already been carried out and this is the final stage with the completed report going to Council in February 2011.</p> <p>The Management Committee noted the report.</p> <p>Action Point: Partners to participate in consultation process.</p>	<p>Jane Fowler/ All</p>
<p>12.</p>	<p>THEMATIC GROUP UPDATE – THEME LEADS</p> <p>(a) ENVIRONMENT The Management Committee noted the report.</p> <p>(b) SOCIAL AFFAIRS The Management Committee noted the report.</p> <p>(c) ECONOMY Sue Gledhill presented the report and asked the Management Committee to note item 3.8 and that the Scorecards would reflect the work being done in time for the next Management Committee meeting.</p> <p>The Management Committee noted the report.</p> <p>Action Point: Agenda Item at next Management Committee meeting.</p>	<p>Sue Gledhill.</p>
<p>13.</p>	<p>LOCAL AREA COMMUNITY PLANNING GROUP FEEDBACK – SHIRLEY MACLEOD – ONE REPORT</p> <p>Shirley MacLeod asked the Management Committee to note the progress that local groups are making in taking forward their role in Community Engagement and delivering local outcomes. Local Plans will be signed off in March 2011 and an update will come to the Management Committee’s April Meeting.</p> <p>The Management Committee noted the progress.</p>	

14.	<p>FORWARD TOGETHER – MARGARET FYFE</p> <p>Eileen Wilson presented the report and asked that the Management Committee note the content. A full report and presentation will come to the next Management Committee meeting</p> <p>The Management Committee noted the report.</p> <p>Action Point: Agenda item at next Management Committee meeting.</p>	Margaret Fyfe.
15.	<p>2011 MEETING DATES</p> <p>The proposed dates were accepted by those present and changes noted.</p> <p>Action Point: An updated list will be distributed in the New Year.</p>	CPP Admin.
16.	<p>AOCB</p> <p>Partners made comment on the success of the meeting via video conference and recommended that more meetings be carried out in this way as this would reduce travel time and costs for attendance at future meetings.</p> <p>Action Point: The Management Committee approved the use of video conferencing at future meetings.</p>	CPP Admin.
17.	NEXT MEETING – 2nd FEBRUARY 2011	