

**MINUTE of MEETING of ARGYLL AND BUTE
COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE
14 December 2011**

Held by video conference from several locations

Present:

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| Jane Fowler | Argyll and Bute Council - Kilmory |
| Lynda Thomson | Argyll and Bute Council - Kilmory |
| Glenn Heritage | Third Sector Partnership - Kilmory |
| Iain Jackson | Argyll and Bute Council – Kilmory |
| Judy Orr | Argyll and Bute Council - Kilmory |
| Andrew Campbell | SNH – Kilmory |
| Douglas Cowan | HIE - Kilmory |
| Mark Wilson | Strathclyde Police - Dunoon |
| Eileen Wilson | Argyll and Bute Council - Helensburgh |
| Paul Connelly | Strathclyde Fire and Rescue - Helensburgh |
| Daniel Doherty | Strathclyde Fire and Rescue – Helensburgh |
| Gerry Wilson | Argyll and Bute Council – Helensburgh |
| Jonathan Price | Scottish Government - Edinburgh |
| Toria Fraser | Scottish Government - Inverness |

In attendance:

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| Jan Brown | Argyll and Bute Council - Kilmory |
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Apologies:

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| Shirley MacLeod | Argyll and Bute Council |
| Cleland Sneddon | Argyll and Bute Council |
| Derek Leslie (chair) | NHS Highland |
| Sally Loudon | Argyll and Bute Council |

| ITEM | | ACTION |
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| 1. | <p>WELCOME</p> <p>Paul Connelly (Vice Chair), welcomed everyone to the meeting and noted the apologies</p> | |
| 2. | <p>MINUTE OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON OCTOBER 2011 IN THE SCOTTISH NATURAL HERITAGE KILMORY</p> <p>The Management Committee agreed the minute as an accurate reflection of the meeting.</p> <p>MATTERS ARISING: All matters arising are dealt with in this meeting or have already been dealt with.</p> | |

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| 3. | <p>IT SUPPORT – GERRY WILSON/JUDY ORR</p> <p>Judy Orr gave the background to the presentation which explored the sharing of ICT opportunities between partners. Gerry Orr explained the benefits and advantages that could be afforded to partners by sharing resources in ICT.</p> <p>Paul Connelly thanked Judy and Gerry for their presentation which aroused interest from all partners.</p> <p>The Management Committee noted the presentation.</p> | |
| 4. | <p>SOA ANNUAL REPORT – JANE FOWLER</p> <p>Jane Fowler presented the report which recommends that the Management Committee approve the A&B SOA Annual Report 2010/11 for final submission to the Scottish Government.</p> <p>The report presents the progress being made by partners on delivery of the SOA and developments being made in partnership working to facilitate a more partner based approach to service delivery.</p> <p>Jonathan Price felt that the report should highlight more positive areas and increase the narrative making it more readable to the public rather than the Government by concentrating on a number of areas including effective engagement with citizens, targeting activities in light of local circumstances and CPP's impact on deployment of resources by partner bodies.</p> <p>Partners are asked to email partners today for approval and any extra items for inclusion, with the report being sent to Scottish Government next week.</p> <p>Action Point : Report emailed to partners with additions, comments and approval sent back by beginning of week beginning 19th December</p> | |
| 5. | <p>SHARED SERVICES UPDATE – SALLY LOUDEN</p> <p>Jane Fowler gave a verbal update in Sally's absence. Office Rationalisation features large in the previous meetings with a large number of buildings not fit for purpose. Progress is being made with information being available on property assets. The focus has been on getting mechanisms in place to allow the sharing of buildings which facilitates partners being able to work more effectively together.</p> <p>The Management Committee noted the progress and would receive update</p> | |

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| | reports in the future. | |
| 6. | <p>CPP IMPROVEMENT PLAN – LYNDA THOMSON</p> <p>Lynda Thomson presented the report and recommends that the Management Committee note the progress being made and agrees to a finalised action plan coming to the next meeting on the 1st February 2012. Members are asked to make sure that any proposals that need to be included are with the Improvement and Organisational Department as soon as possible for inclusion.</p> <p>Action Point: All measures to be included to be with Lynda Thomson by 16th January 2012</p> | Lynda Thomson |
| 7. | <p>NEW COMMUNITY PLAN/SOA – EILEEN WILSON</p> <p>Eileen Wilson presented the report and recommends that the Management Committee approve the content of the plan and agrees the launch of the new SOA/CP will be launched at the Full Partnership in February 2012. The management Committee discussed the proposed plan and felt that there was not enough on Health issues.</p> <p>The Management Committee agreed to the recommendations with the addition of more information on Health Services.</p> <p>Action Point: Final draft of CP/SOA to be presented at Management Committee meeting on the 1st of February 2012.</p> | |
| 8. | <p>CP/SOA LAUNCH EVENT</p> <p>Jane Fowler lead the discussion how to launch the new CP/SOA.</p> <p>The Management Committee decided to launch the CP/SOA at the Full Partnership Meeting on the 15th February 2012.</p> | |
| 9. | <p>THIRD SECTOR PARTNERSHIP – GLENN HERITAGE</p> <p>Glenn Heritage presented the paper and recommends that the Community Planning Partnership agree and approve the revised membership of Third Sector Partnership of ABSEN, Argyll Voluntary Action and Islay & Jura CVS as the third sector interface and third sector support for Argyll & Bute on a permanent basis.</p> <p>The Management Committee discussed the points raised by the paper and</p> | |

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| | <p>agreed to accept the recommendation.</p> <p>Action Point: The Management Committee accepts the recommendation.</p> | |
| 10. | <p>COMMUNITY RESLIENCE – JANE FOWLER</p> <p>Jane Fowler told the Management Committee that the Scottish Government had issued guidance for communities on it's website Ready Scotland http://readyscotland.org and asked the management Committee to recommend LACPGs consider the guidance and cascade the information through their partner networks to ensure communities have the ability to respond together during bad weather. The Management Committee discussed options and agreed to arrange a meeting .</p> <p>The Management Committee agreed the recommendation</p> | |
| 11. | <p>EFQM/PSIF ASSESSOR RESOURCE SHARING – LYNDA THOMSON</p> <p>Lynda Thomson presented the paper and recommended that the Management Committee agree to share information about EFQM?PSIF Assessor resources that are available with a view to sharing EFQM Assessors across the partnership. An update had been emailed to all partners.</p> <p>The Management Committee noted the paper.</p> | |
| 12 | <p>ABRA UPDATE – AUDREY MARTIN</p> <p>Jane Fowler presented the paper in Audrey's absence. The Management Committee are recommended to note the progress of ABRA to date, including the key topics and issues identified throughout the meetings to date and the actions being progressed</p> <p>The Management Committee noted the progress</p> | |
| 13 | <p>LACPGS UPDATE – IAIN JACKSON</p> <p>The Management Committee are recommended to note the progress across all areas. There has been steady progress although there are still some areas for</p> | |

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| 17. | <p>concern. Each group is still committed to making community planning work in the region.</p> <p>DATE OF NEXT MEETING</p> <p>MAKI has problems with the one size fits all and the group will have more discussions on this with the other MAKI groups.</p> <p>The next meeting will be on Wednesday the 1st February 2012</p> <p>The Management Committee noted the progress being made</p> | |
| 14. | <p>THEMATIC GROUP UPDATE</p> <p>(a) SOCIAL AFFAIRS – CLELAND SNEDDON The Management Committee noted the report.</p> <p>(b) ECONOMY – DOUGLAS COWAN The report noted that Dunoon and Bute has the highest unemployment in the Highlands and this is a significant issue in the area. It was agreed that this issue should be looked at in more detail. Partners agreed to participate in further discussions. There have been significant problems in recruiting people in the care sector. Glenn Heritage said that there was some work being done with the Community Fund on unemployment.</p> <p>(c) ENVIRONMENT – ANDREW CAMPBELL Andrew Campbell recommended that the Management Committee look at a video on U Tube which looked at widespread issues in the area. The Management Committee noted the report.</p> <p>(d) THIRD SECTOR PARTNERSHIP – MARGARET FYFE Glenn Heritage gave the report in the absence of Margaret. The Management Committee noted the report</p> | |
| 15 | <p>MEETING DATES FOR 2012</p> <p>Any clashes with dates should be intimated to Jan Brown. A list of Council meetings would be prepared and passed round for information.</p> | |
| 16. | <p>AOCB</p> <p>No other business</p> | |