

**MINUTE of MEETING of**

**ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE**

**17 OCTOBER 2012**

Held in Highland and Islands Enterprise Office, Kilmory, Lochgilphead

and via VC from Oban Hospital

**Present**

Derek Leslie (Chair – via vc)  
Sally Loudon  
Jane Fowler  
Eileen Wilson  
Shirley MacLeod  
Glenn Heritage  
Nigel Millar  
Douglas Cowan  
Andrew Campbell  
Edward Renfrew  
David Pettigrew

NHS Highland  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Third Sector Partners / Argyll Voluntary Action  
Association of Argyll and Bute Community Councils  
Highland and Islands Enterprise  
Scottish Natural Heritage  
Strathclyde Fire and Rescue  
Strathclyde Police

**In Attendance**

Sonya Thomas (Minutes)  
Morag Brown (Item 7)  
Laura Cameron (Item 15)

Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council

**Apologies**

Jonathon Pryce  
Toria Fraser  
Moira Paton  
Cleland Sneddon  
Bruce West  
Mark Wilson  
Barry McEwen  
Jim Scott

Scottish Government  
Scottish Government  
NHS Highland  
Argyll and Bute Council  
Argyll and Bute Council  
Strathclyde Police  
Strathclyde Police  
Strathclyde Fire and Rescue

<b>Item No</b>	<b>Detail</b>	<b>Action</b>
1.	<p><b>WELCOME / APOLOGIES</b></p> <p>Sally Loudon took up the role of Chair, intimating Derek Leslie's apologies as he will VC into the meeting later this morning, welcomed everyone to the meeting and introduced Eddie Renfrew, Strathclyde Fire and Rescue, Head of Community safety for Argyll and Bute and David Pettigrew, Strathclyde Police.</p> <p>It was noted that Donald Henderson will be replacing Jonathon Pryce and he hopes to attend the next CPP Management Committee meeting.</p>	

<p>2.</p>	<p><b>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 22 AUGUST 2012</b></p> <p>The minutes were approved as an accurate record.</p> <p><b>MATTERS ARISING</b></p> <p><b>Ag Item 5 – CLD – Strategic Guidance for CPP’s</b> This item will be added to the CPP Management Committee agenda for December. Awaiting more info.</p> <p><b>Ag Item 7 – Community Reliance and Co-production Conference</b> This is taking place on 28 November 2012, Loch Fyne Hotel, Inveraray. 10 am – 3.30 pm. Flyers will be given out after this meeting and circulated electronically.</p> <p><b>Ag Item 8 – Rural Action Forum on Youth Employment</b> This event is scheduled for 5 November 2012 in Oban.</p> <p><b>Ag Item 10 – SQA Scorecard</b> Due to this meeting being so close to the end of Financial Quarter 2 there wasn’t sufficient time to review data. This item will be added to the CPP MC agenda for December.</p> <p><b>Action Note - Make Performance Management a feature for the December meeting.</b></p>	<p><b>CPP Admin Cleland Sneddon</b></p> <p><b>CPP Admin Glen Heritage</b></p> <p><b>CPP Admin Sally Loudon / David Clements</b></p>
<p>3.</p>	<p><b>SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING AND SINGLE OUTCOME AGREEMENTS – EILEEN WILSON</b></p> <p>This report updates the CPP with progress made to date and in particular the newly established National Group. Further information on the activities currently underway will be discussed at the CoSLA convention on 19 October 2012, where CoSLA will also be asked to consider the key objectives it is seeking from the National Group. The National Group meets on 23 October where it will also discuss the Community Empowerment and Renewal bill. It is expected that we will have something clearer by the end of the year.</p> <p><b>a) – Improvement Service Survey – CPP Support Needs – Building Capacity - report and questionnaire.</b></p> <p>The IS (Improvement Service) in undertaking a survey of CPPs to establish their support needs and priorities to meet the expectations required in the Review of Community Planning and SOA’s. A</p> <p>The survey was due for return by 12 October 12, the IS have been made aware that our questionnaire will be returned following input from today’s meeting.</p> <p>A draft proposed response to the survey along with information on how the scoring and priorities used was discussed. Following discussion some changes were made to the previously</p>	<p><b>Eileen Wilson 17 October 2012</b></p>

	<p>circulated response and it was agreed that Eileen Wilson would circulate the revised version and partners would come back with any further comments by close of play today.</p> <p><b>Action Point – Eileen Wilson to make agreed amendments to response, circulate to Partners for any final comments and submit to the IS later today.</b></p>	
4.	<p><b>NEW COMMUNITY PLAN – SALLY LOUDON</b></p> <p>The report gives progress on the development of the New Community Plan. Although there is some slippage in the timeline at present this can be addressed over the remaining months. Bruce West is the lead for Argyll and Bute Council and the Project Manager, Jim Scott the lead for Strathclyde Fire, Barry McEwan for Strathclyde Police and Elaine Garman for NHS Highland.</p> <p>Eileen Wilson reminded Partners to return the previously circulated strategic needs assessment before the 9 November 2012. A reminder will be sent to all Partners by the end of next week (26 October) to allow completion of the data analysis and bring the project more in line time wise.</p> <p>Progress noted.</p> <p><b>Action Point – Eileen Wilson to collate templates from Partners</b>  <b>Action Point – Item on agenda at CPP Full Partnership meeting and next Management Committee meeting.</b></p>	<p>All Eileen Wilson CPP Admin</p>
5.	<p><b>COMMUNITY EMPOWERMENT AND RENEWAL BILL – MARGARET FYFE</b></p> <p>A draft response was initially circulated to all CPP Partners, following amendments and additions the final detailed response was submitted to the Scottish Government on 26 September 2012.</p> <p>A late response from Strathclyde Fire &amp; Rescue has been noted for any future response if required, but was not submitted.</p> <p>It was noted that some Partners submitted their own responses, but overall it was felt that if the Partnership was submitting a response to consultations we should submit a collective response.</p> <p>Paper noted.</p>	
6.	<p><b>AREA COMMUNITY PLANNING GROUPS – SHIRLEY MACLEOD</b></p> <p>A report covering the progress made by each ACPG (Area Community Planning Group) as they work to become key partnership groups for each of their local areas was presented.</p> <p>The ACPG's will continue to focus on issues of concern that reflect their local priorities and work continues with building the positive momentum of the Groups, which in turn should further enhance attendance of</p>	

	<p>Partners and community representatives. The four Groups are all functioning well but differently, Oban has set up a Short Life Working Group to look at the whole CPP framework and how it fits together and it was also noted that the NHS are attending the meetings on a more proactive basis</p> <p>Report noted.</p>	
7.	<p><b>COMMUNITY RESILIANCE – MORAG BROWN</b></p> <p>An update on the progress of the project was given. The handbook is now complete and has been issued to all 54 community councils in Argyll and Bute and is on the Argyll and Bute Council website where individual templates can be downloaded to allow tailoring by each community, and it is hoped that all Partners will link to the handbook from their websites. Handbooks have also been issued by AVA who will take the lead role in co-ordinating any further queries and requests from community councils. Two awareness events are planned, one each in Oban and Dunoon, as a promoting opportunity and to help the community councils, voluntary sector organisations and elected members access the information – showcasing not just what the voluntary sector can do in emergency planning but also what help is available during an emergency.</p> <p>So far the feedback for community councils has been very positive, almost all community councils are taking this forward and everyone is doing it slightly differently, tailoring it to suit their circumstances.</p> <p>It was noted that the Scottish Government are promoting this project and handbook across Scotland as best practice and a very good example of Partnership working. Sally thanked Morag for the work the team had done on this and this sentiment was agreed with by the Management Committee.</p> <p>Report noted.</p>	
8.	<p><b>23½ HOURS – DEREK LESLIE</b></p> <p>Presentation by Derek Leslie – A Health Improvement Message The simple powerful message that has many health benefits - is to try to limit your total sleeping and sitting time to 23½ hours per day.</p> <p>All Partners agreed that this message should be more widely circulated and would disseminate this message as widely as possible with the following noting clear opportunities:- Sally Loudon will bring this to the attention of her Strategic Management Team Shirley McLeod will take forward to the ACPG's Glenn Heritage will take forward to AVA</p> <p>The presentation was accessed via You Tube which could cause access</p>	

	<p>issues for some Partners.</p> <p><a href="http://www.youtube.com/watch?v=aUaInS6HIGo">http://www.youtube.com/watch?v=aUaInS6HIGo</a></p> <p><b>Action Points</b>  <b>All Partners to let Eileen Wilson know of how the presentation will be disseminated.</b>  <b>Eileen Wilson to report back to Derek Leslie.</b>  <b>Above mentioned attendees to follow their suggested opportunities.</b></p>	<p><b>All</b> <b>Eileen Wilson</b></p>
<p>9.</p>	<p><b>ACTIVE TRAVEL, ACTIVE SCOTLAND – MOYA INGRAM</b></p> <p>The Partners noted that Argyll and Bute Council is working in partnership with national agencies and local communities to help deliver the report’s vision, and overall it is felt that we’re doing really well in Argyll and Bute. The attached report is the executive summary, the full report is available on the Sustrans website <a href="http://www.sustrans.org.uk">www.sustrans.org.uk</a></p> <p>Report is for information.  Julie Young, Argyll and Bute Council, is keen to look at possibilities to work with other Partners, therefore Partners are asked to forward any questions or queries to Julie Young or Eileen Wilson.  It was also acknowledged that while it’s one task to develop paths and cycle tracks, the funding required for the on-going maintenance is a more difficult matter.  SNH are currently looking at a Tyndrum – Oban path, and it was agreed that Andrew Campbell will bring this to the attention of the local ACPG.</p> <p><b>Action Point – Andrew Campbell (SNH) to bring this to the attention of an Oban, Lorn and the Isles ACPG meeting.</b></p>	<p><b>Andrew Campbell (SNH)</b></p>
<p>10.</p>	<p><b>FUTURE GOVERNANCE ARRANGEMENTS OF THE CPP – SALLY LOUDON</b></p> <p>This report sets out the outline proposals for the future governance arrangements of the CPP. It gives a breakdown of the activities and proposed roles of all groups under the CPP umbrella whilst aligning them to the new community plan that is currently being developed. The report also outlines that there needs to be an appropriate support structure in place to ensure effective delivery of the community plan.</p> <p>After discussion it was agreed that more detail would be developed on the following points:-</p> <p>3.6 - The Full Partnership is to continue but its frequency will be one meeting a year, focusing on performance reporting from the previous year and planning for the future year. Partner organisations will be represented by senior officers.</p> <p>3.7 – The ACPG’s to continue and meet quarterly.</p> <p>3.8 – The Management Committee is to continue but it should become more robust with more focus on planning, performance management and delivering outcomes.</p> <p>3.9 - Thematic groups will cease to exist, and a lead person will be</p>	

	<p>nominated for each outcome and be responsible for reporting into the Management Committee.</p> <p>3.10 – A CPP Chief Officer Group (COG) to be established, it was agreed to build on the executive group that we currently have, but also to look at a more joined-up management team from Partners. It was felt that there should be 2 roles for this group – ensuring that issues are being raised and actioned on behalf of the Management Committee and also ensuring that we work as efficiently as possible together. It was agreed that discussion would continue regarding the remit and reporting route for this group.</p> <p><b>Action Points</b>  <b>Bring detailed paper to CPP December meeting</b>  <b>Consider how all partners contribute to the CPP</b></p>	<p><b>Bruce West</b> <b>All</b></p>
<p>11.</p>	<p><b>CARE INSPECTORATE – IMPROVING SERVICES FOR CHILDREN – EILEEN WILSON</b></p> <p>The Care Inspectorate are launching their draft self-evaluation framework. 5 community planning areas will be selected as pilot areas and these will be announced later in the year.</p> <p>Nominations are invited for up to 10 delegates to attend one of 3 launch events promoting the self-evaluation guidance for CPP's being run by the Care Inspectorate. Information has previously been circulated via email and docpacs .</p> <p>Nominations have to be submitted by 17 October 2012 and it was agreed that Strathclyde Police and NHS Highland would attend.</p> <p>Nominations are:  Sally Loudon            Argyll and Bute Council  Cleland Sneddon      Argyll and Bute Council  Susan Mair              Argyll and Bute Council – TBC  NHS Highland          Argyll and Bute CHP Representative</p> <p><b>Action Point – Inform Care Inspectorate of nominees</b></p>	<p><b>CPP Admin</b> <b>17 October 12</b></p>
<p>12.</p>	<p><b>NOMINATIONS FROM THE COMMUNITY PLANNING PARTNERSHIP FOR THE COUNCIL'S PERFORMANCE REVIEW AND SCRUTINY COMMITTEE – SHIRLEY MACLEOD</b></p> <p>Following the report submitted to the last CPP Management Committee meeting (22 August 2012) 2 nominations have been put forward. The Management Committee today agreed the appointment of Douglas Cowan, HIE and Jim Scott, SF&amp;R.</p> <p>Derek Leslie, NHS Highland was nominated and agreed at this meeting, thereby enabling the composition of the Council's Performance Review and Scrutiny Committee to be finalized and the first meeting scheduled for 15 November 2012 called.</p> <p>The Management Committee were happy to approve the above</p>	

	<p><b>Action Point – Inform Douglas Hendry of the approval and names of all 3 nominees</b></p>	<p><b>CPP Admin 17 October 2012</b></p>
13.	<p><b>COMMUNITY PLANNING PARTNERSHIP MEETING DATES 2013 – EILEEN WILSON</b></p> <p>The paper provides a suggested 2013 meeting schedule for the CPP Full Partnership and Management Committee.</p> <p>There may need to be changes to these dates in light of the proposed future governance arrangements and to avoid clashes with ACPG dates.</p> <p><b>Action Point – Bring revised meeting schedule to Management Committee meeting once decisions have been made on the governance arrangements.</b></p>	<p><b>CPP Admin</b></p>
14.	<p><b>ARGYLL AND BUTE COMMUNITY COVENANT PARTNERSHIP – DOUGLAS HENDRY</b></p> <p>Argyll and Bute Council, NHS Highland and Argyll Voluntary Action (AVA) agreed on 28 June 2012 to support the Armed Forces Community within Argyll and Bute and signed the Argyll and Bute Armed Forces Community Covenant.</p> <p>The Management Committee agreed that a nomination be sought from NHS Highland and AVA to sit on the Community Covenant Partnership along with Cllr Maurice Corry, Leader of the Council, Provost and Commodore Wareham RN.</p> <p>Nominations are: Derek Lesley, NHS Highland Gillian Barclay, AVA</p> <p>The MC approved the nominations.</p>	
15.	<p>AOCB Meeting closed at 11.30</p> <p>Andrew Campbell raised the issue of Geese on Islay. Currently the Scottish Government compensates farmers for the lack of commercial use of their fields but the future subsidy funding has been reduced. This issue is being addressed tomorrow at a meeting with Scottish Natural Heritage, Royal Society for the Protection of Birds, Director General for the Environment, Scottish Government Minister for the Environment and Climate Change and a representative group of farmers, but it also highlights the issue that the delivery of the process is in Argyll. Awaiting the outcome of tomorrow's meeting before going forward on this issue.</p> <p>No other Items Meeting closed at 11.30 am.</p>	