

ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP

**MINUTES of CPP MANAGEMENT COMMITTEE MEETING held in the
COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD**

on THURSDAY 24 OCTOBER 2013

Present

Barry McEwan (BM) (Chair of MC)	Police Scotland
Garry Fraser (GF)	Scottish Ambulance Service
Douglas Cowan (DC)	Highlands and Islands Enterprise
Derek Leslie (DL)	NHS Highland
Andrew Campbell (AC)	Scottish Natural Heritage
Glen Heritage (GH)	Third Sector Partnership
Paul Connelly (PC)	Scottish Fire and Rescue Service
Donald Henderson (DH)	Scottish Government – via VC
Cllr Dick Walsh (DW) (leader of Council and chair of CPP)	Argyll and Bute Council
Cllr Ellen Morton (EM)	Argyll and Bute Council
Jane Fowler (JF)	Argyll and Bute Council
Eileen Wilson (EW)	Argyll and Bute Council
Sally Loudon (SL)	Argyll and Bute Council
Roanna Clark (RC)	Argyll and Bute Council
Jane Jarvie (JJ)	Argyll and Bute Council
Katie Burke (KB)	Argyll and Bute Youth Forum

In Attendance

Sonya Thomas (ST) (Minute)	Argyll and Bute Council
Louise Long (LL) (Ag Item 7)	Argyll and Bute Council
Melissa Stewart (MS) (Ag Item 7)	Argyll and Bute Council

Apologies

Shirley MacLeod	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Liam Butler	Argyll and Bute Youth Forum

ITEM	DETAIL
1.	<p>WELCOME AND APOLOGIES</p> <p>Barry welcomed everyone to the meeting and gave a special mention to Katie Burke who is a member of the Scottish Youth Parliament and the Argyll and Bute Youth Forum.</p>
2.	<p>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING held on 27th May 2013</p> <p>Noted and agreed. Proposed by the Chair, seconded by Paul Connelly</p>
3.	<p>ACTION LOG</p> <p>Progress noted and items to be dealt with on this agenda acknowledged</p>
4.	<p>SOA 2013-23 - JANE FOWLER</p> <p>a) Progress Report And Update, Including Guidance For Outcome Leads</p> <p>Progress is being made on the Single Outcome Agreement (SOA) delivery plan agreed through the Quality Assurance process that was signed off in July.</p> <p>Areas that are being progressed include consultation, inequalities and prevention. It was agreed at the last CPP Chief Officers' Group (COG) meeting that these areas will be taken forward by the Outcome Leads (OL). Guidance has been issued and it was acknowledged that all Outcome Leads need to commit to the process in a uniform manner.</p> <p>There is still significant work to do to before the end of December when the first draft delivery plan is due for completion, with the SOA due for completion and submission to Scottish Government by the end of February 2014.</p> <p>Workshop sessions to facilitate the Outcome Leads develop the action and delivery plans are being held in November. The provisional dates for these events are 27th and 29th November. Each session will last for 2½ hrs. Information from the delivery plans developed at these workshops will feed into consultation events and the planned population summit.</p> <p>It was acknowledged that the OL's need to identify the key stakeholders, as this is crucial to not only ensuring we have the correct outcomes but also to identify where work is currently being undertaken within other strategic partnerships. Key stakeholders also have a crucial role to play in ensuring the outcomes within their themes are all linked correctly, a key stakeholder could therefore have outcomes under multiple Outcomes.</p> <p>Partners need to align resources to complement and support both the Outcome Leads and each other, but also their own priorities with those in the SOA.</p> <p>Action Points – Chairs of MC and COG to review the membership of outcome discussion groups (BM and SL) – EW to circulate membership of outcome discussion groups to Chairs</p>

	<p>Recirculate lists of strategic partnership for each outcome to each OL – EW</p> <p>b) Development Actions From SOA Quality Assurance Panel</p> <p>Jane Fowler presented this paper and table showing the development actions to address the 5 areas highlighted for improvement by the Scottish Government quality assurance process.</p> <p>The table details the timeline and activities required to be undertaken to ensure we are compliant with the Quality Assurance guidance agreed with the Scottish Government and would welcome partner feedback.</p> <p>It also clearly shows how each process, including the planned workshops and events (see item 5c) feeds into the next stage.</p> <p>Action Points – The MC noted the report. Members are asked to consider the details in the table and pass any further comments to Jane Fowler by Friday 1 November to enable Barry McEwan and Sally Loudon to sign off.</p>
5.	<p>SOA 2013-23 COMMUNICATIONS AND ENGAGEMENT</p> <p>a) Strategic Guidance On Community Learning And Development For CPP – Jeannie Holles</p> <p>Jane Fowler presented the update on behalf of the Short Life Working Group (SLWG) formed in May 2013. The remit of the SLWG is to understand the responsibilities and requirements of the CPP and the education authority with regard to developing strategic guidance for CPPs.</p> <p>The MC are asked to note the content of the report, comment on progress and support the offer of assistance for the SLWG to draft any relevant, intermediate outcomes for the SOA. If this proposal is accepted, the Group will continue working together until the intermediate outcomes are completed then hand over to a permanent group.</p> <p>The group held its first meeting on 6 September and assessed the current processes used to identify community needs and gaps, and how this information can flow 2-way from local level to strategic level and back again.</p> <p>The result will be an assurance process for lifelong learning that focuses on prevention and community empowerment whilst marrying the community and business needs. There will be a 3-year action plan based on consultation by September 2015 that will feed directly into the process.</p> <p>Apologies were noted from the SLWG as they cannot be fully tied into the planned November workshops for the SOA Outcome Leads. The Chair extended thanks to everyone who is working on this SLWG</p> <p>Action Points – The MC agreed that the SLWG should continue as detailed in the report The SLWG to contribute as much as possible at the November workshops</p> <p>b) Citizens' Panel – Chris Carr</p>

Jane Fowler presented this paper. The CPP is currently in the 2nd year of a 3-year contract with Hexagon Research and Consulting. The contract delivers 2 surveys a year – one in Spring the other in Autumn - and it can provide an overview of the population and their views including baseline information to help us inform and move forward. Unfortunately, there has been poor response from partners regarding possible questions for the spring survey. So whilst the Citizens' Panel has been a very useful tool if it is not going to be used then a decision needs to be made if it should be kept.

Derek Leslie mentioned that the Public Partnership Forums provide most of the health service information, but would welcome more localised questions through the Citizens' Panel.

Whilst the partners have their own networks that gather information it was agreed that there is a need to focus on young people, how can they participate and how we hear their views. Katie Burke informed the partners that some public consultations are only valid for anyone over 18, therefore the way we currently engage with young people should be looked at more closely, including the possible use of 'Home and School' questionnaires. The partners would welcome some information on the core group of people in the Citizens' Panel, in particular how many are young people.

It was agreed that we should identify questions from the OL workshops being held in November for inclusion in a December survey and confirm with the consultants (Hexagon) that we are asking the correct questions to the correct groups of people. To help address the population decline perhaps we should ask the residents who are leaving the area what influenced their decisions, why do people choose not to relocate here and in particular ask young people their reasons for leaving.

Action Points –

Include possible questions from the November workshops in the next survey – EW

Form a small working group to look at the wider issues linked to population decline including how we communicate and consult – JJ

Ideas, QA and communication improvements to Jane Jarvie – jane.jarvie@argyll-bute.gov.uk - All

Contact Hexagon regarding the correct groups and questions – CC

c) Local Area (Forum) Events – Margaret Fyfe

i) Format, Programme and Support for Events

Jane Fowler presented the paper on behalf of the Community Development team who have been working closely with various groups in the planning of these local events. Planning for these events started in June 2013.

The events were originally planned for November, but to achieve the most from them and to further tie in with the SOA development and the outcome leads delivery plans, it was recommended that the events be postponed to January or February.

A large amount of work will need to be done to implement a date change; including publicity to make the events meaningful, but the partnership needs to use this opportunity of engagement to the maximum benefit. The events will provide the opportunity for consultation and engagement, and coupled with the information we will have from the November SOA Outcome Development workshops. information

that has already been collated from the Economic Development Action Plan (EDAP) events will support the development of the SOA delivery plan. It was agreed that the events will help give a firm local focus on each Outcome.

The Community Development team and Eileen Wilson will look into the possibility of rescheduling the events. There was commitment but also concern regarding the difficulty in agreeing revised dates due to diary clashes, but where possible these will be avoided.

The Partnership also agreed that times and questions for the events are important. There are targeted audiences already identified but experience has shown that events held on a Saturday morning allow a much wider audience to attend and that the questions posed to all audiences should be well structured and clear.

Action Points –

Communicate the postponement of events today – JF

Investigate and identify alternative dates for the community engagement events - Com. Dev. Team and EW

ii) Discussion On Proposed Event Panellists

Item dealt with above

d) Population Summit/Full Partnership – Jane Fowler

Jane Fowler presented the paper suggesting the CPP Full Partnership scheduled for 27 November is postponed until the new year and incorporates a Population Summit.

By postponing and combining both events this will give the Partnership and OLS an opportunity to gather the information from the consultations and further feed into the draft SOA delivery plans with a clearer view as to how we can reduce the population decline. It also means that the information gathered in the outcome delivery plans will inform debate and discussion at the population summit.

Action Point –

Council to lead on the Population Summit and if necessary commission an overview.

Identify who will be part of the group to lead on the event – JF

6. SOA UPDATE ON EACH OUTCOMES

1) The Economy Is Diverse And Thriving

There is no update report available for this meeting.

2) Infrastructure Support Growth

There is no update report available for this meeting.

It has been agreed that the lead for this Outcome is now Angus Gilmour.

3) Education, Skills And Training Maximise Jobs For All

There is no update report available for this meeting.

**4) Children And Young People Have The Best Possible Start:
i) Children's Services Plan/Action Plan – Louise Long**

Louise Long updated the Partnership on the Children's Services Plan, confirming that the SOA Outcome will be delivered through the Children's Services Plan.

The consultation has now ended. 257 children aged between 3 and 15 year olds were consulted, as a result they are now making the plan more user friendly – no jargon – just plain English, and smart measures

The plan is due to be published in November but will be circulated to the CPP MC beforehand.

ii). GIRFEC – Patricia Renfrew

a) Report on self-assessment on GIRFEC implementation

GIRFEC is now a national policy for government - 1 child 1 assessment 1 plan.

After our self-assessment Argyll and Bute received £20,000 from the Scottish Government which has been used to put 8 staff through a university course to allow them to become champions within their service.

Argyll and Bute is the first council in Scotland to implement a multi-agency view, allowing all agencies can see a child's plan on the same system.

b) Summary Report – CPP Questionnaire Return

A summary of the self-assessment questionnaires was circulated which provided detailed information. There was a 6 week response time which was agreed by CAPCOG before submission.

The Chair thanked everyone that had been involved in this inspection.

Louise Long left copies of the Integrated Children's Plan and CPP Improvement Plan but will also circulate electronically.

5) Active, Healthier And Longer Lives

There is no update report available for this meeting.

6) Safer And Stronger

i) Community Resilience Update Report – Morag Brown

Jane Fowler presented the update report that gives detail to the continuing project of supporting communities to develop their own resilience plans. 12 communities now have plans with a further 21 plans being developed, and support for the development of plans continues from Argyll Voluntary Action and Police Scotland.

Police Scotland supported by the Council's civil contingencies team are planning facilitated training exercises in each area emphasising the role of the category 1 and 2 responders during an emergency.

Following the community council elections in October, the council's Governance and Law team will stress the importance of a community resilience plan and assist where necessary with managing the handover from old to new governance within

	<p>community councils. This could prove beneficial for any community council that rejected the offer initially. It was noted that communities without a plan tend to develop one after they have experienced an incident, such as the loss of power. It would be helpful therefore to promote the benefits from an area that has been affected by an emergency to those that have not.</p> <p>The Scottish Government held a Resilience Conference yesterday and it is clear from that event that Argyll and Bute is well respected and seen as a model in helping communities become resilient in the light of any emergency developing. There is now a learning resource compiled by the Scottish Government for downloading by teaching staff.</p> <p>Garry Frazer from the Scottish Ambulance Service (SAS) informed the group that the SAS has a large community resilience team that had learnt lessons from the emergencies in Arran earlier this year; he will pass on the contact to Morag Brown with a view to possible linking in with SAS resources.</p> <p>The importance of recognising and engaging with groups within communities that can help is crucial, such as taxi drivers or young people. For example, in Rothesay the young people thought of putting together packs for older people, this is further supported by a programme of activity currently being run by the Red Cross that is aimed at young people.</p> <p>Action Points – Morag Brown to be given SAS and Youth Forum contact information – GF / RT / CPPadmin Morag Brown to look into an award event to recognise the excellent work done by individuals. - MB</p>
7.	<p>UPDATE REPORT ON AREA COMMUNITY PLANNING GROUPS - SHIRLEY MACLEOD</p> <p>Melissa Stewart presented the report on behalf of Shirley MacLeod who submitted her apologies.</p> <p>The report that covers the June and September meetings was more positive, showing increased and sustained attendance at the meetings with increased debating on significant local issues of service delivery by partners.</p> <p>The groups are becoming more confident, valued and more able to deal with matters and resolve local issues, but attendance throughout the meetings needs addressing as meetings start with good attendance but this thins out as the meeting progresses.</p> <p>The MC feel there should be more influence with the ACPG's with structured agendas that link to the SOA's 6 outcomes and an action log. The Chair thanked Melissa for attending.</p>
8.	<p>MEMBERSHIP OF CPP GROUPS - JANE FOWLER/EILEEN WILSON</p> <p>Eileen Wilson presented the report update on CPP membership. The report asks members to refer to the Terms of Reference as outlined in the partnership agreement, give thought to the membership of each group and recommend any changes.</p>

	<p>All partners agreed that it is critical to ensure appropriate membership at the right meetings, with the Chief Officers' Group (COG) focusing on strategic direction and the MC focusing on delivering the SOA and performance.</p> <p>This item to be further discussed at the upcoming COG development day.</p> <p>Action Points – For discussion at the upcoming COG development day - All On agenda at next COG meeting after development day to ratify membership and structure of ACPG's, MC and COG – All</p>
<p>9.</p>	<p>SOA 2012-13 ANNUAL REPORT - JANE FOWLER</p> <p>Jane Fowler presented the SOA 2012-13 Annual Report for signing off by the MC prior to submission to the Performance Review and Scrutiny Committee (PRS) on 21 November 2013 and Council on 28 November 2013.</p> <p>The report is a 1-year document highlighting the progress made on the agreed outcomes and concludes the reporting of the SOA 2012-13.</p> <p>In future the performance reporting through the SOA 2013-23 scorecard will be a standing item on the MC agenda, with exception only reporting and escalated upward to CPP COG and the PRS.</p> <p>Action Points - Report noted. Report to be submitted to PRS committee and Council - CPPadmin Ensure Outcome Leads have meaningful targets and appropriate measures in place – Outcome Leads / IOD Performance Team / All</p>
<p>10.</p>	<p>AOCB</p> <p>a) Home Office Immigration Enforcement – Barry McEwan</p> <p>The Chair who recognised the good work already undertaken tabled this item for discussion.</p> <p>There have recently been incidents where a number of individuals who were identified as illegal immigrants have been removed from the communities they are living in, It must be noted that the conditions of housing are often poor, which gives rise to fire, safety and health issues.</p> <p>Whilst some partners cannot report any concerns or impact on service it was agreed that this should be scrutinised further and that the MC may need to look at a longer-term plan to improve communication with elected members and partners and to tackle other issues that are now emerging in the communities.</p> <p>Action Points – All partners and agencies need to be aware of this and ensure full engagement and information sharing - All</p>
<p>11.</p>	<p>DATE OF NEXT MEETING – 29 JANUARY 2014</p> <p>Meeting closed at 12:20</p>

DRAFT