

CPP Management Committee Action Tracker

Ref No.	Date Raised	Action	By Who	Completion Date	Notes
1	19.08.14	EDAP Update to return to MC in October 2014	CPP Admin	October 2014	Postponed until June 2015 when there will be information for meaningful update.
2	31.10.14	Representative from Education Service be invited to attend future meeting to advise of health and wellbeing and literacy in schools to help tackle issues raised by Children and Young People Mental Health Indicators	Rona Gold	October 2014	Presentation to come to June 2015 meeting of Management Committee when outcome is being considered in detail
3	27.3.2015	The transfer of responsibilities and the role of the CPP and the Health and Social Care Partnership to be discussed in detail at the Chief Officer's Group	Rona Gold, Christina West	June 2015	
4	31.10.14	Confirm the number of full time and part time jobs created over the last 12 months	Douglas Cowan	March 2015	Agreed on 27.03.15 that Douglas would circulate information to all
5	31.10.14	Each partner to nominate a contact within their own organisation currently looking at the Community Empowerment (Scotland) Bill and provide their details to Rona	All	ASAP	
6	27.03.15	Link to the Highlights Report to be circulated to Management Committee members, once published	Samantha Quarton	Once highlights are published after each meeting	Ongoing
7	27.03.15	Include on action tracker a reference number and the date the action was raised	Samantha Quarton	28.03. 2015	Ongoing
8	27.03.15	Feedback to the OLI Area Community Planning Group on their comment regarding membership	Shirley MacLeod	May 2015	

		of the Management Committee			
9	27.03.15	Circulate Scottish Fire and Rescue Local Authority Liaison Officer details to all regarding Home Fire Safety Visits	Samantha Quarton	May 2015	Complete
10	27.03.15	Take into account communication with the Area Community Planning Groups within the Communication and Engagement Strategy	Jane Jarvie	May 2015	
11	27.03.15	Research an approach into consultations to involve the Area Community Planning Groups	Rona Gold	June 2015	
12	27.03.15	Comment and provide input to Rona on what consultation with the Area Community Planning Groups could look like	All	May 2015	
13	27.03.15	Look into how the CPP could support broadband and mobile connectivity issues further	Pippa Milne/ Douglas Cowan	June 2015	
14	27.03.15	Provide Gordon with any relevant examples of community led partnerships to potentially showcase at the CPP conference in June	All	May 2015	
15	27.03.15	Inform the Third Sector and Communities Group that the Economic Forum should be allowed time to bed in before reviewing further linkages	Rona Gold	May 2015	Complete
16	27.03.15	Ensure a representative from Education links in with the Youth and Education sub-group of the Economic Forum	Stuart Green	May 2015	Or timescale relevant to set up of any sub groups
17	27.03.15	Task the Chief Officer's Group to finalise a timeline and sign off the action plan	Chief Officers Group	June 2015	
18	27.03.15	Focus on activities within the action plan which are not already part of the SOA delivery plans	Rona Gold	June 2015	
19	27.03.15	Remove the video link from the resultant action plan from the Development Day	Samantha Quarton	28.3.2015	Complete
20	27.03.15	Contact Scottish Futures Trust regarding proceeding with their Smarterplaces workshops	Rona Gold	April 2015	Complete

21	27.03.15	Any comments on key themes that the Full Partnership should include to be sent to cppadmin	All	April 2015	
22	27.03.15	Ensure that all Management Committee members have a diary invite for the 25 th August with Machrihanish as the venue	Samantha Quarton	April 2015	Complete
23	27.03.15	Ensure that the Strategic Infrastructure Plan links closely with the Local Housing Strategy when it is being formulated	Pippa Milne	Ongoing in development of Strategic Infrastructure Plan	
24	27.03.15	Update the delivery plan for Outcome 6 to remove 6.4.4a, 6.4.4b and 6.4.5	Samantha Quarton	End March 2015	Complete
25	27.03.15	Any further comments on the response to the Public Health Review to be fed back to Rona	All	End April 2015	Complete
26	27.03.15	Reissue Management Committee/Chief Officer's Group diary invites to reflect new timings	Samantha Quarton	End March 2015	Complete