



WE - COME



All you need to know to be part of an effective
Community Planning Partnership
delivering for our communities

Image Helensburgh Civic Centre Building

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01 Introduction

This document provides you with the information you need to take part in Argyll and Bute's Community Planning Partnership (CPP).



The following pages outline governance arrangements, statutory duties and the importance of committing fully to ensure that together we can deliver the [Argyll and Bute Outcome Improvement Plan](#).

Partnership working is something we do really well in Argyll and Bute and you will get a lot out of the partnership too. Every level of the CPP needs to have the right people. Being a member of the CPP does require time and commitment - both as an individual and as a representative of your organisation - and there are expectations of you.

We hold annual Development Days for you and other partners to meet and review our CPP. We also regularly self-assess and this recently highlighted our key strengths in Leadership and Relationships, Community Engagement and Participation and Governance. We are working through an Improvement plan to develop our commitment, prioritisation and understanding of roles.

We hope that you enjoy the information in this welcome pack and if you have any outstanding questions please don't hesitate to get in touch.

You can contact the Community Planning team through cppadmin@argyll-bute.gov.uk

or call **01631 567960**

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We hold regular meetings to allow everyone's contributions to be considered.



Full Partnership

A meeting that takes place at a minimum of every two years to review progress and set direction.

Management Committee

A quarterly meeting which is responsible for ensuring there is effective engagement, joint working, policy development, planning, prioritisation and performance management of the [Argyll and Bute Outcome Improvement Plan](#).

Area Community Planning Groups

Quarterly meetings in each of the 4 administrative areas which: oversee the implementation of the localised delivery plan for the respective area; encourage effective working across community planning partners at an area level; and act as a conduit to ensure that local priorities are met and local issues addressed.

Key positions/roles

- Chair of the CPP Management Committee
- Vice Chair of the CPP Management Committee
- Chair of the CPP Full Partnership
- Chair and Vice Chair of the Bute and Cowal Area Community Planning Group
- Chair and Vice Chair of the Helensburgh and Lomond Area Community Planning Group
- Chair and Vice Chair of the Mid Argyll, Kintyre and the Islands Area Community Planning Group
- Chair and Vice Chair of the Oban, Lorn and the Isles Area Community Planning Group
- Outcome Leads
- Community Planning Team / Support Staff
- Partners at Management Committee

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Everything we do is based on the Argyll and Bute Outcome Improvement Plan (ABOIP) 2013-2023 and the way in which we are expected to work as a **Community Planning Partnership** as set out in the **Community Empowerment (Scotland) Act 2015**.

Our overall objective is “Argyll and Bute’s economic success is built on a growing population.”

These are our partnership objectives and the way in which we set out to meet these:

Activity

Argyll and Bute Community Planning Partnership will reach its objective of ‘Argyll and Bute’s economic success is built on a growing population’ by focusing its activities on delivering the six outcomes set out in the Argyll and Bute Outcome Improvement Plan.

Our Outcome Leads direct and encourage partnership working under each of these in agreed strategic actions plans.

1. The economy is diverse and thriving
2. We have infrastructure that supports sustainable growth
3. Education, skills and training maximises opportunities for all
4. Children and young people have the best possible start
5. People live active, healthier and independent lives
6. People live in safer and stronger communities

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Our objectives	How we meet these
<p>Deliver improvements to suit the ask and needs of our communities.</p>	<p>Create actions for local area community action plans based on needs identified through engagement with communities.</p> <p>Deliver on these through partnership working locally, reporting to the area community planning groups.</p>
<p>Support the development of active and informed communities that can engage with, and have an influence on, the community planning process.</p>	<p>We have a Community Development team who actively encourage community groups to participate in Area Community Planning Groups and to raise any issues they may have.</p> <p>The Third Sector Interface has a role in the new Scottish Government framework to ensure the Third Sector voice is heard in all local planning and build that capacity.</p> <p>We encourage community members to take key roles within Area Community Planning Groups such as Chair and Vice-Chair.</p>
<p>Develop a clear and shared long term vision for Argyll and Bute that sets out joint priorities, performance indicators and targets.</p>	<p>We have performance indicators for each of the six outcomes within the Argyll and Bute Outcome Improvement Plan and measure these over the life of the plan.</p> <p>We agree joint priority areas for the coming year within the six outcome areas and have a delivery plan to achieve these priorities.</p>
<p>Develop joint approaches to improving service delivery and the quality of life for the citizens of Argyll and Bute.</p>	<p>We work closely with our partner agencies and listen to concerns our communities may have to find solutions.</p>
<p>Partnership working in the area is coordinated and cohesive.</p>	<p>We ensure the Chief Officers of all partner agencies sit at the CPP Management Committee.</p>
<p>Negotiate directly and collectively to the Scottish Government and other bodies on national policy and resource issues.</p>	<p>We nominate a lead officer to liaise with the Scottish Government and ensure responses from the CPP are coordinated and included.</p>
<p>Develop ways of working within the Community Planning Partnership that supports the values of openness, parity between partners and achieving progress through consensus.</p>	<p>We hold annual Development Days and regularly undergo a self-assessment process.</p>

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04 Values

	Argyll and Bute Council corporate values	How the CPP demonstrates these values
Caring	We care about our citizens, partners and each other. We treat everyone with dignity and respect and are accountable for what we do. We listen to our communities. When things go wrong we take action to put it right.	We listen to the views and concerns of our communities and take these into account when developing plans, strategies and policies.
Committed	Ours is a Council that is committed to putting values at the heart of our efforts to make a positive difference every day to people's lives. We take pride in our responsibility to provide a safe working environment and to make available appropriate opportunities for professional development and growth for all employees.	Members create time for their role within the CPP and are focused on delivering.
Creative	We are responsive to our citizens and our environment and we embrace change to ensure we continually deliver the best results for our area.	We look to find solutions that are appropriate for our communities recognising the diverse nature, challenges and opportunities of each community.
Collaborative	We know that when we work together we can achieve the best for our area. We are open, honest and transparent in our communication. We involve and work with communities, each other and our partners where possible to share knowledge, resources and assets.	We have a diverse mix of partners from across a range of organisations and thematic sectors bringing together an extensive range of knowledge, skills and ideas.

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What's in it for you?

Being part of the CPP enables you to engage with a wide variety of partners working across Argyll and Bute, including representatives of the community. This will give you an excellent knowledge of the variety of strategic issues and local issues that intertwine to challenge those working and living in the area.

Working together as part of the CPP is a great way to avoid the frustrations that working independently can produce. Together, we aim to encourage and inspire you in your new role.

The CPP can be a place for great working relationships and friendships to form.

Buddy system

As a new member of the Community Planning Partnership – whichever meeting(s) you attend as part of this – you will be given a Buddy for your first 12 months. Your Buddy will be a member of the CPP and will be able to support and guide you with any questions you have and help you feel comfortable and able to fully engage.

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We work hard to ensure that there is two-way communication between our communities and the CPP Management Committee, and we do this through our Area Community Planning Groups.

The Chairs of the four Area Community Planning Groups sit on the CPP Management Committee (see page 17), and there is a dedicated agenda item at each meeting where issues are raised to the Management Committee which have not been able to be resolved at Area level.

We communicate with our communities through a number of ways. We have a bulletin which is available on the council website and distributed through email at a minimum of every 4 weeks. This includes information that may be of interest such as local training events as well as information at a national level and any ongoing consultations. Each of the four Area Community Planning Groups also has their own distribution lists for area-specific information.

You will automatically be added to the bulletin if you sign up for one of our events. You can also access the bulletin on the council [web page](#).

You can be removed at any time from any distribution list by contacting us.

In addition, we produce an Annual Report full of case studies on how partners within Argyll and Bute are working together to achieve our overarching aim of “Argyll and Bute’s economic success is built on a growing population”. This format has been recognised as best practice and we believe it is an engaging and user-friendly way for communities to see community planning in action. See our annual reports [here](#).

Communication is growing, particularly digital communications. We are constantly looking at ways to improve and develop our communications whilst we are also mindful of this to be inclusive and not create barriers.

If you wish to receive the CPP Bulletin, or if have ideas on how we can better communicate on the work of the CPP with your community, business or organisation please contact us:

cppadmin@argyll-bute.gov.uk

or **01631 567960**

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Planning and Performance management framework

We have a number of performance measures for each of the six outcomes and we are measuring these across the lifetime of the plan – 2013 to 2023.

All performance information can be found online.

Outcome 1 The economy is diverse and thriving performance information

Outcome 2 We have infrastructure that supports sustainable growth performance information

Outcome 3 Education, skills and training maximises opportunities for all performance information

Outcome 4 Children and young people have the best possible start performance information

Outcome 5 People live active, healthier and independent lives performance information

Outcome 6 People live in safer and stronger communities' performance information

- The Management Committee will scrutinise 2 outcomes at each meeting.
- The Management Committee will review a full financial years' worth of data annually.

Equality Impact Assessments and Socio-Economic Duty

The actions of the CPP will contribute to tackling the significant inequalities in our society and will be subject to equality impact assessments where appropriate. These assessments will be made by the partner(s) responsible for delivery of an action.

The obligations of the Socio-Economic Duty will also be taken into consideration when undertaking any plan, strategy or action.

Equality and Socio-Economic Impact assessments will be reviewed as required by the appropriate Community Planning Partnership group.

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Full Partnership

Management Committee

Area Community Planning groups

Bute and Cowal
 Helensburgh and Lomond
 Mid Argyll, Kintyre and the Islands
 Oban, Lorn and the Isles

Outcome Leads and delivery plans

Outcomes 1–6

Communities in Argyll and Bute

Outcome 1
 The economy is diverse and thriving

Outcome 2
 We have infrastructure which supports sustainable growth

Outcome 3
 Education, skills and training maximises opportunities for all

Outcome 4
 Children and young people have the best possible start

Outcome 5
 People live active, healthier and independent lives

Outcome 6
 People live in stronger and safer communities

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Chair of the CPP Management Committee



Scottish Fire and Rescue Service - Joe McKay

Joe joined the Fire Service in 1997 and has worked in various strategic roles including the role as deputy commander for the City of Glasgow. In July 2020 he was transferred to Argyll and Bute and East and West Dunbartonshire as SFRS Local Senior Officer.

He is a MCR Pathways mentor for disadvantaged young people.

Joe has a BA from Glasgow Caledonian University and an MSc.

He also enjoys sports and is a keen golfer.

Vice Chair of the CPP Management Committee



Argyll & Bute Council - Pippa Milne

Pippa Milne was appointed as Chief Executive of Argyll and Bute Council in November 2019. Prior to that Pippa was Executive Director of Development and Infrastructure. In that capacity Pippa led on Outcome 1 and Outcome 2 and has been a member of the management committee for over 5 years. With 28 years' experience working for councils across the UK, Pippa brings with her wide ranging experience to take forward the organisation's vision that Argyll and Bute is a place people choose to live, learn, work and do business.

As Chief Executive Pippa is responsible for providing a diverse range of public services with a dedicated team of about 4000 people and her focus is on working in partnership to deliver the best possible outcomes for our communities. Pippa is passionate about Argyll and Bute's potential and promotes the many and varied opportunities there are here whenever possible.

Chair of the CPP Full Partnership



Council Leader - Councillor Robin Currie

Robin is the Leader of the Argyll and Bute Council and Policy Lead for the Economy and Rural Growth. He is also a Councillor for the Kintyre and the Islands area.

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Fergus Murray and Morag Goodfellow

Fergus is currently the Head of Development and Economic Growth at Argyll and Bute Council with a responsibility for delivering a range of council services including the delivery of Argyll's Rural Growth Deal.

A town planner to trade and member of the RTPI and also SLAED, Fergus moved to Argyll and Bute in 2004 to take up the role as Development Policy Manager before starting as a Chief Officer of the council in January 2013.

Morag is Highlands and Islands Enterprise Area Manager for Argyll and the Islands. Her role is focused on driving regional economic and community growth across the diverse geography of Argyll and its many islands.

Prior to taking up this role in October 2019, Morag was Head of Regional Development within the Argyll and the Islands Team for a number of years. With a professional background in property and development, Morag is passionate about creating the economic conditions to make Argyll a thriving place to live, work, study and invest.

Fergus and Morag are the Outcome Leads for Outcome 1: "The economy is diverse and thriving" and Outcome 2 "We have infrastructure that supports sustainable growth performance information".



Anthony Standing

Anthony leads service delivery for Skills Development Scotland's operational teams across the Highland's and Island's area which includes skills & training services to young people and adults in schools and communities.

His expertise around career information, advice and guidance, coupled with work based learning opportunities e.g. apprenticeships mean that he is a valuable asset in helping the wider partnership achieve its single vision and outcomes plan.

Anthony is the Outcome lead for Outcome 3: "Education, skills and Training maximises opportunities for all".

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Outcome Leads



David Gibson

David is the Outcome Lead for Outcome 4: "Children and young people have the best possible start".

He joined Argyll & Bute following 4 years working for Comhairle Nan Eilean Siar as Head of Children's Service and as Chief Social Work Officer.

Originally from Islay, He spent his school years in Edinburgh and qualified as a social worker in 1989. Over the last 30 years he has practiced in the third, public and private sectors across practice team social work, residential settings, and employee assistance roles. He is passionate about involving communities, and the people who live in them, in shaping solutions for Argyll & Bute. Solutions relevant to our urban areas and to our remote and island communities.



Alison McGrory

I have worked in Public Health in Argyll and Bute since 2010. My role involves leading health and wellbeing activity and developing capacity in our partners through Community Planning structures.

My skills lie in the collaborative and empowerment realms of public health and I am passionate about enabling people to be healthy and well. I have a special interest in the effects of loneliness on health outcomes. I am registered with the UK Public Health Register.

Out with work I love taking advantage of our great outdoors and I enjoy paddle boarding along Kintyre's coastline.

Alison is the Outcome Lead for Outcome 5: "People live active, healthier and independent lives".

Vacant

Outcome Lead for Outcome 6: "People live in safer and stronger communities".

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Chair of the Bute and Cowal Area Community Planning Group

Charles Dixon-Spain

Charles is the chair of the Bute and Cowal Area Community Planning Group and has been involved in community matters since moving to Glendaruel in 2003. As Director and Chair of the Colintraive & Glendaruel Development Trust he was instrumental in the community purchase of Stronafian Forest, improving the Loch Lomond and Cowal Way and developing community resilience in ColGlen. He served on the “Community Benefit from Windfarms” panel which secured £5,000 minimum per MW/h for communities in Scotland. He was Technical Director of ForArgyll.com, founder of Argyll Rural Schools’ Network, Chair of Community Woodlands Association and is the Financial Director of the Walking Theatre Company in Argyll. He and his wife, Sadie, are restoring Dunans Castle which attracts 2500-5000 visitors a year to Cowal. Before his knees gave out, Charles also played shinty for ColGlen.

Chair of the Helensburgh and Lomond Area Community Planning Group



David Moore

David is the Chair of the Helensburgh and Lomond Area Community Planning Group.

David joined the Fire Service in 1997 and has worked in various strategic roles including his current role as Deputy Commander for the Argyll and Bute, East and West Dunbartonshire LSO Area. In January 2022 he was promoted from his previous role as Service Delivery Station Commander within the Lanarkshire LSO Area to Argyll and Bute and East and West Dunbartonshire as Head of Prevention and Protection where he supports a wide range of community engagement and partnership working.

Chair of the Mid Argyll, Kintyre and the Islands Area Community Planning Group



Ian Brodie

Ian is the Chair of the Mid Argyll, Kintyre and the Islands Area Community Planning Group and the Convenor of East Kintyre Community Council.

He lives and works in Carradale and was an industrial fireman in a petrochemical works for 24 years. He now spends his time running Carradale bikes and buggies and is also a first responder

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Chair of the Oban, Lorn and the Isles Area Community Planning Group



Kevin Champion

Kevin has been at Oban High School for 11 years and is currently Senior Depute, responsible for the daily, operational management of the school community. He also strategically supports the schools in Tiree. Kevin graduated from Anglia Ruskin University with a BSc in Biology and Earth Sciences and gained his Post-Graduate Certificate In Education from Aberystwyth University. He has taught science for 34 years in a wide range of state schools around the UK, as well as teaching and leading for two years in Sierra Leone and three years in Serbia. Kevin has leadership experience in a range of strategic areas, in particular, pedagogy of teaching and learning, pastoral support and guidance, and self-evaluation for school improvement. He and his wife are involved in diverse aspects of community life and have fostered and adopted children.

Partners at Management Committee



Argyll and Bute Third Sector Interface - Takki Sullaiman

Takki Sulaiman is the Chief Executive of Argyll and Bute Third Sector Interface. Since 2006 he has worked for the English family court service and 3 local authorities as a Chief Officer. In Greenwich he steered a new approach to working with the voluntary sector through ensuring co-production with the third sector was at the heart of commissioning local services. In addition, he was responsible for tourism, culture and heritage and was project owner for development of a £41m Creative District. Latterly he led the multi-agency task group for Greenwich's Community Hub response to Covid-19. In Aberdeen City Council he was responsible for work with stakeholders to deliver the City Centre Masterplan, City Region Deal and a new events and culture strategy, Aberdeen365.

He is a trustee of the Friends of St. Conan's Kirk, Lochawe and a trustee with SafeLives, a domestic violence prevention and training charity. He has an MSc. in Social Policy and Planning from the London School of Economics and a BA(Hons) in Politics from the University of Warwick.



Argyll College UHI - Martin Jones

Martin Jones became the Principal and Chief Executive of Argyll College, University of the Highlands & Islands in November 2018. With a background in law, he has worked as an academic in a number of Law Schools across the UK and Germany over the past twenty years.

Prior to joining the College, he worked at Glasgow Caledonian University leading the law team during a period of expansion. He is a founding trustee of Argyll charity, Olly's Wee Bothy (SCIO).

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NatureScot- Stan Phillips

Stan Phillips is the Operations Manager for NatureScot covering Argyll and Bute. He manages staff based at offices in Oban, Lochgilphead and Dunoon.

Stan has worked for SNH in Argyll for over 20 years, for the past couple of decades working from Lochgilphead and covering Mid Argyll and Kintyre. Prior to that he was based in the Oban office and covering SNH's work on Mull, Coll and Tiree.

Throughout this time he has worked on land use and management, planning and development, especially renewables, protected areas, biodiversity and climate change issues. Out with work he is a keen cyclist (commuting and recreation), botanist and photographer, and a father of two - one at University and one at High School.



Health and Social Care Partnership - Fiona Davies

Fiona Davies joined Argyll & Bute Health & Social Care Partnership in the role of Interim Chief Officer in May 2021 and appointed to the permanent post in February 2022.

A Registered Mental Health Nurse, Fiona has worked in London, North Wales and Southwest England in clinical and senior management roles, including the management of integrated health and social care services. In 2011 Fiona moved to NHS Highland in clinical and professional leadership roles before taking responsibility for Highland HSCP wide Mental Health Services.

As Chief Officer, Fiona has accountability to the Integration Joint Board and the CEOs of Argyll & Bute Council and NHS Highland. Fiona has responsibility for all NHS services, adult social care, children and families and justice services in Argyll and Bute. Since taking up post Fiona has developed strong links with partner organisations and stakeholders and strives to inspire and to deliver the HSCP vision that people in Argyll and Bute will live longer, healthier independent lives.

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Partners at Management Committee



Police Scotland - Lynn Ratcliff

Lynn joined policing in 1994 and was appointed Chief Superintendent, Local Police Commander for Argyll & West Dunbartonshire in December 2021. Prior to taking up this post, she performed a number of strategic roles within Police Scotland including National Head of Conduct within the Professional Standards Department and Operations Superintendent at Greater Glasgow Division.

She has worked within Community Policing at every rank in her policing career and has a strong focus on community engagement and working with partners to deliver positive, sustainable outcomes. Lynn has responsibility for delivering local policing services across the diverse area of Argyll and Bute including our remote and island communities. Outside work she very much enjoys walking and paddle boarding in the area she has the privilege to police, yoga and travel.



NHS Highland Board - Graham Bell

Graham was appointed to the NHS Highland Board in January 2021 and has lived in Argyll for the past 35 years. Originally from Glasgow his early career included working as a hospital porter, youth and community worker and night care officer with older people.

Qualifying as a social worker he spent most of his career in working with young people at risk, initially in the local authority and latterly as Chief Executive of Kibble, a third sector organisation.

Now semi-retired he continues to work in cross-sectoral leadership development. He is also a board member of Community Justice Scotland and Cove Burgh Hall. He has extensive international experience in social and economic development and in 2019 was awarded an OBE for services to residential care, education, and social enterprise.



Scottish Enterprise - Derek McCrindle

Derek is Head of Place in Scottish Enterprise and manages a number of teams comprising various disciplines dealing with a range of place making activities including; tourism, creative industries, major place and infrastructure projects throughout Scotland. Derek is the Senior Responsible Owner for a range of major place programmes such as the Edinburgh BioQuarter. He is also the SE representative on Building Scotland Fund and the regional lead for Argyll and Bute.

Derek is a chartered surveyor with over 30 years in the property industry both public and private sector. He has an MBA and is married with three children and a grand daughter.

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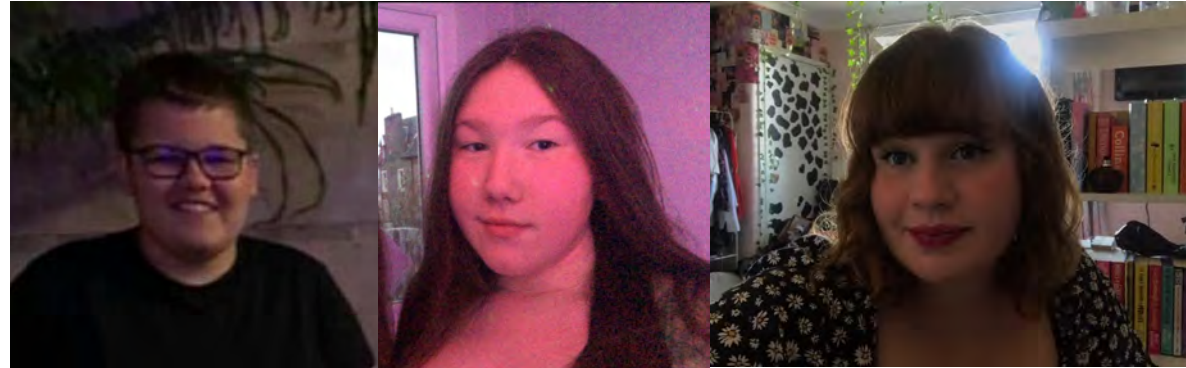
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Scottish Government - Rachel McGruer



Scottish Youth Parliament - Ryan MacIntyre, Baileigh McIntyre and Chloe Meikle

Members of the Scottish Youth Parliament occupy two seats on the management committee and attend meetings on rotation.

Ryan is an MSYP for Argyll and Bute with special interest in Transport, Environment and Rural Affairs. Ryan is a mental health advocate and campaigns for further access to rural mental health services as well as being an ambassador for Scottish Government Mental Health Charity SeeMe. Ryan is also the elected Chair of the Cowal Youth Forum.

Baileigh has been very active in Rothesay Academy in championing support for young people's mental health, period poverty and is now helping to lead the Bute Action Group in creating a youth space for young people on the island, having previously been involved with Bute Youth Forum.

Chloe is a former pupil of Hermitage Academy and active member of Helensburgh & Lomond Youth Forum. Chloe is passionate about young people's rights, having young people's voices heard and is a COP26 Local Champion for Argyll and Bute.

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Partners at Management Committee

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Community Planning Team/ Support Staff



Rona Gold

Rona joined Local Government over 16 years ago and has enjoyed a wide range of experiences through varied roles, from waste management to regeneration, primarily focused on leading change. Prior to her role at Argyll and Bute, Rona was Policy Manager for the Convention of Scottish Local Authorities (COSLA) helping to shape Scottish Government policy on Waste, Carbon and Climate Change.

Rona also manages the Community Planning Partnership of Argyll and Bute Council and Community Development work across the Council's four administrative areas. Rona has an MSc in Urban and Regional Planning from Heriot Watt University and is a member of the RTPI.



John McLuckie

John is the Partnerships Lead, providing comprehensive support to the work of the Community Planning Partnership, having previously worked for Argyll and Bute Council's Development Planning team for 18 months. Prior to joining the Local Authority, John worked for 18 years within the UHI partnership in a variety of project management, equality and diversity, curriculum management/development and employer engagement roles with a focus on STEM subject areas. John was educated at Glasgow and Ulster Universities and recently completed a Postgraduate Module in Net Zero Society through UHI.



Lucy Dunbar

Lucy Dunbar is the Community Planning Officer and employed by Argyll & Bute Council. She provides support to the CPP to deliver its objectives and assists Rona in ensuring the smooth running of all meetings. Lucy brings experience of supporting collaborative groups to set and achieve goals, make successful funding applications and carry out work that makes a difference in people's lives. Lucy has fundraised for charities supporting Deaf and deafblind people. She has also conducted research and evaluation with groups of people facing exclusion. Lucy then worked to support researchers from across Scotland to work together on joint projects addressing oral and dental health inequalities.



Nicola Reaney

Nicola provides organisational and administrative support to the Community Planning Team and CPP. Nicola has over 25 years' experience supporting executive boards and senior managers across public and private sector. Nicola spent 15 years in the Ministry of Defence culminating in a 5 year appointment to the British High Commission, Ottawa, Canada and was a Regional Support Manager for the global accountancy firm, Ernst and Young before joining the Council in 2014. Nicola has been in her current post since January 2019.

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Management Committee

Management Committee

Purpose, role and remit

The Management Committee is responsible for ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management of the Argyll and Bute Outcome Improvement Plan.

The role of the Management Committee is to:

- Ensure delivery of the ABOIP through robust scrutiny, and performance management.
- Report on performance to the public.
- Develop policy across community planning partners that supports the delivery of the ABOIP.
- Ensure widespread engagement and empowerment of communities in community planning.
- Respond to national policy developments at a strategic level.
- Ensure partners are equipped to lead and work effectively in community planning.
- Direct resources to enable effective delivery of the ABOIP.
- Provide strategic direction to areas of reform to support delivery of the ABOIP.
- Consider matters arising from area community planning, third sector and businesses, prevention activity and public sector reform.
- Negotiate directly and collectively with the Scottish Government and other bodies on national policy and resource issues.

Membership

Membership of the Management Committee is as follows:

- A representative from all bodies named in Scottish Government legislation as those required to work with each other in community planning.
- The Outcome Leads for the overall outcome and the six long term outcomes to deliver the ABOIP.
- Representatives from Area Community Planning Groups, namely the Chair of each group plus the Area Governance Manager.
- Community Planning Manager and members of team to support and record the meeting.
- Others as deemed necessary for delivery of specific areas of business.

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Management Committee

Therefore membership comprises a representative from:

- Argyll and Bute Council
- UHI Argyll
- Health and Social Care Partnership
- Highlands and Islands Enterprise
- Loch Lomond and the Trossachs National Park
- Police Scotland
- Scottish Ambulance Service
- Scottish Enterprise
- Scottish Fire and Rescue Service
- NatureScot
- Skills Development Scotland (SDS)
- Argyll and Bute Third Sector Interface
- Outcome Leads for each of the six outcomes

Attendance

If a partner representative is not able to attend a meeting a suitable deputy should be nominated to attend.

Chair

The Management Committee will select a chair and vice-chair from its membership to service for a 2 year period. Where neither Chair nor Vice Chair are present, the Management Committee will select from the membership present someone to chair the meeting.

Quorum

The quorum for a meeting of the Management Committee will be 5 representatives from separate organisations. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.

Frequency of meetings

The Management Committee will meet 4 times each year with one of these meetings being the meeting of the Full Partnership (on each alternate year). Where business requires, further meetings can be called with agreement of the Chair subject to the required notice being given.

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Full Partnership

Purpose, role and remit

The Full Partnership is responsible for the overall development of the Community Plan and ABOIP in Argyll & Bute. It does this by delegating responsibility for individual aspects of community planning to Area Community Planning Groups, Management Committee and CPP Chief Officers Group.

The Full Partnership of the CPP will normally meet at a minimum of every two years to:

- Review progress to date for the current year.
- Set direction.
- Ensure responsibilities of Community Planning sit with the appropriate forum (Management Committee, Chief Officers Group and Area Community Planning Groups).

Full Partnership

Membership

Membership of the Full Partnership is as follows:

A representative of each organisation, partnership and groups taking an active part in partnership working for the delivery of the Argyll and Bute Outcome Improvement Plan.

The organisation, partnership and group will therefore be named within the membership of either the:

- Management Committee
- Lead Officer Group
- Area Community Planning Groups
- Delivery Plans of the Argyll and Bute Outcome Improvement Plan

Therefore, membership comprises a representative from:

- Argyll and Bute Council
- UHI Argyll
- Health and Social Care Partnership
- Highlands and Islands Enterprise
- Loch Lomond and the Trossachs National Park
- Police Scotland
- Scottish Ambulance Service
- Scottish Enterprise

- Scottish Fire and Rescue Service
- NatureScot
- SEPA
- Skills Development Scotland
- SportScotland
- Strathclyde Partnership for Transport (SPT)
- The Highlands and Islands Transport Partnership (HITRANS)
- VisitScotland
- Community Bodies
- Argyll and Bute Third Sector Interface
- Association of Argyll and Bute Community Councils
- Strategic Housing Forum
- Health and Wellbeing Network
- Department of Work and Pensions (DWP)
- Fyne Homes
- ACHA
- West Highland Housing Association
- Dunbritton Housing Association
- Crofters Commission
- Forestry Commission
- CALMAC
- CMAL
- Scottish Water
- Ministry of Defence
- Bòrd na Gàidhlig

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Full Partnership

Attendance

If a partner representative is not able to attend a meeting a suitable deputy should be nominated to attend.

Chair

The Full Partnership will be chaired and vice-chaired by a nominated representative. As the Full Partnership is a conference-style meeting rather than a formal board meeting, the role of Chair for this meeting can be more of a Master of Ceremonies function.

Quorum

The quorum for a meeting of the Full Partnership will be 5 representatives from separate organisations. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.

Frequency of meetings

The Full Partnership will normally at a minimum of every two years to plan and review. Where business requires, further meetings can be called with agreement of the Chair subject to the required notice being given.

Issue of Papers

The agenda for the Full Partnership will be issued 7 days prior to the start of the meeting.

Conduct of Meetings

Meetings of the Full Partnership will normally be held in public but members of the Full Partnership can decide to hear and discuss any item of business in private session.

The format of the meeting is usually a conference style to enable information to be shared with large numbers of partners working in the area.

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Outcome Leads

Outcome Leads

Purpose, role and remit

- Mitigating issues in partnership
- Focus on same issue at same time –collective input
- Review key strategies and see how outcome leads can take it forward
- Focus on trends and the long-term
- Receive direction from Management Committee, Area Community Planning Groups and the Argyll and Bute Outcome Improvement Plan

The role of the Outcome Leads is to:

Put together and be accountable for strategic delivery plans with leadership from the Management Committee and informed by a needs assessment.

Recognise the long-term objectives for their outcome and prioritise areas for action.

Blend community feedback on issues with officer input to create solutions e.g. Area plans.

Membership

The meeting will be open to the six outcome leads and members of the Community Planning Partnership they invite.

Frequency of Meetings

Meetings will be held quarterly and on the same day as the Management Committee

Conduct of Meetings

This meeting will be held in private.

Attendance

If an Outcome Lead is not able to attend, they should ensure that the Depute Outcome Lead is able to attend.

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Area Community Planning

Area Community Planning

Purpose, role and remit

Each of the 4 Area Community Planning Groups are a sub group of the Argyll and Bute Community Planning Partnership

They are an unincorporated partnership of agencies and organisations with membership drawn from the public sector, third sector, private sector, community organisations and partnerships that have an interest in the relevant administrative area.

Argyll & Bute is a large and diverse area. Communities inevitably have different issues even within the overall umbrella of a community plan for the whole area.

Area Community Planning Groups are the vehicle to ensure that there is effective community planning delivery at a local level by:

- Acting on behalf of the Full Community Planning Partnership via the Management Committee to oversee the implementation of Local Action Plans which contribute to the delivery of the Single Outcome Agreement /Local Outcome Improvement Plan.
- Acting on behalf of the community to ensure that local concerns and priorities are highlighted to the Full Community Planning Partnership via the Management Committee.

The role of the Area Community Planning Group is to:

- Oversee the implementation of the localised delivery plan for the respective area
- Encourage effective working across community planning partners at an area level
- Act as a conduit to ensure that local priorities are met and local issues addressed

The Area Community Planning Group has the authority to:

- Contribute to the development of a Local Action Plan for the respective area
- Monitor progress of the Local Action Plan with regard to the agreed outcomes on what is being done within the respective area
- Provide the scrutiny role for the Full Community Planning Partnership within the respective area, consider regular performance monitoring reports and provide information to the Argyll and Bute Community Planning Partnership Management Committee by submitting written reports. A nominated member may also attend a meeting of the Management Committee with prior agreement from the chair to provide additional information should a specific issue of concern to the group be scheduled as an agenda item
- Form short term working groups to undertake defined pieces of work as required by the group
- Engage with communities within the respective area to understand their needs and requirements
- Inform and consult on issues relating to Community Planning at an area level
- Contribute to an annual report on progress on the agreed outcomes

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Area Community Planning

Membership

Membership is drawn from public sector, third sector, private sector, community organisations and partnerships operating within the respective area.

Membership is open to all organisations public sector, third sector, private sector, community organisations and partnerships operating within the respective area with an interest in at least one of the six outcome areas of activity identified in Argyll and Bute Community Planning Partnership's Outcome Improvement Plan.

In order to obtain a balanced representation of the above and to ensure a community focused approach, a ratio of no more than 50% public sector membership should be maintained throughout the lifetime of the group.

Organisations can self-nominate, be invited to join or have a statutory obligation to participate.

In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council Bute and Cowal Area Committee and one other Elected Member from an Argyll & Bute Council Bute and Cowal Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.

In order to ensure democratic accountability, community councils situated within the administrative area will sit as a member of the group. Subject to local needs, this may be individual community councils, or by way of a caucus arrangement agreed by the community councils situated within the administrative area, or alternatively one community council representing all of the community councils on a rotational basis. The community council undertaking this role will be nominated by the other community councils within the area on an annual basis or more frequently if agreed locally.

In order to comply with legislation which governs community planning in Scotland, some organisations have a statutory obligation to participate in community planning. The organisation will nominate the most appropriate person within their organisation to sit as a member of the group.

In order to reflect the needs of the community and range of activities covered by the Localised Delivery Plan, other organisations and partnerships operating within the local area are also able to sit as members of the group.

The representatives ought to be able to speak on behalf of their organisation and where appropriate commit funding and other resources to local partnership activity.

Membership should reflect the needs of the community and can therefore change subject to approval by a simple majority vote of the other members of the group.

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Area Community Planning

Attendance

If a partner representative is not able to attend a meeting a suitable deputy should be nominated to attend.

Chair

The Chair and Vice Chair of the Area Community Planning Group will be elected by the members of the group and will be appointed for a period of two years.

The elected Chair, or in their absence, the Vice-Chair shall preside over the meeting. If both are absent, partners will choose a member from the floor to preside.

Quorum

The quorum for a meeting will be 5. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate. If a quorum is not present, at the Chairperson's / Vice-Chairperson's discretion, the meeting shall proceed and any decisions taken will be homologated at the next meeting. For purposes of the quorum, participation of partners by video-conferencing or telephone conference links will be considered as present.

Frequency of meetings

The Area Community Planning Groups of the CPP will normally meet once each quarter (4 times each year). These meetings will normally be held in February, May, August and November.

Issue of Papers

The agenda and papers for the Area Community Planning Groups will be issued 7 days prior to the start of the meeting. The Chair can agree to accept late papers.

The agenda and papers will be published on the Council's website as well as circulated electronically to all members of each Area Community Planning Group.

Conduct of Meetings

Meetings of the Area Community Planning Groups will normally be held in public but the members of the Area Community Planning Groups can decide to hear and discuss any item of business in private session.

Members must declare any financial or non-financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute made available through the Council's website.

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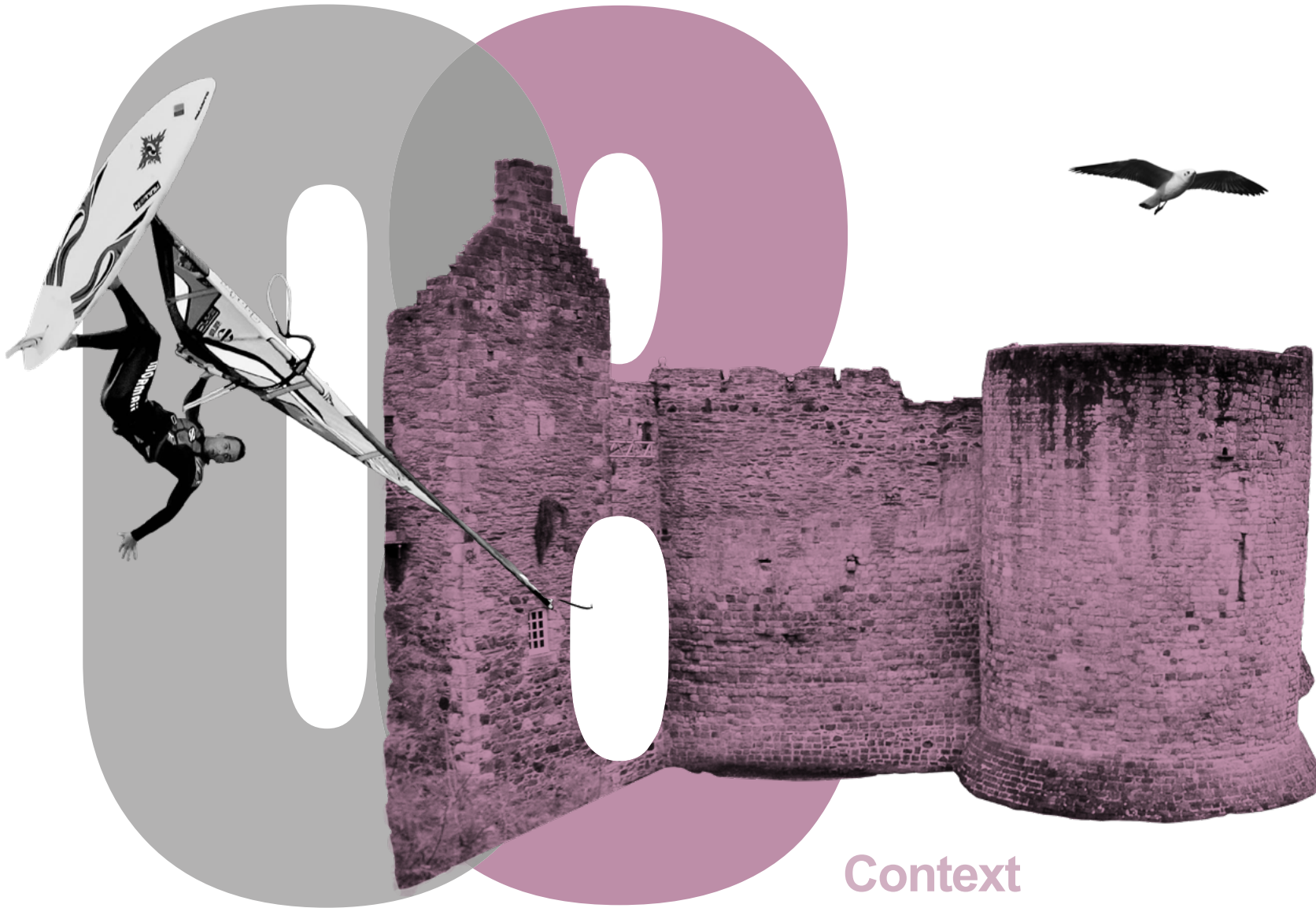
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Legislation

The Community Empowerment (Scotland) Act 2015 provides a renewed vision for community planning. This supersedes the Statement of Ambition which COSLA and the Scottish Government agreed in 2012 and the Local Government in Scotland Act 2003 which previously provided the statutory basis for Community Planning.

Under the 2015 Act, community planning is about how public bodies work together and with the local community to plan for, resource and provide or secure the provision of services which improve local outcomes in a local authority area, with a view to reducing inequalities.

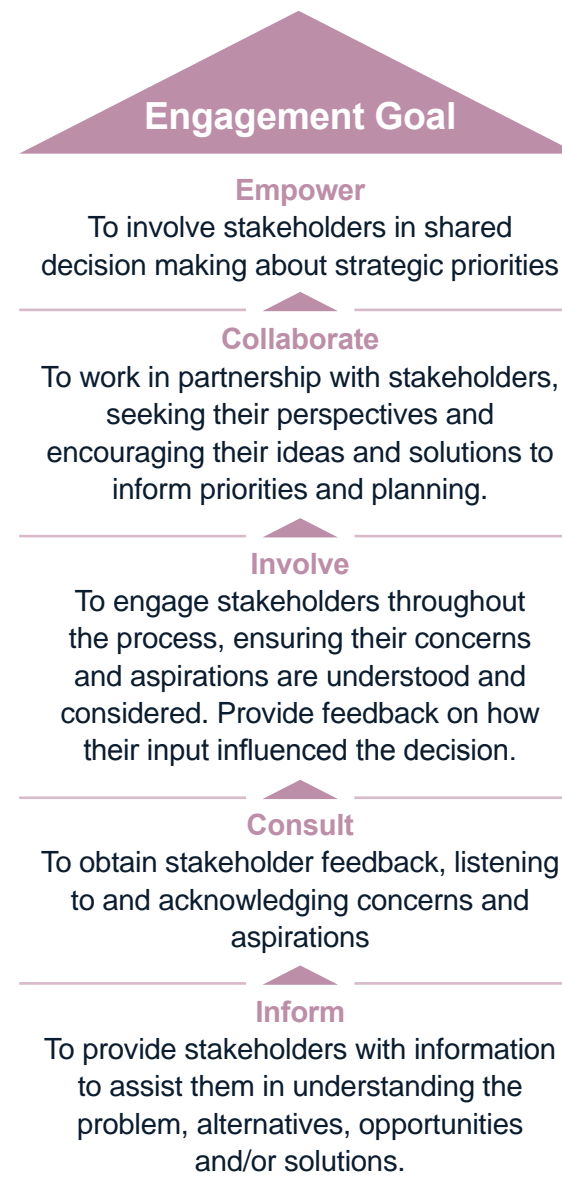
The Act sets out a series of key principles which Community Planning Partnerships are expected to adhere to. These principles are under the headings of:

- Community participation and co-production
- Tackling inequalities
- Shared leadership
- Governance and accountability
- Understanding of local communities' needs, circumstances and opportunities
- Focus on key priorities
- Focus on prevention
- Resourcing improvement
- Effective performance management

The Community Planning guidance in full can be found [here](#)

Community Engagement

All partnerships at all levels are responsible for ensuring that they conduct engagement activities in line with the National Standards for Community Engagement. The below diagram shows our approaches to engagement and participation.



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CONTACT

You can contact the **Community Planning Partnership** team through cppadmin@argyll-bute.gov.uk or call **01631 567960**

This document was updated in April 2023.