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COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE MEETING

6 October 2004

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **SCOTTISH NATURAL HERITAGE'S OFFICES, KILMORY INDUSTRIAL ESTATE, LOCHGILPHEAD** on **WEDNESDAY, 13 OCTOBER 2004** at **10:00 AM**.

AGENDA

- 1. WELCOME/APOLOGIES**
- 2. MINUTES OF PREVIOUS MANAGEMENT COMMITTEE 11 AUGUST 2004**(Pages 1 - 6)
- 3. MATTERS ARISING**
 - (a) Update on Preparation of Regeneration Outcome Agreements (Donald MacVicar)
 - (b) Feedback on "Closing the Opportunities Gap: The Rural Objective" Meeting (Muriel Kupris)
 - (c) Feedback on Progress with Drafting Strathclyde Passenger Transport Authorities Protocol for Involvement in Community Planning Partnerships (Lolita Lavery)
- 4. CITIZENS' PANEL**
 - (a) Engaging Partners in Developing a Consultation Programme for the Citizens' Panel (Eddy Graham of IBP Strategy and Research)
 - (b) Citizens' Panel - Possible Integration with SIP People's Panel (Eddy Graham)
 - (c) Issues for Future Questionnaires (Lolita Lavery)
- 5. BUTE AND COWAL PILOT**

Paper to follow after Bute and Cowal Area Partnership Meeting on 8 October

 - (a) Issues Arising from Experience so far (Brian Barker)
 - (b) Debate on the Way Forward (All)
- 6. COMMUNITY PLANNING ISSUES**
 - (a) Update on CPP Communications Plan/Information Sharing Protocol (Andrew Campbell)
 - (b) Update by Theme Group Leaders on Progress with New CPP Priorities
 - (c) Update on Audit Scotland's Draft Community Planning Indicators (Brian Barker)
 - (d) Update on Meeting with Dr Andrew Goudie (Lolita Lavery)
 - (e) Draft CPP Agenda for 5 November and Minute of Last Meeting (Pages 7 - 12)
- 7. AOCB**
- 8. DATE OF NEXT MEETING - 8 DECEMBER 2004**

MINUTES of MEETING of CPP MANAGEMENT COMMITTEE held in the SCOTTISH NATURAL HERITAGE'S OFFICES, KILMORY INDUSTRIAL ESTATE on WEDNESDAY, 11 AUGUST 2004

Present: Andrew Campbell, Scottish Natural Heritage (Chair)
James McLellan, Argyll and Bute Council
Lolita Lavery, Community Planning Manager
Hilda McGonagall, Argyll and the Islands Enterprise
Muriel Kupris, Argyll and Bute Council
Neil Wallace, Strathclyde Police
Eric Dearie, Strathclyde Police
Caroline Champion, NHS Argyll and Clyde
Julian Hankison, Association of Argyll & Bute Community Councils
Josephine Stojak, NHS Argyll and Clyde
Sandra McGlynn, Argyll and Bute Council

Apologies: Alan Milstead, Argyll and the Islands Enterprise
Aileen Edwards, Scottish Enterprise Dunbartonshire
Brian Barker, Argyll and Bute Council
Raymond Park, Strathclyde Police
David Dowie, Communities Scotland
Donald MacVicar, Argyll and Bute Council
Douglas Trigg, Association of Argyll & Bute Community Councils
Gavin Brown, NHS Argyll and Clyde
Patrick Flynn, Communities Scotland

1. MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING

The minutes of the meeting held on 16 June 2004 were approved as a correct record. Lolita advised that she would send a reminder to the Members of the Management Committee who had not provided her with their mini C.V's for the Partnership's Website.

2. MINUTES OF CPP MEETING

The minutes of the meeting of the Community Planning Partnership held on 2 July 2004 were noted.

3. MATTERS ARISING

(a) CITIZENS' PANEL - NEW CONSULTANTS

Lolita advised that a meeting had recently taken place with the Director of IBP Strategy and Research, the newly appointed consultants who would be overseeing the Citizens' Panel and gave an outline of what they had suggested in their brief. It was noted that IBP wanted a 45 minute slot at the next meeting of the Management Committee to engage partners in developing a consultation programme for the Citizens' Panel. Lolita mentioned the possible integration of the Citizens' Panel and SIP People's Panel and Muriel said she would raise this at the next SIP Board meeting. Lolita advised that an e-mail would be sent round for suggestions for themes for the next questionnaire which would be sent out in January 2005.

4. COMMUNITY REGENERATION IMPLEMENTATION GROUP

(a) UPDATE ON IMPLEMENTATION OF PILOT SCHEME

Lolita advised that meetings had been scheduled for mid August to enable all partner agencies and support staff to be clear as to their role/remit in the new structure which would enable the Bute and Cowal Project to get underway.

(b) UPDATE BY PATRICK FLYNN FROM COMMUNITIES SCOTLAND ON NEW GUIDANCE FOR REGENERATION OUTCOME AGREEMENTS

Muriel advised the draft guidance from the Scottish Executive had still not been issued but hopefully she would have this by the end of the week. She mentioned that Communities Scotland had requested a liaison meeting on 27 August to talk about Regeneration Outcome Agreements, allocation of the Community Regeneration Fund and the integration of Social Inclusion Partnerships into Community Planning. It was noted that Muriel would report any outcomes to the next Management Committee meeting.

5. COMMUNITY PLANNING ISSUES

(a) CPP COMMUNICATIONS PLAN/INFORMATION SHARING PROTOCOL

Lolita reminded the Committee that at its last meeting, LyndaSyed had suggested that a half-day workshop be arranged with key partners to take forward the CPP Communication Strategy and that the Management Committee felt that the Communication Strategy should rather be discussed at a Management Committee meeting. Lolita advised that Lynda had met with the Communications Working Group who felt that a half day facilitated workshop was indeed necessary. A preliminary costing had been obtained which proved excessively expensive. It was agreed that Andrew and Lolita would meet with Lynda to discuss an appropriate way to take the Communication Strategy forward and report progress to the next meeting.

(b) UPDATE BY THEME GROUP LEADERS ON PROGRESS WITH NEW CPP PRIORITIES

Theme Group 1 – Caroline reported on behalf of Gavin Brown that the membership of the Group was still being reviewed and that good progress was being made with regard to the drafting of the joint Health Improvement Plan. The Group would also need to consider how it relates to Community Health Partnerships in the future.

Theme Group 2 – Lolita advised that the amalgamation of Theme Group 2 with the Local Economic For a formed the focus of the recent meeting of the Group where, after a lengthy discussion on the pros and cons of amalgamation, it was felt that there was still value in having the Group in some or other form. It was therefore decided to hold a facilitated workshop on 18 October to agree a structure for a

Group that is focused on delivery and that will feed into and be informed by both LEF strategies.

Josephine mentioned that the Group were also considering the possibility of developing a promotional CD?DVD for Argyll and Bute which could be sent out with recruitment packs. A small working group had been formed to discuss the merits of such a CD?DVD and progress would be reported back to the next Management Committee meeting.

Theme Group 3 – Lolita advised that the Group had refined their action plan but due to the poor attendance could not discuss how to take the Deprivation study forward. This would be discussed at the next meeting scheduled for 25 August.

(c) REPORT OF THE COMMUNITY PLANNING IMPLEMENTATION GROUP

The Committee discussed and noted the contents of the report of the Community Planning Implementation Group which contained recommendations on key challenges for the Implementation Group. It was agreed that the Scottish Executive should be asked how they will be taking the recommendations forward and that this could form a point of discussion with Dr Andrew Goudie at the next Management Committee meeting.

(d) DRAFT COMMUNITY PLANNING INDICATORS

Audit Scotland's Draft Community Planning Indicators were briefly discussed. As it was felt that the indicators did not add value to community planning and some of them were inappropriate to rural areas, it was agreed that Andrew and Lolita would draft a suitable response to Audit Scotland on behalf of the Partnership outlining the numerous concerns raised.

(e) CLOSING THE OPPORTUNITIES GAP: THE RURAL OBJECTIVE

Andrew advised that the meeting of the Advisory Group to address key services in rural areas had been rescheduled and was now being held on the 12 August in Edinburgh. Although the Group had been called at very short notice, the Committee felt it was important to have representation there and it was agreed that Muriel would attend and report back to the next meeting of the Management Committee..

(f) STRATHCLYDE PASSENGER TRANSPORT AUTHORITY REPORT: PROPOSALS FOR PARTICIPATION IN COMMUNITY PLANNING

Lolita gave some background information and advised of SPTA's proposals for their participation in Community Planning. The Committee noted the report and Lolita advised that she would contact SPTA with regard to setting up a protocol for their involvement. It was noted that future Partnership meetings could be "themed" to include presentations from the likes of SPTA, Scottish Water and the Tourist Board.

(g) SCOTLAND'S TRANSPORT FUTURE

James provided some background to the White Paper on Scotland's Transport Future and advised that the Councils Strategic Policy Committee were currently considering whether to be involved in one or both of the regional transport partnerships that currently operate across Argyll and Bute. It was agreed to not the report in the meantime and await the outcome of the Councils Strategic Policy Committee.

(h) PREPARATION FOR MEETING WITH ANDREW GOUDIE FROM THE SCOTTISH EXECUTIVE

Lolita advised that Dr. Andrew Goudie, acting Head of Finance and Central Services had expressed a keen interest in attending the next Management Committee meeting with regard to supporting the Community Planning process. The Committee discussed a range of topics and the suggested format for the day. It was agreed that Lolita would liaise with Dr. Goudie re his visit, arrange a pre-meeting with key partners and prepare a draft agenda to include topics such as:-

- Protocol/Code of Conduct for the utilisation of the Citizen's Panel
- Audit Scotland Indicators
- How the Scottish Executive plan to take forward the recommendations of the Community Planning Implementation Group forward
- Efficiency Review
- Barriers to partnership working such as boundary issues, stringent Scottish Executive timescales, the sustainability of 3 year funding, etc.
- Transport issues

(i) APPROVAL OF DRAFT COMMUNITY LEARNING & DEVELOPMENT STRATEGY

Andrew advised that prior to the Strategy being finalised it had been agreed that the revised targets would be submitted to the Management Committee for endorsement/amendment. After discussion it was agreed to endorse the targets as outlined within the Strategy.

(j) STRATHCLYDE POLICE: CPP CONTACT CENTRE

Neil provided information on the promotion of one-stop shops and advised that they had proven to be an excellent example of partnerships working in action and enhanced service provision to the communities that they serve. He advised that funding had been secured for 5 projects for one-stop shops and within that there may be an area for partnership working. It was agreed that Inspector Stevie Boyle of the Community Planning Unit with Strathclyde Police be invited to the December meeting of the Management Committee to discuss the subject in more detail.

(k) STRATHCLYDE FIRE BRIGADE: REVIEW CONSULTATION

Lolita advised that Strathclyde Fire brigade had sought views from the partnership on their future command structures. The Committee noted the response as submitted to the Fire Brigade.

6. DATE OF NEXT MEETING

Wednesday 13 October 2004
Wednesday 8 December 2004

ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP

**Notice of meeting to be held on Friday 5 November 2004 from 11:00 – 13:00
in the Council Chambers in Kilmory, Lochgilphead**

Coffee will be available from 10:45

AGENDA

- 1. Welcome and Apologies**
- 2. Minutes of the Meeting held on 2 July 2004 (attached)**
- 3. Matters Arising**
- 4. Key Management Committee Recommendations**
 - (a) Update on Progress with Bute and Cowal Pilot (Andrew Campbell)**
 - (b) Update on Partnership Communications Plan (Andrew Campbell)**
 - (c) Update on Preparation of Regeneration Outcome Agreements (Donald MacVicar)**
- 5. Community Planning Issues**
 - (a) Citizens' Panel Consultation Programme (Lolita Lavery)**
 - (b) Update on New CPP Priorities (Theme Group Leaders)**
 - (c) Issues to be Raised with Dr Andrew Goudie from the Scottish Executive (Lolita Lavery)**
 - (d) Audit Scotland's Draft Community Planning Indicators (Brian Barker)**
- 6. Partnership Issues/Concerns to be Discussed/Taken Forward by Management Committee**
- 7. Date of Next Meeting: Friday 4 March 2005**

A buffet lunch will be provided after the meeting

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MINUTES of MEETING of ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP held in the COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD on FRIDAY, 2 JULY 2004

Present:

Councillor Allan Macaskill (Chair)
Councillor Robin Banks
James McLellan, Argyll and Bute Council
Lolita Lavery, Community Planning Partnership

Erik Jespersen, NHS Argyll & Clyde
Douglas Trigg, Association of Community Councils
John Boyd, Association of Community Councils
Muriel Kupris, Argyll and Bute Council
Alan Milstead, Argyll and the Islands Enterprise
David Hutchison, Strathclyde Fire Brigade
Pauline Borland, Strathclyde Fire Brigade
Gavin Brown, NHS Argyll and Clyde

Superintendent Raymond Park, Strathclyde Police
Sergeant Neil Wallace, Strathclyde Police
Carl Olivarius, Argyll and Bute Council
Bill Dalrymple, Loch Lomond & the Trossachs National Park
Brian Barker, Argyll and Bute Council
Donald MacVicar, Argyll and Bute Council
Andrew Campbell, Scottish Natural Heritage
David Dowie, Communities Scotland
Allan McDougall, Fyne Homes
Jim McCrossan, Argyll and Bute Council
Melissa Stewart, Argyll and Bute Council

Apologies:

Hugh Clayden, Forestry Commission Scotland
Nick Purdy, Forestry Commission Scotland
Alasdair Oatts, Argyll and Bute Care & Repair
Sue Nash, Argyll CVS (Who has now moved to Australia)

Anne Clark, Islay & Jura CVS
Shane Rankin, Crofter's Commission
Angus Laing, Scottish Natural Heritage

1. WELCOME

Councillor Allan Macaskill welcomed everyone to the meeting and introduced Pauline Borland of Strathclyde Fire Brigade, Gavin Brown of NHS Argyll and Clyde, John Boyd of the Association of Community Councils and Brian Barker of Argyll and Bute Council who were attending their first meeting of the Community Planning Partnership.

2. MINUTES OF THE MEETING HELD ON 5 MARCH 2004

The Minutes were accepted as an accurate record of the meeting held on 5 March 2004.

3. MATTERS ARISING

Carl Olivarius updated the Partnership on the successful launch of the "Drivesafe" initiative. He advised that copies of the signed Charter and photographs taken at the launch would be issued to the participating organisations shortly. He also mentioned that 2 new organisations had signed up to the Charter since the launch.

4. PRESENTATION BY ERIK JESPERSEN ON THE CLINICAL STRATEGY FOR NHS ARGYLL AND CLYDE

Erik Jespersen gave a presentation on the Clinical Strategy which was currently out for public consultation. He highlighted the major issue for Argyll and Bute as being Mental Health and also spoke regarding the trends and pressures on acute services and primary care services.

The Chair advised that the Council had set up a Policy Development Group (PDG) to formulate a response to the consultation which ends on 17 September 2004 and that the Group would be inviting some Health Board officials to give advice to them. It was agreed that the Health Theme Group would prepare a response on behalf of the Community Planning Partnership and that this be fed into the PDG as the Partnership would not meet again until after the consultation period had ended.

5. KEY MANAGEMENT COMMITTEE RECOMMENDATIONS

(a.) CPP TRANSITIONAL STRUCTURE - BUTE & COWAL PILOT

Andrew Campbell updated the Partnership on the earlier discussion of the Management Committee in which two proposals had been considered. The first proposal was that the Bute and Cowal Area Corporate Services Manager be the Area Co-ordinator and the second was that Partners fund an additional full time new or seconded post. As Partners were unable to commit financially, the Management Committee had agreed to accept the Council's offer of support, noting that as a pilot it would be subject to review.

(b.) INTEGRATION OF SIPS - STATEMENT OF READINESS

Muriel Kupris advised that the Statement of Readiness complied with stage one of the guidance issued by Communities Scotland which stipulates that Social Inclusion Partnerships should integrate with the Community Planning framework. She further advised that Ministers would be looking at the self assessment review contained in the Statement of Readiness and that on the basis of the progress made, the Partnership was in a strong position to take forward the integration of the Social Inclusion Partnership by March 2005.

(c.) PARTNERSHIP COMMUNICATIONS PLAN

Andrew Campbell advised that the report was a good example of Partnership working and that a lot of thought had been put into the proposals. He reported that this was a work in progress and that discussions to define various elements of the Communications Plan would take place at the next Management Committee meeting.

6. COMMUNITY PLANNING ISSUES

(a.) CITIZEN'S PANEL - NEW TENDERS

The Chair advised that the current contractors had come to the end of their contract and that tenders had subsequently been invited.

Lolita Lavery reported that of the 12 firms invited to tender, 5 had responded. The tenders had been scrutinised and the preferred consultant would be notified on Monday 5 July 2004. She advised that once appointed, their first task would be to freshen up the Citizens Panel.

(b.) RESULTS OF 7TH QUESTIONNAIRE TO CITIZENS PANEL

Andrew Campbell reported that the Bute response was low and this would be a matter for the contractors to look at in future. He explained that it could be an option to conduct telephone surveys in future to try and increase the number of responses received.

Andrew then discussed a few of the outcomes of the questionnaire advising that some issues do not necessarily reflect the Argyll and Bute perspective and this would need to be addressed in future.

Superintendent Park advised that the outcomes of the questionnaire relating to community safety confirmed that the Police continued to be on track with their National and Local priorities.

James McLellan advised that the Council would be building the Panels' views on service delivery and identifying priorities into their budget process.

(c.) CPP BUDGET - END OF YEAR SPEND REPORT

The Partnership agreed to exclude the press and public for the following item on the basis that it contained private information.

Lolita Lavery spoke to her report on the end of year spend for the Partnership budget. It was noted that there was no overspend at the end of the financial year. It was also re-iterated that for 2004/5 the expenditure required to be contained within the income.

(d.) UPDATE ON NEW CPP PRIORITIES (THEME GROUP LEADERS)

Gavin Brown advised that the Health and Well-being Theme Group had been looking at identifying short, medium and long term priorities from within the Joint Health Improvement Plan. He also advised that the Management Committee had agreed a new structure for the Theme Group based on Local Networks and spoke regarding the need to establish these promptly.

Alan Milstead spoke regarding the proposal to merge the two Local Economic Fora and Theme Group 2. He explained that this was not a straightforward merger but there was a commitment to make it work. He advised there would be a meeting held in August to discuss the details further.

Donald MacVicar reported on a successful first meeting in which all of the actions were reviewed and priorities cut down from 7 to 6. He advised of a not so successful second meeting which had only 7 attendees and therefore the action plan could not be approved. However, the action plan had been circulated to all partners and hoped to get confirmation of acceptance of this at the next meeting which would be held in mid August.

(e.) FEEDBACK ON MEETING WITH SCOTTISH EXECUTIVE

Lolita Lavery advised that the Scottish Executive indicated that they wished to be more actively involved with Community Planning Partnerships and have divided the Country into various clusters. Argyll and Bute have been included in the Highland Cluster, led by Dr Andrew Goudie, Acting Head for Finance and Central Services from the Scottish Executive. The first cluster meeting was held in Inverness on 2 June 2004 and attended by representatives from Western Isles, Highland and Argyll and Bute Community Planning Partnerships. She advised that Dr Goudie had been invited to attend the next Management Committee on 11 August 2004 and Partners were invited to advise her of issues they wished to be raised with Dr Goudie.

7. BETTER NEIGHBOURHOOD SERVICES FUND - YEAR 4 LOCAL OUTCOME AGREEMENT AND SUSTAINABILITY BEYOND YEAR 4

James McLellan briefly outlined the background to the Better Neighbourhood

Services Fund (BNSF) and informed the Partners of the current and future status of the BNSF in Argyll and Bute. A discussion followed on the sustainability of projects dependant on ringfenced funding from the Scottish Executive that was then withdrawn after a period of time. It was agreed that this was something that should be discussed with Dr Goudie as a major disincentive to partnership working.

It was furthermore agreed to adopt the recommendations contained in the report regarding the utilisation of the BNSF for year 4.

8. DRAFT COMMUNITY LEARNING & DEVELOPMENT STRATEGY

Jim McCrossan briefly outlined the content of the Draft Community Learning and Development Strategy and the timeframes for adopting the Strategy. It was agreed that the final draft would be submitted to the Management Committee for endorsement on behalf of the Partnership.

9. PARTNERSHIP ISSUES/CONCERNS TO BE DISCUSSED/TAKEN FORWARD BY MANAGEMENT COMMITTEE

The Chair mentioned that this agenda item was in the place of AOCB and briefly updated the meeting on progress with the Schools NPDO.

James McLellan advised that a report entitled "Making a Difference – Community Planning a Year on" had been received from the National Community Planning implementation Group and would be discussed at the next Management Committee meeting with any issues being reported back to the next Partnership meeting.

Bill Dalrymple circulated copies of the first Newsletter for the National Park. The Community Futures programme was briefly discussed and it was agreed that this would tie in closely with the work of the Partnership in the Bute and Cowal Pilot area.

10. DATE OF NEXT MEETING: FRIDAY 5 NOVEMBER 2004

The next Community Planning Partnership meeting will be held on Friday 5 November 2004 in the Council Chamber, Kilmory, Lochgilphead,