



1 September 2010

A meeting of the **CPP MANAGEMENT COMMITTEE** will be held in the **MID ARGYLL COMMUNITY HOSPITAL LOCHGILPHEAD** on **WEDNESDAY, 8 SEPTEMBER 2010** at **10:00 AM**.

## **AGENDA**

- 1. WELCOME AND APOLOGIES**
- 2. MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 16 JUNE 2010**(Pages 1 - 8)
- 3. MATTERS ARISING**
- 4. SINGLE OUTCOME AGREEMENT**
  - (a) ANNUAL REPORT - Jane Fowler - to follow
  - (b) INDEPENDENT BUDGET REVIEW - to follow
- 5. COMMUNITY PLANNING UPDATE - EILEEN WILSON**(Pages 9 - 16)
- 6. COMMUNITY ENGAGEMENT SUB-GROUP PROPOSALS - EILEEN WILSON**(Pages 17 - 22)
- 7. CPP COMMUNICATION PLAN - EILEEN WILSON**(Pages 23 - 30)
- 8. VISION AND VALUES - JANE FOWLER - VERBAL UPDATE**
- 9. PUBLIC SECTOR PARTNERS EXECUTIVE SUB-GROUP UPDATE - SALLY LOUDON - VERBAL UPDATE**
- 10. THEMATIC GROUP FEEDBACK**
  - (a) ECONOMY (Pages 31 - 32)
  - (b) ENVIRONMENT (Pages 33 - 34)
  - (c) SOCIAL AFFAIRS - to follow

- 11. LACPG FEEDBACK**
  - (a) BUTE AND COWAL (Pages 35 - 38)
  - (b) MAKI - to follow
- 12. RATIONALISATION OF ARGYLL AND BUTE COUNCIL AND THIRD SECTOR MEETINGS - ARLENE CULLUM**(Pages 39 - 42)
- 13. THIRD SECTOR INTERFACE FUNDING - GLENN HERITAGE**(Pages 43 - 46)
- 14. CITIZEN'S PANEL UPDATE - JANE FOWLER**(Pages 47 - 48)
- 15. REAP SUB GROUP REPORT - ROBERT POLLOCK**(Pages 49 - 52)
- 16. YOUTH FOCUS - MURIEL KUPRIS / MARTIN TURNBULL**(Pages 53 - 56)
- 17. PROPOSED CONFERENCE DATES 2010**(Pages 57 - 58)
- 18. A.O.C.B.**
- 19. DATE OF NEXT MEETING: 3 NOVEMBER 2010 AT OBAN FIRE STATION**

**MINUTES of MEETING of ARGYLL AND BUTE  
COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE  
held in Mid Argyll Community Hospital  
Wednesday 16 June 2010**

**Present**

Jane Fowler	Argyll and Bute Council
Eileen Wilson	Argyll and Bute Council
Carys Wynn-Mellor	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Sally Loudon	Argyll and Bute Council
Shirley MacLeod	Argyll and Bute Council
Ken MacDonald	Argyll and Bute Council
Lynn Smillie	Argyll and Bute Council
June Graham	Argyll and Bute Council
Moya Ingram	Argyll and Bute Council
Robert Pollock	Argyll and Bute Council
Geoff Calvert	Strathclyde Fire and Rescue
Greg McMillan	Strathclyde Fire and Rescue
Raymond Park	Strathclyde Police
Hugh O'Neil	Strathclyde Police
Cameron Brownlee	Strathclyde Police
Douglas Cowan	HIE
Andrew Campbell	Scottish Natural Heritage
Peter Russell	Scottish Government
Neil Sturrock	Strathclyde Partnership for Transport
Moria Paton	N.H.S. Highland (v.c. in to meeting)
Roanna Taylor	Argyll and Bute Young Scot/Dialogue Youth
Linda Haig	ACHA
Glenn Heritage	Third Sector Partnership/ AVA
Charles Black	Drivesafe

**In attendance:**

Jan Brown	Argyll and Bute Council
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**Apologies:**

Derek Leslie	General Manager, Argyll and Bute CHP
David Penman	Strathclyde Fire and Rescue
Dave Duthie	Partnership Director, HITRANS
Gordon Watson	Loch Lomond and Trossachs National Park
Fiona Logan	Chief Executive, Loch Lomond and Trossachs National Park

ITEM	DETAIL	ACTION
1.	<p><b>WELCOME</b></p> <p>Raymond Park welcomed everyone to the meeting and noted any apologies for absence.</p>	
2.	<p><b>MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 24 March 2010</b></p> <p>The minute of the previous meeting were agreed with the following change.</p> <p>The Those Present list should reflect that SPT should read Partnership and not Passenger.</p>	<p><b>Jan Brown</b></p>
3.	<p><b>MATTERS ARISING</b></p> <p><b>Ag Item 3</b> – Youth Focus, Supporting Youth Participation – due to changes in the department this report would now come to the Management Team at the September meeting.</p> <p><b>Ag Item 5</b> – the first meeting of the sub group would be the 8<sup>th</sup> July.</p> <p><b>Action point – Ag item at next MC meeting in September</b></p>	<p><b>Jane Fowler</b></p> <p><b>CPP Admin</b></p>
4.	<p><b>REAP (Renewable Energy Action Plan) AND PRESENTATION – ROBERT POLLOCK</b></p> <p>Robert Pollock presented the Argyll and Bute Renewable Energy Action Plan which sets out the key actions required to further develop renewable energy sectors in Argyll and Bute and to take advantage of the opportunities being offered.</p> <p>The Community Planning partnership will be key to the success of REAP for the people of Argyll and Bute.</p> <p>The Scottish Government has identified 11 key sites in Scotland - Machrihanish, Islay and Tiree figure large in the plans.</p> <p>After discussion it was decided that local people should be involved and included at every step of the way, that the structures already in place ie the Thematic Groups and the LACPG's should be used to communicate with the community and that there should be consultation with Partners throughout the long process.</p> <p>Emergency Services provision needs to be considered along with any planned development. It was agreed that a small sub group be established to look at these issues</p>	<p><b>All Partners</b></p> <p><b>All Partners</b></p>

ITEM	DETAIL	ACTION
	<p><b>Recommendation</b> : That the Management Team consider and recommend this document before it goes to the Council and the CPP for approval and adoption</p> <p><b>Action Point - Circulate copy of presentation</b>  <b>Sub group be set up</b>  <b>Any comments to be fed back to ManagementTeam</b></p>	<p><b>Eileen Wilson</b></p>
5.	<p><b>DRIVESAFE, OBJECTIVES 2010/13 – REPORT AND DRAFT AGREEMENT – MOYA INGRAM</b></p> <p>Moya Ingram gave the background of and a presentation on Drivesave.</p> <p>Moya also went over the new ‘Draft Partnership Agreement’ between Argyll &amp; Bute Council, Strathclyde Police, Strathclyde Fire and Rescue and NHS Highland with the management Team which allows an integrated approach to road safety between the private and the public sector.</p> <p>The partners discussed the report and what actions were being taken at the moment to promote awareness of road safety. Strathclyde Fire and Rescue, Strathclyde Police and the ambulance service are running a drop in breakfast for motorbikers and others in Inveraray focusing on Safety at which discussion take place on road hazards safer driving etc. It is hoped to push this out to other venues throughout the year. Any parties interested are invited to attend Inveraray on the 14 August between 11 and 3pm</p> <p>It is important to involve private and public parties in promoting awareness. The media have a part to play in promoting events and in getting the message out.</p> <p>Moya asked the partners to accept the recommendations and that more input from partners for Drivesafe moving forward.</p> <p>Glenn Heritage suggested that ‘foreign drivers’ be changed to ‘visiting drivers’ – partners agreed.</p> <p>Raymond Park thanked Charles Black of Blacks of Dunoon for all his work over the years in promoting the Drivesafe campaign.</p>	<p><b>All Partners</b></p>
6	<p><b>RISK REGISTER – INDEPTH LOOK AT HIGH RISKS – JANE FOWLER.</b></p> <p>It is important to note the structure that’s in place to highlight risks</p> <p>(a) <b>Affordable Housing – Eileen Wilson</b></p>	

ITEM	DETAIL	ACTION
	<p>A report was presented on ongoing consultation with Local Area Community Planning Groups and others on a piece of work being undertaken by the Strategic Housing and Communities Forum looking at future housing demand and supply. The report will be made available to all groups and will come back to CPP when finalised.</p> <p>It was agreed that housing should remain a medium risk.</p> <p>Linda Haig ACHA, - there will be a report highlighting the lack of funding available and how existing housing could be used more effectively.</p> <p><b>Action Point – circulate a copy of report</b></p> <p><b>(b) Overall Economic Outlook – Jane Fowler</b></p> <p>The new sub group would not be meeting until 08 July and would be looking at the budget and what impact the UK budget has on our organisation. There are early indications but it's too early to be able to identify what impact the cuts will have, how we manage them and how to feed them into the Economic Thematic Groups. Shared Services liaison and Third Sector will work to produce a report and come back to Management Team in September.</p> <p>Sally Loudon said that the sub group could not wait till September but would instead move forward now and continue to do so as we go through this difficult time.</p> <p>Management Team agreed</p>	<p><b>Jan Brown</b></p>
7.	<p><b>MENTAL HEALTH SERVICES REDESIGN – UPDATE – DEREK LESLIE</b></p> <p>Moria Paton gave an update on the Report. The likely timescale for the plan is 18 months as long as there are no surprises. There has been and continues to be consultation with health volunteers across the area.</p> <p>Sally Loudon was concerned over the half a million overspend in the financial projection. There is a meeting next week and it was agreed that Derek would give an update when he has it.</p> <p><b>Action Point – Update from Derek Leslie</b></p>	<p><b>Jane Fowler</b></p>

ITEM	DETAIL	ACTION
8.	<p><b>HIE ECONOMIC REPORT – DEC 2010 – DOUGLAS COWAN</b></p> <p>The regular update was presented by Douglas Cowan and concluded that despite positive signs the recovery remains uncertain.</p> <p>The report presented was a couple of months out of date and there would be a meeting shortly after which Douglas would circulate it to all Management Team members</p> <p><b>Action Point- Douglas Cowan to send out copies of new report to all members before next Management Team meeting.</b></p>	<p><b>All Partners</b></p>
9	<p><b>CITIZENS' PANEL REPORT – CHRIS CARR</b></p> <p>Jane Fowler presented the report after recommended that Hexagon Research and Consulting proceed with the refreshment of the panel membership. Delay the running of the 'spring' survey till autumn and that we contract to run the Citizens' Panel until the end of 2011 with an option to extend till 2012.</p> <p>Discussion among Members as to what questions should be asked, the wording used, how local groups use it, how can we use it more often and also what we want it to do.</p> <p>Sally Loudon said that the Community Planning Action Plan agreed a year ago has all these things but that we need to tighten up.</p> <p><b>Action Points: – report to come back to Management Team in September re refreshed panel and future questionnaire</b></p>	<p><b>Chris Carr</b></p>
10.	<p><b>REVIEWING OUR VISION – JANE FOWLER</b></p> <p>Jane presented a report which recommended that the Management Committee note the content of the report and provide feedback on reviewing the vision.</p> <p>Raymond Park said that this was a huge commitment and we would have to define or aspirations.</p> <p>Sally said that we should look at a number of things – where we are/where do we want to be/ how can we apply it to everything we do/ are we reaching our potential at each level.</p> <p>The following discussion agreed that the message needs to be clear so that everyone involved can understand it. It was noted that this is a work in progress and a progress report will be brought to the September management Committee.</p> <p><i>Moira Paton stated that the Highland CPP had recently done some work on articulating its values. It was recognised that any statement of values was in itself of little value unless there was</i></p>	<p><b>Jane Fowler/ Jan Brown</b></p>

ITEM	DETAIL	ACTION
	<p>also a clear articulation of how these translated into behaviour, and that it was partnership behaviour that was crucial to success</p> <p><b>Action Point – Jane to Contact Moria re the work already carried out in NHS Highland</b></p> <ul style="list-style-type: none"> <li>- <b>Feed back to Management Team in September</b></li> </ul>	
11.	<p><b>THEMATIC COMMUNITY PLANNING GROUP FEEDBACK</b></p> <p><b>(a) Social affairs</b> – no meeting until August no report presented. Scorecards continued to be crucial and there needed to be a commitment from partners to going forward. Meeting times were being changed at short notice and once made should be stuck too. If any members are unable to attend then an appropriate replacement should be.</p> <p><b>(b) Environment – 27 May</b> – The group has made progress in taking the development of the thematic actions within the Community Plan forward. Three main issues have emerged</p> <ul style="list-style-type: none"> <li>– developing the scorecard for Thematic groups, access to Pyramid – this work is in progress</li> <li>- Duplication of discussion within the Env. Group – want to look at the possibility of having groups joined together to avoid this.</li> </ul> <p>The group agreed to the circulation of the draft Partnership agreement for consideration and approval. Andrew Campbell, Theme lead said that Stephen Colligan of A &amp; B Council had been particularly helpful in putting on data. Other members agreed Report Noted</p> <p><b>(c) Economy – 8 June</b> – The report should be seen as positive although the information coming forward is mainly from the Council and not other partners. Access to Pyramid still an issue but is a work in progress, it was agreed that more emphasis should be put on the content of scorecards than on the IT issues. Draft Partnership Agreement not signed off but going forward to August meeting.</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>a) <b>Meeting dates to remain fixed and more commitment from partners</b></li> <li>b) <b>Look at possibility of merging groups</b></li> <li>c) <b>Continue to work through problem with Pyramid and</b></li> </ul>	



ITEM	DETAIL	ACTION
	<b>Scorecards</b>	<b>All Partners</b>
12.	<p><b>LOCAL AREA COMMUNITY PLANNING GROUPS</b></p> <p>(a) Bute and Cowal – 13 May  (b) MAKI – 5 May  (c) Helensburgh and Lomond – 18 May  (d) Oban, Lorn and the Isles – 12 May</p> <p>All reports were noted and seemed favourable. All group were moving forward into next round of meetings in September/October</p>	
13.	<p><b>SCOTISH ENTERPRISE ACTIVITY REPORT – NEIL FRANCIS/BRIAN MCLEISH</b></p> <p>Report Noted – no comment</p>	
14.	<p><b>UPDATED CPP THEMATIC AND LACPG'S MEETING DATES 2010</b></p> <p>Report noted.  It is important that dates remain fixed and that calendar should show the start time of the meetings.  Geoff Calvert said that to allow for shift patterns to be arranged any future consultation events/meetings held on a Saturday then the Police, Fire and ambulance Services would need to be notified well in advance</p>	<b>Eileen Wilson</b>

ITEM	DETAIL	ACTION
15.	<p><b>COMMUNITY ENGAGEMENT STRATEGY – ACTION UPDATE – EILEEN WILSON</b></p> <p>Eileen presented the report and update. It was agreed that there should be a better Community Engagement Programme which will help for training for stakeholders. We will have a more detailed Training Needs Plan by September.</p> <p>It was agreed to hold the Community Planning Conference in November to allow input from Local Area Consultations. Dates to be looked at.</p> <p><b>Action Point: Dates in November to be looked at for possibility of CPP Conference</b></p>	<p><b>All Partners</b></p> <p><b>Eileen Wilson</b></p>
16.	<p><b>ARGYLL AND BUTE THIRD SECTOR INTERFACE – ROLE OF TSP AND DEMONSTRATION OF WEB SITE - GLENN HERITAGE.</b></p> <p>Glenn presented the reports and a presentation on the Roles of the Third Sector Partnership Organisations and the Third Sector Training Project. There is a lot of work to be done in raising the awareness of the public to the job that the Third sector carries out. Glenn was able to connect and show the group the new web site that is available for members of the public and partners to access.</p> <p><b>Action Point: Circulate a copy of the presentation</b></p>	<p><b>Jan Brown</b></p>
17.	<p><b>AOCB</b></p>	

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**Argyll and Bute Community Planning  
Partnership****Management Committee  
8<sup>th</sup> September 2010**

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**CPP Action Plan - Update**

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**1. SUMMARY**

**1.1** The CPP Action Plan was agreed at Management Committee on the 18<sup>th</sup> of March 2009. This report briefly outlines progress made against each of the outcomes.

**2. RECOMMENDATIONS**

**2.1** That partners note progress.

**3. UPDATE****3.1 CPP01 - Partners engaged and resources committed to new structure**

Revised governance structures are now in place. Partnership agreements have been developed and approved. Key strategic partnerships have been identified through Thematic Groups.

**3.2 CPP02 - Partners working together on agreed SOA and Community Plan priorities**

SOA 2009-12 agreed with Scottish Government in August 2009. Community Plan 2009-13 approved October 2009. Thematic groups are now in place with agreed partner participation and priorities identified.

**3.3 CPP03 - Performance monitored, measured and reviewed**

Scorecards are now in place for SOA, Community Plan and Thematic Groups. Local scorecards are under development awaiting results of local consultation events. Partnership agreements have been drafted and will be circulated for approval.

**3.4 CPP04 - Communities effectively engaged in the CPP and able to influence priorities**

Community Engagement Strategy was approved at CPP in June 2009. The post of community engagement coordinator was not filled as part of the FSF 2010/11 cost saving. Local community planning group support posts have

been filled. Four local area consultation events have taken place and the full CPP Conference is scheduled for early December.

**3.5 CPP 05 - Development of new interface arrangements between 3<sup>rd</sup> Sector and the CPP**

The Third Sector Interface was agreed at CPP in March this year. The interface is a forum for coordination and planning of support services to the third sector in Argyll and Bute.

For further information contact: Eileen Wilson, Community Planning Manager  
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Telephone 01436 658726

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Update Dec 2009	Update May 2010	Update July 2010
CPP01a	Partners engaged and resources committed to new structure	Implement new structure to all appropriate groups/committees	Revised governance structure developed	June 2009	COMPLETE	COMPLETE	COMPLETE
			Partnership agreement adopted by Thematic Groups	Sept 09	COMPLETE	COMPLETE	COMPLETE
			Partnership agreement adopted by Local Area Community Planning Groups	Sept 09	COMPLETE	COMPLETE	COMPLETE
CPP01b		Thematic group leads to identify key strategic partnerships	Key strategic partnerships identified by Thematic Groups	Dec 09	DELAYED. Links with strategic partnerships will take slightly longer than expected as thematic groups are still to discuss the information provided by Eileen. Process delayed by one meeting cycle. The Area Corporate Services Managers are guiding the thematic groups on this.	Key Strategic Partnerships identified and links established. Draft partnership agreement circulated and agreement will be sought at next round of meetings. Environ-27 <sup>th</sup> May, Econ-8 <sup>th</sup> June, SA-26 <sup>th</sup> June.	Partnership agreements in place
CPP01c		Develop partnership agreement at all levels	Partnership agreements in place at all levels	March 2010	ON COURSE. Partnership agreement in place for Full CPP and Management Committee. Terms of reference for Thematic and Local Area Community Planning Groups	Third Sector Interface now established.	Draft agreements being considered by LACPGs

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Update Dec 2009	Update May 2010	Update July 2010
					agreed. As these groups establish formal arrangements further agreements will be put in place. Arrangements for Third Sector Interface and Community Councils participation currently being discussed.		
CPP02a	Partners working together on agreed SOA and	Form time limited working group to develop new community plan	Group established with links to key stakeholders	Apr 2009	COMPLETE	COMPLETE	COMPLETE
			Draft plan produced	July 2009	COMPLETE	COMPLETE	COMPLETE
CPP02b	Community Plan priorities	Thematic groups review and comment on draft plan	Community Plan has targets/measurements agreed in principle by Thematic Groups	Aug 2009	COMPLETE	COMPLETE	COMPLETE
CPP02c		Revised Community Plan presented to Management Committee	Draft Community Plan agreed by all partners for consultation	Sept 2009	COMPLETE	COMPLETE	COMPLETE
CPP02d		Present Community Plan for wider consultation	Community Plan approved	Sept 2009	COMPLETE	COMPLETE	COMPLETE
CPP02e		Design and publish final community plan	Community Plan published	Sept 2009	COMPLETE	COMPLETE	COMPLETE
CPP03		Performance monitored, measured and reviewed	Implement PPMF for all levels of community planning – top level, strategic partnerships, thematic groups and local area planning groups	Performance scorecard in place for the Single Outcome Agreement	June 2009	COMPLETE. Note that arrangements for receiving data from partners are still being finalised with some partners	Arrangements for receiving data still being finalised
	Performance scorecard in place for Community Plan			Oct 2009	COMPLETE	COMPLETE	COMPLETE

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Update Dec 2009	Update May 2010	Update July 2010
			Performance scorecards in place for strategic partnerships	March 2010	DELAYED. Awaiting decision from Thematic groups on decision re links to Strategic Partnerships (see CPP01b)	Key Strategic Partnerships identified and links established. Draft partnership agreement circulated and agreement will be sought at next round of meetings. Environ-27 <sup>th</sup> May, Econ-8 <sup>th</sup> June, SA-26 <sup>th</sup> June.	Partnership agreements in place
			Performance scorecards in place for Thematic Groups	March 2010	ON COURSE. Scorecards are still on course for completion by end of March. The process of focusing debate on the content is more involved than expected, but should deliver plans that can be translated into scorecards by the deadline	COMPLETE	COMPLETE
			Performance scorecards in place for Local Area Community Planning Groups	March 2010	ON COURSE. Scorecards are still on course for completion by end of March. The process of focusing debate on the content is more involved than expected, but should deliver plans that can be translated into scorecards by the deadline	Scorecards designed, awaiting outcome of local consultation events. Final event scheduled for June 2010	Under development

Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Update Dec 2009	Update May 2010	Update July 2010
			CPP risk register agreed	June 2009	COMPLETE	COMPLETE	COMPLETE
CPP04a	Communities effectively engaged in the CPP and able to influence priorities	Implementation of community engagement strategy	Strategy and action plan approved by Council	April 2009	COMPLETE	COMPLETE	COMPLETE
			Strategy and action plan approved by CPP	June 2009	COMPLETE	COMPLETE	COMPLETE
CPP04b	Communities effectively engaged in the CPP and able to influence priorities	Evaluate and advertise temporary Community Engagement Co-ordinator post	Community Engagement Co-ordinator in post	May 2009	DELAYED. Community Engagement actions have been wrapped up with the CL& R BV review. This has led to delays, but with the implementation plan agreed all should be resolved by end of March.	Post no longer to be filled as part of cost saving from FSF 2010/11	
CPP04c		Access funding for temporary Local Community Planning Support Workers	Local Community Planning Support Workers in post	July 2009	DELAYED. Community Engagement actions have been wrapped up with the CL& R BV review. This has led to delays, but with the implementation plan agreed all should be resolved by end of March.	DELAYED - 2 Posts filled, 2 to be advertised	All staff in post
CPP04d		Form time limited working group to take forward conference planning including consultation on Community Plan, 3 <sup>rd</sup> Sector Interface, FAB and Demonstration Project	Joint conference delivered with substantial community participation	Sept 2009	DELAYED. Conference now planned for last week of March	DELAYED – agreed to hold conference in Oct/Nov 2010 to allow local consultation events to influence CPP Conference.	Conference dates 8/9 December 2010



Ref	Outcome	Actions to achieve outcome	Success measures	Key dates	Update Dec 2009	Update May 2010	Update July 2010
		recommendations					
CPP04e		Four events piloted for local community consultation	Events delivered and evaluated	April 2010	ON COURSE	ON COURSE – B&C – 6 <sup>th</sup> April OLI – 15 <sup>th</sup> May H&L- 22 <sup>nd</sup> May MAKI – 19 <sup>th</sup> June	2 <sup>nd</sup> round of events dates proposed OLI -02/10/10 B&C-23/10/10 MAKI-30/10/10 H&L-06/11/10
CPP05a	3 <sup>rd</sup> Sector represented and influencing CPP decision making processes	Development of new interface arrangements between 3 <sup>rd</sup> Sector and the CPP	Third sector support organisations agree draft proposals for interface arrangements	Sept 2009	DELAYED. Agreement with the third sector has been hampered by political difficulties between the organisations. The research we commissioned from ODS appears to have released these blockages and dialogue since mid-December has been much more positive. I'm hopeful that we'll have a partnership agreement presented to the March Management Committee	COMPLETE 3 <sup>rd</sup> Sector Interface now established	
CPP05b			Agreed interface arrangement in place	April 2010	ON COURSE	COMPLETE 3 <sup>rd</sup> Sector Interface now established	

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**Argyll and Bute Community Planning Partnership**
**Management Committee**
**Date: 8<sup>th</sup> September 2010**



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**Title: CPP Community Engagement Sub-group**


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**Proposal for the formation of CPP Community Engagement Sub-Group**
**1. Community Engagement**

1.1. Community Engagement is a Theme in the Community Plan and is an element of the SOA through stakeholder involvement and the FAB Plan. It is a priority for Local Area Community Planning Groups and Thematic groups to ensure that effective Community Engagement takes place at both levels. The CPP has agreed a Community Engagement Strategy and Action Plan.

1.1. Local community planning groups have been developed to ensure that local needs are addressed and communities can have a voice within the community planning structure. There are four Local Area Community Planning Groups, one for each of the Council's administrative areas. Local community planning provides one way for individuals, organisations and communities to work together to influence the ways in which local services are planned and strategic decisions are made.

1.2. Thematic Groups also have a community engagement responsibility. As part of the community engagement framework thematic groups are expected to demonstrate that engagement activities have influenced the development of thematic priorities, that there has been an effective dialogue around outcomes and that there is an ongoing commitment to improvement.

**2. Best Value2**

2.1. Argyll and Bute Council and its community planning partners will be assessed, through the Best Value process, on its commitment to Community Engagement.

2.2. BV2 will be taking a close look at Community Engagement. The BV2 Toolkit Assessment Matrix for Community Engagement will assess under 5 headings

- Commitment and culture
- Understanding communities' needs and aspirations
- Involving communities in decision making
- Planning and monitoring
- Change and impact resulting from engagement

2.3. Supporting evidence will be gleaned from interviews with senior managers, elected members, members of committees (Council and Partners), community reps and other community members. Looking at what constitutes Basic, Better and Advanced practices (appendix 1) it seems that understanding/recognition/limited consultation/desire to involve will get a Basic, and if we're looking to get Better or Advanced we'll need to demonstrate that there is

commitment to building capacity (both organisational and community), that communities know what's going on and feel they are influencing decisions. They'll be looking for evidence of targeted engagement, a clear two-way dialogue, understanding and use of multi-method approach and actual evidence (cyclical) of service provision changing to meet needs.

- 2.4. When it comes to the evidence sources we'll be able to cite the Community Engagement Strategy and Action Plan and the Local Area Community Planning Forward Together events but beyond that we're not coordinated in our approach, we know there's a lot of activity going on but how do we evidence that?
- 2.5. There's currently a lot of activity around community engagement but little in the way of coordination. As it becomes part of everyone's responsibility it has the potential to become nobody's responsibility.
- 2.6. The CPP is working closely with the Scottish Government's Better Community Engagement Project to develop learning resources to support community engagement at a number of levels in the community planning process. This includes looking at effective consultation, keeping elected members informed and aware of developments, developing training on providing feedback and ways of demonstrating how community engagement has been heard and acted upon. The main focus of this work is at Local Area Community Planning level.
- 2.7. Much as we are trying to reduce the number of groups we have there is a strong need for the formation of a coordinating group at CPP level that will ensure we all work together, effectively, to improve community engagement. Not just how we engage but also improving the skills and competencies across a broad range of stakeholders.

### **3. Proposed CPP Community Engagement Sub-group**

- 3.1. In order to ensure we can evidence the progress being made in Argyll and Bute to improve and coordinate our community engagement activities the proposal is to form a CPP Community Engagement Sub-group.
- 3.2. The aim of the CPP CE Sub Group would be:-
  - To demonstrate a coordinated approach to community engagement, maximising opportunities for synergy among the community engagement activities of partner organisations, avoiding duplication and ensuring best value and most efficient use of resources for community engagement.
  - To agree strategic priorities for community engagement activity and develop an overview of community engagement activity.
  - To develop a shared understanding of the community engagement activity and to develop the capacity of the partner organisations and communities to engage effectively with each other.
  - To promote the use of the national community engagement standards when partners are undertaking community engagement activity.
  - To develop a common comprehensive database of community engagement activity and contacts in conjunction with Local Area Community Planning Groups and the Third Sector Partnership (this is underway as proposed consultation diary at LACPG level)
- 3.3. If these aims were to be fully achieved we would all need to work together, with everyone having a part to play in making the group effective. The CPP Community Engagement Sub-group would play a key role in delivering the aims of the Community Engagement Strategy.

- 3.4. The Community Engagement Sub-group would, where appropriate, work through existing structures and partnerships to ensure that engagement activities influence any future direction for the Argyll and Bute CPP area.
- 3.5. The membership of the group should be at strategic level and involve representation from the voluntary and community sector through the Third Sector Interface. Membership should be kept under review and ensure that it continues to reflect the links with other key strategies within the CPP.

## **4. Measuring Progress and Achievements**

- 4.1. It is important that community engagement activity is monitored effectively, not least for BV2. In order to understand if we are achieving our aims and objectives we would have to use a variety of methods to monitor and evaluate our activities and capture details of how community engagement is impacting on the shaping of services and changing service delivery to meet the needs of communities.
- 4.2. We also need to be clear that the engagement we support is worthwhile, has a clear purpose and the findings can be used to influence planning and service delivery decisions.
- 4.3. The framework developed for the Community Engagement Strategy takes into account the need to measure and report progress. Through the Community Engagement Sub-Group this would be further developed to measure:
  - The range and areas of community engagement and whether they reflect the local priorities.
  - The inputs – the number of activities undertaken and organisations involved
  - The outputs – the number of people trained or developing new skills
  - The outcomes – the impact that any engagement activity has made on services or planning.
  - The quality of engagement activities.
  - Whether the National Standards are being followed.

## **5. Recommendations**

- 5.1. That the CPP Management Committee endorses the formation of a CPP Community Engagement Sub-group.
- 5.2. That a Partnership Agreement be developed to ensure that the group has a clear role and purpose. (appendix 2 – Draft Partnership Agreement)
- 5.3. That the Community Engagement scorecard be further developed with input from the Community Engagement Sub-group.

**Appendix 1 - Best Value Toolkit: Assessment Matrix - Community Engagement**

Extract from Section1. Does the organisation demonstrate a commitment to engaging with communities?

	Basic practices	Better practices	Advanced practices
<b>1.4 Is community engagement seen as a partnership commitment?</b>	Leaders and managers recognise the need to engage with communities in a jointly with other partners, but in practice this is seen as the exception rather than the rule.	The organisation can demonstrate that it actively collaborates with partners in engaging with communities across a wide range of activities.	Community engagement is led at a partnership level as appropriate, in which the organisation plays a lead and active role.

**Appendix 2 - Draft Partnership Agreement**

**1. Name of partnership:**

1.1. CPP Community Engagement Sub-group

**2. Aims and Objectives:**

2.1. The CPP Community Engagement Sub-group will be the Community Planning Partnership’s (CPP) lead strategic partnership for community engagement. It will ensure that the CPP is kept informed on priorities for action for community engagement as well as undertaking and leading on tasks on behalf of the CPP.

2.2. ‘Community Engagement’ is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address the decisions on the issues affecting the well being of those people.

2.3. The CPP Community Engagement Sub-group will take the lead in ensuring the delivery of the CPP Community Engagement Strategy, the community engagement elements of the SOA and other relevant strategic documents.

The aim of the CPP sub-group is:

- To demonstrate a coordinated approach to community engagement, maximising opportunities for synergy among the community engagement activities of partner organisations, avoiding duplication and ensuring best value and most efficient use of resources for community engagement.
- To agree strategic priorities for community engagement activity and develop an overview of community engagement activity.
- To develop a shared understanding of the community engagement activity and to develop the capacity of the partner organisations and communities to engage effectively with each other.
- To promote the use of the National Standards for Community Engagement when partners are undertaking community engagement activity.

- To develop a common comprehensive database of community engagement activity and contacts in conjunction with Local Area Community Planning Groups and the Third Sector Partnership.

### 3. **Membership**

3.1. The CPP Community Engagement Sub-group will have a minimum of **\*\*%** representation from the voluntary and community sector. Membership will be kept under review, at least annually, and ensure that it continues to reflect the links with other key strategies within Argyll and Bute.

### 4. **Accountable to:**

4.1. Community Planning Partnership Management Committee.

### 5. **Management Structure:**

5.1. The chair and vice-chair are both elected annually. The Chair of the Sub-group will be from a partner organisation and will represent the group at regular meetings of the Management Committee, as well as at other relevant meetings.

### 6. **Decision making process:**

6.1. The Partnership will always aim to reach a consensus on issues as they arise, though in the event of a failure to reach consensus, the Chair may opt to conduct a simple majority vote. The Chair will have a casting vote in the event of a tie.

### 7. **Resources:**

7.1. There are no pooled resources for the CPP Community Engagement Sub-group. CPP Partners will provide meeting rooms and administrative support.

### 8. **Day to day management of partnership:**

8.1. Membership of the CPP Community Engagement Sub-group is kept under review at least annually to ensure it continues to reflect the links to other key strategies with Argyll and Bute.

8.2. Meetings are held approximately every quarter with additional ad hoc topic meetings when necessary.

8.3. Meeting dates are scheduled for a whole year.

8.4. Minutes are sent out after the meeting and also with the agenda for the next meeting.

8.5. The minutes are approved at the start of each meeting.

8.6. The Council's **I&OD** team will support the CPP Community Engagement Sub-group.

8.7. Meeting dates, minutes, and other associated documents will be available on the council's website.

### 9. **Monitoring and review**

9.1. The CPP Community Engagement Sub-group will agree a forward work programme based around the Community Engagement Action Plan outcomes:

- Community Planning structures and mechanisms are strengthened
- Communities are involved at a local level
- Individuals and groups have the capacity to engage in Community Planning
- Experience, knowledge, skills, resources and funding is coordinated

9.2. Progress against these outcomes will be monitored, along with providing the performance information required for the CPP and in particular the monitoring of the Local Area Community Plans.

**10. Exit strategy**

10.1. The CPP Community Engagement Sub-group is a sub-group of the CPP. In the event of this changing, the CPP Management Committee would work closely with the voluntary and community sectors in Argyll and Bute, through the Third Sector Interface, to ensure the continued representation of their views through the appropriate channels.

**11. Risk Management**

11.1. The CPP Community Engagement Sub-group will identify risks that could affect the achievement of its outcomes, and put in place measures to mitigate those risks.

**12. Equality and Diversity**

12.1. This CPP values and celebrates the diversity of people in Argyll and Bute. We recognise our role in support of the Vision for Argyll and Bute and celebrate the many diverse communities within the area. The CPP Community Engagement Sub-group and all CPP groups and partnerships have a commitment to provide equality of opportunity and to tackle discrimination and disadvantage. We see this as a major strand in our aim to improve quality of life in Argyll and Bute. Members of the CPP Community Engagement Sub-group will not tolerate the less favourable treatment of anyone on the grounds of their gender, age, race, colour, nationality, ethnicity, disability, sexual orientation, religion or faith or any other reason which cannot be shown to be justified.

**13. Commitment**

13.1. By approving this agreement members are showing commitment to the CPP Community Engagement Sub-group and achieving its key aims and objectives.

13.2. This Agreement does not establish or evidence a partnership in law between the parties and, by way of example only; neither party is liable for the debts or any other obligations of the other party.

13.3. A copy of this Agreement shall be signed on behalf of the Partnership by the Chair, and approved by the Partnership as a whole, as recorded in the minutes.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Argyll and Bute Community Planning Partnership****Management Committee****Date: 8<sup>th</sup> September 2010**

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**Title: CPP Communications Plan**

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**1. Reason for report**

- 1.1. The Argyll and Bute Community Plan sets out a vision that will take us to 2013. The need to communicate with stakeholders, external and internal, local and national, and to generate and encourage interest is central to the implementation of the plan.
- 1.2. This report gives an update on the Argyll and Bute Community Planning Communications Plan and presents an action plan to take the work forward.

**2. Summary**

- 2.1. This report presents the proposed Action Plan to improve CPP communication in 2010/11. The Action Plan has been produced as a result of consultation with CPP partners on the 30<sup>th</sup> of June.
- 2.2. The plan outlines a number of actions that will be key to improving our performance. Better information flow throughout and across the community planning framework increases awareness and understanding of community planning and enables communities to engage and participate.
- 2.3. The completed action plan showing lead partners, timescales, risk, etc will be developed by the proposed short life working group and presented at the December 15<sup>th</sup> Management Committee meeting.

**3. Aims and Objectives of Communications Plan**

- 3.1. Communication must be meaningful and appropriate. Each community planning partner must understand their role, how to communicate with their partners and with the wider community. Information must be accessible, in an appropriate mediums and using appropriate methods. Communication channels must allow information to flow through and across all levels of the Community Planning Partnership. As well as the need for information to be relevant and in Plain English, consideration must be given to the needs of people with disabilities and those from minority ethnic communities.
- 3.2. The aims and objectives of this Communication Plan are as follows:

**Aims**

- To help the right information get to the right people in the right format at the right time and to ensure that communication is two way.
- To make sure people and communities are genuinely engaged in the decisions made on services that affect them
- To ensure a commitment from partners to work together in providing better services

**Objectives**

- To agree to improve communication across and between partners
- To improve access to information
- To provide clarity about responsibility for the management and delivery of communications
- To develop a consistent approach to communication that supports the strategic aims and objectives of all the community planning partners

**4. Recommendations**

The Management Committee is asked to:

- 4.1.** Approve the draft Action Plan for improving community planning communication
- 4.2.** Nominate appropriate staff and/or other resources to form a short life working group to progress the CPP Communications priorities and Action Plan

For further information contact:	Eileen Wilson Community Planning Manager Eileen.wilson@argyll-bute.gov.uk
Telephone	01436 658726

### Argyll and Bute CPP - Communication Priority Areas

In appreciation that communications is a very broad subject and to acknowledge that resources are limited several key communication activities have been identified as priorities. They are:

<b>1. Community engagement/public involvement</b>		
Aim	Objective	Success measures
-To develop and maintain links with all community planning partners and their communities of interest to ensure they can inform and direct the way we conduct our business and provide services.	<p>-To have people at the centre of services, involved in the thinking behind them, influencing priorities, planning and monitoring service delivery.</p> <p>-To ensure that all community planning partners and their communities of interest have opportunities to engage where, when and how they want.</p> <p>-To commit to engaging with our community planning partners whenever there is added value to be gained in partnership working.</p> <p>-To provide a range of opportunities for our staff to contribute to our work.</p> <p>-To develop our research and intelligence function to ensure that our thinking is up to date and has a direct link to our stakeholders.</p>	<p>-Monitor how compliance with the National Standards for Community Engagement.</p> <p>-Undertake regular reviews of staff attitudes and also use other feedback mechanisms.</p> <p>-Set and monitor standards for community planning activity.</p> <p>-We will conduct our consultations using the principles outlined in the ***** guidelines:</p> <p>-We will work towards sharing research and intelligence resources and the outcomes of consultations</p>
<b>2. E-communication</b>		
Aim	Objective	Success measures
-To continually develop and update the opportunities offered by electronic communication to benefit the community planning partners and their communities of interest.	<p>-To develop an interactive portal website (CPP and/or ABC) where the community planning partners and their communities of interest can access up to date information and engage online with their area of interest.</p> <p>A website that will:</p> <p>- Give an overview of how Community Planning is currently operating in Argyll and Bute</p>	<i>Action plan, targets and monitoring to be developed</i>

	<ul style="list-style-type: none"> <li>-Store key documents</li> <li>-Seek views and feedback on projects</li> <li>-Evaluate and use a range of electronic tools and techniques to communicate, interact and transact with community planning partners and their communities of interest according to their expressed needs. Examples include e-mail and SMS.</li> <li>-Support the development of e-communication by providing appropriate training.</li> </ul>	
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**3. Public information, media management and marketing**

Aim	Objective	Success measures
<ul style="list-style-type: none"> <li>-To promote understanding and support for Community Planning and for the policies, and actions of the community planning partners.</li> <li>-To provide clear and accessible public information in response to media queries.</li> <li>-To value the media as an important means of communicating information to the public and to be open, honest and proactive in all our dealings with them.</li> <li>-To raise awareness and take up of services provided by the community planning partners.</li> <li>-To raise awareness and increase understanding of the policies, services and actions of the</li> </ul>	<ul style="list-style-type: none"> <li>-To actively inform and engage with the public about the decisions, actions, policies and services provided by the community planning partners.</li> <li>-To develop a range of ways of communicating to ensure that necessary information is available when needed.</li> <li>-To forge strong professional links with all local media outlets and relevant national contacts.</li> <li>-To respect the right of the media to represent all views on any issue relating to our business.</li> <li>-To respond and develop strategies for negative media coverage</li> <li>-To provide information in plain language that is clearly branded and appropriate for its target audience.</li> <li>-To develop branding for the community planning partnership that is consistent and supports strategic aims.</li> <li>-To improve understanding of the role and activities of each partner and their contribution to the partnership.</li> <li>-To generate and analyse feedback</li> </ul>	<ul style="list-style-type: none"> <li>-Survey all local media outlets and a relevant selection of national contacts annually on performance. Use questions that have been developed by a national benchmarking group so performance with others can be compared.</li> <li>-Randomly sample communications from the partners for plain English on an annual basis.</li> <li>-Ask the public to give feedback on public communications. Use that information to establish a satisfaction rating and to make improvements.</li> <li>-Monitor the satisfaction rating regularly and take action if it is not improving</li> </ul>

<p>partnership -To ensure that the image and the core values of the community planning partners are supported by the consistent use of the community planning identity on all relevant communications channels.</p>		
<b>4. Equal access</b>		
Aim	Objective	Success measures
<p>-To ensure that everyone is able to access information about the community planning partnership when, where and how they need it.</p>	<p>-The partners are committed to achieving equality of access to information. They will work to guidelines on accessibility issues designed, as a minimum, to meet the legal requirements of equality, disability, Freedom of Information, Data Protection and other relevant legislation. -All electronic channels will conform to the industry access standards i.e. Web Accessibility Guidelines W3C's (Bobby approved)</p>	<p>-Monitor requests for special services and the take up of the Interpretation Service. -Monitor the user-friendliness of services though consultation with special interest groups e.g. Disability Access Forums, Youth Focus, Equality and Diversity Sub Group and Elderly Forums</p>
<b>5. Internal communication</b>		
Aim	Objective	Success measures
<p>-To maintain and develop a strong two way flow of information within and between the community planning partners and their staff and communities of interest that supports and encourages teamwork, trust and empowerment.</p>	<p>-To inform all relevant staff, Members and Board Members of community planning issues and events that affect their organisations at the earliest opportunity. -To involve stakeholders in the development of policies, practices and procedures that are intended to keep them informed and provide two way communications about community planning.</p>	<p>-Survey stakeholders on a regular basis to find out if communications aims are being achieved. Use the results to amend action plans.</p>
<b>6. Training</b>		

Aim	Objective	Success measures
-The provision of appropriate training to support these key communication activities.	-Support the development of key activities by providing appropriate training.	-Work to identify communication training needs, set targets and measure if they are achieved. Use evaluation processes to measure if needs are being met.

## ARGYLL AND BUTE CPP - COMMUNICATION ACTION PLAN 2010/11

	ACTION	RESPONSIBILITY / LEAD	TIMESCALE	PERFORMANCE INDICATORS	RISK
1	<b>Community engagement/public involvement</b>				
	1.1 Ensure feedback on local consultation events 1.2 Meetings and papers open to public				
2	<b>E Communications - Website</b>				
	2.1 Redesign argyllandbutecpp.net and re-launch 2.2 Maintenance and updating of community planning website (Central, Thematic and Local)				
	<b>E Communications – Electronic Newsletter</b>				
	2.3 Develop proposal (resources, frequency, format, distribution, etc) 2.4 Production				
3	<b>Public information, media management and marketing</b>				
	3.1 CPP Logo on all publications 3.2 Develop guidelines for using CPP branding 3.3 Adopt Plain English guidelines 3.4 CPP presence at events (national and local) 3.5 Develop guidelines for news management 3.6 develop programme for regular press releases and features promoting awareness of community planning				

<b>4</b>	<b>Equal Access</b>				
	4.1 Web site fully accessible 4.2 All CPP meetings take place in accessible venues 4.3 All information is available on request in other formats				
<b>5</b>	<b>Internal Communications</b>				
	5.1 Develop CPP Communications Protocol 5.2 Map all existing internal communication channels in partner organisations to raise awareness of community planning issues with employees, Elected Members and others. 5.3 Develop programme for agreed number of annual communications (i.e. three per year)				
<b>6</b>	<b>Training</b>				
	6.1 Deliver multi-agency training on writing for the web 6.2 Deliver Plain English Training			Crystal marked?	

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 8<sup>th</sup> September 2010**



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**Title: Update Report on Economy Thematic Group**

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**1. SUMMARY**

**1.1** This report summarises progress which the Economy Thematic Group has made in regard to developing and implementing actions in the Community Plan, and in developing a scorecard and work programme.

**2. RECOMMENDATIONS**

**2.1** That the Management Committee note the progress which the Economy Thematic Group has made in progressing outcomes from the agreed action plan and scorecard for the group.

**3. BACKGROUND**

- 3.1** The Economy Thematic Group meets quarterly and is progressing in delivering the outcomes and actions relating to the Economy of Argyll and Bute contained in the Community Plan.
- 3.2** The agreed Scorecard now forms the basis of the scrutiny and performance monitoring work which the group undertakes under their Terms of Reference. Group members continue to express ongoing concerns about the relevance of the Scorecard in light of continuing difficulties in allowing partners to input information onto the Pyramid system, with frustration being expressed by both Elected Members and strategic partners about the lack of partner performance data which the Scorecard contains. It was noted that work is continuing to address these issues, and the group agreed that the process of monitoring progress is of secondary importance to taking the work of the group forward.
- 3.3** Partner updates in relation to actions in the Community Plan gave the group detailed information about progress, noting in particular success with partners signing up for the Food From Argyll initiative, Business Gateway roadshows, and the very recent announcement about HIE board approval for the budget for the Argyll Marine Science Initiative at Dunstaffnage.
- 3.4** The group considered issues relating to Principles of Representation within Community Planning, and also a draft Partnership Agreement for the group. It was agreed that partners would feedback comment on these items to the Community Planning Manager, and that finalised documents would be submitted to the November meeting of the group for adoption. This

will help clarify and simplify procedural items relating to the group's work, and will be important in the development of the group into an effective partnership working forum.

- 3.5** In terms of performance monitoring, the group has agreed that the thematic group scorecard will be considered at each group meeting, and in addition, there will be a standing item on update of progress of Community Plan actions, and verbal input from attending partners, and associated strategic partners, on the work which they are carrying out in helping to deliver the key Economy actions of the Community Plan.
- 3.6** The group agreed that the focus of the next meeting due to be held in November will be on marketing of Argyll and Bute, specifically in relation to the Argyll and The Isles Brand, and Destination Management Organisations.

#### **4. CONCLUSION**

- 4.1** The Economy Thematic Group have made good progress in taking forward the development of thematic actions within the Community Plan and have a clear process in place to ensure effective implementation and monitoring of same.

For further information contact: Shirley MacLeod, Area Manager,  
Customer Services

Telephone 01369 707130

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 8<sup>th</sup> September 2010**



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**Title: Update Report on Environment Thematic Group**

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**1. SUMMARY**

**1.1** This report summarises progress which the Environment Thematic Group has made in regard to developing and implementing actions in the Community Plan, and in developing a scorecard and work programme.

**2. RECOMMENDATIONS**

**2.1** That the Management Committee note the progress which the Environment Thematic Group has made in progressing outcomes from the agreed action plan and scorecard for the group.

**3. BACKGROUND**

- 3.1** The Environment Thematic Group meets quarterly and is progressing in delivering the outcomes and actions relating to the Environment of Argyll and Bute contained in the Community Plan.
- 3.2** The developing Scorecard now forms the basis of the scrutiny and performance monitoring work which the group undertakes under their Terms of Reference. At the most recent meeting of the group there was extensive discussion on how information could be meaningfully recorded within Pyramid, and about partner access to Pyramid for the purpose of updating the Scorecard. The group agreed to devote a significant amount of time at their next scheduled meeting to consider and refine targets within the Scorecard, including consideration of related strategies which may contain outcomes more appropriate for inclusion within the Scorecard. The group also agreed to consider at the next meeting what partnerships the group would like to seek information from in related to highlighted/exception reports.
- 3.3** The meeting considered a draft Partnership Agreement for the group and endorsed it, with agreement that it will be reviewed on an annual basis. This agreement will be important in the development of the group into an effective partnership working forum.
- 3.4** The group had an informative presentation on the Green Gym scheme, noting that such schemes have been taken forward in both Helensburgh and Dunoon. The Project Manger informed the Group that a submission had been made for LEADER funding, which if successful would allow an additional 50 Green Gym

sessions to be run.

- 3.5** The group discussed the Offshore Wind Consultation paper by Marine Scotland, noting that a draft consultation response would be considered by the Council's Executive in September, and that this would be circulated to the Environment Thematic Group.

#### **4. CONCLUSION**

- 4.1** The Environment Thematic Group have made progress in taking forward the development of thematic actions within the Community Plan and are now developing an effective system of monitoring implementation and monitoring of same by way of a Pyramid Scorecard.

For further information contact: Shirley MacLeod, Area Manager,  
Customer Services

Telephone 01369 707130

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 8<sup>th</sup> September 2010**

argyll and bute  
**communityplanningpartnership**



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**Title: Update Report on Bute and Cowal Local Community Planning  
Group**

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**1. SUMMARY**

- 1.1** This report summarises progress which the Bute and Cowal Local Community Planning Group has made in progressing the development of an action plan and the effective scrutiny of delivery of outcomes.

**2. RECOMMENDATIONS**

- 2.1** That the Management Committee note the progress which the Bute and Cowal Local Community Planning Group has made in developing the group as an effective partnership group which is focussed on delivering agreed outcomes for the Bute and Cowal area.

**3. BACKGROUND**

- 3.1** Previous reports to the Management Committee have noted that the Bute and Cowal LACPG has established a regular meeting cycle, and that meetings are being attended by most core partners, and by Community Councils and community groups. Most core partners are now attending on a regular basis, and the Third Sector Partnership is effectively represented at the group.
- 3.2** Outcomes from the first Community Seminar held in March have been progressed, and incorporated where possible into the Area Community Plan, which was adopted by the group at their meeting on 13<sup>th</sup> May 2010. Where issues have not been able to be built into the plan these will remain on the agenda for the next seminar, in order that participants can be offered explanation for their omission.
- 3.3** A Performance Scorecard is now being developed to enable effective scrutiny of progress in delivery of outcomes to be undertaken by the LACPG. Reporting on progress will take place at all future meetings of the LACPG, and will be made to future Community Seminars. The draft Scorecard currently comprises outcomes from the agreed Area Community Plan, and at the

meeting of the group held on 26<sup>th</sup> August consideration was given as to which Key Performance Indicators should be incorporated into the developing scorecard, with partners around the table agreeing to consider this for further discussion at the next meeting. It is therefore anticipated that the Scorecard will be significantly developed over the next few meeting cycles.

- 3.4** At the August meeting a draft Partnership Agreement for the group was considered, which outlines key aims and responsibilities for partners; after discussion of this item it was agreed that comment would be fed back to the Community Planning Manager for inclusion in the draft document, and that the finalised Agreement would be submitted to the November meeting for adoption.
- 3.5** The group also considered items relating to their role in progressing effective community engagement within Bute and Cowal, and agreed to adopt the suggested Consultation Diary as one method of taking forward this work.
- 3.7** A number of informative presentations were made to the group, including the partnership project being taken forward at Benmore Gardens, and the consultation which is currently taking place on Adult Learning Disability Services. The group noted these items with interest, and agreed that the Local Community Planning Group is a key mechanism for consultation and engagement on such topics.
- 3.8** The group considered a report outlining the potential for young people to be more involved in local community planning, and agreed that this work should be progressed. Bute and Cowal Local Community Planning Group will therefore pilot a process for young people to entirely plan, lead and facilitate one of its meetings, which will be the meeting scheduled to take place in January 2012. The Council's Youth Services Manager will be the lead officer in this, and the process will be evaluated with a view to having such a meeting on an annual basis, and in each of the LACPG areas.
- 3.9** A significant part of the meeting held on 26<sup>th</sup> August was devoted to a presentation and consultation on the Council's current financial position and how the budget deficit can be dealt with. Input from the Council's Strategic Management Team progressed into a facilitated workshop in which partners were asked to identify key services in the budget which could be reduced, and those which must be protected or indeed enhanced. The workshop outcomes will be fed back into the Council's budget setting process. This item generated a large amount of interest and opinion, and the general

feeling was that while it was very worthwhile, not enough time had been available for the amount of discussion required. As a result, the group have agreed that a large part of the forthcoming Community Seminar, due to be held in Rothesay on Saturday 23<sup>rd</sup> October 2010, should be dedicated to consideration of the Council's budget situation. This item will be progressed as part of the work of the partnership group which is planning the seminar, and will be replicated across all LACPG's as they take forward their seminar plans.

The group also noted information proved by core partners in terms of budget difficulties within partner organisations, and noted that similar processes are likely to be taken forward by key partners over the coming months.

#### **4. CONCLUSION**

- 4.1** The Bute and Cowal Local Community Planning Group have made good progress in establishing membership of the group, and agreeing an Area Action Plan. The performance Scorecard for the group is at an early stage of development, but will progress over the next few meeting cycles. The group are progressing their key community engagement role, and look forward to piloting different community engagement methods over the coming months. The second Community Seminar will take place on 23<sup>rd</sup> October 2010, and will include feedback from the previous event, consideration of the agreed plan and Scorecard, and will provide an effective engagement method for consideration of the Council's budget situation.

For further information contact: Shirley MacLeod, Area Manager,  
Customer Services

Telephone 01369 707130

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**ARGYLL AND BUTE COUNCIL      DEMONSTRATION PROJECT BOARD**  
Development and Infrastructure

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**8<sup>th</sup> September 2010**

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**RATIONALISATION OF ARGYLL AND BUTE COUNCIL AND THIRD  
SECTOR MEETINGS - UPDATE**

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**1. SUMMARY**

- 1.1** This report updates the CPP management committee to the proposed rationalising of certain meetings between the Council and Third Sector. This rationalisation aims to bring together similar items of business on a regular basis to allow for pre-emptive discussions on items of interest to both Third Sector, Council and CPP partners, and to minimise officers and individuals time commitment and resource expenditure.

It fits with the agreed findings and recommendations of the *Harnessing the Potential of the Third Sector to Help Achieve Council Objectives Demonstration Project* (Demonstration Project) to bring together Council work with the Third Sector.

It also fits with the Council's commitment to improvement and is a stated objective of the Council's Public Sector Improvement Framework.

**2. RECOMMENDATIONS**

- 2.1** That the management committee note progress made.
- 2.2** That the management committee agree to the Funding Hub being absorbed into the proposed structure.

**3. DETAIL**

- 3.1** There have been a raft of changes in the political arena. This has led to new developments within the Council's work with the Third Sector and subsequently affected the following partnerships or groupings;

- Argyll and Bute Social Economy Partnership (ABSEP)
- Argyll and Bute Community Planning Partnership Funding Hub (Funding Hub)
- Demonstration Project

**3.2 ABSEP**

At the ABSEP meeting of 17<sup>th</sup> August 2010 the membership agreed that there no longer needed to be a separate social enterprise partnership. The ABSEP was funded directly by Scottish Government but funds are now managed by the Argyll and Bute Third Sector Partnership by the Third Sector Interface. The role of the ABSEP was to provide an overall strategy for developing social enterprises and to allocate and monitor funding for these

activities. There remains a need to ensure that the benefits of having both those who procure services and those whom deliver them, being able to learn and develop together. This role will be taken up the proposed new structure.

### **3.3 Funding Hub**

Some of the activities of the Funding Hub are being taken forward by other agencies such as;

- The Third Sector Partnership which co-ordinates support and advice across the Third Sector support agencies
- The recent ABSEN Dragon's Den which brings together funders and support agencies
- ABSEN area network meetings where shared training and learning takes place.

There still remains a need for shared learning between agencies involved in both capacity building and funding but it is proposed that this need can be met by the proposed new structure.

### **3.4 Demonstration Project**

The Demonstration Project has completed its first phase of work and the Council has begun implementing the action plan. This work will be monitored within the Council through the performance management framework.

Integral to the successful implementation of the Demonstration Project action plan is a better way of working between agencies regarding the Third Sector agenda.

### **3.5 Fairer Argyll and Bute Partnership (The Partnership)**

The Partnership focuses on addressing poverty, deprivation and health inequalities. It is being reviewed and is considering its future. As part of this some elements of its remit may fall under the proposed new structure.

**3.6** Given the changing remit of the groups as described above, and to make better use of resources, it is proposed that one meeting day should be adopted. A programme of meetings should be set for each year in order to plan resources and to enable a proactive discussion.

**3.7** This report is to inform CPP partners of the progress made and when the new structure is agreed we will report back to the management committee.

## **4 CONCLUSION**

**4.1** There is some overlap between the membership and remits of the groups described and these warrant a programme of joint meeting days. In setting these up we must ensure that the scope and remit of the group fits with desired outcomes and has clear lines of accountability and reporting. These developments fit with PSIF requirements and the outcomes of the Demonstration Project.

For further information contact: Arlene Cullum or Margaret Fyfe

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## Third Sector Partnership – Argyll and Bute. Single Delivery Framework - Overview

### Purpose:

- Infrastructure support to front-line organisations is of good quality, appropriate and timely and available and accessible to all, regardless of geography and rurality factors.
- Support to volunteers and volunteering development across Argyll and Bute including support, information and related advice to volunteer involving organisations is achieved through range of initiatives, training and recognition measures which encompass partnership working.
- Social Enterprises across Argyll and Bute are supported, informed and connected through an effective and engaged Social Enterprise Network
- A conduit for effective two-way communication to disseminate information and to consult and engage with the Third Sector is maintained and strengthened through Third Sector Partnership organisations.
- Effective and authorised representation of the sector on multi-agency groups, influencing local and regional policy development and linking with the Community Planning Partnership for Argyll and Bute endorses and strengthens the relationship with Community Planning Partnership and allied networks.

Objective	Outcomes
1. The Partnership will support and enable a vibrant and strong third sector in Argyll and Bute, actively engaged in Community Planning, by providing the mechanisms for a more coordinated and through which the voice of the sector can be heard regardless of size, thematic scope or geography.	<ul style="list-style-type: none"> <li>a. Third sector fora linked to Local Area Community Planning Groups and to strategic level eg CPP, CHP are extended to minimum of 7 area fora and TSP works to increase level of involvement at local fora.</li> <li>b. Website argyllcommunities.org carries updates and information relevant to all 3<sup>rd</sup> sector organisations and communities.</li> <li>c. News and information is circulated in appropriate and timely manner to keep the sector fully informed</li> <li>d. TSP core partners will share development plans and work to co-ordinate activities across Argyll and Bute</li> <li>e. The TSP commits to representing the wider sector at strategic and local level in a manner which is clear, transparent and open.</li> <li>f. The TSP is a signatory to the Principles of Representation agreed between all CPP partners</li> </ul>
2. The Third Sector Partnership will adhere to monitoring requirements of funders and stakeholders eg Scottish Government and CPP, and where necessary develop internal monitoring mechanisms to ensure quality management systems and effectively manage risk.	<ul style="list-style-type: none"> <li>a. TSP will report to CPP in accord with the Pyramid scorecard and participate in the Managing Intelligence data system as required by Scottish Government. Additional reporting to Scottish Government, once confirmed by SG will be adhered to by all partners.</li> <li>b. Additionally, where there is clear need and to evidence impact, TSP will monitor its own effectiveness and highlight risk and exception areas.</li> </ul>
3. The Partnership will work to upskill and empower and enable communities and, through the wider sector, give all communities the opportunity to influence	<ul style="list-style-type: none"> <li>a. TSP will demonstrate its ability to involve communities and to ensure that their voices are heard.</li> <li>b. An increase in capacity building which directly impacts on an organisation's sustainability.</li> </ul>

decisions which affect their lives.	
4. The Partnership will provide continued quality services to enable and support volunteers and volunteering development within our communities	<ul style="list-style-type: none"> <li>a. Opportunities to showcase the contribution of volunteering will be sought through range of media and event participation.</li> <li>b. Commitment to involve volunteers in all aspects of work and recognise the 2 way benefits to volunteers and to organisations</li> <li>c. Volunteers are valued and respected in Argyll and Bute</li> <li>d. Active steps are taken to increase the number of volunteers and the range of available opportunities.</li> </ul>
5. The Partnership will inform, advise and support volunteer involving organisations and their volunteers, adding value to the social economy within Argyll and Bute and enabling organisations to measure their social impact..	<ul style="list-style-type: none"> <li>a. Volunteer involving organisations have their training needs supported by range of training and support mechanisms</li> <li>b. Training and support provision is based on assessed need and new legislation and regulations which impact on voluntary and community organisations.</li> <li>c. Extent and social value and impact of volunteering is monitored, recorded and information made available.</li> <li>d. Guidance and resources are available which support the development and activity of volunteering.</li> </ul>
6. The Partnership will make support, training and advice available to all voluntary and community sector organisations across Argyll and Bute.	<ul style="list-style-type: none"> <li>a. AVA to achieve accreditation for 75% of its courses and workshops over 12 month period.</li> <li>b. Training needs analysis will be carried out by each CVS at minimum on annual basis.</li> <li>c. Enquiries are dealt with in reasonable timeframe appropriate to the capacity of infrastructure organisations</li> <li>d. Communities across our rural and island areas have equality of opportunity to access support provision.</li> </ul>
7. The Partnership will work to ensure that support is coordinated with the Council, stakeholders, partners and other providers, based on need, delivered in a timely manner and to a recognised quality standard.	<ul style="list-style-type: none"> <li>a. Actions will be taken to avoid duplication and to support best value across public and third sectors in delivery of services.</li> <li>b. All core partners of TSP achieve EFQM C2E by March 2011 and uphold standards underpinned by the quality mark.</li> <li>c. Resources will be utilised in line with best value principles and in consistent manner.</li> </ul>
8. Social enterprise organisations are well informed, and enabled to network at local and national level	<ul style="list-style-type: none"> <li>a. Existing and emerging social enterprises will be encouraged to participate in the 7 x Third Sector Fora as well as 4 regional ABSEN meetings per annum.</li> <li>b. A newsletter will be produced (average 2 per month) to inform social enterprises about current regional and national initiatives and to share good practice.</li> <li>c. Social enterprise specific information will be disseminated by both the ABSEN and argyllcommunities.org websites.</li> <li>d. An annual conference will be held to celebrate and share good practice and to raise the</li> </ul>

	profile of successful social enterprises.
<p>9. Social enterprise organisations are supported and offered training and advice to enable a growing and thriving social enterprise sector in Argyll and Bute.</p>	<ul style="list-style-type: none"> <li>a. An annual audit of social enterprises will be completed, including an identification of training needs. Relevant courses will be subsequently sourced, delivered by TSP partners or external providers. Specialist raining opportunities outwith Argyll &amp; bute will also be promoted.</li> <li>b. A system of signposting and/or peer support will continue to be provided to social enterprises, through close working with TSP Core Partners and in partnership with other agencies (e.g. HISEZ., HIE, Firstport, DTAS etc)</li> <li>c. Working in partnership with the Carnegie Foundation UK, HIE and Argyll &amp; Bute Council good practice from outwith the region will be promoted and new social enterprises encouraged and developed to address service provision in rural areas.</li> <li>d. Public procurement opportunities will be promoted.</li> <li>e. Support will be given to primary and secondary schools wishing to incorporate social enterprise into their curriculum.</li> </ul>

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**Argyll and Bute Community Planning  
Partnership****Management Committee  
8 September 2010**argyll and bute  
**communityplanning**partnership

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**Citizens' Panel refresh: update**

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At the Management Committee meeting of 16 June 2010 it was agreed that a refreshment of the Citizens' Panel membership be undertaken. This refreshment is currently underway.

The focus of the refreshment has been on the removal of panellists who have not responded to recent surveys and the recruitment of new members to take their place.

Letters to those being removed from the Panel have been issued alongside recruitment questionnaires to potential new members.

Hexagon Research and Consulting foresee the refreshment being completed by the end of September and will produce a report on the recruitment exercise and the characteristics of the new panel at that time.

Anyone who is being removed from the panel will be sent details of how to get involved with community planning through local structures.

**Jane Fowler**  
**Head of Improvement and HR, Argyll and Bute Council**

For further information contact: Chris Carr  
Research and Information Officer, Argyll  
and Bute Council  
Telephone 01546 604260

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**Argyll and Bute Community Planning Partnership****Management Committee**  
**Date: 8 September 2010**argyll and bute  
**communityplanning**partnership

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**Title: REAP – sub group update**

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**1. SUMMARY**

- 1.1 The Renewable Energy Action Plan (REAP), which was approved by the CPP on the 16 June, was developed from a key action in the Argyll and Bute Community Plan 2009-2013 in order to facilitate a co-ordinated partnership approach to renewable development in Argyll and Bute. In light of the implications on public sector resources from the onshore requirement from off shore wind and marine renewables the management committee recommended the establishment of a sub-group to look specifically at these implications.
- 1.2 The group met on the 20 July and discussions centred around the links with REAP, responsibilities of partners, infrastructure issues, communications and the potential impact on existing service provision and resources.
- 1.3 We have the opportunity to work in a proactive manner with the key developers to ensure that we are in a position to influence the outcome.

**2. RECOMMENDATIONS**

- 2.1 That the Management Committee agree to the planning and delivery of a CPP consultation event with the off shore wind developers and marine consenting authority, Marine Scotland, to take place on the 10 February 2011 following the CPP full partnership meeting.
- 2.2 In advance of the meeting on the 10 February 2011 the Management Committee consent to the sub group approaching the CPP thematic groups and Local Area Community Planning Groups requesting that they give consideration to the questions that should be asked and issues that should be raised at the consultation event.

**3. BACKGROUND**

- 3.1 As partners will be aware there are significant renewable development proposals coming forward in our area. Argyll and

Bute has three proposed off shore windfarm sites, the Argyll Array, off Tiree, being the largest consisting of anywhere between 300 and 500 turbines and having a capacity to generate enough power for 1,000,000 households (1.8GW). These developments can only be described as transformational projects given their scale and potential impact on our communities. In addition the recent Scottish Government Saltire Prize Scoping study proposed a number of wave and tidal sites within Argyll and Bute which may well form part of a future Scottish commercial wave and tidal leasing round by the Crown Estate. Scottish Power Renewables are also proposing a 10MW tidal device in the Sound of Islay with an application due to be submitted to Marine Scotland in the near future. If consent is given for this later this year and further testing in Orkney is successful in 2011 then the ten tidal turbines would be manufactured in 2012 and installed in 2013. This is likely to be a world-leading development and would help to put Islay and Argyll at the centre of the marine renewables industry.

- 3.2** There could well be implications on public sector resources from the on shore requirements associated with these off shore wind and marine renewable developments however we are still at an early stage in the development of these projects, with construction not anticipated to start until 2015 at the earliest. There is therefore still an opportunity to proactively engage with the developers and to discuss the implications and influence the outcome. It was for this reason that the sub group was established.

#### **4. CONCLUSION**

- 4.1** The Renewable Energy sector has the potential to fundamentally and positively transform the economy and communities of Argyll and Bute. The scale of the off shore developments as well as potential future wave and tidal developments that are being considered for Argyll and Bute are significant and could be described as transformational projects in their own right. However, it is critical that the CPP partners work with the developers and key stakeholders at a local and national level to ensure that these developments happen in a sustainable and co-ordinated manner, that we are all fully aware of the implications, including public sector resource implications, and requirements and the optimal benefits for our communities are secured. In order to achieve this outcome there is a need to proactively engage with the developers to ensure that we minimise the impact on our limited resources but maximise the benefit to our communities..

For further information contact: Audrey Martin, Argyll and Bute Council  
Eileen Wilson , Community Planning  
Manager

Telephone 01546 604180

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**Argyll and Bute Community Planning  
Partnership**

**CPP Management Committee  
Wednesday 8<sup>th</sup> September 2010**

argyll and bute  
**communityplanning**partnership



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**Youth Focus Update**

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**1. Summary**

- 1.1** This report summarises the progress of the Youth Focus initiative to date. It also outlines key actions to develop structures that will encourage the involvement of young people in community planning and other democratic and citizenship activities.

**2. Recommendations**

- 2.1** That the Community Planning Management Group notes the current position regarding Youth Focus and the Youth Service proposals to further develop youth participation activities.

**3. Background**

- 3.1** Youth Focus was established in 2008 to facilitate the involvement of young people (14 to 25) in youth participation activities and in particular community planning. Youth Focus is a “brand name” and image developed by young people to represent youth participation activities.

- 3.2** Youth Focus meetings were set up to correspond with the full Community Planning Partnership. This involved holding meetings four times a year, usually two weeks prior to the full partnership, with young people from across Argyll and Bute. The meetings enabled participants to become familiar with and develop a consensus view on key agenda items by taking part in discussions and workshops. The meeting is chaired by young people and is kept as interactive as possible. At the end of each meeting, two reps are chosen by their peers to attend the full partnership and represent the views of the group. They subsequently feed back through the Young Scot website, Youth Forums, youth groups and at the next Youth Focus meeting.

- 3.3** Since its first meeting; Youth Focus has covered topics such as equal opportunities, community engagement and an introduction to Community Planning. Eight young people have been supported to attend the full partnership meetings as representatives of Youth Focus.

- 3.4 Young people taking part were supported by the Young Scot/Dialogue Youth Worker and area based CLD Youth Work staff. The recent Best Value Review of Community Learning and Development instigated a restructuring of CLD with significant changes to structures and service delivery. A move away from area based teams to authority wide functional teams has resulted in the formation of a Youth Services Team. Another noteworthy change has been the transfer of the Young Scot/Dialogue Youth Worker into the Youth Services team.
- 3.5 During this transition period it has not been possible to support Youth Focus activities.

#### 4. Moving Forward.

- 4.1 As is the case with all of Argyll and Bute community planning structures, a successful Youth Focus group depends on an active and vibrant local scene. The establishment of the Youth Services team will enable us to provide consistent and more effective support to the existing network of area based youth forums, which will in turn link young people into Youth Focus
- 4.2 The integration of the Young Scot/Dialogue Youth worker into the Youth Services team will allow for improved “joined up working” on projects such as Youth Focus. We are currently reviewing Youth Focus with a view to restarting the CPP meetings at the earliest opportunity.
- 4.3 Bute and Cowal Local Area Planning group are considering the option of having one of their meetings designated a Youth Focus meeting with the agenda given over to local young people and youth work organisations. This will enable them to highlight local issues, best practice and other relevant youth matters with LACPG members. If agreed, this model will be piloted in November 2010.

#### 5. Conclusion

- 4.1 Young People are under represented in most stages of the Community Planning process. This is not a criticism but rather a reflection of how the process is implemented – formal meetings, jargon, agendas which may appear irrelevant to young people, daytime meetings when they are at school/college/work etc.
- 4.2 Young people should be considered valuable members of our communities, both in terms of the roles they currently fulfil and the potential they have to shape the future –

*“Organising public services around the needs and aspirations of service users and citizens is fundamental in our approach to*



*reforming public services. Children and young people are an important and challenging group in this. Involving them now is an investment in the future of our public services, ensuring that they are responsive to our changing needs in coming years, but also an investment in citizenship for Scotland.”*

***Engaging Young People in Community Planning 2006***

- 4.2** One of the Youth Service’s six main outcomes is that “young people are involved in democratic, civic and voluntary activities” - links with community planning are an important part of this process.
- 4.3** Young people in Argyll and Bute can potentially become involved in democratic structures build capacity and voice their opinions on several levels:-
- Area based Youth Forums
  - Argyll and Bute Youth Forum
  - Scottish Youth Parliament
  - Youth Focus – CPP meeting
  - Youth Focus – LACPG meeting

These opportunities present a robust and progressive structure for young people with clear links to community planning.

For further information contact:

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Argyll and Bute Council

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01369 708542



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**PROPOSED CONFERENCE DATES 2010**

**LOCAL DATES AGREED**

BUTE AND COWAL	23 OCTOBER 2010
MID ARGYLL, KINTYRE AND ISLANDS	30 OCTOBER 2010
OBAN, LORN AND THE ISLES	6 NOVEMBER 2010
HELENSBURGH AND LOMOND	13 NOVEMBER 2010

**COMMUNITY PLANNING PARTNERSHIP – PROPOSED DATE**

9/10 DECEMBER 2010

VENUE – TO BE DECIDED

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