

**COMMUNITY PLANNING MANAGEMENT COMMITTEE MEETING**

**MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2004**

**1. Welcome/Apologies**

**Present**

Andrew Campbell (Chair), Scottish Natural Heritage  
James McLellan, Argyll and Bute Council  
Patricia Keenan, Argyll and Bute Council (SIP Partnership)  
Donald MacVicar, Argyll and Bute Council  
Dougie Dunlop, Argyll and Bute Council  
Carl Olivarius, Argyll and Bute Council  
Sue Nash, Argyll CVS  
Raymond Park, Strathclyde Police  
Neil Wallace, Strathclyde Police  
Josephine Stojack, NHS Argyll and Clyde  
Douglas Trigg, Association of Community Councils  
Alan Milstead, Argyll and the Islands Enterprise  
Lolita Lavery, Community Planning Manager  
David Dowie, Communities Scotland

**Apologies**

Lynn Smillie, Argyll and Bute Council

**2. Minutes of Previous Management Committee Meeting**

The minutes were accepted as an accurate record of the meeting held on 10 December 2003.

**3. Matters Arising**

**(a) Update on Training for Partnerships**

Lolita Lavery advised that training for both Partnerships and Council staff was going ahead as scheduled and would commence at the end of March or early April. The cost involved would be known once Lynn Smillie had made the necessary training arrangements with Professor Huxley of Strathclyde Business School.

**(b) Update on Argyll and the Isles Local Economic Strategy**

Alan Milstead updated the Committee on the progress of preparing the Local Economic Forum Strategy. The finalised Strategy was being considered by the Council's Strategic Policy Committee on 19 February 2004 and thereafter, if adopted, would be circulated to appropriate bodies.

**4. Community Regeneration Implementation Group**

**(a) Appointment of New Chair for Implementation Group**

James McLellan stated that Lynn Smillie had taken over as Chair of this Group following the departure of Alasdair Bovaird. It was generally felt that the Group had a limited time span but, if needed, could be resurrected at some point in the future. James added that although Lynn had returned to Corporate Services in her capacity of Area Corporate Services Manager, it was agreed that she would chair the last two or three meetings of the Group.

**(b) Notes of Previous Meeting**

The notes of the previous Community Regeneration Implementation Group meeting held on 19 January 2004 were briefly discussed. Lolita asked that it be noted that Argyll and Bute had been chosen as one of the 6 areas to pilot the Standards for Community Engagement.

### **(c) CPP Transitional Structure Proposals**

James pointed out that the diagram of the CPP transitional structure reflected the proposals as previously agreed. It was noted that although membership of the groups had not been looked at in detail, it was agreed that Area Committees be added to the structure diagram proposals (via a dotted line) and that Community Councils also be included into the elements of the CPP structure. It was further noted that throughout the structure document the words "Local Plan" should be substituted for "Local Priorities" to avoid confusion with the Council's Local Plan.

#### **Issues for Discussion**

Lolita sought clarification on the remit and representation of the various Committees and Groups associated with the CPP.

Community Assembly – No change to the Membership and after discussion it was noted that there should be a mid year review (which would determine the frequency of meetings) whatever decision was taken on the length of the planning cycle (3 or 4 years).

Community Planning Partnership – This should still be a core group with CPP Partners (at Chief Executive/Board member level) with the possibility of more integration by community representatives. It was agreed that there was a need to define "community representatives" and that the involvement of appropriate community reps would take time to evolve. It was, however, agreed that community representation should not only be confined to SIP members and that community reps represent Argyll and Bute wide issues to avoid parochialism.

Management Committee – James advised that communities should be engaged at levels 1 & 2 and although there should be some representation from level 2 Forums on the Management Committee, there was no need to involve every Chair of the level 2 Forums on the Management Committee. Discussion took place on the membership of level 2 Forums and it was agreed that this be referred to the Bute and Cowal Area Committee to discuss and take forward with the Pilot Scheme at 4(f) below.

### **(d) Future Role of Theme Groups**

*Health & Wellbeing* – John provided the background as to what issues the Group would be looking at in the future and the Committee agreed that the Group continue.

*Improving Opportunities for Learning, Employment & Skills Development* – Alan provided the background as to what issues the Group would be looking at in the future and the Committee agreed that the Group continue.

*Sustaining and Developing our Communities, Culture & Environment* – Dougie raised some concerns about the focus and membership of this group. The Committee agreed that the Group focus on more strategic policy frameworks such as the Local Plan, Housing Stock Transfer and Transport and that the membership be revisited. David Dowie indicated his willingness to join the Group.

Lolita mentioned that the Theme Groups should perhaps focus on more strategic Argyll and Bute wide issues and that local issues be dealt with at area level. In this way the action plans would be more focussed and this arrangement would also establish the necessary links between the strategic Theme Groups and local area based thematic issues. It was agreed that this should be explored in more detail through the pilot scheme.

### **(e) Time Frame for Implementing the Transitional Structure**

It was noted that this would be established once the pilot scheme was up and running.

### **(f) Implementation of Pilot Scheme**

David Dowie advised that the pilot scheme and staffing structure had been updated and approved by the Implementation Group subject to certain issues being resolved. He provided some background on the proposals to adopt a two tiered structure to develop and implement the scheme and advised that a bid had been submitted to Communities Scotland for grant funding for staff requirements. He mentioned that although external appointments should not be ruled out, it was felt that capacity should exist within partner organisations to enable secondments/transfers to fill the majority of posts. Sue Nash mentioned that the bid to Communities Scotland may have to be revised to reflect a more community based approach to better fit the criteria. The final date for submission was 5 March 2004. It was agreed that Sue should submit a revised bid to Communities Scotland. As it was not certain whether the bid to Communities Scotland would be successful, and as there were mixed feelings regarding the appointment of a new co-ordinator, it was agreed that the Pilot Scheme proposals be

referred to the Council's Bute & Cowal Area Chair in liaison with the Strategic Director for Bute & Cowal to discuss the finer details of the Pilot in collaboration with the Community Regeneration Implementation Group.

**(g) Preparing a 'Statement of Readiness' to Integrate Argyll and Bute SIP into the Community Planning Framework**

Patricia spoke to the report on the Integration of SIP into the Community Planning Framework and advised that the Statement of Readiness had to be agreed by June 2004 for implementation in 2005. The Committee approved the report on the basis as submitted and noted that the Implementation Group would discuss and agree the readiness statement and thereafter put forward its recommendations.

**7(e) Update by Carl Olivarius on 'DRIVESafe' Campaign**

Carl updated the meeting on the 'DRIVESafe' campaign and advised that it was near the end of the development process and asked the Management Committee to commit to the recommendations in the report. He suggested a steering group be formed and that a 'rolling' chair be nominated. There was a need to identify a budget and Lynda Syed, Communications Team Manager of Argyll and Bute Council, had shown great interest in the campaign and would assist in its promotion. Lolita advised that £5,000 had been set aside for the 'DRIVESafe' initiative in the 2003/04 CPP budget (subject to approval) and that a further £3,000 was still available from an earlier grant approval by Strathclyde Police. Carl added that no financial commitment had been made beyond year one from Partners. Josephine Stojack said that organisations would need time to discuss funding before committing themselves to contributing to the campaign but agreed that it should be supported. It was agreed to support the campaign and that the launch be organised in conjunction with the CPP meeting in March.

**Presentation by the Scottish Centre for Social Justice on Deprivation and Social Exclusion in Argyll and Bute**

Following lunch, there was a presentation on 'Deprivation and Social Exclusion in Argyll and Bute' by the Scottish Centre for Research on Social Justice. The Committee discussed the report submitted by the Scottish Centre and a question and answer session followed. It was agreed that research findings be presented to CPP meeting on 5 March and that Lolita make the necessary arrangements. James suggested that the Third Theme Group be tasked with discussing the issues forthcoming from the report. James advised that he would also be taking the report to the Strategic Management Team to get a view on what impact the report would have on the Council.

It was agreed that the Management Committee would reconvene on Wednesday 25<sup>th</sup> February 2004 at 9:30 in Scottish Natural Heritage's offices to discuss the remaining agenda items.

**NOTES OF THE MEETING HELD ON 25 FEBRUARY 2004  
(Continuation of the Management Committee meeting held on 11 February 2004)**

**1. Welcome/Apologies**

**Present**

Andrew Campbell, Scottish Natural Heritage (Chair)  
James McLellan, Argyll & Bute Council  
Dougie Dunlop, Argyll & Bute Council (Housing & Social Work)  
Lynn Smillie, Argyll & Bute Council (Partnerships Manager)  
John Mungall, NHS Argyll and Clyde  
Raymond Park, Strathclyde Police  
Neil Wallace, Strathclyde Police  
Douglas Trigg, Association of Community Councils  
Lolita Lavery, Community Planning Manager

**Apologies**

Donald MacVicar, Argyll and Bute Council  
Alan Milstead, Argyll and the Islands Enterprise  
David Dowie, Communities Scotland  
Sue Nash, Argyll CVS  
Patricia Keenan, SIP, Argyll and Bute Council  
Josephine Stojack, Argyll and Bute LHCC

Andrew welcomed all to the meeting and advised that David Dowie had asked for clarification to be given on Item 4(f) 'Implementation of Pilot Scheme' from the previous Management Committee meeting. Concern was raised as to whether the Partnership would still be involved in the pilot scheme if the proposals were referred to the Area Committee. The answer to that was "yes". James added that the Area Committee Chair should be involved in the process and that the focus needed to be on identified groups with representation from them reflecting the area priorities. It was agreed that the Pilot Scheme would have to go through various processes, with Partnership involvement, to enable the proposals to be finalised. It was agreed to amend the minute to read 'the Pilot Scheme proposals be referred to the Bute & Cowal Area Chair'.

It was also agreed that cognisance needs to be taken of the outcomes of the Deprivation Study and how we will be addressing deprivation globally across Argyll and Butte. It was agreed that the themes identified in the Deprivation Study should be addressed as part of the CPP priorities and that community representation should come from these interest groups to keep the Partnership focussed.

## **5. Community Planning Partnership Funding**

### **(a) Draft 2004/05 CPP Budget and Interim Spend Report**

Lolita mentioned that the proposed budget had a shortfall of £13,000 and it would have to be decided whether cuts should be made to the budget or whether Partners should be asked to increase their contributions.

Lolita mentioned that £5,000 had been allocated towards the Road Safety Charter and £10,000 towards the CPP website as new templates had to be developed to make it compatible with the Council's website. This would ensure that updates could be made easily and timeously.

After some discussion, it was agreed that the amounts allocated for the Progress Report and Communications Plan be reviewed once more clarity was obtained regarding the content of the Communications Plan and that Lolita prepare an additional table illustrating a 3% inflationary increase in Partners' current contributions. It was also agreed that future budgets should be drafted to reflect essential Partnership running costs and project costs separately.

### **(b) Funding for Scottish Executive for Developing Community Planning**

Lolita mentioned that £15,000 had been received from the Scottish Executive for capacity building initiatives. After some discussion on the detail of the fund it was agreed that the money should be allocated towards the Communications Plan and Capacity Building initiatives (training).

## **6. Community Engagement**

### **(a) Citizens' Panel Questionnaires**

Lolita mentioned that the 7<sup>th</sup> Questionnaire had recently been issued. It was suggested that better use be made of the responses to questionnaires with some sort of quality measure being built in and that a change of consultant may be beneficial. It was agreed that the results of the 7<sup>th</sup> Questionnaire should be analysed by the Management Committee prior to the results being presented at the next full Partnership meeting in July. This will enable meaningful discussions to take place on any issues raised.

### **(b) Review of Consultant's Contract**

Lolita advised that the current consultant's contract had come to an end. It was agreed that a working group comprising Andrew Campbell, Douglas Trigg, Raymond Park, John Mungall/Josephine Stojak and Lolita Lavery be set up to draw up a brief for an interview panel for the process of appointing a new consultant.

### **(c) Draft CPP Communications Plan**

Lolita mentioned that she had recently met with Lynda Syed to explore ways in which the Council could assist in drafting the Communications Plan. It was agreed that a small operational group comprising the Communications Managers of 7 Partner organisations be set up to draft the plan which would then be referred to the Management Committee and Community Planning Partnership for approval.

## **7. Community Planning Issues**

### **(a) Draft CPP Agenda**

The draft agenda was discussed and agreed subject to minor amendments.

### **(b) Issuing of CPP Agendas**

Lolita outlined various methods of issuing CPP and Management Committee agendas in order to save on costs. According to the proposed system, agendas would be posted on the Council's website for public viewing with confidential papers being excluded from the public domain. It was agreed to trial the electronic system for issuing agendas at the next CPP meeting but that paper copies also be issued until Partners were familiar with the new system.

### **(c) Community Planning in the SPTA Areas: Framework for Engagement**

James asked that Lolita draft a response to Strathclyde Passenger Transport Authority along the lines of the comments received from Dave Duthie.

### **(d) Update by Theme Group Leaders on Progress with New CPP Priorities**

It was agreed that this item had been sufficiently discussed under agenda item 4(d).

### **(f) Dialogue Youth/Young Scot Annual Report and Action Plan**

Lolita mentioned that the annual report and action plan had already been discussed at each of the Theme Groups meetings. Attention was, however, drawn to the various youth networks that existed and Partners were encouraged to make use of this resource to engage with young people.

### **(g) Impact of Poverty on Mental Health Seminar**

This item was noted. Neil Wallace advised that he would be attending the seminar and would report back to the next meeting.

## **8. AOCB**

### Highlands and Islands Case Document for European Funding Post 2006

A note from Jane Fowler, European Manager of Argyll and Bute Council, with a copy of the Case Documentation, was issued for information.

### Historic Environment and Community Planning

A report from the Heritage Futures team at Glasgow Caledonian University was issued for information.

### Housing Stock Transfer Proposal

This item was noted. Lolita mentioned that it was listed as one of the actions of the 3<sup>rd</sup> Theme Group.

### Crofters Commission

Lolita advised that the Crofters Commission were keen to become a Community Planning Partner. Discussion had not been reached with regard to financial contribution but Committee were happy for the Crofters Commission to join. It was noted that Lolita had been invited to a future meeting of the Agricultural Forum to make a presentation on the Community Planning Partnership.

### Evaluating Community Planning in West Dunbartonshire

Lolita mentioned that she had attended a meeting on the evaluation of West Dunbartonshire's community planning process and briefly outlined the findings of the report. It was agreed lessons could be learned from this.

## **9. Date of Next Meeting**

The next meeting will be held at 10:00 on Wednesday 14 April 2004 in SNH's offices in Kilmory Industrial Estate, Lochgilphead.