

MINUTES of MEETING of CPP MANAGEMENT COMMITTEE held in the SCOTTISH NATURAL HERITAGE OFFICES, KILMORY INDUSTRIAL ESTATE, LOCHGILPHEAD on WEDNESDAY, 23 AUGUST 2006

Present: Brian Barker, Argyll and Bute Council (acting Chair)
Aileen Edwards, Scottish Enterprise
Peter Minshall, ACVS-representing VC and CVSs in Argyll & Bute
Donald MacVicar, Argyll and Bute Council
Julian Hankinson, Association of Argyll and Bute Community Councils
David Dowie, Communities Scotland
Marlene Baillie, Strathclyde Police
Jim Jones, Strathclyde Fire and Rescue
Geoff Calvert, Strathclyde Fire and Rescue
Josephine Stojak, NHS Highland
Raymond Park, Strathclyde Police
Alan Milstead, Highlands & Islands Enterprise

In Attendance: Jenny Pollard, Argyll and Bute Council

Apologies: Andrew Campbell, Scottish Natural Heritage (Chair)
Eileen Wilson, Argyll and Bute Community Planning Partnership
Elaine Garman, NHS Highland
Mike Firth, Scottish Water
Deborah Bryce, Initiative at the Edge
Chris Nisbet, Initiative at the Edge
James McLellan, Argyll and Bute Council
Bill Dundas, SEERAD
Jane Fowler, Argyll and Bute Council
Muriel Kupris, Argyll and Bute Council
Patricia Logan, Argyll and Bute Volunteer Centre

1. WELCOME AND INTRODUCTIONS

Brian Barker took the Chair in the absence of Andrew Campbell and James McLellan and welcomed everyone to the meeting.

2. MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING

The Minutes of the meeting of 28 June 2006 were accepted as an accurate record.

3. MATTER ARISING

a) Update on Evaluation of Bute and Cowal Area Partnership:

The management committee considered paper by Brian Barker, Shirley MacLeod and Eileen Wilson, copies of which had previously been circulated, outlining proposals for the future development of the Bute and Cowal Local Community Planning Pilot. It was noted that the Area Partners met on 4th August 2006 and

agreed to a new set of objectives for the Area Partnership to broaden community involvement, have a local influence on service provision and to identify areas of concern and address these via CPP partners.

The new process would comprise two events as workshops/seminars each year, timed to influence the planning and budget setting cycles of the main partners. There would be a small core group to plan and manage the seminars – led by the coordinator for the Area Partnership and meetings between the seminars would be held to focus on particular topics or issues. These could be:

- Ad hoc time limited groups of particular groups/organisations focused on issues identified by those bodies as a common concern to be addressed
- More formal meetings of partners to consider broader or more complex issues that need more concerted effort

The management committee discussed the bodies to be involved and it was noted that Shirley MacLeod would be contacting Partners to co-ordinate invitations. The first workshop/seminar will take place on 1st December 2006.

b) Update on Scottish Rural Development Plan Consultation

A letter dated 3rd July 2006 had been sent to the Scottish Executive Environment and Rural Affairs Department highlighting the issues in the consultation document and suggesting that the Partnership takes a leading role in the management of rural development funding. No response had been received from the Executive.

4. MINUTES OF COMMUNITY PLANNING PARTNERSHIP MEETING HELD ON 7TH JULY 2006

The Minutes of the previous meeting of the Community Planning Partnership held on 7th July 2006 were noted.

5. MATTER ARISING

The management committee were pleased to note that Scottish Water had attended the Partnership meeting on 7th July 2006 and that Scottish Water were willing to develop a dialogue with the Partnership. They would be presenting action plan details to the Partnership at their next meeting on 10th November 2006.

Brian Barker advised that Waterwatch Scotland had met with the senior members and officers group of the Council on 22nd August 2006. The discussion was considered constructive and officers noted a number of points to follow up in the provision of information to Waterwatch Scotland.

6. CORE PATH PLANNING

Jenny Pollard, Access Manager, Argyll and Bute Council, provided a presentation on the Council's approach to core path planning, to raise awareness through the Community Planning Partnership of the process and its aims and objectives. The Council have a statutory duty under the Land Reform (Scotland) Act 2003, which was introduced in February 2005, to prepare a Core Path Plan by February 2008.

The core paths, consisting of existing and new walkways, cycle and bridal paths, would be a network catering for the access needs of all users.

Discussion followed regarding the right of public access, the creation of an outdoor access code with statutory duties and powers placed on local/national park authorities, for the promotion of access and reducing the potential for conflict.

The core path planning process would involve significant consultation with key stakeholders and the Council's Local Plan, which had recently been finalised, would incorporate the Core Path Plan in future revision of the Local Plan. The Core Path Plan is co-ordinated by the Local Access Forum.

The Management Committee agreed that the Access Forum should liaise as appropriate with other groups and partnerships, rather than be linked via one direct route. Groups who are likely to have an interest are the Health & Wellbeing Group, the Agricultural Forum, Housing & Communities (see later item) and Public Health networks.

Jenny agreed that the Council would keep the Partnership advised on the timing for consultations so that issues of concern can be raised through liaison between the Council and the Partnership Groups as to how to take this forward, with a report back to the Management Committee on any significant issues either after the 2nd Consultation or at the Draft Plan stage.

7. COMMUNITY PLANNING ISSUES

- Update by Theme Group Leaders on Progress with CPP Priorities –

- (a) **Health and Wellbeing Theme Group 1:** The meeting noted the report from Elaine Garman, Chair of the Health and Wellbeing Theme Group, copies having previously been circulated.

The Health and Wellbeing Theme Group was in the process of updating progress on the implementation of the JHIP Strategic Action Plan. This would be brought to the CPP Management Committee at a future date.

With regard to the request from the CPP Management Committee to consider whether we should be merging with any existing groups in the Community Health Partnership - it was felt by the HWTG that the group exists to cover activities that do not happen in other groups, that there isn't duplication and that the role of the HWTG was to provide added value through partnership working. The Theme Group would discuss this with the new CHP General Manager, Fiona Ritchie when she comes into post in October 2006 and provide further feedback to the CPP Management Committee.

Josephine Stojak confirmed that her involvement with the Partnership was changing because of her new role. She would now only attend for specific issues. The Management Committee conveyed their thanks to Josephine for her input to the Partnership.

- (b) **Argyll and the Islands Local Economic Forum:** The Argyll and the Islands LEF had not met since the date of the last Management Committee meeting.
- (c) **Dunbartonshire Economic Forum:** Aileen Edwards, Scottish Enterprise Dunbartonshire updated the Management Committee on the progress being made by Dunbartonshire Economic Forum and advised that their strategy would be launched on 7th September 2006. Aileen also advised that her future role with the

Partnership was uncertain due to the restructuring of Scottish Enterprise.

(d) Sustaining and Developing our Communities, Culture and Environment Theme Group 3: The Third Theme Group had not met on 27 July 2006.

Eileen Wilson had circulated note on A New Approach for the 3rd Theme Group following the meeting held on 21st August 2006 of the group tasked to look at the situation and make recommendations. The note detailed the current position and the proposal that the Third Theme Group be partly absorbed into the existing Strategic Housing Forum. New members for the broader Strategic Housing Forum (drawn from existing Theme Group 3) would be –

- SEPA
- Scottish Water
- Forestry Commission
- AliEnergy
- Community Regeneration (with respect to reporting on CRF)
- Crofters Commission

It was noted that the current Strategic Housing Forum would meet on 8th September 2006.

Discussion took place regarding direct reporting to the Management Committee via Malcolm MacFadyen, Head of Planning and Performance, in his capacity of lead service officer for the Forum. David Dowie offered to report on behalf of the Group but, given Malcolm's willingness to feedback on behalf of the Group, it was agreed to proceed with Malcolm reporting back at first. The Community Regeneration Fund and ROA's would still be managed by the Community Learning and Regeneration Strategic Board with accountability to the Management Committee and full CPP via Donald MacVicar as Head of Community Regeneration.

Other topics –

- Natural heritage and Sustainable Development (excluding renewables) -This can be addressed via existing groups that report as required to the Management Committee or CPP. These groups include the Biodiversity Partnership and the Agricultural Forum.
- Cultural Issues – addressed via the Argyll and Bute Cultural Strategy (developed by a working group drawn from relevant partners) Future development could be addressed in the same way. Accountability to the CPP could be via Donald MacVicar as the Councils service head on this topic.
- Transport – now addressed via the Rural Transport Partnership (HiTrans and SPFT) and the Local Transport Strategy. Links to the Community Planning Partnership are currently good and the Group agreed that future links should be to the Management Committee, given the significance of this topic.

The Management Committee agreed that the merger of the Theme Group and the Strategic Housing Forum should result in a group called "Housing and Communities Group" to indicate the broadened remit but the statutory responsibilities would remain. The change is subject to agreement by the Strategic Housing Forum.

8. YOUTH PARTICIPATION CONFERENCE REPORT

Brian Barker advised that Eileen Wilson would report on the Youth Participation Conference at the next meeting.

9. CITIZENS' PANEL

The management committee discussed the outline for the 11th Citizens' Panel Questionnaire for the survey to be conducted in September 2006, copies having previously been circulated, outlining the themes and the focus of questions. It was noted that any changes or additions to the proposed outline should be submitted to Andy McKay-Hubbard, Argyll and Bute Council, andy.mckay-hubbard@argyll-bute.gov.uk.

10. EQUALITIES

Copies had previously been circulated of reports by Jennifer Swanson, Argyll and Bute Council on (a) Equalities Challenge – South Kintyre Pilot Project, (b) Equality and Diversity Scheme – Consultation and Engagement, and (c) Equality Impact Assessment Toolkit.

(a) Equalities Challenge – South Kintyre Pilot Project

The report circulated in regard to the Equalities Challenge for the South Kintyre pilot project outlined the findings by ODS Consultants with recommendations for effectively involving people with Additional Support Needs (ASN) in Community Planning in South Kintyre and gained a clearer understanding of the local groups involving people with ASN, e.g. physical disabilities, learning difficulties, mental health difficulties, or alcohol or drug addiction issues.

The recommendation to the Partnership was for strengthening the Kintyre Community Care Forum to act as the route for involving people with ASN in Community Planning and, to enable it to perform this role support was requested for a part-time worker to co-ordinate and support it for a year. Links would then be further developed with the other six Community Care Forums in Argyll and Bute.

		<u>Source</u>
Co-ordinator / Adviser (1 day/week for 36 weeks)	£3,000	CPP-HIF*
Publicity materials, training, evaluation meeting	£1,500	SKCLP**
Travel expenses (to support attendance at meetings)	<u>£1,000</u>	SKCLP**
	Total: <u>£5,500</u>	

*CPP-HIF = Community Planning Partnership - Health Improvement Fund (bid to be made)

**SKCLP = South Kintyre Community Learning Partnership

A copy of the full report is available from Grace Leitch, grace.leitch@argyll-bute.gov.uk
For further details of the scheme contact Jennifer Swanson, jennifer.swanson@argyll-bute.gov.uk

(b) Equality and Diversity Scheme

Having regard to the statutory duty for the Council, along with other public authorities, to produce a Race Equality Scheme and a Disability Equality Scheme and, from April 2007, to produce a Gender Equality Scheme, the report circulated to the management committee set out the Council's plans and action to date to produce an Equality and Diversity Scheme to incorporate all equality strands. The

scheme would incorporate the three duties - Race, Disability and Gender – plus other equality strands – age, belief and sexual orientation.

It was recommended that officers in each organisation who are responsible for producing equality schemes co-ordinate activities to engage with people in the development of these schemes. Partners were encouraged to make contact with Jennifer Swanson on this topic.

Contact: Jennifer Swanson, Policy and Strategy, jennifer.swanson@argyll-bute.gov.uk

(c) **Equality Impact Assessment Toolkit**

The report circulated explained that Statutory Duties to promote Race Equality and Disability Equality require the Council, and other public authorities, to carry out impact assessments of policies and functions. The report also provided the background to Equality Impact Assessments, the benefits of the Equality Impact Assessment Toolkit and described the toolkit produced by Argyll and Bute Council. Community Planning Partners were encouraged to make use of the toolkit.

For a copy of the Equality Impact Assessment toolkit, please contact Grace Leitch, grace.leitch@argyll-bute.gov.uk

For further details of the scheme toolkit, please contact Jennifer Swanson, jennifer.swanson@argyll-bute.gov.uk

11. **GRANTNET**

A report by Arlene Cullum, Corporate Funding Officer, Argyll and Bute Council, had been circulated to inform the partnership of the strategic nature of the capacity building projects Grantfinder and Grantnet – two internet based software packages designed to search and source up to date funding information; demonstrate shared resourcing and partnership working; and encourage interest in and use of the Grantnet software. The system is operated simply by searching by postcode for information before contact made with the Corporate Funding Officer.

Cost	yr1	yr2	yr3
Grantnet annual licence =	£1,300	£1,300	£1,300
Grantfinder annual licence =	£2,400	£2,400	£2,400
one-off set up fee for branding =	£ 500		
Totals	£4,200	£3,700	£3,700

Total 3 year project costs are £11,600 and split equally between three agencies is £1,289 pa or £107 per month. This figure will of course change if more or fewer agencies make contributions.

Arlene Cullum is working with partners to develop this and partners were invited to contribute to the project.

For further details please contact Arlene Cullum, arlene.cullum@argyll-bute.gov.uk

12. **CUSTOMER CONTACT CENTRE**

Brian Barker confirmed that Stephen Whiston, NHS and Murdina MacDonald, AIE would represent the Partnership on the Project Board which had not met since the last

management committee meeting. A meeting of the Project Board was scheduled for 31st August 2006. There would be a report back to the management committee at their next meeting in October 2006.

13. OFFICE RATIONALISATION

There had been circulated to the management committee, by way of sharing information, report by Argyll and Bute Council on the Council's Asset Register and Proposed Property Options Development Methodology, identifying the project methodology which would be used to undertake the initial options development process for Campbeltown, Helensburgh and Oban office rationalisation projects.

Partners were asked to contact Sandy MacTaggart, Head of Facility Services, direct – sandy.mactaggart@argyll-bute.gov.uk

14. PUBLIC SECTOR REFORM – Transforming Public Services (Scottish Executive)

Following discussion regarding public sector reform, the Partners agreed to seek the Council's views on the matter of Shared Services and as to the Council's expectations of partners as clarity for engagement is required. A paper will be presented at the next meeting.

The Scottish Executive website for accessing the consultation paper on Public Sector Reform – Transforming Public Services – can be viewed at <http://search.scotland.gov.uk/search/pages/search/basic.asp?QuerySubmit=true&Paging=true&Page=1&QueryText=Transform+Public+Services>

15. REVIEW CHAIRMANSHIP OF COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE

Andrew Campbell's report in respect of the management committee chairperson's role was submitted.

It was agreed that Andrew Campbell be asked to continue as Chair for a further year and that a Vice-Chair should be appointed. The Vice-Chair would take the role of Chair at the end of the Vice-Chair term.

It was felt that by continuing Andrew's chairmanship this would cover the period over the next Council election and also allow time for the Chair to give guidance to the Vice-Chair before the changeover in October 2007.

The management committee agreed that the role of chairperson should rotate amongst the partners and after discussion agreed that in the future the period of office be on a 2-year cycle.

It was also agreed that at the next meeting the management committee would clarify what duties are expected of the Chair and appoint a Vice-Chair. Eileen Wilson will prepare a paper for the next meeting.

16. ANY OTHER COMPETENT BUSINESS

(a) Argyll CVS

Peter Minshall reported the transfer of the new website and contact database for the Argyll and Bute area to CVS.

(b) SCVO

The SCVO are running an event in Tarbert on Tuesday, 26th September 2006 from 12.30 pm to 3.00 pm. They are looking for representatives from 8 community organisations. Brian suggested a contact with the Youth Forum.

(c) Financial support from partner organisations to Community Planning Partnership

Brian Barker reported that Careers Scotland would no longer be contributing to Community Planning.

Alan Milstead questioned the method of requests for funding contributions from Partners by the Council. The amounts had been agreed at an earlier Management Committee meeting (7th December 2005) and were frozen at the same level. Brian Barker agreed to contact Ken Abernethy to provide clarification.

Questions were also raised about the relationship between the Council and Community Planning Manager post. There is inevitably a link between the two, given the Council's role as host organisation. The links between the Community Planning Partnership and Council would have appeared closer in the past 12-18 months because of the effective lack of a Community Planning Manager and cover being provided by Brian Barker of Argyll and Bute Council.

The induction process for Eileen Wilson as new Community Planning Manager had included discussion of this aspect, the supporting role across all partners and the need to differentiate the Community Planning Partnership from all partner organisations.

17. DATE OF NEXT MEETING – Wednesday, 4th October 2006