

**MINUTE of MEETING of**

**ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP – FULL PARTNERSHIP**

**28 NOVEMBER 2012**

Held in the Council Chambers, Kilmory, Lochgilphead

**Present**

Derek Leslie (Chair)  
Jane Fowler  
Eileen Wilson  
Shirley MacLeod  
Bruce West  
Cllr George Freeman  
Andrew Campbell  
Douglas Cowan  
Theresa Correia  
Dave Pettigrew  
Frazer Durie  
Bill Stewart  
Donald Henderson (via vc)

NHS Highland  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Scottish Natural Heritage  
Highlands and Islands Enterprise  
Scottish Enterprise  
Strathclyde Police  
Argyll College  
ABSEN  
Scottish Government

**In Attendance**

Sonya Thomas (Minutes)  
Judy Orr (Item 6)  
Chris Carr (Item 8)  
Louise Long (Item 9)  
Janne Leckie (Item 10)

Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council

**Apologies**

Elaine Garman  
Sally Loudon  
Cllr John Semple  
Cllr Roddy McCuish  
Robert Pollock  
Neil Francis

NHS Highland  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Argyll and Bute Council  
Scottish Enterprise

| <b>Item No</b> | <b>Detail</b>   | <b>Action</b> |
|----------------|---|---------------|
| 1.             | <p><b>WELCOME / APOLOGIES</b></p> <p>Derek Leslie chaired the meeting and apologised for the delay in starting. Derek welcomed Theresa Correia from Scottish Enterprise, Frazer Durie from Argyll College and noted that Donald Henderson from the Scottish Government has replaced Jonathon Pryce and will be joining us via vc shortly.</p> <p>Donald joined the meeting at 10.33 and gave a brief overview of his remit, he is the Head of Public Health Policy and the Community Planning Partnerships link</p> |               |

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|    | with the Scottish Government. Donald is planning a visit in mid-December when he hopes to meet some of the Partners  |  |
| 2. | <p><b>MINUTES OF THE FULL PARTNERSHIP MEETING HELD ON 20 JUNE</b></p> <p><b>Matters Arising</b><br/> <b>Ag Item 3: NEW COUNCIL</b><br/> It was noted that 'environment' now recognised within the job titles of Councillors.</p> <p><b>Ag Item 7: STRATEGIC GUIDANCE FOR COMMUNITY PLANNING PARTNERSHIPS</b><br/> <b>COMMUNITY LEARNING AND DEVELOPMENT</b><br/> This item has been further deferred to Management Committee meeting in the new year. Donald MacVicar has indicated that further information is yet to be received from the Scottish Government.</p> <p><b>Ag Item 8: CITIZENS PANEL</b><br/> The survey was collated sent out and a full report of findings will be going to Management Committee in December.</p> <p>Minutes were agreed as a true record.</p>   |  |
| 3. | <p><b>MANAGEMENT COMMITTEE MEETINGS – VERBAL UPDATE – Derek Leslie</b><br/> <b>MEETING HELD ON 22 AUGUST 2012</b><br/> <b>MEETING HELD ON 17 OCTOBER 2012</b></p> <p>Derek Leslie gave a verbal overview of the last two Management Committee meetings noting that all issues were making good progress and that some items would be further discussed at this meeting.</p>  |  |
| 4. | <p><b>SCOTTISH GOVERNMENT REVIEW OF COMMUNITY PLANNING – INCLUDING FEEDBACK FROM COSLA MEETING HELD ON 19 OCTOBER – Jane Fowler, Head of Improvement and HR.</b></p> <p>The report updates the CPP on the progress of the Scottish Government review of Community Planning and the timescales involved along with background information and links to documents on the Scottish Government website.</p> <p>Although we are still waiting for details on the new Single Outcome Agreement a National Group has been established, the groups remit is a leadership role which will be pivotal in implementing and communicating the vision for community planning and SOA's</p> <p>The National Group had its first meeting on 14 August 2012 where terms of reference were agreed, with a second meeting on 23 October 2012 where they agreed the following 6 key national priorities –</p> <ul style="list-style-type: none"> <li>• Early years and early intervention</li> <li>• Outcomes for older people</li> <li>• Employment</li> </ul> |  |

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|    | <ul style="list-style-type: none"> <li>• Economic recovery and growth</li> <li>• Health improvement</li> <li>• Safer and stronger communities</li> </ul> <p>Following discussion, the National Group -<br/>Agreed the proposals, set out in the paper and Annexes A and B, for what Community Planning Partnerships must do and the approach to new SOAs for 2013, and that this should form the basis of guidance to CPPs.</p> <p>A note of the meeting is now on the Scottish Government website -<br/><a href="http://www.scotland.gov.uk/Topics/Government/local-government/CP/communityplanningreview/NCPG231012">http://www.scotland.gov.uk/Topics/Government/local-government/CP/communityplanningreview/NCPG231012</a></p> <p>This item links into the new Community Plan paper for discussion at this meeting.</p> <p><b>Report Noted.</b></p>  |  |
| 5. | <p><b>AREA COMMUNITY PLANNING GROUP UPDATES – Shirley Macleod, Area Governance Manager.</b></p> <p>A report covering the progress made by each ACPG (Area Community Planning Group) as they work to become key partnership groups for each of their local areas was presented.</p> <p>The ACPG’s will continue to focus on issues of concern that reflect their local priorities whilst also covering broader subject matter such as the Community Resilience Project, Population Projections, Economic Development and NHS Screening.</p> <p>Work continues with building the positive momentum of the Groups, which in turn should further enhance attendance of Partners and community representatives. It was noted that the NHS are attending the meetings on a more proactive basis.</p> <p>The four Groups are all functioning well but differently; Oban has scheduled some meetings for evenings and afternoons in a bid to achieve better representation and has set up a Short Life Working Group to look at the whole CPP framework and how it fits together. MAKI successfully used video conferencing yesterday in Jura and it was generally felt to be the way forward.</p> <p><b>Report noted.</b></p> |  |
| 6. | <p><b>WELFARE REFORM – Douglas Hendry, Executive Director of Customer Services/Judy Orr, Head of Customer and Support Services.</b></p> <p>Judy Orr presented the paper which outlines the biggest changes to the welfare system in 60 years that are being introduced and highlights the impact that these reforms will have on Argyll and Bute.</p> <p>The main objectives of the Welfare Reform are:</p>  |  |

- To reduce worklessness and make work pay.
- To support financial inclusion and independence helping to end child and adult poverty.
- To simplify the welfare system and reduce the ever increasing cost of welfare in the UK.

The UK Government is introducing a new simplified benefit from October 2013 which will be known as Universal Credit (UC), a number of restrictions have already been introduced to reduce the cost of Housing Benefit (HB) and Council Tax Benefit (CTB), which are currently administered by local authorities on behalf of the Department of Work and Pensions (DWP). HB will be abolished and delivered through UC which will come into force incrementally from 1 October 2013 to 31 March 2017.

From 1 April 2013 CTB is being replaced by a new Local Tax Reduction Scheme (LTRS) which also be implemented locally.

The changes in the benefit schemes, amounts payable and their administration will mean a reduction in income of nearly £600K for claimants and Argyll and Bute.

#### **Housing Benefit Restrictions**

Some cuts have already been made to the amount of HB that can be paid to claimants; the removal of the £15 excess Local Housing Allowance (LHA) which claimants could previously keep, the LHA has also been reduced from 50% to the lowest 30% of market rents, and is set for one year and increased by CPI rather than RPI.

A Size Criteria / Bedroom Tax is being introduced as the government is trying to achieve better value from the social sector housing stock. The size criterion affects working age social tenants who are under occupying their homes, (restriction of 14% for 1 bedroom and 25% for 2 or more). Argyll and Bute has a high level of households that will only require one bedroom under the new rules, coupled with a shortage of one bedroom properties in the area will have significant impacts for the Council and RSL's regarding strategies, policies and tenancy agreements.

At present we have an estimated 928 households that could be affected, both the Council and the RSL's are contacting affected tenants and looking at ways that we can support them. The DWP has pledged £30M nationally to mitigate against these reductions, of which we will see a small share.

In April 2012 we saw an increase in the 'shared room' calculation from age 25 to 35.

There will also be an overall cap on benefits of £500 pw by April 2013 and at present there remain 12 households within Argyll and Bute that are potentially affected by the cap.

As a result of changes and restrictions coming into force this is creating a significant amount of work for both the Registered Social Landlords (RSL's) and the welfare rights team.

#### **Universal Credit**

This is a new simplified benefit replacing 6 of the current benefits and will be administered by the DWP through the Job Centre Plus offices. Universal Credit

(UC) will be digital by default and online only with payments made monthly via BACS to a single member of the household. The issue of one member of the household receiving the direct payment is of great concern for the Council, RSL's and Social Services due to the significant risk of rent and council tax arrears and increasing the hardship and vulnerability of claimants.

Three significant concessions have been agreed in Northern Ireland, payments will be made fortnightly, they can be made to more than one member of the household and will be made direct to RSL's, No similar concessions have been made for Scotland.

The timetable for migration to UC is being done in stages from October 2013 to March 2017 with an expected 80% still being administered by the Council in March 2015, although there are no assurances regarding the level of administration subsidy that will be paid in the future.

#### **Council Tax Reduction Scheme**

Council Tax Benefit (CTB) will be replaced with a local Council Tax Reduction Scheme (CTRS); the Scottish Government has been working with COSLA to come up with a national scheme. Councils are currently tasked to ensure the software is in place prior to February 2013, we are currently in talks with our software provider regarding this issue.

#### **Local Authority administration of the discretionary elements of the Social Fund**

As from 1 April 2013 this will become the responsibility of local authorities, the Scottish Government and COSLA are working together to implement a national scheme with some local flexibility. Work still needs to be done to ensure that the Social Fund (SF) can be implemented locally.

#### **Discretionary Housing Payments**

As from 1 April 2013 there will be additional funds for Discretionary Housing Payments (DHP) to specifically address the issues that may arise relating to HB / Benefit Cap / Size Criteria. We expect to know how much we will receive by 31 December 2012 but it is unlikely to cover our £556K reduction in HB. The DWP have issued guidance to assist local authorities with writing a new DHP policy which is being taken forward by the Welfare Reform Working Group (WRWG)

#### **Replacing Disability Living Allowance with Personal Independence Payments**

The reform will start to be phased in from 1 April 2013 and from March 2016 all claimants will be on Personal Independence Payments (PIP). We expect there to be a significant loss of income some to households.

#### **New Single Fraud Investigation Service**

The Council currently employs 3 FTE to investigate Housing and Council Tax Benefit Fraud, in 2013 the team will become part of the Single Fraud Investigation Service (SFIS), initially employed by the Council but working to SFIS policies and procedures. There is uncertainty surrounding the longer-term position of these posts which is now being challenged by COSLA.

A Welfare Reform Working Group (WRWG) has been set up to mitigate the proposed changes. The Group is multi-agency and has met 4 times to respond to government consultations and look at the impact of the proposed changes.

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|           | <p>The Council has recently agreed to dedicate resources for a project team which will report into the WRWG</p> <p>Discussion followed the report and it was acknowledged that the Scottish Government has little impact on the proposed changes and there may be a greater impact on the economy and environment in some areas more than others. It was generally felt that the full impact of the proposed changes are not realised by everyone at present and although we are not disproportionately affected our geography could increase our challenges.</p> <p>It was noted that at present there is no Police representation on the WRWG but felt it would be of benefit. Dave Pettigrew agreed to be the representative and would be sent the previous minutes of the meetings.</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>• <b>Report Noted</b></li> <li>• <b>Judy Orr to send all previous WRWG minutes to Dave Pettigrew, Strathclyde Police</b></li> </ul>  | <p>Judy Orr</p>  |
| <p>7.</p> | <p><b>NEW COMMUNITY PLAN – Bruce West, Head of Strategic Finance.</b></p> <p>The report set out the progress to date, the approach to developing outcome planning and the timescales involved. We should ensure the Plan is multi-partner and shows clear evidence based outcomes linking to the national outcomes and improve our performance management reporting at both Argyll and Bute level and the 4 area levels.</p> <p>Appendix 1 notes that although we are behind schedule at present it is expected the Plan will be available in March 2013.</p> <p>Appendix 2 notes the progress to date of the Strategic Needs Assessment. Working is currently underway on this, there has been a fairly good response but as anticipated the analysis will take some time and this will need to come to the Management Committee meeting in December.</p> <p>Appendix 3 notes the proposed engagement and consultation approach.</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>• <b>Progress noted</b></li> <li>• <b>Item on the CPP Management Committee agenda for December.</b></li> </ul> | <p>CPP Admin</p> |
| <p>8.</p> | <p><b>POPULATION PROJECTIONS – Chris Carr, Improvement and Organisational Development Project Officer.</b></p> <p>Chris gave a presentation on Argyll and Bute population projections. In February the National Records of Scotland (NRS) produced 2010 based projections which are projected forward 25 years. It was agreed that this information is very useful to inform future policies and service planning. Argyll and Bute’s projected population is set to decline, it was agreed that it would be helpful to calibrate this data with the 2011 census data which should be available in Spring 2013.</p> <p>It was noted that these projections do not take into account the increase in population that The Maritime Change Programme will bring and that although these projections are assumptions situations can change that would change the projections and that all partners can have an influence on raising the profile of Argyll and Bute making it a choice to live and work here.</p>   |                  |

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|           | <p>It was agreed that as a partnership we need to have clear goals and therefore develop a Strategic Action Plan.</p> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>• <b>All Partners take this back to their organisations</b></li> <li>• <b>Email presentation to all Partners</b></li> <li>• <b>Item to come back to Management Committee early 2013</b></li> </ul>  | <p><b>CPP Admin</b></p>                           |
| <p>9.</p> | <p><b>INSPECTION OF CHILDREN’S SERVICES AND CORPORATE PARENTING – Louise Long, Head of Children and Families.</b></p> <p><b>Inspection of Children’s Services</b><br/> Louise Long tabled this item at the meeting.<br/> The Care Inspectorate developed an inspection plan for a pilot phase of 5 Community Planning Partnership areas, Argyll and Bute is included in this initial pilot phase.<br/> We have been informed that we will have a full inspection of our Children’s Services in March 2013; the approach is a multi-agency, multi-disciplinary one building upon the successful model of the joint inspections of services to protect children with the aim of achieving the following -</p> <ul style="list-style-type: none"> <li>• improves outcomes for all children and young people</li> <li>• provides assurance about the quality of services for children (particularly vulnerable children and young people)</li> <li>• helps to improve services and build capacity</li> </ul> <p>After the inspection report is published the CPP will have 6 weeks to present a joint action plan. Partners will shortly be invited to attend a briefing meeting attended by inspectors</p> <p>The Partners agreed that this was a very useful presentation and would welcome the opportunity to link outcomes from the CPP SOA to the Children’s Services Plan</p> <p><b>Action Point</b><br/> <b>Email presentation to all Partners</b></p> <p><b>Corporate parenting</b><br/> Louise Long presented this report which advised the CPP of the recent signing of ‘Give Me a Chance – Be Fair to a Child’ campaign and requested the CPP endorsement. The Leader of the Council Cllr Roddy McCuish and the Chief Executive of Argyll and Bute Council, Sally Loudon signed the ‘promise’ to reduce and combat the stigma of looked after children.</p> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>• <b>All Agree – CPP signed up to ‘Promise’</b></li> <li>• <b>New promise to be written up with new signatories</b></li> <li>• <b>Look at the possibility of a public ceremony focusing on young people</b></li> <li>• <b>Signing information and details to come back to the CPP</b></li> </ul> | <p><b>CPP Admin</b></p> <p><b>Louise Long</b></p> |

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| <p>10.</p> | <p><b>LOW CARBON VEHICLE PROCUREMENT SUPPORT SCHEME – Janne Leckie, Integrated Transport Manager.</b></p> <p><b>Low carbon vehicle procurement support scheme</b><br/> This is tabled as a reminder of the decisions made at CPP in May where the CPP agreed to continue to support the scheme and encourage partners to explore opportunities for funding and the introduction of Low Carbon vehicles. The Council has drawn down funding and procured low carbon and then electric vehicles</p> <p><b>Plugged-in-place electric vehicle charging infrastructure procurement support scheme – phase two</b><br/> This report is to bring to the attention of the CPP phase two of the scheme, which has now been renamed the Plugged in Places Electric Vehicle Charging Infrastructure Procurement Support Scheme. The CPP are being asked to consider the viability of pursuing an application for phase 2, the focus of which is Infrastructure, and note their commitment to participate. There is up-to £85,000 of funding available to be drawn down for Partners who agree to electric vehicle chargers being located at their premises, the public can use the chargers for free and the cost of the electricity will be met by the Partner. The charging facilities are quick charging, between 20 mins to 30 mins. And cost approx. £1 to charge a car. There are currently enough funds for 3 charging units and the Scottish Government would agree their location, the priority would be the best 2 or 3 places geographically. It was mentioned that the siting of the chargers may be better placed at commercial premises, if this is the case an approach would need to be made by the Chief Executive.</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>• <b>The CPP endorsed its continued support of the green agenda.</b></li> <li>• <b>A follow-on paper to go to the CPP Management Committee meeting in December 2012.</b></li> <li>• <b>Enquire as to the location and number of electric vehicles currently owned / operated within Argyll and Bute.</b></li> </ul> | <p>Dave Pettigrew</p> |
| <p>11.</p> | <p><b>23½ HOURS –Derek Leslie, Director of Operations.</b></p> <p>Presentation by Derek Leslie – A Health Improvement Message<br/> The simple powerful message that has many health benefits - is to try to limit your total sleeping and sitting time to 23½ hours per day.</p> <p>Having been shown at some meetings previously this message is already being is now being circulated as widely as possible, being taken forward by the following:-<br/> Sally Loudon previously noted she would bring this to the attention of her Strategic Management Team<br/> Shirley McLeod agreed to take forward to the ACPG's<br/> Glenn Heritage agreed to take forward to AVA</p> <p>The presentation was accessed via You Tube which could cause access issues for some Partners.</p>  |                       |



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|     | <a href="http://www.youtube.com/watch?v=aUalnS6HIGo">http://www.youtube.com/watch?v=aUalnS6HIGo</a> |  |
| 12. | <b>AOCB - none</b>  |  |
| 13. | <b>DATE OF NEXT MEETING – 27 MARCH 2013.</b>  |  |
| 14. | Meeting closed at 12.30   |  |

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