

**ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP**

**MINUTES of CPP MANAGEMENT COMMITTEE MEETING held within  
COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD  
on WEDNESDAY 6<sup>th</sup> February 2013**

**Present**

Sally Loudon	Argyll and Bute Council
Eileen Wilson	Argyll and Bute Council
Joyce Cameron (Minutes)	Argyll and Bute Council
Derek Leslie (Chair)	NHS Highland
Andrew Campbell	Scottish Natural Heritage
Glenn Heritage	Third Sector Partnership/Argyll Voluntary Action
Jane Fowler	Argyll and Bute Council
Louise Long	Argyll and Bute Council
Douglas Cowan	Highlands and Islands Enterprise
Donald Henderson (VC)	Scottish Government
Bruce West	Argyll and Bute Council
Fergus Byrne (VC)	Strathclyde Police
Jim Scott	Strathclyde Fire & Rescue
Cleland Sneddon	Argyll and Bute Council
Fraser Durie	Argyll College

**Apologies:**

Shirley MacLeod	Argyll and Bute Council
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ITEM	DETAILS	ACTIONS
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>Derek Leslie welcomed everyone to the meeting and intimated apologies.</p>	
2.	<p><b>MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 12<sup>th</sup> December 2012</b></p> <p>The minutes of 12<sup>th</sup> December 2012 were approved as an accurate record.</p> <p><b>Matters Arising:-</b></p> <p><b>Agenda Item 4 – Scottish Government Review of Community Planning and Single Outcome Agreements.</b></p> <p>It was agreed that the note of the meeting held on 5<sup>th</sup> December and</p>	

	<p>the letter from Derek MacKay can now be circulated.</p> <p><b>Agenda Item 12 – Strathclyde Police and Fire and Rescue Reform Report.</b> The report submitted to Council has been circulated .</p> <p><b>Agenda Item 13 – Plugged In Places.</b> It was agreed that the Community Planning Partnership would support the Council with the Plugged in Places funding application.</p> <p><b>Agenda Item 14 – Emergency Responders Update.</b> Jane Fowler advised that the CPP would approach the Ambulance Service along with all other partners when the terms of reference have been agreed and the new partnership agreement is prepared.</p>	<p><b>CPP Admin</b></p> <p><b>CPP Admin</b></p>
<p><b>3.</b></p> <p><b>a)</b></p> <p><b>b)</b></p>	<p><b>SOA SCORECARDS (1<sup>ST</sup> AND 2<sup>ND</sup> FQ) – THEME LEADS</b></p> <p>Sally Loudon pointed out that some measures contained in the CPP Scorecard are no longer being measured or are no longer appropriate. She recommended that the partnership should decide if some of these measures should remain in the system.</p> <p>Derek Leslie questioned why some health measures were not shown on the scorecard and suggested a full review of the scorecards and all associated measures.</p> <p><b><u>Action Point</u></b> <b>Sally Loudon advised that the presentation of data needs to be looked at.</b></p> <p><b>Admin issues need to be ironed out to ensure data is gathered and reported. Clear instruction were given for Jane Fowler to liaise with theme leads to ensure that there are no gaps in data.</b></p> <p><b>Economy</b></p> <p>Douglas Cowan advised that his scorecard did not reflect on 3<sup>rd</sup> quarter. He pointed out that the vast majority of measures are on or above target.</p> <p><b>Social Affairs</b></p> <p>Cleland Sneddon highlighted that Welfare Reform should be monitored closely. Changes in Adult Care management have taken place. It was advised that an Employee Equalities Forum has to be formed.</p>	<p><b>Jane Fowler/David Clements</b></p> <p><b>CPP Admin/Jane Fowler/Theme Leads</b></p>

<p>c)</p> <p>d)</p>	<p><b>Environment</b> Andrew Campbell advised that most of the measures are going in the right direction.</p> <p><b>Third Sector and Communities</b> Glenn heritage advised that all targets are on track. There is likely to be a red with regards to organisational equal opportunities measure not reaching target by year end.</p> <p>It was agreed that we need to look closely at measures for the new Community Plan/SOA and identify those that are going to be of high impact.</p>	
<p>4.</p>	<p><b>SOA ANNUAL REPORT</b></p> <p>This 2011/12 report brings to a close the Argyll and Bute Single Outcome Agreement 2009 – 2012, and highlights the progress made towards the national outcomes made by Argyll and Bute CPP.</p> <p>The report contains performance information on 13 of the 15 national outcomes that were included in the SOA. During the period of the SOA, some actions measured have been completed, some removed from partner operating plans and some are measured on a 2 yearly basis. Those that would present repeat information to last year’s SOA are not included.</p> <p>Discussion took place around the report and it was agreed that Jane Fowler would need to input more data around ABC04c before the report is submitted to the Scottish Government</p> <p><b>Action Point</b> <b>Jane Fowler to input more data around ABC04c before the report is submitted to the Scottish Government</b></p>	<p>Jane Fowler</p>
<p>5.</p>	<p><b>THIS PLACE MATTERS – RETHINKING LOCAL LEADERSHIP</b></p> <p>The University of Glasgow School of Social and Political Sciences has been carrying out research to explore the importance of local leadership in achieving the sustainable development of localities within Scotland.</p> <p>There is an opportunity for the Argyll and Bute Community Planning Partnership to take part in a half day facilitated workshop in March or</p>	

	<p>April, offered by the University, to explore the role of local leadership in shaping places.</p> <p>Jane Fowler advised that around 20 places are for Argyll and Bute. To date a number of elected members have been nominated to attend.</p> <p>All partners agreed to consider nominations.</p> <p><b><u>Action Point</u></b>  <b>It was agreed that partners are to nominate participants (10) with feedback to Jane Fowler by 13<sup>th</sup> February 2013.</b></p>	<p><b>All Partners</b></p>
<p><b>6.</b></p>	<p><b>HEALTH INEQUALITIES IN SCOTLAND – AUDIT SCOTLAND REPORT</b></p> <p>The report outlines the scale and effects of health inequalities, how much is spent by the public sector on reducing health inequalities and the quality of the evaluations used. The report also looks at whether access to health services is equitable across all groups within the population. The report contains a number of recommendations for Scottish Government, NHS Boards, Councils, CHPs and CPPs.</p> <p>CPP were asked to ensure that all partners are clear about their respective roles, responsibilities and resources in tackling health inequalities, and to take shared ownership and responsibility for actions aimed at reducing health inequalities.</p> <p>The full report was emailed out to all partners prior to the meeting. Partners were asked to comment on the key recommendations for CPPs and feed back to Eileen Wilson for collation prior to this meeting. The attached response document contains all the information received to date.</p> <p><b><u>Action Point</u></b>  <b>It was agreed that each of the partners’ responses should be collated and a draft version passed to Derek Leslie, Sally Loudon and Donald Henderson before submitting to the Audit Committee and the Scottish Government.</b></p>	<p><b>All Partners</b></p>
<p><b>7.</b></p>	<p><b>PARTNER PLANS</b></p> <p><b>a) NHS HIGHLAND – ARGYLL AND BUTE CHP LOCAL OPERATIONAL PLAN</b>  Derek Leslie presented the NHS Highland, Argyll and Bute CHP Local Delivery Plan for 2013/14.</p>	

	<p><b>b) POLICE – DEVELOPMENT OF LOCAL POLICE PLAN</b></p> <p>Fergus Byrne presented the Argyll and Bute Local Policing Plan 2013/2014. Fergus also advised that there was a new community investigation unit starting mid-February.</p> <p><b>c) FIRE REFORM – DEVELOPMENT OF FIRE AND RESCUE PLAN</b></p> <p>Jim Scott presented Strathclyde Fire and Rescue’s local Fire and Rescue Plan for Argyll and Bute.</p> <p><b><u>Action Point</u></b></p> <p><b>Both Fergus and Jim Scott would like to hear back from partners if they’re happy with the Police and Strathclyde Fire &amp; Rescue plans and priorities.</b></p> <p><b>Draft Fire and rescue document to be passed to Derek Leslie(Chair) with feedback to Jim Scott.</b></p>	<p><b>CPP Admin</b></p>
<p><b>8.</b></p>	<p><b>NEW COMMUNITY PLAN – UPDATE</b></p> <p>It was advised that 3 groups have had discussions and the content that is tabled in the papers is a first draft. Cleland Sneddon further advised the Management Committee that group 2 will get together again to refine the draft outcomes into something that better reflects their requirements.</p> <p>Discussions took place and it was noted that there was still feedback to be passed to Eileen Wilson.</p> <p>All were in agreement that this item should be on the next Management Committee agenda for discussion.</p> <p>Eileen Wilson also advised the Management Committee that all three groups are scheduled to meet again. Groups 1 and 2 on the 22<sup>nd</sup> of February and group 3 on the 18<sup>th</sup> of February. This next round of meeting is to further refine the outcomes and to consider action areas.</p> <p><b><u>Action Point</u></b></p> <p><b>Fraser Durie (Argyll College) to be invited to join Group 1.</b></p> <p><b>Item to be included on the Management Committee agenda for 6<sup>th</sup> March 2013.</b></p> <p><b>Final draft of the new Community Plan/SOA to go to the Full Partnership on 27<sup>th</sup> March 2013.</b></p>	<p><b>Eileen Wilson</b></p> <p><b>CPP Admin/Eileen Wilson</b></p>

	<p><b>Draft plan to be tabled at the Council meeting scheduled for 21<sup>st</sup> March 2013.</b></p>	
9.	<p><b>DRAFT TERMS OF REFERENCE FOR NEW GOVERNANCE ARRANGEMENTS</b></p> <p>It was agreed at the CPP Management Committee on 12 December 2012 that draft terms of reference and a draft meeting schedule be prepared for consideration by the Management Committee</p> <p>The draft partnership agreement, incorporating the terms of reference and full operational and support arrangements will be reviewed by the Management Committee on the 6<sup>th</sup> of March and a final version submitted for approval to the Full Partnership meeting on 27 March.</p> <p>The succession of chair was discussed as Derek Leslie is approaching the end of his two year appointment as chair of the Management Committee. Further consideration will be given to this matter and a proposal put to the Management Committee on the 6<sup>th</sup> of March with a recommendation made for approval by Full Partnership on the 27<sup>th</sup> of March.</p> <p><b>Action Point</b>  <b>A revised Partnership Agreement is draft for the Management Committee on the 6<sup>th</sup> of March and a final version prepared for the Full Partnership meeting on 27<sup>th</sup> March 2013.</b></p>	<p><b>CPP Admin/Eileen Wilson</b></p>
10.	<p><b>INSPECTION OF CHILDRENS SERVICE UPDATE</b></p> <p>The Report submitted informed the Management Committee that the Inspection will be conducted over 13 days between Monday 4th March 2013 and Friday 19th April 2013.</p> <p>The Inspection Lead who will have overall responsibility for the pilot inspection and the reporting of findings is Judith Tait, Senior Inspector, Care Inspectorate.</p> <p>The Lead Officer for the partnership during the inspection is Liz Strang Argyll and Bute Council.</p> <p>Louise Long advised that Elaine Mead, Chief Executive of NHS Highland had agreed to attend an Early Years collaborative workshop.</p> <p>The partners were further advised that at the conclusion of Phase 1 of the inspection, 30 activities had taken place and all grades have gone up. A pre-inspection return had been submitted and at least 100 files</p>	

	<p>are active.</p> <p>The partners agreed that they were happy to endorse the two statements and supporting evidence circulated.</p> <p>The question was raised as to how the signing off of the other 7 statements would be done. The signing off of the final statements will be by Barry McEwan, Sally Loudon and Derek Leslie. It was advised that any concerns regarding the signing off should be direct to Louise Long.</p>	
11.	<p><b>EARLY YEARS COLLABORATIVE UPDATE</b></p> <p>Paper circulated. This item will be given further consideration at the management Committee meeting on the 6<sup>th</sup> of March.</p> <p><b>Action Point</b>  <b>Item to be included on the Management Committee agenda for 6th March 2013.</b></p>	CPP Admin
12.	<p><b>OPPORTUNITIES FOR ALL – ARGYLL AND BUTE COUNCIL PAPER ON SKILLS PIPELINE AND YOUTH PIPELINE AND YOUTH EMPLOYMENT ACTION PLAN</b></p> <p>Cleland gave a verbal update to the partners on recent progress, and it was noted that detail around opportunities is required to match young people’s needs. This information is required as soon as possible.</p>	
13.	<p><b>ARGYLL AND BUTE LOCAL SERVICES INITIATIVE</b></p> <p>The report submitted provides details of the Argyll and Bute Local Services (ABLSI) launch event which will follow the full Community Planning Partnership meeting on 27th March 2013, as agreed at the CPP Management Committee on 12th December 2012.</p> <p>ABLSI is a partnership of statutory and third sector organisations, and the Carnegie UK Trust project. It has provided reports to the CPP Management Committee on activities, the most recent in February 2012.</p> <p>The aim of the event is to launch the final report which contains findings and recommendations from the work of ABLSI. This work took place over a two year period and included working with managers and third sector organisations through the Council’s Service Review Process and researching case studies of social enterprise in Argyll and Bute.</p>	

	<p>Jane Fowler asked that the Management Committee encourage a target audience to attend the launch event which will follow the full Community Planning Partnership meeting on 27<sup>th</sup> March 2013, and provide contact details of those within their organisations to invite.</p> <p><b>Action Point</b>  <b>All partners to provide contact details of those to be invited.</b></p>	<p><b>All Partners</b></p>
<p><b>14.</b></p>	<p><b>REVISED MEETING DATES</b></p> <p>Following discussions at agenda item 9 (Terms of Reference)it was agreed that the Full Partnership would meet once each year in September or October, further meetings could be called with the agreement of the Chair and subject to the required notice being given.</p> <p>The Management Committee will meet once each quarter (4 times a year) with the meetings normally taking place in February, June, August and November. If required, further meetings could be called with the agreement of the Chair and subject to the required notice being given.</p> <p>The CPP Chief Officers Group (COG) will normally meet once every 2 months (6 times per year). These meetings will normally be in February, April, June, August, October and December.</p> <p><b>Action Point</b>  <b>Meeting dates to come back to Management Committee meeting on 6<sup>th</sup> March 2013.</b></p>	<p><b>CPP Admin</b></p>
<p><b>15.</b></p>	<p><b>AOCB</b></p> <p><b>ACPG report</b>  The management Committee noted the role which the Area Community Planning Groups can play in facilitating effective local community engagement.</p> <p><b>Citizen's Panel</b>  Partners were reminded that the spring survey will be due soon and were asked to consider any possible subjects and/or questions for inclusion. It was agreed that this items be included on the March meeting agenda.</p> <p><b>Action Point</b>  <b>Item to be included on the Management Committee agenda for 6th March 2013.</b></p> <p><b>Strathclyde Fire and Rescue</b>  Jim Scott, Strathclyde Fire and Rescue advised that Paul Connelly</p>	<p><b>CPP Admin</b></p>



	would be returning to Argyll and Bute.	
<b>16.</b>	<b>Date of next meeting – 6<sup>th</sup> March 2013</b>	