

**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> March 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
Glenn Heritage	Third Sector Partnership/Argyll Voluntary Action
Jane Fowler	Argyll and Bute Council
Louise Long (Item 6 and 7)	Argyll and Bute Council
Douglas Cowan	Highlands and Islands Enterprise
Donald Henderson (VC)	Scottish Government
Bruce West	Argyll and Bute Council
Fergus Byrne	Strathclyde Police
John Rae	Strathclyde Fire & Rescue
Fraser Durie	Argyll College

**Apologies:**

Shirley MacLeod	Argyll and Bute Council
James Scott	Strathclyde Fire and Rescue
Cleland Sneddon	Argyll and Bute Council
Andrew Campbell	Scottish Natural Heritage
Ross Lilley	Scottish Natural Heritage

ITEM	DETAILS	ACTIONS
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>Derek Leslie welcomed everyone to the meeting and intimated apologies. Derek thanked Jim Scott of Strathclyde Fire and Rescue for his commitment to Community Planning Partnership and wished him all the best for the future.</p>	
2.	<p><b>MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 6<sup>th</sup> FEBRUARY 2013</b></p> <p><b>Matters Arising:-</b></p> <p><b>Agenda Item 4 – SOA Annual Report</b> The SOA Annual Report has been submitted to the Scottish Government.</p>	

	<p><b>Agenda Item 5 – This Place Matters – Rethinking Local Leadership</b> Nominations have not yet been received from partners. Names should be put forward to Jane Fowler as soon as possible.</p> <p><b><u>Action Point</u></b> <b>Reminder to be sent out to partners with regards to nominations</b></p> <p><b>Agenda Item 6 – Health Inequalities in Scotland – Audit Scotland Report</b> A draft of the combined responses to the Audit Scotland Health Inequalities Report was submitted to the Audit Committee for consideration. It was felt that the response was too general and there should be more information in terms of actions with identified lead organisations and target dates.</p> <p><b><u>Action Point</u></b> The response will be circulated again and partners asked to identify actions in response to the recommendations. Response will be required by the end of March</p> <p><b>Agenda Item 7(a) – NHS Highland – Argyll and Bute CHP Local Operational Plan</b> Derek Leslie advised that the NHS Implementation Committee was held on Monday. Derek had copies of the NHS Highland, Argyll and Bute CHP balanced scorecards with him should anyone have any questions. The reporting period is March 2013 and this should be on track to populate.</p> <p><b>Agenda Item 7(b) – Police – Development of Local Police Plan</b> Fergus Byrne advised of a typo, this should read as community investigation unit, and not point.</p> <p><b>Agenda Item 13 – Argyll and Bute Local Services Initiative</b> Jane Fowler advised that the planned launch event will not take place on the 27<sup>th</sup> of March. There is to be a meeting on 7<sup>th</sup> March to finalise the draft document for the launch. It was agreed that the timescale would be revised for the event with the possibility of it following on from the Management Committee meeting scheduled for the 8<sup>th</sup> of May. A date will be confirmed in due course.</p>	<p>All</p> <p>CPP Admin/Eileen Wilson</p>
<p>3.</p>	<p><b>SOA SCORECARDS</b></p> <p>A live presentation of the SOA Scorecards was presented to the partners, with hard copies being issued at the meeting. The Management Committee discussed the scorecards in detail and took the opportunity to explore the measures in more detail using the Council’s performance management system. There was a concern that some measures appeared to be amber or red but when further explored they were found to be mostly green. This was explained as some measures are annual and some quarterly. It was agreed that this</p>	

	<p>needs to be addressed when building the scorecards for the new community plan/SOA.</p> <p>Sally Loudon advised that the risk register for Community Planning needed to be updated.</p> <p><b><u>Action Point</u></b>  <b>It was agreed that this item should come back to Management Committee on 8<sup>th</sup> May 2013 with final reports from all theme leads.</b></p> <p><b>It was also agreed that David Clements of the Council's performance management team should be invited along to the next Management Committee meeting on 8th May 2013.</b></p> <p><b>It was further agreed that this item be referred to the new CPP Chief Officers Group scheduled to meet on the 10<sup>th</sup> of April.</b></p>	<p><b>CPP Admin/Eileen Wilson</b></p>
<p><b>4.</b></p>	<p><b>NEW COMMUNITY PLAN</b></p> <p>The Management Committee considered the outcomes and priority action areas outlined in appendix 1 of the Draft SOA 2013-23  Bruce West talked the partners through the short term outcomes and it was agreed that the table needed to be redrafted to reduce the number of outcomes. It was also agreed that the reduced number of outcomes could be listed without the need for the sub headings of People, Place and Partnership Working.</p> <p>Further discussion took place on the detail contained in the table and it was noted that elected members will also have an opportunity to comments on the outcomes and priority action areas for the SOA 2013-23 at the council meeting scheduled for 21<sup>st</sup> March 2013.</p> <p>A further draft of the SOA 2013/23 will be presented to Full Partnership on 27<sup>th</sup> March 2013.</p> <p><b><u>Action Point</u></b>  <b>It was agreed that we need to get further feedback from partners. Bruce West to send a draft to Management Committee by the middle of week commencing 11<sup>th</sup> March 2013.</b></p>	<p><b>Bruce West/ CPP Admin</b></p>
<p><b>5.</b></p>	<p><b>CPP PARTNERSHIP AGREEMENT</b></p> <p>The Community Planning Partnership has recently agreed a number of changes to both the structure of the partnership and associated governance arrangements. The new arrangements were first discussed in June 2012 and subsequent reports and papers have been submitted to the Management Committee who have refined the arrangements.</p> <p>It was agreed at Management Committee on 6<sup>th</sup> February that a new partnership agreement should be drafted to reflect changes.</p>	

	<p>Once finalised all partners will be invited to adopt the agreement.</p> <p><b>Action Point</b>  <b>Partners were asked to give some thought to the organisations that are represented at CPP and give feedback to Eileen Wilson as soon as possible.</b></p> <p><b>It was agreed that a further draft of the CPP Partnership Agreement should be considered by the Full Partnership with a final draft coming back to Management Committee on 8<sup>th</sup> May 2013.</b></p>	<p>All</p> <p>CPP Admin/Eileen Wilson</p>
<p>6.</p>	<p><b>INSPECTION OF CHILDREN'S SERVICES UPDATE</b></p> <p>This report provided the partners with a brief update relating to the Inspection of Children's Service in Argyll and Bute.</p> <p>Key agency leads are actively writing leadership statements which form part of the Inspection. These statements set out the progress of the Partnership in relation to improving outcomes for children and young people across Argyll and Bute.</p> <p>There are 9 statements in total covering a range of topics including corporate parenting, involvement, GIRFEC, getting the best start, achieving, nurtured, healthy and active, children are safe and our children are included.</p> <p>Louise Long advised that the inspection has been co-ordinated through Community Planning. The inspection will be conducted over 13 days between Monday 4<sup>th</sup> March and Friday 19<sup>th</sup> 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. The Lead Officer for the partnership during the inspection is Liz Strang, Argyll and Bute Council.</p> <p>Louise advised that all 9 statements are available through the Share Point repository which is now live and available to CPP members on request.</p> <p>There is a list of 90 cases that Inspectors will read across for evidence of our practice. This is a substantial piece of work. To date there has been a very positive start and there are now 3 officers supporting this on a full-time basis.</p> <p>Derek Leslie gave credit to everyone's teams that are working on the inspection.</p> <p><b>Action Point</b></p>	

	<p><b>It was agreed that the Management Committee would have access to the presentation.</b></p>	<p><b>Louise Long/ CPP Admin</b></p>
7.	<p><b>EARLY YEARS COLLABORATIVE UPDATE</b></p> <p>The Community Planning Partnership was asked to consider appointing an Early Years Collaborative Programme Manager funded through Early Years funding allocated to Argyll and Bute Council. Partners were asked to confirm staff to support collaborative and attend Scottish Government events in May and October.</p> <p>The Management Committee agreed in principal to the next steps outlined in the report. It was also agreed that the Early Years Group would provide regular updates on progress of the Early Year Collaborative through Argyll and Bute's Children and the Community Planning Management Committee.</p> <p><b><u>Action Point</u></b>  <b>Donald Henderson, Scottish Government asked Louise Long to confirm dates for future events.</b></p>	<p><b>Louise Long</b></p>
8.	<p><b>CITIZEN'S PANEL</b></p> <p>The Citizens' Panel membership and the Citizens' panel surveys are available as resources that all Community Planning partners may use.</p> <p>CPP Management Committee and its members are being asked for suggestions regarding themes and questions for inclusion in the Spring 2013 survey.</p> <p><b><u>Action Point</u></b>  <b>The Management Committee should send any suggestions for themes and questions to be included in the Spring Citizens' Panel survey to Chris Carr, Argyll and Bute Council by 21 March 2013.</b></p>	<p><b>All</b></p>
9.	<p><b>SUCCESSION OF CHAIR</b></p> <p>Barry McEwan of Strathclyde Police will be taking on the role of chair of the Management Committee. Barry will take up the chair form April 1<sup>st</sup> 2013.</p> <p>Strathclyde Fire and Rescue will continue to hold the position of vice chair.</p>	
10.	<p><b>MEETING DATES</b></p> <p>It was pointed out that some of the proposed dates for future Management Committee meetings still clash with Area Committee</p>	

	<p>meetings.</p> <p>The Management Committee agreed to the proposed meeting dates.</p>	
11.	<p><b>AOCB</b></p> <p>ESOL Bid – Community Planning Partnerships are being asked to take the lead co-ordinating role in submitting the 2013/14 bid for funding. The CPP is also required to liaise with Scottish Government / Scottish Funding Council (SFC).</p> <p>It was advised that the bid is to be submitted to Education Scotland by the 15<sup>th</sup> March. All were in agreement that the bid should be submitted.</p> <p><b><u>Action Point</u></b>  <b>Eileen Wilson to submit bid to Education Scotland</b></p>	Eileen Wilson
16.	<b>Date of next meeting – 8<sup>th</sup> May 2013</b>	

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