

**North Ayrshire Community Planning Partnership**

**Co-ordination Group**

**Minutes of meeting held on 23 January 2008**

**Attendance**

Ian Snodgrass, Chief Executive, North Ayrshire Council  
Andy Sweeney, Strathclyde Police (For Jim Kirkwood)  
Madeleine Sullivan, Social Justice Manager, Communities Scotland  
Roseann Neill, NHS Ayrshire and Arran (for Pauline Fyfe)  
Jim Reid, Deputy Chief Executive and Director of Operations, Scottish Enterprise Ayrshire  
Billy Thomson, Group Commander, Strathclyde Fire and Rescue  
Donald Wilson, Grounds Maintenance, North Ayrshire Council (for John Currie)  
Justina Murray, Community Planning Co-ordinator, North Ayrshire Council  
Sandra Bale, Policy Officer, Chief Executive's **(Chair)**, North Ayrshire Council  
Gwyneth McKinlay, Accountant, Finance, North Ayrshire Council  
Paul Ardin, Director of Contracts, Operational Planning and Performance, NHS Ayrshire and Arran  
Anne Todd, Community Planning Officer, Chief Executive's, North Ayrshire Council  
Jan Ward (for Marion McLarty)  
Sandra Paterson, Head of Service, Social Services, North Ayrshire Council

**Apologies**

Pauline Fyfe, General Manager, Community Health Partnership, NHS Ayrshire and Arran  
John Currie, Head of Cleansing, Grounds Maintenance, Transport & Property Services, North Ayrshire Council  
Alan Murray, Senior Community Planning Officer, Strathclyde Partnership for Transport  
Marion McLarty, Quality Improvement Manager, Educational Services, North Ayrshire Council  
Superintendent Jim Kirkwood, Strathclyde Police

**Intros were made.**

**1. Minutes of Meeting held on 5 December 2007**

The minutes of last meeting were approved.

**2. Matters Arising from Minutes**

**Partnership Assessment Scorecard**

Justina advised that the Scorecard was now closed and had a 58% response rate. The CPP Team development day will take place next month and it will look at the results and report back to the next meeting.

**Community Radio**

As agreed at the last meeting Justina has approached Jim McHarg regarding using funding from the Communications Strategy for 3TFM. Jim has agreed that he can use this funding. Further reports will be given to a future meeting.

### **3. Single Outcome Agreement**

The group received a verbal report from Ian Snodgrass, North Ayrshire Council Chief Executive, on developing the Single Outcome Agreement with the Scottish Government.

As part of the Concordat with the Scottish Government, each Council will require to develop a Single Outcome Agreement. There will be a reduction in ringfencing of budgets and less stringent auditing.

NAC has agreed to be one of the pilot areas for the Public Sector Improvement Framework.

The SOA should be about what we want to achieve and should focus on making a difference in a small number of areas.

It is also expected that the SOA should outline what we require of our Community Planning partners to deliver the outcomes.

The Co-ordination Group is asked to consider what are the priorities and how will the partners contribute. A special meeting of the Board will also be held on 11 February to consider this. We also require to specify what we require from Government.

### **4. Fairer Scotland Fund/ ROA Forward Plan**

The Group received the report from Sandra Bale, Policy Officer, and Justina Murray, Community Planning Coordinator, on the new Fairer Scotland Fund and implications for the ROA Forward Plan.

Ian Snodgrass, Chief Executive, NAC advised that the fund will eventually become part of the Council settlement. We need to revisit existing initiatives to determine whether we wish to continue these or not in terms of the outcomes we wish to achieve and move to a strategic approach e.g. MCMC, how will all partners contribute to this.

Justina Murray then advised the Group on the criteria for the new fund, which emphasised early intervention and assisting those individuals and family groups most affected by poverty. Whilst there had been a relaxation of the restriction to the 15% data zone areas, the targeting is still expected to show accelerated impact for these areas.

The Group then considered the proposals for interim (Quarter 5) funding for existing ROA initiatives and a proposed form to be issued to Corporate Leads to outline their initiative and funding requirements for the Fairer North Ayrshire Fund.

The Group agreed:-

- (a) to recommend to the Board that they approve the proposals for interim (Quarter 5) funding, including no further funding for Radio City beyond 31 March 2008 and that Radio City be advised of this recommendation now;

- (b) to remit to the CPP Team to work with the Corporate Leads for the ROA initiatives which it is proposed to roll forward for interim funding to determine whether these should continue beyond 30 June 2008 and to identify potential new initiatives;
- (c) to remit to the CPP Team to work with the Corporate Leads for the other initiatives which have been rolled up into the Fairer Scotland Fund, i.e. Working For Families; Changing Children's Services Fund (Social Inclusion element); Financial Inclusion Fund; and More Choices More Chances, to develop proposals for the future of these initiatives;
- (d) to amend the Fairer North Ayrshire proposal form to 2 years only and that it be used for all funding streams; and
- (e) that following a facilitated session for the CPP Board on 11 February to assist the development process, final proposals for the Fairer North Ayrshire Fund for 2008/09 be submitted to the March Board meeting for approval.

#### **5. Social Return on Investment Research Report – North Ayrshire Fab Pad**

The Group were due to receive a presentation from Hugh McGhee, Cunninghame Housing Association, and Susan Aktemel, Impact Arts, on recent research regarding North Ayrshire Fab Pad.

This item will be put on the agenda for next meeting.

Jim left the meeting at this point.

#### **6. Monthly Budget Report and Proposals for Underspend**

The Group received the monthly budget report by Justina Murray, Community Planning Coordinator, including assessment of further underspend proposals.

Justina advised that spend is on target. The underspend for 07/08 of £33,799 has been returned by Communities Scotland, and this has been added to the budget.

This was noted.

The total amount of underspend is now £60,030. Underspend proposals of £61,000 have been received. The report recommended that all proposals were funded.

A request from CLASP has been received to retain their underspend to meet general running costs whilst ongoing funding is secured.

The Group agreed to all underspend proposals, including CLASP.

#### **7. Risk Management and Community Planning – Quarterly Risk Register Report**

The Group received the quarterly update report from Anne Todd, Community Planning Officer, on the CPP's risk register.

The Group noted the progress to date and agreed to remit to the CPP team to update the Risk Register for 2008/09.

Another report would be submitted to the group in 3 months.

This register needs to be reviewed.

**8. Consultation on 'Towards a mentally flourishing Scotland: the future of mental health improvement in Scotland 2008-11'**

The Group received the report by Justina Murray, Community Planning Co-ordination and the discussion paper on the Scottish Government's consultation on 'Towards a mentally flourishing Scotland: the future of mental health improvement in Scotland 2008-11'.

Justina's reported outlined the three main themes for future mental health improvement work and the three key questions to be addressed during the discussion period.

It was agreed that Sandra would email the group for comments and prepare a response.

It was noted that consultation could be included in the list of requirements which would be sent to the Scottish Executive regarding the Single Outcome Agreement.

**9. Communications**

Justina advised that there was nothing to report on this standing item. The Council's communications team have appointed a new team leader and a meeting would be taking place with them soon to discuss the CPP Communications Strategy.

**10. Urgent Items**

**Co-location of Premises**

Paul advised that NHS Ayrshire and Arran are considering the old DWP offices in Bank Street, Irvine for the relocation of 2 surgeries. The property is slightly big and Paul asked partners if anyone would be interested in the remaining floor space.

It had been noted at a previous meeting that Marion McLarty might be interested in this. It was also noted that this might be of use to the NAC's Corporate Training Centre. Partners were asked to take this back to their own organisation and contact Tom Steele, Head of Estates.

**NHS – Stop Press Magazine**

This magazine was circulated to the group. The magazine covered the refocus of NHS Ayrshire and Arran. A list of directors' role and responsibilities is noted on page 3. It was noted that Community Planning is seen to be more a part of the CHP Review.

**11. Date of next meeting**

This was agreed as Wednesday 20 February 2008, 2pm, Committee Room 3.

**North Ayrshire Community Planning Partnership**

**Co-ordination Group**

**Minutes of meeting held on 20 February 2008**

**Attendance**

Sandra Bale, Policy Officer, Chief Executive's, North Ayrshire Council **(Chair)**

Madeleine Sullivan, Social Justice Manager, Communities Scotland

Paul Ardin, Director of Contracts, Operational Planning and Performance, NHS Ayrshire and Arran

Pauline Fyfe, General Manager, Community Health Partnership

Alan Murray, Senior Community Planning Officer, Strathclyde Partnership for Transport

Billy Thomson, Group Commander, Strathclyde Fire and Rescue

Sandra Paterson, Head of Service, Social Services, North Ayrshire Council

Jan Ward, Head of Service, Educational Services, North Ayrshire Council (replacing Marion McLarty)

John Currie, Head of Cleansing, Grounds Maintenance, Transport & Property Services, North Ayrshire Council

Justina Murray, Community Planning Co-ordinator, Chief Executive's, North Ayrshire Council

Anne Todd, Community Planning Officer, Chief Executive's, North Ayrshire Council

Gordon Clark (Environment Chair) **(For Item 3)**

Marlene McMillan (Health and Wellbeing Chair) **(For Item 3)**

John McKnight (reporting for Lifelong Learning Chair) **(For Item 3)**

Chief Inspector Stewart Rorrison (Safer Communities Chair) **(For Item 3)**

Alex Anderson (Social and Economic Development Chair) **(For Item 3)**

**Apologies**

Superintendent Jim Kirkwood, Strathclyde Police

Gwyneth McKinlay, Accountant, Finance, North Ayrshire Council

**Introductions were made.**

**1. Minutes of Meeting held on 23 January 2008**

The minutes of last meeting were approved.

**2. Matters Arising from Minutes**

**Partnership Assessment Scorecard**

Justina advised that the results looked positive but were, however, not a priority at this time. Results would be reported back to the Co-ordination Group and the Partners Groups.

**Community Radio**

Justina advised that funding has been utilised by 3TFM to relaunch their Community Radio Station.

### **Social Return on Investment Research Report - North Ayrshire Fab Pad**

Justina advised that the presentation from Cunninghame Housing Association and Impact Arts on recent research regarding North Ayrshire Fab Pad will be put on the Agenda for the next meeting.

### **NHS - Stop Press Magazine**

Pauline Fyfe advised that an event was held on 5 February regarding the refocus of NHS Ayrshire and Arran giving details on a model for strategic alliance. This is the start of the process and negotiations are still ongoing to determine locality partnership arrangements.

## **3. Thematic Group Chair's Reports**

### **(a) Environment Group**

The Group noted the report from Gordon Clark, Chair of the Environment Thematic Group.

### **(b) Health and Wellbeing Group**

The Group noted the report from Marlene McMillan, Chair of the Health and Wellbeing Thematic Group.

### **(c) Lifelong Learning Group**

The Group noted the report from John McKnight, in the absence of the Chair of the Lifelong Learning Thematic Group.

### **(d) Safer Communities Group**

The Group noted the report from Chief Inspector Stewart Rorrison, Chair of the Safer Communities Thematic Group.

Strathclyde Police have suggested the creation of community policing teams as part of the Single Outcome Agreement (SOA). This has to feed into the SOA process and is currently with the Chief Executive, North Ayrshire Council. and will be taken forward by the team developing the SOA within the Council.

### **(e) Social and Economic Development Group**

The Group received a report from Alex Anderson, Chair of the Social and Economic Development Thematic Group.

Alex advised that regarding the NEET Strategy for school leavers, suggestions would be welcomed regarding placements for the further 9 young people seeking training/apprenticeship opportunities.

A decision of the ESF/CPP Pilot bid is expected in March and a report on progress will be submitted to the April meeting of the Co-ordination Group.

There was discussion on how the Thematic Groups should report to the Co-ordination Group in the future. It was suggested that having one or 2 groups report per Co-ordination Group meeting would give a more focussed approach.

The Group agreed to defer consideration of this matter pending a decision regarding any structural changes arising from the Single Outcome Agreement. This item will be put on the Agenda of the April meeting for discussion.

#### **4. Community Plan Action Plan 2007/08 - Quarter 3 Performance Report**

The Group received the Quarter 3 monitoring report from Anne Todd, Community Planning Officer on the Community Plan Action Plan 2007/08.

The report outlined progress against each of the planned actions for Quarter 3 (to 31 December 2007).

The Group noted

- the report and the explanations for targets which are significantly adrift of completion;
- that Pauline Fyfe will chase up with Iain McLeod the issue of completion of the Joint Community Care Plan; and
- that a new web based system will be introduced later in the year for submitting progress reports each quarter. Council representatives will have access to this process and Anne will continue to receive information from external partners and input this into the system.

#### **5. Regeneration Outcome Agreement 2007/08 - Quarter 3 Monitoring Report**

The Group received the Quarter 3 monitoring report from Sandra Bale, Policy Officer, for all Regeneration Outcome Agreement Initiatives.

The Group noted the current position and anticipated spend of funding for the final quarter.

#### **6. Monthly Budget Report and Proposals for Underspend**

The Group received the monthly budget report by Justina Murray, Community Planning Co-ordinator covering the period to 31 January 2008.

It was noted that spending to date remains largely on track. Justina advised all ROA initiatives have been asked to re-confirm projected spend to March 2008.

The Group agreed to

- note the current budget position and accompanying information;
- support the budget underspend proposals highlighted by Justina as follows:-

<b>Programme/Initiative</b>	<b>Underspend Proposal</b>	<b>Funding Cost</b>
Mobile CCTV	Portable Mobile CCTV System	£35,800
Fire Prevention	"Cut It Out" Trailer	£2,535
"Play for All" Playpark Improvements	Play area upgrade (across 3 regeneration areas)	£5,000 initially (balance of £10,000 to be funded if further underspend identified)
Access to Leisure: Leisure Passes	Direct marketing programme to leisure pass holders	£1,500
Access to Leisure: Community Outreach	Community outreach equipment purchase	£6,000
Care Partners Groupwork Programme	Pilot a social group for adult service users who have learning/ physical disability	£518
Keeping Fit and Healthy	Purchase of 350 annual gym memberships	£7,000
Coaching and mentoring programme	Additional "soft skills" workshops to benefit 8 additional clients	£1,930
Pro-Act North Ayrshire	Purchase additional training (3.5 days) in NLP and life coaching for adults	£1,942

## **7. North Ayrshire Single Outcome Agreement (SOA) - Partner Contributions**

The Group received the report by Justina Murray, Community Planning Co-ordinator on progress in developing the North Ayrshire SOA. This included further development around partner contributions following on from the Special CPP Board Meeting on 11 February 2008. Papers outlining Strathclyde Police and SPT's proposed contributions to the SOA were tabled. Justina advised that further consideration will be given to the Police submission later in the year.

Justina advised that further guidance on partner contributions to the SOA was received at a national CPP Network meeting on 12 February. The national SOA team advised that we will be able to cross-reference to the relevant sections of the Community Plan Action Plan 2008/09 rather than listing specific partner contributions separately. Work is underway in developing the next Action Plan for 2008/09 via Thematic Groups and lead officers.

The Group

- noted progress to date in developing the SOA. The Group considered that they would be unable to develop partner contributions to be worked up into actions for the new Community Plan Action Plan 2008/09 until they had sight of the proposed local outcomes in the SOA. They also considered that a number of major issues needed to be included e.g. Community Care Plan, Community Justice Authority and other cross cutting issues;

- noted that a further draft of the SOA will be circulated to the Co-ordination Group as soon as possible and to the Board for comment. The Board will be asked to approve the final SOA at its meeting on 13 March 2008;
- agreed that in the meantime, Co-ordination Group members would liaise with Sheena Gault (Community Care), Marlene McMillan (health action) and Kay Boyd (Children's Services Planning); and that Anne Todd will liaise with each of them.

## **8. Fairer North Ayrshire Fund/ROA Forward Plan**

The Group received the report by Justina Murray, Community Planning Co-ordinator on proposals received under the Fairer North Ayrshire Fund/ROA Forward Plan.

Around 20 initiatives were asked to submit proposals for the Fairer North Ayrshire Fund, as reported to the Board on 11 February. This was not a competitive 'challenge' fund that was open to anyone to apply – the CPP have focused on taking forward the best lessons of the Regeneration Outcome Agreement (ROA) and other linked funding streams within the new Fairer North Ayrshire Fund (including More Choices, More Chances (NEET); Financial Inclusion; Working for Families; and Changing Children's Services (Social Inclusion Element).

The deadline for proposals was Friday 15 February. Almost all proposals were received by the deadline, and there are good reasons for the outstanding proposals. One proposal which is it not yet possible to develop covers the Employability Programme – the content of this will again take forward the best of the ROA, and better integrate with linked funding streams and programmes. However the content also depends on the outcome of the CPP's European funding bid, which focuses on employability, and which will not be confirmed until 18 March.

The quality of the proposals was good overall, with most sections reasonably well completed. However the exception is the 'outputs' section, where many initiatives still appear to be struggling to identify measurable, numerical targets for their work.

The Group agreed

- to note progress to date in developing the Fairer North Ayrshire programme;
- to identify any outstanding issues, questions or concerns to be remitted to the CPP team by end of Wednesday 27 February for resolution by the team and lead officers;
- that the CPP team can continue to progress the Forward Plan by issuing Monitoring Agreement templates to initiatives to complete. This will enable:
  - a. The CPP team to work closely with initiatives to finalise proposals, and in particular the target outputs, and
  - b. Those initiatives which receive Board approval to begin to deliver as soon as possible after 1 April 2008;
- to note that the Employability Programme will not be developed in advance of the Board meeting, due to the delay in the European funding decision (expected 19 March);
- to note that the CPP Board approval for the final Fairer North Ayrshire 'package' will be sought on 13 March 2008.

**9. Good Governance in Partnership - Feedback on CIPFA Training Event**

Justina Murray, Community Planning Co-ordinator referred to the CIPFA training event, hosted by the CPP on 30 January 2008 and advised that she would take forward issues arising from this event.

**10. Date of next meeting**

This was agreed as Wednesday 23 April 2008 at 2.00 p.m. in Committee Room 3.

The meeting ended at 4.45 p.m.

**North Ayrshire Community Planning Partnership**

**Co-ordination Group**

**Minutes of meeting held on Wednesday 23 April 2008**

**Attendance**

Justina Murray, Community Planning Co-ordinator, North Ayrshire Council  
Sandra Bale, Policy Officer, Chief Executive's, North Ayrshire Council  
Anne Todd, Community Planning Officer, Chief Executive's, North Ayrshire Council  
Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran (For Pauline Fyfe)  
Sandra Paterson, Head of Service, Social Services, North Ayrshire Council  
Alan Murray, Community Planning Manager, Strathclyde Partnership for Transport  
Jim Reid, Director of Regional Support, Scottish Enterprise  
Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise  
Superintendent David Conquer, Strathclyde Police  
John Currie, Head of Cleansing, Grounds Maintenance and Transport, Property Services, North Ayrshire Council  
Dianne Whyte, External Funding Officer, North Ayrshire Council (for item 3)  
Andy Lee, (Labour Market Initiative Co-ordinator, North Ayrshire Employability Continuum (for item 4)  
Billy Thomson, Group Commander, Strathclyde Fire and Rescue  
Jan Ward, Head of Service, Educational Services, North Ayrshire Council (at 3pm)

**Apologies**

Dr Allan Gunning, Executive Director - Policy, Planning & Performance, NHS Ayrshire and Arran  
Pauline Fyfe, General Manager, Community Health Partnership, NHS Ayrshire and Arran  
Gwyneth McKinlay, Accountant, Financial Services, North Ayrshire Council

**0. Welcome and Apologies**

Sandra Bale welcomed everyone to the meeting, the above apologies were noted and introductions were made.

Sandra Bale noted that there have been some changes in personnel round the table.

Strathclyde Police – Superintendent Jim Kirkwood has now retired, Superintendent David Conquer will now be the representative on the Group. Sandra Bale advised that Jim had written to her as Chair of the group to express his thanks in working with the CPP in North Ayrshire.

NHS Ayrshire and Arran – Due to a restructure in NHS Ayrshire and Arran Paul Ardin will no longer be a member of the Group; Dr Allan Gunning will now attend.

Scottish Enterprise – Jim Reid advised that he will now represent Scottish Enterprise on the CPP Board and Joy Love will now be the representative on this Group. It was noted that Joy Love would also participate in any thematic activities. Formal written notification of this will be submitted soon. Joy Love has arranged to meet Justina Murray soon.

Skills Development Scotland – They have written to the CPP to start discussions on their representation on CPP Groups.

**1. Minutes of Meeting held on 20 February 2008**

The minutes of the last meeting were approved.

**2. Matters Arising from Minutes**

There were no matters arising that were not covered on the agenda.

**3. Scottish Rural Development Programme and LEADER Programme**

The Group received the report from Dianna Whyte, External Funding Officer, North Ayrshire Council, on the Mainland Ayrshire Leader Programme, including potential support for environmental and capacity-building/ networking projects in North Ayrshire, and links with community planning.

The report outlined the background to the Scottish Rural Development (SRDP) and LEADER Programmes and highlighted the amount of funding that is available. The SRDP programme is designed to empower communities at a grassroots level and will provide funding to communities, agricultural businesses, environmental projects, farmers and crofters. The aim of LEADER is to empower communities to develop their own area using innovative approaches and co-operation.

It was noted in the report that organisations should be aware of potential complementarity with the local CPP and should keep them informed of its work to overcome duplication.

Justina Murray raised the issue of formally linking this programme to Community Planning. It was agreed that Dianna Whyte would contact Thematic Group Chairs with information on any relevant bids. Shirley Laidlaw would send Dianna Whyte the contact details of all Chairs.

Notification of the funding allocation for Ayrshire Leader should be in July 2008.

The Co-ordination Group noted the report.

**4. Fairer North Ayrshire  
a. Submission to Scottish Government**

The Group received the Fairer North Ayrshire submission made to the Scottish Government (as part of the North Ayrshire Single Outcome Agreement) for information, including the summary of all approvals by CPP Board on 13 March 2008.

Justina Murray advised that the CPP had been asked to make a brief submission to the Scottish Government on how the Fairer North Ayrshire Fund will be allocated in North Ayrshire. The report covered the strategic framework and strategic development of the Fairer Scotland Fund; the integration with the SOA and finally FNA funding allocations.

The Scottish Government have advised that feedback on the submission will be made as part of wider feedback for the North Ayrshire SOA on 8<sup>th</sup> May, when Graeme Dixon, Scottish Government, will meet with the NAC Chief Executive.

Justina Murray advised that in regard to the Fairer North Ayrshire Fund, the CPP are at the stage of approving monitoring agreements and making formal offers of funding.

Marlene McMillan noted that there are some indicators for the Healthy North Ayrshire programme which are not included in the submission's strategic line of sight. Justina advised that these indicators are for the wider SOA. There was some discussion on this, and it was noted that the Council were still awaiting comments from the Scottish Government on the SOA, and there could be further changes.

Justina Murray advised that at the next Co-ordination Group meeting in May, it is hoped that an SOA workshop will take place involving thematic group chairs.

Justina Murray also advised that a Draft of the CPP's SOA for 2009-10 would be submitted to the CPP Board at their September meeting.

## **b. Employability Continuum and More Choices More Chances Initiatives**

### **Employability Continuum**

The Group received the report from Andy Lee, Labour Market Initiative Co-ordinator on the North Ayrshire Employability Continuum.

The report gave further information on the 12 initiatives that would be included within the Employability Programme within the FNAF and how these were chosen. The North Ayrshire Employability Continuum was used to identify initiatives, along with information on the CPP Team's forward plan which looked at the performance of ROA initiatives.

Andy Lee advised that the FNAF bid was closely linked to the European Pilot Funding Bid. No announcement had been made to date regarding the amount of funding North Ayrshire would receive, therefore there was no funding amounts next to any of the initiatives. It is hoped that this will be clarified at a meeting on 6<sup>th</sup> May.

Currently the SED Group is at the stage of developing the tendering/procurement process. It is hoped that this will be finalised soon.

Justina Murray asked if it would be possible for the More Choices More Chances (MCMC) group to take on responsibility for the MCMC/NEET projects. Andy Lee agreed that this should be the case, as Jan Ward/Laura Cook's expertise would be invaluable.

Justina Murray sought clarification on the level of involvement of the SED Group in developing the detail of the FNA proposals. Andy Lee advised that the SED Group had seen the European bid, and had the chance to comment.

Justina Murray suggested that there should be a clear and transparent process to ensure that the SED Group are involved in the funding allocations for initiatives, and have a chance to feed into this.

After some discussion about the role of the Group, it was agreed that the SED Group's formal approval would be sought for the detailed costed proposals either at their next meeting or via a special meeting if required.

The Group agreed in principal to the outline report but referred back to the SED Group to allocate funding to the FNAF proposals.

### **More Choices, More Chances**

The Group received the report from Jan Ward, Lead Officer, More Choices, More Chances on the More Choices More Chances Programme.

The report covered the background of the MCMC Fund, and how it had chosen seven pilot areas to receive £800,000 each, over the period 2006-2008, to tackle the high numbers of 16-19 year olds who are not in employment, education or training in their area.

The MCMC Sub-Group of the SED Group was formed to take this forward. The MCMC Group have prepared a list of programmes and activities taking account of North Ayrshire's MCMC Strategy and the principles of the Fairer Scotland Fund. These programmes and activities build on the successes delivered by partners over the period 2006 to 2008. These were further outlined in the report.

It was noted that the budget would need to be agreed at the next MCMC meeting. Justina Murray indicated that there should be links between the SED and MCMC groups but not duplication. It was noted that the MCMC proposals were also dependent on the announcement of the European Pilot Bid. All projects would still be delivered but possibly at a reduced rate.

The Group approved the proposals pending the allocation of funding at the next MCMC Group and also the European Bid Funding announcement.

## **5. Reporting by Chairs of Thematic Groups**

The Group discussed the preferred approach to reporting by Chairs of Thematic Groups to the Coordination Group.

Justina Murray noted that this issue had been raised at the last meeting. It was suggested then that Chairs could report to this Group either 1 or 2 at a time, rather than all 5 Chairs reporting every quarter.

After discussion it was agreed to continue with the present arrangement until feedback had been received from the planned CPP governance review.

## **6. Budget report**

The Group received the budget report as at 10 April 2008 by Justina Murray, Community Planning Co-ordinator.

Justina Murray advised that the Community Regeneration Fund/ Community Voices Fund ended on budget for 2007/08. The Financial Inclusion Fund ended around £3000 underspent.

### **FNAF Budget 2008/09**

Justina Murray additionally advised that in the FNAF budget for 08/09, £61,000 had been unallocated. This has now been allocated to cover central charges for services.

This was noted.

## **7. Risk Management and Community Planning – Quarterly Risk Register Report**

The Group received the quarterly update report from Anne Todd, Community Planning Officer, on the CPP's risk register.

As previously agreed Anne Todd would provide quarterly reports to this Group. The Risk Register focuses on strategic risks facing the partnership as a whole, rather than risks relating to individual Community Plan Priorities. These range from national level risks to those at a more local, community level. In total, seven risks have been listed, which ensures the Risk Register is manageable.

At their meeting on the 23 January 2008 the Coordination group remitted the CPP Team to update the Risk Register for 2008/09.

The CPP Team have identified current controls, an action plan and responsibility for the seven risks identified in the Risk Register. These are attached to the report. Two risks have also been revised.

The Group agreed the new risks for 2008/09 and noted the progress made to 31 March 2008. The Group agreed that the next quarterly report be submitted on 27 August 2008.

## **8. Radio City**

The Group received the correspondence from Gordon McGuiness, Chair of Radio City Association Board following a meeting with partners (NAC, NHS Ayrshire and Arran and Communities Scotland) on 27 March 2008.

The chair of the RCA board, called partners together at the end of March to discuss the outcome of the operational review with CEIS to develop their business plan.

The outcome of the review is that even if the building is running to expected capacity grant funding would still be required.

The Scottish Government has announced that they will give Healthy Living Centres one year transitional funding. NHS Ayrshire and Arran have applied for this funding for Radio City. They have been successful, and have been awarded £50,000 for the first 6 months of 08/09 and can then reapply for another £50,000 for the remaining 6 months. The Big Lottery Fund are encouraging Radio City to apply for lottery funding as well.

There is the option for partners to take on more office space within the building and a new manager is in place and she is looking at current issues.

It was agreed to write back to Radio City supporting any application they had for lottery funding and welcoming the funding from the Scottish Government, but regretfully no funding would be available from the CPP.

## **9. North Ayrshire Compact**

The Group received the Compact and Action Plan from Stephen McLaughlin, Chair of the Compact Joint Working Group.

The North Ayrshire Compact is a new written agreement between the public sector and the community and voluntary sector that sets out shared principles, values and commitments. It is designed to state clearly what each party can expect from the other. The Compact has now been finalised and partners have signed up to it. A copy of the printed version was tabled.

The Compact is now being presented back to the CPP with recommendations on how to take it forward.

Justina Murray tabled a report, which showed the decision required by the Group, further to a meeting with Stephen McLaughlin, Volunteer Centre and John McKnight, Community Learning and Development yesterday.

The Group agreed:

- to support Option 2 as proposed in the correspondence
  - Volunteers from the various organisations (statutory, community and voluntary) are recruited to initiate the actions in the Action Plan, collate the required information and report back to the CPP Co-ordination group.
- to support the establishment of a Compact Reference Group (further details of the remit of the group were outlined in the tabled report)

The Group noted:

- that Community Learning and Development are considering committing a lead worker (possibly one day per week) to drive the development and delivery of the Compact.
- that the Compact will be launched as part of Volunteers Week, at the Volunteering Awards on 3<sup>rd</sup> June (evening event). Invitations will be sent to community planning partners shortly.

**10. CPP Communications**

The Group received the report from Justina Murray, Community Planning Co-ordinator on recent developments with CPP Communications.

Monthly Communications meetings have now been established with the new team leader within NAC Communications and various actions have resulted from these (highlighted in the report).

The Group noted the progress and plans to refresh the CPP Communications Strategy.

Sandra Paterson suggested using SOA outcomes when choosing press releases.

**11. Urgent Items**

None.

**12. Date of next meeting**

Wednesday 28 May 2008, 2pm, Committee Room 2. It was noted there will be a workshop session on the SOA with the Group and Thematic Group Chairs at this meeting.

**North Ayrshire Community Planning Partnership**

**Co-ordination Group**

**Minutes of meeting held on 28 May 2008**

**Attendance**

Sandra Bale, Policy Officer, Chief Executive's, North Ayrshire Council (**Chair**)  
Superintendent David Conquer, Strathclyde Police  
John Currie, Head of Cleansing, Grounds Maintenance, Transport and Property Services, North Ayrshire Council  
Dr Allan Gunning, Executive Director, Policy, Planning and Performance, NHS Ayrshire and Arran  
Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise  
Alan Murray, Community Planning Manager, Strathclyde Partnership for Transport  
Helen Strainger-Boyce, Policy, Planning and Performance, NHS Ayrshire and Arran  
Jan Ward, Head of Service, Educational Services, North Ayrshire Council

**Also in attendance**

Justina Murray, Community Planning Co-ordinator, North Ayrshire CPP  
Anne Todd, Community Planning Officer, North Ayrshire CPP  
Gordon Clark, Chair of Environment Thematic Group  
Marlene McMillan, Chair of Health and Wellbeing Thematic Group  
Craig Crosthwaite, Chair of Lifelong Learning Thematic Group  
Chief Inspector Stewart Rorrison, Chair of Safer Communities Thematic Group  
Alex Anderson, Chair of Social & Economic Development Thematic Group

**Apologies**

Pauline Fyfe, General Manager, North Ayrshire Community Health Partnership  
Gwyneth McKinlay, Accountant, Financial Services, North Ayrshire Council

Sandra Bale welcomed everyone along to the meeting and the above apologies were noted. It was proposed/agreed to move Agenda Item 6 to after Agenda Item 3 to allow thematic group chairs to participate.

**1. Minutes of meeting held on 23 April 2008**

The minutes of the last meeting were approved.

**2. Matters arising from minutes**

Agenda Item – 4 (b) i and ii will be covered under the Chairs Report.  
Agenda Item – 9 – All partners have identified representatives. The Community and Voluntary Sector have advised that they will identify representatives in due course.

Joy Love sought confirmation that a letter from Scottish Enterprise had been sent to the Leader of the CPP regarding the representation on the CPP Board. Justina Murray/Sandra Bale would look into this.

**ACTION: JUSTINA/SANDRA**

**3. Thematic Group Chair's Reports**

**a. Environment Thematic Group**

The Group noted the report.

**b. Health and Wellbeing Thematic Group**

The Group noted the report.

**c. Lifelong Learning Thematic Group**

The Group noted the report.

**d. Safer Communities Thematic Group**

Stewart Rorrison noted that interviews were taking place tomorrow for the additional four police officers for the secondary schools. This would bring the total to 7 throughout North Ayrshire. Stewart also advised that the Trading Standards post funded through the Group has now been mainstreamed. This freed up £15,000. The Safer Communities Thematic Group have asked for expressions of interest from members of the thematic group and this will be discussed at their next meeting.

The Group noted the report.

**e. Social & Economic Development Thematic group**

Alex Anderson advised that the Social & Economic Development Thematic Group, at their last meeting, agreed the programme for year 08/09, dependent on the announcement of European Funding from the Scottish Government.

The Group noted the report.

MCMC Sub-Group

Jan Ward advised that the MCMC sub-group had met last week and also agreed their programme, dependent on the announcement of European Funding from the Scottish Government.

Inspiring Scotland Fund

Jan also advised that 16 organisations have been successful in proceeding to stage two of the Inspiring Scotland Fund process. All of these organisations have indicated that they would want to work in North Ayrshire.

A meeting will be arranged with these 16 organisations and the other 2 Ayrshire authorities to look at their bids and tease out any issues, i.e. duplication; linking to other projects etc.

The second part of the application is to be submitted by 25<sup>th</sup> July. Inspiring Scotland is keen that our CPPs are more involved at this stage. Notification to successful applications should be made during September/October. These organisations will be funded for 7-10 years. A further update will be given at the next meeting.

Alex Anderson raised the issue of duplication of European funding for projects in North Ayrshire. Alex advised that he has now written to the Scottish Government to suggest that local areas, possibly via CPPs, are consulted on applications in the future.

## 6. North Ayrshire Single Outcome Agreement (SOA)

The Group received the report by Justina Murray on the North Ayrshire Council Single Outcome Agreement (NAC SOA) and the Community Planning Partnership Single Outcome Agreement (CPP SOA).

The report gave background information on the NAC SOA and CPP SOA. The CPP SOA will run from April 2009, however it is intended that an initial draft will be presented to the CPP Board in September 2008. This timing will enable the SOA to guide the budget planning process for 2009/10 and beyond.

Justina asked partners to identify SOA Lead Officers in each organisation. The development of the CPP SOA will be led by the CPP team working to the CPP Coordination Group, with the support of SOA Lead Officers.

### **ACTION: ALL PARTNERS LISTED IN THE REPORT**

The Group agreed to amend the NAC SOA template to fit the CPP purposes, including the addition of contextual information.

A background paper had been circulated to inform an initial SOA workshop session for the Coordination Group and Thematic Group Chairs.

Members of the Group then broke into workshops to discuss the NAC/CPP SOA.

Alex Anderson left the meeting at this point.

Feedback was given to the whole Group from each workshop. Justina advised that the CPP Team will discuss how to take this forward and report back to the next meeting.

### **ACTION: CPP TEAM**

Justina thanked the Group for their input.

## 4. Cultural Planning Progress Report

Jan Ward spoke to the report by Frank Smith, Cultural Planning Co-ordinator on the progress of the Cultural Planning Sub-Group.

The Sub-Group was formed by the Lifelong Learning Thematic Group in May 2007 to take forward Cultural Planning and to articulate and respond to the requirements and recommendations as set out in the Draft Culture (Scotland) Bill. Implementation of the Bill was put on hold after the election of the Scottish Government in May 2007 to allow the Minister time for consultation on its contents. The Draft Bill does not look like it will be implemented in that form.

The Sub-Group has therefore shifted focus to explore opportunities for public consultation on culture and its role in people's lives, its potential to build community capacity and to generate economic opportunities.

The Sub-Group would therefore like to widen its membership to include representation from other partners including Irvine Bay URC, funding, tourism, economic development, marketing and health to develop an integrated approach to promoting cultural activity and to increase community engagement.

The Co-ordination Group agreed to this. It was agreed that an email would be sent to all relevant partners to ask for nominations to sit on the Sub-Group

**ACTION: SANDRA**

## **5. Update on Review of North Ayrshire Community Health Partnership (CHP)**

The Group received a verbal update from Allan Gunning, Executive Director, Policy, Planning and Performance, NHS Ayrshire and Arran on the review of North Ayrshire Community Health Partnership (CHP).

A 'strategic alliance' has developed the review proposals. This consists of senior officers from each of the three local authorities and a team of NHS directors. The aim of the Strategic Alliance is to ensure partnership working in the planning and delivery of services and the allocation of joint resources. The Strategic Alliance has been meeting every week. A report will be presented to the NHS Board on 25 June 2008.

It is proposed that there will be a CHP committee for each local authority area. These will be made up of Council elected members and senior officers and report to the NHS Board, and possibly the CPP Board, but this has to be decided. There will be a CHP forum in each local authority area made up of the current CHP committee members but with wider representation. There will also be a Partnership Facilitator in each area, who will be jointly appointed by the Council and the NHS. The officer appointed will be an NHS employee; and will be based in local authority premises to encourage close joint working.

Allan advised that these are big changes to the current way the CHPs work but will link better with statutory agencies and also local communities.

The current management and committee structures will remain in place until this development work is complete and the new partnership agreements are presented to the NHS Board in June 2008 with implementation over the summer months.

Wai-yin Hatton, Chief Executive, NHS Ayrshire and Arran will report on this to the CPP Board in June.

Justina Murray asked where the Health and Wellbeing Thematic Group would fit into the new structure.

Allan advised that the new CHP's focus would be on health and care and there would probably be a need to replace the Health and Wellbeing Thematic Group. The structure is currently being reviewed by the Chief Executive, NHS Ayrshire and Arran, but there is an awareness of the need to link closely to community planning.

## **6. Community Plan Action Plan 2007/08 – Quarter 4 Performance Report**

The Group received the Community Plan Action Plan 2007/08, Quarter 4 Performance report by Anne Todd, Community Planning Officer.

The Coordination Group approved a performance management framework (PMF) for the Community Plan. Part B of the PMF covers the Community Plan Annual Review and Action Plan. It was agreed that progress against each of the planned actions would be updated and reported quarterly.

Progress against each of the planned actions for Quarter 4 (to 31 March 2008) for the 2007/08 Community Plan Action Plan was outlined.

The Group noted the report.

#### **7. Regeneration Outcome Agreement (ROA) 2007/08 - Quarter 4 Monitoring Report**

The Group received the Regeneration Outcome Agreement (ROA) 2007/08, Quarter 4 Monitoring report by Sandra Bale, Policy Officer.

The Group noted the report.

Sandra made a general comment to the Group about the difficulty in obtaining up-to-date reports on time from some lead officers and asked partners to ensure their lead officers submitted these reports as requested by the CPP Team on time and containing the relevant information. **ACTION: ALL**

#### **8. Community Plan Annual Review 2007/08 and Action Plan 2008/09**

The Group received the Community Plan Annual Review 2007/08 and Action Plan 2008/09 report by Anne Todd, Community Planning Officer.

The Community Plan is supported by the Annual Review and Action Plan, which is updated each Spring. This identifies key achievements during the previous year, and actions for the year to come. An Annual Review and Action Plans for 2008/09 have been produced for each of the 7 priorities in the Community Plan.

The Group noted the report.

#### **9. CPP Governance Review**

The Group received the CPP Governance Review Report by Justina Murray, Community Planning Coordinator.

The last review of the CPP was carried out as part of the development of the Community Plan, launched in 2006. It is now timely to look again at the CPP to ensure that:

- We can deliver the new Single Outcome Agreement from April 2009.
- We are clear on roles and responsibilities, so that everyone is clear on their own accountability.
- We have the best structures to make the most of the new and changing partnerships and alliances within North Ayrshire, including the new arrangements for the Community Health Partnership, and the creation of new partnerships, such as the Irvine Bay Regeneration Company and the Community Justice Authority.
- We have a clearer relationship with other long-standing strategic partnerships, such as Integrated Children's Services Planning and the Child Protection Committee. (This has been raised in recent external audits and inspections).
- We are involving the right people in the right way – particular issues have been identified around developing the involvement of elected members, the community and voluntary sector, and business representatives in community planning.

The Group completed the PP Vote governance exercise.

Justina advised that the CPP Team would carry out interviews with partners over next few months and report back to this Group in August, with proposals going to the CPP Board in September.

**ACTION: CPP**

**TEAM**

Joy Love suggested that as new organisations have formed and membership changes have been made, it is ensured that new members have the appropriate community planning experience.

Any additional comments on the CPP Governance Review should be forwarded to Justina.

Justina thanked the Group for their input.

**10. Board meeting – 12 June 2008**

Sandra Bale advised the Group of the current items on the CPP Board agenda for 12 June 2008:

- SOA 2008/09
- SOA 2009/10
- Governance review
- Community engagement review group
- Communications strategy
- CHP review
- CP annual review and action plan 08/09
- URC – standing item
- CP performance report 07/08

The Group had no other items to add.

**11. Urgent Items**

Agenda Items

Sandra Bale raised the issue of agenda items for the Co-ordination Group. It was noted that although most reports on the agenda are by the CPP Team, all partners have the opportunity to submit agenda items for discussion.

Update from Strathclyde Police

Superintendent David Conquer updated the Group on the changes the new Chief Constable is proposing within Strathclyde Police, which change quite fundamentally the way Strathclyde Police operate. A smaller more focused team will answer general 999 calls, whereas Community Policing Teams (CPTs) will deal with antisocial behaviour and minor thefts. These CPTs will not be extracted from the Community at any time (i.e. for football matches). Part of the new Chief Constable's vision is that Police should be focusing on the harder edge policing and enforcement and should have less involvement in diversionary activities (e.g. youth clubs). These diversionary activities should be taken over by the appropriate partner agency. The Chief Constable is still very supportive of the campus based police officers and the

work that they do in the community. North Ayrshire will have an additional 46 police officers, all will be within the Community Policing Teams.

The Group thanked David for his update.

**12. Date of Next Meeting**

This had been previously agreed as 27 August, 2pm, Committee Room 2.

**North Ayrshire Community Planning Partnership**

**Co-ordination Group**

**Minutes of meeting held on 27 August 2008**

**Attendance**

Sandra Bale, Policy Officer, Chief Executive's, North Ayrshire Council (**Chair**)  
Sandra Paterson, Head of Service, Social Services, North Ayrshire Council  
Jan Ward, Head of Service, Educational Services, North Ayrshire Council  
Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise  
Superintendent Stephen McGrath, Strathclyde Police  
Helen Strainger-Boyce, Policy, Planning and Performance, NHS Ayrshire and Arran (For Allan Gunning)  
Linda Semple, Assistant Director of Strategic Planning and Performance), NHS Ayrshire and Arran (For Pauline Fyfe)

**Also in attendance**

Justina Murray, Community Planning Co-ordinator, North Ayrshire CPP  
Anne Todd, Community Planning Officer, North Ayrshire CPP  
Gordon Clark, Chair of Environment Thematic Group  
Marlene McMillan, Chair of Health and Wellbeing Thematic Group  
Chief Inspector Stewart Rorrison, Chair of Safer Communities Thematic Group  
Angus O'Henley (for Alex Anderson), Chair of Social & Economic Development Thematic Group

**Apologies**

Dr Allan Gunning, Executive Director, Policy, Planning and Performance, NHS Ayrshire and Arran  
Pauline Fyfe, General Manager, North Ayrshire Community Health Partnership  
Gwyneth McKinlay, Accountant, Financial Services, North Ayrshire Council  
Alan Murray, Community Planning Manager, Strathclyde Partnership for Transport  
John Currie, Head of Cleansing, Grounds Maintenance, Transport and Property Services, North Ayrshire Council  
Billy Thomson, Group Commander, Strathclyde Fire and Rescue  
Craig Crosthwaite, Chair of Lifelong Learning Thematic Group

**1. Minutes of Meeting held on 28 May 2008**

The minutes of the meeting held on 28 May 2008 were approved.

**2. Matters Arising from Minutes**

The Group noted the progress against actions as outlined in the checklist.

**(a) Inspiring Scotland**

Jan Ward advised that the organisations' proposals had been signed off. They have a strategic fit with North Ayrshire Council's MCMC Strategy. It is a 7-10 year fund. At a later date some of the organisations will hope to work with the Community Planning partners. Notification will be given in October to the organisations as to whether they have been successful.

Noted.

### **3. Thematic Group Chair's Reports:**

#### **a. Environment Thematic Group**

The Group noted the report.

#### **b. Health and Wellbeing Thematic Group**

The Health and Wellbeing Group was seeking further information in relation to the SOA and the Governance Review. Justina advised that it was unlikely that there would still be a need for a Joint Health Improvement Plan now an SOA is being developed. With regard to the Governance Review this was ongoing, but any new structures would not be put in place until January 2009. Therefore the Health and Wellbeing Group should continue as normal meantime. Both the SOA and the Governance Review would be considered by the CPP Board on 11 September and decisions notified after that.

The Group noted the report.

#### **c. Lifelong Learning Thematic Group**

The Group noted the report.

#### **d. Safer Communities Thematic Group**

The Group noted the report.

Sandra Paterson asked whether the new ASB Strategy would take into account the new Community Policing arrangements. Stewart Rorrison advised that Gail Fitzpatrick from Strathclyde Police who had a remit for anti-social behaviour would sit on the Anti-Social Behaviour Group.

Sandra also asked where discussions are taking place regarding the police no longer being involved in diversionary activities. Superintendent McGrath advised these discussions are still ongoing.

#### **e. Social & Economic Development Thematic group**

A note on the North Ayrshire Employability tender process was tabled. This will also be reported to the CPP Board in September. Angus O'Henley advised that a meeting will be held in September with NHS Ayrshire and Arran regarding working together more on in employability programmes and issues.

He further reported on European Pilot funding, MCMC and Leader Funding for Arran and Cumbrae. He asked that if partners have any ideas for ESF and ERDF projects for Arran and Cumbrae that they forward these to him. Justina advised that she will ask Linda Aird, North Ayrshire Council's European Officer for a report on this which she will email to partners.

Angus advised the Business Gateway post has been advertised.

Noted.

### **4. CPP Single Outcome Agreement**

The Group received the report by Justina Murray, Community Planning Coordinator, on the development of the CPP Single Outcome Agreement.

The CPP SOA Lead Officers have held 2 meetings on the development of the CPP SOA. NAC Lead Officers have been liaising with the relevant partners to draft

specific CPP SOA templates. The latest drafts were attached to the report, but these remain a 'work in progress'.

The Group discussed the consultation process. Justina advised that she and Anne Todd will be meeting with NHS Ayrshire and Arran and Strathclyde Police Communication Officers to discuss the best way of ensuring consultation with their own employees.

It was further agreed to invite Angela Morrell, North Ayrshire Council to the Communications meeting to discuss the involvement of young people; to seek advice from Marjorie Adams, North Ayrshire Council regarding involving people with disabilities; and that information be included in the SOA to provide definitions of outcomes, outputs etc.

**ACTION: JUSTINA**

## **5. CPP Governance review**

The Group received the presentation by Justina Murray, Community Planning Coordinator, on the CPP Governance review and discussed the issues raised.

A number of issues were raised by partners as follows:-

- Scottish Enterprise's representative on the Co-ordination Group currently briefs their CPP Board member. How would that be able to continue under the proposed new structure?
- Regarding the proposed CPP Executive, the level of North Ayrshire Council Chief Executive sitting on that Group would be out of step with other partners.
- The CPP Executive proposal appears to be duplication. Where would strategic cross cutting issues be discussed?
- A better option would be a "beefed up" Co-ordination Group with a clearer remit for performance management reporting to and providing assurances to the Board.
- The Thematic/Strategic Groups reports should be performance reports.
- The CHP would have a different remit and it is not appropriate to become a thematic group.
- The 2 CHP Officer Locality Groups are strategic partnerships and should report directly to the Board.
- Reporting lines of the Integrated Children's Services Planning Group require to be clarified.
- Consideration could be given to the Chairs of the Strategic Partnership being members of the Executive Group.
- There needs to be a clearly defined remit for elected member representation on groups and they should not automatically chair groups.

It was agreed to take these comments into account in the report to the September Board meeting.

**ACTION: JUSTINA**

## **6. Community Plan Action Plan 2008/9 – Quarter 1 Performance Report**

The Group received the Quarter 1 monitoring report from Anne Todd, Community Planning Officer, on the Community Plan Action Plan 2008/9.

The Group noted the report.

**7. Fairer North Ayrshire Fund 2008/9 – Quarter 1 Monitoring Report**

The Group received the Quarter 1 monitoring report from Sandra Bale, Policy Officer, for all Fairer North Ayrshire initiatives.

The Group noted the report.

**8. Fairer North Ayrshire Fund 2008/9 – Finance report**

The Group received the budget report from Justina Murray, Community Planning Coordinator.

The report showed an underspend, the majority of which was in the Working & Training programmes. This was due to a delay in securing final approval of European funding and the need to go out to tender for some initiatives. There is however, an underspend of £150,000 in the Working for Families initiative due to the carry forward of funding from 2007/08. The Group were asked to consider the approach to dealing with underspend and to consider “unsolicited” requests for funding.

After discussion, agreed (a) to note the current budget position; (b) to seek further information now from Lead Officers on any further potential underspend and on proposals for underspend; and (c) to respond to the ‘unsolicited’ underspend requests as follows:- (i) British Red Cross approved £25,000 for purchase of new vehicle for North Ayrshire and Arran Transport and Escort Project; (ii) Radio City, continued consideration to be looked at along with any other underspend bids received; and (iii) Children’s; Outreach Services – Inclusive Play park, continued consideration to be looked at along with any other underspend bids.

**ACTION: JUSTINA**

**9. Risk Management and Community Planning – Quarterly Risk Register Report**

The Group received the quarterly Risk Register Report from Anne Todd, Community Planning Officer.

The Group noted the report.

**10. Board meeting, 11 September 2008**

Consider agenda items for September Board meeting:

- Single Outcome Agreement
- Governance review
- Irvine Bay Regeneration Company progress report
- Fairer North Ayrshire progress report
- CPP European Funding progress report
- Teenage transitions progress report
- Strathclyde Fire and Rescue Strategic Assessment

The Group agreed these items.

**11. Herald Society Awards 2008 and Cosla Excellence Awards 2009**

The Group were asked to consider any CPP submissions to these awards schemes.

It was agreed that Justina should contact Sheena Gault, Social Services and Marion McLarty, Educational Services regarding the possibility of putting forward either the Brooksby Development in Largs or the Garrison House Development in Millport for an award. **ACTION: JUSTINA**

**12. Urgent Items**

**13. Date of Next Meeting**

This had been previously agreed as 8 October, 2pm, Committee Room 2.

## **North Ayrshire Community Planning Partnership**

### **Co-ordination Group**

#### **Minutes of meeting held on 8 October 2008**

##### **Attendance**

Sandra Bale, Policy Officer, Chief Executive's (Chair), North Ayrshire Council  
Gwyneth McKinlay, Accountant, Financial Services, North Ayrshire Council  
Sarah Gilmour, Community Planning Officer, SPT (For Alan Murray)  
Steven Shiach, Planning Manager, NHS Ayrshire and Arran (For Carol Fisher)  
Billy Thomson, Group Commander, Strathclyde Fire and Rescue  
Catherine Nelson, NAC (For John Currie)  
Superintendent Stephen McGrath, Strathclyde Police

##### **Also in attendance**

Justina Murray, Community Planning Co-ordinator (Chief Executive's), North Ayrshire Council  
Anne Todd, Community Planning Officer (Chief Executive's), North Ayrshire Council  
Shirley Laidlaw, Community Planning Assistant (Chief Executive's), North Ayrshire Council

##### **Apologies**

Carol Fisher, Assistant Director – Planning, NHS Ayrshire and Arran  
Alan Murray, Community Planning Manager, Strathclyde Partnership for Transport  
John Currie, Head of Cleansing, Grounds Maintenance, Transport & Property Services, North Ayrshire Council  
Pauline Fyfe, General Manager, Community Health Partnership, NHS Ayrshire and Arran  
Sandra Paterson, Head of Service, Social Services, North Ayrshire Council  
Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise

#### **1. Minutes of Meeting held on 27 August 2008**

The minutes of the last meeting were approved.

#### **2. Matters Arising from Minutes**

There were no matters arising that were not covered on the agenda.

#### **3. Radio City**

Sandra advised that Radio City has received ROA funding over the last three years, but a decision had been made by the Co-ordination Group not to award and further funding, as per their request, as there were a number of concerns regarding sustainability

It was therefore agreed at last meeting not to award any funding but to consider their bid along with any others for underspend. It was noted that Opp2mise have provided business-planning advice to Radio City previously.

The group felt it would be appropriate for Gordon McGuinness, Radio City Chair, to come along to this meeting to provide an update on Radio City and possibly highlight ways that partners could support them in other ways.

The Group noted that Sandra Paterson had objected to awarding Radio City any further funding.

The Group received the presentation from Gordon McGuinness, Chair, Radio City Association, on Radio City's progress and future plans. The presentation covered:-

- Establishment of Radio City
- Challenges
- Period of administration and the recovery
- The review of the business model
- HLC Funding
- The flooding of the building and the reinstatement of the building
- Current financial position
- Project development & Future Options
- Strategic Fit
- Working in partnership

There was some discussion by the group on how partners could support Radio City. It was noted that the current tenants of the building include NHS Ayrshire and Arran, Careers Scotland and some CLD Staff.

Gordon asked if consideration could be given by partners, to:

- Possibility of more CLD classes
- Literacy and numeracy classes
- Input into any consultation that may take place
- Finance support – if any – for the upgrade of PCs in the learning resource centre.

The group thanked Gordon for his presentation.

Sandra asked if anyone had any ideas on how partners could work more with Radio City to contact Gordon/Sandra.

**ACTION: ALL**

**4. Ayrshire and Arran Alcohol and Drug Action Team (ADAT): Allocation of funding to CPPs to tackle Alcohol Misuse**

a. The Group received the report from Alastair Cairns, Operational Manager, Addictions (NAC Social Services) on proposals for part of this funding (Brief Interventions and Alcohol Related Brain Injury).

b. The Group received the report from Kay Boyd, Children's Services Plan Coordinator (NAC Social Services) on proposals for part of this funding (Services for Children and Young People).

It was agreed:

- To support the bids as they stand, acknowledge some further developments work is required

- To include a caveat that NHS Ayrshire and Arran are seeking additional funding for brief interventions and alcohol related brain damage capacity.
- To advise Ruth Shepard at ADAT that a bid will be submitted by Alastair Cairns.

Catherine Nelson left the meeting at this point.

**ACTION: JUSTINA / ALASTAIR**

**5. Mind Your Health – Consultation on location of mental health inpatient services**

The Group received the correspondence from Geoff Coleman, Project Manager, Mind Your Health (NHS Ayrshire and Arran) seeking a formal response from the CPP regarding the proposals for the future location of mental health inpatient services in Ayrshire and Arran.

The Group agreed to respond favouring Option 2 (A newly built facility at Ayrshire Central Hospital in Irvine) and noted that Elected Members should have been consulted directly. Option 2 was favoured on the basis that it promoted the CPPs priority of getting people into work; is a very accessible site; and provides full services on a single site.

**ACTION: SANDRA**

**6. NHS Ayrshire and Arran – Health Care Directorate: Integrated Patient Care and Partner Services**

The Group received the organisational structure for new NHS Ayrshire and Arran Health Care Directorate: Integrated Patient Care and Partner Services – for information.

Noted.

**7. Single Outcome Agreement (SOA) – Development of Partnership Indicators**

The Group received the report from Anne Todd, Community Planning Officer, on the development of partnership indicators within the SOA.

Anne advised that there has been ongoing liaison between individual NAC SOA Lead Officers and relevant partners over the past few months in relation to identifying appropriate performance indicators for the North Ayrshire Outcomes.

The challenge of identifying appropriate indicators for Outcomes 15a, 15b and 15c has been highlighted through this process. A number of issues have also arisen regarding obtaining information from individual partners, which would sit alongside the current Council performance indicators for Outcomes 7c, 11b and 14b. It is recognised however that as community planning develops more partnership indicators will become available.

Partners discussed some possible partnership indicators.

Sandra asked for clarification on the SPT meeting to develop core set of indicators. Sarah advised that these should be ready by the end of the week.

It was agreed that partners would consider possible partnership indicators and forward these to Anne by 20<sup>th</sup> October.

**ACTION: ANNE / ALL**

## **8. CPP Governance Review**

The Group received the report from Justina Murray, Community Planning Coordinator, to consider outstanding issues in relation to the CPP Governance Review.

The Group agreed to:

- The amendment to the terms of Reference for the CPP Board
- Rename the Co-ordination Group to the “Management Group”
- Option (a) with regard to partnership chairs (i.e. that a lead agency is nominated by the CPP), but that chairs are reviewed every 2 years by the Management Group.
- The proposals with regard to the voluntary sector membership
- Include Cunninghame Housing Association on the Economic and Learning Partnership

Justina advised that there is still some clarification needed with regard to how the CHP will report to the CPP.

**ACTION: JUSTINA**

## **9. Fairer North Ayrshire Fund 2008/9 – Finance report**

The Group received the budget report from Justina Murray, Community Planning Coordinator, and consider proposals for underspend.

The Group noted the spend to date as outlined in Appendix 1.

The Group agreed to the reallocation of underspend with the amendment that £7,000 be given to North Ayrshire Skate Park, and that the playparks allocation be reduced by £7,000.

**ACTION: JUSTINA**

Anne left the meeting at this point.

## **10. Communications**

This item was note covered due to lack of time.

It was agreed that Justina would email and update to partners on this.

**ACTION: JUSTINA**

## **11. Urgent Items**

There were no urgent items.

## **12. Date of next meeting**

This was agreed as 2:00pm on 26 November 2008.

## North Ayrshire Community Planning Partnership

### Co-ordination Group

#### Minutes of meeting held on 26 November 2008

##### Attendance

Sandra Bale, Policy Officer, Chief Executive's **(Chair)**, North Ayrshire Council  
 Jan Ward, Head of Service, Educational Services, North Ayrshire Council  
 Sandra Paterson, Head of Service, Social Services, North Ayrshire Council  
 Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise  
 Carol Fisher, Assistant Director – Planning, NHS Ayrshire and Arran  
 Superintendent Stephen McGrath, Strathclyde Police  
 Sarah Gilmour, Community Planning Officer, SPT (For Alan Murray)

##### Also in attendance

Alex Anderson, Chair of the Social & Economic Development Thematic Group  
 Stewart Rorrison, Chair of the Safer Communities Thematic Group  
 Craig Crosthwaite, Chair of the Lifelong Learning Thematic Group  
 Marlene McMillan, Chair of the Health & Wellbeing Thematic Group  
 Justina Murray, Community Planning Co-ordinator (Chief Executive's), North Ayrshire Council  
 Shirley Laidlaw, Community Planning Assistant (Chief Executive's), North Ayrshire Council  
 Anne Todd, Community Planning Officer (Chief Executive's), North Ayrshire Council

##### Apologies

Billy Thomson, Group Commander, Strathclyde Fire and Rescue  
 Alan Murray, Community Planning Manager, Strathclyde Partnership for Transport  
 Gwyneth McKinlay, Accountant, Financial Services, North Ayrshire Council  
 Gordon Clark, Chair of the Environment Thematic Group

#### 1. Minutes of Meeting held on 8 October 2008

The minutes of the last meeting were approved.

#### 2. Matters Arising from Minutes

##### Radio City

Justina advised that Radio City have submitted a funding bid to the Big Lottery and that the CPP were asked to submit a letter of support, as had other partners.

##### Mind Your Health – Consultation on location of mental health inpatient services

Justina advised that the NHS Ayrshire and Arran Board met last week and agreed to support Option 2 of the consultation, which means a newly built facility at Ayrshire Central Hospital in Irvine.

### **3. Thematic Group Chair's Reports:**

#### **a. Environment Group**

The report was tabled to the Group. The report was noted.

#### **b. Health and Wellbeing Group**

The Group received the report from Marlene McMillan, Chair of the Health & Wellbeing Thematic Group. The report was noted.

Marlene thanked the CPP for the opportunity to Chair the Group.

#### **c. Lifelong Learning Group**

The Group received the report from Craig Crosthwaite, Chair of the Lifelong Learning Thematic Group. The report was noted.

There was some discussion on the VOICE presentation, which was included in Craig's report. Justina advised that the Scottish Government is looking to develop this tool as a web based system, possibly within a timescale of around a year. It was agreed to investigate this with North Ayrshire Council's IT, but was noted that this might not be feasible.

There was some discussion on locality planning with regard to HMIE.

#### **d. Safer Communities Group**

The Group received the report from Stewart Rorrison, Chair of the Safer Communities Thematic Group. There was some discussion on the Cashback for Communities Fund. Stewart advised that the Safer Communities Group would receive a detailed report on this at their next meeting.

The report was noted.

#### **e. Social and Economic Development Group**

The Group received the report from Alex Anderson, Chair of the Social & Economic Development Thematic Group.

The report was noted.

#### **Inspiring Scotland**

Jan Ward advised that 24 charities will receive funding, of those 6 will work in North Ayrshire. Jan advised that she has now contacted all of the organisations involved to arrange initial meetings. It is hoped that they will all join the MCMC Group. Further details on this will be sent to members for information.

Sandra thanked all the Thematic Group Chairs their hard work and input to the groups, and also their reporting to this group.

### **4. Community Portal**

The Group was scheduled to receive a presentation from John Barrett, NAC Assistant Chief Executive (Information Technology) on the development of a North Ayrshire community portal. Due to John's absence it was agreed to defer this item to the next meeting.

## 5. **Sportscotland/NAC Club Development Demonstration Project – Monitoring and Evaluation report**

The Group received a presentation from James Weatherston, NAC Club Development Project Officer; Ian Campbell, Sportscotland Partnership Manager; and Gordon Syme, NAC Quality Improvement Officer on the Sportscotland/NAC Club Development Demonstration Project Monitoring and Evaluation report.

Ian gave some background information on the NAC Club Development Demonstration Project. All of this information is contained within the Progress Report 2007/08, which has been circulated to the Group.

The North Ayrshire Physical Activity, Sport and Health Strategy (NAPASH) specifically identified in 2003 an objective of promoting, supporting and developing community sports clubs and identified a resource requirement of circa £50,000 a year to achieve this. The outline aim was to develop a group of strong sustainable community sports organisations capable of delivering services and increased opportunities at a local level.

James Weatherston, NAC Club Development Project Officer was appointed in April 2007 to work with 6 community sports clubs within North Ayrshire's key regeneration areas. These clubs are:

- Ardrossan Academicals Community Sports Club
- Auchendarvie Community Sports Club
- Irvine Community Sports Club
- Kilbirnie Community Football Club
- Kilwinning Community Sports Club
- Garnock Rugby Club

The key areas of the project are outlined on page 5 of the report. James advised that collective research has found that between the 6 clubs they had 4416 members and 423 volunteers.

Some of the successes of the project are:-

- Increased membership
- Funding bids of £160,000 submitted
- Appropriate management structures in place
- £90,000 equipment secured for clubs
- Facility improvement proposals produced
- Team building weekend for young members
- Playing fields being re-established
- School club links created
- SLA secured from NAC
- Professional marketing materials produced

The recommendations are:

- Review of the strategy – this is current underway
- NAC Sports facility improvement programme should investigate the role of community clubs can play in assisting NAC to deliver services
- An organisation/body representing the interested of community sports clubs is invited to participate on the relevant CPP group

- A number of different service delivery option and models should be investigated – looking at the role of the clubs can play in local authority service delivery
- Research carried out with 6 clubs is expanded authority wide
- Consideration given to maintaining the Club Development Officer post to provide continued developmental support to the clubs as part of core delivery of services.
- NAC support stage one work of feasibility briefs with Irvine and Kilwinning Community sports clubs looking at progressing facility improvements at clubs at an additional cost of 20-25K

It was agreed that this initiative has been very successful.

The Group were asked to note the progress that has been made, the innovative approach that has allowed this to happen, and the community impact. Gordon asked the Group to consider the formal involvement of the Community Sports Clubs in the CPP process.

The Group thanked James, Ian and Gordon for their very informative presentation/update. It was noted that the Group would receive further progress reports in due course.

Justina advised that as there would be no Health & Wellbeing Group, the CHP will take forward the health and active elements of the Community Plan. It is hope that NAPASH will report directly to the CHP.

## **6. CPP European Structural Funds (Highlands and Islands) – Arran and Cumbrae bid**

This was covered within Alex Anderson's Thematic Group Chair's report. Alex agreed to circulate a copy of the bid to the CPP for information.

## **7. Single Outcome Agreement (SOA) – Progress report**

The Group received the SOA progress report from Justina Murray, Community Planning Coordinator and key messages from the national high level steering group.

Significant progress has been made over the past few months, and an SOA Consultation Draft has now been produced. A link to the SOA Consultation Draft on the CPP website was circulated on 31 October to all CPP groups and contacts, and all NAC Elected Members. To date 14 responses have been received. All changes will be taken into consideration before submitting to the CPP Board in December.

The initial development of the Action Plan is underway, this will illustrate how the partners are delivering each of the North Ayrshire Outcomes. An updated timetable was also attached to the report for information.

The Group noted the report.

## **8. CPP Governance Review**

The Group received the CPP Governance Review report from Justina Murray, Community Planning Coordinator.

At the Group's meeting in October the Group clarified some elements of the CPP Governance Review. The Group were now asked to:

- Consider the inclusion of a Neighbourhood Compact representative (to be nominated from their Learning Forums) in the new Economic and Learning Partnership. The Group AGREED to this.
- Nominate a strategic lead partner for each Strategic Partnership -
  - Economic and Learning Partnership – North Ayrshire Council
  - Safer North Ayrshire Partnership – Strathclyde Police
  - Environment Partnership – North Ayrshire Council
  - North Ayrshire Housing Partnership – North Ayrshire Council

Justina advised the Group that the revised Terms of Reference would be submitted to the CPP Board in December and the new Groups will start to meet in January 2009. The CPP Team had agreed that rather than have a welcome meeting for new members, Anne would have a standards presentation to deliver to all Groups, which would reinforce the Terms of Reference etc.

It was agreed that the CPP Board would decide who would Chair the new Management Group.

### **Management Group Membership**

It was noted that membership of the Management Group would reflect the membership of the CPP Board. Justina will write to all CPP Board members to ask them to nominate a representative for the Management Group. Strategic Partnership Chairs would also be asked to join the Management Group. Also it was agreed to recommend that Elected Members would also join the Group.

## **9. Community Plan Action Plan 2008/9 – Quarter 2 Performance Report**

The Group received the Quarter 1 monitoring report from Anne Todd, Community Planning Officer, on the Community Plan Action Plan 2008/9.

Anne advised that progress against each of the planned actions for Quarter 2 2008/09 Community Plan Action Plan was listed as Appendix 1. The Group were asked to note the good progress that has been made.

The Group noted the report.

## **10. Fairer North Ayrshire Fund 2008/9 – Quarter 2 Monitoring Report**

The Group received the Quarter 1 monitoring report from Sandra Bale, Policy Officer, for all Fairer North Ayrshire initiatives.

Sandra noted that she is satisfied that all projects are progressing well. It was noted that the Employability Continuum projects have only just started due to the tendering process, but that they would try to increase targets in next quarter to compensate for this.

It was noted that there had been an indication of some possible underspend, but that this would be covered under the Agenda Item 11.

Justina noted that all projects have Year 1 Funding only, but that she would be recommending to the CPP Board in December to agree Year 2 funding.

The report was noted.

#### **11. Fairer North Ayrshire Fund 2008/9 – Finance report**

The Group received the budget report from Justina Murray, Community Planning Coordinator.

Justina advised that subsequent to the report being issued; spend to date equalled 35% of the Fairer North Ayrshire Fund budget for 2008/09.

Justina advised the Group that £80,000 underspend had already been identified, this was over and above the £150,000 that had been reallocated at the last meeting. Justina's report outlined 4 options for reallocating underspend as per report.

After discussion the Group agreed to Option 3 to retain this and any future underspend for 2008/9, and carry this total forward into 2009/10 to develop one or two new Fairer North Ayrshire initiatives, focusing on tackling poverty and deprivation. It was considered that there was potential for an early years initiative to be developed.

It was agreed that the Group might not want to wait till next year to develop a new initiative. Therefore it was agreed to bring a draft proposal to the January Management Group meeting for discussion before submission to the CPP Board, ensuring that there is evidence that this proposal has been developed in partnership.

#### **12. Risk Management and Community Planning – Quarterly Risk Register Report**

The Group received the Risk Management and Community Planning Quarterly Risk Register Report from Anne Todd, Community Planning Officer.

Anne advised that there has been a lot of progress relating to the SOA and Governance Review.

The report was noted.

### **13. Communications**

The Group received the Communications Strategy Progress report from Justina Murray, Community Planning.

This Item had been carried over from the last agenda.

There had been a lot of progress since the last report in April 2008, which was noted in the report.

Section C of the report detailed the proposal for a Community Planning Week in May 2009. The aims of the Community Planning Week would be:

- To raise awareness of community planning, the Community Planning Partnership, and our Vision and Priorities.
- To celebrate our commitment to 'Working Together' by getting people involved and demonstrating best practice in partnership working.

Further details of the proposed Community Planning Week were outlined within the report.

The Group noted the progress in CPP Communications and agreed to the proposal to host a Community Planning Week from 18-24 May 2009,

### **14. Board meeting, 11 December 2008**

The Group agreed to the proposals for the CPP Board agenda, and also to include:

- Corporate Parenting.
- Inspiring Scotland – and the possible matters arising

### **15. Urgent Items**

There were no urgent items.

### **16. Dates for 2009 meetings of CPP Management Group**

The Group noted the dates for 2009 for the Management Group as:

- 21 January
- 4 March
- 15 April
- 3 June
- 15 July
- 2 September
- 14 October
- 2 December

It was noted that all meetings would be held at 2pm in Cunninghame House.

Sandra thanked all partners for their contribution over the past 2 years, the Group had covered lots of business and members have worked well together. Sandra wished all partners well for the future.

Justina, on behalf of the Group, thanked Sandra for her contribution to Chairing the Group.