

North Ayrshire Community Planning Partnership

Compact Reference Group

Minutes of meeting held on 25th November 2008

Attending

Jim Nichol, CVS Arran

Craig Crosthwaite, Development Worker, CVSna

Clive Shephard, North Ayrshire Federation of Community Associations (NAFCA)

Sarah Gilmour, Community Planning Assistant, SPT

John McKnight, Principal Officer, Community Learning and Development, North Ayrshire Council **(Chair)**

Carole Blair, Public Partnership Co-ordinator, NHS Ayrshire and Arran

Carmen Harper, Local Authority Liaison Officer, Strathclyde Police

Ann Robertson, Community Representative, Neighbourhood Compact

Shirley Laidlaw, Community Planning Assistant, North Ayrshire CPP

Apologies

Stephen McLaughlin, The Volunteer Centre North Ayrshire (CHAIR)

Jim Hackett, Group A Manager - Community Safety, Strathclyde Fire and Rescue

Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise

Alan Murray, Community Planning Manager, Strathclyde Partnership for Transport (SPT)

1 Welcome and apologies

John welcomed everyone to the meeting and the above apologies were noted.

2 Opening Remarks

John gave some background information to the Compact.

A working Group was established just over a year ago and tasked with preparing and developing a Compact for North Ayrshire. The Compact was produced and launched in April 2008. An Action Plan was also produced that would accompany the Compact document. This Group's remit is to look at the action plan, fill in the gaps and identify partners that will take forward the actions.

John advised that a member of CLD staff would be able to contribute some time to the development of the Action Plan, until at least April 2009.

It was agreed to go through the Action Plan and prioritise actions and identify leads where possible.

There was some discussion on the CPP Governance Review, and it was noted that some representatives on the Group might be temporary. John advised that the final membership should be agreed at the CPP Board meeting in December.

It was agreed that the Community/Voluntary sector have a role in the development of the Compact.

It was noted that this Group would report to the Management Group of the CPP.

3 NA Compact & Action Plan 08/09

ICT

Craig advised that this is an element of the Action Plan that CVS would like to participate in, as this is something that CVS would be undertaking anyway.

It was agreed that there is a need to define exactly what ICT means, i.e. the level of detail required - do you have broadband, email, PC specs.

It was noted that Libraries had carried out a similar piece of work. John noted that LEADER Funding might be suitable for rural areas. John agreed to contact Audrey Sutton, Library and Information Manager regarding the work they had carried out and report back to the next meeting.

ACTION: JOHN

Databases

Craig advised that some work had been on this with the LSEP, and they found that there are 8 databases which cover the community/voluntary sector. Work now needs to be done to find out how to tie this all together.

It was agreed that Craig would report back to the next meeting on what has been done and where this could fit against the databases action.

ACTION: CRAIG

Jim advised that he would prepare a list for Arran and Cumbrae and report to the next meeting.

ACTION: JIM

Jim noted that there is some work being done on this within NHS Ayrshire and Arran, Carole agreed to check if this is duplication or something different.

ACTION: CAROLE

Meetings – voluntary sector forum

There was some discussion on this and how the community/voluntary sector forum would feed into the new Community Planning Structure. The group agreed to the development of a community/voluntary sector forum, but that some clarification is needed.

Craig referred to the SCDC report, which had recently been produced. It was agreed that this report could be used to start. Craig would bring this report to the next meeting.

ACTION: CRAIG

Funding

There was some discussion on how the community/voluntary sector could influence funding decision making. John gave the example of the Youth Action Fund, where the community/voluntary sector and partners were involved in decision making.

The Group noted that Diana Whyte, North Ayrshire Council's Funding Officer provided monthly funding newsletters. It was agreed that these could be circulated wider. It was agreed to ask Diana to provide a report on funding streams to the next meeting.

ACTION: JOHN

There was some discussion on the Community Grants Scheme, and it was agreed that this Group could prepare a report recommending that the community/voluntary sector are more involved in the process of allocating funding.

ACTION: JOHN/ALL

Big lottery has advocated hubs for people who look at funding information/streams, it was suggested that recommendations are made that this is created in north Ayrshire.

ACTION: JOHN

It was noted that this Group would report to the CPP Management Group.

John advised that the LEADER launch for North Ayrshire would take place on Wednesday 10th December in Dalry.

Property

Craig noted that this was something that CVSna would be interested in developing. It was agreed that all partners would need to think about how to gather this information.

John agreed to get some North Ayrshire Council information regarding this and report back to the next meeting. Jim agreed to gather information for Arran on this and report back to the next meeting. It was agreed to use John and Jim's lists as a basis for a wider list. It was also noted that buildings that were DDA compliant could be highlighted on the list.

ACTION: JOHN / JIM

There was some discussion on identifying a community owned and run buildings and it was agreed that the Group need a clearer definition of "community owned buildings". It was suggested that a list might be available from the rates rebate list.

ACTION: NEXT MEETING

Partners also noted that the Group need to decide what's its going to do with the information, once it has been collated.

It was noted that that there might be a reference in the SOA to NAC building that are DDA complaint, so there may be some baseline information that could be used.

A list of equipment that is available at each building would be useful as well.

Ann joined the meeting at this point.

Clive advised that he could mail shot NAFCA to ask this, but it was agreed to postpone this until Jim's list has been received, so that it can be used to define a "community owned building".

Equipment

Partners discussed the equipment that they had and any procedures in place to loan this out.

All partners agreed to provide a list of any equipment that was available for this next meeting.

ACTION: ALL

Intelligence

It was agreed that a single point of contact should store any information electronically. It was agreed that this could be hosted by CVSna or similar subject to further discussion.

Implementation

John noted that this action is more about identifying the actions that individuals are undertaking. These have been covered earlier. John advised that a dedicated person in CLD would act as the co-ordinating point for gathering information and reporting back.

Monitoring

This action is to ensure that appropriate measures are in place. It was agreed that it is the role of this group and that more work is needed on this.

Evaluation

It was noted that the Compact is independently evaluated annually.

There was some discussion on the wider distribution of the Compact. It was agreed that this should be investigated. John suggested a publicity programme which could run from January to March 2009.

Jim noted that the other Ayrshire authorities do not have a Compact in place at the moment.

Reporting

It was agreed that this needs further discussion at the next meeting. John agreed to draft a report for discussion the next meeting.

Craig suggested that as, implementation/monitoring/report is key to the compact; this should be noted earlier in the action plan. John agreed that there could possibly be a reworking of the layout of the Action Plan.

Proposed Terms of Reference

Shirley circulated the proposed terms of reference to the group.

The Group recommended that "to ensure effective community engagement is at the heart of community planning", should be removed from this Group's remit and added to the remit of the Community Engagement Network

The Group agreed to note this further to final agreement at the CPP Board in December.

Jim wanted to ensure that the whole of North Ayrshire is included within the Community Engagement Network.

Craig asked if there is a budget for an Annual Compact Conference. Shirley/John agreed to clarify this and report back.

ACTION: SHIRLEY/JOHN

4 Future meetings/actions

It was agreed that the Group would meet 6-8 weekly.

Actions had already been discussed.

5 Date of next meeting

Clive asked if the meeting could not take place on a Wednesday.

Previously Tuesday mornings had suited members. It was agreed that John would speak to Shirley regarding scheduling 2009 meeting dates.

ACTION: SHIRLEY/JOHN