

North Ayrshire Community Planning Partnership

Compact Reference Group

Minutes of meeting held on Tuesday 17 February 2009

Attending

Sarah Gilmour, Community Planning Officer, SPT

Jim Nichols, Manager CVS Arran

Craig Crosthwaite, Development Worker, CVSna

Ann Robertson, Community Representative, Neighbourhood Compact

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

Stephen McLaughlin, Manager, Volunteer Centre North Ayrshire (Chair for John McKnight)

In attendance

Shirley Laidlaw, Community Planning Assistant, North Ayrshire Council

Justina Murray, Community Planning Co-ordinator, North Ayrshire Council

David Mitchell, Community Education Worker, North Ayrshire Council

Apologies

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

John McKnight, Principal Officer, Community Learning and Development, North Ayrshire Council

Joy Love, Partnership and Stakeholder Manager , Scottish Enterprise

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

Joyce Black, Senior Executive, Skills Interventions, Skills Development Scotland

1. Welcome

Stephen welcomed everyone to the meeting and advised that he would be the Chair today in John's absence.

2. Minutes of previous meeting

The minutes of the last meeting were approved.

2.1 Matters Arising

It was agreed that progress against the action plan would be discussed under item 4.

3. CPP Terms of Reference

Justina went through the relevant sections of the CPP Terms of Reference document, which had been previously circulated to the Group.

It was noted that the Compact Reference Group is a CPP Group, which will report to the Management Group as required. The group were asked to confirm how they would like reports to be submitted to the Management Group.

Justina noted that Joyce Black, Skills Development Scotland would like to come along to a future meeting to see if she could contribute to the agenda. It was noted that Jobcentre Plus would not be joining the Group but would be more than happy to come along to input as and when required.

The Group discussed how they wanted their reports submitted to the Management Group.

Stephen introduced David Mitchell, Community Education Worker, North Ayrshire Council to the group. David has been given responsibility to assist in the delivery of the Compact Action Plan and assist with monitoring and reporting. Stephen suggested that David assists with the collation of the report, but there has still to be agreement on how this report will be submitted to the Management Group.

Justina advised that she and Anne were working on a template for strategic partnerships to complete when reporting to the Management Group.

Justina advised that progress against the SOA Action Plan would be monitored quarterly using the Red, Amber, and Green (RAG) system. It was agreed that this type of reporting would be used for the Compact Action Plan and reports would be made quarterly.

(Update: Justina has since advised the dates for quarterly reporting in would be 15 April; 15 July; 14 October).

David advised that he has been allocated 17 ½ hours per week to work on the Compact. One of his roles is the co-ordination of information, and assisting group members with their actions. His tasks will include looking at a communication strategy, monitoring and reporting, and to help arrange an annual conference/event.

The Group were very happy to have David's support and this shows a commitment to having the Compact functional and tying it into community planning.

4. Compact Action Plan 2008-9

ICT

Clive had raised the issue of network connections for community centres and that he couldn't get anyone to help with this. It was agreed that there is a need to look into this and supporting the community, and that more information is needed before this can move forward. It was agreed that John McKnight needs to speak to Audrey Sutton regarding this.

ACTION: JOHN

Databases

Craig advised that the LSEP carried out an exercise to try and identify what information people hold. The final report was written and submitted by Brian Loye, Scottish Enterprise Ayrshire. It was agreed that Justina would contact Brian for a copy of the report.

ACTION: JUSTINA

Jim circulated a sample of both the databases that he which cover Arran and Cumbrae.

Carole would be asked to provide an update to the next meeting.

ACTION: CAROLE

It was agreed that this task is to gather information on the current databases available for signposting purposes, not the creation of one database with all information.

Meetings – voluntary sector forum

Shirley circulated Craig's comments on the voluntary sector forum that included an extract from the Scottish Community Development Centre (SCDC) report on the voluntary sector capacity audit (carried out by the CPP in 2005/6). The extract covered:

- Support needs:
- Current levels of representation and participation, and the motivational and aspirational factors for their desired involvement:

Jim advised that he is in discussion with the other Ayrshire CVSs regarding the possibility of a pan Ayrshire event in September around the general theme of community engagement.

Voluntary sector forum event/conference

Justina advised that there is some funding available in the CPP's Community Engagement Support Fund budget for an event. There is roughly £5,000-£6,000 available. It was noted that this event could be used for consultation for the voluntary sector forum. This can be carried forward into 2009/10. There was some discussion as to whether this was an action in the Compact Action Plan. Stephen will check the original version.

ACTION: STEPHEN

Funding

It was noted that the monthly email produced by Dianna Whyte, is very useful and if anyone required any further information they could contact Dianna direct.

As raised at the last meeting there was a discussion as to how the Compact can feed into the grant making process with comments/suggestions on applicants. It was agreed to remit this to the next meeting for discussion with John McKnight.

ACTION: JOHN

David asked about the role of North Ayrshire 4 Funding and Justina distributed updated postcards.

It was agreed that members of the group should forward any information to David if they cannot attend the meeting. It was also agreed to have an action template at the back of the minute.

Property

Jim circulated a list of the Arran buildings, this highlighted disabled access where applicable.

It was agreed that the discussion on identifying a community owned and run buildings and a clearer definition of "community owned buildings", should be remitted to the next meeting when John is available.

ACTION: JOHN

It was noted this list would be kept to signpost people as to what's available. It was agreed that if this is going to be kept on a website it must be up to date.

David volunteered to contact Bill Irving, North Ayrshire Council regarding a list of DDA compliant building and Bobby McCallum, North Ayrshire Council for a list of community buildings.

ACTION: DAVID

Equipment

CVS Equipment available:

- Projector
- Laptop
- Screen
- Flip chart easel
- PA system
- Vacuum jugs
- Display boards
- Digital camera
- Coin counter

SPT

Purchasing new equipment by the end of the financial year will update at a later date.

ACTION: SARAH

CPP

PPVote system (for people who have been trained).

It was agreed that Shirley would arrange to get names together for another PPVote training course.

ACTION: SHIRLEY

Accessibility

PPVote handsets

Anyone with a list of equipment should send this to David Mitchell.

dmitchell@north-ayrshire.gov.uk

ACTION: ALL / DAVID

Intelligence

It was agreed that David would become a single point of contact for any information collated by the Group.

ACTION: ALL / DAVID

Action Plan Progress

Stephen asked members of the Group how they wanted to take forward the Action Plan, as it is nearly completed for 08/09 and new actions needed to be development for 09/10.

Jim advised that not many of the Group on Arran have heard much about the Compact and asked if another launch could be arranged. There was agreement that this is something that needs revisited, with the possibility of a re-launch, it was agreed that David should look into this.

ACTION: DAVID

Re-launch

The group discussed a re-launch of the Compact and it was agreed that David would prepare a report for the next meeting for discussion. This would tie in with the CPP communications strategy. There is a possibility of tying into Community Planning Week.

ACTION: DAVID

It was noted that Compact is a verbal agreement of things that will be done, and until we can show progress it's a difficult idea to market.

David advised that he would meet with John and report back on actions. It was agreed that everyone should report back to David on progress against their own actions. David would then prepare a progress report on the action plan.

ACTION: DAVID

5. Third Sector Interface

A copy of the latest Scottish Government correspondence and report by CPP Coordinator on the proposals from Scottish Government Third Sector Division for a new 'interface' to be developed with Community Planning Partnerships was circulated to the Group in advance of the meeting.

Stephen advised that members of the third sector in North Ayrshire have met to discuss the Scottish Government's proposals, but are still waiting on clearer guidance from the Scottish Government regarding responsibility.

Stephen advised that further meetings would take place to discuss the various models and how they can fit with the CPP. Justina advised that she would be happy to be included in this discussion.

6. Community Planning Week

A copy of the report on the first North Ayrshire Community Planning Week (18-22 May 2009) had been circulated to the Group.

There was some discussion on how the Compact Reference group could contribute.

Suggestions included, a third sector consultation or an annual compact conference. It was agreed to put this item back on the agenda for the next meeting for further discussion.

ACTION: SHIRLEY

7. AOB

The importance of attending these meetings was noted in taking forward the Compact through Community Planning.

There was some discussion on attendance by statutory partners, how they can contribute and engage. It was recognised that the agenda has been largely focused on the voluntary sector.

It was agreed to put an item on the agenda for the next meeting to discuss how to reengage the public sector partners.

ACTION: SHIRLEY

8. Date of Next meeting

This was agreed as Tuesday 31 March 2009, 10am, Michael Lynch Centre.