

**North Ayrshire Community Planning Partnership**

**Compact Reference Group**

**Minutes of meeting held on Monday 30<sup>th</sup> March 2009**

**Attendance**

Gordon Jones, Local Authority Liaison Officer, Strathclyde Police  
John McKnight, Principal Officer, Community Learning and Development (**CHAIR**), North Ayrshire Council  
Jim Nichols, Manager, CVS Arran  
Craig Crosthwaite, Development Worker, CVSna  
Clive Shephard, Representative, North Ayrshire Federation of Community Associations (NAFCA)  
Stephen McLaughlin, Manager, Volunteer Centre North Ayrshire  
Alan Murray, Community Planning Manager, Strathclyde Partnership for Transport (SPT)

**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**

Ann Robertson, Community Representative, Neighbourhood Compact  
Carole Blair, Public Partnership Co-ordinator, NHS Ayrshire and Arran

John welcomed everyone to the meeting and introductions were made.

**1. Minutes Of Last Meeting**

The minutes of the last meeting were approved.

**2. Matters Arising**

**a) Action Plan Checklist/Task List**

Stephen advised that there was no reference to an annual compact conference/event in current action plan and asked for this to be added to the new action plan.

**Third Sector Interface**

Justina advised that she had forwarded the letter from the third sector to the Management Group for their information.

Jim advised that there has been no response from the Scottish Government regarding the letter, but all letters received by the Scottish Government are now available on the Scottish Government's website.

Jim then advised that the three organisations have had a joint meeting with their Chairs and Management and have been tasked to go and look at the 3 or 4 models with reports going back to their respective Boards in May.

### **No progress made - to be updated at next meeting**

<b>Item</b>	<b>Action</b>	<b>Responsible</b>
ICT	John had still to speak to Audrey Sutton regarding previous mapping exercise.	John
Databases	Carole to provide update on whether there is work being undertaken within NHS Ayrshire and Arran	Carole
PPvote	Organise PPvote Training	Shirley

#### **b) LSEP Data Base Collection Form**

Justina advised that Brian Loye, Scottish Enterprise had submitted the information that was collated in relation to the LSEP database collection forms. It was noted that this was probably not what the group were looking for. Craig agreed to contact Angus O'Henley for further information and report back to the next meeting.

**ACTION: CRAIG**

#### **c) DDA Works For Hall And Centre**

David had circulated this report to the Group. David advised that he did not receive a response from Bill Irvine. Clive agreed to contact Bill Irvine and report back to David.

**ACTION: CLIVE**

It was noted that it is encouraging that there are so many DDA compliant building in North Ayrshire, although it was noted that there are different levels of compliance.

#### **d) Event Facilities**

David advised that he stated with the information that Jim had provided at the last meeting, with some additions after speaking to partners.

Clive advised that NAFCA have opted to stay out of this audit as their equipment is not for use outside their buildings, and they do not have a lot of equipment available as such anyway. Clive advised that Donna Morrison had provided a comprehensive list of equipment available in community centres, both council and community owned. David would contact Donna Morrison regarding this.

**ACTION: DAVID**

Ann Robertson to provide update at next meeting.

**ACTION: ANN**

### **3. Compact Action Plan**

#### **a) Progress Against 08/09 Action Plan**

David advised that this reporting template is used elsewhere within the council to map progress against actions.

The Group agreed to look through the progress report to make general comments on each of the actions within the plan and identify new actions for the 2009/10 Action Plan.

#### **ICT**

##### **Progress**

This should be red in relation to Internet connection in community centres. Clive advised that there are 28 centres in North Ayrshire and a number of them have ICT, but they have limited Internet access. Clive advised that NAFCA have £3,500 available to assist with Internet connection.

#### Action for 2009/10

- Carry out an audit of 28 community centres ICT Provision
- Agree on a basic standard of technical provision at all centres
- Looking at funding to resource the upgrading - including capital and revenue costs

Jim noted that the Community Engagement Network could use the centres, when they have Internet connection, to engage with the public.

It was noted to ask Dianna Whyte along to the next meeting to provide an update on funding available.

#### **ACTION / JUSTINA**

#### **Databases**

- Establish the number and extent of databases available for community use.
- Identify areas for collaboration and sharing.

It was agreed to carry this whole action over to 09/10.

#### **Meetings**

Develop a schedule of meetings for the Community and Voluntary Sector to:

- Inform.
- Encourage discussion.
- Identify common issues.

It was agreed to carry this whole action over to 09/10.

#### **Funding**

##### Progress

None to date

#### Action for 2009/10

- Prepare a report requesting that the communities' views are sought on projects/initiatives before allocating funding. This would go to the CPP for approval then the Council. It was noted that the Youth Action Fund is a good model of this in practice and that this should be highlighted as a reference point.

Jim stressed that there are still community grants available through LEADER Funding.

#### **Property**

##### Progress

These have now been achieved

#### Action for 2009/10

Create a list of buildings available for community use.

#### **Equipment**

##### Progress

This action was partially completed

#### Action for 2009/10

Maintain a catalogue of equipment

## **Intelligence**

### Progress

This is the allocation of David's time to the Compact.

### Action for 2009/10

Create and maintain compact WebPages on CPP website.

## **Implementation**

### Progress

David's post and the commitment from Partners.

### Action for 2009/10

Hold a minimum of 6 meeting per year

## **Communications section**

This will be agreed under Agenda Item 5.

## **Monitoring**

### Progress

Stephen noted that it stated within the Compact Agreement that consultation will be fair, flexible reasonable, within the appropriate time. Jim noted that North Ayrshire Council Housing were a good model for public consultation.

### Action for 2009/10

To monitor the implementation of the compact agreement at every meeting

## **Evaluation**

### Progress

Justina advised that it as set out within the Terms of Reference every CPP Group would carry out an annual review.

### Action for 2009/10

Carry out annual review.

## **Reporting**

### Action for 2009/10

- Quarterly reports to be submitted to the CPP Management Group
- Holding an annual compact event

## **b) Development of 09/10 Action Plan**

Covered jointly with 3a.

## **4. Report To Management Group**

Justina advised that the draft template for reporting to the Management Group was circulated along with the papers. This has been adapted from template that Strategic Partnerships use to report to the Management Group.

It was agreed that an initial report be submitted to the Management Group meeting in April to raise awareness of the work of the Compact Reference Group.

## **5. Compact Communications Strategy**

David tabled his report to the Group. The report covered:-

- key message from the Compact Document
- the Compact aims
- consultation
- issues
- potential solutions / methodologies

There was some discussion on the report.

There was some discussion on the purpose of the Community Engagement Network and its role. Justina advised that this Network is not an operational group, but more a networking opportunity to meet to discuss best practice and communication. If a Community/Voluntary Sector Forum is established this would be run and organised by members of the Community/Voluntary Sector

Stephen commended David's paper as it highlighted the practicality of implementing the Compact.

The Group agreed that this paper could inform the communications strategy, and it was agreed that David would convene a sub-group meeting to look at taking forward the development of a communications strategy. Justina and Jim volunteered to attend this meeting.

**ACTION/ DAVID/JUSTINA/JIM**

## **6. Re-launching The Compact**

It was noted that the Group don't have a clear message to put out when re-launching the Compact.

It was agreed that items 6 and 8 be remitted to the next agenda for discussion.

**ACTION/ SHIRLEY**

## **7. Community Planning Week – 18-22 May 2008**

Justina – programme

## **8. Re-Engaging The Public Sector Partners**

As above

## **9. AOB**

### LEADER Funding

David advised that Scottish Rural Development Programme has £1.6 billion available over the next six years via a range of economic, environmental and social measures designed to develop rural Scotland.

There was some discussion on the LEADER fund and it was noted that there is potential there, but a lot of work is still needed.

Community Transport Groups

Alan advised that he is trying to engagement with Community Transport Groups in North Ayrshire and asked if how many there are. He was advised that at present there are only 2, one on Arran and one in the Garnock Valley.

**10. Date Of Next Meeting**

This was agreed as Tuesday 19<sup>th</sup> May 2009.