

North Ayrshire Community Planning Partnership

Management Group

Minutes of Meeting held on 15 July 2009

In Attendance

Alex Adrain, Divisional Manager HQ, North Ayrshire Council (for Olga Clayton)
Alex Anderson, Economic Development Manager, Chair of North Ayrshire Economic & Learning Partnership, North Ayrshire Council
Sandra Bale, Policy Officer (Chief Executive's), North Ayrshire Council (**Chair**)
Councillor Tom Barr, North Ayrshire Council
Jim Burns, External Relations Manager, Jobcentre Plus
Superintendent Stephen McGrath, Strathclyde Police
Alan Murray, Head of Community Planning, Strathclyde Partnership for Transport
Rosann Neill, Performance Manager, NHS Ayrshire and Arran
Sandra Paterson, Head of Service (Social Services), North Ayrshire Council
Chief Inspector Stewart Rorrison, Chair of Safer North Ayrshire Partnership, Strathclyde Police
Michelle Sutherland, CHP Facilitator, NHS Ayrshire and Arran
Jan Ward, Head of Service (Educational Services), North Ayrshire Council

Also in Attendance

Marjorie Adams, Policy Officer, North Ayrshire Council (For Item 8)
John McKnight, Chair of compact Reference Group (Educational Services), North Ayrshire Council (for Item 6)
Jacqueline Clinton, Chief Officer, South West Scotland Criminal Justice Authority (for Item 7)
Justina Murray, Community Planning Co-ordinator (Chief Executive's), North Ayrshire Council
Diane McCaw, Committee Services Support Officer (Chief Executive's), North Ayrshire Council

Apologies

Shirley Caine, Community Planning Assistant (Chief Executive's), North Ayrshire Council
Brian Cameron, Area Manager for Ayrshire, Skills Development Scotland
Olga Clayton, Chair of North Ayrshire Housing Partnership (Property Services), North Ayrshire Council
Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise
Billy Thomson, Group Commander, Strathclyde Fire and Rescue
Anne Todd, Community Planning Officer (Chief Executive's), North Ayrshire Council

1. Minutes of Meeting held on 3 June 2009

The Minutes were approved.

2. Matters Arising from Minutes

Item 5b - Fairer North Ayrshire Fund 2008/09 - Quarter 4 Monitoring Report

Justina Murray advised that contact had still to be made with the Skate Park regarding healthy food options and this would be taken up through the normal monitoring process.

ACTION: JUSTINA

3. Single Outcome Agreement (SOA) and SOA Action Plan

The Group received a progress report by Justina Murray, Community Planning Co-ordinator on the SOA and SOA Action Plan providing updated information since the last meeting on 3 June 2009.

The SOA will be formally signed by John Swinney on behalf of the Scottish Government and the CPP Board representatives at an event in Cunninghame House on 16 July 2009. If the Minister's schedule allows, a presentation will follow on the Community Planning Week 2009.

The summary document for the SOA was made available at the meeting for members of the Management Group. This will act as the main SOA document for employees and the public and will be widely circulated to libraries, public buildings and all partner organisations.

Justina advised that she will deliver a presentation on the North Ayrshire experience at a Holyrood Conference in September entitled "Single Outcome Agreements: Progress, Partnership and Delivery". Feedback on this will be provided to a future meeting of the Group.

ACTION: JUSTINA

The SOA Action Plan reports for Quarter 1 will be reported to the next meeting of the Management Group on 2 September 2009.

The North Ayrshire Council SOA Annual Report 2008/09 will be circulated for the information of the Group once complete. It will also be submitted to the Scottish Government and circulated to the CPP Board in September 2009.

The Group noted (a) the SOA and SOA Action Plan progress; and (b) the items that will be reported to the September meeting.

ACTION: JUSTINA/SANDRA

4. Fairer North Ayrshire

a. Unallocated funding 2009/10

The Group received a report from Justina Murray, Community Planning Co-ordinator on the unallocated Fairer North Ayrshire funding for 2009/10.

There is currently £325,522 unallocated funding within the Fairer North Ayrshire budget and further underspend is likely to be identified throughout the year.

The Group were advised that the 2 options submitted to the CPP Board on 18 June 2009 had been approved.

Justina advised that progress was being made regarding the identification of suitable initiatives but that a number of Forward Plan meetings had still to take place. Full proposals on the initiatives will be submitted to the September meeting.

On 18 June 2009 the CPP Board approved the submission of a bid to the Future Jobs Fund on behalf of the wider CPP and to allocate an amount of Fairer North Ayrshire funding to this initiative. DWP have confirmed that North Ayrshire's bid is through the first stage and will now be considered by a regional panel, with a final response due by the end of July. Once this outcome is known it will then be possible to quantify the Fairer North Ayrshire allocation to the Future Jobs Fund.

Justina reported on a budget correction with regard to the Jobrotation initiative and advised that the budget should be revised upwards by £25,939 in order to meet the original commitment to match fund. This funding will be paid out of the unallocated budget.

The Group (a) noted the delay in bringing forward costed proposals for the unallocated budget; (b) noted that these proposals will be submitted to the Group on 2 September for decision; and (c) approved an increase of £25,939 in the Jobrotation budget for 2009/10 to be paid from the unallocated budget. **ACTION: JUSTINA**

b. Fairer North Ayrshire Fund: Forward Plan 2010/11

The Group received a progress report from Justina Murray, Community Planning Co-ordinator.

The Fairer North Ayrshire (FNA) Forward Plan process was approved by the Group on 3 June and it now underway. Recommendations will be agreed by the CPP Board at its meeting on 10 September 2009 for approval by North Ayrshire Council.

The desk research information has been summarised into a spreadsheet to inform the FNA Forward Plan meetings.

Seven of the meetings with Strategic Leads have taken place with the remainder scheduled before the end of July. The meetings held to date have identified many positive impacts of the FNA Fund and strong links with the SOA. They have also, however, identified a number of initiatives where the lead service/agency would not be recommending continuation of the funding or the initiative in its current form. The CPP team will draft recommendations and these will be presented to the Management Group in September 2009.

The Group noted (a) progress to date in implementing the Fairer North Ayrshire Forward Plan; and (b) that a full set of recommendations will be presented to the Group on 2 September 2009. **ACTION: CPP TEAM**

5. Report from CPP Strategic Partnership: Environment Partnership

The Group received a report from Councillor Tom Barr, Chair of the CPP Environment Strategic Partnership which included updates as follows:-

- In the CPP SOA, there is an outcome to reduce the public sector's carbon footprint, but only the Council currently has an action against this. A Carbon Management Working Group has therefore been established to detail information on the carbon emissions of relevant partners and to produce a joint Action Plan. Progress on this will be reported to the September meeting of the Environment Partnership.
- A presentation has been made to the Partnership by Irvine Bay URC on their environmental projects and proposed improvements to the Town Centres in terms of security, visual enhancements and commercial and business improvements.
- The lessons learned in relation to the environment events which took place as part of the Community Planning Week.
- The number of potential job placements on environmental projects in terms of the Future Jobs Fund.

Councillor Barr reported that opportunities for partnership working and sharing information are being well received by partners. He advised, however, that issues are currently Council led and that he would welcome a contribution from partners on their own issues and Agenda items.

The Group noted the update report.

6. Compact Reference Group

The Group received a quarterly progress report from John McKnight, Chair of the Compact Reference Group which included updates as follows:-

- The Group is now operational and a revised Action Plan for 2009-2010 has been created consisting of 3 main themes:-
 - Information Management;
 - Resources; and
 - Implementation.This will be circulated at the next meeting of the Reference Group on 18 August 2009.
- Members and stakeholders are working together to engage with the community and voluntary sector and significant steps have been taken to progress to this stage. A communication strategy will be approved at the next meeting of the Reference Group.
- The compact requires to be re-launched involving the community and other partners.

The Group received clarification on what the “Compact” represents in terms of partnership working between the public and the community and voluntary sectors.

The Group agreed (a) that the terms of reference of the “Compact Agreement” be recirculated to the Management Group; (b) that the revised Action Plan, once it is approved by the Reference Group, be circulated to the Management Group; (c) that the current membership of the Compact Reference Group be circulated to the Management Group; and (d) otherwise to note the report.

ACTION: JUSTINA

7. South West Scotland Community Justice Authority (CJA)

The Group received a presentation from Jacqueline Clinton, Chief Officer, South West Scotland Community Justice Authority (CJA).

Jacqueline advised the Group on the following:-

- what the CJA has achieved to date in terms of reductions in repeat offending;
- the shared priorities and actions in place to target reconviction rates relative to
 - persistent offenders;
 - women offenders;
 - violent offenders;
 - domestic abuse and
 - substance misusing offenders
- the priority actions for the CJA in relation to
 - community penalties;
 - a Victims Strategy;
 - implementation of the Programme Delivery Team; and

- implementation and evaluation of the Turnaround Service
- the need for recognition of offenders and their families' needs and of the needs of victims.

During discussions Jacqueline highlighted the work done locally with regard to Domestic Abuse and with re-offenders via the Caledonian Programme and the Jobcentre Plus "Moving Forward" service.

The Group (a) thanked Jacqueline for her informative presentation; and (b) noted that the CJA annual Report would be circulated with the Minute of the Management Group meeting.

ACTION: CPP TEAM

8. Equalities Guidance for Community Planning Partnerships

The Group received a report from Marjorie Adams, Policy Officer on guidance for Community Planning Partnerships on equalities and SOAs and on public sector duties.

The Scottish Government has issued an advice note on "Equality and Single Outcome Agreements - Getting to Best Practice" and the report summarised the key points arising from this for consideration by the Management Group. The advice note made suggestions which the Group could consider when developing its work on equality as follows:-

- Shared Equality Approach - Determine how the partnership is going to work together on equality and the approach to be taken to incorporate equality into the SOA.
- Identify Priorities - Gather and consider evidence from local profiling, research and data, equality schemes and equality impact assessments to inform decision making on priorities, local outcomes and indicators.
- Gather Information - Describe systems partners have in place to gather information on equality groups.
- Measuring and Monitoring Progress - Determine how equality will be measured.
- SOA Reporting - Consider how equality will be incorporated into the reporting on the SOA.

The Group agreed to approve the proposals contained within the report as follows:-

- (a) To await the outcome of the Ayrshire Equality Partnership's discussion on a shared approach to equality across Ayrshire;
- (b) To invite partners (i) to participate in an Equality CPP Lunchtime Briefing to share good practice; and (ii) to consider a CPP consultation diary;
- (c) To consider enhancing information gathering on equality groups;
- (d) To (i) approve the outcomes in the SOA which have been identified as being highly relevant to equality as detailed in Appendix 2 to the report; and (ii) await the Improvement Service's advice on suitable future indicators in the revised menu of indicators to be published in Autumn 2009; and
- (e) That a section on equality be incorporated into the Annual SOA report which highlights the progress being made.

ACTION: MARJORIE/JUSTINA

9. Communications

Justina provided a verbal report on progress in terms of the CPP communications meetings with partners. The purpose of these meetings would be to share information on what is happening in local communities.

The Group were of the view that a more task-focused approach would be helpful, e.g. development of a communications framework for all partners would be a more focussed approach and that a meeting to look at the communications strategies of all partner agencies and to discuss areas of overlap would be useful.

Alex Anderson intimated that a joint communication protocol between some partners (Council, NHS and Police) was already in place in terms of Emergency Planning and suggested that this framework could be adapted and utilised by the Group.

Noted.

ACTION: JUSTINA

10. Urgent Items

There were no urgent items.

11. Future Agenda Items

There were no future items.

12. Date of next meeting

The next meeting will be held on Wednesday 2 September 2009 at 2.00 p.m. in Committee Room 2, Cunninghame House, Irvine.

The Meeting ended at 4.00 p.m.