

North Ayrshire Community Planning Partnership

Management Group

Minutes of meeting held on 1 September 2010



Attendance

Sandra Bale, Policy & Performance Officer, Chief Executive's Service **(Chair)**, North Ayrshire Council
Councillor Margaret McDougall, North Ayrshire Council
Olga Clayton, Head of Service, Social Services and Health, North Ayrshire Council
Neil Sturrock, Strathclyde Partnership for Transport
Sarah Murray, Strathclyde Partnership for Transport
Billy Davidson, Strathclyde Fire and Rescue (for Billy Thomson, Group Commander)
Jim Leckie, Head of Service, Education and Skills, North Ayrshire Council
Joy Love, Partnership and Stakeholder Manager, Scottish Enterprise
Catherine Nelson, Environment and Related Services, North Ayrshire Council

Also in attendance

Anne Todd, Community Planning Team Leader, North Ayrshire Council
Morna Rae, Community Planning Officer, North Ayrshire Council
Lesley Jeffery, Community Planning Assistant, North Ayrshire Council

Apologies

Sheena Gault, Head of Service, Social Services and Health, North Ayrshire Council
Superintendent Jim Coubrough, Strathclyde Police
Brian Cameron, Skills Development Scotland
Billy Thomson, Group Commander, Strathclyde Fire and Rescue
Jim Burns, External Relations Manager, Jobcentre Plus
Alex Anderson, Economic Development Manager, Chair of North Ayrshire Economic & Learning Partnership, North Ayrshire Council
Michelle Sutherland, CHP Facilitator, NHS Ayrshire and Arran
Amanda Coulthard, Assistant Director of Planning, NHS Ayrshire and Arran
Councillor Tom Barr, Chair of North Ayrshire Environment Partnership, North Ayrshire Council

Sandra welcomed everyone to the meeting; introductions were made and apologies noted.

Sandra also noted that this was the first meeting which Anne Todd is attending in her new role as Community Planning Team Leader and also that Sheena Gault, Head of Service, Social Services and Health, would be replacing Sandra Paterson who recently retired, on the group.

Neil Sturrock and Sarah Murray added that they were unable to confirm who would attend future meetings to the current restructuring within their organisation.

1. Minutes of Meeting held on 21st July 2010

The Minutes of the last meeting were approved.

2. Matters Arising from Minutes

SOA Prioritisation

Sandra reminded the group that it had been agreed at the previous meeting that Jim Coubrough, Amanda Coulthard and Michelle Sutherland would take forward logic modelling to allow us to map priorities. Although work is ongoing none of the group are able to attend today and this item is deferred to 6th October 2010.

Noted.

Museum of Poverty

Raised by Sandra Paterson at the last meeting however Sandra Bale and Sheena Gault have since discussed and it has been agreed that this should be led by the Council and Social Services have agreed to take forward separately.

Noted.

Action: Sheena Gault

3. SOA Annual Report

3a SOA Annual Report 2009 / 2010

Sandra Bale explained to the group that the SOA Annual Report had been submitted for approval to the Council's Executive Committee yesterday prior to submission to the CPP Board on 16th September. Unfortunately, it was not approved and will be re-submitted to the Council's Executive on 21st September. This was due to the number of indicators (23%) which had not met targets and around one-third of indicators will not have the information available until the end of the year. It is anticipated that a report will be submitted to the CPP Board on 16th September outlining the reasons for not meeting the targets and what we intend to do.

Another issue about the report raised by the Executive Committee was the lack of information available due to the frequency of its collection. This will be raised at the CPP Board by the Chief Executive and at the CHP Committee by the Chair.

There has already been a Multi Agency Review of Indicators which was submitted to the CPP Management Group and the Council's CMT but this will need to be reviewed again for next year. There will also be a consultation process regarding the development of the 2011/12 plan to ensure actions are contributing to meet the local outcomes.

Sandra added that it was agreed we need to focus on the health and deprivation indicators because, as mentioned at the last meeting, SIMD indicates that North

Ayrshire is on a backwards trend. She asked that the report should include examples of feedback from the People's Panel survey which have informed changes in service delivery. Also, that in Section 5.5 (Qualitative Evidence on Impact and quality of Life and Opportunities) that some of these initiatives may have been nominated for awards and this information should be added to the report.

Action: All

Sandra asked that the group provide any feedback on the report to her prior to the CPP Board on 16th September.

Action: All

Sarah Murray said that she had been at a CPP meeting in South Ayrshire yesterday and they were experiencing similar issues and were also reviewing their Action Plan and indicators.

It was also suggested that we may need to reconsider the timeline as there seems to be a lot of the information is not available until the end of the year.

Neil Sturrock queried the wording of question 1a1 (Percentage of people in households describing public transport to and from North Ayrshire very or fairly convenient when travelling to the places they wish to visit). Anne Todd said that it could be redefined in the next People's Panel Questionnaire to get more suitable information from it.

Action: Anne Todd

3b SOA Improvement Service

Anne presented her report on the case studies which have been suggested as examples of good practice. There will be no work required by the group as the case studies will be worked on by the Improvement Service and shared with CoSLA and SOLACE. Last year's case studies (North Ayrshire Employability Continuum and Family Connexions) will also be revisited.

After discussion it was agreed to put forward Street Nurses and Vineburgh Regeneration Initiative as our case studies.

Noted.

Action: Anne Todd

3c SOA Progress Report – Quarter 1 – 2010/11

Morna presented her report and stated there are no issues.

The group noted the progress to date.

4. Strategic Partnership Reports

Olga Clayton presented the Chair's report from the Housing Partnership and outlined the key issues:

- The level of homelessness is set to reduce by a further 20% in 2010/11 and levels of repeat homelessness are also reducing however this is not matched into the Statutory Performance Indicators which have the performance deteriorating. Olga explained that this is due to diversion programmes in use by Housing Services and that those remaining are the most difficult cases and least likely to be able to sustain a tenancy.
- Stock Condition Survey: Olga is asking surveyors to relook at the 7% which are failing tolerable standard and once the survey is completed in October a report will be completed estimating the cost of repairing those which do not meet Scottish Housing Quality Standard. Olga confirmed that there would be sufficient funding to ensure all council housing stock met the standard by 2015.
- New build projects are progressing well and Olga suggested that the group visit Vineburgh. With regard to the new development at Corrie Quarry in Arran, Neil Wylie asked how the affordable housing will be allocated in Arran when it is completed. Olga said that those applying for the affordable housing still had to meet a pre-set criteria.
- North Ayrshire have been appointed a HUB authority and Olga has already met with other councils and spoken at a seminar.

During discussion it was noted that two new apprentices have started as part of the Castlepark project and Olga stated that Employability is a policy built into all Capital Spend projects within Housing (and, confirmed Jim Leckie, it is also the same in Education) but that this is not the case in other departments. The group agreed that there is a huge opportunity for the Council to include Employability within contracts and Jim Leckie agreed to raise at the Capital Projects Working Group. Councillor Margaret McDougall said that there were two large framework agreements made yesterday and she asked if Employability was included. Large companies moving into the area include Employability but this was often part of the planning application. The group agreed that there should be a policy for Employability to be added to all contracts but this needs to be done at a strategic level.

Sandra said that Alex Anderson is already contacting partners regarding their Capital spend but she will ask him for them to include Employability within their contracts.

Action: Sandra Bale

5. Fairer North Ayrshire

5a Fairer North Ayrshire 2010/11 – Quarter 1 Report

Sandra explained that there are now only six projects receiving funding from Fairer North Ayrshire and that she was asking the group to scrutinise the Q1 reports and raise any issues of concern.

She added that Michelle Sutherland has already asked if the projects have exit strategies / alternative funding streams in progress as the Fairer North Ayrshire funding will end in March 2011.

1. Additional Policing: no issues
2. Firefighters In Schools: Billy explained that the low spend in Quarter 1 was due to exams and summer holidays. Most of their expenditure occurs in Quarters 2 and 3 and last year Strathclyde Fire and Rescue covered an overspend themselves. Billy said Strathclyde Fire and Rescue are concerned about future funding as this project have made very good progress.
3. CCTV: no issues
4. Healthy North Ayrshire: no issues. A sustainability report has been completed in July and is being submitted to the Inequalities and Health group for further discussion.
5. B-Active: No issues
6. Evolution Skatepark: Catherine Nelson raised a concern about the lack of healthy food available in the Skatepark cafeteria. They have already been in contact with the park and encouraged them to apply for a Healthy Living Award and Catherine asked if there was not some way that the partnership, who are funding the project, can encourage them against serving unhealthy food.

Sandra Bale to ask Andrew Hale, Health Improvement Officer to revisit the skatepark as he visited the skatepark previously to provide advice.

Action: Sandra Bale

It was agreed by the group that each Initiative is to provide a report on their sustainability / exit strategy for the next meeting.

Action: Anne Todd

5b Fairer North Ayrshire – Finance Underspend Report

Anne Todd presented a report regarding £26,000 which was carry forward from 2009/10 budget. She explained that she had asked the Leads of each of the Fairer

North Ayrshire projects for bids for the additional funding and her report includes recommendations for the group.

After discussion the group accepted the funding proposals suggested by Anne and she will contact the Leads for the Initiatives and inform them of the Management Group's decision.

Action: Anne Todd

Noted.

6. Low Carbon Vehicle Procurement Support Scheme

Sandra Bale presented her report. She said that she has already emailed all partners asking if they could use this funding adding that it is not for the purchase of new vehicles only for the difference between the costs. Sandra has spoken to Craig Hatton, the Head of Service for Environmental and Related Services and the funding would cover the difference in three vehicles and a charging station which would be installed in the Council's Transport section and could be used by partners. A member of the Transport Team is attending a low carbon event being held tomorrow (2nd September) for further information.

Sarah Murray said that the scheme was discussed at the East Ayrshire CPP and she was under the impression there is to be a Health Board Pan-Ayrshire project. Sandra agreed to discuss this with Amanda Coulthard. Sandra said that she would complete the form with assistance from Craig Hatton but that no great detail was required at the moment just that we wish to take up the funding and any additional funds which may be available. Jim Leckie cautioned that it may take some time to install a charging station and that we should be investigating the time it may take now as it will also have to be completed by 31st March.

Action: Sandra Bale

7. Governance Review Timeline

Anne Todd presented the report on the Governance review which had been requested at the meeting of the CPP Management Group in April 2010. The report details what had already been done and what is still to be done in order to complete the governance review and present to the CPP Board on 16th December. The group agreed the timeline and activities.

8. Northern Ireland Study Visit

Anne Todd presented the report on a forthcoming visit by some councillors from four council areas in Northern Ireland led by George Thorley of SOLACE on 4th and 5th October 2010.

Anne explained that George Thorley would provide background information to the group on what CPPs and councils are responsible for in Scotland. Anne said that the councillors are intending to visit a number of our initiatives and that lead people need to be identified to meet with the group in the morning of 5th October.

The group agreed to the programme for the visit.

Action: Anne Todd

9. Communications

Community Planning Week

Morna presented her summary report and raised the following points with the group:

- That it had been noted that some areas of the Partnership were under represented and there is a need to encourage more partners to participate next year.
- That an audit of events which are planned by all partners be carried out and CP Week should tie in with some of the pre-planned events. This will be raised at the Community Engagement Network next week.

Morna and Anne Todd are meeting with Lynne McEwan, Communications Manager to improve publicity for next year.

The group accepted these recommendations.

Action: Morna Rae

10. Items for CPP Board in September

Sandra Bale listed the Agenda items for the CPP Board in September and reminded the group that there is also a CPP Briefing session after the meeting at 1pm.

11. Urgent Items

There were no urgent items.

12. Future Agenda Items

None.

13. Date of Next Meeting

The next meeting will take place on 6th October in the Council Chambers at 2pm.

**North Ayrshire CPP Management Group
Action Note: 1st September 2010**

Minute Item	Action required	Responsibility	Checklist for next meeting ✓
2	Museum of Poverty to be led by the Council and Social Services.	Sheena Gault	
3a	Section 5.5 of SOA includes initiatives that may have been nominated for awards. This information should be added to the report	ALL	
3a	Any feedback on the report to be passed to Sandra Bale prior to 16 th September	ALL	
3a	Question 1a1 to be redefined for next People' Panel.	Anne Todd	
3b	Street Nurses and Vineburgh Regeneration Initiative to be forwarded to Improvement Service as case studies.	Anne Todd	
4	Alex Anderson to be asked to include Employability within contracts	Sandra Bale	
5a	Andrew Hale to be asked to visit Skatepark to discuss healthy eating	Sandra Bale	
5a	All FNA groups receiving funding to be asked to submit a sustainability / exit strategy for next meeting	Anne Todd	
5a	Funding proposals accepted and groups to be informed.	Anne Todd	
6	Low Carbon Vehicle Procurement Support Scheme response form to be return to Scottish Government.	Sandra Bale	
8	Northern Ireland visit proposals accepted and to be progressed.	Anne Todd	
9	Improving publicity for next year's Community Planning week to take place with Anne Todd, Morna Rae and Lynne McEwan from Communications.	Morna Rae	

