

CAITHNESS DISTRICT PARTNERSHIP

ACTION NOTE FROM MEETING OF: 31 January 2014 in Naver Resource Centre, Thurso

PRESENT: Cllr Bill Fernie (BF) Chair, John Glen (JG) Wick High, Dawn Grant (DG) THC, Sam Brogan (SB) THC, Shirley Park (SP) THC, Pat Bowers (PB) South School, David Alston (DA) NHS, Bobby Echavarren (BE) NHS, Mike Flavell (MF) NHS, Bob Silverwood (BS) NHS, Cllr Willie MacKay (WM) HC, Niall Smith (NS) CVG, Keith Moncur (KM) HLH

APOLOGIES: Pauline Crow, Rebecca Machin

IN ATTENDANCE: W Clark NOS Newspapers, five members of the public

ITEM	SUBJECT	ACTION AGREED	LEAD	NAMED OFFICER	TIMESCALE
	Chair	Prior to commencement of the meeting AM informed the group that following Colin Punler's resignation from the post Cllr Bill Fernie had offered to Chair the group. There were no objections to this. DA thanked BF			
	Previous Action Note	Item 5 Co-location DG Wick - There was currently only agreement for council staff and not NHS staff at Wick Medical Centre to move to new offices in Wick DG Thurso – any proposed move had been delayed. There were issues with relocating to the police station, namely storage. Another option was being considered.			
1	Digital Resource for Children's Services	DG The Digital Directory will be an online resource available to anyone via the Highland Council website. It will provide a comprehensive list of the community, as well as statutory resources, services and activities which benefit children, particularly community run and community led initiatives. It will provide information on buildings, services (such as playgroups, toddler groups, youth clubs etc) and voluntary groups like the Care and Learning Alliance. A means of updating the Directory has yet to be decided. It may be the responsibility of those who use it or, more likely, it may be reviewed formally on a quarterly or half yearly basis. It could be an agenda item for the Caithness Partnership. The webpage should be available towards the end of February.	DG		
2	600 Hours Early	SB By August 2014 local authorities are required to increase provision from 475 hours of funded pre-school education to 600 hours of free early learning and childcare. There are	SB		

	Learning	currently sixty one centres across Highland catering for early years. There are considerable challenges in overcoming the practicalities of increased provision. Increased staff requirement will be dealt with by block recruitment and block interviewing. Qualified early years practitioners will be placed at HC5, an increase from HC3 which is the current pay grade. Various models of delivery have been discussed with nursery staff and head teachers. Voluntary centres have all agreed in principle. There has been no discussion to date with private day care centres. Two models of delivery have been considered the favoured option being extending morning and afternoon sessions to 3 hours 10 minutes each staffed by dedicated teams.			
3	Local Childcare & Family Resource Partnership	SB In 2006 Highland changed from having seven Childcare and Family Resource Partnerships to having just three, one for each administrative area. In general membership has reduced but the North has held interest more effectively and has retained sub groups to facilitate discussion around key issues. It would be useful to have the C&FRP as an agenda item for the Caithness Partnership. David Flear (DF) (member of public) raised the issue of pupils in Halkirk primary being bussed into Thurso for some classes. This is due to a teacher issue and not capacity. ACTION: BF to take the issue up with the Director of Education	SB	BF	
4	Progress report on Integrated Teams	MF Recruitment to keys posts was progressing well. Co-location should be completed by the end of 2014. This was already happening in Wick. DG The Police Station in Thurso was being considered but there were serious concerns around storage capacity. Another building in Thurso was included in the options appraisal currently taking place. Co-location was a priority for both MF and DG DF Demand was high for office space in Thurso. HIE currently looking at the situation. DF would raise the co-location issues and the lack of office space with HIE	MF DG DF		
5	Other Business	Agenda - BF felt the agenda was light and this was possibly due to the process for requesting agenda items. The public may not be aware of the process. There was a form to be completed and the request must be approved before being added to the agenda. ACTION: BF to issue a press release ACTION: AM to include submissions process in next agenda Health Intelligence Unit - BS Information issued by the Health Intelligence Unit showed trends and profiles on the health of each area. The information could be further interrogated to inform decision making, target resources etc. Health Intelligence could be a		BF AM	

		<p>standing item should be on the next agenda.</p> <p>ACTION: AM to include Health Intelligence in next agenda</p> <p>Communication between Raigmore and Caithness General - The partnership could not discuss individual cases however the broader topic of communication between Raigmore Hospital and Caithness General could be discussed, in particular poor co-ordination of outpatient appointments</p> <p>ACTION: AM to include communication in next agenda</p>		AM	
	Next Meeting	<p>Next Meeting</p> <p>28th March 2014 in Caithness General Hospital, Wick at 10.00am</p>			