

Highland Community Planning Board

Minutes of Meeting of the Highland Community Planning Board held in Committee Room 2, Highland Council Headquarters, Glenurquhart Road, Inverness, on Thursday, 5 June 2014, at 10.00 a.m.

Present:

Highland Council:

Mr D Hendry (in the Chair)
Dr D Alston
Mr S Barron
Ms M Morris
Mr B Alexander
Mr S Black
Ms C McDiarmid

Police Scotland

Chief Supt J Innes

Scottish Police Authority

Mr I Ross

Scottish Fire and Rescue Service:

Mr S Hay

Highlands and Islands Enterprise:

Mr M Johnson
Mr R Muir

Scottish Government:

Mr J Pryce

Scottish Natural Heritage:

Mr G Hogg

Highland Third Sector Interface

Ms M Wylie

University of the Highlands and Islands:

Mr C Lang
Mr M Wright

NHS Highland:

Mr G Coutts
Ms E Mead
Ms M Paton

Also Present (item 3):

Ms Kathleen McLoughlin, the Improvement Service

In Attendance:

Ms E Johnston, Corporate Performance Manager, the Highland Council
Mrs R Moir, Principal Committee Administrator, the Highland Council

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr J Gray, Mrs C Wilson and Mr D Haas (all Highland Council); Ms C Wright, Highlands and Islands Enterprise; Mr G Sutherland (Highland Third Sector Interface); Mrs J Baird and Dr M Somerville (both NHS Highland); Dr M Foxley (Scottish Fire and Rescue Service); and Ms F Larg (University of the Highlands and Islands).

2. Minutes of Meeting

i. Highland Public Services Partnership Performance Board

There had been circulated and were **APPROVED** Minutes of the previous Meeting held on 6 March 2014.

Arising from item 3i of the Minutes, it was **AGREED** that the Director of Digital Highlands and Islands, Highlands and Islands Enterprise, be invited to make a presentation to the September Board meeting on progress with the rollout of broadband coverage in the Highlands.

ii. Community Planning Partnership Chief Officers Group

There had been circulated and were **NOTED** draft Notes of the previous Meeting held on 29 April 2014.

3. Partnership Supported Self-Assessment

Ms Kathleen McLoughlin, Senior Project Manager, the Improvement Service (IS), gave a presentation on Partnership Supported Self-Assessment and advised the Board members of the next steps to take to conduct the Partnership self-assessment.

Ms McLoughlin highlighted the outcomes and learning points from a pilot programme on self-assessment and improvement planning carried out with 16 Community Planning Partnerships (CPPs) in 2011-12; summarised the outcome of a 2012 IS survey of the governance arrangements of all 32 CPPs, and the six support priorities identified; and also summarised the outcome of a further survey of the capacity of 24 improvement agencies to help meet these support needs. Subsequently, in April 2014, the National Group on Community Planning had agreed four initial priorities, to be delivered by national partners working together in a capacity building programme:

- clarity on the role of CPP Boards
- clarity on the relationship between public bodies and CPP Boards
- targeted support for self-assessment by CPP Boards and executive structures
- targeted support for CPP Board and executive structure teams and members.

Ms McLoughlin also drew attention to the package of statutory duties for CPPs and individual CP partners proposed by the Scottish Government, on which consultation had ended in January 2014, and to national initiatives being developed with a view to taking matters forward, including the establishment by the Economic and Social Research Council and the Scottish Government of the What Works Scotland centre.

Ms McLoughlin then went on to describe the timeline and next steps for the Highland supported self-assessment process:

- all Board members would shortly receive an emailed survey/checklist – as summarised by Ms McLoughlin – on behalf of the IS, for completion by 27 June 2014, to provide relevant data/evidence to the IS, for analysis by 18 July 2014
- a Consensus Day would thereafter be held with Board members, on a date to be confirmed, with a view to producing an Improvement Plan for the Partnership.

In discussion, emphasis was placed on the importance of: alignment with the SOA national outcomes; identification of robust baseline data; realisation of added value from the assisted process; consistency of approach across all Boards while allowing for particular local circumstances; and sharing of learning among Boards.

After discussion, the Board **NOTED** the presentation and the next steps to be taken.

4. Delivering Partnership Outcomes

The following circulated/tabled updates were provided by Responsible Officers against the delivery plans for the Single Outcome Agreement (SOA) and on developing partnership working.

i. Economic Growth and Regeneration

The circulated update by Highlands and Islands Enterprise as lead partner on this theme provided an update on academic research, jobs, international trade, fragile areas, Next Generation Broadband rollout, and progress on developing a Regional Skills Strategy and Route Maps.

During the report summary, it was confirmed that the academic studies referenced sought to establish and analyse economic baseline data and to identify those rural areas that were most fragile, with a view to assisting measurement of economic progress and understanding of partnership impact. In discussion, emphasis was placed on the importance of maintaining robust workforce and skills data, including on regional commuting/migration patterns, both inward and outward, to assist forward planning.

The Board **NOTED** the update and that the results of the academic studies commissioned by HIE would be shared with partners, with a view to partnership agreement and action.

ii. Employability

The circulated update by the Highland Council as lead partner on this theme provided an update on the activity of the Highland Works Strategic Group, with reference to work on: the Youth 16+ Equality Impact Assessment and Action Plan; the Youth Employment Partnership Commitment and Action Plan; alignment of Programmes and Pathways for Sectors and Businesses; design of Occupational Skills and Work Preparation Programmes; and Digital Inclusion.

During the report summary, it was confirmed that the Council would be developing a stronger focus than to date on improving employment opportunities for the long-term and/or disadvantaged unemployed. In discussion, attention was drawn to the importance for this of accessibility and digital inclusion, and to the potential key role of the baseline data referenced at 4i above, when available.

The Board **NOTED** the update.

iii. Early years/Children

The circulated update by the Highland Council as lead partner on this theme provided an update on the development of the plan For Highland's Children 4, and of the related delivery plan and performance management framework, with reference to a number of examples of current improvement activity.

During the report summary, attention was drawn to the impact of Council preventative spend on the development of childcare services and the significant number of well-qualified childcare appointments; but also to the disappointing fall in breastfeeding statistics.

In discussion, the potential role of partner agencies as breastfeeding champions within their own organisations and as an exemplar for others was highlighted, together with the need to create a positive climate of expectation that would encourage feeding mothers to venture with confidence into the public space. It was recognised that this could be a sensitive issue for some, and that negative cultural attitudes would need to be addressed.

The Board **NOTED** the update and **AGREED** that:

- (a) all CPP partners adopt and promote a "breastfeeding friendly" policy and attitude within their organisations and premises;
- (b) efforts be made to spread this good practice to other public and third sector agencies and to the private sector; and
- (c) the Chief Executive, NHS Highland, lead on coordinating the preparation and production of informative and supportive campaign publicity.

iv. Safer and stronger communities

The circulated update by Police Scotland as lead partner on this theme provided an update on the work of the Safer Highland Leadership Group and the restructuring of groups under the Safer Highland banner, with particular reference to the range of reports/topics discussed at the Group's recent meeting, including: the Violence against Women Partnership, the Child Protection Committee, Multi-Agency Public Protection Arrangements, the Adult Support & Protection Committee, the Alcohol & Drugs Partnership, Road Safety, "Contest" (tackling Serious and Organised Crime), and the Anti-Social Behaviour Group.

During the report summary, the Divisional Commander confirmed that good progress was being made in establishing strong partnership links within the Safer Highland Group; recent crime figures within the area were significantly lower; and Police Scotland were seeking new recruits across Scotland, including Highland.

In discussion, the importance was emphasised of taking every opportunity to promote public awareness of the reducing crime rate in an already low crime area, with a view to increasing public confidence. This could also have associated mental health benefits, as well as contributing to the area's positive image as a tourist destination and a target for economic investment.

The Board **NOTED** the update and that data evidencing the difference the Safer Highland partnership was making in terms of the SOA outcomes would be captured and discussed at that group's next meeting, and shared thereafter with the Head of Policy and Reform, the Highland Council.

v. Health inequalities and physical activity

The circulated update by NHS Highland as lead partner on this theme provided an update on:-

- the work of the Inequalities theme group, including: developing a work plan and monitoring framework for the group; discussions within the Chief Officers Group (COG) on reflecting inequalities in each Single Outcome Agreement theme; and identifying emerging themes for partnership action, such as transport, fuel poverty, housing, integration of services and wider use of community assets
- preventative spend, including the appointment of community health coordinators and food workers
- promotion of physical activity

During the report summary, the scope for effective partnership working on welfare issues was highlighted. In discussion, particular reference was made to the potential for working with low-income families to maximise income opportunities, drawing on experience in other areas. It was also suggested that further research be carried out into identifying local community assets/buildings of which greater community use could be made, together with the barriers to this, such as costs or lack of awareness.

The Board **NOTED** the update.

vi. Outcomes for older people

The circulated update by NHS Highland as lead partner on this theme provided an update on building on the integrated approach to caring for older people, with reference to Care at Home, Care Homes, the Older People's Improvement Group, the See Hear Improvement Group, Community Development, Health and Social Care coordination, Strategic Commissioning, Cares, Telecare and community safety activity by the Scottish Fire and Rescue Service

The Board **NOTED** the update and the importance of seeking to improve awareness across the partnership of ongoing consultation and engagement processes involving particular partners or sub-sets of partners.

vii. Environmental outcomes

The circulated update by SNH as lead partner on this theme provided an update on the Highland Environment Forum, with particular reference to the review of the Highland Climate Change Declaration; future planned actions, including developing a Highland specific land use strategy, enabling communities to adapt to climate change, and remote and rural collaborative working; and the recent spate of raptor poisonings.

During the report summary, partners' attention was drawn to an imminent SNH consultation on peatlands, and also to a forthcoming Forestry Commission Scotland meeting seeking stakeholder views on the development of its District Strategic Plans. The recent spate of raptor deaths was cited as a sample case where the Partnership might have benefited from the ability to provide an integrated media response.

In discussion, an invitation was issued to partners to consider the scope for encouraging increased cycle use within their organisations, as a positive contribution to fulfilling their Carbon CLEVER Declaration commitment. Partners were also informed that the Director of Public Health report this year would be on the environment, offering further scope for synergies.

The Board **NOTED** the update and that the Director of Marketing, Communications and Planning, UHI, would take the initial lead in examining the scope for the existing network of communications professionals to act as a media/publicity service for the Partnership; and **AGREED** to respond positively to a Scottish Government invitation to be a pilot area for the development of a proposed new Climate Change Leadership Programme.

viii. SOA Development Plan

The tabled update by the Highland Council provided an update on delivery on each of the improvement activities identified as a result of the Quality Assurance process for the Highland SOA 2013-2018, which had highlighted six areas for improvement. It confirmed that all SOA delivery plans were being refreshed for 2014/15 onwards by the respective responsible officers, with a view to reporting to the September meeting of the Board.

In commenting on the report, the Head of Policy and Reform, the Highland Council, confirmed that there would be liaison with partners on:-

- the creation and role of the Highland Council's Communities' Panel
- the development of the Council's community impact assessment tool and its alignment to any partnership position on fragile communities.

In discussion, emphasis was placed on the importance of adopting a recognised and effective improvement methodology and of ensuring full staff training for those involved.

The Board **NOTED** the update and that the Chief Officers Group could examine the range of methodologies currently being used by partners, with a view to ensuring an effective and collaborative approach.

5. Revisiting Community Planning Partnership Strategic Priorities

At its meeting held on 6 March 2014, the Board had agreed that the five strategic priorities developed by the Chief Officers Group and recommended to that meeting be reviewed in the light of comments made, with a further report brought back to the Board.

There had been circulated Report dated 26 May 2014 by the Director of Marketing, Communications and Planning, University of the Highlands and

Islands, proposing the following re-drafted strategic priorities, for which the Chief Officers Group would take direct responsibility:-

- a. Maximise the use of collective resources to achieve best outcomes, demonstrating a shift to prevention and the re-allocation of resources between CPP members where this represents best value
- b. Collaborate on workforce planning and skills development to meet Highland needs, in the context of the Highlands and Islands Skills Investment Plan and our roles as major employers
- c. Engage in dialogue with communities in order to empower them to participate in service planning and delivery
- d. Tackle deprivation and inequalities including by improving access and connectedness for communities
- e. Value and be positive about Highland life to attract people, jobs and investment.

These priorities would facilitate the achievement of the 44 long term and 169 intermediate outcomes in the CPP Single Outcome Agreement, which would continue to be pursued and reported upon through existing processes.

The Board **APPROVED** the re-drafted strategic priorities as priorities for improving collaboration and for the COG to develop.

6. Community Planning Partnership Board Title

At its meeting held on 12 December 2013, the Board had agreed that the Chief Officers' Group consider a revised title for the Board, to reflect its wider leadership role in public service reform. At its meeting held on 6 March 2014, the Board had deferred consideration of a report on this matter.

There had been circulated and was **AGREED** Report dated 27 May 2014 by the Head of Policy and Performance, the Highland Council, recommending that:

- i. the various groups supporting the delivery of the SOA be all acknowledged as forming part of the Community Planning Partnership; and
- ii. the Board be named as the Community Planning Board.

7. Community Learning and Development – Effective Partnership Action

At its meeting held on 6 March 2014, in light of the presentation from representatives of Education Scotland on The Requirements of Community Learning and Development (Scotland) Regulations 1913, the Board had agreed that the Chief Officers Group consider the issues raised and that a further report be brought back to this Board on the implications of these Regulations for the work of the Partnership.

There had been circulated Report dated 27 May 2014 by the Head of Community and Health Improvement Planning, NHS Highland, reminding the Board of the legislative context, the content of the strategic guidance on Community Learning and Development (CLD), the requirements of the inspection regime and the role and structure of the CPP's existing Community Development Task Group, and proposing a change of approach to ensure that the Partnership would be prepared to respond effectively to the new CLD requirements.

The report recommended that:-

- a CLD Strategic Partnership be formed
- recognising the statutory duty falling on the Highland Council as Education Authority, and the consequential duty on the Director of Care and Learning, this post, as responsible officer, promote collaboration in CLD across the CPP and lead the CLD strategic partnership, drawing on partner support and being accountable to the CPP Board
- the Partnership develop a CLD Plan by the deadline of September 2015, reflecting the strategic guidance and using a framework of the 9 District Partnership geographies
- the Partnership map current CD and related posts and accountabilities for CD work nesting within the 9 Districts
- a senior officer be identified from each district to be a member of the CLD Partnership, to be responsible for leading, promoting and supporting collaboration and partnership working in CLD activity in their District, and accountable to the CPP for this through the CLD Partnership; the officer to be from any partner agency or network, with a mix of agency backgrounds sought across the whole CPP area
- in addition to the 9 District leads, the CLD Partnership include a lead for CLD from each of the partner agencies and identify dedicated resource to support the partnership and preparation for inspection
- agencies commit to ensuring that future CLD developments, including the creation or continuation of posts, take place within the context and agreed framework of the strategic CLD Plan
- the individual District Leads be responsible and accountable for preparing for Education Scotland inspections of CLD, with support and guidance given by the CLD Partnership
- the work of the CPP CD task group be subsumed into the CLD Partnership.

In discussion, it was recognised that the role of the district senior officer would be a demanding “add-on” to that officer’s principal post; it would be vital to identify the most suitable candidate in each case and to provide adequate support. The Director of Care and Learning, the Highland Council, also advised that he would be working with Council Members on establishing links between community planning and community capacity building and that consideration was being given to holding a related event which could also involve other partners.

The Board **AGREED**:

- i. the formation of a CLD Strategic Partnership, with a structure and objectives as detailed in the report; and
- ii. the importance of monitoring the degree of alignment with the structure of the developing new Highland LEADER programme.

8. Community Planning Partnership Prevention Plan – Annual Review

There had been circulated Report dated 27 May 2014 by the Head of Policy and Performance, advising the Board of the standing of the current Partnership Prevention Plan and confirming that the new £3.38m of investment in 2013/14

was fully committed and that work was needed to begin to understand the impacts of that investment, as well as the new resources for 2014/15.

The report also advised that a new partnership priority of joint resourcing was being proposed by the Chief Officers Group, and that this Group could be tasked with developing options for extending preventative work across the partnership and for identifying how best to measure its impact.

In discussion, it was recognised that measuring and quantifying the outcomes of prevention activity was challenging, particularly in terms of assigning financial value, given that, by definition, it was difficult to cost something that had not happened. It was important to mainstream prevention activity and to use proven assessment methodologies that could lead to reliable evidence as to its effectiveness. Mr J Pryce confirmed that the first Highland Plan had been well regarded at a national level and that the Partnership's approach to its review appeared positive.

Following discussion, the Board **NOTED** the status of the Partnership Prevention Plan and how it was perceived nationally and that investment had been made to support it in 2013/14; and **AGREED** that the Chief Officers Group be tasked to present the partnership approach to prevention going forward, and how this might be expanded and monitored for impact, with a report back to a future Board meeting, taking into account the new additional investment for prevention and the mainstreaming of preventative approaches through collaborative working.

9. Date of Next Meeting

The Board **NOTED** that the next meeting was scheduled to be held on Tuesday, 9 September 2014, at Highland Council Headquarters, Glenurquhart Road, Inverness.

The Board also **NOTED** that the Scottish Cabinet was expected to hold a meeting in Highland at some point in the summer. Board members were invited to put forward potential issues for consideration.

The meeting ended at 12.30 p.m.

Community Planning Board

Thursday, 5 June 2014 - Action Note

For Action

Ms C McDiarmid (CMcD)
 Mr M Johnson (MJ)
 Mr S Black (SB)
 Mr B Alexander (BA)
 Ms E Mead (EM)
 Ch Sup J Innes (JI)
 Dr M Somerville (MS)
 Ms M Paton (MP)
 Mrs J Baird (JB)
 Mr G Hogg (GH)
 Mr M Wright (MW)
 Mr J Pryce (JP)
 Ms E Johnston (EJ)

For Information

Mr S Barron
 Ms M Morris
 Mr D Yule
 Mr W Gilfillan
 Mr H Fraser
 Mr D Haas
 Ms C Wright
 Mr S Hay
 Ms F Larg
 Ms M Wylie

Listed below is the action resulting from discussion at the Community Planning Board meeting held on 5 June 2014. Your attention is drawn to the action listed on this Action Note against your initials.

<u>SUBJECT/DECISION</u>	<u>ACTION</u>
1. Apologies for Absence – NOTED	-
2. Minutes of Meeting	
APPROVED the Minutes of the Board Meeting on 6 March 2014.	-
AGREED that the Director of Digital Highlands and Islands, HIE, be invited to make a presentation to the September Board meeting on progress with the rollout of broadband coverage in the Highlands.	CMcD/MJ
NOTED the draft Notes of the COG meeting of 29 April 2014.	-
3. Presentation – Partner Supported Self-Assessment	
NOTED the presentation and that:	
<ul style="list-style-type: none"> • all Board members would shortly receive an emailed survey/checklist on behalf of the Improvement Service (IS) for completion by 27 June 2014, to provide relevant data/evidence to the IS, for analysis by 18 July 2014 • a Consensus Day would thereafter be held with Board members, on a date to be confirmed, with a view to producing an Improvement Plan for the Partnership. 	<p>All</p> <p>CMcD/EJ</p>

4. Delivering Partnership Outcomes

- i. Economic Growth and Regeneration – **NOTED** the update and that:
- the results of the study commissioned by HIE to identify the most fragile rural areas would be shared with partners, with a view to partnership agreement and action; and **MJ**
 - an update on broadband rollout would be emailed to all Board members. **MJ/RM**
- ii. Employability – **NOTED** the update and the intention to have a stronger focus than to date on improving employment opportunities for the long-term and/or disadvantaged unemployed. **SB**
- iii. Early Years/Children – **NOTED** the update and **AGREED** that:
- all CPP partners adopt and promote a “breastfeeding friendly” policy and attitude within their organisations and premises **BA**
 - efforts be made to spread this good practice to other public and third sector agencies and to the private sector **All**
 - E Mead lead on coordinating the preparation and production of informative and supportive campaign publicity **EM**
- iv. Safer and Stronger Communities – **NOTED** the update and that:
- data evidencing the difference the Safer Highland partnership was making in terms of the SOA outcomes would be captured and discussed at that group’s next meeting and shared with C McDiarmid **JI**
 - Police Scotland were seeking new recruits across Scotland, including Highland.
- v. Health Inequalities and physical activity – **NOTED** the update and that further research should be carried out into identifying local community assets/buildings of which greater community use could be made, and the barriers to this, such as costs or lack of awareness. **MS/MP**
- vi. Outcomes for Older People – **NOTED** the update and the importance of seeking to improve awareness across the partnership of ongoing consultation and engagement processes involving particular partners or sub-sets of partners. **JB**
- vii. Environmental Outcomes – **AGREED** that the Board would respond positively to a Scottish Government invitation to be a pilot area for the development of a proposed new Climate Change Leadership Programme. **GH**
CMcD
All
- NOTED** the update and:
- that M Wright would take the initial lead in examining the scope for the existing network of communications professionals to act as a media/publicity service for the Partnership **MW**
 - an invitation to partners to consider the scope for encouraging increased cycle use within their organisations, **All**

as a positive contribution to fulfilling their Carbon CLEVER Declaration commitment.

viii. SOA Development Plan – **NOTED** the update and:

- that all SOA delivery plans were being refreshed for 2014/15 onwards by the respective responsible officers, with a view to reporting to the September meeting of the Board
- the importance of adopting a recognised and effective improvement methodology and of ensuring full staff training for those involved
- that the Chief Officers Group could examine the range of methodologies currently being used by partners, with a view to ensuring an effective and collaborative approach
- that there would be liaison with partners on the creation and role of the Communities' Panel
- that there would be liaison with partners on the development of the Highland Council's community impact assessment tool and its alignment to any partnership position on fragile communities.

**MJ/SB/BA/
JI/MS/JB/
GH**

CMcD

5. Revisiting Community Planning Partnership Strategic Priorities

CMcD

APPROVED the re-drafted strategic priorities as priorities for improving collaboration and for the COG to develop.

6. Community Planning Partnership Board Title and Membership

CMcD

AGREED that:

- i. the various groups supporting the delivery of the SOA be all acknowledged as forming part of the Community Planning Partnership; and
- ii. the Board be named as the Community Planning Board

7. Community Learning and Development – Effective Partnership Action

AGREED:

- i. the formation of a CLD Strategic Partnership, with a structure and objectives as detailed in the report; and
- ii. the importance of monitoring the degree of alignment with the structure of the developing new Highland LEADER programme.

BA

BA/SB

8. Community Planning Partnership Prevention Plan – Annual Review

CMcD

NOTED the status of the Partnership Prevention Plan and how it was perceived nationally and that investment had been made to support it in 2013/14.

AGREED that the Chief Officers Group be tasked to present the partnership approach to prevention going forward, and how this might be expanded and monitored for impact, with a report back to a future Board meeting, taking into account the new additional investment for

prevention and the mainstreaming of preventative approaches through collaborative working.

9. Date of Next Meeting

NOTED that:

- i. the next scheduled Board meeting would be held on Tuesday, 9 September 2014, in Highland Council Headquarters, Inverness; and
- ii. the Scottish Cabinet was expected to hold a meeting in Highland at some point in the summer; Board members were invited to liaise with J Pryce on potential issues for consideration.

All

JP/All

6 June 2014