

Highland Community Planning Partnership

Community Planning Board

Minutes of Meeting of the Community Planning Board held in the Council Chamber, Council Headquarters, Glenurquhart Road, Inverness on Wednesday 21 March 2018 at 10.00 am.

Present:

Representing the Cairngorms National Park Authority (CNPA):

Mr G Moir

Representing the Highland Council (HC):

Mr A Christie

Mr B Lobban

Mr S Barron

Mr B Alexander

Ms A Clark

Mr P Mascarenhas

Ms E Johnston

Representing Highlands and Islands Enterprise (HIE):

Mr J Gibbs

Representing the Highland Third Sector Interface (HTSI):

Ms I Grigor

Ms M Wylie

Representing High Life Highland (HLH):

Mr D McLachlan

Mr I Murray

Representing NHS Highland (NHSH):

Dr D Alston

Ms E Mead

Ms C Steer

Representing Police Scotland (PS):

Ch Supt G Macdonald

Representing the Scottish Fire and Rescue Service (SFRS):

Dr M Foxley (also representing Lochaber Community Partnership)

Mr R Middlemiss

Representing Scottish Natural Heritage (SNH):

Mr G Hogg

Representing the University of the Highlands and Islands (UHI):

Mr D MacBeath

Community Partnership Chairs:

Mr R Kirk, Caithness

Ch Insp I Maclelland, Sutherland

Mr M Loynd, East Ross

Ms A Clark, Mid Ross

Mr S MacPherson, Skye, Lochalsh and West Ross (Acting Chair)

Dr M Foxley, Lochaber (also representing SFRS)

Ch Insp B Mackay, Nairn

Mr G Ross, Inverness

In attendance:

Dr K Darwent, Chair of Scottish Fire and Rescue Service Board

Mrs D Mackay, Vice Chair, Sutherland Community Partnership

Mr I Kyle, Children's Planning Manager, Highland Council

Mrs R Daly, Board Secretary, NHS Highland

Miss M Murray, Committee Administrator, Highland Council

Also in attendance:

Mr R Mair, Chair of the Commission on Highland Democracy

Mr M Thomson, Kyle of Sutherland Development Trust

Ms E Gillespie, Head of Community Planning, Armagh City, Banbridge and Craigavon Borough Council
Ms C Regan, Head of Leisure and Recreation, Armagh City, Banbridge and Craigavon Borough Council
Ms M Markey, Community Planning Officer, Armagh City, Banbridge and Craigavon Borough Council
Ms J Dunlop, Community and Strategic Planning Manager, Armagh City, Banbridge and Craigavon Borough Council
Ms L McMahon, Director of Performance Management and Service Improvement, Northern Ireland Health and Social Care Board

Dr D Alston in the Chair

Business

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mrs M Davidson, Mr A Mackinnon, Ms M Smith, Mr D Yule, Mr S Black, Mr D Oxley, Dr D Mackinnon and Mr F Nixon.

2. Northern Ireland Study Visit – Welcome and Introductions

The Chair welcomed representatives from Armagh City, Banbridge and Craigavon Borough Council, and the Northern Ireland Health and Social Care Board, who were in Highland on a community planning study visit.

Ms E Gillespie, Head of Community Planning, and Ms J Dunlop, Community and Strategic Planning Manager, Armagh City, Banbridge and Craigavon Borough Council, gave a presentation, during which it was explained that community planning powers were relatively new in Northern Ireland. Detailed information was provided on the political and legislative context; the Borough of Armagh City, Banbridge and Craigavon; community planning partners; the approach that had been taken to community planning; the Community Plan, which had nine long-term outcomes arranged around the three themes of Community, Economy and Place; the proposed governance structure; and thematic action planning.

The Chair thanked Ms Gillespie and Ms Dunlop for their presentation and hoped that they would find their visit informative.

Having recognised the many similarities with the community planning journey in Highland, the Board **NOTED** the presentation.

3. Minutes of Meetings

The Board:

- i. **APPROVED** the Minutes of the Community Planning Board – 19 December 2017;
- ii. **NOTED** the Minutes of the Community Justice Partnership – 20 December 2017; and
- iii. **NOTED** the draft Note of the Chief Officers' Group – 20 February 2018.

At this stage, the Chair explained that item 4 would be taken later in the meeting to accommodate Rory Mair's availability.

5. Developing Community Partnerships

i. Updates from Chairs

There had been circulated, as follows, update reports from Community Partnership Chairs:

- a. Caithness (Roy Kirk, HIE)
- b. Sutherland (Iain Maclelland, Police Scotland)
- c. East Ross (Mark Loynd, SFRS)
- d. Mid Ross (Ann Clark, NHS Highland)
- e. Skye, Lochalsh and West Ross (Stuart MacPherson, Acting Chair, HIE)
- f. Lochaber (Michael Foxley, NHS Highland)
- g. Nairn (Brian Mackay, Police Scotland)
- h. Badenoch and Strathspey (Fraser Nixon, SFRS)
- i. Inverness (Graham Ross, Highland Council)

In speaking to their reports, the Chairs expressed concern that partners had not budgeted for community planning for the coming financial year and suggested that this be considered, particularly given that some of the external funding streams that were available were subject to a certain level of contribution from the CPP, whether at local or regional level. In relation to locality plans, the need to begin to action some of the issues identified was emphasised. However, capacity continued to be an issue. Nevertheless, feedback was that the role of Community Partnerships was considered to be important in terms of networking, exchanging information and supporting community action. It was also suggested that it would be helpful to have standard templates for locality plans and future update reports to the Board.

In response, it was explained that a locality plan template had previously been circulated and this could be discussed further at the Chairs' meeting following the Board. The Chair suggested that the issue of future resourcing of Community Partnerships be considered by the Chief Officers' Group.

Thereafter, the Board:

- i. **NOTED** the updates;
- ii. **AGREED** that the matter of standard templates for locality plans and update reports to the Board be discussed at the Community Partnership Chairs' meeting; and
- iii. **AGREED** that the Chief Officers' Group consider the issue of future resourcing of Community Partnerships.

ii. Update from Chief Officers' Group

The Head of Health Improvement, NHS Highland, and the Acting Head of Policy, Highland Council, provided a verbal update on behalf of the Chief Officers' Group, during which it was explained that, further to the discussions at the previous Board, the Community Partnerships Subgroup had met to discuss self-assessment and peer review in relation to locality plans. A draft self-assessment tool had been developed, looking at the extent to which locality plans had been influenced by local communities, how well they focussed on inequalities and prevention, and how well they linked to the strategic drivers, particularly the Highland Outcome Improvement Plan. The draft tool had been distributed to Community Partnership Chairs and would be the focus of discussions at the Chairs' meeting following the Board.

Members of the Community Partnerships Subgroup and Community Partnership Chairs continued to meet after each meeting of the Board to consider areas for development and share good practice. Further items for discussion included the review of CPP structures which was the subject of item 10 on the agenda, funding opportunities, and the ongoing work, in conjunction with Inclusion Scotland, to identify inclusive engagement approaches. In that regard, attention was drawn to a Community Learning and Development (CLD) internship, in partnership with High Life Highland, which was an opportunity for a disabled person to focus on engagement with disabled people and disability organisations, identify CLD needs, and inform inclusive community planning and CLD practice.

In addition, it was highlighted that the CPP had received a copy of a letter from the Highland Senior Citizens Network (HSCN) to the Cabinet Secretary for Communities raising a number of concerns about the way Community Partnerships were operating in Highland. The matter had been discussed at the Chief Officers' Group where it had been agreed that, prior to responding formally, officers should meet with representatives of HSCN to discuss their concerns. A constructive meeting had taken place, during which issues such as engagement and the differing approaches in different Partnership areas had been discussed. Feedback from the meeting would be discussed at the Chairs' meeting. Going forward, HSCN were keen to work with Community Partnerships, and there were opportunities in terms of their Development Officers and associated networks.

The Board **NOTED** the position.

6. Scottish Fire and Rescue Service Transformation Proposals

The Area Manager and Local Senior Officer, Scottish Fire and Rescue Service, gave a presentation on the Scottish Fire and Rescue Service's transformation proposals during which detailed information was provided on the mandate to transform; the reasons behind the proposed transformation; and what a transformed service would look like. Information was also provided on the proposed broader firefighter role; new fire appliances; the latest firefighting technology; the proposed flexible crewing model; the creation of dedicated rural whole-time posts; and training provision. It was explained that a 90-day consultation on the proposals, the responses to which would help shape decision-making, had commenced and partners were encouraged to take part.

During discussion, the following issues were raised:

- the comprehensive and genuine consultation exercise was welcomed;
- in addition to responding to the consultation, partners were encouraged to discuss the transformation proposals at the various groups/meetings they attended and provide feedback;
- NHS Highland welcomed the proposals to expand the firefighter role to include emergency medical response, and emphasised the importance of competency and maintaining skills, particularly in remote rural areas. In response, the Area Manager and Local Senior Officer explained that emergency medical response would form part of the initial training rollout for the new firefighter role and that it would be built into the maintenance phase training plan in order to maintain and enhance skills;
- information having been sought on the number and location of new posts in Highland, it was explained that scoping work was ongoing but it was anticipated that there would be in excess of 20 posts, which linked to the ongoing discussions regarding recruitment and retention of staff. In that regard, the Chief Executive, Highland Council, highlighted

that, at a recent meeting of the Convention of the Highlands and Islands, discussions had taken place regarding building more mid-market rent homes for key workers, which it was hoped would be a useful contribution to the recruitment and retention of staff in Highland;

- the proposed transformation would greatly increase community resilience and was good news for rural areas like Highland; and
- the Chair of the Scottish Fire and Rescue Service Board explained that the current proposals were the first stage of transformation but it was also necessary to anticipate future changes. Rural areas were leading the way in terms of innovative solutions and she encouraged partners, when responding to the consultation, to think not only about what would work currently but where they would like the service to be in five to ten years.

The Chair having emphasised that the consultation was relevant to all community planning partners, the Board:

- i. **NOTED** the presentation; and
- ii. **AGREED** that all partners endeavour to respond to the consultation on the future of the Scottish Fire and Rescue Service.

7. National Developments across Child Protection and Adult Support and Protection – Impact on Chief Officer Group Structure

Ch Supt MacDonald, Police Scotland, provided a verbal update during which it was explained that, to assist in identifying a cohesive structure, models of good practice had been sought from local authorities throughout Scotland. A draft report had been prepared for discussion with the Chief Executives of the Council and NHS Highland, and it was anticipated that formal proposals would be presented to the next meeting of the Board.

The Board **NOTED** the position.

8. Corporate Parenting

There had been circulated Report No CPB/01/18 by the Head of Children's Services, Highland Council.

During discussion, Members welcomed the proposal to establish a Corporate Parenting Board. However, it was recognised that there was still a lot of work to be done to improve outcomes for Looked After Children (LAC) in terms of education, health, wellbeing and positive destinations.

In response to questions, it was explained that there was a range of LAC performance targets, supported by the multi-agency LAC Improvement Group. It was envisaged that the LAC Improvement Group would feed in to the proposed Board but that the Board would focus on strategic targets where there would be added value from a high-level collaborative approach. The Board would be a strategic group within the CPP structure. However, the core agencies involved would not exercise all their Corporate Parenting responsibilities through the Board.

Thereafter, the Board **AGREED**:

- i. to support the proposal to establish a Corporate Parenting Board;
- ii. the outline of the purpose, membership, responsibilities, accountability and operational arrangements, as set out in Appendix 2 of the report;

- iii. that the Corporate Parenting Board membership should include three Elected Members, one acting as Chair;
- iv. that the Corporate Parenting Board should have membership from other key agencies with Corporate Parenting responsibilities, with a maximum of 6 representatives in order to retain an informal ethos which would facilitate full engagement by Care Experienced Young People. It was further **AGREED** that they be drawn from NHS Highland, Police Scotland, Scottish Children's Reporter Administration, Scottish Fire and Rescue Service, and two representatives of colleges and the University of the Highlands and Islands; and
- v. that two Care Experienced Young People should attend each meeting together with an engagement worker to support them, thereby enabling the link with the CHAMPS board.

9. Highland Community Justice Plan

There had been circulated Report No CPB/02/18 by the Chair of the Community Justice Partnership.

The Board **APPROVED** the proposed Highland Community Justice Plan for the period 2018-2021.

10. Implementation of Highland Outcome Improvement Plan (HOIP) - Update

There had been circulated Report No CPB/03/18 on behalf of the HOIP Subgroup.

The Board:

- i. **NOTED** the update on the implementation of the HOIP and the review of CPP structures; and
- ii. **AGREED** that the next phase of work on reviewing CPP structures would include a review of the CPP Board.

11. Community Planning Board Membership

There had been circulated a letter from Skills Development Scotland proposing the appointment of a Board Member to the Community Planning Board.

The Board **AGREED** that Seonag MacKinnon, Skills Development Scotland Board, be appointed to the Community Planning Board.

12. Change of Lead Agency

The Board **NOTED** that, in accordance with the agreed schedule, Police Scotland would have lead agency responsibility for the Community Planning Board, for a period of one year, with effect from 1 April 2018. NHS Highland would be the lead agency for the Chief Officers' Group for the same period.

It having been suggested that it would aid continuity if, in future, the Chair of the Board and the Chief Officers' Group did not change at the same time, it was **AGREED** that the lead agency transition arrangements be considered as part of the review of CPP structures.

13. Date of Next Meeting

The Board **NOTED** that the next meeting would take place on Thursday 21 June 2018 in the Main Conference Room, Police Scotland, Divisional Headquarters, Old Perth Road, Inverness.

4. Commission on Highland Democracy

Rory Mair, Chair of the Commission on Highland Democracy, gave a presentation during which he summarised the background to the Commission, the methodology that had been used to gather evidence, and the key findings, as detailed in the final report:

<https://highlanddemocracy.files.wordpress.com/2017/12/commission-on-highland-democracy-final-report-dec-17.pdf>

The Commission had made a number of proposals as to how public bodies might respond to the challenges identified, namely:

1. The importance of strategy
2. Understanding democratic responsibility
3. Locality planning and involvement
4. Community Councils
5. Making individual decisions within a democratic framework
6. Community responsibility

The Board was asked to consider how the CPP could develop its understanding of the issues and how it might want to begin to review/renew its approach with regard to increasing participation/engagement.

In response to questions, it was explained that:

- whilst there had been some interest in co-production of services, communities felt they would have to have a great deal of confidence in the organisation they would be co-producing with, and it was necessary to first build that confidence by addressing more simple issues such as consultation and involvement;
- communities understood that public bodies had a statutory obligation to consult on certain issues. However, it was felt that the process could be improved by having involvement in advance, so that communities knew a consultation was forthcoming, what it was about and how it was going to work. It was also recognised that there might be a number of consultations taking place at any one time and it was suggested that, as a CPP, it was necessary to ensure that time and effort was given over to the most important issues;
- in relation to decentralisation of taxation, whilst there had been some appetite, people did not altogether believe that raising money locally was the most powerful thing to do and, instead, wanted a say in how regional and national taxation was allocated. In addition, the Commission was a Highland body and the Chair had endeavoured to focus on issues that could be addressed locally;
- with regard to governance and how it related to local democracy, communities felt that there should be a holistic discussion rather than separate bills on specific matters such as education;
- it was important to acknowledge that not everything was possible, and to explain the barriers that existed;

- communities were aware of the financial difficulties public bodies faced but felt that, by working in partnership with communities, resources could be better directed leading to improved outcomes; and
- the quality of communication was important, and arranging it around community experience rather than agency experience was key.

During further discussion, the need to talk to communities about sustainability of services across the public sector was emphasised, and it was recognised that it was necessary to develop communication/engagement skills in communities as well as public bodies.

Thereafter, the Board:

- i. **NOTED** the presentation; and
- ii. **AGREED** that, going forward, the CPP should test its decisions against the recommendations of the Commission on Highland Democracy.

The meeting ended at 12.40 pm.

Community Planning Board: 21 March 2018

Action Sheet

For Action:

Mr G Moir
Mr S Barron
Mr D Yule
Mr B Alexander
Mr S Black
Mr W Gilfillan
Ms A Clark
Ms E Johnston
Mr P Mascarenhas
Mr D Oxley
Mr J Gibbs
Ms M Wylie
Mr I Murray
Ms E Mead
Prof H van Woerden
Ms C Steer
Ch Supt G Macdonald
Mr R Middlemiss
Dr D Mackinnon
Mr G Hogg
Ms S Campbell
Mr D MacBeath
Supt P MacRae

For Information:

Listed below is the action required as a result of discussion at the Community Planning Board held on 21 March 2018. Your attention is drawn to the action against your initials.

Item No.	Subject/Decision	Action
1.	Apologies for Absence	
	NOTED.	
2.	Northern Ireland Study Visit – Welcome and Introductions	
	NOTED the presentation.	
3.	Minutes of Meetings	
	i. APPROVED the Minutes of the Community Planning Board – 19 December 2017;	
	ii. NOTED the Minutes of the Community Justice Partnership – 20 December 2017; and	
	iii. NOTED the draft Note of the Chief Officers' Group – 20 February 2018.	

4. **Commission on Highland Democracy**
- i. **NOTED** the presentation; and
 - ii. **AGREED** that, going forward, the CPP should test its decisions against the recommendations of the Commission on Highland Democracy. **All**
5. **Developing Community Partnerships**
- i. **Updates from Chairs**
 - i. **NOTED** the updates;
 - ii. **AGREED** that the matter of standard templates for locality plans and update reports to the Board be discussed at the Community Partnership Chairs' meeting; and **Community Partnerships Subgroup**
 - iii. **AGREED** that the Chief Officers' Group consider the issue of future resourcing of Community Partnerships. **EM/CS**
 - ii. **Update from Chief Officers' Group**

NOTED the position.
6. **Scottish Fire and Rescue Service Transformation Proposals**
- i. **NOTED** the presentation; and
 - ii. **AGREED** that all partners endeavour to respond to the consultation on the future of the Scottish Fire and Rescue Service. **All**
7. **National Developments across Child Protection and Adult Support and Protection – Impact on Chief Officer Group Structure**
- NOTED** the position.
8. **Corporate Parenting**
- AGREED:** **BA**
- i. to support the proposal to establish a Corporate Parenting Board;
 - ii. the outline of the purpose, membership, responsibilities, accountability and operational arrangements, as set out in Appendix 2 of the report;
 - iii. that the Corporate Parenting Board membership should include three Elected Members, one acting as Chair;
 - iv. that the Corporate Parenting Board should have membership from other key agencies with Corporate

Parenting responsibilities, with a maximum of 6 representatives in order to retain an informal ethos which would facilitate full engagement by Care Experienced Young People. It was further **AGREED** that they be drawn from NHS Highland, Police Scotland, Scottish Children's Reporter Administration, Scottish Fire and Rescue Service, and two representatives of colleges and the University of the Highlands and Islands; and

- v. that two Care Experienced Young People should attend each meeting together with an engagement worker to support them, thereby enabling the link with the CHAMPS board.

9. Highland Community Justice Plan

APPROVED the proposed Highland Community Justice Plan for the period 2018-2021.

PMac

10. Implementation of Highland Outcome Improvement Plan – Update

- i. **NOTED** the update on the implementation of the HOIP and the review of CPP structures; and
- ii. **AGREED** that the next phase of work on reviewing CPP structures would include a review of the CPP Board.

**HOIP
Subgroup**

11. Community Planning Board Membership

AGREED that Seonag MacKinnon, Skills Development Scotland Board, be appointed to the Community Planning Board.

CS/MM

12. Change of Lead Agency

NOTED that, in accordance with the agreed schedule, Police Scotland would have lead agency responsibility for the Community Planning Board, for a period of one year, with effect from 1 April 2018. NHS Highland would be the lead agency for the Chief Officers' Group for the same period.

AGREED that the lead agency transition arrangements in respect of the Board and Chief Officers' Group be considered as part of the review of CPP structures.

**HOIP
Subgroup**

13. Date of Next Meeting

NOTED that the next meeting would take place on Thursday 21 June 2018 in the Main Conference Room, Police Scotland, Divisional Headquarters, Old Perth Road, Inverness.