

Highland Community Planning Partnership

Chief Officers' Group

Note of Meeting of the Chief Officers' Group held in the Function Room, Highland Rugby Club Clubhouse, Canal Park, Inverness on Thursday 26 April 2018 at 2.00 pm.

Present:

Representing the Cairngorms National Park Authority (CNPA):

Mr G Moir

Representing the Highland Council (HC):

Mr S Barron

Mr I Kyle (Substitute)

Ms A Clark

Representing Highlands and Islands Enterprise (HIE):

Mr R Kirk (Substitute)

Representing the Highland Third Sector Interface (HTSI):

Ms M Wylie

Representing High Life Highland (HLH):

Mr I Murray

Representing NHS Highland (NHSH):

Prof E Mead

Ms C Steer

Representing Police Scotland (PS):

Ch Supt G Macdonald

Representing Scottish Fire and Rescue Service (SFRS):

Mr R Middlemiss

Representing Scottish Natural Heritage (SNH):

Mr G Hogg

Representing Skills Development Scotland (SDS):

Ms S Campbell

In attendance:

Mr N Ross, Head of Community Growth, Highlands and Islands Enterprise

Mr A Standing, Head of Operations, North Region, Skills Development Scotland

Ms R Daly, Board Secretary, NHS Highland

Ms B McDiarmid, Business Support Modern Apprentice, Highland Council

Miss M Murray, Committee Administrator, Highland Council

Prof E Mead in the Chair

Business

Action

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr D Yule, Mr B Alexander, Mr S Black, Mr W Gilfillan, Mr D Oxley, Mr J Gibbs, Prof H van Woerden, Dr D Mackinnon, Mr D MacBeath, Ms E Johnston and Mr P Mascarenhas.

2. Chief Officers' Group – Note of Meeting

The Note of Meeting of the Chief Officers' Group on 20 February 2018 was **APPROVED**.

3. Community Planning Board – Minutes and Action Sheet

The draft Minutes and the Action Sheet of the Community Planning Board on 21 March 2018 were **NOTED**.

4. Update on National Strengthening Communities Conference – 21/22 September 2017

There had been circulated Report No COG/03/18 by the Head of Community Growth, HIE.

Following discussion, during which partners emphasised the need for the CPP to link in to future conferences in Highland and be given the opportunity to showcase the good work taking place, the Group:

- i. **NOTED** the report, and that the National Strengthening Communities Conference had been well received by those in attendance;
- ii. **AGREED** that the accompanying Powerpoint presentation, which it had not been possible to show due to technical issues, be circulated to partners for information; **MM**
- iii. **AGREED** that the CPP be consulted on the theme of future conferences in Highland and be given the opportunity to contribute to the agenda; and **NR**
- iv. **AGREED** that consideration be given to showing an abridged video from the 2017 conference at a future meeting of the Community Planning Board. **GMac/NR**

5. Skills Investment/Talent Attraction and Retention

The latest papers on the work strands being undertaken on behalf of the Convention of the Highlands and Islands (CoHI) had been circulated for information. In addition, papers were tabled setting out population projections, demand, and total employment by industrial sector.

The Regional Skills Planning Lead, Skills Development Scotland, then provided a verbal update on the skills and education strand which, it was explained, was being addressed in three key ways, namely:

1. a review of the regional Skills Investment Plan (SIP), published in 2014;
2. an assessment of the impact of the SIP and partners working together; and
3. a review of the associated action plan to ensure it was fit for

purpose and responded to the challenges ahead.

The aim was to complete the three pieces of work and report back to CoHI in October 2018, and it was intended to report back to the CPP as part of the process.

The talent attraction strand was being led by HIE and a meeting was scheduled to take place on 14 June 2018, chaired by the Chief Executive of HIE and including representatives from all key agencies, to look at the talent attraction strategy and action plan and how to gain more cohesion and traction.

Detailed discussion took place, during which partners emphasised the importance of talent attraction and retention to sustainability and prosperity in Highland, and the need for leadership, action, measurable targets and greater granularity of data. In addition, it was emphasised that it was necessary to explore all possible options, including maximising existing talent, targeting those who were currently not meaningfully employed, re-training, and the use of technology.

The Group:

- i. **NOTED** the update;
 - ii. **AGREED** that Skills Development Scotland and Highlands and Islands Enterprise work together to develop tangible actions to improve talent attraction and retention for all partner organisations and throughout Highland; and
 - iii. **AGREED** that the issue of sustainability be an ongoing item on the COG agenda.
- SC/DO**
EM/CS

6. Annual Participation Measure (16-19 years) – SIMD Analysis

There had been circulated Report No COG/04/18 by the Head of Operations, North Region, Skills Development Scotland.

Following discussion, during which caution was expressed against breaking down the data to such an extent that individuals could be identified, and the need to focus on outcomes and objectives was emphasised, the Group:

- i. **NOTED** the report and the narrowing of the participation gap in Highland;
 - ii. **AGREED** that the analysis be used in discussion with relevant Community Partnerships for Local Outcome Improvement Plan actions; and
 - iii. **AGREED** that feedback on progress be provided in three months' time.
- AS**
AS

7. Proposed Highland Public Protection Chief Officer Structure

There had been circulated Report No COG/05/18 by Detective

Chief Inspector McLaughlin, Police Scotland.

In introducing the report, Ch Supt Macdonald explained that, in the spirit of partnership working and in the interests of continuity, Police Scotland would provide the secretariat for the proposed Public Protection Chief Officer Group at no additional cost.

During discussion, clarification was provided regarding the role of the Lay Chair of the Adult Support and Protection Committee, and partners emphasised the need to retain the Safer Highland brand.

Having acknowledged the work undertaken by Detective Chief Inspector McLaughlin, the Group:

- i. **AGREED** to support the proposal to review and realign the current Chief Officer Group structures within the Community Planning Partnership model to a Highland/Safer Highland Public Protection Chief Officer Group model, as described in the report;
- ii. **AGREED** to the development of the wider Community Planning Partnership structure as it related to the proposal (as set out in Appendix 2 of the report);
- iii. **AGREED** that the Safer Highland brand be retained; and
- iv. **NOTED** that Police Scotland would provide the secretariat for the Public Protection Chief Officer Group.

**GMac/ HOIP
Subgroup**

8. Review of CPP Structure

There had been circulated Report No COG/06/18 on behalf of the HOIP Subgroup.

The Chief Executive, Highland Council, explained that, in handing over the Chair of the COG, he had suggested that it was necessary to consider the extent to which the Highland Outcome Improvement Plan (HOIP) was seen to be owned by each individual partner. His view was that all partners had a role to play in delivering the HOIP and he had suggested that consideration be given, over the next year, to aligning partners' corporate plans to it and delivering the outcomes directly and in a high profile way.

During discussion, caution was expressed regarding establishing new groups unless others were being disbanded and it was clarified that employability was a cross-cutting theme and would therefore be considered by each delivery group.

Following further discussion during the subsequent workshop session, the Group:

- i. **NOTED** the work to date to review CPP structures;
- ii. **AGREED** to recommend to the Community Planning Board the proposals for the future arrangements for the existing

- CPP thematic groups;
- iii. **AGREED** to recommend to the Community Planning Board the proposals for the delivery of the HOIP, including the delivery group structure and remit, subject to partners being asked to confirm their preferred approach in respect of the leadership arrangements.

**HOIP
Subgroup**

9. Third Sector Representation Pathway

There had been circulated Report No COG/07/18 by the Chief Officer, Highland Third Sector Interface.

Following discussion, during which it was emphasised that it was necessary to differentiate between formal Third Sector representatives and members of Third Sector organisations who participated in groups such as the Highland Environment Forum but were not there to represent the sector, the Group **AGREED**:

MW

- i. that the proposal created a productive structure for formalising the process of Third Sector representation in Highland;
- ii. to support the approach and a “stand down”, in October 2018, of representatives currently involved in, or who would be involved in, the HOIP thematic structures;
- iii. to help HTSI identify the current “representatives” within the relevant structures and support their understanding of the process; and
- iv. to recommend the model for adoption by the Community Planning Board at its next meeting.

10. Future Resourcing of Community Partnerships

There had been circulated Report No COG/08/18 on behalf of the Community Partnerships Subgroup.

Following discussion, particularly in relation to partners’ responsibility to free up officer time to support Community Partnerships, and the need for equity in terms of resourcing, the Group:

- i. **NOTED** the issues raised at the Board and Community Partnership Chairs’ meeting regarding resourcing of Community Partnerships;
- ii. **NOTED** the work being undertaken by Community Partnerships to identify resourcing requirements;
- iii. **NOTED** that, in the event a Community Partnership member was not contributing as expected, a conflict resolution process was in place;
- iv. **AGREED**, further to ii. above, that the details be reported to the next meeting of the COG and that consideration be given, at that time, to whether there was anything further that could be done to support the ambition of Community Partnerships.

**Community
Partnerships
Subgroup**

At this stage, the meeting was adjourned for 30 minutes to hold a workshop session on the role and remit of the Chief Officers' Group, based on the responses to the Survey Monkey questionnaire that had been circulated in advance.

Discussion took place on the feedback, which would be collated and circulated to partners and would inform a report to the next meeting.

11. Update on proposed Breakthrough Achievement on Mental Health

Further to discussions at the previous meeting, Ch Supt Macdonald, Police Scotland, tabled a report setting out proposals for a breakthrough achievement on suicide prevention.

Following discussion, during which further information was provided on the proposed training and it was suggested that COG members should participate, the Group **AGREED**:

All

- i. to endorse suicide prevention training and the development/implementation of a suicide prevention app as the areas of focus for the breakthrough achievement;
- ii. to identify staff within partner organisations to be trained as in-house trainers who would be responsible for the delivery of awareness inputs;
- iii. to support cross-sector delivery of inputs/awareness, including local communities and events when/where appropriate, by pooling resources;
- iv. to support a joint messaging/marketing and media strategy;
- v. to provide financial support for the development of the suicide prevention app, as described in the report;
- vi. that partners have conversations within their respective organisations to ensure that suicide prevention was reflected in employee policies;
- vii. that each partner identify a single point of contact and notify the Committee Administrator accordingly; and
- viii. that the report be circulated to partners electronically.

MM

12. Green Health Partnership

The Head of Health Improvement, NHS Highland, provided a verbal update during which it was explained that, further to the CPP Board agreeing to support work to develop a Green Health Partnership in Highland, a small group of officers from Scottish Natural Heritage, NHS Highland, Highland Third Sector Interface and High Life Highland had worked up a proposal for funding from the national Our Natural Health Service programme.

The broad aims were to reduce inequalities by targeting activity at those most in need; coordinate partnership effort in the use of the outdoor environment for health; map existing provision and identify gaps; build capacity and develop networks; and get

people using the outdoor environment more regularly.

The proposal, which had been submitted in March 2018, had been successful, bringing £100k per year to Highland for two years, with the possibility of an extension to three years, to develop a Green Health Partnership. It was now intended to broaden the partnership to look at how to implement the initiative throughout Highland.

The Group:

- i. **NOTED** the update; and
- ii. **AGREED** that partners with an interest in joining the Green Health Partnership should contact the Head of Health Improvement, NHS Highland, or the Unit Manager – South Highland, SNH.

All

13. CPP response to the Scottish Government consultation on “A Connected Scotland” - a draft strategy to tackle social isolation and loneliness

There had been circulated Report No COG/09/18 by the Head of Health Improvement, NHS Highland.

The Group **APPROVED** the CPP response to the Scottish Government consultation on “A Connected Scotland” - a draft strategy to tackle social isolation and loneliness.

CS

14. Update by Scottish Government Location Director

There had been circulated, for discussion, an update by the Scottish Government Location Director.

In relation to the Fairer Scotland Duty, the Acting Head of Policy, Highland Council, referred to the interim guidance that had been published by the Scottish Government and explained that it had been suggested that CPPs should consider adopting the definition of socio-economic disadvantage.

The Group:

- i. **NOTED** the update; and
- ii. **AGREED** that further information on the Fairer Scotland Duty be provided at the next meeting.

DMackinnon

15. Plastics and the Environment

The Unit Manager – South Highland, SNH, gave a presentation during which information was provided on plastic pollution and its impact, particularly on the coastal and marine environment. Details were provided of local community-led initiatives to combat the issue, and it was emphasised that the quality of the Highland environment, particularly its coastline, was a key

economic and social asset. There was growing awareness and pressure for action at a national, regional and local level, and it was suggested that consideration be given to what the CPP might do in response. The Highland Environment Forum had been consulted and had suggested the following potential breakthrough achievements:

- Make all partners' premises plastic straw free.
- Eliminate all single use plastics in partners' catering operations - eg plastic glasses, cutlery, coffee cups etc.
- Require those tendering for services to declare what single use plastics would be included and introduce a criterion to tender assessments to consider single use plastics.

Following discussion, during which it was highlighted that matters were moving rapidly at national level and some of the suggestions might soon be mandated, the Group:

- NOTED** the presentation and **AGREED** that it be circulated to partners; and
- AGREED** that partners explore the feasibility of implementing the suggested breakthrough achievements within their respective organisations and provide feedback to the Unit Manager – South Highland, SNH, with a view to a proposal being presented to the next meeting.

MM

All/GH

The Chair explained that she was keen to have a 20 minute slot on future agendas to allow partners to share detailed information on specific issues and aid wider understanding. She highlighted that NHS Highland was working with SEPA and UHI on an issue relating to drugs and the environment, and it was **AGREED** that further information in that regard be presented to a future meeting.

EM/CS

It was further **AGREED** that partners notify the Chair of any issues that might be of interest to the group.

All

16. Future Agenda Items

Community Planning Board – 21 June 2018

The Group **AGREED** to recommend the following:

- Developing Community Partnerships – Updates from Chairs and Chief Officers' Group
- Sustainability
- Proposed Highland Public Protection Chief Officer Structure
- HOIP Delivery Structure
- Third Sector Representation Pathway
- Breakthrough Achievement on Suicide Prevention

**CP Chairs/
Community
Partnerships
Subgroup
EM
GMac
HOIP
Subgroup
MW
GMac**

Chief Officers' Group – 4 September 2018

The following items had been proposed:

- CivTech: harnessing new technologies to improve public sector services
- Supporting more community action and community-run services
- WheelNess – large-scale Inverness-based project, funded by Cycling UK
- Visit Scotland – presentation by Regional Partnerships Director
- Regional Skills Assessment

Given the discussions under item 5, the Regional Skills Planning Lead suggested that the Regional Skills Assessment item be amended to a more specific report on activity and skills in Highland. This was **AGREED**.

SC

Following discussion on the need to prioritise and focus on fewer items in more detail, it was **AGREED** that the next meeting should focus on sustainability, of which skills formed part, and the delivery plans in relation to the HOIP.

EM/CS

It was further **AGREED** that consideration be given to whether some of the proposed items could be redirected to thematic subgroups.

CS

17. Any Other Business

The Chief Executive of Cairngorms National Park Authority highlighted that a Rewilding and Repeopling talk was scheduled to take place on 11 May 2018 as part of the Cairngorms Nature BIG Weekend 2018. Speakers included Calum Macleod, Community Land Scotland; Frans Schepers, Rewilding Europe; Rob McMorran, Wildland Research Institute; and Stuart Brooks, National Trust for Scotland.

In addition, the Cairngorms National Park Authority was hosting the EUROPARC Conference in Aviemore from 18 to 21 September 2018. The Conference linked to the Year of Young People 2018 and a group of youth delegates would develop a Youth Manifesto which would support young people to have a greater say in decisions that affected them, increase inter-generational activities and create positive outdoor experiences for young people. The Conference website was live and partners were encouraged to attend if they wished.

Attention was also drawn to the Rural Tourism Infrastructure Fund, administered by Visit Scotland. The deadline for the first round of applications was Monday 30 April but it was anticipated that there would be another round later in the year.

The Chair highlighted that the health-focussed Rethinking Remote Conference was scheduled to take place on Inverness on 24 and 25 May 2018.

The Group:

- i. **NOTED** the updates; and
- ii. **AGREED** that the Rural Tourism Infrastructure Fund weblink be circulated to partners. **GM**

The meeting ended at 16.50 pm.