

## Highland Community Planning Partnership

### Chief Officers Group

Note of Meeting of the Chief Officers Group held in Room 0.01, An Lòchran, 10 Inverness Campus, Inverness on Friday 30 August 2019 at 11.00 am.

#### Present:

##### Representing the Cairngorms National Park Authority (CNPA):

Mr G Moir

##### Representing the Highland Council (HC):

Ms K Ralston

Ms A Clark

##### Representing Highlands and Islands Enterprise (HIE):

Mr D Oxley

##### Representing the Highland Third Sector Interface (HTSI):

Mr I Donald

##### Representing High Life Highland (HLH):

Mr D Wilby (Substitute)

##### Representing NHS Highland (NHS):

Mr I Stewart

Ms C Steer

##### Representing Police Scotland (PS):

Ch Supt G Macdonald

##### Representing Scottish Fire and Rescue Service (SFRS):

Mr F Nixon (Substitute)

##### Representing Scottish Natural Heritage (SNH):

Mr G Hogg

##### Representing Skills Development Scotland (SDS):

Mr S Sheridan

##### Representing the Community Justice Partnership (CJP):

Mr N MacLennan

##### Supporting the Chief Officers Group:

Ms E Johnston

Mr P Mascarenhas

#### In attendance:

Supt R MacKillop, Chair of Community Safety and Resilience Delivery Group  
Miss M Murray, Committee Administrator, Highland Council

#### Mr D Oxley in the Chair

#### Business

#### Action

#### 1. Apologies for Absence

Apologies for absence were intimated on behalf of Ms D Manson, Mr S Black, Mr J Gibbs and Dr D Mackinnon.

## 2. Note of previous Meeting

The Note of the Chief Officers Group held on 15 May 2019 was **APPROVED**.

## 3. Outcome of Community Planning Partnership Development Day on 23 August 2019

On behalf of the Community Partnerships Subgroup, the Acting Head of Policy, Highland Council, provided a verbal update on the outcome of the Community Planning Partnership Development Day on 23 August 2019. She summarised the format of the day and tabled a paper setting out the key actions identified, namely, to explore the possibility of an independent Chair of the Community Planning Board; to identify key priorities; to develop Terms of Reference for CPP structures at all levels, and the provision of support for Community Partnerships. An overarching action was the need to identify resources to support priorities.

The Corporate Audit and Performance Manager, Highland Council, added that the tabled paper was intended as a summary of the key actions, and a more detailed paper would be prepared based on the notes of the discussions on the day.

The Chair explained that the action relating to an independent Chair of the Board was a not a decision at this stage, but an opportunity to review the current arrangements which, while beneficial in some ways, were not conducive to longer term strategic planning. Group Manager Nixon, SFRS, added that the Chair of the Board had carried out some scoping work which indicated that the cost of an independent Chair would be between £235 and £280 per day for approximately one day per week, equating to in the region of £12,200 to £14,500 per annum.

Detailed discussion ensued, particularly on the need for clear Terms of Reference; the potential merits of a single structure as opposed to the current COG and Board arrangements; and the need for more data, utilising existing sources, to inform the identification of priorities and performance indicators.

The need to progress matters expeditiously having been emphasised, the Group:

- i. **NOTED** the update; and
- ii. **AGREED** that regular meetings be arranged to focus on the various actions and progress them to the decision stage as soon as possible.

**RM/DO/CP  
Subgroup**

## 4. Highland Outcome Improvement Plan (HOIP) Action Plans

The following draft Action Plans by the HOIP Delivery Groups had been circulated/tabled:

- Poverty Reduction
- Community Learning, Development and Engagement
- Mental Health and Wellbeing
- Community Safety and Resilience

It was explained that the Infrastructure Delivery Group, which was being led by HIE, had not yet met, and the Chair undertook to arrange a meeting and present the draft Action Plan to the next COG.

Delivery Group Chairs having spoken in amplification of their respective Action Plans, detailed discussion took place on the associated issues and challenges, including how the various actions would be resourced; the need to evidence priorities and identify performance indicators; and the importance of links between the HOIP Delivery Groups and Community Partnerships.

In relation to the Community Safety and Resilience Action Plan, it was suggested that Action Point 5 should be amended to “Parenting Support”.

The Corporate Audit and Performance Manager, Highland Council, highlighted that some of the Plans did not entirely correspond with the HOIP priorities. The need for a standardised approach was emphasised, and it was suggested that the guidance and template agreed by the Board be re-circulated to Delivery Group Chairs.

The Group:

- i. **AGREED** the draft Action Plans, subject to the points raised during discussion;
- ii. **AGREED** that the guidance and template agreed by the Board be re-circulated to Delivery Group Chairs, and the Action Plans be standardised accordingly;
- iii. **AGREED** that a meeting of the Infrastructure Delivery Group be arranged as soon as possible, and the draft Action Plan be presented to the next COG;
- iv. **NOTED** that the CLDE Delivery Group had considered a range of options in relation to the identification of CLDE leads and would make a recommendation to the COG and Board in due course;
- v. **NOTED** the offer of support from Skills Development Scotland in relation to evidence provision and benchmarking.

**Delivery  
Group  
Chairs/EJ**

**DO/JG**

## **5. Child Poverty Action Report**

There had been circulated Report No COG/09/19 by the Acting Head of Policy, Highland Council.

In relation to the Young Scot Attainment Challenge, one of the case studies in the report, the Head of Performance, High Life

Highland, highlighted that feedback from Young Scot was that the initiative had worked very well in Highland as a result of partnership working and an individualised approach to supporting young people.

Following discussion, during which partners commended the report, particularly the analysis which supported what had been said anecdotally for some time, the Group:

- i. **AGREED** the Local Child Poverty Action Report for 2018/19 for Highland; **AC**
- ii. **NOTED** that a more detailed data report would be made available online and shared with partners; and
- iii. **NOTED** the positive feedback on the Young Scot Attainment Challenge.

## 6. Community Asset Reviews

The Community and Democratic Engagement Manager, Highland Council, provided a verbal update during which it was explained that meetings had taken place with locality leads and some key partners in Wick and Portree, who agreed with the Community Asset Review approach and saw the opportunity to create a more sustainable estate with better integrated service delivery. They understood that it would be difficult for communities to give up some buildings and an incentive was therefore required in the form of reinvesting savings achieved through rationalisation in enhanced service delivery. It was critical to involve communities at the right time and it would be helpful to capture the learning from the NHS redesign process in Caithness. One area of concern for the COG to consider was that the three Aspiring Communities posts in Caithness, which were seen as critical, were only funded until November 2019. In addition, it was necessary to consider when to involve Elected Members in the process. The next stage was to map the properties in scope against locality plan priorities, and it was suggested that a visual presentation in that regard be provided at the next COG. It was added that the Community Asset Review process would require partners to challenge established practices such as capital receipts from community assets being remitted centrally. It was also necessary to consider how to split any savings released between corporate savings and service enhancement.

Discussion ensued, during which information was provided on the synergies with the work being undertaken by Police Scotland in terms of its Estate Strategy. The need to plan ahead having been emphasised, reference was made to proposals for a new 3-18 school campus in Tain, and it was suggested that there was an opportunity for Tain to be an exemplar in terms of the Community Asset Review process. It was added that it was necessary to encourage partners' Property Asset Managers to work more collectively.

The Group:

- i. **NOTED** the update; and
- ii. **AGREED** that a visual presentation of the properties in scope set against locality plan priorities be provided at the next COG.

**PM**

## **7. Update on preparations for/impact of leaving the European Union**

Verbal updates were provided on preparations for exiting the EU, during which it was explained that partners were working on the assumption of a no deal Brexit on 31 October 2019. From a resilience planning perspective, the arrangements that had previously been put on hold had been re-instigated, and Brexit would be the main focus from now on.

Information was provided on the potential implications, risks and challenges in the shorter and longer term. In particular, attention was drawn to the potential impact of World Trade Organisation tariffs on sectors such as agriculture, fishing, food and drink, and textiles. Medicines, medical supplies and care sector staffing were also areas of risk.

The Group **NOTED** the position and that updates would continue to be provided.

## **8. Minutes of Community Planning Board**

The draft Minutes of the Community Planning Board held on 20 June 2019 had been circulated for comment.

In relation to item 3.2, it was queried whether any agreement had been reached regarding the rotation of Community Partnership Chairs. In response, it was explained that the matter had been considered at the recent Development Day and, in line with previous discussions, it had been felt that where partnerships were working well it made sense to continue with the current arrangements. However, it had been recognised that not all partnerships were working well, and the Chair of the Board had undertaken to liaise with the Chief Executive, NHS Highland, regarding Lochaber Community Partnership and how best to move forward. The Chief Executive, NHS Highland, highlighted that NHS Highland had appointed three new non-executive directors, which it was hoped would present an opportunity to resolve the situation.

The Group otherwise **NOTED** the draft Minutes.

## **9. Future Agenda Items**

The Group **AGREED** the following:

## Community Planning Board – items proposed for 3 October 2019

- Developing Community Partnerships - Updates from Chairs
- Presentation on the recent anti-social behaviour initiative in Mid Ross, including lessons learned
- Feedback from CPP Development Day on 23 August 2019
- HOIP Annual Report

**CP Chairs  
GMac**

- Update on preparations for/impact of leaving the European Union
- Child Poverty Action Report
- Community Justice Partnership Annual Report
- Improvement Plan for the employability of those with an offending history
- The move towards a presumption against short-term prison sentences

**AC  
HOIP  
Subgroup/  
Delivery  
Group  
Chairs  
Relevant  
partners  
AC  
NM/MW/ID  
NM/MW/ID  
NM/MW/ID**

Given the recent discussions regarding the need for Board reports to be for decision/action rather than information, it was **AGREED** that the Community Asset Reviews item be deferred until there was a decision to be made.

**PM**

In relation to Brexit, it was necessary to think laterally, and it was **AGREED** that HOIP Delivery Groups should consider the potential impacts in terms of their respective outcomes.

**HOIP  
Delivery  
Group  
Chairs**

In addition, it having been highlighted that the Convention of the Highlands and Islands (CoHI), at its meeting in October 2019, would be discussing matters such as depopulation, migration and climate emergency, it was **AGREED** that a report be presented to the December Board on the priorities emerging from CoHI and the implications for the CPP.

**GMoir**

## Chief Officers Group – items proposed for 14 November 2019

- Follow-up to the actions arising from the CPP Development Day on 23 August 2019
- HOIP Action Plans

**CP  
Subgroup  
HOIP  
Delivery  
Group  
Chairs  
Relevant  
partners**

- Update on preparations for/impact of leaving the European Union – additional time to be allocated to discuss the immediate impacts, should Brexit proceed on 31 October 2019
- Community Asset Reviews – visual presentation of properties in scope set against locality plan priorities
- Presentation/update on the refresh of the Highlands and Islands Skills Investment Plan and the Rural Skills Action Plan

**PM**

**SS**

- Review of Community Justice Partnership
- Lets Get On With It Together (LGOWIT) Partnership - presentation, overview report and consideration of potential breakthrough achievement

**NM/MW/ID**  
**MW/ID**

The meeting ended at 12.45 pm.