



Minutes of Meeting of the Community Planning Board held remotely on Wednesday 31 March at 2.00 pm.

Present:

The Highland Council:

Councillor Alasdair Christie, Depute Leader
Donna Manson, Chief Executive

Highlands and Islands Enterprise:

Eann Sinclair, Area Manager – Caithness and Sutherland (also representing Community Partnerships)

NHS Highland:

Ann Clark, Vice Chair, NHS Highland Board
Tim Allison, Director of Public Health

Police Scotland:

Chief Superintendent Conrad Trickett, Divisional Commander, Highland and Islands

Scottish Fire and Rescue Service:

Derek Wilson, Local Senior Officer

The Scottish Government:

Donna MacKinnon, Scottish Government Location Director

Community Partnership representative:

Eann Sinclair, Chair, Caithness Community Partnership (also representing HIE)

High Life Highland:

John West, Head of Culture (Substitute)

Highland Third Sector Interface:

Margaret Somerville, Chair of HTSI Board
Leah Ganley, TSI Services Manager

NatureScot:

Graham Neville, Area Manager (Northern Isles and North Highland)

Skills Development Scotland:

Stephen Sheridan, Regional Skills Planning Lead

In attendance:

Ian Kyle, Co-Chair, Community Learning, Development and Engagement Delivery Group
John West, Co-Chair, Community Learning, Development and Engagement Delivery Group
(also representing High Life Highland)
Lindsay Tulloch, Chair, Community Safety and Resilience Delivery Group
Cathy Steer, Chair, Mental Health and Wellbeing Delivery Group

Alison Clark, Chair, Poverty Reduction Delivery Group
Niall MacLennan, Chair, Community Justice Partnership
Melanie Murray, Committee Administrator, Highland Council

Also in attendance:

Elisabeth Smart, Chair, Highland Alcohol and Drugs Partnership
Debbie Stewart, Coordinator, Highland Alcohol and Drugs Partnership

Mr A Christie in the Chair

Business

1. Apologies for Absence

Apologies for absence were intimated on behalf of Councillor Margaret Davidson, Pamela Dudek, Steve Walsh, Mhairi Wylie and Chris O'Neil.

2. Minutes of Meetings

The Board:

- i. **APPROVED** the Minutes of the Community Planning Board – 1 February 2021; and
- ii. **NOTED** the Minutes of the Community Justice Partnership – 10 December 2020.

3. Action Tracker

The Board was asked to review progress of its agreed actions as set out in the Action Tracker which had been circulated.

In relation to Brexit, the Area Manager – Caithness and Sutherland, HIE, explained that the focus had been working with companies, particularly in the food and drink sector, to mitigate the increased burden that had been placed upon them. Additional concerns had arisen in terms of exports which work was underway to understand. Work was also taking place in respect of the labour market. However, the full extent of the impact would not be known until the tourist season commenced.

The Chair commented that the EU Settlement Scheme had gone well, the majority of EU citizens living in Highland having registered. However, the Area Manager – Caithness and Sutherland, HIE, added that there had been anecdotal reports of companies who were unsure whether their EU workforce was still in the UK or had returned to Europe, and that would not be known until industry started up again.

In relation to volunteering, the Head of Policy, Highland Council, confirmed that discussions had taken place with the Red Cross and assured the Board that arrangements were in place in terms of the deployment of volunteers to support Covid testing, vaccinations and other activity. The Red Cross was taking the lead in terms of supporting the vaccination programme with other support being coordinated through HTSI as required.

The Board:

- i. **NOTED** the Action Tracker and the updates provided; and
- ii. **AGREED** that a substantive report on the impacts of Brexit be presented to the next meeting of the Board if matters had moved on.

4. Integrated Children's Services Plan 2021-2024

There had been circulated Report No CPB/02/21 by the Head of Integrated Children's Services.

The Chair emphasised that if any partner organisation wished to comment on the draft Plan they should do so formally before the Board approved it at its June meeting. He suggested that it be checked that meetings were scheduled in the correct order to enable responsible organisations to consider the draft Plan through their respective governance procedures prior to final sign-off by the Board, and that any suggested amendments by individual organisations be tracked/highlighted for consideration by the Board.

The Board:

- i. **NOTED** the work undertaken by the Integrated Children's Service Plan Board in producing a draft of the Integrated Children's Services Plan 2021 – 2024;
- ii. **NOTED** that the draft plan would be presented to the June meeting of the CPP Board for consideration and approval; and
- iii. **AGREED** that it be checked that meetings were scheduled in the correct order to enable responsible organisations to consider the draft Plan through their respective governance procedures prior to final sign-off by the Board at its June meeting, and that any suggested amendments by individual organisations be tracked/highlighted for consideration by the Board.

5. CPP Priorities and update on the delivery of the Highland Outcome Improvement Plan (HOIP)

There had been circulated Report No CPB/03/21 by the HOIP Delivery Group Chairs.

Discussion took place on the various sections of the report as follows:

CPP Board Vision Statement

- public safety was a key priority and it was suggested that the word "safety" be included in the first paragraph – ie "promoting the *safety*, wellbeing and prosperity of the Highland area and its residents.";
- in relation to the reference to reducing inequalities, young people's interpretation of inequalities might differ to that of people of a different age group. In addition, reference was made to some of the urban-centric metrics used to measure deprivation which did not accurately reflect the position in remote and rural communities in Highland. It would be helpful to provide an explanatory note on what was meant by inequalities, and an assurance that the CPP would keep up to date not only with equalities legislation but with current thinking;
- it was suggested that the phrase "maximising income" be broadened to "maximising assets" to reflect that it was about more than money;
- further to the suggestion that an explanatory note be provided on what was meant by inequalities, it was also necessary to clarify what was meant by terms such as wellbeing and prosperity. In relation to wellbeing, it was about the overall wellbeing of the community and people in the most deprived circumstances having the opportunity to change their circumstances and live better lives, and it was necessary to consider how to put that across;
- given the visitor management pressures that might be faced for the foreseeable future, it was suggested that the word "responsible" be included in the paragraph on the

natural environment – ie “promoting the *responsible* use of our natural environment to support the positive mental and physical health of our population.”; and

- the Chair suggested that the vision statement in the report be adopted as a working draft and updated based on the comments made, and that, following consultation with partner organisations, a final version be presented to the June Board for approval.

CPP Covid Priorities

- in relation to the themes covered by the Public Protection Chief Officers Group, it would be helpful to have annual reports to the Board in addition to exception/escalation reports.

CPP Performance Update

- it would be useful to explore whether partner organisations’ existing performance indicators could be utilised; and
- on the point being raised, the Scottish Government Location Director undertook to liaise with colleagues as to whether there were any CPPs that were more advanced in terms of their performance indicators and whose work could be drawn upon, and report back to the Head of Policy, Highland Council.

CPP HOIP Updates

- in response to a question, it was confirmed that Community Learning and Development (CLD) inspection activity was ongoing. Alona Murray from the Education Scotland inspection team was working alongside the CLDE Delivery Group, and the inspection would inform the new CLD Plan which was scheduled to be delivered by September 2021. The Chair suggested that it would be helpful to have a report on the CLD inspection journey at the June Board;
- the comprehensive overview of the activity taking place within the various Delivery Groups was welcomed, and thanks were expressed to the offices involved; and
- the breadth of the work taking place demonstrated the importance of the performance framework being built from the Delivery Groups or Locality Plans up. At Board level, it was necessary to focus on a small number of high-level indicators but that would conceal a significant amount of effort so it was important that the performance framework was multi-layered to give full recognition to the extent of the work taking place. It was added that it was necessary to consider using both qualitative and quantitative methods of evaluation.

Locality Plan Updates

- the Chair suggested that the proposed detailed update to the June Board should address the recommendation in relation to Community Planning arising from the Council’s Best Value Assurance Report, as well as plans for the next 12-24 months;
- in relation to Community Partnership resourcing, whilst some progress had been made, discussions within NHS Highland had been paused due to the pandemic and it was suggested that all statutory partners commit to recommencing such discussions so that an update on progress could be provided as part of the proposed detailed update to the June Board; and
- on the point being raised, it was confirmed that an update on the status of the previously agreed Small Grants Budget would be provided at the June Board.

The Board:

- i. **AGREED** that the vision for the Partnership outlined at section 2.1 of the report be adopted as a working draft and updated based on the points raised during discussion, and that, following consultation with partner organisations, a final version be presented to the June Board for approval;
- ii. **AGREED** the proposed approach outlined in section 3 of the report to the priorities identified by the Board in February in response to the current Covid situation including the governance arrangements, subject to the provision of annual reports, in addition to exception/escalation reports, to the Board on the themes covered by the Public Protection Chief Officers Group;
- iii. **NOTED** that a report on how to deliver the economic partnership priorities in line with the Highland Economic Recovery Partnership would come to the next CPP Board meeting;
- iv. **NOTED** the performance update against the National Performance Framework;
- v. **AGREED** the proposed approach to performance measurement and evaluation, subject to the possibility of utilising partner organisations' existing performance indicators being explored;
- vi. scrutinised and **NOTED** the updates from the HOIP Delivery Groups in section 5 and Appendices 2-6 of the report against the HOIP outcomes;
- vii. **NOTED** that the Suicide Prevention Delivery Plan would be presented to a future Board meeting;
- viii. **NOTED** the update on Locality Plans and **AGREED** that a more detailed update be provided to the June meeting of the Board, including the recommendation in relation to Community Planning arising from the Council's Best Value Assurance Report, plans for the next 12-24 months, Community Partnership resourcing and the Small Grants Budget;
- ix. **AGREED**, further to v. above, that the Scottish Government Location Director would liaise with colleagues as to whether there were any CPPs that were more advanced in terms of their performance indicators and whose work could be drawn upon, and report back to the Head of Policy, Highland Council;
- x. **AGREED** that a report on the Community Learning and Development inspection journey be presented to the June Board; and
- xi. **AGREED** that statutory partners commit to recommencing discussions on Community Partnership resourcing to enable an update on progress to be provided as agreed at viii. above.

6. Volunteering in Highland, Impacts of COVID-19 – Update Report

There had been circulated Report No CPB/04/21 by the Chief Officer, Highland Third Sector Interface.

During discussion, the following comments were made:

- on the point being raised, it was confirmed that the proposed volunteering app would be linked to the Volunteer Scotland website;
- some grant aided projects had volunteer engagement as part of their grant conditions, and it was queried whether there was any way to support organisations that were having difficulty realising volunteering opportunities, which then impacted on their grant funding;
- there was a wealth of enthusiasm for volunteering and it was vital that partners considered what they could do to support volunteers and ensure they were not disappointed as had happened previously when they had been unable to be placed;
- whilst it was important to encourage young people to get involved in volunteering, the majority of volunteers were over 60 years of age and it was suggested that other means of engagement were required in addition to the proposed app;

- Volunteer Week was a great opportunity to celebrate the work of volunteers and for the CPP to highlight the contribution volunteers had made throughout the pandemic. The TSI Services Manager confirmed that planning for the week was underway and it would be helpful to have as many organisations as possible on board. The theme was “Thank You”, and individuals and organisations would be asked to send in short videos to convey their thanks. In addition, suggested social media posts and images would be distributed which organisations could use alongside their own materials;
- the possibility of having volunteer local public health champions had been raised at the Highland Alcohol and Drugs Partnership (HADP), and the TSI Services Manager confirmed that she would be happy to liaise with the HADP Coordinator in that regard; and
- attention was drawn to the Scottish Government’s Social Renewal report which contained a number of references to volunteering, including increasing support for volunteers and supporting organisations to change their volunteering structures to encourage more volunteering.

The Board otherwise **NOTED** the report.

7. Reporting to the Community Planning Partnership

The Chair suggested that the following two items be considered together:

i. Updated Terms of Reference

There had been circulated Report No CPB/05/21 by the Head of Policy, Highland Council.

ii. Highland Alcohol and Drugs Partnership (HADP)

There had been circulated Report No CPB/06/21 by the HADP Coordinator.

During discussion, the following comments were made:

- further to discussions under item 5, it was highlighted that the HADP had a set of local drug and alcohol-related indicators that the CPP was welcome to use;
- lives continued to be lost as a result of drug and alcohol misuse, and the importance of the work of the HADP could not be underestimated;
- it had been evidenced that there were particular drug and alcohol-related issues in Highland that were not happening elsewhere in Scotland. The HADP Strategy presented an opportunity to consider what needed to be done to make a step change, and the HADP needed to be clear about what it needed from the Board so the Board could support it;
- drug and alcohol misuse was a growing problem and partnership support would be necessary to address it;
- the Public Protection Chief Officers Group had considered the HADP Strategy at its most recent meeting and was happy to endorse it. However, it was considered more appropriate that it be signed off by the wider CPP;
- the HADP was an important part of the Caithness Mental Wellbeing Pathfinder Project which had been established following several tragic events in recent months. However, such events were not confined to Caithness and when the project came to an end it was necessary to have an agreed direction of travel in terms of how to address the associated issues throughout Highland;
- the Chair of the HADP welcomed the support expressed for the work of the HADP, and reminded Members that the HADP covered a broad agenda from prevention through to treatment across all age stages;

- the current Scottish Government Administration had suggested a significant uplift in funding for Alcohol and Drugs Partnerships in future years and it was suggested it would be prudent to consider and evidence what Highland's priorities would be should additional funding become available;
- the Chair suggested it would be helpful to hold a workshop in advance of the June Board to discuss the HADP strategy and, as suggested above, what the HADP's priorities would be in the event additional funding became available. In addition, it would be useful to consider how to show how Highland differed from other areas and why it merited additional support; and
- the reason Scotland had a significantly higher number of drugs deaths than other UK and European countries was that a far smaller proportion of people with drug problems were engaged with services in Scotland. To tackle inequalities it was necessary to look at service models that were able to reach out and engage with some of the most vulnerable, albeit challenging to work with, people in society and it was suggested that an opt-out approach to service delivery would potentially make a difference.

The Board:

- AGREED** the future governance arrangements for the scrutiny and oversight of the Highland Alcohol and Drugs Partnership;
- AGREED** the updated Terms of Reference to reflect the reporting of the Highland Alcohol and Drugs Partnership to the CPP Board;
- NOTED** the update on the role, purpose and work of the Highland Alcohol and Drugs Partnership;
- AGREED** that a report on the HADP Joint Strategy be considered at the June meeting of the CPP Board; and
- AGREED** that a workshop be arranged in advance of the June Board to discuss the HADP Joint Strategy and consider what the HADP's priorities would be in the event additional funding became available.

8. Communications – Press and Public Awareness

The Chair raised the matter of the Board currently meeting in private and suggested that consideration be given to how to better promote the work and awareness of the CPP and make Board meetings publicly available. Confidential items could still be considered in private when they arose but none of the items on today's agenda were confidential and a number of good news stories had been discussed which could have generated publicity.

The Board **AGREED** that work be progressed, in conjunction with partners' PR teams, in terms of how to better promote the work and awareness of the CPP and make Board meetings publicly available, and that a report be presented to the June Board for consideration.

9. Proceeds of Crime Funding – potential CPP bid

The Chair introduced this item, commenting that access to funding as a partnership body would enable the CPP to do more in terms of implementing initiatives and interventions to deliver its desired outcomes. The CashBack for Communities fund presented a potential opportunity and it was suggested that a report be presented to the June Board on the criteria for the fund, whether any CPPs had successfully applied for funding and the potential focus of a bid to support the Board's agreed priorities.

The Chair of the Community Safety and Resilience Delivery Group provided further information on the CashBack for Communities fund, confirming that approximately £3m

had been allocated to Highland since 2008. Phase 5 of the fund, which would focus on providing a range of activities for young people between the ages of 10-24, would run from 1 April 2020 to 31 March 2023.

The Chair of the Poverty Reduction Delivery Group confirmed that the matter would be added to the next Partnership Coordinating Group agenda for consideration by Delivery Group and Community Partnership Chairs, and that the fund could lend itself to the thematic approach being taken by some of the Community Partnerships.

The Board **AGREED** that a report be presented to the June Board on the criteria for the CashBack for Communities fund, whether any CPPs had successfully applied for funding and, following discussion with Community Partnership Chairs, the potential focus of a bid to the fund to support the Board's identified priorities.

10. Review of Strategic Risk Register

The Board was asked to review the Strategic Risk Register which had been circulated.

Given the positive partnership work taking place as discussed under previous items, concern was expressed that commitment of partners was considered to be a very high risk and it was questioned whether there was an issue that needed to be addressed. Discussion ensued, during which it was explained that this risk stemmed from the CPP reviewing its approach to resourcing prior to the pandemic and individual organisations being in very different places in terms of their ability to resource activity at all levels of the CPP, particularly Community Partnership level. As discussed under item 5, it was necessary to revisit this issue. It was suggested that it was still a risk, although it perhaps did not merit a score of very high, and that the risk description be amended to reflect the challenges and ensure there was no ambiguity. It was further suggested that a mitigation plan was required.

In addition, reference was made to the recent cyber attack on the Scottish Environment Protection Agency which had affected resilience in Highland. Cyber attacks were now viewed as one of the greatest risks facing the public sector and it was suggested that consideration be given to the inclusion of a risk relating to cyber attacks and the associated implications for communities.

The Board **AGREED**:

- i. in relation to Commitment of Partners, that the risk description be amended to reflect the challenges and ensure there was no ambiguity; and
- ii. that consideration be given to the inclusion of a risk relating to cyber attacks and the associated implications for communities.

11. Date of Next Meeting

The Board **NOTED** that the next meeting was scheduled to take place on Wednesday 9 June 2021 at 9.30 am.

The meeting ended at 3.30 pm.