



Minutes of Meeting of the Community Planning Board held remotely on Thursday 4 November 2021 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

**NHS Highland:**

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

**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 of Caithness Community Partnership

**High Life Highland:**

John West, Director of Culture and Learning (substitute)

**Highland Third Sector Interface:**

Mhairi Wylie, Chief Officer

**NatureScot:**

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

**Skills Development Scotland:**

Roddy Bailey, Area Manager (substitute)

**University of the Highlands and Islands:**

Chris O'Neil, Principal and Chief Executive, Inverness College UHI

**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  
Debbie Stewart, Coordinator, Highland Alcohol and Drugs Partnership  
Jane MacLennan, Principal Administrator, The Highland Council

**Also in attendance:**

Carron McDiarmid, Executive Chief Officer Communities and Place, The Highland Council  
Nicky Sobey, Senior Policy Manager, HIE

**Mr A Christie in the Chair**

**Business**

**1. Apologies for Absence**

Apologies for absence were intimated on behalf of Councillor Margaret Davidson, Pamela Dudek, Conrad Trickett, Steve Walsh, Margaret Somerville and Stephen Sheridan.

**2. Minutes of Meetings**

The Board:

- i. **APPROVED** the Minutes of the Community Planning Board – 22 September 2021;
- ii. **NOTED** the Minutes of the Highland Alcohol and Drugs Partnership (HADP) Strategy Group – 18 May 2021; and
- iii. **NOTED** the Minutes of the Community Justice Partnership – 16 June 2021.

**3. Action Tracker and Updates**

**i. Action Tracker**

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

It was explained that the potential inclusion in the Strategic Risk Register of a risk relating to cyber-attacks still needed to be progressed. Frequency of reporting to the Board on the progress of the Highland Integrated Children's Service Plan would be discussed at the next Integrated Children's Services Board. How to embed HADP activity in the Highland Outcome Improvement Plan was being progressed by the Partnership Coordinating Group and would come back to a future Board meeting.

The Board **NOTED** the action tracker and the updates provided.

**ii. Output from the workshop on resourcing community planning/partnerships**

The feedback from the workshop on 22 September 2021 on resourcing community planning/partnerships had been circulated for discussion.

The Board **NOTED** the feedback.

**iii. Proposals emerging from ongoing discussions on partnership development**

There had been circulated, for discussion, a paper setting out proposals emerging from ongoing discussions on partnership development.

The Chief Executive, The Highland Council, spoke in amplification of the paper which covered three key areas, namely, the need to address the longstanding issue in terms of resourcing community planning/partnerships; the growing need for mental health and wellbeing services across statutory partners, with better prevention being required as well as improved response services; and the shared ambition to improve outcomes and opportunities for children. In relation to resourcing in particular, she acknowledged the frustration that had been expressed by partners, and the need to address the issue, and drew attention to the offer to jointly resource a proposal as set out in the paper.

It was explained that it was intended to bring partners together for a seminar in November to progress the various areas for development, with the outcome being reported to the Board on 20 December.

Information having been sought on the timeline in respect of the resourcing proposal, it was confirmed that, following work with partners, it would be reported to the Board on 20 December.

The Chair welcomed the momentum that had gathered, commenting that it would be pleasing to bring the resourcing proposal to fruition.

The Board:

- i. **NOTED** the paper; and
- ii. **AGREED** that a seminar regarding the areas for development noted in the paper be held in November with the outcome being reported to the Board on 20 December 2021.

#### 4. Community Planning Partnership Development – Locality Plans

There had been circulated Report No CPB/15/21 by the Head of Service (Community Support and Engagement), Highland Council.

During discussion, the following comments were made:

- the Chair requested a further report with timelines as to when each of the localities would achieve the recommendations as this would highlight whether any targeted support was required; and
- in terms of the proposed approach, it was requested that, in line with the legislation in respect of Community Planning Partnership priorities, reference be made to preventative approaches as well as inequalities. In addition, it was essential that, at a local level as well as at a Highland-wide level, community planning was seen as a way of collaborating on redirecting mainstream resources as well as identifying and addressing unmet need in communities, and it was requested that the associated references in the report be strengthened.

The Board:

- i. **NOTED** the feedback from the review of current locality planning at section 2 of the report;
- ii. **AGREED** the proposed approach to taking forward locality plans outlined at section 3.2 of the report;
- iii. **AGREED** the principles to guide the approach outlined at section 3.4 of the report;

- iv. **AGREED** the areas for improvement outlined at section 3.5 of the report;
- v. **AGREED** that a report detailing timelines as to when each of the localities would achieve the recommendations be presented to the Board on 20 December;
- vi. **AGREED** that preventative approaches be referred to along with inequalities; and
- vii. **AGREED** to consider referencing that, at a local level as well as a Highland-wide level, community planning was a way of redirecting mainstream resources as well as identifying unmet need.

## **5. Highland Community Planning Partnership – Transport Problems and Opportunities: Evidence from Community Consultations**

There had been circulated Report No CPB/16/21 by the Highland Outcome Improvement Plan (HOIP) Infrastructure Delivery Group.

In addition to the report, the Senior Policy Manager, HIE, gave a presentation on the Infrastructure Delivery Group during which information was provided on the origins and membership; remit and purpose; current situation; approach and work strands; priorities; and initial actions and next steps.

During discussion, the following comments were made:

- Board Members welcomed the report and the fact that it was based on work undertaken at a local level and the issues that were relevant to communities;
- it was suggested that the references in the report to Net Zero should be reinforced. In addition, whilst it was recognised that active travel was not suitable for some longer journeys, within communities and for short journeys it could deliver considerable benefits and it was proposed that this be included in the recommendations;
- in terms of moving forward while the advocacy work was taking place, it was suggested that consideration be given to piloting alternative forms of community transport;
- whilst the report referred to higher education, there was no reference to further education which involved smaller units of study so students often needed to be more mobile. Similarly, young people on modern apprenticeships needed the flexibility to move between places of study and employment. It was added that if students and apprenticeships did not have the freedom and flexibility they needed to study, opportunities for further employment were hindered;
- in addition to the proposed advocacy work, it was necessary to consider what direct actions the CPP could take, both at a community level and a strategic partnership level;
- in relation to the reference in the presentation to digital exclusion and the main SIMD areas being well served in terms of digital connectivity, it was highlighted that the CPP had agreed a much broader approach to disadvantaged communities beyond SIMD, many of which were rural, and that any consideration of digital exclusion across Highland needed to focus on these areas;
- the proposed approach would benefit from an inequalities impact assessment, and there were a range of tools across partner organisations to support this; and
- the Chair highlighted that, in terms of governance, the report first needed to be considered by partners' respective Boards/Committees. It was suggested that the report be updated based on the points raised during discussion and circulated to partners, and that it be added to the December Board agenda for final sign off and strategy work in terms of how to take it forward and engage.

The Board:

- i. **NOTED** the presentation;
- ii. **AGREED** that the references to Net Zero be reinforced together with the solutions that active travel could bring, especially within communities;
- iii. **AGREED** to consider pilots of alternative forms of community transport;
- iv. **AGREED** that reference be made to further education and apprenticeships to ensure flexibility to move between places of study and employment;
- v. **AGREED** that an inequalities impact assessment should be undertaken of the proposed approach;
- vi. **AGREED** that there should be consideration of direct actions the CPP partners could be undertaking; and
- vii. **AGREED** that partners bring the paper to their Boards for approval with the final paper being signed off at the Community Planning Board on 20 December 2021.

## 6. HOIP Performance Framework – Indicators for the Mental Health and Wellbeing Outcome

There had been circulated Report No CPB/17/21 by the Chair of the Mental Health and Wellbeing Delivery Group.

During discussion, the following comments were made:

- thanks were expressed for the excellent work being undertaken by the Mental Health and Wellbeing Delivery Group;
- the Scottish Household Survey was an adult survey and it was requested that consideration be given to including data from the Highland Lifestyle Survey of young people carried out by the Council's Psychological Service, details of which were provided. In response, the Chair of the Mental Health and Wellbeing Delivery Group explained that this had not been included so as not to duplicate the work of the Integrated Children's Services subgroup relating to mental health for children and young people. However, she was happy to look at how it could be included and undertook to discuss the matter with the Council's Head of Integrated Children's Services outwith the meeting;
- it was questioned whether the number of people engaged with training and learning opportunities in terms of supporting people with mental health and wellbeing concerns could feasibly be captured. In addition, it was queried whether this needed to be expanded beyond mental health and wellbeing to explicitly include trauma;
- loneliness was often underplayed as a risk factor but it had a significant impact on life expectancy, and it was crucial to include an indicator in that regard;
- information was sought, and provided, as to how the indicators would be effectively monitored and how the statistics could be better understood. Particular reference was made to suicide which was an important issue yet the data could be difficult to interpret. It was added that similar points had been made regarding a number of other indicators when they had been considered at the June Board. The interlinking nature of many of the indicators was also highlighted; and
- when considering the issue of resourcing, as discussed at item 3iii, it was necessary to consider how the CPP used data to inform its priorities and what it wanted to achieve, and having dedicated resource in that regard as well as utilising existing teams.

The Board **AGREED** the proposed indicators for the mental health and wellbeing outcome within the Highland Outcome Improvement Plan.

## 7. Refresh of the Active Highland Strategy

There had been circulated Report No CPB/18/21 by Cathy Steer, Chair of the Mental Health and Wellbeing Delivery Group, Dan Jenkins, Senior Health Improvement Specialist, NHS Highland, and Gavin Smith, Health Improvement Specialist, NHS Highland.

The Board **AGREED**:

- i. to support the proposal to identify partnership staff resource to develop a refreshed Active Highland Strategy that supported the outcomes of the HOIP and the Active Scotland outcomes framework; and
- ii. that the Active Highland Strategy Group would report through the CPP structures, with particular links to the Mental Health and Wellbeing Delivery Group as the group with the closest links to the work of the Strategy Group.

## 8. Highland Alcohol and Drugs Partnership (HADP) Annual Report 2020/21

It having been explained that the Highland Alcohol and Drugs Partnership Annual Report 2020/21 required to be signed off by the HADP prior to consideration by the Board, it was **AGREED** to defer this item to the Community Planning Board on 20 December 2021.

## 9. Impacts of Brexit

The Area Manager – Caithness and Sutherland, HIE, gave a verbal update on the impacts of Brexit during which the rising costs in the construction industry were highlighted, as well as the increase in energy prices. These were likely to continue although there was some evidence that they were plateauing as winter approached, and the position would continue to be monitored.

During discussion, it was commented that there was anecdotal evidence suggesting that significant numbers of bus and train drivers were leaving their professions to retrain as lorry drivers to address shortages elsewhere. In relation to the potential impact on connectivity in terms of transport infrastructure, it was explained that HIE's research team was looking at commissioning a piece of work on this and a range of similar issues. Whilst it was not within partners' control, it was necessary to be prepared.

The Board otherwise **NOTED** the position.

## 10. Update on Proceeds of Crime Funding

There had been circulated previous Report No CPB/14/19 together with further information on recent Proceeds of Crime monies allocated to community projects across the Highland area.

The Chair of the Community Safety and Resilience Delivery Group spoke in amplification of the papers that had been circulated, highlighting that project funding in the region of £223k had been made available in Highland in 2020/2, which compared favourably with other local authority areas. Moving forward, discussions were taking place with The Prince's Trust, who were involved in delivering several projects across the country utilising Proceeds of Crime monies, with a view to collaborating with them on similar projects in Highland. These discussions would continue and progress would be reported to the Board through the Community Safety and Resilience Delivery Group.

The Board:-

- i. **NOTED** the position; and
- ii. **AGREED** that the possibility of the involvement of The Prince's Trust be considered by the Community Safety and Resilience Delivery Group.

## 11. Highland Community Planning Partnership Communications Plan

There had been circulated draft Highland Community Planning Partnership Communications Plan by Communications teams with Highland Council, NHS Highland, Police Scotland and Scottish Fire and Rescue Service.

During discussion, the following comments were made:

- it was important to raise awareness of what the Community Planning Partnership was and how people could engage with it. Once teased out, the tactics and strategies in the Communications Plan would go some way to address this;
- the Plan was a useful way of enhancing partners' ability to collaborate. This included social media and the retweeting/further amplification of messages by partners;
- a clearer indication was sought regarding the future development of the Community Planning Partnership website. It was added that this linked to the discussions on resourcing;
- the Chair suggested that the Communications Leads of NHS Highland and The Highland Council should attend the next meeting to discuss how the Communications Plan would be taken forward and the delivery of the social media and website aspects;
- it would be helpful to coordinate partners' key messages and have an annual plan with specific focus areas; and
- the more partnership messages could be delivered in "bite-sized" chunks, the more community involvement would be generated.

The Board:-

- i. **APPROVED** the draft Highland Community Planning Partnership Communications Plan;
- ii. **AGREED** that the Communications Leads of NHS Highland and The Highland Council report how the Highland Community Planning Partnership Communications Plan could be progressed to the Community Planning Board on 20 December 2021; and
- iii. **AGREED** to have an Annual Communications Plan for specific key focus areas.

## 12. Review of Strategic Risk Register

The Board **NOTED** the Strategic Risk Register.

## 13. Date of Next Meeting

The Board **NOTED** that the next meeting was scheduled to take place on Monday 20 December 2021 at 11.00 am.

The meeting ended at 3.00 pm.