



Minutes of Meeting of the Community Planning Board held remotely on Monday 20 December 2021 at 11.00 am.

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

Community Partnership representative:

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

High Life Highland:

Steve Walsh, Chief Executive

Highland Third Sector Interface:

Mhairi Wylie, Chief Officer

NatureScot:

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

Skills Development Scotland:

Stephen Sheridan, Regional Skills Planning Lead

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
Lindsay Tulloch, Chair, Community Safety and Resilience Delivery Group
James Gibbs, Chair, Infrastructure Delivery Group
Cathy Steer, Chair, Mental Health and Wellbeing Delivery Group
Alison Clark, Chair, Poverty Reduction Delivery Group
Melanie Newdick, Chair, Highland Alcohol and Drugs Partnership
Melanie Murray, Committee Administrator, Highland Council

Also in attendance:

Emma Witham, Principal Project Manager, Highland Adapts
Fiona Duncan, Executive Chief Officer Health and Social Care, The Highland Council
Scott Dalgarno, Development Plans Manager, The Highland Council
Debbie Stewart, Coordinator, Highland Alcohol and Drugs Partnership

Mr A Christie in the Chair

Preliminaries

Prior to the commencement of formal business, tributes were paid to Dr Margaret Somerville, Chair of HTSI Board, who had recently passed away, and condolences were conveyed to her family and colleagues.

Business

1. Apologies for Absence

Apologies for absence were intimated on behalf of Councillor Margaret Davidson, Pamela Dudek, Derek Wilson and Donna MacKinnon.

2. Minutes of Meetings

The Board:

- i. **APPROVED** the Minutes of the Community Planning Board – 4 November 2021;
- ii. **NOTED** the Minutes of the Highland Alcohol and Drugs Partnership Strategy Group – 24 August 2021; and
- iii. **NOTED** the Minutes of the Community Justice Partnership – 8 September 2021.

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.

Updates were provided as follows:

- the potential inclusion in the Strategic Risk Register of a risk relating to cyber-attacks would be progressed in the new year;
- in relation to the new approach to Locality Plans agreed by the Board on 4 November 2021, timelines as to when each of the localities would achieve the recommendations would be reported to the February Board;
- in relation to Transport Problems and Opportunities: Evidence from Community Consultations, the final paper would be presented to the February Board to allow partners time to take it to their respective Boards/Committees beforehand;
- an update as to how the CPP Communications Plan could be progressed would be reported to the February Board;
- in relation to the refresh of the Active Highland Strategy, the Head of Health Improvement, NHS Highland, explained that a small group of officers had met on 1 December 2021 to scope the work required. Discussions had taken place on the likely investment in sport and leisure from the Scottish Government, the need to have a greater focus on disability and the need to review data. Stakeholder mapping had also been carried out, and it was intended to meet again early in the new year; and

- the Chair of the Community Safety and Resilience Delivery Group explained that he was endeavouring to embed Proceeds of Crime funding into the work of the delivery group and, as previously advised, had been engaging with The Prince's Trust with a view to collaborating with them on projects in Highland.

The Chair having welcomed that a number of actions had been completed, the Board **NOTED** the action tracker and the updates provided.

4. Impacts of Brexit

The Area Manager – Caithness and Sutherland, HIE, provided a verbal update on the impacts of Brexit, during which it was explained that HIE's most recent Business Panel Survey, carried out in October and published the previous week, indicated continuing pressures related to Brexit, Covid or a combination of the two. In particular, there continued to be supply chain problems, leading to cost increases for the majority of businesses surveyed, combined with an increased issue in terms of staffing levels. Information was also provided on HIE's efforts to move to a compliant subsidy control regime in the new year. In summary, the situation was fluid and was likely to become even more so as a result of the current Omicron variant of Covid.

In response to a question, it was explained that, overall, there were increasing levels of confidence amongst businesses. However, it varied from sector to sector, manufacturing businesses and financial services being the most confident. In terms of tourism and hospitality businesses, confidence levels were already fragile and it was anticipated they would decrease further.

The Board **NOTED** the position.

5. Presentation: Highland Adapts

Emma Witham, Principal Project Manager, Highland Adapts, gave a presentation during which it was explained that the purpose of the Highland Adapts initiative was to bring communities, businesses, land managers and the public sector together to facilitate transformational action towards a prosperous, climate-ready Highland. Detailed information was provided on the founding partners, guiding principles, partnership objectives and structure, as well as the collaborative work taking place with Architecture and Design Scotland and Climate Hub.

During discussion, the following comments were made:

- information was sought, and provided regarding the business plan for Highland Adapts, and whether there were any timescales and milestones;
- heatwaves were a significant multi-agency issue that had caught out some areas in the past and needed to be included as a risk;
- gathering community voices and a place-based approach were fundamental to adjust transition, which all partners were committed to in Highland, and the points made in that regard in the presentation were welcomed;
- support was expressed for the proposed senior leadership summit and it was suggested there might be scope to combine it with a CPP Board meeting as it would involve many of the same officials. In that regard, the Principal Project Manager explained that a tentative date had been arranged in mid-February. However, March might be more suitable in terms of officer availability;
- it having been highlighted that UHI's Centre for Remote and Sustainable Communities was looking at the impact of climate change and the ways in which it could be

mitigated, the Principal Project Manager undertook to liaise with the Principal and Chief Executive, Inverness College UHI, in that regard outwith the meeting; and

- the Chair thanked the Principal Project Manager for her presentation and suggested that an update on progress be provided in six months.

The Board:

- i. **NOTED** the presentation; and
- ii. **AGREED** that an update be provided in six months.

6. CPP Development

i. Proposals to Support the Resourcing of Community Planning

There had been circulated Report No CPB/19a/21 by the CPP Senior Officers Group.

During discussion, the following comments were made:

- whilst there were still a number of issues to be addressed in terms of governance and the relationship between Community Partnerships and Community Councils as well as the Council's Area Committee structure, the report was welcomed as a good starting point and thanks were expressed to all involved in bringing it forward;
- the proposed model would provide dedicated resource to Community Partnerships and had the potential to make a step change;
- on the point being raised, it was confirmed that the proposed central team would be central in the virtual sense rather than co-located;
- the support and leadership that Community Partnership Chairs would provide to Partnership Officers, in conjunction with the Partnership Development Manager, was critical to the proposed approach, and it was important that statutory partners committed to continuing to invest in the chairing role in addition to the new investment described in the report. The Chair concurred and suggested that the roles of Community Partnership Chairs and Partnership Officers be fleshed out to clarify their respective responsibilities and avoid duplication;
- not all Community Partnerships were at the same starting point, some being further ahead in terms of their place-based strategic plans, and it was queried how this would be accommodated. In response, it was explained that the strength of the proposed central team was that mutual support could be provided and resources targeted to specific partnerships as and when required; and
- it was queried whether a separate discussion was required regarding Inverness Community Partnership given the population and the emerging hidden harms of Covid as well as issues such as County Lines which impacted on the rest of Highland. In that regard, it was explained that the proposal was that there be a dedicated Partnership Officer for Inverness Community Partnership in recognition of the different challenges that existed in the area. However, whilst the proposed central team would provide a level of support it was also about wider partnership working and it was necessary to get better at directing resources to where they needed to be at any particular time, in the same way as had been done in respect of the Caithness Mental Wellbeing Pathfinder Project.

The Board:

- i. **NOTED** the background and process for agreeing to develop a new approach to resourcing local and strategic Community Planning;

- ii. **AGREED** the proposal and recommended financial model (Option 2) for delivery of the new approach;
- iii. **NOTED** that each organisation would be asked to consider and agree how it proposed to support and deliver the model;
- iv. **AGREED** that the roles of Community Partnership Chair and Partnership Officer be fleshed out to clarify their respective responsibilities and avoid duplication.

ii. **Improving Outcomes in Children's Services – Workshop Feedback and Next Steps**

There had been circulated Report No CPB/19b/21 by the Executive Chief Officer, Health and Social Care, The Highland Council.

In response to questions, it was confirmed that the proposed whole-system approach would include links to other partnerships, such as the Highland Alcohol and Drugs Partnership and the Community Justice Partnership, and would align with and run alongside the Integrated Children's Services Plan, which also reported to the Board. It was acknowledged that it was a busy landscape, and the intention was to keep things as simple as possible in what was a complex world with complex challenges, and to maximise effective and efficient joint working.

The Board:

- i. **NOTED** the key themes emerging from the CPP workshop on improving outcomes for children and young people;
- ii. **AGREED** the statement of intent developed to achieve the aims identified in the planning workshop; and
- iii. **AGREED** the proposal for a Change and Innovation Programme to develop and shape this approach within a community setting.

7. **Developing a Place Based Framework**

There had been circulated Report No CPB/20/21 by the Head of Community Support and Engagement, The Highland Council.

The Development Plans Manager, The Highland Council, gave a presentation in amplification of the report.

During discussion, the following comments were made:

- support was expressed for the Place Based Framework;
- there was a range of scales at which this kind of work operated and there was a risk, which it was necessary to be consciously comfortable with, that there might be landscape-scale approaches in some areas and smaller scale approaches, dictated by administrative boundaries, in others; and
- the Chair suggested that partners establish the direction of travel in terms of place based planning within their individual organisations and that an update be provided at the next meeting.

The Board:

- i. **NOTED** the background to the development a Place Based Framework;
- ii. **AGREED** to adopt the Place Based Framework to facilitate joint working as partners and with communities;

- iii. **NOTED** the next steps for progressing this work; and
- iv. **AGREED** that partners establish the direction of travel in terms of place based planning within their individual organisations and that an update be provided at the next meeting of the Board.

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

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

During discussion, information was sought, and provided, as to how the HADP assessed the impact of investments against its core indicators. It was explained that there were a number of measures for each initiative and work was ongoing as to how to distil down the information available to a format that would be of use to the Board and other groups, possibly by establishing three headline measures that would dovetail into the HADP's core indicators. The Chair suggested that an update on progress in that regard be provided at the next meeting.

In relation to the recommendations, the Chair requested that it be clarified whether it was a matter for the Board to approve the HADP's investment plans. If so, more detail would be required given the sums involved.

The Board:

- i. **APPROVED** the HADP Annual Report 2020/21;
- ii. **AGREED** that an update on progress in terms of assessing the impact of investments and establishing headline measures that would dovetail into the HADP's core indicators be provided at the next meeting of the Board; and
- iii. **AGREED** that the governance arrangements in respect of approval of the HADP's investment plans be clarified.

9. Annual Report on the Highland Public Protection Chief Officers Group (HPPCOG)

There had been circulated, to partners only, Report No CPB/22/21 by Chief Superintendent Conrad Trickett, Chair of the HPPCOG.

In response to a question as to the extent to which the data in the report could be passed down through partner organisations, it was explained that public protection was a sensitive subject area and the data could be easily misinterpreted so it was necessary to be cautious about sharing it. It was suggested that, if there was a particular area of interest within the report, individuals contact the Chair of the HPPCOG or the relevant Committee directly to seek the fuller dataset.

The Board:

- i. **NOTED** the progress of the Highland Public Protection Chief Officers Group;

Adult Support and Protection Committee

- ii. **AGREED** to support the Continuous Improvement Framework work of the Adult Protection Committee and Adult Protection Principal Officer;
- iii. **NOTED** the significant increase in investigations and the pressure this would put on adult protection services;

Child Protection Committee

- iv. **NOTED** the resource implications for delivery of effective services for young people across Highland;
- v. **NOTED** the risks associated with delays to forensic medical provision in Highland;
- vi. **AGREED** to support ongoing monitoring and consideration of implementation of learning from Reviews;
- vii. **NOTED** that capacity to complete Learning Reviews was limited and consideration should be given to a CPP approach to recruitment, training and conducting Learning Reviews;
- viii. **AGREED** to consider the Child Protection audit findings and any arising implications across the Partnership;

Violence Against Women Partnership (VAWP)

- ix. **AGREED** to support and input into the aims of the Highland VAWP; and
- x. **AGREED** to provide opportunities for the VAWP to work more closely with Community Partnerships across Highland.

10. Highland Suicide Prevention Action Plan

There had been circulated Report No CPB/23/21 on behalf of the Highland Suicide Prevention Steering Group.

During discussion, the following comments were made:

- suicide prevention was a vital aspect of health improvement, and the work of the Suicide Prevention Steering Group was welcomed;
- the Director of Public Health, NHS Highland, highlighted that suicide prevention was the subject of this year's Annual Public Health Report which would be in the public domain within the next few weeks and, it was hoped, would complement the work of the Suicide Prevention Steering Group; and
- there was crossover with the work of the HADP and ideas could potentially be shared. In addition, it would be interesting to learn whether the postcodes most at risk of suicide were also most at risk of alcohol and drug related deaths, and the Chair of the Suicide Prevention Steering Group undertook to liaise with the Chair of the HADP in that regard.

The Board **APPROVED** the Highland Suicide Prevention Steering Group Terms of Reference, Highland Suicide Prevention Action Plan and Highland Suicide Prevention Structure, as appended to the report.

11. Volunteering Campaign

A verbal update was provided on the current challenges many groups were facing in relation to volunteering and it was proposed that there be a targeted campaign within partner organisations to encourage volunteering within communities, particularly in terms of supporting local groups to undertake their work. The Chief Officer, HTSI, would convene a short-term working group in the new year to design campaign materials for distribution.

During discussion, the following comments were made:

- there was potentially an untapped resource in terms of the Scottish Government's database of volunteers and it was suggested this be investigated prior to any campaign taking place;
- many charities had lost 50-60% of their volunteers since the start of the pandemic, and this item was not just about responding to Covid but about putting volunteers back into core organisations that were no longer able to provide as high a level of service as they had previously; and
- there were many skilled people across partner organisations' workforces and it would be helpful to build something into the retirement process to publicise the volunteering opportunities that were available.

The Board **AGREED** to support a targeted volunteering campaign within partner organisations to raise awareness of and encourage volunteering within local communities, subject to it first being established whether there were any untapped resources in terms of the Scottish Government's database of volunteers.

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 Tuesday 15 February 2022 at 10.00 am.

The meeting ended at 12.35 pm.