

SOUTH AYRSHIRE COMMUNITY PLANNING BOARD.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 15th June 2011 at 2.00 p.m.

Present: **Board Members:**

Jim Wilson, Director of Finance, Ayr College; **Fiona McQueen**, Executive Nurse Director, NHS Ayrshire and Arran; **Jim Burns**, External Relations Manager, Jobcentre Plus; **David Kiltie**, Maybole Community Council; **Jim Reid**, Director of Regional Support, Scottish Enterprise; **Ross Johnston**, Area Manager, Scottish Natural Heritage; **Brian Cameron**, Area Manager, Skills Development Scotland; **Councillor Bill McIntosh**, Leader of South Ayrshire Council (*Chair*), **Councillor John McDowall**; and **Councillor Nan McFarlane**, South Ayrshire Council; **Jodie McCoy**, South Ayrshire Youth Forum; **Hugh Kerr**, Area Commander, Strathclyde Fire and Rescue Service; **Neil Wylie**, Director of Finance & HR, Strathclyde Partnership for Transport **Neil Kerr**, Strathclyde Police; **Marie Oliver**, Manager, Voluntary Action South Ayrshire; and **Joe Lafferty**, Wallacetoun and Newton Regeneration Forum.

Apologies: **Diane Rawlinson**, Principal, Ayr College; **Martin Cheyne**, Chief Executive, Ayrshire Chamber of Commerce and Industry; **Robert McKay**, District Manager, Jobcentre Plus; **David Anderson**, Chief Executive, South Ayrshire Council; and **John Thomson**, Chief Superintendent, Strathclyde Police.

John Connaghan, Director Health Delivery, Scottish Government.

Others attending:

Claire Monaghan, Head of Policy, Performance and Communication; Kenny Leinster, Head of Community Care and Housing (Chair of Alcohol and Drug Partnership); Peter Linton, Performance and Change Management Manager; Valerie Stewart, Community Planning Co-ordinator; Sarah Baird, LEADER Programme Co-ordinator; Faye Murfit, Lead Officer of ADP; Phil White, Facilitator, Community Health Partnership; and Eillen Wylie, Committee Administration Officer, South Ayrshire Council.

David Bell, Director of Ayr Renaissance; David Porte, Community Safety Team Leader; Peter McArthur, Service Manager, Addiction Services; and Derek McMurdo, Police Liaison Officer (for Town Centre Issues).

Councillors Hugh Hunter (Chair of Community Health Partnership) and Mairi Low.

Chair's remarks.

The Chair welcomed Neil Wylie, Director of Finance and HR, Strathclyde Partnership for Transport to his first meeting. He also commented on the new Theme Group lunchtime presentations with the first seminar from the Alcohol and Drug Partnership having taken place prior to commencement of this meeting.

1. Minutes of Community Planning Board.

The Minutes of the Community Planning Board of 20th April 2011 (issued) were submitted and approved.

2. **Matters Arising/Action Log.**

There was submitted an action log (issued) of June 2011 outlining the current position and the progress being made with various issues which had emerged from the meetings on 6th October and 24th November 2010 and 23rd February and 20th April 2011.

Councillor McFarlane enquired how the Council proposed to proceed with the Breast Feed Happily Here Scheme and the Head of Policy, Performance and Communication highlighted that this was work in progress and an update would be provided in due course.

Decided: to note the current position with those actions contained within the action log.

3. **Ayrshire LEADER Rural Funding Programme.**

The Chair introduced Sarah Baird, LEADER Programme Co-ordinator who proceeded to give a Scottish Rural Development presentation in relation to the Ayrshire LEADER Programme and on the availability of Scottish Government funding that would require to be committed by June 2012 for those organisations eligible to apply. She also commented on pan-Ayrshire projects and of joint funding opportunities and highlighted that there was an opportunity for the CPP's Community Development Fund to be used in conjunction with LEADER funding to maximise the grant allocation to rural projects.

A discussion took place and various points were made by Members of the Board in relation to:- when would groups be required to spend funding; the Change Fund; funding opportunities for urban based groups; the need for the Board to take a strategic approach; and the opportunity to engage with LAG Members. The Chair suggested that the Head of Policy, Performance and Communication should liaise with the Programme Co-ordinator on opportunities to strengthen links between the Community Planning Board and LEADER and provide an update to the next Board meeting.

Decided: having thanked the LEADER Programme Co-ordinator for her presentation, to note that the Head of Policy, Performance and Communication would liaise with her and report back to a future meeting of the Board with an update.

4. **Town Centre Issues.**

The Chair, Alcohol and Drug Partnership (ADP) gave a presentation outlining various town centre issues which had been raised at previous meetings of the Board and the subsequent consultation which included feedback from the public, local businesses and service users from a survey aimed at asking questions on safety related issues. He commented on the intention to develop a communications strategy and that fourteen recommendations had arisen from the consultation process.

A full discussion took place and various points were raised in respect of:- methadone users and related behaviours; the need for a holistic approach to treatment and a one stop shop facility; whether there was information available relating to similar concerns affecting other town centres; whether the survey would be repeated; the main issues relating to chemists providing methadone; and whether the survey had captured the initial concern which specifically related to the impact of drug users on the town centre. Relevant Officers responded to the various issues raised.

The Chair suggested that this matter be referred back to the ADP for further discussion based on the issues raised at this meeting.

Decided: having thanked the Chair of the ADP and supporting officers for their input, to note that this issue would be further discussed by the ADP with the outcome reported to a future meeting of the Board.

5. South Ayrshire's Alcohol and Drug Strategy 2011-15.

There was submitted a report (issued) of 8th June 2011 by the Chair, Alcohol and Drug Partnership

- (1) seeking endorsement of the local Alcohol and Drug Strategy for 2011-2015;
- (2) advising
 - (a) that the South Ayrshire Alcohol and Drug Partnership (ADP) had been established in line with recommendations of the New Framework for Local Partnerships on Alcohol and Drugs and local CPP governance and accountability arrangements; and
 - (b) that one of the responsibilities of the ADP was to develop a comprehensive evidence-based alcohol and drugs strategy which provided a clear assessment of local needs and identified key outcomes relating to drug and alcohol misuse;
- (3) informing
 - (a) that South Ayrshire's Alcohol and Drug Strategy, as detailed in Appendix 1 of the report, had been developed in partnership with a wide range of stakeholders, including people affected by alcohol and drug misuse, members of the community and professionals;
 - (b) that the strategy had been written for the people of South Ayrshire and continuous consultation and feedback would be an essential part of the delivery of the strategy;
 - (c) that the local strategy was aimed at working with individuals and local communities to identify their strengths and assets to ultimately reduce the impact of alcohol and drug misuse on individuals, families and communities;
 - (d) that the Implementation Plan, as detailed in Appendix 2 of the report, had been developed as a 'working document' which detailed the key actions required to deliver the outcomes in the strategy; and
 - (e) that the Implementation Plan would be reviewed and updated on an annual basis to ensure that the actions continued to meet the needs of the local community; and
- (4) reporting
 - (a) that topic specific strategy implementation groups would be established to progress the outcomes and actions within the strategy; and
 - (b) that a robust performance management system would be put in place to ensure that progress towards the outcomes could be demonstrated to partners and, more importantly, to the communities and service users.

Decided: to endorse the new Alcohol and Drug Strategy (2011-2015) and Implementation Plan submitted by Members of the Alcohol and Drug Partnership.

6. Falls Prevention in South Ayrshire.

There was submitted a report (issued) of 31st May 2011 by the Chair of the Community Health Partnership

- (1) outlining the challenge of high rates of older people's falls and the steps that Community Planning Partners could consider taking to support improved outcomes;
- (2) intimating that detailed information on the prevalence of falls related hospital admissions in South Ayrshire were contained in the Appendices to the report; and
- (3) reporting
 - (a) that the prevention of falls was complex and required multifaceted interventions and, to date, preventing falls in South Ayrshire had involved various ideologies, agencies, care pathways and approaches;
 - (b) that these interventions would evolve under a more structured format through the development of Community Health Partnership-led activity and agendas;
 - (c) that a key element of this work would be focused on the development of three locality based service 'hubs' with clear and accessible points of referral, joined up service responses (across health, social care and community) and including addressing those at risk of falls; and
 - (d) that it had been acknowledged that South Ayrshire could achieve better outcomes in respect of falls if greater ownership and support was obtained from a wider set of stakeholders and community planning agencies.

Various comments were made in relation to:- whether a further breakdown of the types of falls could be provided so that action could be targeted accordingly; the role of the various partners in relation to falls; reasons why other areas have better statistics; and the need to gather better information via Public Health.

Decided: that this matter be referred back to the Community Health Partnership to establish a Sub-group led by the NHS Lead for Falls, comprising relevant officers initially in order to co-ordinate a community planning approach to Falls Prevention.

7. Choose Life (Suicide Prevention).

There was submitted a report (issued) of 31st May 2011 by the Chair, Community Health Partnership

- (1) informing of current Choose Life (Suicide Prevention) arrangements and activity in South Ayrshire with the key elements and priorities of the local plan being:- co-ordination; leadership/development champions; awareness raising; and training programmes which had been offered locally; and

- (2) advising that Members of the Board were asked to consider what partners could do in relation to a number of proposals and suggesting that the relevant Theme Groups and Mirrored Theme Groups, which were due to be established in July 2011, be asked to consider the points raised in this report.

Councillor McFarlane raised concerns in relation to those older people with macular degeneration and how this impacted on their lives and reported that RNIB monies were available for early intervention measures for this condition but that the NHS was not contributing. The Executive Nurse commented on the Ayrshire and Arran NHS budget priorities for the following year. Councillor Hunter, Chair of the Community Health Partnership suggested that, as this was an issue in relation to processes, perhaps the Community Health Partnership could discuss this further with NHS Ayrshire and Arran as a future budget priority.

Decided: to note

- (a) that a similar community planning approach to Falls Prevention be taken via the Choose Life Group; and
- (b) the concerns in relation to early intervention for macular degeneration and that this matter be discussed with NHS Ayrshire and Arran via the Community Health Partnership.

8. Proposed Allocation of Allocation Misuse and Drug Misuse Funds for 2011/12.

There was submitted a report (issued) of 8th June 2011 by the Chair, Alcohol and Drug Partnership

- (1) seeking endorsement of the allocation of the ring fenced Drug Misuse and Alcohol Misuse Funding for 2011/12;
- (2) reporting that at the April 2011 pan-Ayrshire Alcohol and Drug Strategic Leads meeting, Members agreed a formula for distributing the allocations between East, North and South ADP as follows:-
- (a) that for the Drug Misuse funding, Members agreed to use the national formula for allocating Drug Misuse funding across Scotland, namely allocating 75% using the drug prevalence rate for each ADP and 25% using the NRAC formula;
- (b) that for the Alcohol Misuse funding, Members agreed to distribute the funding based on the whole population figures for each ADP area; and
- (c) that the allocations for South Ayrshire for 2011/12 were as follows:-
- Drug Misuse - £394,253; and
 - Alcohol Misuse - £753,795;
- (3) advising that Appendices 1 and 2 of the report detailed the proposed allocation of Drug Misuse and Alcohol Misuse funding for 2011/12 respectively; and
- (4) commenting on the funding allocations beyond 2011/12.

A question was raised by a Community representative of the Board in relation to the level of funding for the police presence at A&E and whether this was sufficient and the Strathclyde Police representative responded accordingly.

Decided: to endorse the proposals put forward by members of the Alcohol and Drug Partnership for utilisation of the ring fenced Drug Misuse and Alcohol Misuse Funding allocations for 2011/12.

9. **Theme Group Updates and SOA Reporting Schedule.**

There was submitted a report (issued) of 25th May 2011 by the Head of Policy, Performance and Communication providing Theme Group updates as outlined below in line with new reporting arrangements and informing of the proposed reporting schedule for the development of the SOA Annual Report for 2010/11:-

- the Alcohol and Drug Partnership;
- the Community Health Partnership - Officer Locality Group (Adults and Older People);
- the Community Health Partnership - Officer Locality Group (Children and Young People);
- the Community Safety Partnership;
- the Economic Development Partnership; and
- the Sustainability Partnership.

Decided: to note

- (1) the information contained within the update reports; and
- (2) the proposed reporting arrangements and schedule for the development of the SOA Annual Report 2010/11.

10. **Review of Community Planning Board Standing Orders.**

With reference to the Minutes of 19th May 2010 when it had been agreed, following a number of changes at that meeting, that Standing Orders be reviewed annually, there was submitted a report (issued) of 25th May 2011 by the Head of Policy, Performance and Communication

- (1) seeking to review the Standing Orders of the Community Planning Board with the current version attached as Appendix 1 of the report; and
- (2) reporting that under the provisions of paragraph 4.2 of the Standing Orders, the Carrick Community Representative (David Kiltie) had been appointed as Depute Chair to the Board for a period of two years; and
- (3) recommending that Standing Orders be amended to clarify that the period of office for Community Representatives should also be for two years as follows:-

'4.2 A Depute Chair may also be appointed from one of the two Community Representatives elected to the CP Board. Community Representatives will be elected to the Board for a period of two years and the role of Depute Chair will be co-terminus with this period. The Chair shall preside at CP Board meetings and in his/her absence the Depute Chair shall preside. In the absence of both, the CP Board shall appoint a Chair for that meeting only from its members.'

The Head of Policy, Performance and Communication asked the two current Community Representatives if they were willing to continue with their appointment for a further year in keeping with the proposed revision to Standing Orders.

Decided: having heard the two Community Representatives confirm that they would continue in their roles for a further year, to note the updated Standing Orders and to agree the recommended change to paragraph 4.2 to clarify that Community Representatives were appointed for a period of two years and that this appointment be co-terminus with any appointment to the position of Depute Chair of the Community Planning Board.

11. Audit Scotland Report – Review of Community Health Partnerships.

There was submitted a report (issued) of 6th June 2011 by the Head of Policy, Performance and Communication informing of the recent publication of an Audit Scotland Report following a review of Community Health Partnerships and highlighting the main points and recommendations arising from the review as outlined in Appendix 1 of the report.

A question was raised by a Member of the Board in relation to whether Community Health Partnerships managed any budgets and the health representatives responded accordingly.

Decided: to note the information contained within the Audit Scotland Report.

12. Community Planning Funds - Finance Report.

There was submitted a report (issued) of 25th May 2011 by the Head of Policy, Performance and Communication

- (1) providing an update in relation to the current financial position in respect of Community Planning funds and informing that the original community planning funds budget allocation had been £1.670m;
- (2) advising that Appendix 1 to the report showed the actual expenditure against budget to 31st March 2011 and the final out-turn for each project now that all remaining charges and recharges had been made and highlighting an overall underspend of £0.088 across the whole community Planning Programme for 2010-11;
- (3) indicating that the carryover of £25,000 of STEP funds in order to establish a new social enterprise to develop supported employment opportunities had been approved by the Council's Leadership Panel at its meeting on 17th May 2011; and
- (4) reporting that Appendix II of the report showed the Community Planning Programme allocations for 2011/12, as approved by the Council on 10th February 2011, with the spreadsheet forming the basis of future finance update reports to the Board.

Decided: to note the information contained within the report.

13. Local Community Action Plans - Update.

With reference to the Minutes of 20th April 2011, there was submitted a report (issued) of 25th May 2011 by the Head of Policy, Performance and Communication

- (1) advising of the progress being made in raising awareness of the issues contained within local action plans, which had been developed by rural communities in South Ayrshire with assistance from Ailsa Horizons;

- (2) informing that an exercise had been conducted across all seven plans to extract any actions which might be relevant to partner organisations, grouped by themes and issues, as outlined in Appendix 1 of the report;
- (3) asking members to consider the themed groupings and how these related to their organisational responsibilities; and
- (4) reporting, that as part of its 2011/12 Work Programme, Ailsa Horizons would be undertaking follow through work on delivery of the Action Plans.

Councillor McDowall reminded Members of the Board that due to the allocation of funding to Ailsa Horizons only two development workers were employed.

Decided: to note the actions raised by themes.

14. Community Conference 2011 – Draft Programme.

There was submitted a report (issued) of 25th May 2011 by the Head of Policy, Performance and Communication providing an update of arrangements in relation to the Community Conference on 28th October 2011 with a draft programme attached as an Appendix to the report.

Decided: to note the information contained within the report.

15. Community Engagement Update.

The Performance and Change Management Manager provided an update in relation to Community Engagement and the two pilots within the Troon and Carrick area and

- (1) commented that he had met with Troon Community Council and with the Carrick Community Council Forum and both wished to be involved in this process;
- (2) advised that the Carrick Community Council Forum had submitted an application to the Community Development Fund to carry out some pre event engagement which would include a review of the local action plans; and
- (3) suggested a possible format and which would include informal afternoon sessions for partners and community groups followed by a more formal evening plenary session.

Decided: to note the current position in relation to Community Engagement activity and that feedback on this approach would be reported to a future meeting of the Board.

16. Any other business.

(1) Youth Forum Conference – November 2011.

The Youth Representative requested that if Partner organisations had any forthcoming consultations during Autumn could these then be presented to the Youth Forum Conference in November 2011 for consideration.

Decided: that Partner organisations should contact the Secretary of the South Ayrshire Youth Forum if any such consultations were taking place which coincided with the timescales for the Youth Forum Conference taking place in November 2011.

(2) **South Ayrshire Development Plan.**

Decided: having the heard the Area Manager, Scottish Natural Heritage request a presentation on the South Ayrshire Development Plan to a future meeting of the Board, to note this request and that the Head of Policy, Performance and Communication would make the necessary arrangements.

17. **Date of Next Meeting.**

Decided: to note that the next scheduled meeting would take place on Wednesday, 24th August 2011 at 2.00 p.m. within the Maybole Room.

The meeting ended at 3.40 p.m.