

**SOUTH AYRSHIRE COMMUNITY PLANNING BOARD.**

Minutes of meeting in County Buildings, Wellington Square, Ayr,  
on 20th April 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; **Martin Cheyne**, Chief Executive, Ayrshire Chamber of Commerce and Industry; **Jim Burns**, External Relations Manager, Jobcentre Plus; **David Kiltie**, Maybole Community Council; **Theresa Correia**, 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**; **Councillor Nan McFarlane**; **David Anderson**, Chief Executive, South Ayrshire Council; **Hugh Kerr**, Area Commander, Strathclyde Fire and Rescue Service; **Jodie McCoy**, South Ayrshire Youth Forum; **Neil Kerr**, Strathclyde Police; and **Joe Lafferty**, Wallacetoun and Newton Regeneration Forum.

Apologies: **Diane Rawlinson**, Principal, Ayr College; **Robert McKay**, District Manager, Jobcentre Plus; **Jim Reid**, Director of Regional Support, Scottish Enterprise; **John Thomson**, Chief Superintendent, Strathclyde Police; and **Marie Oliver**, Manager, Voluntary Action South Ayrshire; and **John Binning**, Strathclyde Partnership for Transport.

**John Connaghan**, Director Health Delivery, Scottish Government.

**Others attending:**

Claire Monaghan, Head of Policy, Performance and Communication; Valerie Stewart, Community Planning Co-ordinator; Vivienne Hutchison, NHS Ayrshire and Arran (for Breast Feed Happily Here signing ceremony); Annabel Beattie, Environment Performance Officer, South Ayrshire Council (for Climate Change Declaration signing ceremony); and Eillen Wyllie, Committee Administration Officer, South Ayrshire Council.

**Chair's remarks.**

The Chair

- (1) indicated that the new representative for Strathclyde Partnership for Transport, attending from the next Board meeting onwards, would be Neil Wylie and advised that, on behalf of the Board, he would write to Pamela Millar thanking her for her contribution to the Community Planning Board; and
- (2) referred to the two signing ceremonies and accompanying photo-shoots which were taking place prior to commencement of business on the Agenda and, thereafter, invited Members to participate accordingly on the following:-
  - the Climate Change Declaration; and
  - the Breast Feed Happily Here scheme.

1. **Minutes of Community Planning Board.**

The Minutes of the Community Planning Board of 23rd February 2011 (issued) were submitted and approved.

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

There was submitted an action log (issued) of April 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 2011 and particularly when the following points were made:-

**Community Conference 2011.**

The Head of Policy, Performance and Communication highlighted that the Community Conference was arranged for 28th October 2011 and indicated that a working group would take place following this meeting to commence programme planning.

A community representative referred to the discussion at the previous meeting relating to the distribution of the Conference Report for 2010 and enquired into the current position and Officers responded that an email link to the document would be circulated accordingly with the offer of a printed copy to be made available should this be a preference for any individual or organisation.

**Change Fund.**

The Head of Policy, Performance and Communication advised that the Scottish Government had approved the release of funds for the projects identified at the previous meeting.

In relation to this matter and on a general note, a community representative asked if a representative from the Seniors' Forum should be invited to participate on the Community Planning Board. The Chief Executive suggested that this idea be further explored and reported back although there might be an opportunity for this to be undertaken via the Theme Groups.

**Voluntary Action South Ayrshire.**

The Head of Policy, Performance and Communication advised that Voluntary Action South Ayrshire had now been officially launched.

**The Big Issues in Community Planning.**

A community representative asked a question regarding community representation on the Joint Action Group and the Head of Policy, Performance and Communication intimated that she would clarify the position with the Head of Community Care and Housing. The Chief Executive suggested that an update on the progress of this group be provided at the next meeting.

**Decided:** to note the current position with those actions contained within the action log and following the above discussion:-

- (1) to note that the Community Conference would take place on 28th October 2011 with arrangements currently underway for conference programme planning and that the Conference Report for 2010 would be circulated as suggested;
- (2) that the suggestion made relating to input from a Seniors' Forum representative be further explored with this possibly being implemented via the Theme Groups; and
- (3) that the Head of Policy, Performance and Communication would clarify the position with the Head of Community Care and Housing with regards to the community representation on the Joint Action Group dealing with The Big Issues and that an update report on the progress of this Group be reported to a future meeting of the Community Planning Board with interim updates provided to Members in the meantime.

### **3. Theme Group Update Reports.**

Reference was made to the Minutes of 23rd February 2011 when it had been agreed, in relation to Theme group reporting, that a summary update report from each Theme Group be presented to every Board meeting and there was submitted a report (issued) of 31st March 2011 by the Head of Policy, Performance and Communication

- (1) providing such a report with a template developed to allow each Theme Group to record a brief overview of significant developments in relation to the work of the group, to highlight any issues of concern or challenges faced, to alert the Board to any areas of concern in relation to the SOA actions or indicators and to inform Board Members of any other significant issues, such as new policies or legislation; and
- (2) referring to the Appendix to the report which presented six update reports received from Theme Groups for consideration by the Board and highlighting that should there be any issues of concern or challenges faced that had been raised by a Theme Group, that Board Members discuss and agree ways in which partners could most effectively assist in addressing these issues.

The Head of Policy, Performance and Communication commented on the new reporting format and, from the next meeting onwards, an informal presentation from one of the Theme Groups would be presented to Board Members prior to commencement of that particular meeting.

**Community Safety Partnership** – the Youth Forum representative raised a question in relation to the current number of partnership projects/initiatives and Councillor McFarlane and the Chief Executive, South Ayrshire Council responded accordingly.

**Adult Services Officer Locality Group** – the Executive Nurse Director commented on the current partnership working in respect of services to adults with learning disabilities and the Board agreed to request a report outlining the local revised action plan in relation to the Choose Life Suicide Prevention initiative.

A community representative raised a question in respect of Falls Prevention for over 65s and following a full discussion on the current work being undertaken and with various other suggestions emerging, the Head of Policy, Performance and Communication intimated that, following a further study of the statistical data for the South Ayrshire figures, a report could be developed for a future meeting of the Board via the Community Planning Implementation Group.

**Economic Development Partnership** – the Chief Executive, Ayrshire Chamber of Commerce and Industry commented on the number of groups feeding into the Ayrshire Economic Partnership and commended the work of everyone involved.

**Children's Services Officer Locality Group** – the Youth Forum representative asked a question in relation to the involvement of youth groups and youth forums in respect of the work of this Group and the Chief Executive responded accordingly and commented on the work being undertaken within secondary school clusters. A Member of the Board commented on the exciting piece of work in respect of the ADHD Pathway.

**Decided:** to note the update reports attached as Appendix 1 of the report.

#### 4. **Local Community Action Plans.**

There was submitted a report (issued) of 31st March 2011 by the Head of Policy, Performance and Communication

- (1) advising of the local action plans which had been developed by rural communities in South Ayrshire with assistance from Ailsa Horizons, a community regeneration company established to promote rural economic development in South Ayrshire;
- (2) highlighting that in 2009, the Company had been successful in leveraging LEADER funds and by using community planning funding as a match had been able to assist seven rural communities in South Ayrshire to develop local action plans;
- (3) informing that these seven communities were Ballantrae, Barr, Colmonell, Lendalfoot and Dailly (where the process was conducted via the local Community Councils), Tarbolton (via the Tenants' and Residents' Association) and Mossblown and St. Quivox (working with their Regeneration Group);
- (4) outlining the consultation process that had been undertaken and that draft action plans had been worked up through the relevant groups, extracts of which were attached as Appendix 1 of the report and indicating that each individual community had taken ownership of their plan and, with the help of Ailsa Horizons, were working through actions; and
- (5) indicating that a majority of actions identified would be delivered by the communities themselves but that there were a number of issues that had been raised in relation to services delivered by Community Planning Partners.

A full discussion took place and various questions were raised in relation to:- the workload of the Community Councils and the level of support required from Board Partners; whether there was scope to expand from rural areas across the South Ayrshire Area; funding opportunities; resource constraints; and the requirement for effective communication with communities and how would this be managed.

The Head of Policy, Performance and Communication advised that letters had now been sent to Community Councils offering the support of a Council link officer and commented on the rural focus due to the terms of the LEADER funding. The Council's Chief Executive commented that the action plans would be co-ordinated and mapped with the work of Partners and the Head of Policy, Performance and Communication suggested that the key points raised from this discussion be captured to enable the next steps to be outlined.

The External Relations Manager, Job Centre Plus advised of the Get Britain Working Enterprise Allowance Scheme, grant funding available for setting up new businesses targeted at supporting those who were unemployed, with the closing date being 12th May 2011.

**Decided:** to note

- (a) the action plans, attached as Appendices to the report and that some of the actions had implications for Community Planning Partners and that the Head of Policy, Performance and Communication would prepare a suggested strategic approach in this regard;
- (b) that, as part of their Service Level Agreement for 2011/12, Ailsa Horizons would be assisting local communities with the implementation of their local plans; and
- (c) that following discussion with the External Relations Manager, Jobcentre Plus, the Community Planning Co-ordinator would circulate further details in relation to the Get Britain Working Enterprise Allowance Scheme bearing in mind the deadline of 12th May 2011.

## **5. Skills Development Scotland – Service Delivery Agreement 2011-2012.**

There was submitted a report (issued) of 31st March 2011 by the Area Manager, Skills Development Scotland

- (1) seeking endorsement of the proposed Service Delivery Agreement with Skills Development Scotland (SDS) 2011/12, attached as Appendix 1 of the report;
- (2) advising that the process for developing the Service Delivery Agreement for 2011/12 had been built on the one which had been undertaken in 2010 resulting in progress being made in a number of issues;
- (3) informing that this document had assisted SDS to make progress in partnership working by committing a process of jointly developing an agreement for each local authority area linked to local priorities with these being recognised as part of the refreshed Skills Strategy and highlighted as part of the Scottish Parliament's Enterprise Enquiry as good practice;
- (4) highlighting that the two key areas carried forward into the new Agreement were in relation to SDS support in the development of Key Sector Action Plans and to develop links with the voluntary and social economy sectors, the latter would be developed in partnership with Voluntary Action South Ayrshire and South Ayrshire Council;

- (5) reporting that the Agreement had been developed from a workshop held on 22nd March 2011 with participation from SDS (local and national), South Ayrshire Council (Enterprise and Tourism, MCMC Co-ordinator, STEP, Access to Employment and the Community Planning Co-ordinator), Jobcentre Plus and Ayr College with the draft agreement also presented for comment to the Workforce Plus Group meeting of 24th March 2011 and to the Economic Development Partnership meeting of 28th March 2011; and
- (6) indicating that progress toward the achievement of indicators would be reported directly to the Economic Development Partnership and subsequently to the Community Planning Board.

**Decided:** to endorse the proposed Service Delivery Agreement with Skills Development Scotland for 2011/12 and to ask the Chair to sign this off.

## **6. Community Planning Funds - Finance Report.**

There was submitted a report (issued) of 31st March 2011 by the Head of Policy, Performance and Communication

- (1) informing that the original community planning funds budget allocation had been £1.670m, as approved on 10th February 2010;
- (2) advising of the current position in relation to community planning funds as outlined in Appendix 1 to the report as at 31st March 2011 and outlining a projected total underspend of £100,175 mainly due to the two community planning team posts remaining vacant and an identified underspend in the Skills Towards Employment Project (STEP);
- (3) reporting that the Council was currently conducting its end of year financial procedures and a more comprehensive picture would emerge by the end of May 2011 with an update provided to the Board in due course on the final position for 2010/11; and
- (4) highlighting that the underspend of £25,000 relating to STEP could be utilised by the project to develop a new initiative supporting the delivery of social enterprise and supported employment activities as outlined in paragraphs 3.5 and 3.6 of the report.

Various comments were made in relation to the advantages of the development of a social enterprise and a question was raised in respect of the use of the remaining underspend and the Head of Policy, Performance and Communication advised that these were Council funds due to the previous removal of ring-fencing.

**Decided:** to note the information contained within the report and to agree that a request be made to the Council to carry forward the STEP underspend of £25,000 for the creation of a social enterprise as set out in sections 3.5 and 3.6 of this report.

## **7. Community Engagement Update .**

There was submitted a report (issued) of 31st March 2011 by the Head of Policy, Performance and Communication

- (1) advising of the progress being made in relation to taking forward the two pilot community engagement arrangements, one rural pilot intended to take place in the Carrick area with the urban one being centred on Troon;

- (2) reporting that the results of these pilots would then be reported back to both the Council and the Community Planning Board with more consideration on future arrangements being considered in the light of the experience gained; and
- (3) outlining the processes involved and the arrangements being made for these pilots and that Board Members would be shortly contacted concerning the dates and venues for the proposed events and to seek support for their attendance and contribution.

**Decided:** to note the information contained within this update.

## 8. **South Ayrshire Council Internal Audit Report – SOA Indicators.**

There was submitted a report (issued) of 31st March 2011 by the Head of Policy, Performance and Communication

- (1) informing of the outcome of a recent South Ayrshire Council Internal Audit in relation to the Single Outcome Agreement (SOA) indicators;
- (2) reporting that an action plan with associated timescales had been produced, as outlined in Appendix 1 of the report, with two of the main recommendations (graded 'medium' in the audit report) made were that:-
  - the Community Planning Manager should ensure that data from partners was available; and
  - performance data from Partners should be accompanied by a statement to the effect that data had been checked and could be relied upon;
- (3) advising that to address these concerns, letters had been sent to Partners with responsibility for specific performance indicators in the SOA seeking their confirmation that:-
  - their performance data could be supplied for 2010/11 and for 2011/12;
  - the performance data supplied for each of the indicators was correct, robust and reliable and had been corroborated by each Partner before being submitted to the Community Planning Co-ordinator; and
  - that any issues with performance data for any of the indicators they were responsible for was brought to the attention of the Community Planning Co-ordinator timeously so that it could be highlighted to the Community Planning Board; and
- (4) outlining that action in relation to the two other recommendations (graded 'low' in the report) would be incorporated into any future SOA progress reports considered by the Board.

**Decided:** to note the information contained in this update and the actions which had been taken to address issues raised as a result of the audit of SOA indicators.

**9. Scottish Government Consultations on Police and Fire Services.**

There was submitted a report (issued) of 10th April 2011 by the Head of Policy, Performance and Communication

- (1) advising of the ongoing consultations on Police and Fire and Rescue Services currently being undertaken by the Scottish Government; and
- (2) that the Council would be considering its response at its meeting on 18th May 2011 and if there were any issues which Partners would like to feed into the Council's consultation response, these would be required by the end of April 2011.

A question was raised by a community representative asking how Partners could relate their views on the consultations and the Head of Policy, Performance and Communication that views could be conveyed via the Council's response or directly to the Scottish Government.

**Decided:** to note the ongoing Police and Fire consultations and the intention of the Council to submit a response including any views from Partners.

**10. Scottish Futures Trust – Development of the South West Hub.**

There was submitted a report (issued) of 31st March 2011 by the Head of Policy, Performance and Communication

- (1) informing of the development of a South West Territory Hub, an initiative which was intended to improve the planning, procurement and delivery of infrastructure that supported community services;
- (2) highlighting that the hub initiative involved a strategic long-term approach to the procurement of community-based infrastructure projects through public/private joint venture arrangements in five local hub territories across Scotland with the Scottish Futures Trust overseeing the roll-out of the hub initiative across five geographical territories in Scotland;
- (3) outlining the key outcomes to be achieved:-
  - improving the efficiency of delivery of community-based facilities;
  - delivering economies of scale through shared facilities;
  - making the best use of public resources; and
  - providing continuous improvement in both cost and quality in public procurement; and
- (4) reporting on the key objectives, partnership arrangements and funding opportunities.

**Decided:** to note the information contained within the report.

**11. Low Carbon Vehicle Procurement Support Scheme.**

There was submitted a report (issued) of 31st March 2011 by the Head of Policy, Performance and Communication providing an update of the progress being made in relation to the opportunities being offered by the Low Carbon Vehicle Procurement Support Scheme, implemented by Transport Scotland.



**Decided:** to note the information contained within the report.

12. **Any other business – Breast Feed Happily Here.**

**Decided:** having heard Councillor McFarlane ask how the Council proposed to take forward the Breast Feed Happily Here Scheme, the Chief Executive advised that consideration would be given to this matter.

13. **Date of Next Meeting.**

**Decided:** to note that the next scheduled meeting would take place on Wednesday, 15th June 2011 at 2.00 p.m. within the Girvan Room.

The meeting ended at 3.30 p.m.