

**SOUTH AYRSHIRE COMMUNITY PLANNING BOARD.**

Minutes of meeting in County Buildings, Wellington Square, Ayr,  
on 28th August 2013 at 2.00 p.m.

Present: **Board Members:**

**Heather Dunk**, Principal, Ayrshire College; **Natalie Marshall**, Performance Manager, Policy Planning and Performance Directorate, NHS Ayrshire and Arran; **David Kiltie**, Carrick Area Community Representative; **Audrey Galbraith**, Customer Services Operations Manager, Jobcentre Plus; **Joe Lafferty**, Kyle Area Community Representative; **Willie Ramsay**, Police Scotland; **Jim Reid**, Director of Stakeholders and Networks, Scottish Enterprise; **Jim Scott**, Area Manager (East, North and South Ayrshire), Scottish Fire and Rescue Service; **Kerry Wallace**, Scottish Natural Heritage; **Sally Hamill**, Skills Development Scotland; **Councillor Bill McIntosh**, Leader of South Ayrshire Council (*Chair*), **Councillor John McDowall**, **Councillor Nan McFarlane** and **Eileen Howat**, Chief Executive, South Ayrshire Council; **Bruce Kiloh**, Head of Policy and Planning, Strathclyde Partnership for Transport; and **Marie Oliver**, Chief Executive Officer, Voluntary Action South Ayrshire

Apologies: **John Burns**, Chief Executive, NHS Ayrshire and Arran; **Val Russell**, Chief Executive, Ayrshire Chamber of Commerce and Industry; **Henrietta Wright**, District Manager, Jobcentre Plus; **John Thomson**, Chief Superintendent, Divisional Commander, Police Scotland; **Ross Johnston**, Area Manager, Scottish Natural Heritage; **Marlene Crawford**, Head of Operations, Skills Development Scotland; **Councillor Douglas Campbell**, South Ayrshire Council; South Ayrshire Youth Forum representative; and **Allan Comrie**, Senior Transport Planner, Strathclyde Partnership for Transport;

**Dr. Martin Cheyne**, Chairman, NHS Ayrshire and Arran; and **Geoff Huggins**, Locations Director, Scottish Government.

**Others attending:**

Claire Monaghan, Head of Policy, Community Planning and Public Affairs; Kenny Leinster, Head of Community Care and Housing; Valerie Stewart, Community Planning Co-ordinator; Felix Bredow, Student; and Eillen Wyllie, Committee Services Officer, South Ayrshire Council.

**Opening Remark's.**

The Chair, on behalf of the Board, welcomed new Members, Heather Dunk and Jim Scott to their first meeting of the Board. He also welcomed Bruce Kiloh from SPT who would give a presentation and Felix Bredow, a public administration student from Kassel in Germany on a work placement with the Energy Agency.

**1. Declarations of Interest**

There were no declarations of interest by Members of the Board in terms of the Board's Standing Order No.10.

**2. Minutes of Community Planning Board.**

The Minutes of the Community Planning Board of 12th June 2013 (issued) ([link attached](#)) were submitted and approved.

**3. Matters Arising/Action Log.**

There was submitted an action log (issued) ([link attached](#)) of August 2013 outlining the current position and the progress being made with various issues which had emerged from meetings on 6th October 2010, 6th June and 28th November 2012 and 12th June 2013.

Clarification was sought regarding the timeframe for the development of the Child Poverty Strategy given that this was a pressing matter and the Head of Policy, Community Planning and Public Affairs advised that it was intended that this Strategy would be submitted to a Board meeting in the future.

A question was raised regarding the current status of the outstanding review of community representation on the Board and the Head of Policy, Community Planning and Public Affairs advised that the delay was due to the review of community planning not yet being finalised and ascertained whether the current two representatives would be willing to continue in their role meantime. Both representatives confirmed their willingness to continue and the Head of Policy, Community Planning and Public Affairs advised that she would formally write to them both in this regard.

**Decided**:- to note the current position with the action log and update.

**4. South Ayrshire Single Outcome Agreement – Quality Assurance Process.**

There was submitted a report (issued) ([link attached](#)) of 15th August 2013 by the Head of Policy, Community Planning and Public Affairs informing of the outcome of the quality assurance process put in place by the Scottish Government to review the draft Single Outcome Agreements and the actions being taken to progress the agreed plan.

Various comments were made in relation to the five identified improvement actions within the document and the setting of targets and the Head of Policy, Community Planning and Public Affairs advised that action points would be set and that this would be addressed as the Single Outcome Agreement evolved.

**Decided**: to note the information contained in the report and to agree the ongoing work to respond to the findings of the quality assurance process.

**5. Review of Community Planning: Terms of Reference – Workshop Session.**

The Head of Policy, Community Planning and Public Affairs gave a presentation in relation to the review of community planning and the direction that this might take and highlighted the four pillars of the Christie report relating to:- prevention; integration; workforce development; and performance and scrutiny reporting as the basis for going forward.

Thereon, she suggested that Members split into three groups to participate in a workshop session to review objectives with the intention being:- *'to facilitate consideration of the Board's current structure, governance and support arrangements including the current arrangements with respect to thematic groups and make recommendations on improving community planning in South Ayrshire.'*

Following the session, each group provided an overview of their findings, attached as an Appendix which forms part of these Minutes.

The Head of Policy, Community Planning and Public Affairs thanked everyone for their input and outlined the next steps in relation to the self evaluation exercise.

A Member of the Board asked if this would form part of the discussion at the forthcoming Community Planning Conference and the Head of Policy, Community Planning and Public Affairs suggested that the review could be incorporated within the Conference programme.

**Decided:**

- (1) to note that the work session outcomes would be collated and circulated to Board Members;
- (2) that the self evaluation exercise would be progressed; and
- (3) to agree that the review would be incorporated within the Community Conference programme.

**Councillor McFarlane joined the meeting during consideration of the foregoing item.**

**6. Integration of Health and Social Care Services 'All Hands on Deck'.**

There was submitted a report (issued) ([link attached](#)) of 14th August 2013 by the Chair, Officer Locality Group, Adult Services providing an update in relation to the potential locality planning demands as a result of both the Public Bodies (Joint Working) (Scotland) Bill and a report produced for Scottish Government to inform the development process with the report entitled 'All Hands on Deck' including a significant emphasis on the potential links with Community Planning Partnership processes and structures.

The Head of Community Care and Housing referred to this report and advised that locality planning was key to ascertaining the health and social needs of particular localities and that the involvement of GPs would also be central to improving health integration. It was suggested that the Community Planning Partnership should be used as an enabling process in relation to the development of localities. It was also suggested that the Board might wish to consider how this work should be taken forward.

A discussion took place in relation to the process for involving GPs as well as defining localities and the Head of Community Care and Housing commented on various approaches being considered in both regards by the Health and Social Care Partnership.

**Decided:** to note the contents of the report and the 'All Hands on Deck' report and the contents in light of ongoing work in relation to health and social care integration and to note the relevance of the work on locality planning to community planning.

## 7. **Theme Group Update Reports.**

There was submitted a report (issued) ([link attached](#)) of 12th August 2013 by the Head of Policy, Community Planning and Public Affairs providing updates in relation to the work of the community planning theme groups.

In terms of the Economic Development theme group report, a Member of the Board commented on the 'Ambition' programme and expressed disappointment that the offer of funds and assistance made by the local community relating to the development of incubator units had been turned down. He also raised concerns that there was no mention of the LEADER programme within this update report. It was noted that these comments would be fed back to the Economic Development Partnership.

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

## 8. **SPT Transport Outcomes Report 2013/14.**

There was submitted a report (issued) ([link attached](#)) of 7th August 2013 by the SPT Director of Finance and HR informing of the preparation of the South Ayrshire Transport Outcome Report (TOR), attached as Appendix 1 of the report; highlighting the contribution that TORs made to the Community Planning Partnership's Single Outcome Agreement; and highlighting the focus given within the TOR to the services and benefits that SPT had delivered in 2012/13 together with details of the key deliverables and areas of partnership working for 2013/14.

Bruce Kiloh, the Head of Policy and Planning, gave a presentation on shared priorities, the work of SPT and key services and how these activities contributed to local outcomes.

A Member of the Board asked why Maybole did not feature in the map contained within the document and the Head of Policy and Planning advised that he would explore this further and feedback accordingly.

A full discussion took place in relation to community transport issues and the need for better integration of these services and the Head of Policy and Planning and the Head of Community Care and Housing outlined the progress being made in this regard from both SPT and South Ayrshire Council perspectives.

A Member of the Board raised a question in relation to the current position with the proposed Monkton Park and Ride facility and the Head of Policy and Planning provided an update and advised that he would arrange for the project report to be circulated to Board Members.

**Decided:** to endorse the South Ayrshire Transport Outcome report.

9. **Skills Development Scotland: Community Planning Partnership Report June 2013.**

There was submitted a report (issued) ([link attached](#)) of 11th August 2013 by the Head of Operations informing of the report produced for the Community Planning Partnership in June 2013, attached as Appendix 1 of the report, to ensure that all community planning partners were able to use information that Skills Development Scotland (SDS) had available to inform joint work in support of people in the local area.

A Member of the Board raised a question regarding negative destinations and the SDS Officer responded accordingly. She also advised that she would arrange for school information to be circulated to all Board Members.

**Decided:-** to endorse the Skills Development Scotland report.

10. **Scottish Fire and Rescue Service: Draft Strategic Plan 2013 – 2016 - Consultation.**

There was submitted a report (issued) ([link attached](#)) of 14th August 2013 by the Local Senior Officer informing of the draft three year strategic plan for the Scottish Fire and Rescue Service currently out for consultation with a summary attached as Appendix 1 of the report.

The Area Manager/Local Senior Officer (East, North and South Ayrshire) provided an update on the plan which had a consultation deadline of 31st August 2013.

**Decided:-** to note the current position and that any responses to the document prior to 31st August 2013 could be made to the Head of Policy, Community Planning and Public Affairs who would feed these back accordingly.

11. **Community Conference 2013 – Draft Programme.**

There was submitted a report (issued) ([link attached](#)) of 13th August 2013 by the Head of Policy, Community Planning and Public Affairs informing of the proposed draft programme for the Community Conference on 24th October 2013.

The Head of Policy, Community Planning and Public Affairs advised that the earlier comment which had been made during the meeting in respect of the evaluation and review of community planning would be incorporated into the draft programme and circulated to community groups for their comment.

In terms of the workshops being co-facilitated by young people, the Principle advised that Ayrshire College could provide assistance in this regard, if required.

**Decided:-**

- (1) to note the information contained in the report and draft programme; and
- (2) to approve the draft programme and forward any comments or suggestions to the Community Planning Co-ordinator by Friday, 6th September 2013.

**12. Community Planning Funds – Finance Report.**

There was submitted a report (issued) ([link attached](#)) of 6th August 2013 by the Head of Policy, Community Planning and Public Affairs providing an update on the financial position in relation to community planning funds for the year to 31st July 2013.

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

**13. Single Outcome Agreement Annual Report 2012/13.**

There was submitted a report (issued) ([link attached](#)) of 14th August 2013 by the Head of Policy, Community Planning and Public Affairs informing of the requirement to develop and submit a report for the final year of the previous Single Outcome Agreement (2009-2013) (SOA).

**Decided:** to note the requirement to submit an SOA Annual report for 2012/13.

**14. Local Government Regeneration Report – Developing New Ways of Delivering Services (June 2013).**

There was submitted a report (issued) ([link attached](#)) of 14th August 2013 by the Head of Policy, Community Planning and Public Affairs informing of the recent report published on 26th June 2013 by the Scottish Parliament's Local Government Regeneration Committee in relation to strand 3 of public services reform in Scotland – developing new ways of delivering services.

A Member of the Board referred to the recent visit by the Local Government Regeneration Committee on 15th April 2013 and indicated that this report did not reflect some of the key points made during that event. The Head of Policy, Community Planning and Public Affairs assured that these points would be taken into account during the community planning review.

**Decided:** to note the information contained within the report with the intention to consider the findings in the context of the review of Community Planning.

**15. Any Other Business.**

The Chief Executive Officer, VASA provided advance notice of a forthcoming event taking place on 13th December 2013 and that Members of the Board would receive an invite to this Conference in due course.

**16. Date of Next Meeting.**

**Decided:** to note that the next scheduled meeting would take place on Wednesday, 9th October 2013 at 2.00 p.m. within the Maybole Room.

The meeting ended at 3.45 p.m.

**Review of Community Planning: Terms of Reference****Workshop Session****Group 1**

- Some quick wins are needed to show where we are making a difference;
- More explicit performance management and tracking at medium level. Colour coded;
- Learn from each other in terms of good practice and pilot programme evaluations;
- Share positive outcomes with communities and across 3 CPPs. Communicate the tangible and real benefits and show the impacts of targets etc of the SOA – different from current monitoring; and
- Greater connections to the LEADER programme.

**Group 2**

- Consider any particularly unsuccessful elements of partnership working, as well as the good, as part of the process;
- Examine the decision making processes within the CPP. Need to question the value of this process and what can be achieved if decisions are made elsewhere. Can more be devolved to the CPP to inform cross cutting ideas?;
- What is the added value of the CPP and how can partners really work more effectively together to produce something meaningful? What difference are we really making? What do we do together that we normally wouldn't otherwise do?;
- There are a number of influential people around the table? How do we capture this and maximise synergy across South Ayrshire?;
- Who has ultimate accountability? What we do as separate organisations can still add value;
- What else can organisations bring to the partnership – e.g. resources/networks/ capacity building. How do we put aside day to day work?;
- Future demands – what IS our approach to community planning, community empowerment etc – where and how is this defined? How is the CPP demonstrating leadership in defining what our approach will be, particularly when things become difficult;
- In relation to our Improvement Plan we need a wider view of what we actually mean by the term prevention;
- In terms of community engagement we should be considering community budgeting for communities – giving resources to communities to deliver services as part of locality planning;

- Ensuring that the CP Board is genuinely accountable for outcomes. Need a specific definition of accountability as a partnership commitment; and
- In relation to issues such as Integration and inequalities – need to consider other models and in particular the Spirit Level report. Large inequalities in income lead to large inequalities across other issues.

### **Group 3**

- Everyone on the Board needs to talk and share their views – collective responsibility;
- Need to consider how the Theme Groups impact on the Board in terms of feeding back the real and intangible benefits;
- Need to develop the correct structure for public service reform – Colleges, Police and Fire have undergone a huge change so need to learn from this. Now have different agendas;
- How do we communicate with communities and tell the story – make it real for communities;
- Young People and Older people/ University Town/ Old Buildings – if older people to live in the Town and generate income from these old buildings; and
- Consider what is happening at the coalface rather than communications strategy – there are better ways to communicate.