



**Minutes of the first meeting of the OCPP Executive Group held at 15.00 on 25 May 2015 in the Chief Executive's Office, Orkney Islands Council**

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Present:	Graeme Harrison	Highlands & Islands Enterprise ( <i>Chair</i> )
	Cathie Cowan	NHS Orkney
	Paul Edwards	Scottish Fire & Rescue Service
	Eddie Graham	Police Scotland
	Caron Jenkins	Voluntary Action Orkney
	Gillian Morrison	Orkney Islands Council
	Anna Whelan	Orkney Islands Council
	Andrea Massey	Orkney Islands Council ( <i>Secretary</i> )

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**1. Apologies for absence**

Gail Anderson	Voluntary Action Orkney
Alistair Buchan	Orkney Islands Council

- 1.1 In the absence of AB, it was agreed that GH would chair the meeting. A permanent chair will be confirmed at the next meeting.

**2. Terms of Reference for the Executive Group**

- 2.1 The Chair asked members to review, amend as necessary and agree EG TORs.

- A question was raised as to who agrees the joint resourcing plan and it was agreed that this would be the board
- It was agreed to remove the last line on membership
- It was agreed that EG meetings would be held 2-4 weeks in advance of board meetings, or by agreement
- It was agreed that meeting location would be by rotation
- It was agreed that papers would, where possible be issued five working days in advance of meetings

The EG TOR's will be updated and put to the Orkney Partnership Board for approval.

**Action: AFW**

**3. Actions assigned to the Executive Group on the OCPP Development Plan**

- 3.1 GM asked members to review actions, consider and agree any further actions required, and consider any changes to be proposed to the Orkney Partnership Board.

- 3.2 Protocol for endorsement of plans and strategies (no. 11 on Development Plan): AFW explained how a recent request by email had acted as a test case on how endorsement should work - the person was looking for support on a piece of joint working underway and AFW was able to explain that as all four of those bodies were members of the reconfigured Orkney Partnership Board, they could take it to a Board meeting and propose that it be adopted and/or promoted by Orkney CPP. It was agreed that the Short Life Working Group (SLWG) would come up with a form of words to go into TORs and circulate to the EG before taking to the next Board meeting. **Action: AFW**
- 3.3 Communication Strategy (no.12 on plan):
- 3.3.1 A draft strategy to cover communications and community engagement has been developed by the SLWG and was circulated to the Board on 13/5/15 for comment. It will include a form of words, in plain English, to explain what the Partnership is trying to achieve and also how to raise a priority.
- 3.3.2 CC suggested public Board meetings, and there was broad support from members of the EG. Guidelines would have to be drawn up about what would be discussed, but these could be included in the TORs. Taking meetings out to the Isles was also raised, as well as the use of video conferencing. The Saltire Room at NHS Orkney could be used, having the best VC facilities. Items not for discussion in public could be raised at a closed session prior to the public meeting.
- 3.3.3 CC suggested holding an OCPP annual celebration conference to share achievements. This would also enable people to comment and feed into the OCPP. This would require funding. It was agreed that this proposal would be added to the draft Communications Strategy for consideration by the Board. **Action: AFW**
- 3.4 A protocol for managing new issues (no. 13 on plan):
- 3.4.1 GM suggested that a workshop would be useful and suggested the PESTLE approach to environment scanning. CC recommended a trainer whom NHS Orkney had recently been using. A proposal will be taken to the Board.
- 3.4.2 A question was raised about how new issues brought by other agencies would be handled. It was agreed that support staff would corral items that came in between meetings and these would be taken to the EG who would decide if they were in a form ready for the Board to make a decision on or if further information or working up was required first.
- 3.4.3 The question was raised about whether the Board would do horizon scanning and it was suggested that could be done at workshops. A protocol to take new issues to the Board would be in the Terms of Reference. CJ reported that the Third Sector reps wished to put a paper to the Board shortly.
- 3.5 Community Engagement Strategy (no.14 on plan): it was noted that this had been merged with the communication strategy (no. 12).

3.6 Options for future performance reporting (no. 15 on plan): this would require a number of high level key performance indicators which would be drawn up into some sort of score card. The indicators would need to be measurable, meaningful and straightforward.

#### **4. Core support for OCPP: Community Planning Partnership budgets and partner contributions**

4.1 AM introduced a short paper on benchmarking CPP budgets and partner contributions and explained that this was to inform discussion of partner contributions to core support of Orkney CPP.

4.2 Facilitating partners were invited to advise what they might be able to contribute. It was agreed that if contributions were received from more partners, it would help community planning to be seen as a truly community initiative and not something run by the local authority.

4.3 CC, GH and CJ (on behalf of GA) confirmed that they would fully fund their respective Delivery Groups including provision of dedicated secretarial support, meeting space and the hosting of stakeholder events.

4.4 It was suggested that a standard format for Board papers should be introduced, with the caveat that it should not become a barrier to participation, and agreed that the core support team would look into this. **Action: AFW**

#### **5. Joint Resourcing Plan**

5.1 GM introduced the Audit Scotland Orkney Audit Report Exhibit 6 showing a breakdown of the main community planning partners net spending in Orkney in 2013/14, drawn from the 2013-16 Single Outcome Agreement. It was noted that the Executive Group needed to consider and agree a procedure to develop an Orkney CPP Joint Resourcing Plan.

5.2 It was agreed that this should be realistic and owned by all. Although organisations may seem to have large budgets, there is an understanding that these are all fully utilised with very little space for manoeuvre. Joint resourcing was not about putting up new money, but more about smartly using what organisations have. Further details will be worked out once specific priorities are agreed.

5.3 The question as to how new cash could be levered in was also raised. AFW noted that a related project was currently being undertaken by the Council's Change Team, so it was planned to work with the Change Programme Project Manager to help the OCPP develop a Joint Resourcing Plan.

5.4 AFW suggested that a protocol be drawn up for the identification, consideration and agreement of joint funding proposals in advance of its application to any particular workstreams or projects.

## 6. **Fuel Poverty mapping**

- 6.1 AFW introduced an Orkney fuel poverty map and the methodology and proposal for further work by Changeworks. She suggested that if EG members were interested, this would be a potential candidate for co-funding.
- 6.2 There was broad interest in the work, but a number of concerns around how much more information the further research would actually provide and worries about the size of the dataset. It was suggested that the information be sent to Orkney Housing Association and Frances Troup. There was also a strong feeling that, until the work of the Delivery Groups was finalised, the EG was not in a position to recommend further work.

## 7. **Any other business**

- 7.1 CJ brought a query from GA asking whether any further contact had been made with Colin Mair regarding a member of the Improvement Service staff to assist with OCPP data analysis. AFW responded saying that her understanding was that this offer would only be forthcoming once OCPP partners committed resources. It was agreed that the matter should be raised with CM when he was next up for a Board meeting. This discussion also reminded EG members that there was a suggestion from CM that the OCPP should be putting actions into our plan for the Scottish Government.
- 7.2 EG raised the issue of CONTEST, the UK Government's counter-terrorism strategy and explained that there would soon be a statutory obligation on all partners to prepare for terrorism. He gave some examples pertinent to Orkney, such as cyber-terrorism, transport, water and education/radicalisation and he stressed the importance of raising awareness. It was agreed that CONTEST should routinely be handled by the Community Safety Partnership, which was continuing in existence as an independent group, but that exception reporting could be done to the Board.

## 8. **Setting agenda for board meeting**

- 8.1 Report on Contest – EG  
Update on Delivery Groups – Delivery Group Chairs

## 9. **Date of next meeting**

- 9.1 To be arranged

AEM

1 June 2015