

## Orkney Community Planning Partnership



### PARTNERSHIP LIAISON GROUP

Minutes of the meeting held at 10.00am on 2 October 2014 at Orkney Housing Association Limited

#### Present:

Sally Inkster ( <i>Chair</i> )	Housing Forum
Stuart Allison	Strategic Economic Forum
Anna Whelan	OCCP Steering Group Secretary
Gail Churchill	Environment Partnership
Gary Amos	Strategic Community Learning Group
Maureen Swannie	Childcare Partnership
Marie O'Sullivan	Services for Children and Young People Group
Marie Love	Orkney Equality Forum
Gail Anderson	Third Sector Forum
Brian Archibald	Transport Forum
Su Dutton	Employability Forum
Suzanne Baird	Healthy Communities Forum and Alcohol and Drugs Partnership
Claire Gee	Heritage Forum
Jenn Allison	Heritage Services ( <i>for item 4</i> )
Katy Russell-Duff ( <i>Secretary</i> )	Administrative Officer

#### 1. Apologies for absence

Francesca Couperwhite	Community Economic Development Orkney Group
Karen Greaves	Strategic Community Learning Group
Frazer Campbell	Orkney Equality Forum
Jon Humphreys	Community Safety Partnership
Pam Beasant	Arts Forum

#### 2. Minute of the last meeting – 28 May 2014

- 2.1 SI advised that the Housing Development Forum had changed its name to the Housing Forum.
- 2.2 Subject to this change, the minutes were approved, being proposed by GC and seconded by MO'S.

#### 3. Matters Arising

- 3.1 Item 9.3 – Performance Management System: AFW had spoken to Jim Love, Corporate Performance Officer, and he will provide a demonstration of Aspireview at the next meeting.
- 3.2 Item 8.6 – Housing policy and SOA: SI advised that this had been followed up and reworded.

3.3 Item 14.2 – How Good is our CPP?: AFW advised that PB had agreed that the Arts Forum would pilot the next phase of OCPP self-evaluation and will meet with AFW in October/November.

#### **4. Orkney Museum Neolithic Galleries – Visitor Research**

4.1 Jenn Allison explained that a project had been started to identify the best methodology to update galleries, interpretation centres and displays. The initial phase was market research which was now coming to a close and the second phase was liaising with the community, professionals and interested parties, and if anybody would like to take part they should contact [Jennifer.allison@orkney.gov.uk](mailto:Jennifer.allison@orkney.gov.uk). CG stated that the Orkney collection had been recognised as a collection of national significance and this was helpful when trying to attract funding. CG explained that it was hoped that a cheap and flexible model could be developed which could be used across the sector to support museum and heritage centres.

4.2 SI asked if there had been engagement with the isles and Jenn noted that she had visited some of the isles with the library van. CG explained that in accordance with best practice, exhibits should be displayed as close as possible to where they were found but security and environmental controls placed burdens on the heritage centres. CG reported that Westray was working towards museum accreditation to show and collect exhibits and that Papay was thinking about a heritage centre.

4.3 AFW noted that she had previously discussed with Jenn the possibility of interactive displays for children. Jenn Allison explained that she would be looking into different ways to engage with visitors of all ages eg technology, video, audio or interpretation boards.

4.4 Jenn noted that she had been in contact with the Tourism Board and would be attending a conference in November.

#### **5. Draft Minutes of Steering Group meetings held on 9 June and 26 August 2014**

5.1 The minutes of the Steering Group meeting held on 9 June 2014 were noted.

5.2 The minutes of the Steering Group meeting held on 26 August 2014 were noted.

5.3 GA explained about the Third Sector Interface Improvement Programme, which was a new initiative to better engage the third sector in community planning. Voluntary Action Scotland, the parent group of Voluntary Action Orkney, and the Improvement Services were working together to develop an improvement plan for a number of pilot TSIs. Voluntary Action Orkney was a pilot and would attract funding from the Scottish Government to support its participation in the programme.

- 5.4 GA reported that the initial state of the programme would be completed by the end of January in order that the work on the improvement plan can start in January 2015. A questionnaire to identify priorities was in circulation and GA encouraged anyone who had received the questionnaire to complete and return it. SI noted that the acronym TSI (third sector interface) was not explained in the questionnaire and it would be beneficial for it to have been.

## **6. Items for the next Steering Group meeting on 4 November 2014**

- 6.1 AFW asked if there were any items for the next Steering Group meeting on 4 November 2014. The following were put forward:

MO'S Integrated Children's Service Plan 2014-2016  
KG Community Learning Development Plan

## **7. Revised Risk Register and Action Plan**

- 7.1 AFW explained that a PLG subgroup had met and gone through the risk register. Targets were to be reviewed and amendments proposed by the PLG, and then the risk register would be passed to the Steering Group.
- 7.2 Risk 1 – Lack of capacity to deliver – the Community Empowerment Bill could have a bearing on this. The group agreed that the target risk score should be C3, and this would be reviewed next year.
- 7.3 Risk 2 – Change in legislation having a negative impact upon island – SA stated that EU legislation including CAP Reform and Procurement should be added to the critical success factors and KPIs. The group agreed that the target risk score should be C2, and this would be reviewed next year.
- 7.4 Risk 3 – Tension between national and local priorities – it was thought that this was underestimated and should probably be B2 and the target risk score should be C2.
- 7.5 Risk 4 – Failure to communicate with key audiences – it was thought that this was underestimated and should probably be C2 and the target risk score should be D2.
- 7.6 Risk 5 – Lack of consensus amongst leaders – it was agreed that this should be decided by the Steering Group.

## **8. Community Planning Audit**

- 8.1 AFW circulated the report by Audit Scotland on Orkney's Community Planning Audit and explained that this had not yet been signed off by the Accounts Commission but was online as it was an agenda item for their next meeting on 9 October.
- 8.2 AFW explained that there was no dispute about the content of the improvement agenda proposed in the Audit report, much of which had already

been identified by OCPP, but the Steering Group felt that the tone and language adopted by the auditors was unduly negative.

- 8.3 AFW explained the key messages to the group, as set out in the report, now available at:

[http://www.audit-scotland.gov.uk/docs/central/2014/nr\\_141106\\_orkney\\_cpp.pdf](http://www.audit-scotland.gov.uk/docs/central/2014/nr_141106_orkney_cpp.pdf)

- 8.4 SI suggested that there were two improvement actions that the PLG could assist with:

Review of OCPP structure – the number of thematic groups could be simplified and streamlined; and

Performance measures – review the indicators used by OCPP.

- 8.5 SI will be attending the Steering Group meeting on 4 November 2014 and would report feedback from the PLG so any ideas would be welcome.

**Action: SI**

## **9. Output Report from Development Workshop held on 15 September 2014**

- 9.1 AFW explained that this was a summary report and more detailed output was available if required. Generally, it was felt that this workshop had not worked as well as the previous workshops. Having focussed initially on the positive aging and vibrant economic environment priorities it had run out of time for the sustainable communities priority and only touched on the restructuring of the thematic groups.

- 9.2 SI suggested that a participant list should be included in the report and that the remit of each thematic group should be looked at.

- 9.3 GA agreed that setting up task and finish groups would be a good idea and would require dedicated people to map what has been done and what needs to be done towards the strategic aims. SI suggested that three PLG subgroups could be set up, working to each of the priorities. GC noted that not all of the thematic groups were associated with one of the strategic priorities, and some underpinned all of them, eg environment, equalities and transport.

- 9.4 GA reported that there was a lack of knowledge in communities about community planning partnerships or the SOA but they knew what had to be done. She had tried out the titles given to the strategic priorities on an impromptu focus group and found a good level of understanding of what they covered.

- 9.5 It was agreed that the timescales assigned to the task and finish groups action was unrealistic, and the end of March was a more realistic timescale.

- 9.6 It was noted that the Steering Group had the lead to take this forward, along with the other policy drivers currently in train i.e. the CP audit, Community Empowerment (Scotland) Bill, etc. It was suggested that a change of name of one of the priorities be made and that sustainable communities should be rebadged "Healthy and sustainable communities", with the other two priorities

remaining unchanged. This suggestion would be referred to the Steering Group.

**Action: SI**

## **10. Should Orkney have a Poverty Survival Guide?**

- 10.1 SI explained that it was not known whether a guide existed which explained what the different types of crises were and where help could be found. It was agreed to refer the matter to the Welfare Reform Working Group. **Action: SI**

## **11. Successes, achievements and networking outwith Orkney**

- 11.1 KG reported that the Employability Strategic Group had secured Youth Employment Scotland funding which was being used to create placements within OIC for young people to have 6 months paid work experience.
- 11.2 GA reported that VAO had facilitated a local rural parliament event to gather information in advance of the first full meeting planned in Oban in November. The Kirkwall meeting had a good mix of ages represented, and a lively discussion about health and social care, generating good information to take forward to Oban.
- 11.3 GA reported that she had presented a case study to MEPs at an EU event in Brussels the previous week regarding a framework to evaluate the benefit in the workplace of educational vocational training. Orkney would contribute to the framework along with Iceland, Lithuania, Austria and Belgium. GA reported that the event successfully promoted both the third sector and Orkney.
- 11.4 ML reported that Orkney Equality Forum was organising an Equality and Diversity Conference in November, and further information would follow.
- 11.5 CG reported that a Creative Orkney Conference had been held the previous week, led by the Centre for Nordic Studies as a spin-off from the Creative Place Awards. A good mix of presenters from within and outwith Orkney had attended, including Francois Matarasso, the researcher who had previously written the report [Stories and Fables – Culture in Orkney 2012](#) for the Arts Forum. It was anticipated that potential new projects could come from the Conference.
- 11.6 SI reported that OHAL was developing an affordable warmth project with a group of Housing Associations across the Highlands and Islands, which would be similar to an "energy efficiency care and repair". She would also be attending a "Scottish Housing Event" in Edinburgh on 18 November, which was aiming to develop a Joint Delivery Plan for Housing in Scotland.
- 11.7 AFW and GA reported that they had attended the National Community Planning Conference: Changing Lives : Celebrating Success in Edinburgh on 5 June at which Maureen Spence had held a workshop on the Empowering Communities project.

- 11.8 AFW noted that she would be attending a Community Planning Managers Network meeting on 3 October. This was a very useful group which discussed the practical implementation of community planning matters such as the Community Empowerment (Scotland) Bill, the CPP audit etc.
- 11.9 SA suggested that there was scope to encourage more specialist conferences which would bring funding into Orkney in the winter months.

**12. Any other business**

- 12.1 There was no other business reported.

**13. Date of next meeting**

- 13.1 It was agreed to fix a meeting around 8/9 December 2014 (date to be confirmed).

KRD/AFW  
26.11.14