

Orkney Community Planning Partnership



PARTNERSHIP LIAISON GROUP

Minutes of the meeting held at 10.30am on 28 May 2014 at Orkney Housing Association Limited

Present:

Sally Inkster (<i>Chair</i>)	Housing Development Forum
Francesca Couperwhite	Community Economic Development Orkney Group
Anna Whelan	OCCP Steering Group Secretary
Jon Humphreys	Community Safety Partnership
Gail Churchill	Environment Partnership
Pam Beasant	Arts Forum (<i>until 12.00</i>)
Karen Greaves	Strategic Learning Group
Maureen Swannie	Childcare Partnership
Marie O'Sullivan	Services for Children and Young People Group
Frazer Campbell	Orkney Equality Forum
Gail Anderson	Third Sector Forum
Katy Russell-Duff (<i>Secretary</i>)	Administrative Officer

By invitation:

Sally Hammond	Audit Scotland
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1. Apologies for absence

Karen Johnstone	Employability Strategic Group
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2. Minute of the last meeting held 23 January 2014

2.1 The minutes were approved, being proposed by FC and seconded by MO'S.

3. Matters Arising

3.1 Fair Trade (Item 3.2) – AFW had received information from Gill Smee on how OCCP partners and groups could help promote Fair Trade, and had forwarded this to PLG members.

4. Community Planning Audit

4.1 Sally Hammond explained that Audit Scotland was conducting an audit to assess how well the Community Planning Partnership was working together, what the needs of Orkney were and how this was being delivered by the Partnership. The audit scope focused on two main themes: rural sustainability, and health and wellbeing.

Emerging messages will be passed to the Steering Group at the end of June and a report will be available in October. GC stated that the Environment Partnership was disappointed that the environment had not been selected as an audit theme, given its importance in Orkney. KG noted that she had not

been interviewed, but Education Scotland had recently inspected Community Learning and Development and this output could be fed into the process.

AFW noted that the auditors had already been made aware that the Environment Partnership was one of the original member groups of OCPP and was a strong presence in the Partnership.

5. Minutes of Steering Group meeting held on 27 March 2014

- 5.1 The minutes of the Steering Group meeting held on 27 March 2014 were noted.
- 5.2 GA reported that the new Data Sharing Working Group would be meeting next week and would discuss guidance and training for operational use. It would also agree on the membership of this working group and how to move this on.

6. Draft agenda for the next Steering Group meeting on 9 June 2014

- 6.1 The draft agenda for the next Steering Group meeting on 9 June 2014 was noted.

7. Consultation and Engagement Guidelines

- 7.1 AFW reported that the Guide had been updated in line with suggestions made by the PLG and the Council's consultation and Engagement Officers' Group. The text had been compressed and more hyperlinks included to online resources and best practice. The guidelines would be going to the Steering Group for approval on 9 June.

8. Draft Single Outcome Agreement 2014-17

- 8.1 AFW explained that the SOA was now a rolling plan and would be updated every year. All thematic groups had been contacted to update their text and extend their indicator targets to 2016-17. A new introduction had been prepared on behalf of the Steering Group which introduced their three strategic priorities for the plan period.
- 8.2 SI stated that the new priorities had not been agreed formally and that an exercise would need to take place to realign the targets to the new priorities.
- 8.3 AFW noted that the new priorities were intended to focus attention and much of the work needed to progress them was already in the SOA. Having done a mapping exercise, the best supported was Positive Ageing, followed by Vibrant Economic Environment. The third priority, Sustainable Communities would probably need more new work than the others. The introduction explained that the priorities were a work in progress, and the next stage would be a joint workshop for the Steering Group and PLG to look at how the thematic groups could contribute to the strategic priorities.

- 8.5 It was agreed that the introduction should be amended to make it clearer that the strategic priorities were at an early stage of development and had still to be worked up and agreed with the thematic groups. Since the SOA was updated every year, any amendments made as a result to the thematic sections of the SOA could be included in the following edition for 2015-18.
Action: AFW
- 8.6 SI enquired about the reference to a "new imperative to provide smaller properties", listed in the "Better services" section on page 14 of the draft SOA, which was not part of current Housing policy. It was noted that the list was reproduced from the 2013-16 SOA, with "Addressing fuel poverty" added for 2014-17. The reference to smaller properties had arisen from welfare reform and the effect of the spare room subsidy or "bedroom tax". It was agreed that SI would query this with FT and notify AFW of any amendment required.
Action: SI
- 9. Draft OCPP Risk Register**
- 9.1 AFW explained that this was a working update of the OCPP Risk Register, which was last updated in 2012. Some matters relating to previous elections were no longer risks and had been deleted, and some new ones had been added, notably items 6, 7 and 8 which related to the Steering Group's new strategic priorities
- 9.2 GC suggested that seeing the previous risk register would have been useful to ascertain any changes in risks. She would have preferred to have worked through the process with the PLG as a group. It was suggested that a workshop might be required to do this.
- 9.3 KG suggested that Aspireview, the Council's new performance management software, could be used to monitor and update the risk register and action plan. A number of partner bodies were already accessing Aspireview to update their SOA targets. It was suggested that a demonstration of Aspireview at the next PLG would be helpful to members who were not used to the software, and agreed that this would be done at the end of the next meeting.
Action: AFW
- 9.4 SI stated that more clarity on the process and the ownership of the risk register was needed. It was suggested that while the Steering Group "owned" the risk register, the Partnership Liaison Group could take a more active part in updating and regularly monitoring it, with the risk register being a standing item on the PLG agenda.
- 9.5 A typo was noted in risk 5 which would be corrected.
Action: AFW
- 9.6 It was suggested that the model could be improved and was not very clear. GC noted that SNH used a different model for their risk register which she thought worked better. AFW asked for any ideas, amendments and alternative models to be sent to her for consideration. It was agreed that the risk register would be put back on the next PLG agenda.
Action: All

10. New Community Learning and Development Guidance

- 10.1 KG explained that new guidance had been issued in September 2013 and that Education Scotland had provided workshops to address the impact and work requirements of the legislation.
- 10.2 It was noted that the legal requirement for identifying need lay with the local authority and a 3 year plan was to be produced by 1 September 2015, which would require an assessment of needs.
- 10.3 KG asked the group that if they were aware of any assessment or consultation work already carried out to let her know in order that she could incorporate it in the new assessment.
- 10.4 KG noted that she was writing a briefing note for the Steering Group which would also be circulated to the PLG. **Action: KG**

11. Outcome of the Community Learning Inspection

- 11.1 KG explained that a Community Learning Inspection of the learning environment surrounding KGS had been carried out and an inspection report published on 22 April 2014. This had identified key strengths and three main areas for improvement. It was agreed that the report would be circulated to the PLG. **Action: KG**

12. European Funding

- 12.1 KG explained that the next tranche of European Structural Fund would have an employability theme and there was potentially a lot of funding available. The Scottish Government was drawing up a menu of potential expenditure and was carrying out an information gathering exercise regarding what services were in place, what was required and what could be developed. KG also advised that match funding would need to be identified, which might be obtainable from lottery funding. There were potential complications over procurement which remained to be sorted out and guidance was awaited.
- 12.2 KG advised that the Employability Strategic Group was reviewing the local Strategic Pipeline and recommendations would come from the review.
- 12.3 JH stated that the funding could be less than anticipated due to low unemployment in Orkney, especially if allocated on a per capita basis as the population was so low. KG stated that £16 million had been allocated to the Highlands and Islands, and early indications were that this was not overbid.
- 12.4 KG advised that there would be a 2 or 3 year plan put in place which would start in 2015. Administration of the funding might be problematic and at present there were more questions than answers.
- 12.5 It was agreed that KG would report further to the next PLG meeting. **Action: KG**

13. Feedback from Steering Group Joint Resourcing & Prevention Workshop

- 13.1 AFW advised that the workshop had concluded that prevention was the key policy driver and joint resourcing was a means to an end, and not necessarily the right answer in all cases. The Steering group had wanted to involve thematic groups in developing prevention-based policy to support the three strategic priorities, and had proposed a joint workshop for Steering Group members, PLG members and thematic group chairs (where different).
- 13.2 It was agreed that a full day, facilitated, workshop should be arranged for early September, and FC, GA, SI and KG would assist with planning.

Action: AFW

14. How Good is Our Community Planning Partnership?

- 14.1 AFW noted that the initial pilot of six indicators trialled by the PLG had been challenging, due in part to the difficulty experienced by PLG members in evaluating the performance of their entire thematic groups. The OCPP had had a short break from HGIOCPP while the Steering Group did its own self-evaluation exercise. It was now time to pick it up again but perhaps try out a different format. The Council had recently trialled a different methodology, whereby service areas evaluated their performance at a higher level, screening all indicators at once to identify problem areas in need of closer scrutiny. This was done in most cases by means of an initial "rough cut" by Service heads (guided by Corporate Services staff), followed by a moderation meeting with the all service managers to agree the final assessment.
- 14.2 AFW proposed that this methodology could be adapted for thematic groups, with PLG reps/Chairs/Vice Chairs doing the initial rough cut with guidance from the Community Planning team, followed by a moderation meeting for the full thematic group. The meeting could be expected to take a long time but should enable each group to complete the exercise in one go. AFW requested that two thematic groups volunteer to trial the new method and proposed that the Arts Forum and the Community Safety Partnership would be the pilots, subject to PB's agreement as she had left the meeting. **Action: AFW/PB/JH**

15. Duplication of Emails

- 15.1 FC asked if there was any way that the number of emails generated by OCPP could be reduced. As a member of several thematic groups she received each circular several times when information was cascaded via PLG reps.
- 15.2 It was noted that the Community Planning team did not hold thematic group email lists, as they changed so often that PLG reps were the best people to keep them up to date. Otherwise a master list could have been generated which removed duplicate mailings.
- 15.2 It was suggested that in the absence of an immediate solution, people should keep mailings to a minimum and use "Reply to All" only when absolutely necessary.

16. Successes, achievements and networking outwith Orkney

- 16.1 FC reported that Maureen Spence would be making a presentation at the Community Planning Conference in Edinburgh on 5 June on the Empowering Communities project. AFW and GA would also be attending the conference.
- 16.2 FC reported that the Orkney and Innes Gull Area Teams had co-hosted HIE's Spring Strengthening Communities Seminar which was located in Stornoway. The two themes selected for the seminar were "peripherality" and "partnership". To illustrate her case that "Orkney has Partnership running through it like a stick of rock", FC had commissioned a special batch of rock from Argo's Bakery and tabled samples for PLG members.
- 16.3 GA reported that Orkney had been chosen to be a 'demonstration area' for the National Third Sector GIRFEC ('getting it right for every child') project, to 'embed third sector in community planning'. Following a session with the national team earlier this year, they had been making progress on the action plan agreed with local partners. An article describing the national project, which used Orkney as a case study, was published in the May issue of the Children in Scotland magazine. It was good to see another positive story about effective partnership work disseminated nationally.

17. Any Other Business

- 17.1 MO'S advised that the Children (Scotland) Act 2014 had been enacted and she would report further to the next meeting of the PLG.
- 17.2 GC advised that she would bring a report regarding Ecosystem Services to the next meeting of the PLG.

18. Re-election of Chair

- 18.1 SI reported that, in accordance with the rules in the Partnership Guide, the PLG should hold elections for Chair and Vice Chair every year, and this was now due. She then stood down as Chair and AFW called for nominations.
- 18.2 In the election for Chair, SI was nominated by FC and seconded by GA. There were no other nominations and SI was duly elected.
- 18.2 In the election for Vice Chair, FC was nominated by SI and seconded by KG. There were no other nominations and FC was duly elected.
- 18.3 SI resumed the Chair for the remainder of the meeting.

19. Date of next meeting

- 12.1 It was agreed that this should be arranged around mid-October, after the joint workshop in early September.

12.2 It was suggested that Doodle be used for arranging meetings, and agreed that the Community Plan team would look into this. **Action: HT**

The meeting closed at 12.30.

KRD/AFW
03.06.14