



Minutes of the meeting of the OCPP Steering Group  
held at 10.00 on 7 December 2012 in the Board Room, Voluntary Action Orkney

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Present:	Steven Heddle Liz Middleton Jim Foubister Cathie Cowan Andrew Drever  Ken Grant Gail Anderson Les Donaldson David Clark Chessa Llewellyn-White Hannah Thomson Anna Whelan	Convener, Orkney Islands Council ( <i>Chair</i> ) NHS Orkney (Board) Vice-Convener, Orkney Islands Council NHS Orkney Northern Joint Police Board and Highlands & Islands Fire Board Highlands & Islands Enterprise Voluntary Action Orkney Northern Constabulary Highlands & Islands Fire & Rescue Service Partnership Liaison Group Community Planning Officer Orkney Islands Council ( <i>Secretary</i> )
By invitation	John Ireland Karen Johnstone Katie Lamb Mary Morris	Scottish Government JobCentre Plus Care Inspectorate Care Inspectorate
Apologies:	Alistair Buchan Sally Inkster John Ross Scott	Orkney Islands Council Partnership Liaison Group Chair, NHS Orkney

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## **1. Latest employment statistics for Orkney**

- 1.1 Karen Johnstone reported that unemployment in October 2012 was lower than in October 2011, a welcome reversal of the previous upward trend. Unemployment had remained high into the summer and only started to fall to the usual summer levels by the end of the summer. Claimant count by duration was also dropping, although the very long-term end of the spectrum was still rising. It was noted that there were lots of reasons for off-flows and they did not always match jobs. Karen presented a detailed table which broke down duration unemployed by the sector in which clients were starting work, which was still being refined but showed exactly where the jobs were.
- 1.2 It was noted that numbers of apprenticeships were dropping, especially in the construction industry, and agreed to raise this for discussion at the next meeting of the Strategic Economic Forum. **Action: AFW**
- 1.3 It was queried whether the ending of Employment and Support Allowance was affecting numbers, and Karen noted that people were coming into the

JobCentre who were not fit for work. A number of appeals were in progress. It was noted that the Harrington review of year 3 of the Work Capability Assessment had just been published.

## **2. Draft minutes of meeting held 26 September 2012**

2.1 Gail Anderson noted that she had given apologies for the meeting and the minutes were amended accordingly.

2.2 Subject to the amendment, acceptance of the minutes was moved by the Chair and seconded by Les Donaldson.

## **3. Matters arising**

### **3.1 Item 3.4 – Community wind turbines workshop**

Chessa Llewellyn-White confirmed that this matter was in hand.

### **3.2 Item 6.2 – Police and Fire reform**

It was noted that the Steering Group had been invited to attend the meeting of the Council's Police and Fire Sub-Committee scheduled for 11 December.

### **3.3 Item 7.4 – SOA annual report**

Hannah Thomson confirmed that the report had been completed and submitted to the Scottish Government.

### **3.4 Item 9.2 – IT services presentation**

This item was carried over to a future meeting.

3.5 Noted that other matters arising were on the agenda.

## **4. Integrated Service Provision – verbal update**

### **4.1 Economic development**

Ken Grant reported that HIE was working on an infrastructure plan with the Council. In partnership they were developing shovel-ready projects to take advantage of any available funding, and also working jointly on a shared protocol to attract inward investment. Joint forward planning meetings were being held between HIE and the Council's Economic Development Committee. It was agreed to produce a more detailed written report for the next meeting **Action: KG**

### **4.2 Ambulance services**

Cathie Cowan reported that sorting out services on the individual isles was a work in progress. The main current priority was Shapinsay. With regard to the new build, the Scottish Ambulance Service was considering relocation to the new care campus and discussions were under way concerning access and a helipad

### **4.3 Statement of Ambition and SOA development**

Cathie Cowan presented a paper circulated shortly before the meeting which proposed the establishment of a sub group to consider the local interpretation and implementation of the Statement of Ambition of March 2012. It was noted that the sub group previously planned to discuss service integration had not met, and agreed that this one should replace it. **Action: CC**

## **5. Police and Fire Reform**

### **5.1 Consultation on Strategic Police Priorities**

### **5.2 Consultation on Fire & Rescue Framework for Scotland**

The consultation papers were noted and it was agreed that partner bodies of OCPP would respond to them individually.

### **5.3 Liaison arrangements with national boards**

Andrew Drever reported that Pat Watters, incoming Chair of the Scottish Fire & Rescue Service, had offered to assign members of the Board to sit on local CPPs. It was agreed that the offer should be taken up and that this approach should be sought with regard to the Scottish Police Authority as well. With regard to the membership of both Boards, it was felt that the most appropriate Board members to liaise with Orkney CPP would be Michael Foxley (SFRS) and Ian Ross (SPA). It was agreed that the Chair should write to the two Board chairs and issue a standing invitation to Mr Foxley and Mr Ross to attend Steering Group meetings whenever they were able to do so.

**Action: SH/AFW**

## **6. Joint Inspection of Services for Children**

6.1 Katie Lamb reported that Orkney was part of a pilot in which the unit of inspection was the CPP. Her team was trying to make the inspection as light a burden as possible, and would be on site for a total of 12 days. Following scoping meetings two weeks ago they were now reading records for 38 Looked After Children, this being a statistically significant sample size. The lead professionals were generally located in social work. The team would be following up and meeting with staff and children in the week 14-18 January. All the pilots were being done differently to test methodologies, and Orkney had a "small" team of seven assigned to it. Katie noted that OCPP would be kept apprised of progress.

6.2 Cathie Cowan noted that it reassuring to know that Orkney would be heavily scrutinised. whatever the methodology. Responses to the staff survey carried out as part of the inspection had been generally positive, and morale high. It was noted that comments returned in the staff survey would be separated from the collated results to avoid identifying individuals, but the key messages would be fed back to staff. Orkney had been taking the change agenda slowly to encourage staff buy-in, and the survey showed that staff also thought that GIRFEC (Getting it Right for Every Child) was helping.

6.3 Katie noted that there were a number of pilot issues to sort out regarding the survey methodology, particularly with regard to the use of SurveyMonkey on

shared computers, and surveys running into the holiday period. These would be fixed prior to roll-out.

## **7. OCPP and Third Sector Joint Statement**

7.1 Gail Anderson reported that the Joint Statement had grown out of work done on a Compact several years ago. It had been revived in the course of developing a volunteering policy for NHS Orkney which made reference to it. The Joint Statement was based on a local version of a national statement. It had been updated to align with the current Single Outcome Agreement but would need realignment following the revision of the SOA in 2013. The partner mission statements would also need updating once the new single Police and Fire services had completed their strategic plans.

7.2 Cathie Cowan noted that the national Community Planning Project Board had recently received a presentation from the Third Sector and she would pass the papers to Gail. **Action: CC**

7.3 Subject to the future amendments pending as noted at 7.1 above, the Joint Statement was endorsed.

## **8. OCPP Risk Register – Draft Management Action Plan**

8.1 With regard to Risk 4 – Tension between national and local priorities – it was noted that with the dissolution of the Highlands and Islands Fire Board on 1 April 2013, Andrew Drever would lose his place on the Board and by implication his place on the national Community Planning group. This had not previously been considered with regard to the Community Planning group, and Pat Watters was to take it up with the Scottish Government. Orkney CPP would therefore need to find a new way to liaise with and influence the national group.

8.2 With regard to Risk 6 – Communications Strategy – it was agreed to change the current status from Green to Amber to reflect an increase in perceived risk. **Action: AFW**

8.3 Subject to the change noted at 8.2, the Risk Management Action Plan was agreed.

## **9. Strategic Community Learning Group – progress report**

9.1 Karen Greaves reported that the former Strategic Learning Forum had reconvened in 2012 following the Council restructure and had reviewed its membership and terms of reference. The forum had merged with the Community Learning Group to form the Strategic Community Learning Group, but still covered all areas of education including schools.

9.2 Historically, ESOL funding had gone directly to Orkney College but in 2012 it came through the community planning route for the first time and the SCLG

put in a bid, and was awarded £20k. This was allocated to projects at Orkney College and the Learning Link, which the SCLG will monitor and report.

- 9.3 Representatives of Education Scotland had visited Orkney in May 2012 to look at self-evaluation and an evaluation event for local partners had been put on in September. It was noted that future inspections of community learning and development (CLD) would be at CPP level.
- 9.4 Funding had been secured from the North Alliance (a partnership of seven local authorities in the north of Scotland) for continuing professional development (CPD) and the SCLG was working with the Third Sector to implement a programme.
- 9.5 Karen noted that she had received requests to reinvigorate the Learning and Guidance Forum (a practitioner group) in addition to the SCLG.

## **10. Skills Development Scotland Service Delivery Agreement**

- 10.1 Karen Greaves presented the draft SDA between SDA and OCPP. It was noted that the previous SDA had been a bilateral agreement between DSD and the Council but that SDS wished the new draft to be endorsed as OCPP policy. The draft had already been to the Council's Education, Leisure and Housing Committee which had approved it insofar as it applied to the Council. JobCentre Plus had also approved it.
- 10.2 Some minor amendments were made to the draft by the Steering Group:
  - 10.2.1 Amend the scheduled review date of the SDA from June 2012 to February 2013.
  - 10.2.2 Change header to read OCPP instead of OIC. **Action: KG**
- 10.3 It was agreed that Ken Grant would take the OCPP lead for oversight of the SDA. A number of queries were raised which Ken undertook to take up with SDS and report back to the Steering Group:
  - 10.3.1 Given the delays in drafting and approving it, would the 2012-13 be rolled over into 2013-14?
  - 10.3.2 There was nothing in the SDA at present about learning disability and this should perhaps be included next year.
  - 10.3.3 There was a gap in the market and a demonstrable need for more in-work training opportunities. **Action: KG**
- 10.4 It was noted that SDS changed their structure recently and all management was now located outwith Orkney. This had been a big upheaval but lines of communication were now beginning to be re-established. SDS were members of the Strategic Community Learning Group and Employability Strategic Group in addition to the SEF, but did not attend all meetings.
- 10.5 Subject to the amendments noted in 10.2 above, the SDS was endorsed as OCPP policy.

## **11. Thematic group updates**

- 11.1 The update paper was noted and a few points highlighted as below.
- 11.2 The Strategic Economic Forum had held a seminar on procurement in October, which had been well attended.
- 11.3 The Employability Strategic Group had put together a funding package to support the Employment Worker for another year. The post had been very successful to date, mainly working with businesses and being the main point of call for them. To date 29 people in the hard-to-place category had been moved into employment.
- 11.4 The Community Safety Partnership had agreed a new workplan and was re-establishing the Domestic Abuse Forum. The CSP was commissioning a piece of work on water safety e.g. diving accidents.
- 11.5 The Arts Forum had been nominated for the Creative Place Award and had made a presentation in Edinburgh on 3 December. The winner would be announced on 23 January 2013.

## 12. Any other business

### 12.1 SOA Guidance

It was reported that the Scottish Government guidance on the new SOA required for 3013 had just been made available. There were a number of new features including:

- There were now 16 national outcomes, with the new no. 15 being *“Our people are able to maintain their independence as they get older, and are able to access appropriate support when they need it.”*
- The new SOA would be a rolling plan, updated every year.
- New SOAs should include a statement on target 10-year outcomes as well as the existing quantitative 1-3 year outcomes.
- New SOAs should have a focus on the Scottish Government’s six new policy priorities.
- New SOAs should emphasise prevention and preventative services.
- New SOAs should *“show how the total resource available to the CPP and partners has been considered and deployed in support of the agreed outcomes, especially in ways which promote prevention, early intervention and the reduction of inequalities”*.

It was agreed that the Steering Group meeting scheduled for 4 February should be extended, or a preliminary meeting arranged, to allow more time for discussion of the revised SOA.

**Action: AFW**

### 12.2 Adult Health and Social Care Bill

Cathie Cowan reported that the Scottish Government’s analysis of responses to the consultation on the Adult Health and Social Care Bill was due to be published shortly.

### 12.3 PMS software

It was reported that the Council's chosen system for performance management software was Coactiva, supplied and maintained by Aspiren Ltd. It was noted that VAO would have user access, while NHSO and the Police had requested read-only access during the pilot period. Cathie Cowan confirmed that NHSO was required to use the NHS national system.

**13. Press release**

13.1 It was agreed that the press release would comprise the following items:

Third Sector Joint Statement

Employment statistics

SDS Agreement

Commitment to new SOA

**Action: AFW**

**14. Date of next meeting**

14.1 The next meeting was scheduled for 2.00pm on Monday 4 February 2013.

Anna Whelan  
28 January 2013