



Minutes of the meeting of the OCPP Steering Group
held at 10.00am on 14 December 2011 in the Saltire Room, NHS Orkney

Present:	Stephen Hagan John Ross Scott James Stockan Andrew Drever	Convener, Orkney Islands Council (<i>Chair</i>) Chair, NHS Orkney Vice-Convener, Orkney Islands Council Northern Joint Police Board and Highlands & Islands Fire Board Orkney Islands Council
	Albert Tait Cathie Cowan Ken Grant Gail Anderson David Clark Les Donaldson Sally Inkster Hannah Thomson Anna Whelan	NHS Orkney Highlands & Islands Enterprise Voluntary Action Orkney Highlands & Islands Fire and Rescue Service Northern Constabulary Partnership Liaison Group (<i>from 11.00</i>) Community Planning Officer Orkney Islands Council (<i>Secretary</i>)
By invitation	Janet Whitley Dermot Rhatigan David Rendall Kenny Copland Karen Johnstone	Scottish Government Scottish Government Orkney Islands Council (<i>for item 3</i>) Orkney Islands Council (<i>for item 3</i>) JobCentre Plus (<i>for item 6</i>)

1. Draft minutes of meeting held 5 September 2011

1.1 The minutes were agreed.

2. Matters arising

2.1 Hyperbaric chamber (item 3.1)

Cathie Cowan reported that she had asked for a review of hyperbaric services, given that Orkney had the busiest in Scotland and was funded entirely by NHS Orkney. A paper would be brought back to the Steering Group.

Action: CC

2.2 New hospital (item 1.2)

Cathie Cowan noted that the announcement of £70m had reassured people that the new hospital would be a fully functioning facility. NHS Orkney was grateful to OIC for holding back plans for its social care facility so that they could be developed in tandem. A procurement route now needed to be defined so that both partners could determine what they wanted to buy, and how. John Ross Scott confirmed that he had met with civil service colleagues

in the health department who were happy with the appointment of Alan Moar as project manager.

2.3 Recruitment of retained firefighters (item 3.2)

It was suggested that there could be benefits for HIFRS from joint working with NHSO and the Scottish Ambulance Service. Ambulance services in Orkney were one of a number of service areas under consideration for closer integration of front-line services. **Action: CC**

2.4 Camoran replacement (item 1.1)

It was confirmed that a site for the replacement children's home had been identified.

3. Low Carbon Transport Funding

3.1 Reporting on the OIC trial to date, David Rendall noted that one of the two vehicles ordered (a pick-up) had yet to arrive but was expected shortly. The car had been in operation for a few months and had some performance issues, notably a much reduced range in sub-zero temperatures. Les Donaldson confirmed that this experience was shared by Northern Constabulary colleagues who had been trialling low carbon vehicles. It was suggested that all the trial areas would benefit from comparing notes, possibly via Transport Scotland. **Action: HT**

3.2 It was noted that there had been issues over insuring the trial car which meant that non-OIC staff were not able to drive it. Since it had been a condition of the OIC funding that other potential users could try it out, the Chair asked that the insurance situation be investigated with Finance and resolved. **Action: DR/HT**

3.3 It was reported that the issue of the available funding for 2011-12 had been raised with both the Strategic Transport Forum and the Partnership Liaison Group at their most recent meetings. The conclusions of these groups were included in the written report. They included recommendations that (i) there was insufficient time to open up the 2011-12 funding allocation to bids, (ii) the Government should be asked to confirm future funding earlier in the year, and (iii) a partnership strategy for charging infrastructure should be drawn up.

3.4 In view of the findings on range, it was queried whether OIC wanted to buy any more vehicles, if they were not likely to be well used. Island groups had previously shown an interest in electric minibuses, but finding the balance of funding had proved a barrier. It was suggested that the Council's Community Development Fund might be a potential source of supplementary funds in future. However, in view of the short deadline, the meeting agreed that there was insufficient time to open up the 2011-12 funding to bids.

3.5 It was agreed that:

3.4.1 The Council pilot should continue during 2011-12 with regard to vehicles.

3.4.2 David Rendall should lead the development of an infrastructure strategy and proposal for expenditure of the 2011-12 funds, in consultation with a sub-group of the Strategic Transport Forum, to be completed (and orders placed) by 31 March 2012. **Action: DR/HT**

4. Single Public Authority – progress report

- 4.1 The Chair introduced Dermot Rhatigan who was researching the progress that had been made by the three islands community planning partnerships towards integration of services. Dermot noted that Cabinet Secretary John Swinney was now using the term “integration” in preference to “joint working” but it was felt in Government that the terminology “Single Public Authority” – as used in Orkney – was potentially confusing. Dermot had previously been seconded to the Christie Commission and was now based in the Public Sector Reform Unit of the Scottish Government. It was recognised that there was a need for flexibility and that Orkney was furthest ahead. John Swinney’s preference was for “evolution, not revolution” and he had advised that the islands look for specific areas to advance, with the emphasis on front line services rather than the back office.
- 4.2 Janet Whitley reported that she had been bringing location support colleagues together within Government to discuss integration of services, and had secured robust support from Ministers. John Ross Scott noted that health officials had met with him to discuss the proposal and he was keen to keep up the momentum.
- 4.3 It was reported that at a pre-meeting to the Steering Group, OIC and NHSO had provisionally agreed to draft discussion papers, to be shared with the other islands groups, on the potential for integration in three areas: ambulance services, Business Gateway services and social rented housing. Ken Grant noted that clarity and discussion were needed on the next steps, along with open, sensible dialogue and agreement as to the scope of the discussion. Sally Inkster reminded the meeting that Orkney Housing Association Ltd was not a public sector body, although this did not preclude discussion.
- 4.4 It was agreed that the paper submitted to the Christie Commission (prepared by Ross Martin of the Centre for Scottish Public Policy) had placed too great an emphasis on structure and not enough on aspiration. The ultimate aim was to provide better services.
- 4.5 Cathie Cowan noted that the Change Plan was only the first step in integration of services with the third sector, and it was anticipated that this area would expand along with the personalisation agenda. A conference was planned for 2012 to discuss future options with local service providers.
- 4.5 It was agreed that all three discussion papers would be co-ordinated by the OIC’s Corporate and Community Strategy unit, which would ensure that all partners were consulted. **Action: AFW**

5. Orkney Community Plan 2011-14

- 5.1 The meeting considered the final draft of the Orkney Community Plan, which had been submitted for endorsement and sign-off.
- 5.2 The meeting was asked to consider which indicators it wanted to included regarding road traffic accidents. It was felt that, while the subject should be acknowledged as an issue for Orkney, the numbers were too small to publish in a public document of this nature as there would be a risk of identifying individuals. The small numbers also made it impossible to set meaningful targets for the future. It was agreed to remove the indicator altogether and explain in the text if necessary. **Action: HT/AFW**
- 5.3 It was noted that there was still data missing for one or two indicators, and these would be deleted if it was not supplied in the very near future.
- 5.4 Subject to correction of these points, the Orkney Community Plan was agreed and signed off by those signatories who were present, with the remaining signatures to be added later. It was noted that the Chair would be meeting Mr Swinney the following week, when he could sign off the SOA element of the plan on behalf of the Government.

6. Orkney employment update

- 6.1 Karen Johnstone of the Employability Strategic Group reported on the latest unemployment figures available for Orkney. Total for October 2011 was 230, compared with 165 in October 2010. Although figures for November were not yet published, the total was expected to be 248. This figure was likely to rise further as historically the cycle peaked in February before seasonal employment started to come through in March. On-flow and off-flows to the register were following similar trends, with peaks in on-flows matching known peaks in redundancies.
- 6.2 It was noted that the trends for 18-24 year olds were similar, but with a higher rate of churn. No young person currently been on the register had been there for more than 52 weeks. It was noted that the Connect project for 16-19 year olds was needed now more than ever but dependent on continuing funding. It was helpful if young people were able to gain a qualification for any training they did, as this could motivate them to carry on. Cathie Cowan reported that it was difficult to recruit young trainees on the isles, and it was suggested that NHS Orkney visit the isles schools to talk to junior high pupils before they moved away.
- 6.3 Karen reported that a multi-agency group led by the Employment Strategic Group was looking at support mechanisms for those furthest from employment and would report to the Steering Group in the new year. Historically, this group had been unskilled but some now registering had degrees and other qualifications. JobCentre Plus planned to conduct a skills/vacancies audit of jobseekers to highlight any mismatches. Currently,

construction was holding up but this was not thought to be sustainable, particularly as the number of housing units due to be built by OHAL in the next year was due to fall from 40-50 to 13. This would also affect the recruitment of apprentices.

- 6.4 The Chair noted that the Council met with the Building Federation every six months. It was hoped to be able to help with support mechanisms when setting the Council budget in the new year.

7. SDS Partnership Report June 2011

- 7.1 The report was noted.

8. The role of community planning partnerships in economic development – Key messages

- 8.1 It was noted that this report was the output of the audit of economic development activity in CPPs conducted earlier in the year by Audit Scotland. The recommendations were noted.

9. Performance Management Software

- 9.1 It was reported that the Council was planning to commence a procurement process to select externally-supported performance and risk management software, to support a number of internal processes including performance and risk management, monitoring and reporting. Potentially the system would be able to support other processes for example Freedom of Information requests, committee administration, complaints, action plans etc. There was scope to specify, as part of the procurement process, that the software should be capable of being made available to partner agencies at the same or a later date, and expressions of interest were invited.
- 9.2 Cathie Cowan noted that NHS Orkney was considering a number of developments in ICT services, including linking in with NHS Grampian, and was taking advice on whether PARIS could support integration.
- 9.3 It was agreed that any interested agencies should contact the Secretary in the first instance. **Action: AFW**

10. Protol for signing off OCPP policies

- 10.1 It was noted that the protocol was intended to provide a route for thematic groups to secure Steering Group endorsement of plans and strategies.
- 10.2 It was noted that thematic groups were required, under their terms of reference, to report regularly to the Steering Group, which did not always happen. It was agreed to issue a reminder to thematic groups. **Action: HT**
- 10.3 The protocol was approved.

11. Any other business

11.1 None raised.

12. Press release (*to agree content of post-meeting press release*)

12.1 It was agreed that the press release would focus on the Orkney Community Plan, the integration agenda, and the employment figures. **Action: HT**

10. Date of next meeting

10.1 The next meeting is scheduled for Tuesday 28 February 2012 at 3.00pm, venue to be advised.

Anna Whelan
20 December 2011