



OCPP STEERING GROUP

Minutes of the 51st meeting of the OCPP Steering Group
held at 9.00am on 15 December 2009 in the St Magnus Centre, Kirkwall

Present:	John Ross Scott	Chair, NHS Orkney (<i>Chair</i>)
	James Stockan	Vice-Convener, OIC
	Andrew Drever	Northern Joint Police Board and Highlands & Islands Fire Board
	Elaine Grieve	Chair, Partnership Liaison Group and Assistant Chief Executive, OIC
	Karen Crichton	NHS Orkney
	Gaynor Jones	Chief Executive, Voluntary Action Orkney
	Graeme Harrison	Highlands & Islands Enterprise
	Les Donaldson	Northern Constabulary
	Gillian Morrison	Assistant Director (Strategy & Improvement), OIC
	Anna Whelan	Head of Policy, OIC (<i>Secretary</i>)
By invitation	Susan Shearer	Local Development Plan Team, OIC
	Tanya McGill	Partnership Liaison Group
Apologies:	Stephen Hagan	Convener, OIC
	Alistair Buchan	Chief Executive, Orkney Islands Council
	David Pigott	Interim Chief Executive, NHS Orkney
	Ken Grant	Area Manager, HIE
	Mhairi Grant	Area Commander, Northern Constabulary
	Brian Murray	Highlands & Islands Fire and Rescue Service

The Chair welcomed Councillor Drever to his first Steering Group meeting.

1. Development Plan—Main Issues Report

1.1 Susan Shearer gave a presentation on the main issues arising from the consultation undertaken to date on the new Local Development Plan. She tabled copies of the Local Development Plan Newsletter circulated to all households in Orkney. The main issues which had been identified were:

1. Defining sustainable communities—A sustainable settlement strategy for Orkney
2. Planning for housing and business in the countryside (Mainland and isles)
3. Business and economic development
4. Development quality within settlements
5. Developer contributions

DRAFT

- 1.2 A number of aspects of the main issues were discussed. It was noted that:
- some of the original Local Housing Areas identified in the last report were now quite substantial developments but lacked community facilities;
 - tourism would be considered alongside other existing industries;
 - the existing plan would remain in force until the new one had been formally adopted, unless the existing plan could be proven “unfit for purpose”;
 - for planning purposes, the north isles would continue to be treated as “on the edge” while the linked south isles would be treated the same as the mainland;
 - the council had a statutory duty to provide a dedicated site for the use of gypsy travellers, which they were then obliged to use.

- 1.3 It was noted that the next stage of the consultation would be to produce a draft plan by August-October 2010. Susan confirmed that the Local Plan Development Team would come back to the Steering Group to report on each stage of the process.

2. Draft note of working lunch and seminar held 17 September 2009

- 2.1 The note was accepted.

3. Draft minutes of 50th meeting held 16 November 2009

- 3.1 The minutes were accepted, subject to the following addition to item 1:

- 1.5 The Chair thanked NHS Orkney for providing a splendid cake to mark the occasion, decorated with the logos of Steering Group partner organisations.

4. Matters arising

4.1 Orkney Alcohol and Drug Partnership

Gaynor Jones reported that the Orkney ADP was looking at a 51% reduction in its budget over the next two years. The ADP was challenging the decision but needed to be prepared. The meeting noted its concerns, and further noted that the ADP was well represented on the Steering Group.

4.2 Risk

It was reported that an action plan was being drafted for the OCPP Risk Register, and leads assigned. The action plan would be brought to the February meeting of the Steering Group. **Action: AFW**

4.3 Development Day

It was reported that VAO were leading the organisation of the Financial Inclusion Development Day and had invited David Mackay of the Western Isles Credit Union to come to Orkney.

DRAFT

4.4 Citizens' Advice Bureau

It was reported that the Kirkwall CAB was running out of space due to a huge rise in demand for its services during the recession. It would likely feel the crunch even more heavily post April 2010, when cuts in public sector budgets would start to bite. It was agreed to call a joint meeting of the Steering Group and Task Force on the subject of future-proofing essential services against budget constraints. **Action: AFW**

5. Joint Working in Orkney

5.1 The Chair reported that both the Council and Health Board had agreed, at their respective meetings on 8 December 2009, to proceed with the substantive community health and social care partnership, Orkney Health & Care, on 1 April 2010. There had been a strong degree of support for the development, which presented a huge opportunity to both parties.

5.2 Elaine Grieve reported that, with regard to shared services, it was now looking likely that the benefits of establishing a Special Purpose Vehicle to deliver shared services would be outweighed by the costs, and alternative ways of working were being explored. A full report would be submitted to both the Council and Health Board in due course. On a more positive note, the shared OIC/HIE Business Gateway was proving a success.

5.3 Gaynor Jones noted that plans were continuing to realise new premises for the third sector.

6. Single Outcome Agreement—Performance management

6.1 Anna Whelan presented the report, which set out the steps taken to ensure that the necessary performance management framework was in place to report on progress towards the performance targets in the Single Outcome Agreement (SOA), as required by the Scottish Government.

6.2 It was noted that while most partner agencies had supplied the information necessary to complete the data dictionaries for which they were responsible, a few had yet to do so. It was agreed that partner agencies would ensure that sufficient capacity was made available to complete this important part of the SOA performance management process. **Action: All**

7. Fairer Scotland Fund—report to OIC Policy & Resources Committee and minutes of Special Meeting held 2 December 2009

7.1 Gillian Morrison introduced the report and minute which set out the outcome of the Special Meeting of the Policy and Resources Committee which was called to discuss the future distribution of the Fairer Scotland Fund. The recommendations of the Committee had subsequently been ratified by the General Meeting of the Council held on 8 December.

7.2 It was confirmed that the Council had agreed to advance £320k to the Partnership in 2010-11 for distribution to Fairer Scotland Fund projects

DRAFT

carrying over from 2009-10, plus £25k every year from 2010-11 onwards towards infrastructure support for community planning. A budget bid for the remaining £155k of Fairer Scotland Fund for 2010-11 would be submitted to the Council in February during its regular budget setting process. A formal written statement from NHS Orkney's Director of Finance would also be needed, to confirm their match funding of £20k per year for infrastructure support. **Action: KC**

- 7.3 It was confirmed that the Steering Group could now proceed to recommend distribution for 2010-11, subject to the agreement of the OIC Director of Finance, Albert Tait, who was ultimately responsible for the Council's expenditure.
- 7.4 Tanya McGill reported on the procedure followed by the sub-group of the Partnership Liaison Group, which had met to consider bids for 2010-11 from existing projects, and to prepare recommendations to the Steering Group. It was confirmed that the group had followed the same criteria for the Fairer Scotland Fund as the previous year, but had deducted any elements which had been start-up funding for new projects in 2009-10. Two bids had not been supported. on grounds of (i) duplication of another service, and (ii) not meeting the criteria of the Fund.
- 7.5 There was some discussion of the Connect bid *[during which Gaynor Jones declared an interest and left the meeting]*. It was noted that the recommendation to remove start-up funding of £7,000 had been challenged at the previous Steering Group meeting, and reinstated, although this was contrary to the Nolan principles of good governance, which all partners had signed up to in the Single Outcome Agreement. It was agreed that, to ensure parity, the £7,000 should not be reinstated yet, but all bids should be revisited by the PLG sub-group in the light of the available funding, to determine whether any additional funds should be recommended for distribution. *[At this point Gaynor Jones rejoined the meeting.]*
- 7.6 It was agreed that, subject to the agreement of the OIC Director of Finance, project managers should be notified that the sums as recommended by the sub-group would be awarded as a minimum, to enable them to access match funding. Elaine Grieve undertook to secure sign-off from the Director of Finance. The PLG sub-group was asked to report further to the Steering Group at its next meeting on 17 February 2010 with any additional recommendations. **Action: EG/TMcG/AFW**
- 7.7 James Stockan queried correct procedure in the event of projects which acquired substantial assets, should the projects subsequently fail or the assets be sold. It was confirmed that advice would be sought from OIC Legal Services, and all necessary conditions included in individual Service Level Agreements. **Action: AFW**

8. Review of Community Planning in Orkney

DRAFT

- 8.1 Gillian Morrison introduced the review, which had been undertaken by the Council's Corporate and Community Strategy section. A total of 22 recommendations had arisen from the review, which were discussed in turn. The following points were noted in discussion:
- 8.1.1 a workshop would help OIC elected members to better understand community planning, and a second session could be arranged to include partner Board members if desired;
 - 8.1.2 the recommendations regarding thematic groups could be taken to the Council's Corporate Management Team to lever in more support from senior managers;
 - 8.1.3 the business sector had various active sectoral groups, which communicated well with HIE and OIC individually, but there was no single business forum which could communicate at a strategic level with the Steering Group;
 - 8.1.4 engagement of community planning partnerships with the business sector was one of the areas selected for audit in the pilots for the next Audit of Best Value and Community Planning (BV2);
 - 8.1.5 the proposed mechanism for participation in thematic groups would allow community councils to engage with community planning in areas of interest to themselves without being overloaded;
 - 8.1.6 the communications strategy needed fuller consideration than would be possible in the present meeting;
 - 8.1.7 a cross-reference could be made between recommendation 21 concerning the early distribution of Fairer Scotland Fund (as discussed above) and paragraph 22 in the Joint Statement between the Government and third sector (the next agenda item).
- 8.2 It was agreed that:
- 8.2.1 recommendations 1-16 and 18-22 should be accepted;
 - 8.2.2 recommendation 17 should be deferred to the next meeting of the Steering Group on 17 February 2010; **Action: AFW**
 - 8.2.3 HIE would take the lead on recommendation 14 and report back to the Steering Group; **Action: GH**
 - 8.2.4 a workshop on community planning would be arranged for OIC elected members; **Action: AFW**
 - 8.2.5 a second workshop would be arranged for elected members and partner Board members if required; **Action: AFW**
 - 8.2.6 recommendations 11-16 would be taken to the Council's Corporate Management Team; **Action: GM**
 - 8.2.7 subject to completion of a few minor corrections, the review report should be circulated to the Partnership Liaison Group and other members of the OCPP. **Action: AFW**

9. Third Sector Task Force

DRAFT

- 9.1 Gaynor Jones introduced the “Joint Statement on the Relationship at Local level between Government and the Third Sector” and noted that it was the result of a lengthy piece of work involving a process of negotiation on each point. Gaynor reported that the Government was promoting Orkney as an area of good practice. The Third Sector was seeking to raise its game, especially with regard to commissioning, and John Swinney had recently commented that commissioning agencies should not use EU rules as a barrier to local procurement. The Government was planning to monitor impact of the Joint Statement and report on a six-monthly basis.
- 9.2 Gaynor noted that VAO was preparing an Orkney Joint Statement to bring back to the Steering Group. While the NHS was not a partner in the national Joint Statement, NHS Orkney would be invited to participate in the Orkney version.
- 9.3 It was agreed to endorse the Joint Statement.

10. Corporate Parenting

- 10.1 Elaine Grieve presented a joint OCPP policy statement on Corporate Parenting, which had been adapted from the OIC policy statement with amendments by the Partnership Liaison Group. It was agreed to endorse the policy statement.

11. Any other business

11.1 Car parking at Kirkwall airport

The Chair reported that car parking at the airport had become a community planning issue, and it would be important to ensure that proper consultation with users took place. It was noted that, contrary to some reports in the press, the proposals had always included free parking for patients travelling to Aberdeen.

- 11.2 The Chair noted that David Pigott, Interim Chief Executive of NHS Orkney, would leave post on 18 December. On behalf of the Steering Group, the Chair thanked David (in his absence) for his contribution to community planning in Orkney.

12. Date of next meeting

17 February 2010 at 2.15pm (venue to be confirmed).

Anna Whelan
23 December 2009