



OCPP STEERING GROUP

Minutes of the 52nd meeting of the OCPP Steering Group
held at 2.15pm on 17 February 2010 in the St Magnus Centre, Kirkwall

Present:	Stephen Hagan	Convener, OIC (<i>Chair</i>)
	John Ross Scott	Chair, NHS Orkney
	Andrew Drever	Northern Joint Police Board and Highlands & Islands Fire Board
	James Stockan	Vice-Convener, OIC
	Alistair Buchan	Chief Executive, Orkney Islands Council
	Ken Grant	Area Manager, HIE
	Mhairi Grant	Area Commander, Northern Constabulary
	Trevor Johnson	Highlands & Islands Fire and Rescue Service
	Anna Whelan	Head of Corporate and Community Strategy, OIC (<i>Secretary</i>)
	Hannah Laird	Community Planning Officer (<i>Minute</i>)
By invitation	Alister Brown	Leader Development Officer (<i>for item 7.2</i>)
Apologies:	Cathie Cowan	Chief Executive, NHS Orkney
	Gaynor Jones	Chief Executive, Voluntary Action Orkney
	Elaine Grieve	Chair, Partnership Liaison Group
	Gillian Morrison	Assistant Director (Strategy & Improvement), OIC

1 Draft minutes of 51st meeting held on 15 December 2009

1.1 The minutes were approved.

2 Matters arising from the minutes not on the agenda

2.1 The Chair asked that conflict of interest should be explored further through the Improvement Service's capacity building training.

3. Draft note of joint Steering Group/Task Force meeting held on 25 January 2010

3.1 The note was approved.

4. Matters arising from the joint Steering Group/Task force meeting

4.1 Two actions arising from the meeting were noted:

1 Draft addendum to OCPP Communications Strategy regarding joint press releases on issues re. budget constraints, recession, etc. EG/GM

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- 2 Consider accommodation which could be made available for CAB. All
- 4.2 In relation to the first action, it was agreed that there not only needed to be joined up approaches to press releases, but that there should be an understanding between organisations of each other's pressure areas. It was agreed that this should be put on the agenda of the next Steering Group meeting but another joint meeting should not be called until after the election.
Action: AFW
- 4.3 Alistair Buchan reported that the Council had been exploring accommodation options for CAB and that he would check the current position with Elaine Grieve.
Action: AB/AFW
- 4.4 Related to this item the Chair reported to the group that a recommendation was made at Policy and Resources Committee of 16 February that the former 'Powerbowl' building in Kirkwall should be leased to Voluntary Action Orkney for office space.
- 5. Joint Working in Orkney**
- 5.1 Alistair Buchan reported progress on joint working and it was noted that the priority is to make Orkney Health and Care fully operational by April 2010. Besides this, work has been ongoing with the Joint Build Programme, and developing a Community Interest Company as a vehicle for including NHS Orkney in the programme. Delays in relation to the Special Purpose Vehicle for shared services had been caused by unresolvable issues relating to VAT and start up costs. However, CIPFA had advised that many improvements could be put in place prior to joining up services, and these would be prioritised.
- 5.2 NHS Orkney reported they are noticing some positive changes, for example in Primary Care but that there should be greater support from the Scottish Government in setting up these complex arrangements.
Action: JRS
- 5.3 It was reported that the new Dental facilities will move forward as planned, with the anticipated deadline of 2011 on target. The Hospital build is anticipated to be delayed until 2014. John Ross Scott agreed to ask the new NHSO Chief Executive, Cathie Cowan to write to Alistair Buchan to clarify the planned schedule.
- 5.4 It was confirmed that shared services were still a priority across the Partnership, and a strong leadership message would be relayed to communicate this.
- 6. Presentation by Chris Oswald, Equality and Human Rights Commission**
- 6.1 It was noted that Chris was unavoidably unable to attend and had asked for his presentation to be rescheduled for the April meeting.
Action: AFW

7. Fairer Scotland Fund

7.1 Report from PLG sub-group

This item arose as an action from the December meeting of the Steering Group. At this meeting the sub-group of the PLG had made recommendations about projects under consideration for continuation funding in 2010/11. This was provisionally approved by the Steering Group (and subsequently the Chief Executive and Director of Finance in the Council) although the group were asked to reconsider any deductions they had recommended and report back to the Steering Group.

The sub-group reconsidered their recommendations but concluded that they remained the same. After some discussion, the Steering Group decided, in the light of more recent information about available funds for 2010-11, to offer all groups the same level of funding as they had received in 2009/10.

7.2 Fast Boat project

LEADER Development Officer and Community Planning Officer in attendance

As requested by the Steering Group at their meeting on 19 August 2009, it was reported that the Eday Partnership had worked with HIE to create a business plan for the Fast Boat Project.

This project originally had £20,145 committed to it from 2009/10 FSF funding, carried over to 2010/11, and additional funds of £50,000 from 2010/11 FSF had been committed at the December 2009 meeting of the Steering Group in order for a vessel to be purchased.

The Eday Partnership had now submitted a revised budget which considered a 'lease to buy' option, and was requesting a reduced commitment from the FSF for 2010/11 of £34,310.

The LEADER Development Officer and the Community Planning Officer were in attendance to offer advice. It was apparent from the discussion that some reservations were shared by both funders and would be explored further at the next LEADER Local Action Group meeting on 18 March 2010. It was agreed to commit FSF funding subject to the LEADER application also being successful at the March meeting.

8. Review of Community Planning in Orkney

8.1 Communications Strategy

The CP review was submitted to the December meeting of the Steering Group where it was agreed to defer discussion of the Communications Strategy due to time constraints.

It was noted that at the joint Steering Group and Task Force meeting held on 25 January 2010 it was agreed to include a draft addendum to the

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Communications Strategy regarding joint press releases on issues re. budget constraints, recession, etc. (see items 4.1/4.2 above). The group asked that consideration of how the OCPP promoted itself should also be included.

Action: HL

The Strategy was approved subject to the above amendments.

8.2 Draft action plan

A plan of the actions arising from the review was presented to the group. This included responsible leads and timescales.

The action plan was approved.

9. Consultation and Engagement strategy

The Consultation and Engagement Strategy was prepared in response to a recommendation from the Best Value review of consultation. The Strategy clarifies the processes which those involved with undertaking and interpreting consultation and engagement should undertake. Although this Strategy cannot be enforced it is to be encouraged as good practice for all partner organisations through the training.

The Strategy, training scope and best value review monitoring sheet were approved.

Alistair Buchan asked that the consultation and engagement material be passed for information to Keith Yates, a consultant currently working with the Council.

Action: HL

10. OCPP risk management

On 17 September 2009 the Orkney Community Planning Partnership Steering Group held a risk management workshop to identify and prioritise the significant risks facing the OCPP. On 16 November 2009 the Orkney Community Planning Partnership Steering Group approved the Risk Register. It was decided that an action plan should be produced which identified leads and timescales.

The action plan was approved by the group and it was agreed that it be monitored at three monthly intervals.

Action: HL

11. Credit Union

This item was deferred to the next meeting.

12. Any other business

12.1 It was reported that the Council's Policy and Resources Committee of 16 February had raised the issue of some thematic groups within the OCPP not

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meeting, and had been advised that this was being addressed as part of the CP review.

12.2 JRS reported progress on the Local Delivery Plan and asked for assistance in incorporating relevant parts of the Single Outcome Agreement into the LDP

Action: HL

12.3 JRS proposed that the Chair of Orkney Health and Care should be invited to join the Steering Group. The Convener noted that the group should be careful not to become overloaded with OIC and NHS representatives and suggested that this item be discussed at the next meeting of the Steering Group.

12.4 Trevor Johnson requested that meetings be put back to a 11.00 start when possible to accommodate the flight in from Edinburgh.

Action AFW

13. Date of next meeting

16 April 2010 at 11 am

HL/AFW
4 March 2010