



Minutes of the meeting of the OCPP Steering Group
held at 11.00 on 4 November 2014 in the Council Chamber, Orkney Islands Council

Present:	Steven Heddle	Convener, Orkney Islands Council (<i>Chair</i>)
	John Ross Scott	Chair, NHS Orkney
	Andrew Drever	Chair, OIC Police and Fire Sub-Committee
	Jim Foubister	Vice-Convener, Orkney Islands Council
	Alistair Buchan	Orkney Islands Council
	Cathie Cowan	NHS Orkney
	Les Donaldson	Police Scotland
	Gordon Deans	Police Scotland
	Gail Anderson	Voluntary Action Orkney
	Billy Wilson	Scottish Fire & Rescue Service
	Sally Inkster	Partnership Liaison Group
	Gillian Morrison	Orkney Islands Council
	Andrea Massey	Community Planning Officer, OIC
	Anna Whelan	Orkney Islands Council (<i>Secretary</i>)
By invitation:	Linda Rosborough	Director of Marine Scotland and Scottish Government Liaison Director for Orkney
	Karen Greaves	Leisure & Lifelong Learning, OIC (<i>for item 4</i>)
	Susan Shearer	Development & Marine Planning, OIC (<i>for item 5</i>)

The Chair welcomed Linda Rosborough and Andrea Massey, and noted that it was Les Donaldson's last day in post prior to his retirement from Police Scotland, and hence his last Steering Group meeting. On behalf of the Steering Group, the Chair thanked Les for his contribution to the group and to community planning in Orkney.

1. Apologies for absence

Graeme Harrison Highlands & Islands Enterprise

4. Reports from the Strategic Community Learning Group

This item was taken first as Karen Greaves was available only until 11.30.

4.1 ESOL Programme – end of year report for 2014

4.1.1 Karen Greaves reported that the ESOL (English as a Second Language) Programme in Orkney had a budget of £13k from the Scottish Funding Council, distributed via CPPs and split locally between the Learning Link and Orkney College, which avoided duplication of provision.

4.1.2 A report was submitted to the SFC every year and the report for 2013-14 recorded 84 learners including 39 new starters. A total of 5,437 learning hours were provided across 12 different courses, tailored to individual needs.

In previous years students had been mostly Polish but there was now a wider range of nationalities represented.

4.2 Community Learning and Development Plan – progress report

4.2.1 Karen reported that the SCLG had secured £10k from the SFC and £2k each from HIE and the Council to bring in a project officer to carry out the consultation necessary to inform the statutory CLD plan. This would be done from Dec 2014 – Feb 2015, with the plan due for publication before September. The consultation would use dynamic methods to maximise engagement. Andrew Drever advised that Community Associations be consulted in addition to Community Councils.

4.2.2 Karen reported that youth unemployment had dropped markedly in the past year from 60 to around 25, many of whom had barriers to employment. The Council was funding paid short-term work experience placements targeted at those furthest from the workforce.

4.2.3 Jim Foubister enquired about the apprenticeship scheme for 14 year olds. Cathie Cowan offered to circulate some documentation relating to its implementation in Glasgow.

Action: CC

2. **Draft minutes of meeting held 26 August 2014 and matters arising**

2.1 A correction was noted to item 2.2 viz. the minutes of the meeting of 9 June had been proposed by the Chair (not AB) and seconded by JRS. Subject to this correction the minutes of the 26 August meeting were approved (Prop: Chair, Sec: JRS).

2.2 Third Sector Interface CPP Improvement Programme update

Gail Anderson thanked participants in the programme to date and reported that colleagues from Voluntary Action Scotland and the Improvement Service were delighted by the level of engagement. Feedback from the Consensus meeting of 28 October would be used to inform the draft plan for consideration on 27 November.

2.3 Community Empowerment (Scotland) Bill update

Anna Whelan reported that the Community Planning Managers Network had discussed the draft Bill with Scottish Government officer Alasdair McKinlay at their meeting of 3 October. The Bill was still being amended and feedback from CPPs was sought on a number of issues. It was anticipated that the Stage 1 vote on the Bill would take place late Jan/early Feb 2015, with Royal Assent in April 2015.

3. **Standing items**

3.1 Single Outcome Agreement Priorities

3.1.1 Following a suggestion put forward by the Partnership Liaison Group, it was agreed to amend the name of the "Sustainable Communities" priority to "Healthy and Sustainable Communities".

3.1.2 It was queried whether there was any mechanism to monitor population trends in between census dates and noted that the Director of Public Health published an annual report which included GP registration figures. These could be used as an indicator of population. It was agreed to distribute the report to the Steering Group when available. **Action: CC/AFW**

3.2 Our Islands Our Future

The Chair reported that, post referendum, work was continuing to put into reality the commitments made by both governments. The three island councils had held a productive audio conference with Scottish Minister Derek Mackay, and a meeting with the UK Government was scheduled for 17 November. The Smith Commission had been formed to consider further devolution of powers to the Scottish Parliament, and Orkney would feed into this process. It was noted that John Swinney had discussed the matter with council leaders at the previous week's COHI meeting.

3.3 Integration of Health and Social Care

Cathie Cowan reported that NHS Orkney had agreed on an integration model with the Council and the details would be put to the NHSO Board in December. Alistair Buchan confirmed that the Council was looking at the implications for Council services and would engage with health colleagues to explore these. It was noted that a communications scheme would be completed early on. It was not necessary for the integrated Board to be up and running on 1 April provided it started up at some point during the next financial year.

5. **Orkney Local Development Plan – Review**

5.1 Susan Shearer presented a summary of the key stages of the forthcoming review of the Orkney LDP. The Council had a statutory duty to produce an LDP for land use strategy, and had been criticised for the 10 year gap since the last review. The team would try in future to align the LDP with local government elections so that the incoming Members would have ownership of the revised plan. A Monitoring Statement and Main Issues Report were currently being drafted and would be used to launch the consultation in Feb-April 2015.

5.2 It was confirmed that the procedure to be followed was detailed in legislation, with a requirement to publish a new plan "every five years or when required". In future the team was aiming to update the plan every five years.

5.3 In discussion it was opined that the Council had a duty of care to carers which was not always compatible with existing policy on housing in the countryside. Housing and transport services should be available where needed.

6. **Community Justice – transfer of responsibilities from Criminal Justice Authorities to CPPs**

6.1 Gillian Morrison reported that the Scottish Government proposed to abolish Community Justice Authorities and transfer their strategic planning,

monitoring and reporting duties to Community Planning Partnerships. CPPs had been asked to nominate a Lead Officer to oversee the transfer, and the Council proposed Marie O'Sullivan take on the role. Once there was more clarity from the Scottish Government, a briefing note would be prepared for OIC Elected Members and the Steering Group.

6.2 It was queried whether the Police and Fire Sub-Committee could take on a scrutiny role, and noted that the Sub-Committee was very much an OIC committee and the Community Justice role needed an OCPP resource. A suitable OCPP option might be the Community Safety Partnership.

6.3 John Ross Scott queried why he was not receiving notification of Police and Fire Sub-Committee meetings, and it was agreed to look into this.

Action: AFW

7. Community Planning Audits

7.1 Audit Scotland update on emerging messages

Anna Whelan reported that the paper circulated had been presented by Anthony Clark at a meeting of the Community Planning Managers network on 3 October and summarised the key messages emerging from the eight CPP audits conducted to date. This gave some context to Orkney's report and demonstrated that many of the issues raised in Orkney's audit were held in common with other CPPs.

7.2 CPP Audit Report – West Lothian

Gillian Morrison circulated a summary of key points extracted from the recent audit report on West Lothian's CPP and it was agreed they should be congratulated for an excellent report which reflected a positive narrative and lots of day-to-day partnership working.

7.3 CPP Audit Report – Orkney

It was noted that Orkney's CPP audit report had been considered by the Accounts Commission on 9 October and was to be published on 6 November. In discussion the following points were made:

7.3.1 Orkney's report was bad but not uniquely so, which indicated that national support was needed to back up the increasing national emphasis on CPPs as lead agencies. The message from Audit Scotland was that it wasn't working.

7.3.2 Orkney CPP was doing some good things but was not getting the articulation right. If nothing else the report gave an opportunity to demonstrate leadership and was a platform from which to demonstrate improvement.

7.3.3 The Steering Group needed to revisit its terms of reference and its role as a decision making and scrutiny body to reconsider how partners did business together and agree shared values, behaviours etc. Disagreement did not detract from the shared motive to do what was best for Orkney.

- 7.3.4. Orkney had strengths and weaknesses like anywhere else but needed to understand its own context and demonstrate how OCPP would address the audit issues, rather than replicate solutions from elsewhere.
- 7.3.5 The report did not acknowledge that OCPP had already identified many of the required improvements as in need of attention. However, more resource was needed to address them. Gail Anderson noted that VAO had recruited a full-time member of staff to support the Third Sector Interface CP Improvement Programme and was happy to make some of this resource available.
- 7.4 Gillian Morrison reported that she had attended the Accounts Commission meeting which had been frustrating as the presentation by Audit Scotland had been very selective and observers were not able to speak, even to correct inaccuracies. However it could be argued that the time had come to accept the report, draw a line, take the good learning and move on.
- 7.5 Alistair Buchan reported that he and the Chair had met recently with Colin Mair, Chief Executive of the Improvement Service, who had offered help and was keen to be involved.
- 7.6 A letter from Paul Reilly of the Accounts Commission was circulated, setting out the statutory procedures to be followed by the Council following publication of the audit report, including a duty to discuss the report at a full meeting of the Council. The Chair reported that Paul Reilly had invited OCPP to meet with the Accounts Commission following that meeting.
- 7.7 It was agreed to convene a special extended meeting of the Steering Group to consider the improvement agenda arising from the audit, take up the offer of assistance received from the Improvement Service, and consider other support and resourcing available. **Action: AFW**
- 7.8 It was further agreed to invite the Accounts Commission to the next regular meeting of the Steering Group following the special extended meeting. **Action: AFW**
- 7.9 The meeting considered a draft press release prepared by David Hartley with a number of options, and agreed a final version for distribution at the same time as publication of the audit report. **Action: DH**

8. Development Workshop 15 September 2014

- 8.1 The workshop report and proposed improvement plan prepared by Funding Ideas Ltd, the workshop facilitators, were noted.
- 8.2 Sally Inkster reported that the Partnership Liaison Group had considered the report at their meeting of 2 October and had expressed an interest in contributing to two of the improvement actions: the implementation of the "task and finish" groups to develop action plans for the three strategic priorities, and the review of thematic group structure.

9. OCPP Draft Improvement Action Plan

9.1 An outline plan was tabled which captured the main policy drivers currently in train. It was agreed that the completion of the plan, and in particular any actions arising from the audit improvement agenda, should form part of the agenda for the special extended meeting of the Steering Group.

10. OCPP Risk Register and Risk Management Action Plan

10.1 This item was held over to the next meeting for lack of time.

11. Early Years Change Fund Report for 2013-14

11.1 Gail Anderson reported that the Change Fund Report had to be submitted to the Scottish Government by 24 November. The report evidenced good ground-up partnership working. It was noted that Orkney was the only CPP without a specialist manager for this workstream, something which the Partnership might have to reconsider.

211.2 Cathie Cowan noted that she had some amendments to make to the report and would pass these to Gail. Subject to these amendments being made, the report was approved for submission. **Action: CC/GA**

12. Integrated Children's Services Plan 2014-16

12.1 This item was held over to the next meeting for lack of time.

13. New Hospital and Healthcare Facilities – Community Benefits

13.1 This item was held over to the next meeting for lack of time.

14. Any other business

14.1 Due to lack of time, there was no other business raised.

15. Dates of next meetings

Performance Review meeting – 15 December 2014

Special extended meeting to consider the audit improvement agenda (tbc)

Regular meetings – February, April and June 2015 (dates tbc)

AFW

28.11.14