



Steering Group Orkney Community Planning Partnership

Minutes of the meeting of the OCPP Steering Group
held at 14.00 on 9 June 2014 in the Saltire Room, NHS Orkney

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
	Alistair Buchan	Orkney Islands Council
	Cathie Cowan	NHS Orkney
	Gordon Deans	Police Scotland
	Graeme Harrison	Highlands & Islands Enterprise
	Gail Anderson	Voluntary Action Orkney
	Billy Wilson	Scottish Fire & Rescue Service
	Sally Inkster	Partnership Liaison Group
	Anna Whelan	Orkney Islands Council (<i>Secretary</i>)
By invitation	Linda Rosborough	Director of Marine Scotland and Scottish Government Liaison Director for Orkney
	Kenny Low	OIC Corporate Services (<i>for item 4</i>)
	Peter Diamond	OIC Education, Leisure & Housing (<i>for item 10</i>)
	Karen Greaves	OIC Education, Leisure & Housing (<i>for item 11</i>)

1. Apologies for absence

Jim Foubister	Vice-Convener, Orkney Islands Council
Les Donaldson	Police Scotland
Gillian Morrison	Orkney Islands Council

2. Draft minutes of meeting held 27 March 2014

2.1 The minutes were approved (proposer: SH, seconder: JRS).

3. Matters arising

3.1 It was confirmed that the actions at items 3.3, 7.2, 10.1 and 10.2 had been completed, the action at 3.1.3 would be followed up, and the action at 3.5 would be carried forward to the next meeting.

3.2 Environment Strategy (item 3.4)

There was some discussion as to whether action plans compiled by thematic groups should be expected to name individuals, and agreed that some good practice guidance should be researched, compiled and issued to partners.

Action: AFW

3.3 Traffic wardens (item 3.7)
Alistair Buchan reported that the issue had been raised at a meeting of SOLACE but no progress made.

3.4 Data Sharing Working Group (item 11.1)
Gail Anderson reported that she had established a core group and would be contracting other interested partners with an invitation to join. Billy Wilson noted that data sharing was well established in Highland and the Western Isles and he was happy to share information and offer support.

4. OIC Change Programme

4.1 Kenny Low, Change Programme Manager, presented an outline of the programme (appended to this minute). Kenny reported that the Programme Board had met on 30 April, when the Project Initiation Document and Vision were approved, and would meet again on 30 June. The programme would be scoping all public sector spending in Orkney, in the expectation that austerity would continue until at least 2018-19, and aiming to deliver an integrated resource strategy. A range of projects was planned under various workstreams, and project managers had been appointed to take the lead on Finance and IT related projects.

4.2 In discussion, group members welcomed the project and agreed that there was potential for partnership projects, particularly in the area of IT, where several key public sector IT systems were incompatible with each other. Alistair Buchan noted that the Council had run similar programmes in the past, with varying degrees of success. Given the imperative to take 10% out of the Council budget in the long term, he was happy to explore any options identified by the Change Programme.

5. Our Islands – Our Future (update)

5.1 The Chair reported that the Council was pleased with the progress of the OIOF campaign and was expecting formal responses from the Scottish and UK governments within the next few weeks. However, this did not signal the end of the campaign, nor of joint working between the islands councils.

5.2 Alistair Buchan reported that the First Minister would be visiting Orkney to formally open Kirkwall Grammar School and Copland's Dock on 16/17 June.

5.3 It was noted that there would be further opportunities for OCPP to become involved in the campaign. At present it was mainly a 3 Councils initiative.

6. Community Planning Audit (update)

6.1 It was noted that the fieldwork stage of the CP Audit was now complete and the next stage would be the preliminary feedback session on 30 June.

- 6.2 Alistair Buchan noted that the recent SOLACE meeting had reported mixed feelings about the audit programme and no appetite to repeat the exercise after completion of the current tranche of audits.
- 6.3 Members compared notes on their experience of the fieldwork stage meetings and focus groups. It was felt that the audit had confirmed that partners were generally aware of where OCPP needed to improve, and were addressing the gaps. It could be difficult to provide definitive evidence of the benefits of community planning, as the effects were often intangible, but partnership working in general was effective in Orkney.
- 6.4 It was agreed to invite David Hartley to the audit feedback session on 30 June. **Action: AFW**

7. Joint Resourcing Workshop 28 April 2014 – output and next steps

- 7.1 It was reported that the workshop output had been considered by the Partnership Liaison Group at their meeting of 28 May, notably the proposal for a joint workshop for all Steering Group and PLG members to develop the Steering Group's proposed strategic priorities and identify preventative work which the thematic groups could undertake to progress them. It was noted that the PLG had requested a full-day, facilitated workshop along the lines of the Steering Group's recent development workshops.
- 7.2 It was agreed to hold a full day workshop in early September and to see whether Sue Newberry was available to facilitate it. **Action: AFW**
- 7.3 With regard to her proposed paper on prevention, Cathie Cowan confirmed that she would bring it back in draft to the next meeting. The national Community Planning Group was struggling to come up with best practice guidance and the Implementation group had put a draft up to the Chair, Pat Watters, on which feedback was awaited.

8. Draft Single Outcome Agreement for 2014-17

- 8.1 The draft SOA was considered and it was agreed that there was still a substantial piece of work to be done on the strategic priorities. The current draft flagged them up in the introduction, but made clear that they had not yet been integrated into the rest of the plan. Further consultation and development would happen over the course of the next year, with the output informing the 2015-18 edition of the SOA.
- 8.2 Two amendments were agreed to the text of the draft:
- 8.2.1 Introduction by the Steering Group, page 4 para 3 – change "selected priorities" to "proposed priorities".
- 8.2.2 Better services, page 14 item (d) in list – delete "and the new imperative to provide smaller properties".

8.3 It was noted that the draft SOA was to go to both the NHS Orkney Board and the Council's Policy and Resources Committee on 24 June, for approval insofar as it related to each body. It was agreed to delegate authority to the Chair to consider, and approve if appropriate, any late amendments including any arising from the meetings on 24 June. Action: SH

8.4 Subject to the amendments in para 8.2 above, and any subsequent amendments to be agreed by the Chair, the draft was approved.

9. Update of Consultation and Engagement Guidelines

9.1 It was noted that the guidelines, which were shared between OIC and OCPP, had been updated in consultation with the Council's Consultation and Engagement Officer Group, and the Partnership Liaison Group. The new edition contained less text and more references to online resources.

9.2 The new guidelines were approved for adoption by the Partnership.

10. Implementing GIRFEC – Guidance

10.1 Peter Diamond, OIC Acting Director of Education, Leisure and Housing, tabled an annex to the papers previously circulated, documenting Orkney's progress against the key areas set out in the GIRFEC guidance. Much of the local work had been strategic, and would be incorporated into the updated Integrated Children's Services Plan. There was work still needed in some areas including data sharing, which involved a shift in culture since the main policy driver of recent years had been confidentiality.

10.2 Cathie Cowan commended Peter on a good piece of work which inspired confidence that the Children and Young People's Act was being well addressed.

10.3 Alistair Buchan noted that there was some inconsistency between the pilot audit and the subsequent evaluation, which had suggested that the original report was unduly harsh.

11. Report from Strategic Community Learning Group

11.1 Karen Greaves, OIC Head of Leisure and Lifelong Learning, reported on the recent Education Scotland inspection of the learning environment surrounding Kirkwall Grammar School. The report had identified a number of strengths and areas for development, with which the SCLG was in full agreement. A needs assessment was now planned to inform a new 3-year plan starting from September 2015. Funding had been identified which might potentially be available to support the work.

12. Any other business

12.1 The Chair thanked Linda Rosborough for attending and Linda commented that Orkney CPP appeared to be struggling with the same issues as every

other CPP. The important thing was to pull together. Her role as Liaison Director was to pick up a better understanding of Orkney. Linda noted that her post of Director of Marine Scotland had particular relevance to Orkney, covering as it did both fishing and offshore energy. Her team had a small office in Kirkwall and were a core part of the Scottish Government.

- 12.2 Gordon Deans reported that Les Donaldson had arranged for DI Duncan Bruce to give a presentation to the next meeting on the National Counter-Terrorist Operation. **Action: LD/AFW**
- 12.3 John Ross Scott reported that OIC and the NHSO Board had held a productive meeting to progress the integration of health and social care. The current focus of the debate was whether to opt for a corporate body or for one of three lead agency models. Further meetings were planned.

13. Dates of next meetings

Monday 30 June 2014 at 13.00 – CP Audit feedback
Tuesday 2 September 2014 at 11.00
Tuesday 4 November 2014 at 11.00

AFW
26.06.14

CHANGE PROGRAMME - FACTSHEET

Who are we?

Kenny Low, Programme Manager, ext. 2281

Andy Rudge Project Manager, ICT Business Transformation, ext. 2282

Fraser Murray, Project Manager, Finance, ext. 2283

Liz Anderson, Programme Administrator, ext. 2284

Where are we based?

- Room F121
- Forward Planning/Marine Planning Area
- Directly opposite Shona Croy

What will we be doing and when?

Change Programme Board meetings every 2 months

Stage 1 - to 31 March 2015

- 12-month review period
- analysis, benchmarking and development of recommendations for improvement to current and future service delivery
- Will be engaging with key stakeholders, including staff and general public
- Capture as many ideas as possible
 - Two-way communication

Stage 2 – from 1 April 2015

- 2-3 year implementation period
- Supporting services to implement the agreed changes

What are the specifics?

Stage 1 split into 6 separate Projects:-

1. Finance (Fraser)	8 Workstreams with 13 Outputs
2. Best Value and Performance (Kenny)	6 Workstreams with 8 Outputs
3. ICT Business Transformation (Andy)	4 Workstreams with 6 Outputs
4. Human Resources (Kenny)	4 Workstreams with 7 Outputs
5. Asset Management (Kenny)	1 Workstream with 1 Output
6. Public Communications (Kenny)	1 Workstream with 2 Outputs

- Workstreams activities shared across CMT and dovetailed with:
 - other programme workstreams
 - existing service workstreams

Community Planning Partnership - what's relevant to you?

Within the Introduction & Background of the PID,

*“The Council has a history of positive partnership working with **Community Planning Partners**, Community Councils, Development Trusts, the private sector and the third sector to gain the most for Orkney as a whole through the **Single Outcome Agreement** and planning for a new model for public services.*

Although the programme will be Council-led, there will be a strong emphasis on partnership opportunities for innovative service models, savings and efficiencies.”

Within Finance, Workstream 2

Work with Community Planning Partners, Community Councils, Development Trusts, the private sector and the third sector to ensure optimal opportunity is gained from overall public funding, including the use of Change Funds and the potential expansion of preventative services,

- Scoping the Pot - public sector funding in Orkney
- Potential synergies across the Orkney Community Planning Partnership

Within ICT Business Transformation, Workstream 3

Investigate the opportunities for integrated and/or shared developments within the Council and with community planning partners and the wider Orkney community;

- Investigate the opportunities for integrated and/or shared developments within the Council and with community planning partners and the wider Orkney community;

Next steps

- Finalising “*Communication & Engagement Delivery Plan*”
- Engaging with all key stakeholders
 - Public
 - Staff
 - Members
 - Other bodies and groups

Transforming Services to Benefit the People of Orkney