



Minutes of the meeting of the OCPP Steering Group
held at 09.00 on 15 December 2014 in Committee Room 1, Orkney Islands Council

Present:	Steven Heddle	Convener, Orkney Islands Council (<i>Chair</i>)
	Andrew Drever	Chair, OIC Police and Fire Sub-Committee
	Jim Foubister	Vice-Convener, Orkney Islands Council
	Naomi Bremner	NHS Orkney (Board)
	Cathie Cowan	NHS Orkney (from 10.00)
	Gordon Deans	Police Scotland
	Graeme Harrison	Highlands & Islands Enterprise
	Gail Anderson	Voluntary Action Orkney
	Gillian Morrison	Orkney Islands Council
	Caron Jenkins	Voluntary Action Orkney
	Anna Whelan	Orkney Islands Council (<i>Secretary</i>)

1. Apologies for absence

Alistair Buchan	Orkney Islands Council
Sally Inkster	Partnership Liaison Group
Andrea Massey	Community Planning Officer, OIC
Ian Ross	Scottish Police Authority
John Ross Scott	Chair, NHS Orkney
Billy Wilson	Scottish Fire & Rescue Service

2. Minutes of last meeting held 4 November 2014

2.1 The minutes were approved (Proposed: SH, Seconded: AD).

3. Matters arising

3.1 Police and Fire Sub-Committee meetings (item 6.3)

GM advised that the Council had followed up JRS's query about Steering Group attendance at Police and Fire Sub-Committee meetings. During the consultation phase of the Police and Fire Reform Act 2012, the Scottish Government had explored the possibility of whether the involvement of community planning partnerships could be statutory. In the event, this had been left out of the Act and the only duty was on the police and fire services to participate in community planning, which they were already doing via the Steering Group. OCPP was therefore fully compliant with the Act and members of the Steering Group did not need to attend Sub-Committee meetings.

3.2 Apprenticeship scheme for 14 year olds (item 4.2.3)

CC confirmed that she had circulated information following the 4 November meeting.

3.3 Early Years Change Fund Report 2013-14
CC and GA confirmed that CC's amendments had been incorporated into the report.

4. **Note of Steering Group workshop held 3 December 2014**

4.1 The meeting reviewed the actions agreed at the workshop and commented as follows:

4.2 Action 1: SH confirmed he had written to Derek Mackay to advise that OCPP was working with Colin Mair, Improvement Service.

4.3 Action 2: The sub-group agreed to meet before Christmas to address its task list and added a sixth action (f) as follows:

- a. Parameters for OCPP structure – by Christmas.
- b. Evidence for strategic priorities – by early Jan 2015.
- c. Key performance measures – GH to assist with indicators for the Economic priority.
- d. New structural model – needed by end Jan 2015.
- e. Development plan – for meeting of 23 February 2015.
- f. New action: Consider future resourcing of OCPP and develop recommendations for the Steering Group.

4.4 Action 3: This action would be referred to SI to call a meeting of the PLG.

4.5 Action 4: It was noted that Audit Scotland had been invited to the Steering Group meeting scheduled for 23 February 2015, and agreed to arrange a pre-meeting seminar for Steering Group members. **Action: AFW**

4.6 Action 5: Thematic group reorganisation – agreed target date end March 2015.

4.7 Action 6: Improvement Service support – it was queried whether this would be free of charge – Colin Mair to be asked to confirm. **Action: AFW**

5. **OCPP Risk Register and Management Action Plan**

5.1 The meeting reviewed the revised risk register and MAP proposed by the Partnership Liaison Group and agreed the following:

5.2 Risk 1: It was noted that resources had not yet been allocated to strategic priorities, therefore agreed this risk was still rated B3, target C3.

5.3 Risk 2: Agreed C3, target C2, with addition of new management action:
• Monitoring development of potential Islands Bill

5.4 Risk 3: Agreed B2, target C2.

- 5.5 Risk 4: Agreed C2, target D2. GM advised that OCPP could update its communication strategy independently of the Council's review of its own communications strategy. Agreed to amend management action as follows:
- Issue updated OCPP communication strategy and review after OIC has issued its own strategy.

- 5.6 Risk 5: Agreed C3, target E3, with the addition of two management actions:
- Complete follow-up work arising from CPP audit.
 - Use evidence to inform debate and direction where available.

6. **Integrated Children's Services Plan 2014-16**

6.1 Gail Anderson introduced the plan and advised that it was not intended to be comprehensive, but to capture partnership work in children's services. The plan itself was brief, being strategic in nature, and the operational detail lay underneath it.

6.2 The plan was noted and endorsed.

7. **New Hospital and Healthcare Facilities – Community Benefits**

7.1 Cathie Cowan reported that the project team had met with three selected bidders during the first competitive dialogue phase of the tender process. It had been made clear from the outset that the project must deliver community benefits throughout its life, including the ongoing 25-year maintenance phase. The paper had been prepared with the assistance of Stephen Kemp in his capacity as Chair of the Orkney Building Federation.

7.2 It was queried whether community benefits included use of locally sourced renewable energy and confirmed that energy was being discussed in a parallel strand of dialogue and bidders were being referred to EMEC et al. CC will bring more information back to a future meeting. **Action: CC**

7.3 It was confirmed that the main contract would include a clause requiring the main contractor to pay sub-contractors in full.

8. **SOA annual report 2013-16 – draft for scrutiny**

8.1 Copies of the draft report were tabled. It was agreed to return comments to AFW by Christmas, with a focus on three questions:

- What additions (if any) were needed?
- Was anything reported in need of closer scrutiny?
- What should be included in the introductory "highlights"? **Action: All**

8.2 It was agreed to draft the "Highlights" section and re-circulate the draft to the Steering Group and to elected members, for comment. **Action: AFW/AM**

8.3 It was agreed to convene another meeting in the new year, if necessary. **Action: AFW**

9. **Any other business**

There was no other business.

10. Dates of next meetings

23 February 2015	10.00-12.00
20 April 2015	15.00-17.00
15 June 2015	14.00-16.00

The meeting closed at 10.45.

AFW
16.01.15