

Note of Meeting

Aberdeenshire Community Planning Partnership – Executive Meeting

Thursday 22nd February 2018

10.00am – 12:00pm

Banff and Buchan Room, Woodhill House Annexe

PRESENT:

David Meldrum, (Group Manager, Scottish Fire & Rescue Service) Chair
Kate Bond (Head of Customer Communication & Improvement, Aberdeenshire Council)
Graeme Duncan (T/Superintendent, Police Scotland)
Jamie Bell (Team Leader Customer Operations, Scottish Enterprise)
Angie Wood (Partnership Manager Aberdeenshire Health & Social Care Partnership)
Tara Shivaji (Consultant in Public Health, NHS Grampian)

Officers: Chris White (Area Manager Buchan, Aberdeenshire Council), Amanda Roe, (Service Manager, Policy, Performance & Improvement, Aberdeenshire Council), Irina Bonavino, (Policy Officer, Corporate Policy & Strategic Community Planning, Aberdeenshire Council)-Note taker.

APOLOGIES:

Ritchie Johnson (Director of Business Services, Aberdeenshire Council)
David Rodger (Chief Executive, Aberdeenshire Voluntary Action)
Karen Wiles (Area Manager Banff and Buchan, Aberdeenshire Council)

1. Welcome, Introduction and Apologies

David M welcomed attendees to the meeting.
Apologies were noted.

It was noted that Chris White would provide an update and take comments on behalf of Karen Wiles regarding Connected & Cohesive Communities, and Karen would Skype in if needed.

David M also noted the item removed from the agenda on the HMP Grampian Family Centre will go to the Board in June.

2. Minutes of previous meeting & Task List

The Minutes of the meeting of the CPP Executive of 22 February 2018 were noted and approved as accurate.

Action Log: Task 1 – Pending approval by SLT. Ongoing.
Task 2 – Discussion has not yet been held with Adam Coldwells, due to staffing changes.

Action: David M will speak with David Rodger and Mark Simpson.

Task 3 – Chris noted the Child Poverty report has been received. Chris is in contact with Avril Nicol to ensure education issues are covered.

Task 4 – On Agenda

Task 5 – The AVA partnership mapping was circulated; the mapping exercise is on Agenda for discussion.

Task 6 – Kate noted that the PB Steering Group had been postponed and it would meet the following week. There is a proposed approach on mainstreaming PB, but it is awaiting approval by chief officers before being taken to SLT. Angie Wood confirmed there are no new PB activities planned.

It was clarified that the item had been requested by Cllr Stirling as Chair of Communities Committee. Members commented that it was positive for the Executive to have an awareness of PB, to reassure the Board of proper process, to know whether local groups are sufficiently supported, and to consider PB in long-term decision-making.

Angie added there are various applications of PB and suggested there should be a wider discussion on the evaluation process and the desired benefits/outcomes of PB for communities.

Amanda noted there have been two strands of evaluation: one by Craigforth on the process and participants' feedback (which may be shared with the Executive in future), and another by the steering group which involved collecting information on the outcomes from the local groups. As a local authority, Aberdeenshire Council also has a steer from COSLA on funding objectives. Amanda added that multiple PB approaches may still be used in Aberdeenshire in future, depending on the six areas' preferences.

David M queried, as one owner of the Task, who is leading on PB.

Amanda stated it was the PB Steering Group, led by Willie Munro, and with various other representatives.

Action:

Amanda to ask the PB Steering Group to provide a briefing on PB for the Board and the next Executive meeting on the suggested approaches to PB and the evaluation process so far.

Task 7 – Completed.

3. LOIP Updates

LOIP and Locality Plan Annual Progress Reports – legislative requirement (Kate Bond)

Kate provided the update, following the report's recommendations. First she noted that the LOIP annual progress report is a legislative requirement, which needs to be published within 6 months of the end of the first year since the LOIP was approved - in this case, March 2019.

The Members discussed timescales and whether the financial year is the benchmark, or the full year following approval of the LOIP in September 17.

The Executive agreed to publish the first annual progress report in March 2019. Following consideration by the Executive, a draft report will be presented to the CPP Board in December 2018 for any amendments, and the final for approval in March 2019. Following the first edition, it was agreed that the next reports will be adapted to fit within the financial year cycle.

Kate noted that the content of the annual report needs to be accessible for communities. It was agreed that the CPP Communications Working Group will help to release the information appropriately. They will be asked to provide advice on the approach to the Executive and an approach to the public performance reporting arrangements will be included in the report to the Board.

Action: The Communications Working Group will propose an approach on public performance reporting arrangements to the CPP Executive in November.

Changing Aberdeenshire's Relationship with Alcohol

Chris W queried where the three actions in the report came from. Amanda noted that these are actions that it may be appropriate for the Executive to own however following discussion it was agreed that the ADP should take on the ownership.

It was queried whether the action plan has been reduced, as requested by the Board – Tara S noted that the ADP has done some work, but are still considering whether all the actions have the desired impacts. She noted that the three actions in the report, for example, need to be more specific as to what is required of partners.

Members queried what the ADP's role should be for the LOIP, as opposed to the CPP's responsibility. Amanda clarified that the LOIP action plan is not replicating the ADP's Plan, it was created by a working group of partners and the Board has given the ADP the overarching strategic lead. It was agreed that having a separate working group for the Alcohol LOIP would not be appropriate, it should continue to sit with the ADP.

Davie commented that the actions should be articulated in a way that their contribution to the outcomes is clearer. He said that any comments on the Alcohol LOIP are so that the other two LOIPs are developed in an appropriate style.

It was suggested that the existing ADP LOIP team should review the Plan to determine if it needs rationalisation, and articulate the outcomes more clearly to partners.

Action: David M will speak to David R about this discussion.

Reducing Child Poverty (Chris White)

Chris W commented that the Poverty Alliance had submitted the report on Child Poverty in Aberdeenshire, which was made available to the Executive. The results reflect the accepted knowledge that Aberdeenshire's overall levels of child poverty are below the Scottish average, but there are some pockets of deprivation.

It was confirmed that the Tackling Poverty & Inequalities group (TP&I) will meet on Friday 11 May to consider how to develop the LOIP action plan based on the report, under the lead of Annette Johnston and George Howie. The Executive confirmed that the focus should be on a small number of actions that can only be delivered by partners working collaboratively.

The Exec discussed whether to focus actions geographically and the benefits of setting an aim to eradicate child poverty. However, it was agreed that different areas will have different needs, and that there is a legislative requirement for the LOIP to be Aberdeenshire-wide rather than area-specific.

Graeme D proposed that TP&I should determine the desired outcomes first, and then develop the corresponding actions to support them.

It is likely that there will be an action to create a Child Poverty Forum, which would identify the actions that would make the biggest difference in the lives of children and families with experience of poverty. This reflects a recommendation within the research.

Amanda R confirmed that Irina B will be the Policy Officer that will support the lead strategic partnership group for this priority.

It was noted there is no identified budget for this work, so using existing funding streams such as the Pupil Equity Fund may be essential. He also said that, while Avril Nicol has been part of this work on behalf of Education & Children's Services, it is important to involve someone from the formal side of Education.

Action: Chris W will continue conversations on this topic with the new Director of Education.

Connected and Cohesive Communities (Ritchie Johnson / Karen Wiles / Chris White)

– C&CC update

A workshop on Connected & Cohesive Communities (C&CC) was held at the end of April. Some attendees had queried whether they were the right representatives, so Amanda R will send invites to partners for a second workshop, asking them to review their representation if needed. Generally the Executive felt they had already sent the

most appropriate person. It was agreed there may need to be more information and clarity on the objective of the workshop.

David M queried whether the existing draft Terms of Reference were followed at the session, and what else needs to be provided to the participants to improve their understanding of the activity. Amanda noted the sticking point was deciding how the group adds value, their purpose and focus. Five broad areas of focus for the group were discussed at the workshop, including C&CC. The Exec confirmed that C&CC group should have oversight of the locality plans. For some attendees, this was a new topic and further facilitation may be needed. Once the group agrees the Terms of Reference for C&CC, a further update will then be brought to the Executive.

It was suggested that following the current Chair's (Maria Walker) retirement, the new Chair may require support to provide some background in community planning.

Graeme D asked whether six local community groups were represented at the session. Amanda R noted they were not all represented via the Area Managers as the session was on a Tuesday however three AMs were part of the session.

The Executive agreed that local community planning groups are functioning well and C&CC would be a gateway for raising issues, for example, rather than a reporting requirement.

Action: Amanda R will coordinate a second workshop before the end of May.

Kate B gave an update on the mapping exercise undertaken to identify the various plans and groups that exist below the local community planning groups. Work has begun in Garioch, led by Area Manager Margaret-Jane Cardno and supported by a working group. The original aim was to have a review of partnership plans in Aberdeenshire by September 2018, but it will now be done in Garioch rather than all 6 areas as a trial and then rolled out.

David M informed members that he met with Ritchie Johnson on Friday. **Action: to inform the Board of progress being made on the mapping exercise and the revised approach.**

Jamie B queried whether the final result of the exercise will be taken to the CPP Executive or the Board. Kate said it would go to the local leadership, e.g. Area Managers, who will then decide whether it's necessary to refine groups to reduce duplication. David M suggested the benefit is to have a structure of groups which will clarify what is CPP-related, and which meetings partners need to attend.

Graeme D noted concern that this will result in different structures for different areas - there needs to be clarity for Margaret-Jane C in the terms of reference of this activity, that there should be strong rationale for any radical changes.

Review of Locality Plans – Fraserburgh (Chris White)

Chris W gave an update on behalf of Karen W, listing the activities undertaken so far on the Fraserburgh Locality Plan:

- October 2017 Joint Meeting of Community Planning Partners, Elected Members and Officers, Locality Planning horizon scanning exercise carried out.
- October – Dec 2017 – Joint work around LDP consultation using the Place Standard Tool with Local Community Councils in and around Fraserburgh
- February 2018 – Scottish Community Development Centre – Organised Crime Workshop with Local Partners/Organisations in Fraserburgh
- April 2018 – ‘Understanding the current Action Plan Landscape’ - Aligning local plan session held with Local Community Planning Partners
- April 2018 – ‘Fraserburgh Have Your Say!’, multi partnership community event on Locality Planning/Learning Estate/Place Based Approach

Currently, the group is doing an asset mapping exercise of physical, social capital and service provision of Fraserburgh with Dermot Lawlor.

In May 2018 there will be a session with the central Community Planning team to pull all the evidence base together to develop a draft Locality Plan for Fraserburgh.

Review of Locality Plans – Banff/Macduff

No further update at the meeting.

Review of Locality Plans – Peterhead (Chris White)

Chris W said that a Locality Plan for Peterhead was produced last year alongside the central community planning team. A mapping of assets was also being undertaken.

David M noted that the CPP Board has indicated that the new CPP plans should not be an amalgamation of plans, but what difference we can make as a partnership looking at underlying issues.

Jamie B suggested that Locality Plans will highlight some big issues, and these should be escalated to the Executive or Board to tackle challenges. David M agreed the Executive should keep an eye on any issues which come up through these lines.

CPP Communications Group Feedback (Kate Bond)

Kate B gave an update on the CPP Communications Working Group which has met once, with representation from several partners. At the meeting the group articulated their key objective, noted in the paper. The group will meet quarterly and hold informal communication in between meetings. The proposed Operating Protocol sets what is expected from partners. Members approved the Protocol (Appendix 3).

David M commented that the brand refresh has not been requested by the Board and there are more high-priority activities taking place. Amanda R explained that the group had proposed a clean-up of the logo because the CPP has an outdated

communications strategy (2015) but had agreed it was not a priority. The Executive agreed a brand refresh is not a priority, especially due to limited resources.

Graeme D highlighted current proposals being considered for structural change within the Corporate Communications of Police Scotland, which may impact on how they participate with the group.

Action: Graeme D will ensure the Police will keep the CWG updated regarding their representation.

4. Financial Report (Kate Bond)

Kate B noted the underspend which had been carried over for 2018/19, and asked Executive Members to note Appendix 2. Invoices will be delivered to partners shortly. The Executive's former recommendation to use part of the funds to refresh the Citizens' Panel has been reflected in the 2018/19 budget.

The Executive noted the Financial Report.

5. CPP Board Draft Agenda (Kate Bond)

Kate B highlighted that the C&CC priority will not achieve enough progress to provide an in-depth update at the next CPP Board meeting in June.

Chris W said there could be a comprehensive update on the Child Poverty priority instead, but noted that Cllr Stirling has asked for a workshop on child poverty and the outcomes of that are uncertain. Amanda R said it would be an opportunity to update the Board on the Poverty Alliance's research, and her team will support Chris in giving that presentation to the Board.

Action: Chris W will give an in-depth focus on Child Poverty will be provided to the CPP Board meeting in June, and the in-depth update on C&CC will be given in September.

The Executive agreed that an update on broadband is relevant for the Board.

Action: Amanda R will speak to Stephen Archer to identify the most appropriate presenter for the broadband update in June.

David M noted that since the Family Centre item is a request for funding, it was agreed that it should follow the JCA's governance structure by going to the CPP Board. **Amanda R will ask Dawn Leslie for Aberdeen City's response before the next CPP Board meeting.**

There was discussion about the sustainability of the Family Centre if no further funding is provided beyond March 2019.

David M suggested Executive Members should brief their Board representatives on the topic.

6. AOCB

Jamie B said the Regional Economic Strategy Action Plan is being refreshed. It was a key requirement underpinning the Aberdeen City Region Deal. The strategy is still valid, but the action plan was reviewed last year and it was decided to refresh it since some actions had been delivered. It has been drafted and will go out for comment to some partners, and then to be signed off by the Opportunity North East (ONE) Board and the Connected Councils Committee in June. It is high-level, with actions broken down by core themes. Jamie B asked for the Executive to review it and provide him with feedback.

Action: the draft Regional Economic Strategy Action Plan to be circulated for comment among individual Executive members, asking them to focus on the inclusive growth theme as it references community planning topics.

Jamie B added that Aberdeen City Council is in the process of adopting the Armed Forces Covenant and is keen to adopt it as a CPP and it was suggested that Aberdeenshire CPP had done something similar. Jamie B asked for more context, since the Covenant seems to be a bilateral agreement and not relevant to multiple partners. Kate confirmed the council had adopted the covenant but not as a wider CPP as most partners round the table had already adopted the covenant individually. **Kate B will find out about Aberdeenshire Council's approach to the Armed Forces Covenant and reply to Jamie B.**

Tara S noted that there is work underway to review the National Public Health Priority nationally to inform public health in Scotland. There are three objectives: creating an agency, reviewing priorities, and partnership approaches. Tara S queried whether it was relevant to the CPP. Six broad public health priorities have been developed, and the CPP may be asked to examine and deliver them. Executive Members noted that more communication is likely to follow.

David M queried what we should do to respond to these types of work, seeing as we have decided to focus on the LOIP. Tara S suggested that the Executive's role is to provide knowledge of local priorities.

Kate B proposed the idea of circulating a monthly Bulletin to Executive Members with information that does not otherwise fit the meeting agendas. David M agreed it would be an excellent piece of work. The CPP Communications Working Group would support the central Community Planning team to prepare the Bulletin. David M asked that quick summaries be included alongside links to any long reports. Jamie B suggested that the publication frequency can be flexible, depending on need, and not necessarily every month.

Action: CP team to develop monthly Bulletins for the CPP Executive, as needed, with support from the CPP Communications Working Group.

David M noted the Items for Information published by What Works Scotland and commended it as good work with some recommendations to take forward. It was agreed that the items will be highlighted in the first CPP bulletin to raise awareness.

Action: The Community Planning team will promote the articles via the CPP's website and social media channels.