

THE COMMUNITY PLANNING BOARD MEETING – THURSDAY 5 FEBRUARY 2009

ACTION SHEET

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Councillors G McIntyre (Chair) J Hamilton, G McDonald, E McGillivray, Martin Johnson HIE Moray, Alan Smailes Grampian Police, Sharon Milton Grampian Police, Dave Thewliss, Grampian Fire & Rescue and Eileen Bush MVSO</p> <p><u>IN ATTENDANCE</u> Alastair Keddie, Chief Executive, The Moray Council, Roddy Burns, Chief Legal Officer, The Moray Council, Bridget Mustard, Corporate Policy Unit Manager The Moray Council, John Ferguson, Community Planning & Development Manager The Moray Council, Roy Anderson, Community Planning Officer The Moray Council, and Moira Patrick, Principal Committee Services Officer, The Moray Council, Clerk to the Meeting.</p> <p><u>APOLOGIES</u> Apologies for absence were intimated on behalf of Councillors J Divers, P Paul and A Wright, The Moray Council, Andy Couselant, Grampian Fire and Rescue, Barbara Bruce, NHS Grampian, Andrew Fowlie NHS Grampian and Mike Devenney Moray College</p> <p><u>ALSO IN ATTENDANCE</u> Liz Hunter, Scottish Government</p>	Clerk
1.	Minute of Meeting dated 30 October 2008	Noted	Clerk
2.	Minute of Special Meeting dated 27 November 2008	Noted	Clerk
3.	Presentation by Martin Johnson, HIE – Youth Migration	Meeting noted that this item had been withdrawn from the agenda.	---
4.	Voluntary Sector Funding for Intermediary Organisations post 2011	Following consideration the Board noted for its interest the changes to the way local intermediary voluntary organisations are to be funded by the Scottish Government from 2011	MVSO
5.	Single Outcome Agreement – 2009-2010	Following consideration the Board considered the current draft of the Single Outcome Agreement (SOA) 2009-2010 and agreed to remit it to the Chief Executive in consultation with other partners and Theme Group Lead Officers to finalise the document.	Chief Exec/CPUM

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
6.	Establishing Moray's Alcohol and Drug Partnership	Following consideration the Board agreed to: <ul style="list-style-type: none"> <li data-bbox="528 210 1294 320">(i) the proposed structural and reporting arrangements for an Alcohol and Drug Partnership (ADP) in Moray. <li data-bbox="528 331 1294 398">(ii) remit the Community Engagement Group to consult on the proposals; and <li data-bbox="528 420 1294 670">(iii) the Chair of the Moray Drug and Alcohol Action Team be asked to undertake targeted consultation with key stakeholders involved in the commissioning and delivery of drug and alcohol services on the detail of the proposed arrangements and to report the findings along with recommendations to the Healthier Strategic Group on 9th April for final consideration. 	
7.	Budget Proposal	Following consideration the Board agreed a budget proposal against its current budget.	CPUM
8. (a)	Action Sheet from Minute of Safer & Stronger Strategic Group dated 13 Nov 2008	Noted	--
8(b)	Action Sheet from Meeting of Wealthier and Fairer Strategic Group dated 13 Nov 2008	Noted	--
8(c)	Action Sheet from Meeting of Smarter Strategic Group dated 27 Nov 2008.	Noted	--
8(d)	Action Sheet from Meeting of Healthier and Strategic Group dated 15 January 2009	Noted	--
9	Date and Venue of Next Meeting	7 May 2009 – Moray College	Clerk

Key: CPUM – Corporate Policy Unit Manager

GREENER STRATEGIC GROUP MEETING – 26 MARCH 2009

ACTION SHEET

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	Membership of the Group	Present :- Cllrs Murdoch (Chair), Cree, Coull as substitute for Leadbitter, Ogilvie, and Russell. Alex Tait, NHS Grampian and Matt Young, Forestry Commission Scotland. Apologies for absence were intimated on behalf of Tom Inglis, SEPA, Martin Johnson, HIE Moray, David Bale, SNH	Clerk
1.	Action Sheet from 11 December 2008	Approved.	
2.	Single Outcome Agreement 2008/09 - Quarter 3 Updates	Following consideration the Group scrutinised and noted the update of performance regarding the Performance Indicators relating to the Greener theme, as laid down in the Single Outcome Agreement 2008/09.	CPUM
3.	Single Outcome Agreement 2009-10	Following consideration the Group agreed :- (i) to note the current status of Single Outcome Agreement (SOA) 2009-10; (ii) to become involved in the development of the local delivery action plans; and (iii) that tags be noted beside the local delivery action plan to highlight where the Greener Group are to contribute. (iv) that Forestry Commission Scotland would like involvement in Healthier theme outcomes, transportation of timber with the Wealthier & Fairer Group and fuel poverty; (v) that local delivery action plans developed are circulated to group for information; and (vi) to add total road accidents in outcome 1.	CPUM H/Dev Servs

ITEM NO.	TITLE OF REPORT	DECISION	
4	Flood Alleviation	Following consideration, the group agreed to work with the flood alleviation team to have an influence with regarding to design and bio-diversity affairs, etc, and work with Highland Council to investigate their priorities for rivers which would affect Moray.	H/Dev Servs
5.	Environmental Activities List	<p>Following consideration the Group agreed:-</p> <ul style="list-style-type: none"> (i) to the identified priorities and the setting up of operational groups to address key issues around energy efficiency, the development of a Moray wide renewables strategy, fuel poverty, awareness raising events and travel planning, with some groups possibly being amalgamated; (ii) note Forestry Commission should read Forestry Commission Scotland; and (iii) recommend that the Community Planning Board consider resources to assist with Greener group's activities. 	H/Dev Servs
6.	Community Environmental Fund and Environmental Awards	The group agreed not to hold an Environmental Awards Ceremony this year and that the Events and Awareness Raising Operational Group to consider holding an event for 2010.	H/Dev Servs
7.	Business Seminar	<p>Following consideration the group agreed:-</p> <ul style="list-style-type: none"> (i) to hold a business seminar later in the year; (ii) hold a bigger festival next year which would be organised by the Events & Awareness Raising Operational Group; (iii) look at funds from LEADER, Fairer Scotland Fund, HIE; and look at timing of event whether evening or weekend; and (iv) noted that further information on arrangements will be made available to Members of the Group in due course. 	H/Dev Servs

ITEM NO.	TITLE OF REPORT	DECISION	SECTION BY
8	Fairer Scotland Fund Proposals	Following consideration, the group agreed to:- (i) note that timescales for bids would be published on the website; and (ii) note that anyone can apply but that it must relate to key priorities of the Theme Groups and the Single Outcome Agreement.	H/Dev Servs
9	Date of Next Meeting	The meeting noted that the next meeting of the Group will be held on Thursday 18 June 2009.	
10	Items for Information		
(a)	Action Sheet from meeting of the Community Planning Board dated 5 February 2009	Noted. Councillor Murdoch felt that the action sheet does not give enough information and the Corporate Policy Unit Manager advised that she was looking to address cross cutting themes.	-----
(b)	Carbon Management Plan	The Planning Officer advised that this had been agreed at the Policy & Resources Committee and that she would be happy to discuss the same with any partner.	EG P/Officer

Key: CPUM – Corporate Policy Unit Manager, The Moray Council
 H/Dev Servs - Head of Development Services, The Moray Council
 EG P/Officer - Emma Gordon, Planning Officer, The Moray Council

ACTION SHEET

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	Sederunt	Apologies for absence were intimated on behalf of Councillor A McKay, and Mrs E Brown (NHS Grampian).	Clerk
1.	Minute of Meeting dated 15 January 2009	The Minute of the meeting of the Healthier Strategic Group dated 15 January 2009 was submitted and approved.	Clerk
2.	Health & Social Care Single Outcome Agreement Monitoring Report - Quarter 3	<p>The meeting noted that a traffic light system had been introduced and that the reporting arrangements still required further refinement.</p> <p>The meeting noted that in regard to developing housing/support models for older people in their communities, the Lead Systems Manger had been in contact with Hanover Housing to review very sheltered housing and it was noted that there would be a long lead into this and were looking at 2010 for this to happen.</p> <p>Thereafter the Group agreed to:</p> <ul style="list-style-type: none"> (i) note the update of performance regarding the Performance Indicators relating to the Healthier theme, as laid down in the Single Outcome Agreement 2008/09; (ii) note the progress made against the required actions relating to the Healthier theme, as laid down in the Single Outcome Agreement 2008/0; (iii) ensure that the information reported against the actions will show how it contributes to the delivery against the outcomes and gives support to the collection of the end of year information to enable the Council to submit its end of year report in April. 	CPUM
3.	Single Outcome Agreement 2009/10	Following consideration the Group noted the current status of the Single Outcome Agreement for 2009/10 and agreed to become involved in the development of the local delivery action plans.	CPUM

ITEM NO.	TITLE OF REPORT	DECISION	ACTION
4.	Single Outcome Agreement - Outcome 6 Priorities	<p>Following consideration the Group noted the interesting presentation from Andrew Fowlie. NHS Grampian, covering the actions required by this Group to take forward the priorities to improve the quality of life for the people of Moray.</p> <p>Thereafter, the Group reviewed and acknowledged the priorities identified within the SOA 2009/10, Outcome 6: We Live Longer and Healthier Lives.</p>	Public Health Lead (MCHSCP)
5.	Fairer Scotland Fund Proposals	The Group noted the tight timescales and agreed to contribute to the achievement of the Fairer Scotland Fund Objectives.	CPDM
6.	Establishing Moray's Alcohol and Drug Partnership	<p>Following consideration the Group agreed :</p> <p>(1) to approve the proposed structural and reporting arrangements for an Alcohol and Drug Partnership (ADP) in Moray.</p> <p>(2) to task the Chair of MDAAT to establish the ADP and its supporting structure;</p> <p>(3) to remit to the ADP to provide a progress report on the functioning of the partnership along with a draft Alcohol and Drugs Strategy for its meeting on 2 July 2009; and</p> <p>(4) that the ADP is reviewed by the Strategic Group within 12 months of being established.</p>	D/Com Servs
6(a).	Suicide Prevention	Following consideration the Group approved the draft 'Choose Life' Local Action Plan for Moray.	ISM
7.	AOCB	None.	Clerk
8.	Date of Next Meeting	The meeting noted that the next meeting of the Group would be held on Thursday 2 July 2009.	Clerk
9.	Items for Information (a) Action Sheet from Meeting of Community Planning Board dated 5 February 2009	The meeting noted the Action Sheet from the Community Planning Board meeting dated 5 February 2009.	Clerk

Key: CPUM - Corporate Policy Unit Manager, The Moray Council
 CPDM - Community Planning & Development Manager, The Moray Council
 D/Com Servs - Director of Community Services, The Moray Council
 ISM - Integrated Services Manager, NHS Grampian

ACTION SHEET

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	Membership of the Group	Councillors E. McGillivray (Chair), M. McConachie, D. Ross, R. Shepherd and D. Stewart Superintendent Sharon Milton, Grampian Police and Dave Thewliss, Grampian Fire & Rescue	Clerk
1.	Minute from previous meeting held on 21 August 2008	<p>The minute was proposed by Councill Shepherd seconded by Councillor Stewart as a true record of the last meeting.</p> <p>Report to come back to next meeting regarding report on provision of armbands to school children, including costs, etc.</p> <p>Update required from P Fidgett, Project Development Officer, regarding update for the projects within the Single Outcome Agreement for Quarter 1 "Young People will be supported within the community" for Councillor Ross.</p>	<p>Clerk</p> <p>CPUM</p> <p>CPUM</p>
2.	Single Outcome Agreement 2008 / 09 - Quarter 3 Updates - Report by Corporate Policy Unit Manager	<p>Following consideration the group agreed:-</p> <p>(i) to note the update of performance regarding the Performance Indicators relating to the Safer & Stronger theme, as laid down in the Single Outcome Agreement 2008 / 09;</p> <p>(ii) to note progress made against the required actions relating to the Safer & Stronger theme, as laid down in the Single Outcome Agreement 2008 / 09; and</p> <p>(iii) that the Corporate Policy Unit Manager would report to the Community Planning Board on non-reporting of information by the NHS.</p>	CPUM

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
3.	Single Outcome Agreement 2009 / 10 - Oral Update by Corporate Policy Unit Manager	Following consideration the group agreed:- (i) to note that the final draft for the Single Outcome Agreement 2009/10 would be reported to the Moray Council on the 25 th February 2009 for approval and submitted thereafter to the Scottish Government by the end of the month. (ii) to note that Community Planning Partners require to sign up to all of the Single Outcome Agreement outcomes rather than just those which affect them.	CPUM
4.	Social Inclusion Implementation Group - Report by Community Planning & Development Manager	Following consideration the group agreed to note the establishment of the Social Inclusion Implementation Group.	CP&DM
5.	Safer Co-Ordinating Group - Report by Corporate Policy Unit Manager	Following consideration the group agreed to note the progress made by the Safer Co-ordinating in relation to its composition and the implementation of the Safer priorities through the four Operational Groups.	CPUM
6.	Progress Reports - Housing Strategy Group and Homelessness Strategy Groups - Report by Chief Housing Officer	Following consideration the group agreed to note this report.	CHO
7.	Fairer Scotland Fund - Report by Community Planning & Development Manager	Following consideration the group agreed: (i) to consider and agree arrangements for the management of the Fairer Scotland fund; (ii) to ask the Social Inclusion Implementation Group to approach theme groups and the Community Engagement Group of the partnership to identify how they can contribute and any proposals on how the partnership should invest the fund; and (iii) to ask the Social Inclusion Implementation Group to examine impact assessments from those projects currently being funded under transitional arrangements and make recommendations to the Safer and Stronger theme group and arrange for a special meeting of the theme group to make decisions on transitional funding applications;	CP&DM

ITEM NO.	TITLE OF REPORT	DECISION	
8.	Budget Proposal - Report by Corporate Policy Unit Manager	Following consideration the Group agreed to note a budget proposal as agreed by the Community Planning Board on 5 February 2009.	CPUM
9.	Equalities Incident Monitoring Form - Report by Corporate Policy Unit Manager	Following consideration the Group agreed to :- (i) adopt the Equalities Incident Monitoring Form; and (ii) a further report being brought back in 6 months time regarding how the document is working and any training issues.	CPUM
10.	Progress Review Against Performance Indicators Relating to Antisocial Behaviour and Community Safety for the Period April 2008 to December 2008 - Report by Antisocial Behaviour Co-ordinator	Following consideration the Group agreed:- (i) to note the update of Service Performance regarding the Performance Indicators relating to Antisocial Behaviour and Community Safety; and (ii) that a report would come to the next meeting regarding current policy on dog fouling, initiatives currently in place, legislation, stringent proposals and policies in other areas.	ASBC ASBC/CPUM/ GP
11.	Safer and Stronger Structure and Membership - Report by Corporate Policy Unit Manager	Following consideration the Group agreed to note the structure and membership of the key groups under the Safer and Stronger theme.	CPUM
12.	Action Sheet from Community Planning Board Meeting - Thursday 5 February 2009	The Group noted the action sheet from the Community Planning Board.	

Key: CPUM – Corporate Policy Unit Manager, The Moray Council
 CP&DM – Community Planning Development Manager, The Moray Council
 PDO – Partnership Development Officer
 ASBC – Anti-Social Behaviour Co-ordinator
 GP – Grampian Police

ACTION SHEET

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
		Apologies for absence were intimated on behalf of Councillor Lee Bell.	Clerk
1.	Minute of Meeting dated 27 November 2008	The Minute of the meeting dated 27 November 2008 was submitted and approved as accurate.	Clerk
2.	Single Outcome Agreement 2008/09 - Quarter Three Updates	<p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) to note the update of performance regarding the Performance Indicators relating to the Smarter theme, as laid down in the Single Outcome Agreement 2008/09; (ii) to note the progress made against the required actions; (iii) to ensure the information reported against the actions will show how it contributes to the delivery against the outcomes and give support to the collections of the end of year information to enable the Council to submit its end of year report in April; (iv) the revised format and further agreed that the red and green direction arrows be used for reporting performance; (v) to report quarterly to this Group on the work of the Implementation Group; and (vi) that there was a mechanism in place for Partners to have items placed on the Agenda. 	CPUM
3.	Single Outcome Agreement 2009/10	Following consideration the Group noted the current status of the Single Outcome Agreement (SOA) 2009/10 and agreed to become involved in the development of the local action delivery plans.	CPUM
4.	Terms of Reference and Role and Remit of the Smarter Group	Following consideration the Group agreed the Terms of Reference, Role and Remit set out in Sections 3.3 and 3.4 of the report for the Co-ordinating Group and the progress made in rationalising commissioned groups associated with the Smarter theme as described in Sections 3.5 and 3.6 of the report.	H/ChF&CJ Servs

ITEM NO.	TITLE OF REPORT	DECISION	BY
5.	Integrated Children's Services Plan 2009-10	<p>Following consideration the Group noted the progress being made to bring the plan to completion and agreed that the plan be operational in 2009/10. The Group also agreed that the Co-ordinating Group would take forward the plan and sign off on the Groups behalf.</p> <p>During discussion the Group questioned why Child Protection wasn't on the agenda and although the Group did not agree to bring forward this issue the Group generally agreed that this Group should expect information reports on this type of cross-partner high profile actions.</p>	H/ChF&CJ Servs
6.	Corporate Parenting Seminar - Oral Update	The Meeting noted the update on Corporate Parenting by the acting Head of Support Services. The Group also noted that a seminar would take place to promote the Corporate Parent on the 23 April 2009 with guest speakers to which all Members and Partners would be invited to attend.	A/H/Educ SS
7.	Date of Next Meeting	The meeting noted that the next meeting of the Group would be held on Thursday 4 June 2009.	----
8.	Items for Information (a) Action Sheet from Meeting of Community Planning Board dated 5 March 2009	There was submitted and noted an Action Sheet from the Meeting of the Community Planning Board dated 5 March 2009.	----

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	AOCB	<p>The Chair requested that the Community Planning & Development Manager bring forward a report to the next meeting of this group on the work of the Youth Council with a view to recommending to the Community Planning Board that consideration be given to appointing a Youth Council member to this Group.</p> <p>The Community Planning & Development Manager circulated a copy of letter dated 9 March 2009 addressed to the Head of Children, families and Criminal Justice in regard to the Fairer Scotland Fund advising that the Safer and Stronger Theme Group had agreed at its meeting of the 19 February 2009 that all theme groups and the Community engagement Group of the partnership be approached to identify how they can contribute to the achievement of the Fairer Scotland Fund objectives and inviting suggestions for proposals on how the fund can be invested.</p> <p>The Group agreed to delegate authority to the Head of Children, families and Criminal Justice to progress this issue through the Co-ordinating Group on behalf of the Smarter Theme Group subject to meeting the criteria of the Fairer Scotland Fund.</p>	CP&DM

Key: CPUM – Corporate Policy Unit Manager, The Moray Council
 H/ChF&CJ Servs – Head of Children, Families and Criminal Justice Services
 CP&DM - Community Planing & development Manager
 A/H/EducSS- Acting Head of Educational Support Services

ACTION SHEET

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	Membership of the Group	Present: Councillors J Russell (Chair), S Cree, G McDonald , P Paul, A Wright and Mike Devenney, Moray College Apologies for absence were submitted on behalf of Martin Johnson and Ian Fraser, HIE Moray, Jim Johnston, Moray Chamber of Commerce.	Clerk
1.	Minute of Meeting dated 13 November 2008	Following consideration the Group agreed to approve the Minute as an accurate record.	Clerk
2.	Wealthier & Fairer Group Priorities	During discussion of this item Mike Devenney entered the meeting. Following consideration the Group agreed that priority status for 2009/10 be recommended for those items contained within the report marked with a (P) namely: (a) Account Management with Growth Business (b) Business Gateway (c) Moray Towns Partnership (d) Buckie Regeneration (e) Moray's Connectedness.	P&DM
	Press Cuttings	The Chair circulated an article from the Press and Journal in regard to the oil industry, highlighting the fact that oil related businesses did not have to be based in Aberdeen and Mike Devenney highlighted another press cutting with regard to the success of an art student at Moray College.	
3.	Single Outcome Agreement, Quarter 3 Updates	Following discussion the Group agreed that the Planning & Development Manager would look into closer alignment of the indicators with the new Single Outcome Agreement and submit a report to the next meeting of this group.	CPUM
4.	Single Outcome Agreement (2009-10) - Progress Update	Following consideration the Group noted that the final draft of the Single Outcome Agreement for 2009/10 would be submitted to the meeting of the Moray Council on the 25 February 2008, and thereafter to the Scottish Government by the end of February. Negotiations with the Scottish Government would follow thereafter with the SOA 2009/10 being signed off by the end of May.	CPUM
5.	HIE Moray 7 Point Plan	In the absence of a representative from HIE Moray the Planning and Development Manager agreed to liaise with HIE following the meeting to request a written update on their 7 Point Plan and circulate to members of this group	P&DM/ HIE
6.	Business Seminar	Following discussion the group noted: (a) that the seminar on Connectivity had been constructive and well attended; (b) that a meeting had been arranged with the Transport Minister for 12/03/09 to discuss the way forward on the Elgin By-Pass, A96 and A95 and will be attended by the Convener, Councillor Russell and two Officers; (c) that a meeting had been arranged with Richard Lochhead, MSP to meet with the By-Pass Committee; and (d) that a letter had been sent by the Transportation Manager to the Minister seeking a technical response to his questions which would be reported to the next meeting of this group.	P&DM

ITEM NO.	TITLE OF REPORT	DECISION	ACTION
7.	Tourism Strategy/Year of Homecoming	<p>The Planning and Development Manager updated the group on 'The Year of Homecoming' and the development of tourism in Moray. He stated that the Moray Council had already allocated £10,000 of funding to the 'Year of Homecoming Project' which would hopefully be match funded, by European LEADER and other sources. However they were still seeking agreement by the LEADER Local Action Group (LAG) and also seeking agreement for a programme application process and form to be drawn up.</p> <p>Following discussions the Group agreed:</p> <ul style="list-style-type: none"> (a) that the Planning and Development Manager investigate placing an advert in the local paper within the next two weeks inviting interest; (b) that the applications be dealt with in two tranches of 4 weeks and 4 weeks to ensure that the applications are processed quickly; and (c) that the Community Planning & Development Manager arrange an extraordinary meeting of the LAG seeking approval to proceed with the applications; and 	P&DM
8.	Date of Next Meeting	The meeting noted that the next meeting of the Group would be held on Thursday 21 May 2009.	Clerk
9(a).	Items for Information – Action Sheet from meeting of the Community Planning Board dated 5 February 2009	Noted	Clerk
T of	AOCB	<p>The Chair intimated to the Group that the Elgin Burns Club is planning holding a 'Son et Lumiere Tam o' Shanter' event, at Elgin Cathedral as part of the Homecoming programme and were seeking financial assistance.</p> <p>The Chair raised concerns in regard to Tourism and in particular about the Moray Official Guide, a booklet produced and funded by others giving free advertising for Moray. He intimated that he had been on the receiving end of irate calls from the public regarding incorrect information contained within the guide.</p> <p>The Group agreed that this Council's involvement in this Guide be stopped and that the matter be referred to the Tourism Group with any recommendations being referred to the Economic Development and Infrastructure Committee.</p>	P&DM

Key: P&DM – Planning & Development Manager, The Moray Council
 CPUM – Corporate Policy Unit Manager, The Moray Council
 HIE – Ian Fraser, HIE Moray