

COMMUNITY PLANNING BOARD MEETING – THURSDAY 27 AUGUST 2009

ACTION SHEET

| ITEM NO. | TITLE OF REPORT | DECISION | ACTION BY |
|----------|------------------------------------|--|-----------|
| | Present | <p>Councillors A Wright (Chair), J Divers, G McDonald, E McGillivray, G Leadbitter (Substituting for Councillor Paul) Ian Fraser, HIE Moray, Sharon Milton Grampian Police, Ann Lindsey (Substituting for Mike Devenney, Moray College, Rae Cameron, Grampian Fire & Rescue, Dave Duthie, HITRANS and Eileen Bush MVSO</p> <p><u>IN ATTENDANCE</u> Bridget Mustard, CPUM TMC, John Ferguson, CPDM TMC, Jackie Taylor FSFM TMC, Donna Skene, PO TMC, Fiona Simpson EOO TMC, Margaret Forrest SS TMC and Moira Patrick PCSO, The Moray Council, Clerk to the Meeting.</p> <p><u>APOLOGIES</u></p> <p>Councillors G McIntyre, J Hamilton and P Paul, TMC and Mike Devenney Moray College</p> <p><u>ALSO IN ATTENDANCE</u></p> <p>Ros Micklem, Scotland Director and Martin Hayward, Policy Manager, both of The Equality and Human Rights Commission</p> | Clerk |
| 1. (a) | Minute of Meeting dated 7 May 2009 | <p>Approved subject to details relating to Mike Devenney being removed as an 'Apology'</p> <p>Under reference to paragraph 13 of the Minute in regard to the allocation of funding for the Welfare Benefits Advisor the Chairman advised that the Council was engaged in gathering together all agencies that provide advice in broadest sense in order to put together a tender for this post and he hoped to provide a more positive report to next meeting.</p> | --- |

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| 1 (b) | Minute of Special Meeting dated 10 June 2009 | <p>Approved subject to minor clerical amendments at pages 4 and 8.</p> <p>Under reference to paragraph 5 of the Minute in regard to the issue of governance arrangements the CPUM advised that it was hoped to bring something back on this to the next meeting of the Board.</p> | <p>Clerk</p> <p>CPUM</p> |
| 2. | Presentation by the Equality and Human Rights Commission on the Single Equality Bill | Meeting noted a presentation by representatives from the Equality and Human Rights Commission. | --- |
| 3. | Equality Measurement Framework | Following consideration the Board noted the new framework for monitoring progress towards equality and human rights. | CPUM |
| 4. | Membership & Remit of Strategic Groups | <p>Following consideration the Board agreed:</p> <p>(i) to the inclusion of anti social behaviour and community safety core issues as a regular part of the Safer & Stronger Strategic Group agenda;</p> <p>(ii) to the enhancement of the Civic Military Forum membership by extending an invitation to Community Planning Board Members to participate;</p> <p>(iii) not to invite Skills Development Scotland to become an advisor of the Community Planning Board;</p> <p>(iv) to undertake a review of the Community Engagement Group;</p> <p>(v) that the CPUM conduct a review of the number of groups which sit below the strategic groups in consultation with the relevant Theme Groups, and</p> <p>(vi) that the CPUM look further at the inclusion of HITRANS onto the Greener Strategic Group.</p> | CPUM |
| 5. | Single Outcome Agreement 2008-9 – Unmet Actions | Following consideration the Board noted the actions from the SOA 2009-09 and approved the continuing monitoring of the unmet actions by each of the strategic theme groups as listed in para 3.3 of the report. | CPUM |
| 6. | Public Performance Report (PPR) 2008/9 | Noted | |
| 7. | Single Outcome Agreement 2008-9 – Good Practice | Following consideration the Board agreed that the CPUM select 3 areas of good practice to be circulated to Board Members for decision/agreement for submission to the Improvement Service. | CPUM |

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| 8. | Single Outcome Agreement 2009-10 – Local Delivery Action Plans | <p>Following consideration the Board:</p> <ul style="list-style-type: none"> (i) identified any Local Delivery Action Plans which require further information or amendments to be submitted to the next meeting, and (ii) approved Local Delivery Action Plans not requiring further information and agreed to remit them to the appropriate theme group to deliver and monitor. | CPUM |
| 9. | Community Planning Three-year budget | <p>Following consideration the Board:</p> <ul style="list-style-type: none"> (i) agreed financial contributions by partners to the community planning budget for 2009-10; (ii) agreed to apply to the national participatory budgeting antisocial behaviour match fund to progress the community engagement proposals; and (iii) agreed to establish a project team with representatives from the organisations listed in para 4.9 of the report. | CPUM |
| 10. | Risk Register | <p>Following consideration the Board approved the risk tool to be used by the Partnership to manage identified risk and agreed the suggested list of risks to be explored by the Partnership as part of its register.</p> <p>The Board also agreed to remit the final development of the risk register to the short life working group and that Partners be involved in this Working Group.</p> | CPUM/GP |
| 11. | Fairer Scotland Fund | Following consideration the Board approved the allocation of funding to the proposals listed at Appendix 2 following recommendation by the Social Inclusion Implementation Group. | CPDM |
| 12. | Fairer Scotland Fund – Assisted Recruitment Scheme | Following consideration the Board approved the use of the Fairer Scotland Fund as a match fund in the development of the Moray Assisted Recruitment Scheme. It was further agreed that where possible, Partners consider taking up some of the places on the scheme. | CPDM |
| 13. | Financial Inclusion Strategy | Following consideration the Board noted the progress of the Financial Inclusion Strategy and the suggested key actions as outlined in Appendix 1 of the report. | CPDM |
| 14. | Citizens Panel – Future Arrangements | Following consideration the Board agreed to defer consideration of this item to the next meeting of the Board. | CPUM |

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| 15. | The Nation's Commitment to the Armed Forces Community: Consistent and Enduring Support – A Consultation Paper | Following consideration the Board noted the public consultation paper, and agreed that any comments on the consultation be submitted to the CPUM in order that a response can be formulated. | CPUM |
| 16(a) | Action Sheet from Meeting of Safer & Stronger Strategic Group dated 5 June 2009 | Noted | --- |
| 16(b) | Action Sheet from Meeting of Wealthier & Fairer Strategic Group dated 21 May 2009 | Noted | --- |
| 16(c) | Action Sheet from Meeting of Smarter Strategic Group dated 04 June 2009 | Noted | --- |
| 16(d) | Action Sheet from Meeting of Healthier Strategic Group dated 2 July 2009 | Noted | --- |
| 16(e) | Action Sheet from Meeting of Community Engagement Strategic Group dated 13 August 2009 | Noted | --- |
| 17 | Date and Venue of Next Meeting | 19 November 2009 – Venue to be confirmed. | Clerk |

Key: CPUM – Corporate Policy Unit Manager
 CPDM – Community Planning & Development Manager
 PCSO – Principal Committee Services Officer
 FSFM – Fairer Scotland Fund Manager
 PO – Project Officer
 TMC – The Moray Council

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| | Present | <p>Councillors D. Ross, M. McConachie, D. Stewart Mrs L Tait, Superintendent S. Milton and Mr R Cameron.</p> <p><u>IN ATTENDANCE</u> Corporate Policy Unit Manager, Anti-Social Behaviour Co-ordinator, Local Authority Liaison Officer, Housing Programmes Manager, Miss S. Flett, Project Officer, Payments Manager and Mrs C. Carswell, Committee Services Officer as Clerk to the meeting.</p> <p><u>APOLOGIES</u> Councillors E. McGillivray and R. Shepherd.</p> | Clerk |
| 1. | Minute from previous meeting held on 21 May 2009 | The minute was approved as a true record of the last meeting. | Clerk |
| 2. | Local Delivery action Plans | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) to note the current Local Delivery Action Plans and changes sought by the Community Planning Board; (ii) to remit the response for the change to the Corporate Policy Unit Manager and Lead Officers; (iii) to note that the first quarterly monitoring report for quarters 1 and 2 would be submitted to the next meeting and progress against the milestones would be reported. | |

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| 3. | Review of Operational Groups | Following consideration the Group agreed: <ul style="list-style-type: none"> (i) to review membership of the operational groups; (ii) to list the remit of each operational group; and (iii) to report back to the Community Planning Board on 19 November 2009 on progress. | CPUM |
| 4. | Fuel Poverty Strategy | Following consideration the Group commented on the actions to be taken to address fuel poverty issues and that this information would be forwarded to the Greener Group for their information. | CHO |
| 5. | Progress Reports - Housing Strategy Group and Homelessness Strategy Groups | Following consideration the Group noted this report. | CHO |
| 6. | Congregation of Youths in the Elgin Area | Following consideration the Group noted the identified issues in relation to congregations of youths within communities throughout Moray and the actions taken by the various agencies to address any identified issues occurring. | CPUM |
| 7. | Customer Satisfaction Results for Antisocial Behaviour Services | Following consideration the Group noted the progress being made by the antisocial behaviour service in terms of the satisfaction of customers using the antisocial behaviour and community warden service. | CPUM |
| 8. | Safer Co-ordinating Group | Following consideration the Group noted the progress being made by the Safer Co-ordinating Group in relation to identifying and tackling Community Safety priorities through the four Operational Groups. | CPUM |

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| 9. | Participatory Budgeting - ASB Pilot Initiative | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) to apply to the national participatory budgeting-antisocial behaviour (ASB) match fund to progress the community engagement proposals; (ii) note the establishment of a project team with representatives from the organisations listed in para 3.24 including Police and all other partners from the Community Planning Board which are given the opportunity to come on board; and (iii) that the Safer & Stronger Group be given the same demonstration as to what the Community Planning Board had received and receive clarification on costs, the length of the licence and maintenance costs | CPUM |
| 10 | Fire and Rescue Framework for Scotland 2009 - Consultation | <p>Following consideration the Group noted the draft of a second Fire and Rescue Framework for Scotland 2009 and forwarded any responses to the Chief Executive, the Moray Council, in order that he may formulate the Council's formal response to the Scottish Government.</p> | CLO |
| 11 | Delphinus Group | <p>Following consideration the Group agreed to:-</p> <ul style="list-style-type: none"> (i) note the content and recommendations associated with the Government's Contest Strategy; (ii) that a Delphinus Group be established within the Community Planning Structures as a separate sub group which reports to the Safer and Stronger Theme Group; and (iii) to develop and progress an Action Plan for delivering on the Contest Strategy. | |
| 12 | Community Planning Board Meeting – Thursday 27 August 2009 | The Group agreed to note the same. | |

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

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| | Membership of the Group | <p>Present: Councillors J Russell (Chair), G McDonald, P Paul and A Wright, Edna Cameron representing Mike Devenney, Moray College and Ian Fraser, HIE Moray</p> <p>Apologies for absence were intimated on behalf of Councillor S Cree, Mike Devenney, Moray College, Jim Johnstone, Chamber of Commerce and Alan Bodman, Federation of Small Businesses</p> | CLERK |
| 1. | Minute of Meeting dated 21 May 2009 | <p>Following consideration the Group agreed to approve the Minute as an accurate record of the meeting subject to Gordon Holland, HITRANS representative, being added onto the Sederunt.</p> <p>Under item 7(i) it was noted that Ian would circulate the revision HIE recovery response plan</p> <p>Under item 8(i) it was noted that the final meeting with Minister will take place on 7 October</p> <p>Under item 9 it was noted that the first round of funding submission was not successful. However the bid will be resubmitted for the second round of submissions.</p> <p>Under item 10(iii) 'Community Planning Website' Mrs Mustard agreed to submit a report to the next meeting.</p> <p>Amend sederunt to include G Holland, HITRANS and Susan Chalmers, Skills Scotland</p> | <p>CLERK</p> <p>Ian</p> <p>CPUM</p> <p>CPUM</p> |

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| 2. | Local Delivery Action Plans | <p>Mrs B Mustard, the Corporate Policy Unit Manager, explained that the Local Delivery Actions Plans arose from the special meetings of each strategic theme group and had been approved at the Community Planning Board on 27 August 2009 with the amendments stated in the report.</p> <p>After discussions on the progress of each of the milestones within the Local Delivery Action Plan the Group noted that:</p> <p>(i) a report detailing the progress in Quarters 1&2 of this year will be submitted to the next meeting;</p> <p>(ii) a full suite of the Local Delivery Action Plans would be available on the Community Planning Website;</p> <p>(iii) a report along with a presentation from the Local Authority Liaison Officer would be submitted on Road Safety to the next meeting; and</p> <p>(iv) a report would be submitted to the Economic Development & Infrastructure Committee on the funded Leader Programme to establish where match funding is taking place and by whom.</p> | <p>CPUM</p> <p>CPUM</p> <p>LALO</p> <p>P&DM</p> |
| 3. | Review of Operational Groups | <p>Mrs B Mustard, Corporate Policy Unit Manager, Moray Council, advised the group that the Community Planning Board instructed a review of the membership of the operational groups, a list of the remit for each operational group and to report back to the Community Planning Board on 19th November on the progress.</p> <p>Thereafter, the group agreed to:</p> <p>(i) note that this was a work in progress;</p> <p>(ii) note a report would be submitted to the next meeting on operational groups but include all 5 strategic theme groups; and</p> <p>(iii) amend organogram to place Destination Marketing organisation from Community Engagement Group and Wealthier and Fairer.</p> | <p>CPUM</p> <p>CPUM</p> |

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| 4a. | European Funding Applications | <p>Mr D Lunan, Planning & Development Manager, Moray Council, updated the Group on the European Funding Applications.</p> <p>Councillor Russell expressed his disappointment that the report submitted to the Community Planning Board on 27th August had not reached the Wealthier & Fairer Strategic Group.</p> <p>The Corporate Policy Unit Manager advised that she will keep the group up to date on the apprentice scheme.</p> <p>Thereafter, the group agreed that if the EU grant application was unsuccessful, then a report would come back for further consideration on whether the £400,000 available could then be used to fund a reduced number of places.</p> | <p>CPUM</p> <p>FSFM</p> |
| 4b. | Elgin Business Improvement District (BID) | <p>Mr D Lunan, Planning & Development Manager, Moray Council, updated the group on the progress of the Elgin Business Improvement District (BID).</p> <p>He further advised that this was a work in progress and that BID requires a 'yes' vote from the Elgin Community, the vote will take place in October/November. It was further explained that this is currently being led by The Moray Council but the ownership will be passed over.</p> | |
| 5. | Green Business Seminar | <p>Mr D Lunan, Planning & Development Manager, Moray Council, introduced the invitation received from the Greener Strategic Group to the Green Business Seminar due to be held in the Elgin Library Gallery on 15th September.</p> <p>Thereafter the Group noted that it was perhaps too short notice to be sending a representative.</p> | |

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| 6. | Moray Business Panel Future Role | <p>Mr I Fraser, HIE Moray, updated the Group on the position of the Moray Business Panel. He explained to the group that HIE will now take on the secretariat role for organising these meetings.</p> <p>During discussion, Mr Fraser explained that in view of the lapse of time since the last meeting, he proposed to have a meeting as soon as possible, probably towards the end of October. He then explained that he intends to liaise with Councillor Russell in setting the agenda for the initial meeting but that the Business Panel themselves should take on the role of setting their own future agenda items.</p> <p>Thereafter the group noted:</p> <ul style="list-style-type: none"> (i) that the Business Panel would work with the Wealthier and Fairer Strategic Group to determine membership and (ii) that Mr Fraser would liaise with the Head of Development Services to confirm any outstanding issues arising from the last meeting of the Business Panel before reconvening the Group. | <p>HIE</p> <p>HIE & H/Dev Services</p> |

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| 7. | Life Science Centre Update | <p>Mrs E Cameron, Moray College updated the Group on the progress of the proposed Moray Life Sciences Centre.</p> <p>During discussion, Mrs Cameron explained to the Group that within the new Life Sciences Centre, Moray College would hope to have the economic development of incubation pods along with rooms suitable for conferences, meetings and training. Mrs Cameron further explained that expenditure would need to be looked at and the cost of fees and extra costs would need to be taken into consideration but at the moment projects are coming in under budget and costs are currently being reviewed.</p> <p>Thereafter the Group noted:</p> <ul style="list-style-type: none"> (i) that there had been a large response during the tender process for the design of the new centre, and (ii) that the contract cannot be awarded until there is confirmation of funding. | |
| 8. | Date of Next Meeting | The meeting noted that the next meeting of the Group would be held on Thursday 3 December 2009. | CLERK |
| 9. | Item for Information | Noted | |

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| | Present | <p>Councillors J Hamilton (Chair), L Bell, J Divers and M Shand, The Moray Council, Superintendent S Milton, Grampian Police and A Lindsay, Moray College.</p> <p><u>IN ATTENDANCE</u></p> <p>Mrs B Mustard, The Corporate Policy Unit Manager, Mr J Ferguson, the Head of Community Development & Planning, Mr G Sinclair the Head of Educational Development Services, Mr J Carney, the Head of Children, Families and Criminal Justice, Mr A Moar, Partnership Development Officer, Mr A Jamieson, Anti-Social Behaviour Co-ordinator, Mrs D Skene, Project Officer, Mr D Westmacott, (Committee Services Apprentice) and Mrs S Kennedy as Clerk to the meeting.</p> <p><u>APOLOGIES</u></p> <p>Apologies for absence were intimated on behalf of Councillor A McKay, Ms J Mackie the Acting Head of Community Care, Mr R Donald, the Acting Head of Educational Support Services, Mr H Mackie, Grampian Police, Mr S Coady, NHS and Mrs S Chalmers, Skills Development Scotland.</p> | |
| 1. | Minute of Meeting dated 4 June 2009 | The Minute of the meeting dated 24 September 2009 was submitted and approved as accurate. | Clerk |
| 2. | Domestic Abuse | Following consideration the Group noted the progress of the Domestic Abuse Forum in relation to the milestones set down within the Domestic Abuse Key Action. The group further noted concerns expressed in regard to funding of the annual conference and agreed that in view of the financial position the conference could only go ahead if external funding was secured. | CPUM |
| 3. | Review of Operational Groups | <p>Following consideration the Group agreed to:</p> <ul style="list-style-type: none"> (i) review membership of the operational groups; (ii) list the remit of each operational group; and (iii) report back to the Community Planning Board on 19 November 2009 on progress. | CPUM |

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| 4. | Review of Associated Groups | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) to note the progress made in reviewing the associated groups; (ii) the next steps to be undertaken by the Smarter Co-ordinating Group; (iii) that Mrs Mustard, Corporate Policy Unit Manager would write to the Youth Council to update them on the current position and (iv) That the blue writing be changed to black writing on the organogram to make it easier to read. | H/Ch&F &CJ |
| 5. | Local Delivery Action Plan | <p>Following consideration the Group agreed to:</p> <ul style="list-style-type: none"> (i) note the current Local Delivery Action Plans and changes sought by the Community Planning Board; (ii) remit the response for the change to the Corporate Policy Unit Manager and Lead Officers; (iii) note that the first quarterly monitoring report for quarters 1 and 2 will be submitted to the next meeting of this group along with progress against the milestones. | CPUM |
| 6. | Getting it Right for Every Child (GIRFEC) | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) note the current GIRFEC workplan; (ii) note the funding for GIRFEC to date; and (iii) that the Chair of the theme group would write to the manager of the Fairer Scotland Fund indicating the theme groups support for continuing the GIRFEC Development Officer post. | H/Ch&F &CJ |

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| 7. | Review of Integrated Children's Services Plan | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) to note the progress made in reviewing the 2009-10 plan; (ii) that a progress a summary would now be prepared for submitting to the Smarter Co-ordinating group; and (iii) that the suggestion made by Mr G Sinclair, the Head of Educational Development Services as undernoted to move to a 3-part structure Agenda as undernoted: <ul style="list-style-type: none"> (a) to receive an overview with milestones for all activities; (b) to provide reports where needed where exceptions arise; (c) to decide at the end of one meeting what is being called for and to receive a focussed report to the next meeting; | H/Ch&F & CJ |
| 8. | AOCB | Mr J Carney, the Head of Children, Families and Criminal Justice referred the group back to the Domestic Abuse Conference and advised that a series of lunchtime meetings had been planned for November 2009 to discuss various issues e.g. early years, Community Services Service Plan, HMIE etc which would involve around 60-70 professionals and in light of the current financial climate he was of the view that that these should be held in abeyance and he advised that he would liaise with the local support officer to see if there was a better way of communicating progress. He also expressed concerns about putting too much information on the website. | Clerk |
| 9. | Date of Next Meeting | The meeting noted that the next meeting of the Group would be held on Thursday 17 December 2009 at 9:30 am. | Clerk |
| 10. | Items for Information (a) Action Sheet from Meeting of Community Planning Board dated 27 August 2009 | There was submitted and noted an Action Sheet from the Meeting of the Community Planning Board dated 27 August 2009. | -- |

Key: CPUM - Corporate Policy Unit Manager, The Moray Council
H/Ch&F&CJ - Head of Children & Families & Criminal Justice

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| | Membership of the Group | <p>Present : Councillors S Cree, G Leadbitter, J Russell & D Stewart (Substituting for Councillor I Ogilvie and B Anderson, Energy Officer, M Young, Forestry Commission Scotland and B Blankton, SEPA (Substituting for A Anderson)</p> <p>Apologies for absence were intimated on behalf of Councillors F Murdoch & I Ogilvie and D Bale, Scottish natural Heritage, A Tait, NHS Grampian, A Anderson, SEPA, D Duthie, HITRANS and A Keddie, Moray Council</p> <p>Also Present : The Head of Development Services, the Corporate Policy Unit Manager, the Environmental Protection Manager, E Gordon, Planning Officer (Planning & Development) S Flett, Project Officer (Moray Council) & D Westmacott, Apprentice Committee Officer.</p> | Clerk |
| 1. | Appointment of Chair | <p>Noted Councillor Russell's expression of interest in the appointment of Chair, subject to clarification as to the position of a Greener Strategic Group representative on the Community Engagement Group given that he is already a member in his capacity as Chair of the Wealthier & Fairer Strategic Group.</p> <p>Members concerns regarding Councillor Murdoch's position on the Group noted and agreed that these to be raised with the Chief Executive with a view to a report thereon being submitted to the next meeting of the Council.</p> <p>In the absence of a Chair and no nominations forthcoming to Chair the meeting as an interim measure it was agreed that the Corporate Policy Unit Manager (CPUM) Chair the meeting.</p> | <p>CPUM</p> <p>CPUM</p> |
| 2. | Action Sheet from meeting of 26 March 2009 | <p>Approved.</p> <p>Matters Arising.</p> <p><u>Flood Alleviation</u> – Under reference to Section 4 of the Action Sheet the meeting noted that there was no further development at this time a report on the scope for flexibility would be submitted to the next meeting.</p> | H/Dev Services |

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| 3. | Local Delivery Action Plans | <p>Following consideration the Group agreed to:</p> <ul style="list-style-type: none"> (i) note the current Local Delivery Action Plans and changes sought by the Community Planning Board; (ii) remit the response for the change to the Corporate Policy Unit Manager and Lead Officers; (iii) note that the first quarterly monitoring report for quarters 1 and 2 will be submitted to the next meeting and progress against the milestones will be reported; and (iv) note that the Group's preference for reporting for detailed information coming forward rather than just exception updating. | CPUM & H/Dev Services |
| 4. | Review of Operational Groups | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) that a review of the membership of the operational groups be undertaken and that the Active Travel Group should have a healthier triangle attached; (ii) that a review of the remit of each operational group be undertaken; (iii) to report back to the Community Planning Board on 19 November 2009 on progress and the next meeting of this Group with the full suite of operational groups ; (iv) to note that whilst the SOA was a 3 year document other topics for discussion not included would be welcomed; and (v) that the Groups' concerns in regard to an apparent lack of intimation relating to an 'Urban Freedom' meeting be raised with the Active Travel Co-ordinator. | CPUM |
| 5. | Fuel Poverty Strategy | <p>Following consideration the Group agreed to:</p> <ul style="list-style-type: none"> (i) note the proposed actions to be taken to address fuel poverty issues; and (ii) forward any comments to F Geddes, Housing Strategy Officer by 30 November 2009. | D/Com Servs |

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| 6. | Draft Climate Change Action Plan | <p>Following consideration the Group agreed;-</p> <ul style="list-style-type: none"> (i) to submit comments on the Moray Council's Working Draft Climate Action Plan to E Gordon, Planning Officer, by Monday 28 October 2009; (ii) that a copy of the draft report to be submitted to the Council's Policy & Resources Committee on 17 November 2009 be circulated to the Group in advance of that meeting; (iii) to note that subject to approval by the Policy & Resources Committee the Draft Climate Action Plan will be issued for wider consultation; and (iv) to receive a report and presentation on what greener issues are currently covered in the Local Plan. | D/Dev Servs |
| 7. | Preparation of Use of Home Grown Timber Guidance | <p>Following consideration the Group agreed to:-</p> <ul style="list-style-type: none"> (i) note the preparation of the guidance on the Use of Timber in Sustainable Construction which will be circulated to the Group for comment by 30 November 2009 ; and (ii) note that a further report will be submitted when the finalised document is complete seeking the agreement of the Group to promote the guidance within the respective partnership organisations as an example of best practice in the use of home grown timber. | H/Dev Servs |

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| 8. | Awareness Raising Events: Green Business Seminar and Renewable Event 2010 | <p>Following consideration the Group agreed to:-</p> <ul style="list-style-type: none"> (i) noted the feedback from the recent Green Business Seminar; (ii) approve the proposals for a Renewables Exhibition in early 2010 and encourage Community Planning Partners to provide a financial contribution or allocate staff time and resources towards the organisation of the event; (iii) RAF representatives being added to the draft delegate list; (iv) A similar information report be submitted to the Wealthier & Fairer Strategic Group in December 2009; (v) a detailed report on the finalised arrangements to be submitted to the next meeting; and (vi) approve the development of a Renewables Directory detailing local suppliers, installers, sources of advice and available funding. | H/Dev Servs |
| 9. | Preparation of Moray Renewable Energy Strategy and Planning Guidance | <p>Following consideration the Group agreed to:-</p> <ul style="list-style-type: none"> (i) support the Council's proposal to lead on the development of a Moray Renewable Energy Strategy and Planning Guidance; and (ii) partner organisations being invited to identify staff to participate in a Renewable Energy Operational Group tasked with the delivery of the Renewable Energy Strategy and Planning Guidance. | H/Dev Servs |
| 10. | Date of Next Meeting | The meeting noted that the next meeting of the Group will be held on Thursday 21 January 2010. | |
| 11. | Items for Information | | |
| (a) | Action Sheet from meeting of the Community Planning Board dated 27 August 2009 | Noted. | ----- |

ACTION SHEET

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|----------|-------------------------------------|--|-----------|
| | Present | <p>Councillors L Bell (Chair), B Jarvis, J Sharp, Mr C Muir, MCHSCP, and Dr L Wilkie, NHS Grampian.</p> <p><u>IN ATTENDANCE</u></p> <p>Mr S Riddell, Director of Community Services, Mrs J Mackie, Acting Head of Community Care, (substituting for Sally Chisholm), the Moray Council, Mrs S Milton, Grampian Police, Mr G Morrice, Inverness Prison, Mr M Perera, NHS Grampian, Mrs B Mustard, Corporate Policy Unit Manager, Mrs D Skene, Community Planning Officer, Mr D Westmacott, Apprentice Committee Services Officer and Mrs S Kennedy, Committee Services Officer as Clerk to the Meeting</p> <p><u>APOLOGIES</u></p> <p>Apologies for absence were intimated on behalf of Councillor J Hamilton, A McKay, A McDonald, Chief Executive, The Moray Council, Andrew Fowlie, NHS Grampian and Mrs Eileen Bush, MVSO.</p> <p>Apologies were also intimated on behalf of Mrs E Brown and Mrs T Gervaise, NHS.</p> | Clerk |
| 1. | Minute of Meeting dated 2 July 2009 | <p>The Minute of the meeting of the Healthier Strategic Group dated 2 July 2009 was submitted and approved subject to the removal of Councillor Sharpe's name from Item 7, page 4 of Minute.</p> <p><u>Matters Arising</u></p> <p>Mr. S Riddell, Director of Community Services referred the Group to item 5, page 3 of the Minute and advised that interviews for the post of a Senior Health Improvement Manager had been held, however no appointment had been made and the post would be re-advertised shortly.</p> <p>The Chair referred to item 6, pages 3 and 4 of the Minute and advised that the Director of Educational Services was unable to attend this meeting, However he would be in attendance at the next meeting of this Group.</p> | Clerk |

| ITEM NO. | TITLE OF REPORT | DECISION | ACTION BY |
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| 2. | Review of Operational Groups | <p>Following consideration the Group agreed to:</p> <ul style="list-style-type: none"> (i) review membership of the operational groups; (ii) list the remit of each operational group; and (iii) report back to the Community Planning Board on 19 November 2009 on progress <u>and to give a full suite of information to the next meeting of this Group</u>; and (iv) change the colour of the writing under Safer and Stronger on the organogram. | CPUM |
| 3. | Local Delivery Action Plans | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) to note the current Local Delivery Action Plans and changes sought by the Community Planning Board; (ii) to remit the response for the change to the Corporate Policy Unit Manager and Lead Officers; and (iii) to note that the first quarterly monitoring report for quarters 1 and 2 will be submitted to the next meeting and progress against the milestones will be reported; (iv) that this Group focuses on areas of red and that these issues be addressed at the meeting. Should there be problems securing an answer an Officer be tasked with bringing a response back to the next meeting of the group; and (v) that Superintendent S Milton liaise with Mrs B Mustard, Corporate Policy Unit Manager with regard to amending and correcting the wording in relation to pages 20 and 21 of the report relating to Alcohol and Drugs. | CPUM |

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| 4. | Healthier Strategic Group; Strategic Approach - Forward Planning | <p>Following consideration the Group agreed that:</p> <ul style="list-style-type: none"> (i) one item agendas were not suitable for this Group; (ii) there should be space on the agenda to consider other items that may arise; (iii) that these items should be held at the end of the meeting and that there should be flexibility to change these items as priorities arise; and (iv) Mrs J Mackie. Acting Head of Social Care liaises with Mrs B Mustard, Corporate Policy Unit Manager with regard to a proposed item for inclusion in the agenda for the next meeting of this group with regard to "Long Term Conditions". | <p>PHL MCHSCP</p> <p>A/HdCC/ CPUM</p> |
| 5. | CEL 26 (2009) Health Improvement and Community Health Partnerships Advice Note | <p>Following consideration the Group acknowledged and supported the development to effectively address key recommendations stated in CEL 26 (2009).</p> | <p>PHL MCHSCP</p> |
| 6. | Establishing Moray's Alcohol and Drug Partnership Constitution | <p>Following consideration the Group agreed:</p> <ul style="list-style-type: none"> (i) to approve the proposed Constitution/ Governance arrangements for the Alcohol and Drug Partnership (ADP) in Moray; (ii) to task the Chair of the MADP to implement the Purpose, Aims and Objectives of the Partnership; and (iii) that the Constitution is reviewed by the Strategic Group within 12 months of being implemented. | <p>D/Com Servs</p> |

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| 7. | MADP - Moray Delivery Plan | <p>Following consideration the Group agreed to:</p> <ul style="list-style-type: none"> (i) approve the proposed Moray Delivery Plan 2009/10 to safeguard management and performance; (ii) use Moray Delivery Plan 2009/10 to hold the MADP accountable for evidencing best practice in the delivery of alcohol and drug services; and (iii) task the chair of the MADP to complete the Moray Delivery Plan and report back to the Strategic Group in April 2010. | D/Com Servs |
| 8. | Moray Alcohol and Drug Partnership Commissioning Plan v2.1 | <p>Superintendent S Milton updated the Group on the Moray Alcohol and Drug Partnership Commission Plan v2.1 which supports the MADP Strategy. She referred to page 9 of the report and advised that the dates set for the commencement of tendering was too ambitious and slippage had occurred and the MADP were looking to extend existing contracts until July 2010.</p> <p>The Director of Community Services reminded the Group that the evolving detail of the Delivery Plan and the Commissioning Strategy had been informed by concerns raised by inspectors that resources historically had not been targeted on the basis of unmet need being identified strategically. Delays had occurred as a result of the time it had taken to undertake a detailed needs survey and the work on-going to strengthen commissioning processes. Concerns were emerging in relation to the potential underspend from last year having to be returned. That required to be discussed outwith this meeting and he suggested that an ad hoc meeting be arranged. He also advised that Moray needs to be absolutely clear on what their allocation will be to ensure that they can demonstrate and clarify the strategic and service landscapes to the Minister when he visits Moray on the 22 February 2010.</p> <p>Thereafter, Mr S Riddell, Director of Community Services agreed to liaise with the relevant persons to set up a date for an ad-hoc meeting.</p> | Supt. S Milton |

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| 9. | Alcohol and Drug Partnership - Draft Strategy | <p>Mr S Riddell, Director of Community Services updated the Group on the Alcohol and Drug Partnership – Draft Strategy and advised that the draft strategy would be circulated at the end of the month for comments which he required to receive by the end of November. He also sought delegated authority to finalise the strategy.</p> <p>Thereafter, the Group agreed to delegate authority to Mr S Riddell, the Director of Community Services, Mrs B Mustard, the Corporate Policy Unit Manager and the Chair of the Healthier Strategic Group to finalise the strategy.</p> | D/Com Servs |
| 10. | Guidance Referral Pathways - Drugs Heat Targets | <p>Following consideration the Group agreed to:</p> <ul style="list-style-type: none"> (i) use the Guidance on Referral Pathways document to support progress in offering drug misusers faster access to appropriate treatment to support their recovery; (ii) promote a partnership approach in reducing waiting times for appropriate treatment to support recovery; and (iii) ensure that any cross-cutting issues be reported to Mrs B Mustard, Corporate Policy Unit Manager | D/Com Servs |
| 11. | Forthcoming Partnership Conference | <p>Mr S Riddell, Director of Community Services updated the Group on the forthcoming partnership conference advising that all elected members had been invited to attend the conference on the 22 February 2009. He advised that the aim of the conference was to launch the MADP Strategy, the Delivery Plan and Commissioning Plan and he urged the Group to put forward ideas for showcasing practice/services for the Minister to see during his visit.</p> | D/Com Servs |
| 12. | AOCB | <p>Mr S Riddell, the Director of Community services advised the meeting that he would circulate copies of the website link on SWIA's Follow-up Report on Substance Misuse services across Grampian.</p> <p>Dr L Wilkie, the Director of Public Health advised that the New Public Health Strategy 2008 was enacted on 1st October 2008 and a report on the Joint Protection Health Plans would be submitted to a future meeting of this Group.</p> <p>Mr M Perera, Integrated Mental Health Services Manager advised the Group that it had been agreed that "Ward 4" Dr Gray's Hospital would continue to stay in service.</p> | Clerk |
| 13. | Date of Next Meeting | <p>The meeting noted that the next meeting of the Group would be held on Thursday 4 February 2010 at 9.30am.</p> | Clerk |

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| 11. | Items for Information (a) Action Sheet from Meeting of Community Planning Board dated 27 August 2009 | The meeting noted the Action Sheet from the Community Planning Board meeting dated 27 August 2009. | Clerk |

Key: CPUM - Corporate Policy Unit Manager, the Moray Council
 PLH, MCHSCP - Public Health Lead, MCHSCP
 D/Com Servs - Director of Community Services, the Moray Council
 Supt S Milton - Superintendent Sharon Milton, Grampian Police
 A/HdCC – Acting Head of Community Care
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