



The Scottish Parliament
Pàrlamaid na h-Alba

LOCAL GOVERNMENT AND COMMUNITIES COMMITTEE

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23 April 2009

Dear Ms Mustard

Meeting of 20 May 2009

The Local Government and Communities Committee is conducting ongoing monitoring and scrutiny of Single Outcome Agreements. It notes that the Scottish Government's first full report on progress towards implementing first phase SOAs will not be produced until September 2009, but that an interim report is expected to be published by the Government later this month.

As well as taking evidence on SOAs generally as part of this ongoing scrutiny, the Committee agreed it would also like to hear from voluntary sector organisations to ensure that they have been fully involved in the SOA process. In this regard, the Committee will take evidence from the SCVO and Community Care Providers at its meeting on 20 May. This will be followed, by a second evidence session on SOAs more generally, with representatives of selected Community Planning Partnerships, at the same meeting.

The Committee also intends to take further evidence on SOAs from members of the Concordat Oversight Group at a subsequent meeting.

As you are aware the Committee would therefore like to invite a representative of a Community Planning Partnership in your area to give evidence at its meeting on Wednesday 20 May at 11.00 am. in the Parliament at Holyrood. [They will be part of a panel that also includes representatives of CPPs in Glasgow and Perth and Kinross.]

For information on the Committee and its work, your representative might like to view the Committee's web pages which contain previous agendas, papers and official

reports for earlier meetings, as well as other details of its activities and membership. The Committee's web pages can be viewed at the link below¹. The agenda and papers for the meeting to which they have been invited will be posted on the web site no later than 18 May.

Should they wish to provide the Committee with a written submission I will need to receive this by the morning of 13 May. It would be appreciated if you could try to keep their submission to no longer than about four sides of A4. Our preferred format for submissions is a Microsoft Word document via email. Please note that written evidence submitted to the Committee is normally published in electronic or paper form, both as a public paper at the meeting at which it is considered and as part of any subsequent committee's report. If they do not wish any written evidence submitted to be made public, please request this clearly at the start of the submission. I have enclosed the Parliament's policy on the treatment of written evidence with this letter.

The meeting will begin at 10.00 am and their evidence session will be the second session starting at 11.00 am: it is expected that this will last for about for one hour. Please ask them to arrive at the witness reception desk in the public entrance of the Parliament building at least fifteen minutes before their session is scheduled to begin. They will be given a witness pass and met by a member of the clerking team and escorted to the relevant meeting room. Please remind them to bring this letter with them on the day.

The following documents are enclosed with this invitation letter—

- Witness information leaflet
- Copy of the Parliament's policy on the treatment of written evidence
- Map

If they will be accompanied on the day by anybody planning to observe proceedings from the public gallery and you would like to reserve tickets for them, you should contact visitor services directly, by telephone on 0131 348 5200 or by email at sp.bookings@scottish.parliament.uk.

Finally, can I assure you that Committee staff are committed to supporting witnesses as well as possible to help ensure they give their evidence as well as they can. In this context I will be in touch by phone well before the meeting to confirm arrangements. In the meantime, if you require any other information, please do not hesitate to contact me.

Yours sincerely



Ian Cowan
Assistant Clerk

¹ <http://www.scottish.parliament.uk/s3/committees/lgc/index.htm>