

THE MORAY COUNCIL
MINUTE OF MEETING OF COMMUNITY PLANNING BOARD

THURSDAY 7 MAY 2009

MORAY COLLEGE, MORAY STREET, ELGIN

PRESENT

Councillor G McIntyre (Chairman)	The Moray Council
Councillor J Divers	The Moray Council
Councillor G McDonald	The Moray Council
Councillor E McGillivray	The Moray Council
Councillor P Paul	The Moray Council
Councillor A Wright	The Moray Council
Mike Devenney	Moray College
Sharon Milton	Grampian Police
Dave Thewliss	Grampian Fire & Rescue
Anita Milne	MVSO
Polly Chapman	

IN ATTENDANCE

Alastair Keddie, Chief Executive, 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

ALSO IN ATTENDANCE

Liz Hunter, Scottish Government

APOLOGIES

Apologies for absence were intimated on behalf of Councillor Hamilton, The Moray Council, Mike Devenney, Moray College, Andrew Fowlie, NHS Grampian, Martin Johnston, HIE Moray and Andy Coueslant, Grampian Fire & Rescue.

1. MINUTE OF MEETING DATED 5 FEBRUARY 2009

The Minute of the Meeting of the Community Planning Board dated 5 February 2009 was submitted and approved.

2. VOLUNTARY SECTOR FUNDING FOR INTERMEDIARY ORGANISATIONS POST 2011

MVSO submitted a report on the voluntary sector funding for Intermediary Organisations post 2011.

Mrs Milne explained the new model of the local infrastructure support for the voluntary and community activity from 2011. The Boards of MVSO and the Volunteer Centre Moray agreed on a model which is intended to provide a coherent, fit for purpose local infrastructure that meets the needs of the Moray Community Planning Partnership, Moray Council and third sector. She circulated the diagram of the model for consideration. The Moray Community Planning Partnership approval is required before the model can be implemented.

In addition, Mrs Milne explained that a Voluntary Sector Forum is currently being established which will be an independent support network of voluntary and community organisations to strengthen the sector.

Following consideration the Board approved the model for local infrastructure support for voluntary and community activity from 2011.

3. SINGLE OUTCOME AGREEMENT 2009 – 2010

The Corporate Policy Unit Manager submitted a report on the current position of the Single Outcome Agreement. She stated that the meeting requires to approve the attached version of the Single Outcome Agreement. Following approval it will be presented to the Full Council meeting on 12 May and then to Scottish Government on 15 May.

In relation to developing the next stages of the Single Outcome Agreement, the meeting noted the dates and times of the Special theme group meetings to develop the Local Delivery Action Plans. Mrs Mustard explained that the purpose of these special meetings are to identify the 3 key actions, resources and lead officers for each of the 24 local outcomes. This information would then be reported back to the Special Board meeting in June.

The meeting then discussed the official signing of the Single Outcome Agreement. Ms Hunter updated the meeting on the current proposals which include a Ministerial Visit over the summer provided that an event to demonstrate achievement for the Single Outcome Agreement 2008-09 was part of the visit. The meeting discussed several options for the event such as allotments, affordable housing, flooding and dental facilities.

Within the report the need to develop scrutiny arrangements of the Single Outcome Agreement was highlighted. However this topic required further discussion as the meeting requires to consider the full implications of accountability and governance across the Partnership.

Finally, Mrs Mustard commented on the work undertaken to equality impact assess the Single Outcome Agreement as a whole. This assessment was attached to the report and was noted.

Following consideration the Board agreed to:-

- (i) Support the work associated with the next stage in developing the Single Outcome Agreement (SOA) 2009-10 by supporting the special meetings;
- (ii) Approve the SOA as presented;
- (iii) Hold a Special of the Board on 10 June
- (iv) Discuss proposals for ministerial visit at the Special meeting;
- (v) Submit a detailed report on scrutiny of the SOA to the Special meeting;
- (vi) Note work to date on Equal Impact Assessment of SOA.

4. SINGLE OUTCOME AGREEMENT PERFORMANCE REPORT FOR 2008-09

The Board noted that this item had been withdrawn from the agenda.

5. REGIONAL TRANSPORT PARTNERSHIP REPRESENTATION WITHIN COMMUNITY PLANNING STRUCTURES

The Community Planning Officer submitted a report advising that to comply with the amendment to the Local Government Scotland Act (2005) the Board should agree to extend an invitation to the Regional Transportation Partnership (RTP) to be represented on the Community Planning Board and theme groups. For Moray the RTP is HITRANS.

Following consideration the Board agreed that the Convener represent HITRANS on Community Planning Board and HITRANS officer sit on Wealthier and Fairer theme group.

6. COMMUNITY PLANNING 3 YEAR BUDGET

The Corporate Policy Unit Manager submitted a report outlining the spend against the Community Planning 3 year budget for 2008-09 and proposals for spend in 2009-10. The meeting discussed the difference between the contributions by the Partners. Mr Keddie advised that the North East Partnership did agree formulae funding for partners but this was never progressed by the individual organisations. It was agreed that the formulae should be considered at the next meeting.

In relation the proposals for participatory budgeting, the group commented that there was already community participation opportunities in place to enable individuals to contribute to the process. However a question was raised in relation to the composition of the Area Forums and the meeting asked for clarification on membership.

Following consideration the Board:-

- (i) Noted current position to the 3 year budget
- (ii) Approved proposals for budget spend in 2009-10
- (iii) Agreed that a detailed report be submitted to the next meeting on participating budgetary and information on budget formula agreed by the NE partnership group
- (iv) Details be submitted to the Board on the Area Forum member composition

7. CITIZENS' PANEL – FUTURE ARRANGEMENTS

The Community Planning Officer submitted a report seeking approval to continue with the Citizens' Panel for a further 2 years using an external contractor. The report stated that a tendering process would be necessary to award the new contract and remit the tendering process and the development of the survey programme to the Community Planning Officer.

The report proposed that the survey programme include 3 surveys per year focussing on the 10 priorities within the Single Outcome Agreement. During discussion, it was proposed that each partner contributes to the survey programme for the surveys they request. It was also suggested that the survey remain ad hoc with the Board agreeing the issues to survey. In reply Mr Anderson stated that it was more cost effective to plan a programme rather than use an ad hoc system.

The meeting then discussed whether the Citizens' Panel was a good tool and existing structures for collecting views of the public. Mr Keddie advised that the use of the Citizens' Panel for the Single Outcome Agreement received praise from the Scottish Government. Mrs Milne added that there are already other community surveys taking place and this group should be aware of what is being undertaken with the voluntary sector. Many of these surveys could be widened out to include questions from partners.

Following consideration the Board agreed:-

- (i) That a report be brought back to the next meeting detailing the surveys undertaken by the partners
- (ii) Continuation of ad hoc arrangements of the Panel
- (iii) Details of potential development of Area Forums and Community Councils and resources

8. COMMUNITY PLANNING STRATEGIC GROUP OPERATING PROCEDURES

The Community Planning Officer submitted a report inviting the Board to approve the proposed operating procedures for the Strategic Groups. Mr Anderson explained that these procedures would sit alongside existing agreements.

In response to a question, Mrs Mustard explained that the veto arrangements were agreed to ensure that individual partners maintained their autonomy within the Partnership. Concern was raised by the meeting that these arrangements may delay decision taking at the Board.

Following consideration the Board agreed the veto arrangements set out in the operating protocol be amended to recognise that decisions cannot be continually delayed.

9. PARTNERSHIP RISK REGISTER (2009/10)

The Community Planning Officer submitted a report seeking approval of the Partnership Risk Register. A number of members sought clarification on the ratings and whether these were objective or subjective. Mr Anderson explained that he carried out the initial rating. The overall view of the meeting was that it would have been useful to the members to have the risk matrix attached for reference.

Superintendent Milton explained how the Police carried out a similar exercise. She suggested that some discussion was required on how much risk was acceptable to the Board as this would determine the level of intervention and score against the risk.

Councillor McDonald stated that the scores could be in danger of manipulation if it is a subjective exercise. Further there is no mention of scrutinising the assessment.

Following consideration the Board agreed that the Risk Register should be sent out to Partners for consultation and a report submitted to next meeting of the Board. It was also agreed that the Risk matrix be circulated to the group for information.

10. COMMUNITY PLANNING WEBSITE

The Community Planning Officer submitted a report asking the Board to support the Community Engagement Group in prioritising greater use of the website and addressing some areas of concerns around the current information.

Councillor McDonald stated that he is concerned about the use of volunteers to update the Area Forums part of the site. Councillor Paul stated that she would like the views of the Moray Area Forum to be obtained. Mr Anderson explained that he will be obtaining their views first. Mr Devenney stated that the college assists volunteers with training on website.

In relation to digital stories Mr Devenney commented that it would be helpful to use these stories if the site was capable of displaying them. He asked the cost of adapting the site. Mr Anderson advised that he would find a way of adapting the site and was currently looking at the costs.

Councillor Wright stated that it was important that Mr Ferguson's new team are aware of and make use of the site. During discussion it was also suggested that a wider audience be sought for the e-bulletin.

Following consideration the Board agreed to:-

- (i) support the Community Engagement Group in promoting greater use of the Community Planning website as a key information sharing and publicity resource for the Partnership;
- (ii) note the actions to be taken to address the issues of information gaps and outdated information on the Community Planning website, notably in relation to the Theme Groups;
- (iii) endorse the recommendation of the Community Engagement Group that the Community Planning website is a standing item on future Theme Group meeting agendas
- (iv) Send a letter from Board to theme groups to support website development
- (v) Look at establishing a wider audience for the e-bulletin

11. NEW COMMUNITY PLAN

The Community Planning Officer submitted a report to agree the proposed format, content and timeframe for the new Community Plan. During discussion, the meeting questioned the need to produce a Community Plan. Councillor Paul stated that if a Plan were produced that the format needs to be changed. Mr Keddie advised that there is a need to produce a document which explains the priorities in Plain English. However the meeting raised concerns over the cost of producing a glossy document.

Following consideration the Board agreed to produce a document which explains the priorities in plain English in electronic format.

12. 0845 TELEPHONE NUMBERS

The Corporate Policy Unit Manager submitted a report in response to a letter received by the Convener from the Joint Community Council with regard to the use of 0845 telephone numbers. The report provided an overview of the operation and options available by using these telephone numbers.

Following consideration the Board agreed to note the report and send a reply to the Community Council who raised the issue and to investigate the call volume with partners.

13. FAIRER SCOTLAND FUND – ALLOCATION OF FUNDING

The Chief Executive submitted a report seeking the agreement of the Board to allocate the funding for the first round of proposals for the Fairer Scotland Fund as agreed by the Social Inclusion Implementation Group. Thereafter Mr Ferguson spoke to the report.

In response to concern raised about the posts, Mrs Taylor replied that the posts will be mainstreamed after 12 months as part of the monitoring and evaluation of the projects. Councillor McDonald raised concern about the governance of the Fairer Scotland Fund proposals. Mrs Taylor explained that Service Level Agreements would be in place for each of the projects and she is currently in discussion with the Council's procurement team. Councillor McDonald also sought clarification on the PIs which are in place to monitor the project. Councillor McGillivray advised that quarterly monitoring against the projects will be reported to the Safer and Stronger Strategic Group, Mrs Taylor agreed to provide details on how each project will be evaluated.

The meeting then discussed the proposals for the Welfare Benefits officer and its relationship with existing services and providers. Mrs Taylor explained the differences between this proposal which focuses on unclaimed benefits as opposed to debt advice provided by the CAB or trading standards. Mrs Milne provided details of a new project for welfare benefits from the CAB which is currently operating from Nairn but offers services in Moray as well. Mr Ferguson explained that no application to the Fairer Scotland Fund was received from the CAB and therefore this programme was awarded to the applicant, the Moray Council. After discussion it was agreed that this project should be considered further at an event on financial inclusion to be held on 5 June.

Following consideration the Board agreed that:-

- (i) Allocation of funding from the first round of funding be approved for the GIRFEC Development Officer and Domestic Abuse Forum Family Support Workers
- (ii) Allocation of funding for the Welfare Benefits Advisor be discussed at the financial inclusion service on 5 June to consider an integrated approval to increasing welfare benefit resources in Moray
- (iii) Submit a report to the Special meeting on 10 June on the outcome of the discussion regarding Welfare Rights Officer with detailed monitoring proposals on the Fairer Scotland Fund projects

14. CIVIL SERVICE JOBS

The Director of Environmental Services submitted a report on the current position on the allocation of Civil Service jobs.

Following consultation the Board noted the current position and that a further report will be submitted to a future meeting.

15. LOCAL GOVERNMENT COMMITTEE

The Corporate Policy Unit Manager submitted a report seeking a representative for the Partners to give evidence on the Single Outcome Agreement to the Local Government and Communities Committee.

Following consideration the Board agreed to nominate Mike Devenney and if unable Ian Fraser.

16. ITEMS FOR INFORMATION

There was submitted and noted for information, the Action Sheets relating to the undernoted Community Planning Theme Groups, which had met to date:

- (a) Safer & Stronger Group dated 19 February 2009
- (b) Wealthier & Fairer Strategic Group dated 19 February 2009
- (c) Smarter Strategic Group dated 12 March 2009
- (d) Greener Strategic Group dated 26 March 2009
- (e) Healthier Strategic Group dated 9 April 2009
- (f) Community Engagement Strategic Group dated 23 April 2009

17. DATE AND VENUE OF NEXT MEETING

It was agreed that a Special Meeting of the Community Planning Board will be held on Wednesday 10 June 2009 at 10 am at Spynie Hospital.

The next main meeting is scheduled for Thursday 27 August 2009 at 9.30, the venue to be confirmed.