

## THE MORAY COUNCIL

### MINUTE OF SPECIAL MEETING OF COMMUNITY PLANNING BOARD

WEDNESDAY 10 JUNE 2009

PLUSCARDEN CLINIC, DR GRAYS, ELGIN

#### **PRESENT**

Eileen Bush	MVSO
Rae Cameron	Grampian, Fire and Rescue
Councillor J Divers	The Moray Council
Councillor G. Hamilton	The Moray Council
Councillor G McDonald	The Moray Council
Councillor E McGillivray	The Moray Council
Councillor A Wright	The Moray Council
Andrew Fowlie	Grampian NHS
Martin Johnson	HIE Moray
Sharon Milton	Grampian Police
Charles Muir	NHS Grampian

#### **IN ATTENDANCE**

Roy Anderson, Community Planning Officer, Moray Council  
John Ferguson, Community Planning & Development Manager, Moray Council  
Andy Jamieson, Anti-Social Behaviour Co-ordinator, Moray Council  
Peter Jones, PPR and Communications Officer, Moray Council  
Bridget Mustard, Corporate Policy Unit Manager, Moray Council,  
Bob Ramsay, Research and Information Officer, Moray Council  
Jacqui Taylor, Fairer Scotland Fund Manager, Moray Council

#### **APOLOGIES**

Apologies for absence were intimated on behalf of Mike Devenney, Moray College, Liz Hunter, Scottish Government, Councillor McIntyre, Moray Council and Councillor Paul, Moray Council

#### **1. SINGLE OUTCOME AGREEMENT – END OF YEAR MONITORING STATEMENTS**

The Corporate Policy Unit Manager submitted a report on the Single Outcome Agreement (SOA) - end of year monitoring statements. The report summarised the performance against the SOA action and related performance indicators. Mrs Mustard then updated the meeting on some minor changes within the report and reminded the meeting that there is still opportunity to alter the monitoring comments. She also advised that Ms Hunter from Scottish Government liked the document for monitoring purposes.

It was noted that 58% of actions contributed to the outcomes with a further 24% partially contributing. The meeting discussed the general ratings given to the actions in relation to whether they contributed to the delivery of the outcome. In regard to “red” actions, Superintendent Milton suggested that these actions be considered by the theme group Lead Officers to investigate whether they should continue to be monitored as part of the work of the theme group.

The meeting then discussed the monitoring statements in detail. During discussion the meeting highlighted the following changes to the monitoring statements against the actions:

- (i) Greener - Consider requiring developers to provide football pitches in new developments - 2 Football pitches have been developed as part of a recent Springfield Development
- (ii) Safer & Stronger – spell out in full Racial Incidents Monitoring Form (RIMF) and Equality Incidents Monitoring Form (EIMF)
- (iii) Smarter - Involve parents more directly in supporting all aspects of their child’s education - Ask the Lead Officer to look at further details, not using these examples.
- (iv) Wealthier & Fairer -
  - a) Moray Towns economic transformation project - Conservation Area Regeneration scheme in Keith set up with Moray Council and Historic Scotland requires to apply for funding bid;
  - b) Through business gateway, there will be a focus on increasing the number of start up businesses within Moray – change to “green”;
  - c) Ensure that Moray has a strong voice in the Enterprise network and receives a fair share of financial investment in economic development projects – ask HIE to define target;
  - d) Establish early intervention strategy for young people who could become or are “not in education, training or employment” category – correct typo “unemployment”;
  - e) Increase opportunities for employment of vulnerable people - The Employment Support Service is working with all eight secondary school where last year they were only working with 5 schools

Cllr McDonald commented that only Moray council was featured in the continuous improvement actions. Mrs Mustard explained that in the next SOA this has been addressed.

At the Wealthier & Fairer Strategic Group, a question was raised about the outdated information on some of the performance indicators. Mrs Mustard advised that there are 26 indicators, 3 of which have 2008-9 results against the indicators, 14 are recorded as n/a with results to be published at a future date (between June –Nov) and the remaining 9 (7% of which are HIE related) are indicators where the Council’s Research & Information Officers, for those where results have been recorded against 2006-7, have tried and failed to locate the source, suspecting that originally the result was taken from a

published report that has not been reproduced annually and the others seem to be where commitments made to collect data were made but never followed through.

The meeting then discussed the PPR draft document. Mr Jones advised that the PPR does not have to be published until Sept 2009 however this draft PPR is to enable partners an earlier opportunity to comment on the content. Cllr Wright asked that we ensure that the document is aimed at the public. Mr Jones sought support from the partners to provide any further details against the actions for the document.

During discussion the meeting highlighted the following changes to the PPR document:

- (i) Outcome 1 –
  - a) Reiket Lane, Elgin - Decisions were previous years, update;
  - b) Flood prevention measures - Larger scheme not started, out to public inquiry, re-word
- (ii) Outcome 6 –
  - a) Medical centres - Not appropriate update relevant to the public, re-word;
  - b) Telecentres - Andrew Fowlie will look at further updates

Following further discussion on the overall content of the report the Community Planning Board:

- (i) Approved the current analysis of performance against the actions addressing the national and local outcomes over the first year of the SOA taking account the suggested amendments;
- (ii) Agreed that any further comments are submitted to Mrs Mustard by 19 June;
- (iii) Agreed that actions not completed this year be reviewed to compare against contents of SOA 2009-10 and any actions not contained in the revised SOA and/or not yet complete be considered by the Lead Officer and theme group to decide if there is a need for the theme group to continue to monitor that action;
- (iv) Approved the draft public performance report with suggested amendments
- (v) Agreed the current performance against the indicators and noted that this position will be updated as information becomes available; and
- (vi) Agreed that it was not necessary to submit the finalised reports to this group at the next meeting.

## **2. SINGLE OUTCOME AGREEMENT – LOCAL DELIVERY ACTION PLAN**

A report was submitted by the Corporate Policy Unit Manager advising the meeting of the current status and timescales of the work associated with the Single Outcome Agreement (SOA) 2009-10 and to consider the final

amendments to the SOA. Mrs Mustard then updated the group on the new information circulated after the agenda was issued and tabled at the meeting.

Cllr Wright relayed his thanks to everyone for their participation in the development of the information being considered at the meeting. This process began at the seminar by the Improvement Service and then followed by the special meetings of the theme groups to identify the key actions. He also relayed his thanks to the Lead Officers of the key actions for returning targets and milestones in such a short turn around. He acknowledged that there is still work to do but a lot of good work has been done to get to this stage. Further he stated that the budget issues, at least for the Council, will now be able to fall into position given that the priorities have been identified. This will be considered as part of the Council's budget process.

In relation to the amendments to the SOA, the meeting referred to the response provided by the Chief Executive addressing the feedback from the Scottish Government on the SOA. Mrs Mustard then advised the meeting of further comments she received from Ms Hunter. The main comment is to stress the importance of the theme groups devoting most of their time to looking at impact and outcome, relating the actions that are planned what they hope to achieve and then checking that what they expected or hoped for did indeed happen. In addition it might be presentationally helpful to include the phrase somewhere in the Attainment and Achievement actions. After discussion the meeting approved the further amendment required in the SOA in relation to Curriculum for Excellence from Scottish Government.

The meeting then discussed the local delivery action plan templates. A general comment from the meeting was that there was a lack of consistency in the SMART targets. It was considered that some templates were very good and others were not so good with some targets stating actions.

Superintendent Milton commented that there also needs to be a link of how the milestones contribute to the local outcome and raised concern about listing the inequalities priority under the Safer & Stronger theme group. Cllr Wright was more relaxed about establishing the link. However Superintendent Milton replied that without the link some work may still be needed to be included in the theme group. Cllr McGillivray raised his concerns that the previous actions of the Safer & Stronger theme group are now across a number of the theme groups.

Cllr McDonald suggested that the inequalities priority be transferred to the Wealthier & Fairer theme group. Mr Johnson stated that the focus for the Wealthier & Fairer theme group was on economic development, infrastructure and social enterprise but not the social aspects. Ms Bush stated that inequalities in cross-cutting.

Following consideration Cllr Wright sought the member's individual views on the placement of this priority to either the Wealthier & Fairer theme or Safer & Stronger theme during which Mr Keddie proposed a compromise to place it

under the Board and delegate actions to the appropriate theme group. This was accepted by the group.

Given this further change to the remit of the Safer & Stronger Cllr Wright suggested that a review of the remit of Safer & Stronger theme group may be needed. After discussion it was agreed that a review Safer & Stronger group's remit be undertaken by a small group. The group will comprise of Superintendent Milton, Mr Cameron, Mrs Mustard, Mr Jamieson and Cllr McGillivray

In general all of the key actions were agreed. However under the local outcome "there will be a reduction in alcohol related offending" within the Healthier theme group, it was agreed to add the key action "reduce alcohol related violence/anti social behaviour".

The meeting then considered some of the templates but not all due to time constraints. For the templates discussed the following changes to the templates for monitoring against the key actions were agreed:

- (i) Fairer Scotland Fund & Social Inclusion – Though there are separate key actions for these two areas they share the same SMART targets. This needs to be addressed. Additionally it was asked whether the list under SMART targets would deliver against the outcome.
- (ii) Implement Safer Strategy – It was asked to include a baseline figure.
- (iii) Affordable Housing – The meeting thought this was a good example but would like a percentage figure for the annual shortfall to be included in the SMART target.
- (iv) Homelessness – Define the meaning of "breaches of unsuitable accommodation order".
- (v) Local security & emergency issues – The meeting considered that the SMART targets were actions not targets. Further it was noted that there were only Council actions within the template and this should be a multi-agency approach. Given this it was agreed to bring back a report on the future direction.
- (vi) Widening travel choice – The meeting questioned whether quarter 4 milestone was a budget bid.
- (vii) Core Paths network – The meeting wanted clarification on whether the resource implications were contained within the Council's budget discussions.
- (viii) Alternative fuels - The meeting questioned whether the business seminar was a budget bid and if the additional resources were contained within the Council's budget discussions.

Following further discussion the meeting agreed to review all targets and milestones for consistency, investigate some budget resource issues within milestones and bring back final versions to the next meeting of this Board.

In relation to reporting future performance monitoring against the key actions, Mrs Mustard advised that performance monitoring on the new SOA would

began in the October cycle once all of the information has been confirmed and indicators in place. This was noted.

The meeting then considered the suggested amendments to the strategic theme groups. During discussion the following was agreed:

- (i) Greener – Specialist members - Fiona Geddes, Housing Strategy Officer, Moray Council; Diane Law, Payments Manager, Moray Council; Chris Thompson, School Travel Co-ordinator, Moray Council; and Bill Anderson, Energy Officer, Moray Council. It was suggested that HIE no longer be members of the core group as they do not have any direct interest in the key actions identified.
- (ii) Healthier – Core member- Eileen Bush, MVSO; Additional members- Mark Holloway, Inverness Prison Service; Donald Duncan, Director of Educational Services; and Sharon Milton, Grampian Police; and Specialist member - Health Improvement Officer
- (iii) Safer & Stronger – Specialist members- Sandy Ritchie, Head of Direct Services, Moray Council and Diane Law, Payments Manager, Moray Council. It was agreed to remove Gordon Holland from the representatives as Road Safety was now in Wealthier and Fairer Strategic Group
- (iv) Smarter – Specialist member – Jennifer Gordon, Placement Services Manager, Moray Council; Andy Jamieson, Anti-Social Behaviour Co-ordinator, Moray Council; Jane Mackie, Lead System Manager, Moray Council; Adrian Moar, Local Authority Liaison Officer, Moray Council; Jill McGhee; George Sinclair, Head of Educational Development Services and Jacqui Taylor, Fairer Scotland Manager, Moray Council. It was suggested that the Youth council representative be added to the core membership
- (v) Wealthier & Fairer – Core member – RAF. Specialist members - Susan Chalmers, Careers Scotland; Adrian Moar, Local Authority Liaison Officer; Andy Jamieson, Anti-Social Behaviour Co-ordinator; Gordon Holland, Transportation Manager and Carol Sheridan, Senior Employee Development Adviser, Moray Council

In addition to the above considerations the Board discussed other related matters arising from the development of the local delivery action plans and the special theme group meetings. After discussions the Board also:

- (i) Agreed that any suggestions for an event for the minister at the official signing of the SOA be forwarded to Mrs Mustard by end of next week;
- (ii) Noted that public performance reports are required and will be based on the performance monitoring;
- (iii) Noted that a review of SOA will need to be undertaken during the year and agreed to consider timescales for the review at next meeting;
- (iv) Noted scrutiny arrangements are still to be finalised;
- (i) Agreed the operating procedures for the strategic groups; and
- (ii) Noted that the North East Joint Public Sector Group will be advised of the recommendation to share Grampian-wide strategies and plans at an early stage with the partnership.

### **3. PARTNERSHIP RISK REGISTER (2009-10)**

The Board noted that this item had been withdrawn from the agenda as more work was required before submitting it for consideration.

### **4. COMMUNITY PLANNING STRATEGIC GROUPS OPERATION PROCEDURES**

A report was submitted by the Community Planning Officer regarding the revised version of the Operating Procedures for the strategic groups. The meeting raised concern at the proposals for veto arrangements.

Following consideration the Board agreed to approve the revised version of the operating procedures for the community planning strategic groups.

### **5. FAIRER SCOTLAND FUND – FINANCIAL INCLUSION**

A report was submitted by the Community Planning & Development Manager on the outcomes of the financial inclusion event held on 5 June 2009 and proposals for allocating Fairer Scotland Fund (FSF) to tackle the issues raised during the seminar. Mr Ferguson stated that details of the events are contained in the appendix to the report. Further he advised that new applications are being submitted for the next round of funding bids. He stressed that the bids should be supporting the context of the FSF.

Cllr Wright commented that the event attracted a range of organisations and was a useful day. Cllr McDonald and Cllr Divers both agreed that it was an excellent seminar. It was suggested that Mr Ferguson bring back to the next meeting recommendations of the allocation of funding for this area.

As a point of clarification, Ms Bush asked where the decision making rests on the applications against the FSF. Mr Ferguson clarified that the Safer & Stronger theme group remitted consideration of the applications to the Social Inclusion Implementation Group who would make recommendations on these applications to the Board. The Board would then make the final decision based on these recommendations.

The meeting then discussed whether this decision making should remain at this level. Cllr Wright stated that given the level of funding involved it was appropriate that the Board approved the spend. Mr Keddie stated that this type of discussion needs to be informed by governance arrangements as there was no current scheme of delegation in place for the Partnership. This will have to be debated within governance discussions. Cllr McDonald agreed that there was a need to ensure scrutiny and governance arrangements are in place.

Following consideration the Board agreed to acknowledge the outcomes from the seminar and that the Social Inclusion Implementation Group is asked to provide a recommendation on an allocation of FSF towards improving services to develop financial inclusion.

## **6. FAIRER SCOTLAND FUND**

A report was submitted by the Community Planning & Development Manager on the arrangement for performance management of the FSF and the revisions made to the submission process.

Ms Bush requested that further clarification is given to the remit of the Social Inclusion Implementation Group in the application process and the involvement of the theme groups.

Following consideration the Board agreed the arrangements for performance management and the revisions of the Fairer Scotland Fund submission process but with the agreement that the remit of the Social Inclusion Implementation Group in this process is clarified. It was also agreed that the process be amended to reflect that the FSF and Social Inclusion issues are now reporting to the Community Planning Board and not the Safer & Stronger Strategic Group.

## **7. BUDGET REPORT**

A report was submitted by the Corporate Policy Unit Manager asking the meeting to consider the budget formula used for financial contributions by the North East Public Sector Group for use within this Partnership and consider participatory budgeting proposals.

Within the proposals the major change to the current arrangements is in increase in funding from NHS Grampian and HIE. Mr Fowlie agreed to take this back to his organisation for consideration and report back to the next meeting.

Mr Johnson stated that HIE have never previously funded core community planning partnership activities and could not agree to do so today without further consideration by his organisation. He commented that core funding of the partnership does not fit into his organisation's objectives and he must ensure that he received value for money for his contribution. Further he commented that HIE does not fund Highland community planning core activities.

Cllr Wright replied that partners need to fund the SOA and commit to delivery against all of the partnership commitments. Currently the administration funding of the partnership is all coming from the council.

Superintendent Milton commented that the contribution suggested within the formula represents no difference to the Police's current contribution. Mr Cameron stated that he is currently contributing a higher amount to Moray's partnership than his organisation does to Aberdeen City and Aberdeenshire's partnerships. This is not a cause for the concern for his organisation at the moment may be so in 2-3 years time.



Cllr McDonald asked is this budget could be reduced down in time. Mrs Mustard replied that changes can be made to the budget and it was for the Board to agreed its spend.

The meeting then discussed the participatory budget proposals. Mrs Mustard explained that she is proposing to make a bid for match funding to the Scottish Government's anti social behaviour pilot project for community budgeting. Our proposal is based on using Sim City technology for budget simulation being developed by Public-I in association with Davey Jones. The first part of the bid is to develop this technology. The second part is to roll out its use to community groups with the assistance of the youth council. It would be a two part discussion with community groups on the overall budget followed by discussion on diversionary youth projects for the area, community or Moray.

The budget to support this proposal would be made up of current surplus in the community planning budget, the amount depending on the outcome of the contributions by partners, and Scottish Government's match funding. The budget would be spent on the development of the technology with the remaining budget given to community to agree with the youth council which youth diversionary projects to progress.

In relation to the Scottish Government pilot project, Mrs Mustard explained that they currently have 14 applications to consider for the funding but have invited Moray to submit a bid having heard about our idea. The proposal for the fund would be made in July with the decision from Government in August.

Mrs Mustard then gave a demonstration of the current Sim City technology which the proposals would be based. After the presentation Cllr Wright sought the members' views on the proposal.

Following consideration the Board agreed to defer agreement of whether the formulae budget as proposed is agreed by two of the partners (NHS & HIE) whose contribution is increased through this formula.

In relation to the participatory budget proposal it was agreed to participate in the participatory budgeting proposal with the remaining budget to be used for the project with the understanding that if successful it will be matched funded through the Scottish Government's ASB pilot initiative. However it was noted that as HIE were currently not contributing to the budget Mr Johnson abstained from the decision making on this issue.

## **8. 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) Action sheet from meeting of Community Planning Board date 7 May 2009

**9. DATE AND VENUE OF NEXT MEETING**

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