

THE MORAY COUNCIL
MINUTE OF COMMUNITY PLANNING BOARD
THURSDAY 31 OCTOBER 2013

TRAINING ROOM, THE MORAY COUNCIL ANNEXE, ELGIN

PRESENT

Councillor Allan Wright (Chairman)	The Moray Council
Councillor Stewart Cree	The Moray Council
Councillor Barry Jarvis (Substituting for John Divers)	The Moray Council
Councillor Pearl Paul	The Moray Council
Mr David Oxley	Highlands & Islands Enterprise
Chief Superintendent Mark McLaren	Police Scotland
Mr David Rout	Scottish Fire & Rescue Service
Mr Don Vass	tsiMoray
Mrs Christine Lester	NHS Grampian
Mr Anthony Standing	Skills Development Scotland
Roddy Burns, Chief Executive (ex-officio)	The Moray Council

ALSO PRESENT

Councillors Lorna Creswell and Fiona Murdoch.

APOLOGIES

Apologies were intimated on behalf of Councillor John Divers (The Moray Council), Mrs Megan Palmer-Abbs (Moray College) and Mr Alistair Merrill (ex-officio) (Scottish Government).

IN ATTENDANCE

Mr Mark Palmer, Corporate Director (Corporate Services), Mrs Bridget Mustard, Corporate Policy Unit Manager, Mr Iain McDonald, Integration Officer (Child Protection), Mrs Shelley Lawson, Project Officer and Mr Darren Westmacott, Committee Services Officer (all The Moray Council) as Clerk to the meeting.

Also in attendance by invitation, Mr Rae Cameron (Scottish Fire & Rescue Service) in respect of item 11 of the agenda and Mr Gordon Neil, Portfolio Manager and Mrs Shelagh Stewart, Project Manager (both of Audit Scotland) in respect of item 17 of the agenda.

Also in attendance as observers, Mr Robert Benson, Ms Marieke Dwarshuis and Mr R. Scott (all Scottish Fire & Rescue Service).

1. MINUTE OF MEETING OF COMMUNITY PLANNING BOARD DATED 22 AUGUST 2013

The minute of the meeting of the Community Planning Board dated 22 August 2013 was submitted for approval.

Referring to paragraph 2 of the minute and the composition of Community Planning Partnership Groups, the Chairman moved that The Moray Council appoint cross-party memberships to each group. There being no one otherwise minded, this was unanimously agreed by the Board.

Mr Palmer, Corporate Director (Corporate Services) (The Moray Council) advised the meeting that, in reference to paragraph 7 of the minute, information had been sent to partners to begin work on a consolidated budget.

The Chairman, in reference to paragraph 4 of the minute, queried if there had been any development in relation to tsiMoray being represented on the Moray Economic Partnership. Mr Burns, Chief Executive (The Moray Council) advised that there had been no development on the matter but advised that he would follow this up and advise the Board accordingly.

Referring to paragraph 7 (i) of the minute, Mr Vass (tsiMoray) moved that the statement be amended to “that sustainable economic development...” This was unanimously agreed by the Board.

The Chairman, referring to paragraph 16(ii) of the minute, advised that Mr Burns had informed Mrs Palmer-Abbs (Moray College) that the Moray Community Planning Partnership were not using “The Maturity Model” and were instead using a 7 point change management programme.

Thereafter, the Board agreed to:-

- (i) approve the minute of the meeting of the Community Planning Board dated 22 August 2013 subject to paragraph 7(i) being amended to “that sustainable economic development...”;
- (ii) appoint cross-party representatives from The Moray Council to each of the Community Planning Partnership Groups; and
- (iii) note that Mr Burns, Chief Executive (The Moray Council) would advise the Board on the outcome of consideration of tsiMoray representation on the Moray Economic Partnership.

2. MINUTE OF SPECIAL MEETING OF COMMUNITY PLANNING BOARD DATED 23 SEPTEMBER 2013

The minute of the special meeting of the Community Planning Board dated 23 September 2013 was submitted and approved.

3. TRIBUTE

The Board, in noting that this would be the last meeting prior to Mr Rae Cameron leaving the Scottish Fire and Rescue Service to take up a new post in Aberdeen, joined the Chairman in paying tribute to Mr Cameron for his contribution to the development and delivery of community planning in Moray and wished him well for the future.

4. WELCOME

The Committee joined the Chairman in welcoming Mr Robert Benson, Ms Marieke Dwarshuis and Mr Robert Scott, Scottish Fire and Rescue Service to the meeting to observe proceedings.

5. SINGLE OUTCOME AGREEMENT NATIONAL PERSPECTIVE

The Chairman advised that due to unforeseen circumstances, the presentation by Mrs Lynn Peterson (Scottish Government) had been postponed to the next meeting of the Board.

6. JOINT WORKING ON COMMUNITY PLANNING RESOURCING

There was submitted and noted a document by the Mr Burns, Chief Executive (The Moray Council) from the Scottish Government and COSLA setting out an Agreement on joint working on community planning and resourcing.

7. COMMUNITY PLANNING BUDGET – CITIZENS’ PANEL

Under reference to paragraph 6 of the minute of this Board dated 22 August 2013, there was submitted a report by Mrs Mustard, Corporate Policy Unit Manager (The Moray Council) asking the Board to consider the future management of the Citizens’ Panel.

In response to a number of queries from the Board, it was agreed that if any budgetary shortfalls in relation to the future management of the Citizen’s Panel were to be identified then a report would be submitted to the Board seeking partner contributions to the community planning budget to meet the shortfall of the contract.

Following consideration, the Board agreed:-

- (i) to approve the continued use of the Citizens’ Panel;
- (ii) to approve the use of an external consultant to manage the Citizens’ Panel;
- (iii) to approve a minimum two year contract, with the option to extend for a third year;

- (iv) to carry forward the current underspend on the community planning budget beyond the current financial year;
- (v) that any identified budgetary shortfalls in relation to the future management of the Citizen's Panel be brought to this Board to seek partner contributions to meet the shortfall of the contract; and
- (vi) that the Community Engagement Group have responsibility for the Citizens' Panel in relation to operational activity and monitoring, providing updates to the Community Planning Board on request.

8. PARTNERSHIP AGREEMENT

There was submitted a report by Mr Burns, Chief Executive (The Moray Council) presenting the Board with a draft Partnership Agreement and seeking comments on the document. A copy of the Partnership Agreement was provided as Appendix 1 to the report.

During discussion, Mr Burns proposed that there be external assessment of the governance arrangements for the Community Planning Partnership and, if agreeable, he would circulate a remit to the Board for comments. This was unanimously agreed.

In response to a query from the Board regarding administration costs, it was agreed that Mrs Mustard, Corporate Policy Unit Manager (The Moray Council) estimate administration costs for the Board and partnership groups and that the sharing of these costs be considered at a future meeting.

Following consideration, the Board agreed:-

- (i) to note the draft Partnership Agreement, as set out in Appendix 1 to the report;
- (ii) to submit any comments or amendments to Mrs Lawson, Project Officer (The Moray Council) by 22 November 2013;
- (iii) that Mrs Mustard, Corporate Policy Unit Manager (The Moray Council) estimate administration costs for the Board and partnership groups and that the sharing of these costs be considered at a future meeting; and
- (iv) to note that Mr Burns, Chief Executive (The Moray Council) would circulate a proposed remit for external assessment of the governance arrangements for the Community Planning Partnership for comments.

9. HEALTH & SOCIAL CARE INTEGRATION

There was presented an oral update by Mr Burns, Chief Executive (The Moray Council) and the Chairman on national developments towards the integration of health and social care.

The Board noted that development towards integration within Moray was progressing well and the Partnership was looking to begin recruitment of the Chief Officer for the Integrated Health and Social Care in the near future.

10. 10 YEAR PLAN

There was presented an oral update by Mr Palmer, Corporate Director (Corporate Services) (The Moray Council) on the development of The Moray Council's 10 Year Plan to describe the future of Council services in Moray.

During discussion, Mr Palmer proposed that a special meeting of the Board be held to consider and approve the 10 Year Plan. This was unanimously agreed by the Board.

Thereafter, the Board agreed:-

- (i) to note the oral update on the development of The Moray Council's 10 Year Plan; and
- (ii) that a special meeting of the Board be arranged to consider and approve the 10 Year Plan

11. UPDATE ON SCHOOL LEAVER DESTINATION FIGURES

There was submitted a report by Mr Damien Yeates, Chief Executive (Skills Development Scotland) providing the Board with information and analysis in relation to the March 2013 follow up of the 2011/12 School Leaver Destination Return, national training programme results (1 April 2012 to 31 March 2013) and unemployed seeking analysis (1 June 2013).

Following consideration, the Board agreed:-

- (i) to note the contents of the report; and
- (ii) that a full report on the initial findings of the 2012/13 School Leaver Destination Return would be submitted to the next meeting of the Board.

12. CARE INSPECTORATE JOINT INSPECTION OF CHILDREN'S SERVICES

There was submitted a report by Mr McDonald, Integration Officer – Child Protection (The Moray Council) updating the Board on the Joint Inspection of the Children's Services process planned for each Scottish local authority by the Care Inspectorate.

During discussions, the Chairman moved that Mrs Mustard, Corporate Policy Unit Manager (The Moray Council) be appointed as the Lead Officer with responsibility for preparing for a future Joint Inspection of Children's Services. There being no one otherwise minded, this was agreed.

Following consideration, the Community Planning Board agreed:-

- (i) to note the content of the report;
- (ii) that Mrs Mustard, Corporate Policy Unit Manager (The Moray Council) be appointed as the Lead Officer with responsibility for preparing for a future Joint Inspection of Children's Services;
- (iii) that the Community Planning Partnership Board contacts the Care Inspectorate to identify the Link Inspector for Moray; and
- (iv) that Mr McDonald, Integration Officer - Child Protection (The Moray Council) communicates with colleagues in The Moray Council Continuous Improvement Team and key stakeholders with an aim to audit local processes based on the Draft Quality Indicators for the Joint Inspection of Children's Services.

13. SCOTTISH FIRE AND RESCUE SERVICE STRATEGIC PLAN AND MORAY LOCAL FIRE AND RESCUE PLAN 2014 – 17

There was submitted a report by Mr Rout, Local Senior Officer - Aberdeenshire and Moray (Scottish Fire and Rescue Service) informing the Board of the first Strategic Plan for the Scottish Fire and Rescue Service and the proposals for development and publication of the Moray Local Fire and Rescue Plan 2014-18 and the links to community planning within Moray.

Following consideration, the Community Planning Board agreed to:-

- (i) note the introduction and publication of Scottish Fire and Rescue Service Strategic Plan 2013 – 2016;
- (ii) note the introduction of the Scottish Fire and Rescue Service Local Fire Plan template; and
- (iii) participate and assist with the development and consultation of the Moray Local Fire and Rescue Plan 2014 – 17.

Mr McLaren (Police Scotland) and Mr Standing (Skills Development Scotland) left the meeting at this juncture.

14. QUALITY ASSURANCE OF SINGLE OUTCOME AGREEMENT

There was submitted and noted a report by Mr Burns, Chief Executive (The Moray Council) asking the Board to consider the recommendations in response to the evaluation of the Moray Community Planning Partnerships Single Outcome Agreement (SOA), as set out in Appendix 1 of the report.

15. HALTING SITES FOR THE TRAVELLING COMMUNITY

Mr Oxley (Highlands & Islands Enterprise) advised the Board of issues with travelling

communities at Forres Enterprise Park and queried the status of developments towards a halting site in Moray.

The Chairman advised that The Moray Council had conducted an investigation approximately 3 years prior that saw a large number of sites assessed but none were deemed suitable.

Mr Burns, Chief Executive (The Moray Council) proposed that a meeting be arranged between HIE Moray, the Leader of The Moray Council, Police Scotland and the Scottish Government to discuss the situation at Forres Enterprise Park and the position of halting sites, which was agreed.

16. INVITATION FOR COMMUNITY PLANNING PARTNERSHIP (CPP) BOARDS TO PARTICIPATE IN SUPPORTED SELF ASSESSMENT

There was submitted and agreed a document by Mrs Mustard, Corporate Policy Unit Manager (The Moray Council) inviting the Board to participate in supported self-assessment provided by the Improvement Service, in partnership with Education Scotland, the Care Inspectorate, NHS Education Scotland and the Joint Improvement Team.

17. TURNING MORAY UPSIDE DOWN – THE BOTTOM UP APPROACH

There was submitted a report by Mr Alan MacBeth, Development Officer - Economic Development (The Moray Council) asking the Board to consider the outcome report on a workshop held in regards to Community Led Local Development in Moray.

Following consideration, the Board agreed to:-

- (i) note the outcome report on a workshop held on Community Led Local Development in Moray, as set out in Appendix 1 of the report; and
- (ii) forward any comments to Mr MacBeth, Development Officer - Economic Development.

18. AOCB

Councillor Paul requested that the Community Engagement Action Plan be presented to a future meeting of The Moray Council for its information. This was unanimously agreed by the Board.

19. EMERGING SCOPE

The Board noted an informative presentation by Mr Gordon Neil and Mrs Shelagh Stewart from Audit Scotland on progress of the audit scope on the Moray Community Planning Partnership

The Board joined the Chairman in thanking Mr Neil and Ms Stewart for the continued presentations and ongoing engagement with the Board in respect of the forthcoming audit.

During discussion, the Board agreed to include a representative from the Scottish Fire and Rescue Service to the interview section of the audit and noted that the findings of the audit would be presented to the next meeting of the Board.

Thereafter, the Board agreed to:-

- (i) thanked Mr Neil and Ms Stewart for their continued presentations and ongoing engagement with the Board in respect of the forthcoming audit on the Moray Community Planning Partnership;
- (ii) invite a representative from the Scottish Fire and Rescue Service to the interview section of the audit; and
- (iii) note that the findings of the audit would be presented to the next meeting of the Board.