

MORAY COMMUNITY PLANNING PARTNERSHIP

MINUTE OF COMMUNITY PLANNING BOARD

THURSDAY 23 JANUARY 2014

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
Mr David Oxley	Highlands & Islands Enterprise
Councillor Fiona Murdoch	HITRANS
Mrs Megan Palmer-Abbs	Moray College
Mrs Christine Lester	NHS Grampian
Superintendent Mark Cooper (Substituting for Chief Superintendent Mark McLaren)	Police Scotland
Mr David Rout	Scottish Fire & Rescue Service
Mr Anthony Standing	Skills Development Scotland
Mr Don Vass	tsiMoray
Mr Roddy Burns, Chief Executive (ex-officio)	The Moray Council
Mr Calum Elliot (by telephone conference) (Substituting for Mr Alistair Merrill) (ex-officio)	Scottish Government

ALSO PRESENT

Councillors Eric McGillivray (in respect of Item 7 of the agenda) and Anne Skene (in respect of Item 8 of the agenda).

APOLOGIES

Apologies were intimated on behalf of Councillors John Divers and Pearl Paul (The Moray Council), Chief Superintendent Mark McLaren (Police Scotland) and Mr Alistair Merrill (ex-officio) (Scottish Government).

IN ATTENDANCE

Mr Mark Palmer, Corporate Director (Corporate Services), Mr Sandy Riddell, Corporate Director (Education and Social Care), Mrs Susan McLaren, Head of Integrated Services, Mrs Bridget Mustard, Corporate Policy Unit Manager, 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, Mrs Tracey Gervaise, Public Health Lead (NHS Grampian) in respect of Item 10 of the agenda, Mr Colin Mair, Chief Executive (Improvement Service) in respect of Item 15 of the agenda and Mr Gordon Neil, Portfolio Manager and Ms Shelagh Stewart, Project Manager (both of Audit Scotland) in respect of Item 17 of the agenda.

Also in attendance as observers, Councillor Lorna Creswell (The Moray Council), Mr Adam Coldwells (NHS Grampian) and Mr Willie Chisholm (Scottish Fire and Rescue Service).

1. TRIBUTE

The Board joined the Chairman in congratulating Mr Coldwells (NHS Grampian) on his appointment as Chief Officer for the Integrated Health and Social Care Partnership in Aberdeenshire. The Chairman paid tribute to Mr Coldwells for his contribution to the development and delivery of community planning in Moray and wished him well in his new appointment.

2. MINUTE OF MEETING OF COMMUNITY PLANNING BOARD DATED 31 OCTOBER 2013

The minute of the meeting of the Community Planning Board dated 31 October 2013 was submitted for approval.

In response to a number of queries from the Board, Mr Burns, Chief Executive (The Moray Council) advised that discussions were being held regarding a date for a meeting between interested parties regarding halting sites for the travelling communities and confirmed that the Community Engagement Action Plan would be submitted to a future meeting.

Referring to paragraph 11 of the minute, the Chairman moved that the first sentence be amended to "...submitted a report by Mr Damian Yeates..."

There being no one otherwise minded, the Board agreed to approve the minute of the meeting of the Community Planning Board dated 31 October 2013 subject to paragraph 11 being amended to "...submitted a report by Mr Damian Yeates..."

3. MINUTE OF SPECIAL MEETING OF COMMUNITY PLANNING BOARD DATED 5 DECEMBER 2013

The minute of the special meeting of the Community Planning Board dated 5 December 2013 was submitted and approved.

4. SINGLE OUTCOME AGREEMENT NATIONAL PERSPECTIVE PRESENTATION

The Chairman advised that, due to unforeseen circumstances, the presentation by Mrs Lynn Peterson (Scottish Government) had been cancelled and circulated a copy of the presentation for the Board's information.

In response a query from the Board, Mr Elliot (Scottish Government) confirmed that he would provide a note defining "physical activity" in respect of "Key Development Areas (National & Local)".

5. RESPONSE TO THE DRAFT HIGHLANDS & ISLANDS SKILL INVESTMENT PLAN

There was presented and noted an oral update by Councillor Jarvis on the feedback from Moray's Employability Action Group and Skills and Training Group following their consideration of the draft Highlands & Islands Skill Investment Plan. Welcoming the Plan as a significant contribution to the strategic regional skills agenda, he advised that five key themes had been identified with an evidence based analysis of the issues under each theme and proposed regional actions.

Referring to the key themes, Councillor Jarvis advised that, from a Moray perspective, each of the themes matched local actions that were being perused by the Employability Action Group at an operational level and the Skills and Training Group at a more strategic level.

In response to a query from the Chairman, Councillor Jarvis agreed to circulate a copy of the update to all members of the Board.

Thereafter, the Board joined the Chairman in thanking Councillor Jarvis for his update.

6. THE MORAY 2023 PLAN

Under reference to paragraph 4 of the minute of the special meeting of this Board dated 5 December 2013, there was submitted a report by Mr Palmer, Corporate Director (Corporate Services) (The Moray Council) providing the Board with an update on progress against those actions agreed at the previous meeting and also provided the Board with other comments received on the draft plan.

Referring to page 2 of the report, Mr Vass (tsiMoray) advised that reference should be made to the "third" sector, and not "cultural" as shown.

In response to a query from the Board, Mr Elliot (Scottish Government) advised that he could not provide a definitive agreed timescale for the submission of the finalised plan to the Scottish Government as a replacement for the Single Outcome Agreement but would advise the Board accordingly.

Following discussion, Councillor Murdoch (Hitrans) moved that the Board defer consideration of the draft plan, outstanding actions and comments received from partners and the Scottish Government to a workshop to enable final amendments to be incorporated. This was unanimously agreed.

Referring to the need for a strategic vision in response to a query, the Board agreed to consider the inclusion of an executive summary at the workshop.

Following consideration, the Board agreed to:-

- (i) note that Mr Elliot (Scottish Government) would circulate a note to the Board detailing the timescale for submitting the finalised Moray 2023 Plan to the Scottish Government as a replacement for the Single Outcome Agreement;
- (ii) complete the outstanding actions in relation to the targets and narrative in the draft plan as detailed in paragraph 4.1 and 4.2 of the report;
- (iii) defer consideration of the Moray 2023 Plan and comments, received from partners and the Scottish Government, to a workshop to enable final amendments, including an executive summary and data sources for graphs, to be incorporated;
- (iv) complete the workshop referred to at (iii) above within a timescale that will enable the first 10 year plan to be finalised by the Board no later than 31 March 2014;
- (v) review and update the completed plan annually;
- (vi) note that the first annual review will commence in December 2014 and that 2 workshops will be arranged to assist the Board with this review; and
- (vii) note that the Community Engagement Group will prepare proposals for community engagement for submission to a future meeting of the Board.

7. PARTNERSHIP RESOURCES

There was submitted a report by Mr Palmer, Corporate Director (Corporate Services) (The Moray Council) providing the Board with a summary statement of the resources used for the delivery of public services in Moray and requesting that consideration be given to the Board's future role in oversight of partnership resources.

Referring to proposals at paragraph 4.1 of the report, the Chairman moved that Meeting 3 'Ambitious and Confident Young People - Charts 22, 25, 26, 28 to 30' be moved to 20 March 2014 and subsequent meetings be rearranged for the following meeting dates accordingly. This was unanimously agreed by the Board.

During discussion, Mr Burns, Chief Executive (The Moray Council) proposed that discussions be held regarding the formation of an officer group to assist the Community Planning Partnership. This was unanimously agreed by the Board.

Following consideration, the Board agreed to:-

- (i) note the summary of partnership resources, as detailed in Appendix I of the report;
- (ii) take a more detailed look at the resources applied by partners when agreeing the actions to be taken to meet the 41 targets set out in the draft 10 year plan, as detailed in paragraph 4.1 of the report, subject to moving Meeting 3 'Ambitious and Confident Young People - Charts 22, 25, 26, 28 to 30' to 20 March 2014 and subsequent meetings rearranged for the following meeting dates accordingly;

- (iii) note options for further actions regarding the Board's oversight of resources, as detailed in paragraph 4.3 of the report, and pursue Option C to 'ensure that partners share information about proposed changes to budgets and capital expenditure programs'; and
- (iv) delegate authority to Mr Burns, Chief Executive (The Moray Council) to hold discussions regarding the formation of an officer group to assist the Community Planning Partnership.

8. PUBLIC PROTECTION PARTNERSHIP

There was submitted a report by Mr Riddell, Corporate Director (Education and Social Care) (The Moray Council) asking the Board to consider the Public Protection Partnership's progress update and endorse the Partnership's Action Plan for 2014, provided as Appendix 2 to the report.

During discussion, Mr Rout (Scottish Fire and Rescue Service) advised that the Scottish Fire and Rescue Service, whilst they welcomed the report, had not been consulted on the Public Protection Partnership's Action Plan despite their involvement in public protection and as such could not endorse the Action Plan. Mr Riddell apologised for the oversight and confirmed that the Scottish Fire and Rescue Service would be included in future discussions.

Following consideration, the Board agreed to:-

- (i) note activity undertaken by Moray's Public Protection Partnership, as detailed in Section 3 of the report; and
- (ii) endorse, with the exception of the Scottish Fire and Rescue Service, the Partnership's Action Plan, as outlined in Appendix 2 of the report.

9. MORAY'S CHILDREN & YOUNG PEOPLE'S PARTNERSHIP PROGRESS REPORT

There was submitted a report by Mr Riddell, Corporate Director (Education and Social Care) (The Moray Council) asking the Board to consider the progress of the Children and Young People's Partnership during 2013 and approve Moray's Integrated Children's Services Plan, provided as Appendix 2 to the report.

Following consideration, the Board agreed to:-

- (i) note work undertaken by Moray's Children and Young People's Partnership during 2013, as detailed in Appendix 1 of the report; and
- (ii) approve Moray's Integrated Children's Services Plan, as set out in Appendix 2 of the report.

10. ORDER OF BUSINESS

The Board agreed to vary the order of business to consider Item 15 'Governance' before Item 9 'Results of 2012/13 School Leavers Destination Survey' on the agenda to accommodate officer attendance, and to consider Item 13 of the agenda 'Moray Community Planning Partnership Audit - Update' as the final item on the agenda.

11. GOVERNANCE OF THE COMMUNITY PLANNING PARTNERSHIP

There was submitted a report by Mr Burns, Chief Executive (The Moray Council) to formally consider a remit for review of the governance of the Moray Community Planning Board.

The Chairman moved that the Board agree the proposed remit, as set out in paragraph 4.1 of the report, with an additional remit to "endorse the role of the Improvement Service in delivering and monitoring self-assessment and performance of the Community Planning Partnership." This was unanimously agreed by the Board.

Following consideration, the Board agreed the following remit for a review of the governance of the Moray Community Planning Partnership:-

1. Strengthen the architecture of Community Planning;
2. In particular, ensure the Community Planning Board is 'genuine' with all the authority, behaviours and roles that implies for it;
3. If required to facilitate sessions with the Community Planning Board to examine and build the skills of Board members in this re-emphasised role; and
4. Endorse the role of the Improvement Service in delivering and monitoring self-assessment and performance of the Community Planning Partnership

Mrs Lester (NHS Grampian) left the meeting at this juncture.

12. RESULTS OF 2012/2013 SCHOOL LEAVERS DESTINATION SURVEY

There was submitted a report by Mr Standing (Skills Development Scotland) informing the Board members of the results from the 2012/13 School Leavers Destination Survey for Moray.

Following consideration, the Board agreed to:-

- (i) note the results of the survey, as set out in Appendix 1 of the report; and
- (ii) use the report insights to inform future skills and employability planning for young people in Moray as appropriate.

Superintendent Cooper (Police Scotland) left the meeting at this juncture.

13. EARLY YEARS COLLABORATIVE AND STRATEGY GROUP UPDATE

There was submitted a report by Mrs McLaren, Head of Integrated Children's Services (The Moray Council) updating the Board on the work of the Early Years Strategy Group and progress in relation to the Early Years Collaborative.

Following consideration, the Board agreed:-

- (i) to note the content of the report;
- (ii) the strategic direction of the Early Years Strategy Group in relation to early intervention and the proposed parenting model, as set out in Appendix 1 of the report; and
- (iii) to support the ongoing progress of the Early Years Collaborative.

14. SINGLE OUTCOME AGREEMENT – COMMUNITY PLAN MONITORING – DECEMBER 2013

There was submitted a report by Mrs Mustard, Corporate Policy Unit Manager (The Moray Council) inviting the Board to consider progress made towards the completion of the 2013-14 Single Outcome Agreement as at December 2013.

In response to a query, Mr Burns, Chief Executive (The Moray Council) advised that once an officer group had been formed to assist the Community Planning Partnership, consideration as to which Partnership Groups should present performance would form part of agenda-setting meetings.

Following consideration, the Board agreed to note:-

- (i) performance against the milestones for which the Community Planning Board is responsible, as detailed in Sections 4 and 5 of the report; and
- (ii) that once formed, the officer group for assisting the Community Planning Partnership would give consideration as to which Partnership Groups should present performance as part of agenda-setting meetings.

15. tsiMORAY WORKPLAN

There was submitted and noted a six-monthly report by Mr Villani, Chief Officer (tsiMoray) advising the Board of progress made by tsiMoray in the delivery of its work plan 2013/14. A copy of progress to October 2013 was provided as an appendix to the report.

16. APPROVE THE AUTISM STRATEGY 2014-2024

There was submitted a report by Mrs McLaren, Head of Integrated Children's Services (The Moray Council) for the Board to progress development of a Strategy and subsequent Action Plan for Autism in Moray.

Following consideration, the Board agreed to:-

- (i) approve the draft Moray Autism Strategy, as set out in Appendix of the report; and
- (ii) delegate the governance of the Strategy by the Community Planning Partnership to the Children and Young People's Partnership and Health and Social Care Partnership Groups, including the appointment of Lead Officers within the Local Authority and NHS in Moray.

17. MORAY COMMUNITY PLANNING PARTNERSHIP AUDIT: UPDATE

The Board noted an informative presentation by Mr Neil, Portfolio Manager and Ms Stewart, Project Manager (both of Audit Scotland) on emerging findings of the audit on the Moray Community Planning Partnership ahead of the published final report.

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 audit.