

**COMMUNITY PLANNING BOARD MEETING – THURSDAY 19 NOVEMBER 2009**

**ACTION SHEET**

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Councillors G McIntyre (Chair), J Divers, J Hamilton, G McDonald, P Paul, J Russell (Substituting for Councillor McGillivray) and A Wright, Alastair Keddie CE, TMC, Calum MacPherson, HIE Moray, Sharon Milton, Grampian Police, Mike Devenney, Moray College, Rae Cameron, Grampian Fire &amp; Rescue, Charles Muir NHS Grampain and Eileen Bush MVSO</p> <p><b><u>IN ATTENDANCE</u></b>                      Bridget Mustard, CPUM TMC, John Ferguson, CPDM TMC, Jacqui Taylor FSFM TMC, Donna Skene, PO TMC, Tracey Gervaise NHS, Carol Sheridan, SEDA TMC, Donald Lunan, P&amp;DM TMC and Moira Patrick PCSO, The Moray Council, Clerk to the Meeting.</p> <p><b><u>ALSO IN ATTENDANCE</u></b>                      Ruth Sime, HIE</p> <p><b><u>APOLOGIES</u></b>                      Apologies for absence were intimated on behalf of Councillor E McGillivray</p>	Clerk
1.	Minute of Meeting dated 27 August 2009	<p>The Minute of the meeting of the Community Planning Board dated 27 August 2009 was submitted and approved subject to amending the spelling of Jackie Taylor to read Jacqui Taylor as being 'In Attendance'</p> <p>Under reference to para 7 Councillor Wright noted that reports have not yet been submitted on resources for the healthy local delivery actions plans</p>	---

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
2.	Presentation	<p>The Meeting noted a presentation by Ruth Sime, HIE on a study on Youth Migration which had been carried out by HIE. The presentation outlined the demographic context – regional and local, the study brief and methodology and its key findings.</p> <p>Following the presentation she responded to Members questions and thereafter the Chairman thanked her for the presentation.</p>	Ruth Sime HIE
3.	Single Outcome Agreement - Quarter 1 & 2 Monitoring Statements	<p>Following consideration the Board noted:</p> <ul style="list-style-type: none"> <li>(i) the performance against the actions addressing the national and local outcomes over the first two quarters of 2009/10;</li> <li>(ii) that comments are made against actions between 0 and 25% complete, at the end of quarter 2, within the main body of the report</li> </ul>	CPUM
4.	Monitoring of Local Delivery Action Plans	<p>Following consideration the Board agreed:</p> <ul style="list-style-type: none"> <li>(i) that all overall monitoring statements on the progress against the Local Delivery Action Plans are submitted to the strategic theme groups;</li> <li>(ii) to note that the strategic theme groups may ask for detailed reports arising from the monitoring statements on 1-2 projects;</li> <li>(iii) to recommend to all groups to consider providing space on the agenda for detailed discussion on one topic at the end of the meeting;</li> <li>(iv) that the practice of reviewing in brief the details of each project at the close of the meeting should be recommended; and</li> <li>(v) that brief monitoring reports are submitted on the work of the operational groups to enable the strategic theme groups to oversee progress.</li> </ul>	CPUM

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5.	Review of Operational Groups	<p>Following consideration the Board agreed that:</p> <ul style="list-style-type: none"> <li>(i) the updated list of Operational Groups be presented to the Theme Groups as detailed in the report;</li> <li>(ii) the Theme Groups be asked to consider what added value is gained from the respective Operational Groups;</li> <li>(iii) the Theme Groups be asked to provide outcomes and timescales for each of the respective Operational Groups</li> <li>(iv) the Theme Groups be asked to consider the reasons for the setting up of the respective Operational Groups and whether still required;</li> <li>(v) the Theme Groups be advised that any proposal to establish a new Operational Group will require the approval of the Community Planning Board, and</li> <li>(vi) the Chief Executive look at aligning the Theme Groups with the Council's Service Committees and report back on the outcome.</li> </ul>	CPUM
6.	Strategic Assessment Reviews	<p>Following consideration the Board agreed to:</p> <ul style="list-style-type: none"> <li>(i) a full scale review of all 5 updated Community Planning theme strategic assessments being undertaken and completed by summer 2011 in order to inform the next Single Outcome Agreement;</li> <li>(ii) note the intention of NHS Grampian to provide information to fill gaps in the health related strategic assessments;</li> <li>(iii) note that in future focus for the Board will only be on those areas not performing well.</li> </ul>	CPUM

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
7.	Governance of Arrangements	<p>Following consideration the Board agreed that a formal response is sought from each partner regarding the following issues in order to guide the future shape of governance arrangements:</p> <ul style="list-style-type: none"> <li>• Clarity of accountability for delivery of the Single Outcome Agreement</li> <li>• Clarity of accountability and responsibility for delivery of individual outcomes</li> <li>• Development of Service Level Agreements for outcomes delivered in partnership</li> <li>• Ensuring data on outcomes is accurate and robust</li> <li>• Sharing of strategic plans and budgets</li> <li>• Consulting with partners in respect of strategic plans and budgets</li> <li>• Long term aim of establishing the "Total Place" budget</li> </ul>	CPUM
8.	Participatory Budgets	<p>The CPUM advised the meeting of the progress regarding applications for funding. She advised that the application to COSLA excellence award for the Participatory Budgeting project under the 'One to Watch' category was unsuccessful and that the outcome of the funding application for the ASB pilot project was still awaited and was expected to be decided in December 2009.</p>	CPUM
9.	Citizens' Panel - Future Arrangements	<p>Following consideration the Board:-</p> <ol style="list-style-type: none"> <li>(a) recognised the value of the Citizens' Panel as an integral component of the Community Engagement Framework,</li> <li>(b) agreed the continued use of the Panel until the end of the current financial year and;</li> <li>(c) that a report on options for the future funding and operation of the Panel be submitted to the next meeting of the Board.</li> </ol> <p>Councillor McIntyre left the meeting at this juncture and Councillor Wright took the Chair.</p>	CPUM
10.	Fairer Scotland Fund	<p>Following consideration the Board agreed to:</p> <ol style="list-style-type: none"> <li>(a) approve allocation of funding as detailed at Appendix 2 of the report as recommended by the Social Inclusion Implementation Group, and</li> <li>(b) that continued funding for the GIRFEC development officer post be referred to the Chief Officers Group for Child Protection for consideration as a jointly funded post.</li> </ol>	CPDM

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
11.	Financial Inclusion Strategy	Following consideration the Board approved the Financial Inclusion Strategy and key actions as outlined in Appendix 1 of the report and the indicative amount of funding agreed by the Social Inclusion Implementation group towards implementing the agreed actions.	CPDM
12.	Employment of Young People	<p>Following consideration the Board agreed to:</p> <ul style="list-style-type: none"> <li>(i) Endorse the discussions to expand the apprenticeship scheme to include all community planning partners, and to promote joint working with trainee placements, training, supervision and support.</li> <li>(ii) Note the support by the Community Planning Partners as follows: <ul style="list-style-type: none"> <li>(a) Police - whilst supporting the principle of the scheme, for practical reasons are unable to take part in the apprenticeship schemes;</li> <li>(b) Fire and Rescue Services - unable to take part in the Scheme due to all of their support staff being based in Aberdeen;</li> <li>(c) HIE - willing to consult with their HR division regarding their ability to support the Scheme;</li> <li>(d) NHS – could consider taking this back to NHS Board but there may be restrictions;</li> <li>(e) MVSO – this is an area voluntary sector could assist. It was noted that 20 voluntary sector organisations already included in initiative, and</li> <li>(f) College – noted that Moray College interested in the Scheme and will be able to take on up to two apprentices in 2010. Further suggested that an option could be to consider apprenticeship being shared across the Partnership.</li> </ul> </li> </ul>	PDM (Env Servs) & SEDA
13.	Moray Equalities Forum Diversity Day	Following consideration the Board agreed to release staff to give support to the Diversity Day which will be delivered by the Moray Equalities Forum on 15 December 2009.	CPUM

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
14.	Items for Information		
(a)	Action Sheet from Meeting of Safer & Stronger Strategic Group dated 10 September 2009	Noted	---
(b)	Action Sheet from Meeting of Wealthier & Fairer Strategic Group dated 10 September 2009	Noted	---
(c)	Action Sheet from Meeting of Smarter Strategic Group dated 24 September 2009	Noted	---
(d)	Action Sheet from Meeting of Greener Strategic Group dated 8 October 2009	Noted	---
(e)	Action Sheet from the Meeting of Healthier Strategic Group dated 22 October 2009	Noted Under reference to paragraph 1 of the Action Sheet the meeting noted that the post of a Senior Health Improvement Officer would be referred back to the Community Planning Partners for consideration of this post being jointly funded with the NHS.	---
15.	Date of Next Meeting	The Board noted that the next meeting of the Board would be held on Thursday 4 March 2010 at 9.30am at the Horizon Centre, Forres.	Clerk

Key: CE – Chief Executive  
CPUM – Corporate Policy Unit Manager  
CPDM – Community Planning & Development Manager  
PDM - Planning & Development Manager  
SEDA - Senior Employee Development Manager  
PCSO – Principal Committee Services Officer  
FSFM – Fairer Scotland Fund Manager  
PO – Project Officer  
TMC – The Moray Council