

**COMMUNITY PLANNING IMPLEMENTATION GROUP
FIFTH MEETING – 14 JANUARY 2004
VICTORIA QUAY, SCOTTISH EXECUTIVE, EDINBURGH**

Present

Willie Rae (Chair)
Alison Cameron, CVS Fife
Derek Crichton, Dumfries and Galloway Council
Michael Graham, Cambusbarron Community Council
Jon Harris, COSLA
Heather Koronka, Scottish Executive
Ian Mitchell, Communities Scotland

Karen Jackson, Secretariat
Jane Broderick, Secretariat
Judith Proctor, Secretariat
Donald Coutts, Secretariat

Apologies

Graham Atherton, COSLA Secretariat
Stuart Black, Inverness and Nairn Enterprise
Tom Divers, NHS Greater Glasgow
Caroline Gardner, Audit Scotland
Douglas Paterson, Aberdeen City Council

1. INTRODUCTION AND WELCOME

Willie Rae opened by welcoming members to the fifth meeting of the Implementation Group.

Jon Harris gave apologies on behalf of Graham Atherton and said that Graham was soon to retire. In addition to remarking upon the excellent quality and dedication of his work, the Group expressed clearly their high personal regard and best wishes to Graham for the future.

2. MINUTES AND MATTERS ARISING

The minutes from the meeting on 20 November 2003 were agreed as a true and accurate record.

Data Sharing

Members agreed that, since the findings from the Soham trial, there was now a greater impetus for organisations to get data sharing right. Supporting organisations and agencies in addressing the issue of data sharing should be a key priority in future. Karen Jackson updated the meeting on a number of issues from the presentation on data sharing. These are as follows:

- Perceived delays in Disclosure Scotland screening processes potential volunteers had been due to a large caseload but they were confident that this had been addressed;
- The data sharing protocol on information on sex offenders was being developed between the Scottish Prison Service and Local Authorities, supported by COSLA - lessons from the development process could be shared with a wider audience.
- Work was being taken forward on the Trust Charter for data sharing. This project was close to completion and once it was complete will be available on the Open Scotland website.

ACTION –

- **Secretariat to report back on the implications of the Data Sharing protocol on information sharing**
- **Secretariat to provide link and update on Trust Charter on Community Planning website**

Regional Seminars

Two regional seminars have taken place in the West of Scotland and the North East. It was reported that these were well attended events. Reports from these seminars were to be disseminated.

Building Better Links with Community Planning Partnerships– Management Group Project

This project which aims to build better links between the Scottish Executive and CPPs was moving forward. Letters about the project were to be sent to CPPs and visits will be planned between them and the Executive over the coming months. The project would be evaluated after 6 months to ensure it was effective.

Capacity Building Resources

Capacity Building Resources had been distributed to CPPs. Ministers were looking at how best to support capacity building in the future to ensure resources were used effectively. There may be scope to develop a more overarching strategy. The resources had been positively received by CPPs with many of them using the money for training within partner organisations and for community engagement. The group agreed that it was important to nurture “leaders of the future” throughout the public sector. Developing partnership working skills in Staff throughout organisations was essential in building capacity to make Community Planning successful. There may be a role for schemes such as the Common Purpose and the Leadership Foundation in such leadership development. The group agreed this was a key recommendation for their final report.

Guidance and Advice Notes

The Guidance and Advice notes were planned to be published in February. The Power to Advance Well-being and Best Value guidance were also almost finalised. Given the guidance all stemmed from the same legislation, it would be more effective to ensure that they were issued at the same time. However, the Group was keen that this should not delay

the CP guidance too much longer although they recognised that the 3 sets of guidance were closely linked.

3. WORK PLAN PROGRESS REPORT

The Group looked at those actions in the work plan which were still outstanding.

Performance Management Framework

The Secretariat explained that Audit Scotland were in the process of appointing a secondee to the Performance Management project who would take up post in early March.

ACTION

Secretariat to provide update and to publish this on Community Planning website

Improving Engagement with the Private Sector

The joint CPIG and Federation of Small Businesses in Scotland seminar on Business and Community Planning had been arranged for 3 February. Stuart Black would chair the day and Willie Rae would give the keynote address. An invitation had been sent to Executive Ministers and the secretariat was hopeful that a Minister would be able to attend. (Note - Lewis Macdonald, Deputy Minister for Enterprise and Lifelong Learning attended the event).

ACTION

Secretariat to disseminate seminar report once this event has taken place.

4. LOCAL GOVERNMENT & TRANSPORT COMMITTEE

Willie Rae as Chair of CPIG had been invited to appear before the Local Government and Transport Committee of the Scottish Parliament on 14 January to give evidence on CPIG's work. He had provided a written submission to the Committee and would be happy to update CPIG on how the session went at the next meeting. Willie Rae asked if there were specific issues that he should highlight at the Committee. There was a general discussion about CP across Scotland which noted that:

- CP was becoming more mainstreamed and that it was increasingly being seen as the usual means of doing business. However, this was not universal. It was important to remember how much progress had been made and that partnership working had not always happened;
- It was important to evaluate the CP process to see whether it was delivering a real difference and the performance management frameworks would help to provide evidence;
- Some agencies and sectors still feel that they are being held at arms length from the process by the main CP partners.

ACTION

Secretariat to provide a summary of the Parliamentary Committee session and make available the transcript on CP website.

5. REGIONAL SEMINARS

The Group was given an update on the regional seminar that took place in Dundee by Mike Graham. This had been a well attended event with over 60 people from a range of areas and sectors attending. The findings from the event will be shared with the group. Willie Rae explained that the West of Scotland seminar had been well attended and he and Tom Divers had been present. Seminars for South, East and North of Scotland had been postponed. The Group considered the future planning of these events and concluded:

- There would be no South of Scotland seminar – there were already developing links between Dumfries and Galloway and Borders and little to be gained from holding a regional seminar.
- While CPIG would be happy to fund these events, it was important that if the events were to be successful there needed to be local support for the seminars
- There may be some value in targeting individual areas and looking at how to support something more innovative and better targeted to local priorities and needs.

ACTION

Secretariat to discuss taking forward seminars for the North and East of Scotland with CPPs involved.

6. NEXT STEPS AFTER CPIG

Heather Koronka spoke to the paper presented to the group to inform discussion on the next steps after CPIG. There were 5 key issues in the paper:

- To embed commitment to Community Planning at a political level;
- To embed commitment to Community Planning at the highest levels in organisations and agencies;
- To ensure that the ‘generic’ issues of Community Planning such as data sharing could be addressed;
- To support those who champion Community Planning within their sectors; and
- To share information on good practice within sector specific networks.

The paper was not a final set of recommendations but simply summarised discussions and CPIG’s emerging views. Clearly, it was important to ensure the arrangements recommended were practical and could deliver the necessary support to the CP process. A complex range of issues needed to be addressed. Generally CPIG were happy with the thrust of the paper. Address Key points made in the discussion included:

- Future arrangements needed to link in to existing arrangements where they existed – e.g. to address political engagement, the Group might want to look at COSLA joint Ministerial meetings. However, it was recognised that arrangements should not appear to be dominated by any one partner in the process;

- One of the most powerful aspects of both the Community Planning Task Force and the Implementation Group had been the regular political engagement and future arrangements needed to address this;
- The need for national champions to take forward CP. They needed to be clear in their role and properly supported in taking CP forward in their sectors;
- The new Improvement Service could play a key role in supporting those involved in CP and it would be important to explore this with the Service as those involved were shaping its work plans;
- Information needed to be shared in a more proactive and supportive way with CPPs and practitioners;
- Future arrangements needed to be properly resourced and appropriate secretariat support would be needed;
- Recommendations should support sustainable change within organisations and CPPs.
- There was a need to ensure that the voluntary sector as service provider was included in the process. The note on engagement with the voluntary sector could highlight this issue and could be picked up in CPIG's final report.
- There was a broad consensus on the paper but a clear need to develop thinking and take forward the practical steps.

CPIG agreed that this had been a useful initial discussion but that it would be important to develop the detail of the proposal. A further discussion focused on the practical issues would be valuable to allow CPIG to make their final recommendations to Ministers in their report.

ACTION

Secretariat to take forward proposals in the paper and to arrange half day workshop to ensure more detailed discussed (arranged for 23 February)

7. TAKING FORWARD CPIG'S FINAL REPORT

It was agreed that the format of this report would follow the recommendations from the half day workshop and that some time during the workshop would be given to preparing the draft outline. The final report would include a report of the progress CPIG had made and recommendations about how the process could be supported in the future.

8. ANY OTHER BUSINESS

Ian Mitchell highlighted the work Communities Scotland was doing to support community engagement in the community planning process. £700,000 would be distributed independently of public sector agencies, directly to community groups to allow them to be independent. 2003/04 would be a pilot year for the project. The project was not limited to SIP areas although they should demonstrate that there was a link with disadvantage.

A member of CPIG has been invited to speak to the Dumfries and Galloway CPP annual conference.

ACTION

Secretariat to liaise with Dumfries and Galloway CP co-ordinator and CPIG members to check availability to attend.

9. DATE OF NEXT MEETING

Next (and final) CPIG meeting was arranged for 17 March. Location will be confirmed (Note - to take place at Prestonfield House Hotel, Edinburgh from 10.00 on 17 March).