

**COMMUNITY PLANNING IMPLEMENTATION GROUP
THIRD MEETING – 17 SEPTEMBER 2003
EASTERHOUSE SIP, WESTWOOD BUSINESS CENTRE, EASTERHOUSE,
GLASGOW**

Present:

Willie Rae (Chair)
Leslie Evans, Scottish Executive
Derek Crichton, Dumfries & Galloway Council
Stuart Black, Inverness & Nairn Enterprise
Caroline Gardner, Audit Scotland
Heather Koronka, Communities Scotland
Jon Harris, CoSLA
Mike Graham, Cambusbarron Community Council

Presentation from: Ian Mitchell, Communities Scotland

Karen Jackson, Secretariat
Judith Proctor, Secretariat
Stephen Krzyzanowski, Secretariat

Apologies:

Alison Cameron, CVS Fife
Tom Divers, NHS Greater Glasgow
Douglas Paterson, Aberdeen City Council
Graham Atherton, Secretariat CoSLA

INTRODUCTION AND WELCOME

Willie Rae opened the meeting by welcoming members to the third meeting of the Implementation Group. He introduced new secretariat member, Judith Proctor, who has been seconded from NHS Dumfries & Galloway for one year as Senior Policy Officer. Karen Jackson then informed the meeting that Jane Broderick, the Senior Research Officer seconded will start on 6 October.

MINUTES OF 16 JUNE MEETING

The minutes from the previous meeting of 16 June 2003 were agreed as a true and accurate record of the meeting.

LOCAL AUTHORITY IMPROVEMENT SERVICE / HEALTH ACADEMY

Members of CPIG attended a seminar on 5 September regarding proposals for a Local Authority Improvement Service, and a Health Academy for Scotland. These proposals both address the challenging issues of improvement and dissemination of innovative new practice and research. It was agreed that this was a useful seminar and that there were key issues for Community Planning as these proposals develop.

WORKPLAN UPDATE

Given it was half way through their life-span, Willie Rae explained it was a good time for CPIG members to take stock of progress on the workplan tasks. CPIG consider the progress report paper submitted to them. It was important for them to be realistic about what could be achieved within their lifespan.

WORKPLAN KEY TASK – MAINTAINING PROGRESS

Performance Management Framework: Caroline Gardner gave an update regarding the Performance Management Framework. A paper will be issued to the Accounts Commission on 8 October setting out how Audit Scotland will develop the indicators. A development project has been proposed that looks at priorities. Audit Scotland is exploring the possibility of a secondment opportunity to take this project forward. In terms of the Community Planning audit, awareness raising training will be carried out by Audit Scotland and they will also be disseminating their own guidance on Community Planning to auditors.

With regard to the streamlining of indicators Audit Scotland are developing core national indicators and a ‘menu’ of indicators which will reflect more local priorities and these will be optional. This may mean stripping out some of the current Performance Indicators.

Caroline added that Audit Scotland has also been approached by several Community Planning Partnerships to help them develop their own indicators, however Audit Scotland does not have the capacity to take this forward on an individual basis. However, she noted that it would be important to ensure that CPPs knew about the work of Audit Scotland and agreed to provide some text for the web-site.

Jon Harris supported the project and recognised the challenges ahead. He noted that CoSLA would be happy to support the proposed secondment that Caroline described and was keen to disseminate the information about this opportunity to CoSLA members.

- **ACTION:** **Caroline Gardener to provide up-date for website on work of Audit Scotland;**
Jon Harris to highlight Audit Scotland secondment opportunity to COSLA contacts.

SE Progress in Implementing Community Planning: Leslie Evans outlined the ongoing work both within and out-with the Executive to spread the message of community planning. Both CPIG members and the secretariat have carried out a number of visits to Community Planning Partnerships, and the Executive is keen to build on these contacts and attend a range of Community Planning Partnership meetings.

Departmental Management Board Programme – Leslie Evans outlined proposals that the Executive’s Management Group was considering to enable them to develop closer working relationships with Community Planning Partnerships. They are seeking views from key stakeholders on how the project might be developed and details of the proposal will be discussed at a future CPIG meeting.

Mike Graham updated the meeting about a presentation that he had given to the Stirling Assembly Scottish Civic Forum. He suggested that this forum could offer an opportunity for further engagement. It was agreed that while it is useful to have an awareness of this group's work, the role of the forums was focused on public engagement while the Management Group project would focus directly on Community Planning Partnerships. It was important however that the work of such groups as the Civic Forum is as joined up as possible with Community Planning.

Improving Engagement with Business Interests and Trade Unions: Willie Rae informed the Group that he had had a meeting with the Federation of Small Businesses and had discussed with them, among other issues, that of Corporate Social Responsibility. There is a significant interest and a case for businesses to become more engaged in the CP process as a result of CSR and CPIG was keen to ensure the business community were engaged in the Community Planning process. The Federation of Small Businesses is developing proposals for a joint conference between the public sector and the business sector.

CPIG recognised the need to get Trade Unions more engaged in the process of Community Planning and to bring their skills to the table. Willie Rae had asked the Secretariat to look at ways of developing Trade Union engagement. They were already engaged with Local Economic Committees which were taking forward economic themes of community planning and Ministers were keen to develop their involvement with LECs. .

**ACTION: Judith Proctor to meet with Susan Love from FSB to discuss proposals for a joint conference.
Secretariat to look at developing Trade Union engagement.**

Engaging With the Voluntary Sector: Mike Graham spoke to his paper. He described a steering group which has been set up, supported by Stirling Assembly, whose aim is to promote innovative methods of encouraging participation in democracy. The main initiative at present is determining how to engage Stirling SPUR (Stirling Partnership for Unrban Regeneration) Raploch, which is a disadvantaged community, and how to build on this work for other communities. The agenda is very challenging and this will facilitate more people to influence through technology. Members highlighted a range of similar projects.

Mention was made by Stuart Black of the Rural Gateway Site, which has a similar purpose and some common ground. The link to the site is: <http://www.ruralgateway.org.uk/>. Jon Harris also outlined the work that CoSLA has developed in engaging young people in democracy through "Dialogue Youth". Age Concern is also looking at methods of involving older people through use of the internet. It was agreed by the meeting that there are several high level projects going forward aiming to improve access to IT and how to use this access to increase participation in democratic processes. It was recognised that some areas continue to have difficulty in using IT and that access can be patchy. Mike Graham pointed out that some of the Community Councils have only had access to e-mail in the last 3 – 6 months. Leslie Evans suggested that colleagues in the 21st Century Government Division would be a useful contact for the group in Stirling so that they could be kept as informed as possible with innovation and with sources of funding and support. Communities Scotland is also trying to promote the digital inclusion in its work particularly in relation to new build developments

Jon Harris then spoke to the paper that the Secretariat had prepared on Community Planning and the Voluntary Sector. He explained that engagement with the voluntary sector had been

highlighted as an area where additional advice would be welcomed. After CPIG members had had an opportunity to consider the paper, it would be developed into an additional advice note and be put on the website. CPIG members were invited to consider the note which was to be circulated after the meeting and views were invited by the end of September.

- **ACTION: Karen Jackson to provide Mike Graham with Executive contacts to enable a ensure consistency of approach. Secretariat to circulate the full paper on voluntary sector engagement to CPIG members for comments and to take forward developing a finalised advice note.**

Partnership Toolkit Study: Heather Koronka up-dated the group on the partnership toolkit study and explained that the delay in completion of this was down to technical problems. Communities Scotland is looking at it closely this month and would hope to be ready for launch very shortly. Communities Scotland was looking at whether they could involve Rocket Science in the Regional Seminars through having a demonstration of the toolkit at the events.

- **ACTION: Communities Scotland (Tracey Bibb) to follow up making links with organisers of regional seminars**

Partnership Rationalisation Research: The CP Task Force had commissioned research into the Rationalisation of Partnerships. The report was perhaps not the practical advice document that had been anticipated and the group discussed the merits of disseminating the report in its current form and how best to take forward advice on this key issue. It was also noted that CPIG needed to look closely at the terms of reference for future research projects to ensure they met with requirements.

It was agreed that while the document was not as commissioned it was still worth putting it out as there had already been some interest in the work and groups and organisations are expecting it to be published. The Secretariat would take this forward with Executive research colleagues and come back with proposals for the next steps.

- **ACTION – Secretariat to take forward arrangements for finalising the report and consider further action**

Watching CP Progress and Commitment: Karen Jackson spoke briefly to the paper that had been compiled recording CPIG members' meetings with Community Planning Partnerships and Conferences they had spoken at. There followed a brief discussion about the need to promote the CP message and the importance of all CPIG members' contributions to this goal. Stuart Black had addressed a rural event and his presentation was available on the Rural Gateway Website and has been well received by the Voluntary Sector.

Members noted the importance of starting from basics as levels of knowledge and understanding about Community Planning varied and that work needs to be done to demonstrate the benefits of the process and to make it real to people.

Next Steps beyond CPIG: Discussions around the next steps after CPIG will form the agenda of a future meeting.

WORKPLAN KEY TASK - RAISING THE PROFILE

Regional Seminars: Work on the Seminars is now well underway. The date for the North of Scotland Seminar is likely to be 21 October, the venue is now booked and information will need to be sent out. Mike Graham confirmed that the North East Seminar is likely to be held in the Dundee Discovery Point on 18 November. There will be workshops and discussions, however the two key messages to be made at the Seminar will be: Political Engagement at local level and finding mechanisms to make life easier for people in local offices. The Secretariat was looking at arrangements for the East of Scotland seminar is likely to be on 27 November in the Strathbrock Partnership Centre in Broxburn.

Heather Koronka asked if the balance of the £10,000 allocated for the North of Scotland Seminar could be used to subsidise travel for people from voluntary and community groups in rural areas. There was general support for this approach as long as it was an appropriate use of public money.

Members agreed that it would be helpful for each seminar to include a session on SIP integration and on developing the performance management framework, subject to members' time commitments.

It was suggested that the publicising of the Seminars should have a national dimension. There was a brief discussion about a proposed Press Release which could include Ministerial endorsement of the seminars which would underline the high-level commitment to the process. This could then be adapted for each regional event.

- **ACTION: CPIG Secretariat to check whether funding can be used to support participation costs; Communities Scotland and Audit Scotland to look at providing speakers for all regional seminars on SIP integration and Performance Management Framework . Secretariat to look at arrangements for ministerially endorsed press release**

Supporting Capacity Building for Organisations and Communities: Karen Jackson explained that the Secretariat is trying to identify whether there are any additional resources from other Departments within the Executive to ensure a more effective package for CPPs.

- **ACTION: Secretariat to pursue and report.**

Influencing Ministers, Councillors, National Agencies and Other Stakeholders: Willie Rae explained that he would be meeting with the First Minister on 6 October. The meeting would be relatively short, but would allow him the opportunity to raise issues that had emerged from the CPIG workplan and to focus on how the Executive was addressing the CP Task Force recommendations. The Local Government and Transport Committee was also intending to write to Willie Rae, inviting him, as Chair of CPIG, to update them on the progress being made. Jon Harris of CoSLA will want to update the group on the work that CoSLA is doing for elected members around leadership in local government.

CPIG End Term Conference: This was to be discussed as part of the discussion of next steps after CPIG for the next meeting.

WORKPLAN KEY TASK - PROVIDING GUIDANCE

Research Programme: The new research officer, Jane Broderick was to take up post on 6 October. She will be responsible for co-ordinating the research programme and CPIG members were invited to consider further issues where research would be helpful.

ACTION: CPIG members to inform Secretariat of proposals for future research.

WORKPLAN KEY TASK – PROMOTING BEST PRACTICE

CPIG Website: The website has recently been updated and re-launched to reflect the progress made by the Group on CP. The CP Task Force information has been archived and should be readily accessible to those interested in it. The link to the site is at: <http://www.communityplanning.org.uk/>.

WORKPLAN KEY TASK - PROVIDING AN INDEPENDENT FOCUS FOR THOSE INVOLVED IN CP

CPIG continues to maintain an independent focus for the process.

COMMUNITY PLANNING GUIDANCE

Karen Jackson spoke briefly to the paper prepared for CPIG on the outcome of the consultation and the way in which comments emerging from the consultation are being addressed. Generally the guidance was well received and people welcomed the lack of prescription and found the good practice examples helpful. The Power to Advance Well-being Guidance was also being finalised. Together with the Best Value Guidance, the Guidance is critical to the modernising government agenda, and it is hoped that the documents will be finalised by the end of September.

REGENERATION AND COMMUNITY PLANNING

Heather Koronka gave a brief overview of the work of Communities Scotland. She explained that it is currently in the process of reviewing its Corporate Plan, and it is nearing final agreement with Ministers, with a publication date of some time in October. It has been challenging to establish clarity around the role of Communities Scotland and the organisation has been going through a period of change. Its main aims were to close the opportunity gap for disadvantaged communities and to invest effectively in housing and regeneration of communities, improving the quality of life in these communities.

Communities Scotland Regeneration Division has a core regeneration budget of nearly £93 million, of this $\frac{3}{4}$ is focused on Social Inclusion Partnerships and related activities. There are four main areas of work: the Scottish Centre for Regeneration supporting the sharing experience and innovation, Learning Connections with a budget of £2½ million supporting community learning and development and adult literacy and numeracy; Knowledge and

Intelligence developing good quality information, research and evaluation: and Community Regeneration and Empowerment covering a wide range of issues including community engagement, equalities, homelessness, targeted regeneration, social economy, coalfield regeneration trust, supporting people and tenant participation.

Communities Scotland is keen to ensure that they participate in Community Planning at local authority level across Scotland, although like other organisations, they are facing resource challenges to allow them to do so effectively and to engage locally when required

SIP INTEGRATION PROCESS

Ian Mitchell gave an outline of the presentation on the above. A brief summary of the key points of the SIP's process is as follows:

- Communities Scotland has an historical involvement in all CPP's which was well received and positive
- Communities Scotland has a duty to promote and encourage CP
- One of Communities Scotland key roles is to oversee the development and implementation of the integration progress
- Closing the Gap Statement, 2002 stated "Progress will depend on Scottish Ministers and communities having confidence that.....the resources would not be taken away from the vulnerable communities that rely on them."
- Partnership Agreement, 2003: "We will merge Social Inclusion Partnerships, ensuring that the new partnerships are fully accountable to the local community."
- Following reasons for integration:
 - Other budgets should be working more for regeneration
 - Decisions can be taken at neighbourhood level
 - Linked to National and Local priorities
 - There is genuine Community engagement
 - It will enhance focus and maintain emphasis on 'need.'
- Some of the key principles are:
 - One size does not fit all
 - CS playing a supportive role
 - Real and tangible progress being made on community engagement
- Some of the key issues are:
 - The application of the index of deprivation and its implications for resourcing CPPs for targeted regeneration – e.g. there are tensions around the index such as suggestions from some of an urban bias
 - Degree of flexibility for thematic approaches particularly in rural areas
 - Focus on national priorities shouldn't exclude the need for local priorities.

Click on the following hyperlink to view and download the full presentation:

[CPIGMitchellPresent.pps](#)

DATES AND TOPICS FOR FUTURE MEETINGS

The Secretariat had reminded CPIG members of future dates and asked that they confirmed they were able to attend. It was suggested that the next meeting on 20 November could focus

on data sharing as a theme and could be held in Fife to explore the work being taken forward there.

ACTION: Secretariat to finalise dates of future meetings and arrangements of the meeting on 20 November

**CPIG SECRETARIAT
October 2003**