

## **Highland Community Planning Board**

Minutes of Meeting of the Highland Community Planning Board held in the St Kilda Room, Great Glen House, Leachkin Road, Inverness, on Monday, 13 October 2014, at 2.30 p.m.

### **Present:**

#### **Highland Council:**

Mr D Hendry (in the Chair)  
Dr D Alston  
Mrs C Wilson  
Mr S Barron  
Ms M Morris  
Mr B Alexander  
Mr S Black  
Ms C McDiarmid

#### **Highlands and Islands Enterprise:**

Ms C Wright  
Mr M Johnson

#### **Highland Third Sector Interface**

Ms M Wylie

#### **NHS Highland:**

Mr G Coutts  
Ms E Mead  
Dr M Somerville  
Mr K Oliver

#### **Police Scotland**

Chief Supt J Innes

#### **Scottish Fire and Rescue Service:**

Mr S Hay

#### **Scottish Natural Heritage:**

Mr S Sandison

#### **University of the Highlands and Islands:**

Prof C Mulholland  
Ms F Larg

### **Also Present:**

Mr S Robertson, Highlands and Islands Enterprise (item 3)

### **In Attendance:**

Mrs R Moir, Principal Committee Administrator, the Highland Council  
Ms M Murray, Committee Administrator, the Highland Council  
Ms E Smart, NHS Highland  
Dr J Wares, NHS Highland

## **1. Apologies for Absence**

Apologies for absence were intimated on behalf of Mr J Gray, Mr W Gilfillan and Mr D Yule (all Highland Council); Mr G Sutherland (Highland Third Sector Interface); Mrs J Baird (NHS Highland); Mr J Pryce (the Scottish Government); Mr G Hogg (Scottish Natural Heritage); and Mr I Ross (Scottish Natural Heritage and Scottish Police Authority).

## **2. Minutes of Meeting**

### **i. Highland Public Services Partnership Performance Board**

There had been circulated and were **APPROVED** Minutes of the previous Meeting held on 5 June 2014.

Arising from item 4(iii) of the Minutes, it was **NOTED** that all partners were taking forward implementation of the “breastfeeding friendly” policy as agreed.

## **ii. Community Planning Partnership Chief Officers Group**

There had been circulated and were **NOTED** Note of the Meeting held on 18 June 2014 and draft Notes of the Meeting held on 22 September 2014.

### **3. Digital Highlands and Islands**

Mr Stuart Robertson, Director, Digital Highlands and Islands, Highlands and Islands Enterprise (HIE), gave a presentation on progress with the rollout of broadband coverage in the Highlands.

In his presentation he outlined:

- the Scottish Government’s target for Scotland to be a world class digital nation by 2020 and the level of public investment towards achieving this
- the proposed network and programme for Next Generation Broadband (NGB) rollout in the Highlands and Islands, supplemented by other initiatives offering opportunities to extend coverage, such as Community Broadband Scotland
- the Digital Support Programme being offered to businesses and social enterprises in the Highlands and Islands by HIE and Business Gateway in support of NGB rollout, illustrated by case studies

In discussion, it was acknowledged that lack of cheap online access was a factor in social exclusion for certain sectors of the population. Mr Robertson pointed out that the purpose of the NGB programme was to put in place the network infrastructure and ensure its availability throughout the Highland area, at, however, a cost to the end user. Whilst HIE’s primary remit was to assist businesses, from whom there was considerable demand, it was also working in partnership with Citizens Online with a view to seeking to facilitate online access for individuals and communities.

The Council was also seeking to address these issues, for example, through its Welfare Reform Working Group and within Work Clubs. It was not, however, a problem to which a solution could easily be found. Public sector services were increasingly being offered online. Rather than individual agencies trying to tackle the issue, the potential for effective partnership working should be explored.

In response to a question, Mr Robertson expressed a view that every effort would be made wherever possible to provide some level of assistance to all businesses coming forward under the Digital Support Programme, including any microbusinesses that might not appear to meet all of its criteria.

After discussion, the Board **NOTED** the presentation and the next steps to be taken and **AGREED** that the Chief Officer Group examine the scope for the Partnership to take action to tackle digital exclusion in Highland.

#### **4. Delivering Partnership Outcomes Performance Reports & Refreshed Delivery Plans**

The following circulated updates were provided by Responsible Officers on progress against the delivery plans for the Single Outcome Agreement (SOA) and on developing partnership working, together with refreshed delivery plans for the SOA for 2014/15.

##### **a. Economic Growth and Regeneration**

The circulated update on 2013/14 activity and report on planned 2014/15 delivery by Highlands and Islands Enterprise (HIE) as lead partner on this theme were each a variation on a draft document received at the end of September 2014 from The University of Glasgow's Training and Employment Research Unit (TERU). This had been commissioned by HIE to inform the measures and targets for the Economic Regeneration and Recovery strand of the current SOA, in response to a recognition of the challenge that, to set meaningful targets and objectives, it was necessary to set a benchmark and to be able to measure impact and outcomes.

Given the timescales involved, further analysis by HIE and the Council would be required to help shape the final qualitative and quantitative targets for 2014/15 onwards, until the end of the current SOA in 2017/18. In the interim, HIE commended the analysis for 2013/14, as the first year of the SOA, and the draft work-in-progress set out in the circulated report as a highly indicative direction of travel, a number of priority areas for further thinking and planning having been identified: growing economic productivity; an attractive location; developing the workforce; delivering enabling infrastructure; and inequalities.

The Board **NOTED** the update and **APPROVED** the indicators to use in a refreshed plan.

##### **b. Employability**

The circulated report by the Highland Council as lead partner on this theme presented an overview of progress in achieving the Employment outcomes identified in the Single Outcome Agreement and identified emerging priorities which would shape delivery during 2014/15, including designing measures to:

- complement the school / college / business programmes by providing opportunities for young people needing additional support
- support the development of structured, appropriate work experience opportunities in the private and public sectors
- encourage recruitment and workforce development advice and incentives to small and medium enterprises
- maximise and align activity generated by the new EU Structural Fund Programme 2014-2020
- develop separate commissioning of national and local services, but with improved liaison and alignment.

In discussion, the importance of having robust information on the Highland economy was emphasised. Requests were made for more information to be brought forward on the numbers in Highland who were unemployed or on low

wages, and also for future updates to include information on the Science Skills Academy.

Attention was also drawn to the value of developing skills appropriate to current and future local needs. A holistic view should be taken of the Highland economy, and the importance to its success of sectors such as health and social care recognised, both as underpinning activity in other sectors and as employment opportunities in their own right. This message should be reinforced at the next meeting of the Convention of the Highlands and Islands. It was also important to improve low wages in the service sector, in particular in areas with a strong local economy, given that this generally resulted in high local living costs and a competitive wage environment drawing workers into other well-paid sectors.

Disappointment was expressed that Skills Development Scotland had not been engaging more closely with the Partnership on these issues.

The Board **NOTED** the update on performance and the priority areas for action; and **AGREED** that Skills Development Scotland be invited to attend the next Board meeting.

c. Early years/Children

The circulated report by the Highland Council as lead partner on this theme drew attention to the finalisation of For Highland's Children 4, the service plan for children's services in Highland which reflected and blended the commitments of the Highland Council, the commissioning intentions of NHS Highland, the stretch aims of the Early Years Collaborative, and the improvement priorities identified by improvement groups working across Children's Services. It also highlighted the development of a revised performance management framework around the SHANARRI wellbeing indicators (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included) and 14 key outcomes.

This theme was discussed at item 5 below.

d. Safer and stronger communities

The circulated update and report by Police Scotland as lead partner on this theme presented Police Scotland management information for the Highland Council area for 2013/14 and also set out a proposed refresh of the delivery plan for the Safer and Stronger Communities theme of the Highland Single Outcome Agreement (SOA), together with comments on the relevant SOA chapter as a whole.

During the report summary, attention was drawn to the overall reduction in crime figures. A slight increase in reporting of sex crimes largely reflected an increase in historic reporting, which in turn indicated greater confidence in police handling of such offences. The contribution of the Partnership as a whole to the improved landscape was recognised, as were the benefits of a safe environment to the image of Highland as an attractive place to live and work.

The Divisional Commander emphasised the importance of ensuring public awareness of the improving crime statistics and the degree of public safety enjoyed in Highland. Future priorities would include addressing road safety, alcohol and drugs misuse and antisocial behaviour.

In discussion, concern was expressed as to the impact of litter as a low level example of anti-social behaviour that had a negative impact on the environment and potentially on the local tourist economy, and how this might be tackled under this theme. The Divisional Commander undertook to seek feedback from Community Councils and the Anti-Social Behaviour Group on this issue, together with suggestions for possible reduction strategies.

Concern was also expressed as to the continuing low level of public awareness and understanding of community planning and the role of the Partnership, and the degree to which this extended to partners' own employees. The view was expressed that more use should be made of online resources in improving this.

The Board **NOTED** the performance update and revised SOA chapter; **APPROVED** the refreshed plan; and **AGREED** that the Chief Officers Group discuss further the issue of clearer communications and marketing, to promote better understanding of the role and achievements of the Partnership on community safety and wider issues such as early years development, with particular reference to improving the Partnership's online presence.

e. Health inequalities and physical activity

The circulated update and report by NHS Highland as lead partner on this theme drew attention to the widening of inequalities in health within the NHS Highland area; outlined various local activities underway seeking to address this, including third sector activity; emphasised the need for long-term sustainability; and set out a range of specific recommendations, together with an updated service delivery plan.

During the report summary, attention was also drawn to the inequalities in digital inclusion in Highland.

In discussion, emphasis was placed on the importance of disseminating the message as to the benefits of physical activity. The role played by High Life Highland and the third sector in helping to raise activity levels and promote understanding was welcomed.

The Board **NOTED** the annual report and **APPROVED** the refreshed plan.

f. Outcomes for older people

The circulated report by NHS Highland as lead partner on this theme advised that work continued across a number of areas to build on the integrated approach to caring for older people, including within both the care home and care at home sectors. Developments in both sectors were outlined. The report also commented on the Older People's Improvement Group, Health and Social Care coordination, Strategic Commissioning, the Change and Improvement Plan and Community Development.

During the report summary, it was suggested that care at home employment was generally seen as offering more attractive career opportunities than working in care homes.

In discussion, attention was again drawn to the increasing importance of the care sector and the need to promote it as a positive career path. This could also be a constructive means of addressing the needs of single mothers who might be in a position to seek employment once their children were of school age. Many in such a situation might have exited the education system early and would benefit from access to appropriate training.

The Board **NOTED** the update on progress and ongoing work; and **AGREED** to examine further possible improvement in training opportunities for single mothers seeking to enter the workforce, with particular reference to the care sector.

g. Environmental outcomes

The circulated update and report by SNH as lead partner on this theme provided a brief review of the work of the Highland Environment Forum and its standing or ad hoc working groups, and of progress against outcomes, together with an updated service delivery plan.

During the report summary, attention was drawn to the Partnership's role in responding to the recent spate of wildlife crimes, particularly in relation to raptor deaths, and its contribution to evidencing the wider significance of such activity's potential impact on image and tourism. Successful progress towards meeting carbon dioxide reduction targets earlier than projected was also highlighted.

The Board **NOTED** the update and **APPROVED** the refreshed plan.

h. Single Outcome Agreement (SOA) Development Plan

The circulated update and report by the Highland Council provided information on progress on the six areas for improvement identified by the Quality Assurance process for the Highland SOA 2013-18; and proposed a programme for improving the operation and effectiveness of the Partnership, drawing on decisions made already in the Board over the previous 9 months, taking into account emerging issues, and finalising some actions from the earlier development plan.

In commenting on the report, the Head of Policy and Reform, the Highland Council, confirmed that a response to the Partnership's request for Scottish Government support on a number of issues, as set out in the update report, was still awaited and that these would be carried over into the future programme.

The Board **NOTED** the update and **APPROVED** the revised 2014-18 Programme for submission for Scottish Government agreement.

## **5. For Highland's Children 4**

The Director of Care and Learning, the Highland Council, gave a presentation on For Highland's Children 4, the integrated Children's Plan 2014-19, now agreed between the Council and NHS Highland, referencing the Plan document itself and also the update report circulated at item 4(c) above.

In his presentation he outlined:

- the background to the development of the Plan, including the Council's 1997 Looking Ahead in Highland Policy Paper and its recognition of the need to work in partnership; the Scottish Government's 2001 For Scotland's Children report; the Council's first For Highland's Children (FHC) report in 2001; and its subsequent iterations, FHC2 and FHC3
- the Plan's vision that all of Highland's children have the best possible start in life; enjoy being young; and be supported to develop as confident, capable and resilient, to fully maximise their potential
- acknowledgement that many children still had poor life chances from an early age and were not realising their potential
- the wellbeing indicators developed in 2003 under FHC2, that children should all be safe, healthy, achieving, nurtured, active, respected and responsible and included, now enshrined in the Children and Young People (Scotland) Act 2014
- the structure and roles of the Highland Strategic Commissioning Group, associated Improvement Groups and the Highland Early Years Collaborative
- health impacts of early years neglect
- the national Early Years Collaborative (EYC) Stretch Aims applicable to all Community Planning Partnerships in Scotland

In discussion as to whether the EYC Stretch Aims were in fact sufficiently challenging, it was pointed out that the 85% and 90% targets laid down for achieving certain milestones were set for all of Scotland and had to take account of those categories of children who would be unable to achieve these, due to factors such as disability. An assurance was given that Highland was proving significantly more successful than other areas of Scotland and would continue to aspire to the highest outcomes.

It was confirmed that it should be possible to break the relevant statistics down to provide meaningful information. The improved ability to measure inequalities was welcomed, as was the dedication of those working with children and families to meet the challenges set and to assist children in meeting all their milestones.

After discussion, the Board **NOTED** the presentation and integral update and **AGREED** that FCH4 would be the refreshed delivery plan for the Single Outcome Agreement.

## **6. Public Health Annual Report**

The Director of Public Health (DPH) gave a presentation on the Public Health Annual Report for Highland.

In her presentation she outlined the Report's particular focus on a range of issues including:

- the changing climate and its impact on health and on global inequalities, and related mitigation and adaptation measures
- the impact of the modern obesogenic environment
- the significance of the natural environment and physical activity as contributors to good health
- the importance of developing sustainable health and social care services, including a more mobile and flexible workforce and increased levels of care at home
- heightened Highland/rural risks such as fuel poverty, private water supplies and vulnerability to extreme weather events
- the need to extend impact assessments of new development proposals to include the impact on human health and the views and expectations of local communities.

In highlighting the issue of fuel poverty, the DPH invited the Partnership to consider how it might promote reductions in fuel costs. She also drew attention to the benefits, including health benefits, of integrated transport systems, particularly in rural areas. When commenting on outdoor activities and changing weather patterns, she recommended that particular care be taken to check for and remove ticks following time spent in the outdoors. When referencing issues such as future security of energy supplies and the development of alternative energy sources, she underlined the importance of building community resilience.

The presentation concluded by recommending that the Community Planning Partnership ensure a joint approach across agencies; promote links between the environment and health; and seek actions that would improve health, increase sustainability and reduce carbon emissions.

The Board **NOTED** and welcomed the presentation and **AGREED** that the Chief Officers Group examine the Report's recommendations to ensure that they were all being adequately addressed by the Partnership.

## 7. Supported Self-assessment – Questionnaire Results

At its meeting held on 5 June 2014, the Board had noted the proposed next steps for a supported self-assessment process for the Highland Community Planning Partnership, and in particular that all Board members would receive an emailed survey/checklist on behalf of the Improvement Service (IS), to provide relevant data/evidence to the IS for analysis.

There had been circulated report dated 26 September 2014 by the Corporate Performance Manager, the Highland Council, advising that the Community Planning Board, supported by the Improvement Service, had completed the first stage of this self-assessment process in the form of an on-line questionnaire based on the Improvement Service Partnership Checklist. The report presented the outcome of the questionnaire responses for consideration and to agree next steps.

The Board **AGREED**:

- i. that improvement actions already in place would address the main areas of weakness identified; and
- ii. to use the on-line survey as a baseline for any future reviews of progress of agreed improvement actions.

The Board also **NOTED** that further self-assessment was planned around the themes identified in 4.2 of the report and that there should be scope for District Partnership input in the future.

## **8. EU LEADER Programme**

There had been circulated report dated 6 October 2014 by the Director of Development and Infrastructure, the Highland Council, on the new Highland LEADER Programme 2014-2020, seeking approval of the Local Development Strategy and Business Plan to be submitted to the Scottish Government.

The Board **APPROVED** the Highland LEADER Programme 2014-2020 Local Development Strategy and Business Plan; and **NOTED** that an annual report on progress with the Highland LEADER Programme 2014-2020 would be presented to the Community Planning Board.

## **9. Capturing Progress in Community Planning**

The Board had been advised that a request had been received from the National Community Planning Group (NCPG) for an update, to be received by 13 October 2014, describing, in terms of each CPP's development priorities:

- what action the CPP and its partners had taken and what they had achieved
- any further development work that the CPP and its partners were now undertaking or planning.

The Partnership had also been asked to let the NCPG know if there was further support required to assist in its development work.

The Board **AGREED** that a response be submitted to the NCPG based on the progress and future plans reported at this meeting.

## **10. Future Meeting Dates**

The Board **NOTED** that the next meeting was scheduled to be held on Friday, 5 December 2014, at 10.00 a.m., in the Highland Council Headquarters, Glenurquhart Road, Inverness.

The Board **AGREED** the following dates in 2015, with all meetings commencing at 10.00 a.m.:

Wednesday, 4 March  
Wednesday, 3 June  
Friday, 11 September  
Wednesday, 2 December

The meeting ended at 4.50 p.m.