



Community Planning Aberdeen Board

Meeting on **MONDAY, 6 JULY 2015 at 4.00 pm**

Committee Room 2 - Town House, Aberdeen

BUSINESS

- 1 Introductions and Apologies
- 2 Determination of Exempt Business
 - 2.1 Partners are requested to determine that any exempt business be considered with the press and public excluded.
- 3 Declarations of Interest
- 4 Minutes
 - 4.1 Minute of Previous Meeting of 16 March 2015 - for approval (Pages 1 - 14)
 - 4.2 Minute of the CPA Management Group of 2 March, 20 April and 1 June 2015 - for information (Pages 15 - 68)
- 5 Group Infrastructure
 - 5.1 There are no reports under this heading.
- 6 Horizon Scanning
 - 6.1 2015/16 SOA (Pages 69 - 96)
 - 6.2 2016/2017 SOA and Priorities Refresh Update (Pages 97 - 98)
 - 6.3 What Work Scotland - 'Spread and Scale Up' work
- 7 Accountability
 - 7.1 Communication and Engagement Group (Pages 99 - 100)

8 Due Reports

- 8.1 Health and Transport Action Plan (Pages 101 - 110)
- 8.2 Community Justice Redesign - Arlene Stuart, Scottish Government attending (Pages 111 - 114)
- 8.3 Community Empowerment Bill (Pages 115 - 118)
- 8.4 Neighbourhood Planning (Pages 119 - 124)
- 8.5 Northfield Total Place (Pages 125 - 138)
- 8.6 Third Sector Interface Community Planning Improvement Service Programme - to follow
- 8.7 Social Prescribing Pilot (Pages 139 - 158)
- 8.8 CPA Budget 2014/2015 (Pages 159 - 164)
- 8.9 Participatory Budget Update (Pages 165 - 168)
- 8.10 Economic Outcomes Programme (Pages 169 - 174)

9 Deep Dive

- 9.1 City Centre Masterplan and Delivery Programme - Presentation (Pages 175 - 178)

10 Board Development

- 10.1 CPA Board Business Statement (Pages 179 - 186)

11 NOT FOR PUBLICATION

- 11.1 Priority Families (Pages 187 - 202)

12 Board Blether

13 Date of Next Meeting - 12 October 2015 at 4pm

Should you require any further information about this agenda, please contact Allison Swanson, tel. 01224 522822 or email aswanson@aberdeencity.gov.uk

COMMUNITY PLANNING ABERDEEN BOARD

16 MARCH 2015

Present:-

Councillor Laing, Chair,
 Adrian Watson, Police Scotland,
 Councillor Graham,
 Ken Eddie, Civic Forum,
 Susan Webb, Public Health,
 Pauline Innes, Scottish Government,
 Angela Scott, Aberdeen City Council,
 Duncan Smith, Scottish Fire and Rescue Service,
 John Tomlinson, ACVO.

Also Present:- Lyndsay Johnstone (CPP, ACC), Donald Urquhart (Head of Communities and Housing, ACC), John Quinn (Head of Land and Property Assets, ACC), Iain Robertson (Democratic Services, ACC) and Tom Cowan (Head of Adult Services, ACC, for items 6.1 and 6.3).

Apologies:-

Councillor Allan, Malcolm Wright, Joanne Larsen, Joyce Duncan and Liz Taylor.

Topic	Discussion/Decision	Action By
1. Introductions and Apologies	The Chair welcomed members and expressed her thanks to John Tomlinson, ACVO for hosting the meeting. The Chair proposed that item 6.3 on the agenda be considered first and the Board agreed.	
2. Protecting Vulnerable Adults	<p>With reference to item 3 of the minute of the meeting of the Board of 3 December 2014 the Board had before it a report which provided an update on the progress of the development of a protecting vulnerable adults theme through the Community Safety Partnership as requested at its previous meeting.</p> <p>The report advised of the relevant legislation and explained that this legislation identified three elements which must be met to define an 'Adult at Risk of Harm':</p> <ul style="list-style-type: none"> • Unable to safeguard themselves, their property, rights or other interests; AND • At risk of harm; AND • Affected by disability, mental disorder, illness or physical infirmity so that they are more vulnerable to being harmed than others not so affected. 	

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	<p>The report also explained that all citizens have a responsibility to protect vulnerable adults and a duty to report concerns to the appropriate authority.</p> <p>With regards to the Adult Protection Committee (APC) the report advised of its role and remit, namely as a statutory organisation that has been set up to expand communication and develop cooperation between agencies which have a responsibility for protecting vulnerable adults. In relation to reporting, it was noted that adult protection activity was regularly reported to the Scottish Government, the APC and the Chief Officers Public Protection Group and measured using the national adult protection dataset.</p> <p>Finally the report affirmed that decision making is made on a multi-agency basis and that most cases have been resolved at the initial inquiry stage and only the most complex cases have been progressed to the investigation stage.</p> <p>The report recommended – that the Board –</p> <ul style="list-style-type: none"> (a) consider the regularity with which members would wish to be updated on Adult Protection activity; and (b) consider the development of closer links with the Adult Protection Committee and how this might best be achieved. <p>Tom Cowan spoke to the report and informed the Board that there was a lack of clarity on the definition of a vulnerable adult in comparison to children and young people and that across the public and third sectors there was often a differentiation on their interpretation of vulnerability from that as set out in the legislation and there was also widespread uncertainty over eligibility for support. Mr Cowan also informed the Board that wider training for public and third sector staff outside of their main roles was essential to help them better identify vulnerability and interpret the warning signs which can often prevent a tragic event.</p> <p>The Board discussed the report and there was widespread acceptance on the importance of integrating public services. The integration of adult health and social care was sighted as an example as this integration and would have several tangible benefits which would include better preventative and early intervention care, deeper and more streamlined partnerships between the</p>	

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	<p>public sector and the third sector, greater community involvement in the delivery of community based services, the treatment and support of vulnerable adults in a non-clinical setting to enhance social wellbeing and the more effective and efficient management of public resources.</p> <p><u>The Board resolved:-</u></p> <p>(i) to develop closer links with the Adult Protection Committee with a particular focus on expanding lines of communication to cascade information and further develop capacity through training; and</p> <p>(ii) to recognise that the Adult Protection Committee is the most appropriate vehicle for managing adult protection activity in Aberdeen City and to request that the Board be updated on adult protection activity on an intermittent basis.</p>	<p>Tom Cowan</p> <p>Tom Cowan</p>
<p>3. Older People's Change Fund Outcomes</p>	<p>The Chair proposed that item 6.1 on the agenda also be brought forward so as Tom Cowan could speak to the report and the Board agreed to this proposal.</p> <p>With reference to item 7 of the minute of the meeting of the Board of 2 July 2014, the Board had before it a report which provided an update on the Older People's Change Fund and the collation of data in respect of the Change Fund Outcomes.</p> <p>The report advised that that the reporting requirements to the Scottish Government had been met and information on key achievements had been included in the report. The report also noted that the end of Change Fund information was still being reported and that the data for both 2013/14 and 2014/15 projects is not yet available under themes as both financial years were treated as a single pot and committed in 2013.</p> <p>The report further advised that the Shadow Integration Joint Board had not determined a delivery model for services and it was suggested that this would emerge through the Strategic Plan and reported to the Board by the Chief Officer.</p> <p>The report recommended – that the Board –</p> <p>(a) continue to support through the Integration Fund Telecare expansion;</p> <p>(b) continue to support through the Integration Fund an Enablement approach to increase</p>	

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	<p>independence and reduce reliance on care;</p> <p>(c) continue to support through the Integration Fund Workforce initiatives – in particular the Care Centre of Excellence and associated developments in training;</p> <p>(d) continue to support through the Integration Fund Carer’s support based on carer’s views, in particular in relation to dementia care and options for respite; and</p> <p>(e) continue to support through the Integration Fund Befriending and the exploration of options for an affordable service, from the discontinued model or a redesigned service.</p> <p>Tom Cowan spoke to the report and informed the Board that the Change Fund outcomes would largely be delivered through the Integration of Adult Health and Social Care Strategic Plan with an underlying principle to develop new paradigms of working. Mr Cowan also notified the Board of issues regarding funding mechanisms due to a fragmented bidding process and as a result the funding arrangements lacked a cohesive strategic direction; as a consequence the integration of new initiatives into old systems was not successful which significantly reduced the level of available funding.</p> <p>Mr Cowan informed the Board that a new approach had been adopted with regards to the Integrated Changed Fund in which new models would be tested in one area of the city to test collaborative working and if this was successful the program could be expanded to other areas and submitted to the Scottish Government for approval. Mr Cowan further iterated the importance of meaningful piloting and the need for this to be built into the Strategic Plan to ensure more effective future service delivery. Mr Cowan also emphasised the importance of empirical evidencing as a means to demonstrate that an initiative could be delivered across the city and was not just a successful pilot.</p> <p>The Board then discussed the report and there was widespread consensus on the importance of cross sectoral involvement in this area, with particular emphasis on cross sectoral assessment of local and strategic applications and the redirection of Third Sector resources so as to be fully integrated into the system. Pauline Innes informed the Board that on a national level the Scottish Government would endeavour to learn from the Change Fund and apply these lessons and principles to other policy areas. Ms Innes also reiterated Mr Cowan’s sentiments on the importance of empirical evidencing and the evaluation of pilots and test for change initiatives.</p>	

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	<p>The Board resolved:-</p> <p>(i) to approve the recommendations; and</p> <p>(ii) to request that the ACVO meet with the Head of Adult Services, Aberdeen City Council to discuss the potential greater involvement of the Third Sector with the Change Fund and the dislocation of public sector and Third Sector resources and services.</p>	T Cowan / J Duncan / J Tomlinson
4. Minute of Previous Meeting of 3 December	<p>The Board had before it the minute of its previous meeting of 3 December 2014, for approval.</p> <p>In relation to item 3 (UK Government Counter Terrorism Strategy), the Board was informed that the meeting with Police Scotland had been scheduled for July 2015.</p> <p>With regards to item 3 (Governance Arrangements of Community Justice Authorities), the Board was informed that arrangements for the transfer of community justice continued and progress on this would be given at the next meeting of the Board.</p> <p>In relation to item 4 (Alcohol and Drugs Partnership Delivery Plan), the Board was informed that the Alcohol and Drugs Partnership Delivery Plan would be delivered in October 2015.</p> <p>With regards to item 4 (Community Empowerment Bill), the Board noted that a report would be submitted at its next meeting.</p> <p>In relation to item 5 (SOA and Priorities Refresh), the Board was advised that due to staff absences a full update would now be provided at its next meeting.</p> <p>With regards to item 6 (CPA Management Group Progress Report), the Board was advised that Angela Scott and Donald Urquhart had had discussions with the Chief Executive of the ACVO in order to ensure the greater participation of senior representatives in order to provide greater leadership to the group.</p> <p>In reference to item 7 (Participatory Budgeting), the Board was informed that a report was due to be presented to the Board in July 2015.</p>	A Scott / A Watson T Cowan S Kelman D Kilgour D Urquhart / J Larsen A Scott / D Urquhart J Larsen

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5. Minute of CPA Management Group of 2 March 2015	<p>The Board resolved:- (i) to approve the minute as a correct record; and (ii) to approve the updates and actions as recorded above.</p> <p>The Board had before it the minute of the CPA Management Group meeting of 2 March 2015, for information.</p> <p>The Board resolved:- (i) to note that the Management Group continued to revise the current SOA and that the proposed refreshed 2013/2014 SOA would be presented to the next meeting of the Board, along with a report on proposed changes to the structure and reporting arrangements for Thematic and Multi-lateral Priority Groups for consideration; and (ii) to otherwise to note the minutes.</p>	
6. CPA Management Group Membership - Alcohol and Drugs Partnership (ADP)	<p>Lyndsay Johnstone informed the Board that the CPA Management Group had agreed that the Alcohol and Drugs Partnership (ADP) needed a stronger role in community planning and advised that the Board had to ratify this decision. The Board agreed to ratify the ADP's membership of the CPA Management Group and noted that the ADP would report the ADP Partnership Delivery Plan to the Board in October 2015.</p>	
7. Scottish Parliament Audit Committee – 21 January 2015 – Community Planning – Turning Ambition into Action	<p>The Board had before it a report by the Accounts Commission and the Auditor General which outlined several recommendations to improve the leadership and scrutiny of Community Planning Partnerships (CPP). The report recommended that CPP's should set out measures to target and use their resources more effectively and have a greater focus on preventative measures. The report further recommended the development of a national performance management framework to assess the performance, pace of change and activity of CPP'S. The report also outlined what measures the National Community Planning Group, the Scottish Government; COSLA and CPP'S should do to develop the report's key measures.</p> <p>Angela Scott spoke to the report and advised the Board that the Audit Committee's main feedback to the Aberdeen CPP was that community planning was not as developed as it should be and that a more robust community planning infrastructure had to be developed in the next twelve months. The committee also recommended that the pace of change had to be accelerated and stressed</p>	

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	<p>that the Single Outcome Agreement (SOA) should be outcome and not demand based. Mrs Scott informed the Board that Parliament had accepted that a turnover of leadership had constrained progress; particularly in relation to the strategic direction of community planning.</p> <p>Thereafter, the Vice Chair Adrian Watson added that the Community Safety Hub was highlighted as a positive example of CPP's and the Board were in favour of adding Total Place and the Family Project as items that the Board would discuss in future meetings to reassure staff that these projects would be prioritised and would be progressed with clear strategic direction.</p> <p>The Board then discussed the SOA during which Partners considered the adoption of a new approach in which the SOA would focus on the development of metrics which would measure Gross Value Added and therefore the SOA would be lighter in comparison to previous SOA's, although further metrics could be added in the future.</p> <p>The Board then discussed the need for greater accountability in the community planning process and agreed that this could be achieved through the following actions by Partners (a) the development of clear objectives for staff at all partner organisations; (b) that staff of all Partners improve their attendance and the quality of their contributions at Thematic and Multi Lateral Priority Groups; and (c) that all partners set aside senior resource to provide greater leadership and clarity in strategic direction and provide greater input towards the 2016 refresh.</p> <p>Finally the Board agreed that in order to improve accountability and the effectiveness of CPP's then staff engagement with other CPP partners would have to be developed and that community planning would have to be integrated into the service and business plans of each partner organisation to prevent the singularity of service delivery. The Board also discussed the need for a greater data analytical commitment from all partners and the Regional Skills Assessment and Regional Skills Strategy were highlighted as programs that would help achieve this objective.</p> <p>The Board resolved:-</p> <ul style="list-style-type: none"> (i) to agree to receive reports on both the Total Place and the Family Project for consideration at future meetings; (ii) to request Joanne Larsen and Richard Sweetnam to develop a performance management framework to measure partnership impact and Gross Valued Added; 	<p>G Woodcock / N Carnegie J Larsen / R Sweetnam</p>

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	<p>(iii) that CPP Partners provide evidence to the Board of their attendance and contribution at community planning Thematic and Multi-lateral Priority Groups;</p> <p>(iv) to request CPP Partners to (a) define their needs and outline their resource commitment to support community planning to Donald Urquhart as soon as possible and (b) identify resource to support the development of the Senior Management Team to undertake the SOA 2016 refresh; and</p> <p>(v) to otherwise to note the report.</p>	<p>All Partners</p> <p>D Urquhart / All partners</p>
<p>8. Fairer Aberdeen Fund Annual Report 2013/14</p>	<p>The Board had before it the Fairer Aberdeen Fund Annual Report 2013/14 for consideration.</p> <p>The report recorded that funding for 2013-14 was £1.72 million of which £1,642,000 was awarded to 50 projects. The report further noted that it supplied funding for six capital developments in regeneration areas that would support vulnerable groups and individuals and that grants ranged between £2,000 and £170,000. In addition 25,285 people were either involved with or benefitted from the funding initiatives; including over 5,000 people under the age of sixteen. The report also recorded that 943 volunteers contributed 101,625 hours of volunteering time worth the equivalent of £1.5 million to the fund.</p> <p>The Board welcomed the report and commended all the community representatives who helped with funding applications and all those that had helped compile the annual report. The Board also expressed their thanks to those volunteers who had volunteered all through the year.</p> <p>The Board resolved:-</p> <p>(i) to note the report; and</p> <p>(ii) to thank all those involved for producing the report and to thank all the community representatives associated with the Fairer Aberdeen Fund for their sustained effort, engagement and commitment to tackle poverty and deprivation in Aberdeen.</p>	<p>D Kilgour</p>
<p>9. Third Sector Interface Community Planning Improvement Service</p>	<p>With reference to item 3 of the minute of the meeting of the Board of 3 December 2014 the Board had before it a report that provided an update on the evaluation checklists for the Improvement Service.</p> <p>The report noted that checklists had been sent to individuals from CPP partners and relevant third sector organisations and had requested their views on the impact, role and understanding of</p>	

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Programme	<p>community planning in Aberdeen, however unfortunately the number of returns were not sufficient enough for the process to be deemed as robust. In light of this the ACVO had set up 1:1 interviews with key CPP partners and would also hold a focus group for third sector responses to increase the robustness of the process. Thereafter an action plan would be collated and presented to the CPA Management team and the Board for approval.</p> <p>The report recommended – that the Board note the report.</p> <p>The Board resolved:- (i) to note the report; and (ii) to request that an action plan be submitted to the next Board meeting.</p>	J Duncan
10. Bromley by Bow Visit	<p>With reference to item 3 of the minute of the meeting of the Board of 3 December 2014 the Board had before it a report which provided an overview the Board of the visit to Bromley-by-Bow by representatives from Aberdeen City Council, NHS Grampian and the ACVO in December 2014.</p> <p>The report advised that the visit centred on place making in East London and involved visits to a number of initiatives supported by Lord Andrew Mawson. The report noted that Lord Mawson stressed the importance of recognising the unique gifts of the individual through an integrated working model in communities that incorporated action in areas such health, education, housing, business and enterprise and that the primary role of social enterprises was to act as social brokers and place makers to support private and public partners to work together.</p> <p>The report advised that in terms of actions, the overall idea taken from the visit was to pick two areas of the city and do a show and tell by all sectors and to be careful not to spread change too thinly to enable effective change. The report recommended that there should be a focus on Torry, Danestone, Tillydrone, Middlefield, Northfield and Seaton as appropriate areas to test change, adopt innovative approaches and cultivate new partnerships.</p> <p>The report also recommended a greater use of public art to encourage partners to change the feel of premises and areas following the Bromley example and the report suggested that this could be achieved through greater links with Gray's School of Art. It was agreed that more information needed to be disseminated to partners on social prescribing as an alternative to medical</p>	

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	<p>prescribing and the initiative had to be simplified to make it easier for GP's to replicate the Bromley model. Similarly a long term communication campaign would be needed to change the expectation of partners from medical to social prescribing and that this process could be advanced by working with third sector and patient participation groups.</p> <p>Angela Scott spoke to the report and explained that a number of lessons had been learned from the visit which included the necessity for social enterprises to be open and inclusive and not formal or restrictive and that clear and relentless leadership was a requisite for a successful venture and that conversations about shaping a place had to be had before the development was built to ingrain this culture into partners and into the feel of the development with the Countesswells development being cited as an opportunity for this approach to be adopted. Mrs Scott also added that Partners had to fully commit to social prescribing and explained that there might be an opportunity to develop this in Torry with Sistema taking the lead.</p> <p>The Board discussed the report and the discussion focussed on the expanded use of social prescribing in which members recognised the challenge of rolling the initiative out at scale and that more information was needed to determine the extent that non-medical personnel could identify and deliver a social prescription.</p> <p>The Board resolved:-</p> <ul style="list-style-type: none"> (i) to request that the Bromley-by-Bow promotional video be cascaded to members of the Board; (ii) to request an update on NHS Grampians' plans to develop social prescribing including relevant reports of good practice at its next meeting; and (iii) to otherwise to note the report. 	<p>D Urquhart</p> <p>S Webb</p>
11. Smarter Places Review	<p>With reference to item 3 of the minute of the meeting of the Board of 3 December 2014 the Board had before it a report which provided an update on the reconvened North East Property Group.</p> <p>The report highlighted the findings of the Christie Commission and noted that a response was needed to ensure the effective and efficient use of all public sector property and land. The report noted that whilst public sector organisations had been working collaboratively for some time more needed to be done and the next logical step was an integrated approach.</p>	

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	<p>The report explained that the objectives of the integrated approach were the consolidation of property services across major public sector organisations into one focussed service and that this consolidated property service become a key stakeholder and be involved in service planning for matters which have property and land implications from the outset. An outline of the consultation strategy including the next steps in the integration process was also detailed.</p> <p>The report recommended – that the Board –</p> <ul style="list-style-type: none"> (a) agree to the establishment/extension of North East Property Group; (b) agree the development of a public property and land database; (c) agree the principles for implementation; (d) agree the implementation plan; and (e) to otherwise note the information provided. <p>John Quinn spoke to the report and advised that the previous incarnation of the North East Property Group had never met but currently there was a much more pressing need to convene the group in order to pull together public sector resources and interests to more efficiently deliver services in line with the recommendations of the Christie Commission. Mr Quinn added that a work plan was being developed which would include an audit of all Aberdeen City Council, Aberdeenshire Council and NHS Grampian land and properties and it was hoped that this would be expanded to include all public sector organisations and independent organisations such as the universities.</p> <p>Mr Quinn detailed to the Board the opportunities that an integrated approach could present, namely:</p> <ol style="list-style-type: none"> 1. Rationalisation of land and property would be more cost effective, increase capital receipts and lead to greater standardisation amongst public sector organisations; 2. The audit would determine what land and which properties were fit for purpose and this would precipitate better facility management and a more focussed capital plan; 3. The integration would provide further opportunities for enterprise and commercial ventures which could benefit local communities and the city as a whole with place making and Community Asset Transfers cited as a initiatives worth pursuing; 	

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	<p>4. Publicly owned land could be used for developments which would support public services; Mr Quinn cited the development of one thousand housing units at mid-market rent on the old Aberdeen prison site which would be occupied by key public sector workers; and</p> <p>5. The integration would support Aberdeen City Council and NHS Grampian's smarter working policies.</p> <p>The Board discussed the report, during which the need to develop general principles on place making was highlighted and it was also stressed that there was a lack of local focus on national rationalisation initiatives and members were committed to securing capital receipts for local bodies. Mr Quinn echoed these sentiments and advised that it was important that public bodies did not dispose of their capital assets before the audit of the public estate had been conducted.</p> <p>Partners also discussed the necessity for linking the land and property integration strategy into the SOA in order to evidence progress being made with the Aberdeen Community Planning Partnership to the Scottish Government; with the Countesswells housing development cited as an example of this approach.</p> <p>The Board then discussed the City Master plan and the Chair urged all members to attend a consultation meeting and to input into the process. At this point Adrian Watson raised an issue about the proposed Queen Street development with regards to the location of the Police Scotland Headquarters and the Board determined that it would be worthwhile to cascade the City Master plan and Delivery Programme brochure to all members with a narrative that would explain the process and development in further detail.</p> <p>The Board resolved:-</p> <p>(i) to request that Angela Scott cascade the Aberdeen City Master plan and Delivery Programme Brochure with a narrative about the process to all on relevant CPP stakeholders;</p> <p>(ii) to request a presentation on the Aberdeen City Master plan and on-going and proposed regeneration projects at a future meeting;</p> <p>(iii) to request that Angela Scott clarify the proposed Queen Street design within the City Master plan particularly with regards to the Headquarters of Police Scotland;</p>	<p>A Scott</p> <p>A Scott</p> <p>A Scott</p>

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	(iv) to request that a further report detailing progress be submitted to a future meeting; and (v) to otherwise to approve the recommendations.	J Quinn
12. Board Blether	<p>The following matters were discussed by the Board:-</p> <p>(A) <u>Joint Inspection of Children's Services</u></p> <p>Angela Scott advised the Board that the Care Inspectorate had published its report on the outcome of the inspection of services for children and young people in Aberdeen City. Mrs Scott informed the Board that the Care Inspectorate had rated services for children and young people in Aberdeen City as largely good but reiterated that Aberdeen City should continue to strive for excellence. Mrs Scott updated the Board that there was a designated period for the Council to present an action plan to the Inspectorate to address the issues raised by the Care Inspectorate. Mrs Scott advised that she would cascade the Care Inspectorate report to all members of the Board.</p> <p>Thereafter, Mrs Scott also informed the Board that Bernadette Oxley would join Aberdeen City Council as the Head of Children's Services in late April 2015.</p> <p>(B) <u>Deep Dive</u></p> <p>The Board discussed the absence of items under the Deep Dive section of the agenda and Angela Scott and Susan Webb agreed to meet to discuss the development of this section for future meetings.</p> <p>(C) <u>Business Statement</u></p> <p>The Chair proposed that a business statement for the Board be introduced and the Board agreed to this suggestion and requested that a business statement be submitted at its next meeting.</p>	A Scott
13. Date of Next Meeting	The Board noted that its next meeting was scheduled to be held on 6 July 2015 at 4pm.	A Scott / S Webb L Johnstone / A Swanson

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	<p>In relation to item 11 (Developing an Evidence Led Business Model), Neil Carnegie advised that he had identified budget within Aberdeen City Council for a strategic analyst and therefore he was in the process of drafting a business case.</p> <p>With regards item 14 (Health and Social Care Integration Scheme for Aberdeen City), to note that Joanne Larsen was drafting a report in consultation with Kevin Toshney and that this would be reported to Donald Urquhart in the first instance rather than presented to the Management Group and thereafter it would be reported to the Partnership for consideration.</p> <p><u>The Management Group resolved:</u> to approve the minute as a correct record and to note the updates as recorded above.</p>	<p>Neil Carnegie</p> <p>Joanne Larsen</p>
<p>2. Review of Priorities and Single Outcome Agreement</p>	<p>With reference to item 10 of the minute of its previous meeting of 19 January 2015, the Management Group had before it the proposed new metrics (including details of data source and targets and qualitative impact) for inclusion within the Partnership's Single Outcome Agreement (SOA) for 2014/2015 from the following Thematic and Multi-lateral Priority Groups:</p> <ul style="list-style-type: none"> • Children and Young People Thematic Group • Culture City Multi-lateral Priority Group • Digital City Multi-lateral Priority Group • Economic Growth Thematic Growth • Health and Wellbeing Thematic Group • Integrated Transport Multi-lateral Priority Group • Learning and Workforce Thematic Group • Safer Communities Thematic Group <p>Prior to each of the Thematic and Multi-lateral Priority Groups presenting their proposed new metrics Joanne Larsen set the context for requested revision to the metrics contained within the current 2014/2015 SOA wherein she reminded partners that at the October 2014 CPA Board meeting all Thematic and Multi-lateral groups were asked to present their annual reports and resulting from this all groups were then asked to re-consider their current set of outcomes for the 2014/2015 SOA. This action was subsequently discussed by the Management Group and a specific metrics meeting held on 16 January 2015 at which a</p>	

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	<p>representative from all groups attended along with the researchers/analysts to discuss options to clarify / streamline the current outcomes and to consider locality based outcomes.</p> <p>Joanne also reminded partners that the Management Group had advised Thematic and Multi-lateral Priority Group that proposed Outcomes for the SOA refresh should:</p> <ul style="list-style-type: none"> • Be supported by timely, relevant and local data (recognising if there were neighbourhood / regeneration targets) • Be only achievable through partnership working • Support existing strategies of internal and/or external partner • Show a journey • Have interim measures that could determine direction of travel <p>In addition, demand metrics should be included as an appendix to each groups' respective submissions.</p> <p>Thereafter, Joanne provided a description of the new template and explained that the rationale for the new template was the ability to give a much fuller view of the impacts and added value work the Partnership was contributing towards the local/citywide/national outcomes.</p> <p>With regarding the membership of the groups, she explained that during the gathering of the proposals it had become clear that there had been some changes to roles, responsibilities and groups and it was important that given all of the new structures, roles, integrations and other changes across partnership organisations that the Partnership was sure the existing groups: had the correct membership; were still engaged and linking across partners; and that the balance was still equitable (not mainly local authority led and managed) and therefore asked if any group had reviewed its membership or felt that there were areas that still required reviewed that they raise this during presentation of their metrics. Also, she explained it was important for partners to understand the Consultation process used by the groups when refreshing their metrics and therefor asked for all groups to advise on the process they used and who was involved when talking through their proposal.</p> <p>Finally, she advised that following today's meeting it was hoped that the Management Group would be in a position to approve the proposed refreshed changes from each group and also changes to any reporting processes so that the refreshed 2014/2015 SOA could be</p>	

Topic	Discussion/Decision	Action By
	<p>presented to the CPA Board at its meeting on 16 March 2015 for consideration.</p> <p>Thereafter each of the Thematic and Multi-lateral Priority Groups presented their proposed new metrics for discussion.</p> <p>Children and Young People Thematic Group</p> <p>The Management Group heard from Sheila Sansbury who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>There followed an extensive discussion in relation to each of the proposed metrics. Specifically, regarding the proposed new metrics % of school children in the bottom 20% SIMD deciles by resident address, the Management Group sought clarification on what the Thematic Group was doing to demonstrate added value across the value and queried, given the Scottish Index of Multiple Deprivation was the proxy indicator, whether this was metrics was a measure of population profile rather than the output of the Partnership. The Management Group agreed that at present this metrics was too generic and could not be measured. Recognising the importance of measuring this area, it was proposed that such metrics be included in a wider population profile analysis.</p> <p>In relation to both the gap between average tariff scores of lowest performing 20% of pupils in S4 compared to middle 60% and the gap between average tariff scores of lowest performing 20% of pupils in S4 compared to highest performing 20% metrics, Partners queried the availability of the data and whether these were single system metrics, rather than for the Partnership and during the course of the discussion it was suggested that further work was required to develop metrics that linked specifically to the Partnership's role.</p> <p>The Management Group resolved:</p> <p>(i) to request the Children and Young People Thematic Group to clarify when data on the % of children reaching all expected developmental milestones at the time of the child's 27-30 month child health review metric could be obtained and whether unvalidated data locally could be provided at an earlier date;</p>	<p>Sheila Sansbury/Children and Young People Thematic Group</p>

Topic	Discussion/Decision	Action By
	<p>(ii) to agree to remove the % of children reaching all expected developmental milestones at the time the child starts primary school metric;</p> <p>(iii) to agree: (a) to remove the original % of children living in poverty metric; (b) that the proposed new metric % of school children in the bottom 20% SIMD deciles by resident address be included within a wider population profile analysis; and (c) that the Children and Young People Thematic Group liaise with the Welfare Reform Board on the establishment of its dashboard and the Priorities Families Multi-lateral Priority Group;</p> <p>(iv) to agree to remove the % of children re-registered on the Children Protection Register within two years of being taken off the register metric and to request the Children and Young People Thematic Group to develop early intervention outcome based metrics for child protection;</p> <p>(v) to retain the number of young people involved in offending metric whilst noting that this value currently included young people up to the age of 16, however in the near future this would increase to the age of 17; and to request the Children and Young People Thematic Group include the number of repeat offenders as a metric in the 2015/2016 SOA with the aim of focusing on a preventative early intervention approach and mirroring the outcome of the number of young people involved in offending metric; and</p> <p>(vi) to agree to remove the gap between average tariff scores of lowest performing 20% of pupils in S4 compared to middle 60% metric and to request the Children and Young People Thematic Group to further explore the role of the Partnership in adding value in this area and to develop metrics for inclusion in the 2015/2016 SOA;</p> <p>(vii) to agree to remove the gap between average tariff scores of lowest performing 20% of pupils in S4 compared to highest performing 20% metric and to request the Children and Young People Thematic Group to further explore the role of the Partnership in adding value in this area and to develop metrics for inclusion in the 2015/2016 SOA; and</p> <p>(viii) in relation to the % of leavers from public funded schools in positive initial destinations metric, to note that a similar metric was also included within the Learning and Workforce Thematic Group proposed metrics and to agree that it was a shared metric and was to be included in the SOA once and under one theme.</p>	

Topic	Discussion/Decision	Action By
	<p>Culture City Multi-lateral Priority Group</p> <p>The Management Group heard from Lesley Thomson who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015. She explained that due to timing the proposed metrics had not been shared with the with the Culture Network, however the next step was to receive the Network's endorsement. She also highlighted that the majority of the proposed metrics relied on the Scottish Household Survey as its data source and given the limited sample size this caused concern.</p> <p>There followed an extensive discussion in relation to each of the proposed metrics, in particular on the reliability of the Scottish Household Survey as a data source. Following the discussion, Partners agreed that the Scottish Household Survey was not a reliable data source and that metric could not be included in the 2014/2015 SOA on the basis of survey as its data source. The Management Group also highlighted that the proposed metrics were Aberdeen City Council outcomes and therefore agreed that new Partnership focused metrics needed to be identified.</p> <p>The Management Group resolved:</p> <ul style="list-style-type: none"> (i) to request the Culture City Multi-lateral Priority Group, in consultation with Joanne Larsen and data and research colleagues, to review all of its proposed metrics and to develop further metrics and on doing so to ensure that the metrics were Partnership, not single system focused; added value and all had a reliable data source; and (ii) to agree that any metrics reliant on the Scottish Household Survey could not be included in the 2014/2015 SOA. <p>Economic Growth Thematic Growth</p> <p>The Group heard from Rita Stephen who advised that SQW was currently undertaking a refresh of the ACSEF Strategy and Action Plan and part of that included the development of a set of key performance indicators which would allow ACSEF to monitor the performance of the Economic Strategy and also its contribution to the Strategy. In line with this, ACSEF's draft Economic Outcome Indicators had been presented rather than proposed new metrics</p>	<p>Neil Thomson/Culture Network Bruce/Lesley</p>

Topic	Discussion/Decision	Action By
	<p>and in light of the current process and timescales it was proposed that the current economic growth metrics contained within the 2014/2015 SOA remain and that the metrics for the 2015/2016 SOA be reviewed in conjunction with the completion of the refreshed ACESF Strategy and Action Plan.</p> <p>The Management Group welcomed Richard Sweetnam, Aberdeen City Council's new Head of Economic Business Development</p> <p>Partners discussed the proposal to accept the current economic growth metrics for 2014/2015 during which it was highlighted that the disparity within the city needed to be reflected. Also, during the course of the discussion it was noted that the Skills Strategy would be considered by ACSEF in June 2015 and it was agreed that the broader issue of skills across all sectors needed to be reflected in the SOA.</p> <p><u>The Management Group resolved:</u></p> <ul style="list-style-type: none"> (i) to agree that the current economic growth metrics for 2014/2015 SOA metrics remain and that Richard Sweetnam and ACSEF start developing the proposed economic growth metrics for 2015/2016; (ii) to agree that baseline measures for the Partnership and the local economy be included within the 2015/2106 SOA, by means of a population profile; and (iii) to agree that Danny Logue, Paul Sherrington and Richard Sweetnam explore how the broader issue of skills and the impact of skills on the local population could be reflected within the SOA and report back to a future meeting by way of the 2015/2016 SOA review. <p>Digital City Multi-lateral Priority Group</p> <p>The Management Group heard from Rita Stephen who advised that the sole metric for the Digital City Multi-lateral Priority Group was superfast broadband availability and the data source for this was published annually from UK Fixed Broadband Data.</p> <p><u>The Management Group resolved:</u></p> <p>to agree that this was a single system, Aberdeen City Council, metric and therefore to remove the metric and the outcome from the SOA for 2014/2015 and that this area be in the</p>	<p>Richard Sweetnam/ACSEF</p> <p>Joanne Larsen/Richard Sweetnam</p> <p>Danny Logue/Paul Sherrington/Richard Sweetnam</p> <p>Joanne Larsen</p>

Topic	Discussion/Decision	Action By
	<p>SOA review for 2015/2016.</p> <p>Health and Wellbeing Thematic Group</p> <p>The Management Group heard from Linda Smith who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>There followed an extensive discussion in relation to each of the proposed metrics, in particular the importance of the metrics being Partnership focused and not NHS metrics was highlighted. Specifically in this regard, Partners advised that for the number of alcohol brief interventions (ABI) being delivered to 'hazardous' drinkers in primary care in Aberdeen metric to remain in the SOA in future the interventions need to be across the Partnership and not just the NHS.</p> <p>The Management Group resolved:</p> <ul style="list-style-type: none"> (i) to agree to remove the % of clients who received alcohol treatment within 21 days of referral metric, on the basis that at present only NHS could make referrals; (ii) to agree to remove the proportion of population reporting to participate in sporting activity (including waling) in the last 4 weeks metric, on the basis of the reliability of the data source; (iii) to agree to remove the proportion of population reporting no participation in any sport or exercise activities in the last 4 weeks metric, on the basis of the reliability of the data source; (iv) to agree to remove the frequency of visits made to outdoors – one or more times per week metric, on the basis of the reliability of the data source; and (v) to agree to remove any single system metrics. <p>Older People Thematic Group</p> <p>The Management Group heard from Liz Taylor who provided a background to the Thematic Group wherein she explained that the Group had not yet been established. The Older People's theme was the responsibility of the CHP General Manager, and was discharged</p>	<p>Liz Taylor/Linda Smith/Health and Wellbeing Thematic Group</p>

Topic	Discussion/Decision	Action By
	<p>through the Health and Social Care Partnership Board. It was the intention to transfer this theme to an older people’s group and as such, she had had a discussion with the Chair of the Older People’s Advisory Group which was to be disbanded by Aberdeen City Council about it potentially becoming the Older People thematic group and they were agreeable to this.</p> <p>Thereafter, Liz circulated the proposed metrics for the 2014/2015 SOA for consideration. Partners noted that there was no data source identified for any of the metrics and that some metrics were single system.</p> <p>The Management Group resolved: to agree that Liz Taylor further review the Older People Thematic Group metrics for inclusion in the 2014/2015 SOA ensuring that all metrics were Partnership focused and had a reliable data source and that she discuss the proposed metrics with the Chair outwith meeting.</p> <p>Integrated Transport Multi-lateral Priority Group</p> <p>The Management Group heard from Joanna Murray who advised that the Integrated Transport Multi-lateral Priority Group had yet to be established, however in light of reviewing the proposed metrics she had noted that a number of the metrics proposed by Integrated Transport had been included in other Thematic and Multi-lateral Priority Group metrics and therefore suggested that instead of the Integrated Transport Multi-lateral Priority Group being established the Transport Manager and his team would attend the meetings of the respective groups to support them in achieving their transport related metrics.</p> <p>Partners were supportive of the suggestion and agreed that the metrics that were not included within other groups submissions could be included in the population profile which was to be established for the Partnership.</p> <p>The Management Group resolved: to agree that the: (a) Integrated Transport be disbanded as a standalone Multi-lateral Priority Group; (b) Transport Manager and his team would attend the meetings of the respective groups to support them in achieving their transport related metrics; and (c) Integrated Transport outcomes and metrics be transferred into the relevant theme or to the population</p>	<p>Liz Taylor</p> <p>Joanna Murray/Hugh Murdoch/Joanne Larsen</p>

Topic	Discussion/Decision	Action By
	<p>profile.</p> <p>Learning and Workforce Thematic Group</p> <p>The Management Group heard from Gail Woodcock who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>There followed an extensive discussion in relation to each of the proposed metrics, in particular, Partners highlighted the volume of metrics and agreed that the Thematic Group needed to streamline the number of metrics and on reviewing should ensure that the metrics were partnership focused and added value.</p> <p>The Management Group resolved:</p> <ul style="list-style-type: none"> (i) in relation to the % of school leavers from public funded schools entering a positive destination metric, to note that a similar metric was also included within Children and Young People Thematic Group proposed metrics and to agree that it was a shared metric and was to be included in the SOA once and under one theme; (ii) to agree that a metric should only be contained in the SOA once and the same metric should not be contained under separate themes; (iii) to request the Learning and Workforce Thematic Group to review whether the metrics with Education Scotland as the sole data source were single system metrics rather than Partnership metrics; (iv) to request the Learning and Workforce Thematic Group to confirm that ACVO held the data for the economic impact of volunteering in Aberdeen (per annum); (v) to agree that the number of individuals from under-represented groups in further/higher education metric be removed and included in the population profile; (vi) to agree to remove the % of population voting in elections/referendum metric, on the basis it was an Aberdeen City Council metric; (vii) to agree to remove the % of tenant participation groups that were registered metric, on the basis that it was an Aberdeen City Council metric; and (viii) to request the Learning and Working thematic Group to review and streamline the metrics on the basis of partnership interventions which were outcome focused, had a 	<p>Gail Woodcock/Learning and Thematic Group</p>

Topic	Discussion/Decision	Action By
	<p>reliable data source, and were not business as usual.</p> <p>Priority Families Multi-lateral Priority Group</p> <p>The Management Group heard from Neil Carnegie who proposed that metrics in relation to Priority Families be removed for 2014/2015. The Chair explained that this was an important area of work and highlighted that officers had an event in the near future and asked that officer identify potential metrics for inclusion.</p> <p><u>The Management Group resolved:</u> to request Neil Carnegie to identify potential metrics for the Priority Families theme for inclusion in the 2014/2015 SOA.</p> <p>Safer Communities Thematic Group</p> <p>The Management Group heard from Neil Carnegie who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>There followed an extensive discussion in relation to each of the proposed metrics, in particular, Partners discussed whether a metric for domestic abuse should be added.</p> <p><u>The Management Group resolved:</u> in relation to the % of adult residents stating they feel very safe or fairly safe when walking alone in the local neighbourhood after dark and increase the % of adult residents stating they feel very safe or fairly safe when walking alone in the local neighbourhood after dark metrics, to remove on the basis of reliance on the Scottish Household Survey.</p> <p><u>The Management Group resolved:</u> (i) to agree to remove any metrics reliant on data from the Scottish Household Survey and that all groups continue to work to identify reliable data sources; (ii) to request Joanne Larsen to draft a population profile for the Partnership and to submit it to a future meeting for consideration; and</p>	<p>Neil Carnegie</p> <p>Neil Carnegie</p> <p>All Thematic and Multi-lateral Priority Groups Joanne Larsen</p>

Topic	Discussion/Decision	Action By
	<p>(iii) to request Thematic and Multi-lateral Priority Groups to redraft their proposed 2014/2015 SOA metrics on the basis of the actions recorded above, in consultation with Joanne Larsen, and that a further draft be submitted to its next meeting on 20 April and to note that on this basis of today's discussion and the actions to be undertaken an oral update on the progress with the SOA would be provided to the CPA Board at its meeting on 16 March 2015, with proposed changes to the 2014/2015 metrics, as well as the structure of the Thematic and Multi-lateral Groups being reported formally for consideration at the Board meeting in July 2015.</p>	All Thematic and Multi-lateral Priority Groups
3. Reporting Timeline	<p>The Management Group had before it the proposed 2015 reporting timeline for Thematic and Multi-lateral Priority Groups.</p> <p><u>The Management Group resolved:</u> in light of the decision earlier on today's agenda that the 2014/2015 SOA would be resubmitted to the next CPA Management Group meeting (item 2 of this minute refers), to request Joanne Larsen to redraft the reporting timeline and to agree that no Thematic or Multi-lateral Priority Group would report to the next meeting.</p>	Joanne Larsen
4. Countesswells PLACE Group	<p>The Management Group had before it the minute of the Countesswells PLACE Group meeting of 27 January 2015.</p> <p><u>The Management Group resolved:</u> to defer consideration to its next meeting on 20 April 2015.</p>	

COMMUNITY PLANNING ABERDEEN MANAGEMENT GROUP

20 APRIL 2015

Present:-

Angela Scott (Aberdeen City Council) (Chair), Innes Walker (Police Scotland) (Vice Chair), Jamie Bell (as a substitute for David Rennie) (Scottish Enterprise), Ally Birkett (Scottish Fire and Rescue Service), Neil Carnegie (Community Safety Partnership), Euan Couperwhite (Children and Young People), Tom Cowan (as a substitute for Judith Proctor) (NHS Grampian), Joyce Duncan (ACVO), Pauline Innes (Scottish Government), Sandy Kelman (Alcohol and Drugs Partnership), Joanna Murray (Integrated Transport), Linda Smith (Health and Wellbeing), Lesley Thomson (as a substitute for Neil Bruce) (Culture City), and Gail Woodcock (Learning and Workforce).

Also Present:-

Lyndsay Johnstone, Joanne Larsen, Pete Leonard and Donald Urquhart (Aberdeen City Council),

Louise Beaton (Children and Young People) and Alex Paterson (Culture City).

Apologies:-

Danny Logue (Skills Development Scotland) and Judith Proctor (NHS Grampian).

Topic	Discussion/Decision	Action By
1. Agenda	The Chair advised that item 4.2 (Public Sector Workforce Pressures Group), on today's agenda had been withdrawn and would be reported to a future meeting.	
2. Minute of Previous Meeting of 2 March 2015	<p>The Management Group had before it the minute of its previous meeting of 2 March 2015, for approval.</p> <p>In relation to item 1 (Minute of Previous Meeting), the Management Group noted that a representative from all partners, with the exception of the Fire and Rescue Service, had confirmed representation at the forthcoming participatory budget training.</p> <p>With regards item 1 (Minute of Previous Meeting), the Management Group noted that a report regarding the reporting relationship between the Partnership and the Health and Social Care Integrated Joint Board and would be reported to the Partnership in due course for consideration.</p> <p>In relation to item 2 (Review of Priorities and SOA), the Management Group noted that work on the development of a population profile was ongoing and would be reported to a future meeting.</p>	<p>Ally Birkett</p> <p>Joanne Larsen</p> <p>Donald Urquhart / Joanne Larsen</p>

Topic	Discussion/Decision	Action By
	<p>With regards item 2 (Review of Priorities and SOA)(Older People Thematic Group), the Management Group noted that Joanne Larsen had met with the Chair of the Council's Older People's Advisory Group to discuss its remit and agreed that it was important that the membership and establishment of Thematic Group's followed the SOA strategy and not the other way round. Joanne Larsen would be attending the next Older People's Advisory Group meeting to discuss the SOA with them and would be meeting with Tom Cowan in advance of that.</p> <p>In relation to item 2 (Review of Priorities and SOA)(Integrated Transport), the Management Group noted that the Transport Manager or members of his team were attending meetings of the Health and Wellbeing and Safer Communities Thematic Groups, however connections with the remaining Thematic and Multi-lateral Priority Groups still had to be made.</p> <p>The Management Group resolved: to approve the minute as a correct record and to note the updates as recorded above.</p>	<p>Joanne Cowan</p> <p>Larsen/Tom</p> <p>Joanna Murray</p>
3. Minute of the CPA Board Meeting of 16 March 2015	<p>The Management Group had before it the minute of the CPA Board meeting of 16 March 2015, for information.</p> <p>The Management Group resolved: to note the minute.</p>	
4. Reporting Timeline	<p>With reference to item 3 of the minute of its previous meeting of 2 March 2015, the Management Group had before it the proposed 2015 reporting timeline for Thematic and Multi-lateral Priority Groups.</p> <p>The Chair questioned the robustness of the current reporting process and sought clarification on what information it was envisaged that Thematic and Multi-lateral Groups would report to the Management Group. Partners agreed that the Groups should be reporting on progress with identifying metrics and robust data sets for inclusion in the SOA refresh. During the course of discussion, Donald Urquhart advised that he had met Aberdeen City Council's Programme Management Office to discuss ways in which they could support the Partnership's reporting mechanisms moving forward.</p>	

Topic	Discussion/Decision	Action By
<p>5. 2014/2015 Single Outcome Agreement Refresh</p>	<p>The Management Group resolved:</p> <p>(i) to approve the reporting timeline on the basis that a new reporting template for Thematic and Multi-lateral Groups be developed and circulated to all Groups to ensure that all had a clear understanding of the information to be presented; and</p> <p>(ii) to agree to review the reporting timeline following the completion of the refresh of the SOA.</p> <p>With reference to item 2 of the minute of its previous meeting of 2 March 2015, the Management Group had before it the proposed new metrics (including details of data source and targets and qualitative impact) for inclusion within the Partnership’s Single Outcome Agreement (SOA) for 2014/2015 from the following Thematic and Multi-lateral Priority Groups:</p> <ul style="list-style-type: none"> • Children and Young People Thematic Group • Culture City Multi-lateral Priority Group • Health and Wellbeing Thematic Group • Integrated Transport Multi-lateral Priority Group • Learning and Workforce Thematic Group • Safer Communities Thematic Group <p>Each of the Thematic and Multi-lateral Priority Groups presented their proposed new metrics for discussion.</p> <p>Children and Young People Thematic Group</p> <p>The Management Group heard from Euan Coupenwhite who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>There followed a discussion in relation to each of the proposed metrics, in particular Partners requested that the number of young people involved in offending be reviewed for the 2015/2016 SOA and that the Group look to include a metric regarding the number of young people who were reoffending.</p>	<p>Joanne Larsen/Thematic and Multi-lateral Priority Groups</p>

Topic	Discussion/Decision	Action By
	<p><u>The Management Group resolved:</u></p> <ul style="list-style-type: none"> (i) to approve the proposed metrics for inclusion in the 2014/2015 SOA; and (ii) to instruct the Children and Young People Thematic Group to review the metric on the number of young people involved in offending for the 2015/2016 SOA and that a metric regarding the number of young people who were reoffending be included in 2015/2016. <p>Culture City Multi-lateral Priority Group</p> <p>The Management Group heard from Lesley Thomson who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>Partners discussed the data sources proposed extensively, as well as the rationale for some metrics contained in future SOAs focusing on the impact on regeneration areas. At this point Lesley Thomson advised that should the Partnership agree that there should be a focus on regeneration areas, officers could review the current criteria for cultural awards on that basis.</p> <p><u>The Management Group resolved:</u> to approve the proposed metrics for inclusion in the 2014/2015 SOA.</p> <p>Digital City Multi-lateral Priority Group</p> <p>The Management Group noted that at its last meeting it had agreed that the sole metric in relation to digital city be removed from the 2014/2015 SOA and that this area would be included in the 2015/2016 SOA review.</p> <p>The Chair advised that it would be helpful for all public bodies to be involved in the digital strategy for the place which was currently being developed. She explained that Simon Haston, Aberdeen City Council's newly appointed Head of IT and Transformation would be responsible for leading the strategy once he took up post, however all partners should</p>	Euan Couperwhite

Topic	Discussion/Decision	Action By
	<p>identify a nominated representative to be involved in the strategy's development.</p> <p><u>The Management Group resolved:</u></p> <ul style="list-style-type: none"> (i) to agree that the sole metric in relation to digital city be removed from the 2014/2015 SOA and that this area be included in the 2015/2016 SOA review; (ii) to agree that all partners should participate in the development of the digital strategy for the place and that all partners advise of their organisation's representative directly to the Chair; and (iii) to note that a report on the draft digital strategy and draft energy strategy would be submitted to a future meeting of the Management Group and thereafter the Board for consideration. <p>Economic Growth</p> <p>The Management Group noted that at its previous meeting it had agreed that the current economic growth metrics for 2014/2015 SOA metrics remain and that Richard Sweetnam and ACSEF start developing the proposed economic growth metrics for 2015/2016.</p> <p>Health and Wellbeing Thematic Group</p> <p>The Management Group heard from Linda Smith who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>There followed a discussion regarding the proposed metrics, in particular the importance of the metrics being Partnership focused and not single system, NHS metrics, was emphasised. Specifically in this regard, Partners explained that the metrics had to show the impact the Partnership had made and questioned whether the metrics presented did that. In particular, in relation to the number of alcohol brief interventions (ABI) being delivered to 'hazardous' drinkers in primary care in Aberdeen metric, Partners sought assurance that ABIs were being undertaken by all relevant partners. In response, Sandy Kelman explained that at present ABIs were only undertaken by NHS Grampian, however in the future this would be undertaken by partners and therefore the data for the 15/16 SOA onwards would</p>	<p>All Partners</p> <p>Angela Haston</p> <p>Scott/Simon</p> <p>Richard Sweetnam/ACSEF</p>

Topic	Discussion/Decision	Action By
	<p>not be single system. Again Partners discussed whether the metrics should focus on the regeneration areas in the city. In response, Linda Smith advised that for both physical activity and alcohol, the Group planned a whole population approach to prevention and the need to focus in regeneration areas. The Chair questioned the merits of a whole system approach and whether this would demonstrate the difference the Partnership had made.</p> <p><u>The Management Group resolved:</u> to agree that the Health and Wellbeing Thematic Group further review the metrics for inclusion in the 2014/2015 SOA ensuring that all metrics were Partnership focused and had a reliable data source and submit the updated proposed metrics at its next meeting for consideration.</p> <p>Learning and Workforce Thematic Group</p> <p>The Management Group heard from Gail Woodcock who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p>There followed a discussion on the proposed metrics, during which Partners sought assurance that the data sets proposed were robust. Partners also discussed the inclusion of metrics relevant to further qualifications in future SOAs, during which the Chair explained that the universities and colleges were required to develop an SOA for its sector and she proposed that she discuss the how to join up both SOAs at the next meeting of the Chief Executives Forum.</p> <p><u>The Management Group resolved:</u> (i) to approve the proposed metrics for inclusion in the 2014/2015 SOA; and (ii) to note that the Chair would discuss the inclusion of metrics relevant to further qualifications in future SOAs, as well as the joining up of the Partnership's SOA with the higher education establishments' SOA at the next meeting of the Chief Executive's Forum.</p>	<p>Linda Smith</p> <p>Angela Scott</p>

Topic	Discussion/Decision	Action By
	<p>Older People Thematic Group</p> <p>The Management Group received an overview of the current position with the Older People Thematic Group during which Tom Cowan proposed that he review the metrics and report to the next meeting in this regard.</p> <p><u>The Management Group resolved:</u> to agree that Tom Cowan review the Older People metrics for inclusion in the 2014/2015 SOA ensuring that all metrics were Partnership focused and had a reliable data source and submit the updated proposed metrics at its next meeting for consideration.</p> <p>Priority Families Multi-lateral Priority Group</p> <p>The Management Group heard from Neil Carnegie who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p><u>The Management Group resolved:</u> to approve the proposed metrics for inclusion in the 2014/2015 SOA.</p> <p>Safer Communities Thematic Group</p> <p>The Management Group heard from Neil Carnegie who provided an overview of the process undertaken to select each of the proposed metrics, and thereafter spoke Partners through each of the metrics, highlighting the rationale for its inclusion, the availability of a valid data source and its target for 2014/2015.</p> <p><u>The Management Group resolved:</u> to approve the proposed metrics for inclusion in the 2014/2015 SOA.</p> <p><u>The Management Group further resolved:</u> (i) to note that the combined proposed 2014/2015 SOA, along with any changes to the membership and structure, would be reported to the next meeting of the CPA Board for</p>	<p>Tom Cowan</p> <p>Neil Carnegie</p> <p>Donald Urquhart/Joanne Larsen</p>

Topic	Discussion/Decision	Action By
	<p>approval; and</p> <p>(ii) to request the Health and Wellbeing Thematic Group and Tom Cowan in respect of the Older People metrics to redraft the proposed 2014/2015 SOA metrics on the basis of the actions recorded above, in consultation with Joanne Larsen, and that a further draft be submitted to its next meeting prior to being reported formally for consideration at the Board meeting in July 2015.</p>	Linda Smith/Tom Cowan
6.	Public Sector Workforce Pressures Group	Angela Scott
7.	Third Sector Interface – ACVO Improvement Programme	
	<p>With reference to item 2 of the minute of its previous meeting of 2 March 2015, the Management Group had before it a report which provided an update on progress of the Third Sector Interface Improvement Programme.</p> <p>The report explained that from the survey conducted at the end of 2014, detailed below were some of the views and responses received, however it highlighted that for the partnership checklist there was a 33% response rate and for the 3rd sector checklist a 6% response rate.</p> <p>The report advised that the above figures were less than ideal for use in constructing arguments and making informed decisions regarding the perception of the 3rd sector and community planning partnership on:</p> <ul style="list-style-type: none"> • The role that the TSI played in effectively engaging the 3rd sector to support the delivery of improved outcomes for individuals, households and communities; • The level of partnership between the TSI and other community planning partners; • The extent of the TSI's Involvement in community planning; • The level of support provided by other community planning partners to TSIs. <p>Consequently the checklist had not achieved its aim of:</p> <ul style="list-style-type: none"> • Assessing views on the effectiveness of current relationship and partnership arrangements between the TSI and other community planning partners and how well they were working together to meet the challenges of the outcomes approach, and • Identifying areas where there might be scope for improving the relationship and 	

Topic	Discussion/Decision	Action By
	<p>partnership arrangements between the TSI and other community planning partners and the impact both had on the improving outcomes.</p> <p>The report recommended – that the Management Group note that in lieu of the results detailed in the report, note that another session of the checklist would now be conducted, however that this would be undertaken by personal, face to face interviews with all the partners and a focus group discussion for all interested third sector organisations. The interviewer would be bound on confidentiality clauses that would ensure anonymity.</p> <p><u>The Management Group resolved:</u> to approve the recommendation.</p>	Joyce Duncan
8. Countesswells PLACE Group	<p>With reference to item 4 of the minute of its previous meeting of 2 March 2015, the Management Group had before it the minute of the Countesswells PLACE Group meeting of 27 January 2015.</p> <p>The Management Group heard from the Chair who advised of the remit of the Countesswells PLAC Group and explained that partners wanted to take the opportunity to look at the Countesswells development of 3000 homes and discuss how to deliver the required infrastructure for such a development in a modern connected manner. At present there were five strands which the Group were looking at and officers had until the summer to develop a blueprint for the development. She would keep the Management Group and Board up to date on progress with each of the strands.</p> <p>With regards the membership of the Group, the Chair explained that as this was a new way of working and the scoping of the various strands was at an early stage the membership of the Group was reasonably tight, however she encouraged all partners to attend the workshops to be held in due course and through in through that mechanism rather than the Group itself.</p> <p><u>The Management Group resolved:</u> (i) to note the update and to agree that the Countesswells PLACE Group be a standing item on the agenda; and</p>	John Quinn

Topic	Discussion/Decision	Action By
	(ii) to encourage partners to attend and contribute to the workshop sessions which would be held in the near future.	All Partners
9. Aberdeen Civic Forum Review	<p>With reference to item 3 of the minute of the meeting of 12 February 2013, the Management Group had before it a report which advised of progress towards the implementation of various proposals agreed following a review of the Civic Forum.</p> <p>The report advised that the main review of the Civic Forum started in August 2011 and was largely completed in February 2013, however a few minor reviews had been ongoing since then. Some of the proposed changes and other recent proposals could not be implemented until October 2015, the date of the next triennial election to Community Councils in the City.</p> <p>The results of the proposals agreed in February 2013 were presented. Thereafter, details of further reviews carried out over the last year were provided.</p> <p>The report recommended – that the Management Group agree that a further progress report be submitted in April 2016.</p> <p>Partners welcomed the report and discussed ways in which the Management Group could interact with the Civic Forum more coherently.</p> <p><u>The Management Group resolved:</u> to approve the recommendation.</p>	John Tomlinson
10. Northfield Total Place	<p>With reference to item 1 of the minute of its previous meeting of 2 March 2015, the Management Group had before it a report which provided an update on the Northfield Total Place project.</p> <p>The report explained that the Northfield Total Place project was a “Whole System Approach” towards developing, implementing and evaluating an overall strategy to: improve service provision; deliver better (local) key outcomes; improve community involvement; and achieve more efficient use of resources. In terms of outcomes, the starting point for Northfield Total Place, as determined by Community Planning Aberdeen, was about raising attainment and achievement. In response to stakeholder input this was expanded to include the following</p>	

Topic	Discussion/Decision	Action By
	<p>outcomes:</p> <ul style="list-style-type: none"> • Improved attachment • Improved health and wellbeing • Improved aspirations leading to improved attainment and achievement <p>An overview of what a whole systems approach involved was provided.</p> <p>In terms of resource, the report explained that in March 2012 the Partnership had agreed that resources should be made available to support two total place initiatives in the city. Funding was later secured from Aberdeen City Council and NHS Grampian for Northfield Total Place. Due to challenges with the recruitment process the Programme Manager post was only appointed to in Summer 2014. Additional funding had now been secured from NHS Grampian which would enable this Co-ordinator role to continue through to Summer 2015.</p> <p>The report presented key metrics which had been identified to monitor progress. An outline logic model which had been developed following the Total Place Steering Group undertaking a two day 'logic modelling' exercise at which it scoped out the priority outcomes and work plan was appended to the report.</p> <p>The report recommended – that the Management Group note and endorse the progress made to date on the Northfield Total Place project.</p> <p>Speaking in furtherance of the report, Gail Woodcock provided an overview of the current status of the project, in particular the provisional outcomes of a recent community engagement exercise.</p> <p>In respect of the summary of the Total Place online questionnaire, Partners sought clarification regarding the figures for age range for both the majority of respondents and the highest proportion of respondents, specifically why the two categories of 26-39 and 40-49 had been grouped together.</p> <p>The Management Group welcomed the report and agreed that if the Partnership agreed to commit to locality planning, the Total Place model should be considered for that purpose.</p>	

Topic	Discussion/Decision	Action By
	<p>With regards the Total Place Board membership, Joyce Duncan expressed concern that there were no community representatives on the Board and Gail Woodcock explained the rationale for that.</p> <p>The Management Group resolved:</p> <ul style="list-style-type: none"> (i) to approve the recommendation; (ii) to request that the Total Place metrics be included in the SOA moving forward and that both the Management Group and the Board receive regular reports on progress with the project; and (iii) to request officers to report on the project's infrastructure to a future meeting of the Management Group for consideration. 	Gail Woodcock
11. Developing an Evidence-Led Business Model	<p>With reference to item 11 of the minute of the meeting of 19 January 2015, the Management Group had before it a report which provided an update on the development of a strategic assessment approach to help determine a revised Single Outcome Agreement from April 2016.</p> <p>The report explained that a Data Group was currently being formed and once membership across partner organisations had been determined it would assist the Senior Analyst in preparing and collating the data for the strategic assessment. Draft terms of reference were being developed for the strategic assessment and the current version was appended to the report. A final version would be reported to the next Management Group.</p> <p>The report recommended –</p> <p>that the Management Group –</p> <ul style="list-style-type: none"> (a) note the development of the Draft Strategic Assessment Terms of Reference attached to this paper and provide any comments to Joanne Larsen by 11 May 2015 to complete the plan for final presentation at the next meeting; and (b) agree to identify contacts within each partner organisation to help build the Data Group membership and advise Joanne Larsen directly. <p>Speaking in furtherance of the report, Neil Carnegie advised that a business case for a Strategic Analyst post had been agreed by Aberdeen City Council and the position would be advertised shortly.</p>	

Topic	Discussion/Decision	Action By
12. Community Learning and Development	<p>The Management Group welcomed the update and discussed the importance of the Strategic Assessment not being solely risk focussed. The benefits of contribution from the Information Services Division (ISD), Scottish Government, to the Data Group were highlighted.</p> <p><u>The Management Group resolved:</u></p> <ul style="list-style-type: none"> (i) to approve the recommendations; (ii) to request Joanne Larsen to submit a report to the Board regarding the current position with the Strategic Assessment; and (iii) to request Pauline Innes to explore whether the Information Services Division (ISD), Scottish Government, had capacity to join the Data Group. <p>With reference to item 3 of the minute of the meeting of 11 March 2013, the Management Group had before it a report which provided an update on the Strategic Guidance for Community Planning Partnerships: Community Learning and Development and the Community Learning and Development (Scotland) Regulations 2013.</p> <p>The report explained that the Scottish Government Strategic Guidance for Community Planning Partnerships, Community Learning and Development, stated that the Scottish Government expected local authorities “to provide clear leadership and direction, and to drive the action needed to ensure we maximise the contribution of Community Learning and Development (CLD) partners in the reform of public services.” This expectation had now been formalised by The Requirements for Community Learning and Development (Scotland) Regulations 2013 (“the CLD Regulations), which placed a legal requirement on local authorities to fulfil this role.</p> <p>The Scottish Government’s National Performance Framework set out the strategic objectives for all public service, including those delivering CLD. Within this, two specific areas of focus for CLD’s were detailed.</p> <p>While the CLD Regulations place requirements on local authorities, CLD was, in practice, delivered through partnership activity by local authorities together with third sector organisations and other providers of public services. Details on the responsibilities of local authorities were provided, as was work undertaken to carry out the review.</p>	<p>Joanne Larsen Joanne Larsen Pauline Innes</p>

Topic	Discussion/Decision	Action By
13. Neighbourhood Planning	<p>The report recommended – that the Management Group –</p> <ul style="list-style-type: none"> (a) note the update on the CLD Strategic Guidance and Community Learning and Development (Scotland) Regulations; and (b) request a further report with the draft 3 year Community, Learning and Development Plan. <p>Partners discussed the process for approving the 3 year Community, Learning and Development Plan.</p> <p>The Management Group resolved: to approve the recommendations and to note that the draft 3 year Community, Learning and Development Plan would be submitted to the appropriate committee of Aberdeen City Council for approval in the first instance and thereafter to the CPA Management Group and Board, however should timescales allow the draft Plan would be submitted to the Partnership for comments prior to being submitted to committee for approval.</p>	Gail Woodcock
	<p>With reference to item 2 of the minute of the meeting of 19 January 2015, the Management Group had before it a report which provided an update on Neighbourhood Planning and recommended how best to take this matter forward.</p> <p>The report presented a proposal regarding how Neighbourhood Planning could be re-introduced within the City acknowledging its close relationship with Community Planning.</p> <p>The report provided a detailed background to the regeneration priority areas also explained that there was no exact definition of what constituted a neighbourhood, however it was likely that for the Partnership's purposes when looking at priorities for resourcing there was a clear relationship between these localities and locally understood neighbourhoods including the regeneration areas within the City. It was unlikely that the requirements of public bodies to define 'localities' either formally or informally would map directly, but the respective differences were likely to be outweighed by the similarities.</p> <p>Initially neighbourhood planning work was undertaken some years ago in the 12 regeneration areas where Neighbourhood Community Action Plans had been completed.</p>	

Topic	Discussion/Decision	Action By
	<p>These covered parts of the City that formed the (previous) Great Northern Partnership i.e. Middlefield, Printfield, Fersands and Tillydrone and the other regeneration areas of the city - Torry, Northfield, Mastrick, Cummings Park, Powis, Seaton, Froghall, and Rosemount Square. Subsequently this approach was extended to 37 neighbourhoods throughout the City. Neighbourhood profiles based on the then available social, economic and demographic information were prepared. At that time draft neighbourhood action plans were developed reflecting the views and needs of residents. Whilst in need of significant updating much of this information was still available and relevant.</p> <p>The report explained that officers within Aberdeen City Council supported the view that this approach was still appropriate but required consideration as to whether it was still appropriate or even possible to focus finite resources on so many areas within the city, or whether another approach was possible. It was contended that the maximum benefits to the City and its citizens would be achieved over the next 5 years or so by prioritising our resources and focussing on the 3 major regeneration areas of Torry, Middlefield and Tillydrone, whilst continuing to acknowledge the requirements of other priority localities, including those contiguous or close to the regeneration areas. By adopting a 'cluster' approach, whereby neighbourhoods closely associated with the three regeneration areas were included, this would provide an appropriate way forward and importantly ensure that the needs of these areas were given proper consideration with no negative impact of 'displacement' being apparent.</p> <p>With regards next steps, the report proposed that the following steps be taken:</p> <ul style="list-style-type: none"> • The Head of Communities and Housing (Donald Urquhart) to hold a series of discussions with key partners to identify and secure resources from partners to firstly assist in the population of the updated neighbourhood profiles and subsequently update the neighbourhood action plans together with the refreshed SOA. In addition officers would conduct a series of discussions with community representatives regarding these proposals; • Following these discussions officers from partners would recommend the establishment of the key neighbourhood clusters based around the 3 regeneration areas identified earlier; • Officers would bring forward proposals for the establishment of local area fora with Recommendations regarding the constitution of each group including governance 	

Topic	Discussion/Decision	Action By
	<p>arrangements. This would also outline proposals regarding the process to identify the membership of each forum; and</p> <ul style="list-style-type: none"> Identify critical dates for decisions to be taken in order to influence the operational plans of the partners in line with the delivery and ambitions of the SOA. <p>In addition the Management Group would require further consideration for the development of a shared data set to support a consistent approach to the strategic assessment process to support operational and community planning. This would support the development of a performance framework which would be a key piece of work to support an investment strategy for preventative spend.</p> <p>The report recommended –</p> <p>that the Management Group –</p> <ol style="list-style-type: none"> note the contents of the report and provide comments; note the progress in developing the revised Communities and Housing structure; support the ‘next steps’ proposal to take this forward; and consider whether to refer this paper to the CPA Board for endorsement. <p>The Management Group welcomed the update and discussed the direction of travel towards locally based decision making. Partners also discussed how to define localities and noted that neighbourhoods can be viewed differently by residents. The option for neighbourhoods to align with the current GP clusters was highlighted. It was also agreed that neighbourhood planning was not a top down process.</p> <p><u>The Management Group resolved:</u></p> <ol style="list-style-type: none"> to approve recommendations (a), (b) and (c); and to request Donald Urquhart to explore the governance options for neighbourhood planning and that a report in this regard reported to a future meeting of the Board. 	Donald Urquhart

Topic	Discussion/Decision	Action By
14. Community Empowerment Bill Update	<p>With reference to item 2 of the minute of the meeting of 19 January 2015, the Management Group had before it a report which provided an update in relation to the progression of the Community Empowerment Bill.</p> <p>The report detailed the main changes made to the Bill, so far, that directly affected the Partnership and related to community planning processes, namely:</p> <ul style="list-style-type: none"> • That the Scottish Government must consult with communities and the Parliament on the National Outcomes, and report annually on the extent to which these outcomes have been achieved; • Various changes to the provisions of the Bill on community planning to strengthen the role of communities, and the accountability of community planning partnerships to the communities they serve; • That public bodies must report on their work on both participation requests and asset transfer requests; • Strengthening appeals processes for both participation requests and asset transfer requests; and • New provisions on participation in public decision making, including on participatory budgeting. <p>In relation to asset transfer, the report advised that Aberdeen City Council's Finance, Policy and Resources Committee on 30 September 2014 considered an initial report on Community Asset Transfer – Policy Development and agreed to “instruct officers to develop an approach to Community Asset Transfer which was consistent as possible across the organisations within the Community Planning Partnership”. Discussion on a potential joint approach in this area was being taken forward and led by Property/ Asset Management officers across public sector partners.</p> <p>The report advised that as the Bill was progressing through the Parliamentary process the implications and requirements that would fall to CPPs to address were being strengthened. In term of the Working Group being refreshed this had not progressed at this point – existing members had though been tracking the Bill's progress through the Parliamentary stages. However, given the current progress of the Bill and the emerging increasing requirements for CPP's to produce Community Planning Outcome Improvement Plans and additional reporting requirements alongside the overall direction of the Bill in relation to demonstrating</p>	

Topic	Discussion/Decision	Action By
	<p>community empowerment and participation beyond engagement/ consultation it was suggested that the CPA Management Group might want a half day meeting organised for all CPA Management Group and CPA Board members so that they could be fully updated on the implications from the Bill for community planning and the future actions that would be required.</p> <p>Finally, the report explained that the CPA Board has already agreed to effectively produce a new Single Outcome Agreement in 2015/16 the introduction of the Community Empowerment Bill provided an ideal opportunity to adopt a much more inclusive participatory approach than previously ensuring that a new SOA was embedded from the outset and reflecting the principles and requirements in relation to Community Empowerment.</p> <p>The report recommended – that the Management Group note the update and consider whether to have a dedicated half day meeting on the implications of the Community Empowerment Bill for CPA Board and Management Group members.</p> <p>Partners welcomed the update and agreed that a half day meeting on the implications of the Bill for the partnership would be helpful, however agreed that Partners had to discuss the Bill within their respective organisations and therefore it would be helpful to have the half day meeting following completion of stage 3 of the Bill. The Chair advised that Aberdeen City Council's Extended Corporate Management Team has discussed the Bill at its last meeting and requested Dave Kilgour to share the papers from that meeting with all Partners.</p> <p>The Management Group highlighted the opportunities which would arise from the Bill and agreed that these needed to be explored fully by all Partners.</p> <p>With regards the Civic Forum, Partners agreed that it would be helpful for the Civic Forum to consider the Bill and to report to the Management Group on how it saw itself in context of the Bill.</p> <p>The Management Group resolved: (i) to note the update and to agree that a dedicated half day meeting on the implications</p>	Dave Kilgour

Topic	Discussion/Decision	Action By
15. Community Justice Redesign	<p>of the Community Empowerment Bill for CPA Board and Management Group members be held at the end of stage 3 of the Bill process;</p> <p>(ii) to request Dave Kilgour to share the papers from Aberdeen City Council's ECMT to all Partners; and</p> <p>(iii) to request the Civic Forum to consider the role it saw it having in the context of the Community Empowerment Bill and to report to a future meeting in this regard.</p> <p>With reference to item 6 of the minute of the meeting of 19 January 2015, the Management Group had before it a report which provided an update in relation to the progression of the Community Justice Redesign.</p> <p>The report advised that during the period up to 2016/ 2017 anticipated activity for the transition focused on awareness raising, delivery of information, development and finalisation of the national strategy for community justice and of the performance and improvement framework. It was anticipated that Community Planning Partnerships (CPPs) would commence their planning activities during 2015/ 2016.</p> <p>The Scottish Government's vision was 'of a justice system that contributes positively to a flourishing Scotland, helping to create an inclusive and respectful society, in which all people and communities live in safety and security, individual and collective rights are supported, and disputes are resolved fairly and swiftly'.</p> <p>The report explained that the Justice Strategy linked to three National Outcomes, namely:</p> <ol style="list-style-type: none"> 1. We live our lives safe from crime, disorder and danger 2. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others 3. Our public services were high quality, continually improving, efficient and responsive to people's needs <p>The Justice specific outcomes were also detailed and it was advised that further details could be accessed at: http://www.gov.scot/About/Performance/scotPerforms/partnerstories/Justice-Dashboard/Justice-data</p>	<p>Dave Kilgour</p> <p>Joyce Duncan/Lyndsay Johnstone</p>

Topic	Discussion/Decision	Action By
	<p>With regards performance indicators, the report explained that outcomes based performance indicators were being developed for Community Justice. In relation to reporting Criminal Justice Social Work outcomes, consideration would be given to a distillation of the performance management information which was currently reported to the Northern Community Justice Authority, with a view to supporting the CPP in achieving community justice outcomes. This would take cognisance of the importance of maintaining the social work role. Offender specific outcomes were likely to be based on the nine Offender Outcomes developed as part of the National Strategy for the Management of Offenders 200, namely:</p> <ul style="list-style-type: none"> • Sustained or improved physical and mental well-being • The ability to access and sustain suitable accommodation • Reduced or stabilised substance misuse • Improved literacy skills • Employability prospects increased • Maintained or improved relationships with families, peers and community • The ability to access and sustain community support, including financial advice and education • The ability to live independently if they choose <p>Improvements in the attitudes or behaviour which lead to offending and greater acceptance of responsibility in managing their own behaviour and understanding of the impact of their offending on victims and on their own families</p> <p>The report recommended – that the Management Group –</p> <p>(a) note that a workshop, sponsored by Tom Cowan and Donald Urquhart, was planned to take forward this agenda; and</p> <p>(b) agree that two separate familiarisation workshops be held for CPP Partners and the wider partnerships; one on criminal justice and one on community justice; this should assist partners in discharging the CPP’s responsibilities in respect of community justice.</p> <p>The Management Group heard from Tom Cowan who provided an update on the current position in relation to the transfer for community justice responsibilities to the Partnership</p>	

Topic	Discussion/Decision	Action By
	<p>wherein it was advised that the Scottish Government was developing a transition pack in conjunction with Community Justice Authorities. He also advised that they would try to retain as much of the existing good practices and partnerships as possible.</p> <p>The Management Group resolved:</p> <p>(i) to approve the recommendations; and</p> <p>(ii) to request Ciaran Monaghan to create a proposed Scottish Government Bill tracker, which detailed all proposed Scottish Government legislation which would have an impact on the Partnership and that this be reported to the Management Group as appropriate for consideration.</p>	<p>Tom Cowan Ciaran Monaghan</p>
16. AOCB	<p>The Chair asked if Partners had any other matters to bring to the Management Group's attention:</p> <p>(A) Policing Plan</p> <p>The Vice Chair advised that the Policing Plan was formally launched on Monday and Partners' views on the Plan would be welcome.</p> <p>(B) City Centre Masterplan</p> <p>The Chair advised that the proposed City Centre Masterplan was now published and that discussions on the proposal with Partners would continue and that the document would be considered at a future meeting of the Council.</p>	<p>All Partners</p> <p>All Partners</p>

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COMMUNITY PLANNING ABERDEEN MANAGEMENT GROUP

1 JUNE 2015

Present:-

Angela Scott (Aberdeen City Council) (Chair), Innes Walker (Police Scotland) (Vice Chair), Jamie Bell (as a substitute for David Rennie) (Scottish Enterprise), Ally Birkett (Scottish Fire and Rescue Service), Neil Bruce (Culture City), Neil Carnegie (Community Safety Partnership), Tom Cowan (Older People), Joyce Duncan (ACVO), Sandy Kelman (Alcohol and Drugs Partnership), Gordon MacDougall (as a substitute for Danny Logue, Skills Development Scotland), Joanna Murray (Integrated Transport), Judith Proctor (NHS Grampian), Linda Smith (Health and Wellbeing), Richard Sweetnam (Economic Growth and Digital City) and Gail Woodcock (Learning and Workforce).

Also Present:-

Lyndsay Johnstone, Joanne Larsen, Pete Leonard and Donald Urquhart (Aberdeen City Council).

Marlene Westland (Health and Wellbeing).

Apologies:-

Pauline Innes (Scottish Government) and Danny Logue (Skills Development Scotland)

Topic	Discussion/Decision	Action By
1. Agenda	The Chair advised that item 4.2 (Public Sector Workforce Pressures Group), on today's agenda had been withdrawn and would be reported to a future meeting.	
2. Minute of Previous Meeting of 20 April 2015	<p>The Management Group had before it the minute of its previous meeting of 2 March 2015, for approval.</p> <p>In relation to item 1 (Minute of Previous Meeting), the Management Group noted that the participatory budget training session had been held and although a representative of the Fire and Rescue Service had been unable to attend on that occasion they would endeavour to be involved in future events.</p> <p>With regards item 1 (Minute of Previous Meeting), the Management Group noted that a report regarding the reporting relationship between the Partnership and the Health and Social Care Integrated Joint Board had been drafted and would be reported as part of the overall review of priorities and refresh of the SOA to be presented to the Partnership in due course for consideration. The Vice Chair, Innes Walker, advised that in terms of the SOA refresh there was a will from police Scotland that counter terrorism be included.</p>	<p style="text-align: center;">Ally Birkett</p> <p style="text-align: center;">Joanne Urquhart Larsen/Donald</p>

Topic	Discussion/Decision	Action By
	<p>In relation to item 1 (Minute of Previous Meeting), the Management Group noted that the Transport Manager or members of his team were still in the process of making connections with the remaining Thematic and Multi-lateral Priority.</p> <p>With regards item 4 (Reporting Timeline), the Management Group noted that the reporting timeline had been circulated to all Thematic and Multi-lateral Priority Groups and any queries regarding the new template should be made directly to Joanne Larsen.</p> <p>In relation to item 5 (2014/2015 SOA Refresh)(Digital City Multi-lateral Priority Group), the Management Group reiterated the request for all partners to participate in the development of the digital strategy for the place and to advise of their organisation's representative directly to the Chair if they had not already done so. In particular, the Chair advised that representation from the third sector would be welcome.</p> <p>With regards item 5 (2014/2015 SOA Refresh)(Learning and Workforce Thematic Group), the Management Group heard from the Chair who advised that she had had an initial discussion with the Aberdeen University regarding the inclusion of metrics relevant to further qualifications in future Partnership SOAs. Donald Urquhart was scheduled to meet with the Vice Principal of Aberdeen University in the near future to discuss this matter, as well as representation of the higher education sector on the CPA Board.</p> <p>In relation to item 7 (Third Sector Interface – ACVO Improvement Programme), Joyce Duncan advised that interviews with partners, as well as a scoping session, had now been held.</p> <p>With regards item 11 (Developing an Evidence Led Business Model), the Management Group noted that Pauline Innes was currently identifying whether the Scottish Government's Information Services Division could support the Data Group and would advise Partners, by email, as soon as possible in this regard.</p> <p>In relation to item 12 (Community Learning and Development), Gail Woodcock advised that the draft 3 year Community Learning and Development Plan would be submitted to Aberdeen City Council's Corporate Management Team in the first instance and thereafter to full Council in August 2015. Following consideration by Council, the Plan</p>	<p>Joanna Murray</p> <p>All Thematic and Multi-lateral Priority Groups</p> <p>All partners</p> <p>Donald Urquhart</p> <p>Pauline Innes</p> <p>Gail Woodcock</p>

Topic	Discussion/Decision	Action By
3. Priority Families Progress Update	<p>would be reported to the Partnership.</p> <p><u>The Management Group resolved:</u> to approve the minute as a correct record and to note the updates as recorded above.</p> <p>With reference to item 5 of the minute of its previous meeting of 20 April 2015, the Management Group had before it a report which provided an update on the current progress towards the Priority Families multi-lateral cross partner priority outcome in the Single Outcome Agreement.</p> <p>The report explained that the Priority Families priority aimed to achieve the following outcomes: “Communities demonstrate independence, resilience, confidence, self-esteem and aspiration. Preventative approaches reduce the number of families experiencing multiple and complex negative outcomes.”</p> <p>As previously advised, work was currently being undertaken to review the Priority Families strategy in order to meet the priority outcome in the Single Outcome Agreement. Details of the review were provided.</p> <p>The report provided a comprehensive list of the progress that had been made since the previous report, summarised below:</p> <ul style="list-style-type: none"> • A Priority Families report had been produced in February 2015 which highlighted the prevalence and location of priority families across Aberdeen. • A multi-agency planning workshop was held in March 2015 to present the Priority Families report and kick start colleagues thinking and understanding around Priority Families with a focus on identifying commonality around each service’s priorities. Representatives from Aberdeen City Council, NHS Grampian, DWP, Police Scotland and ACVO attended and there was a keen interest to <ul style="list-style-type: none"> ○ Support the development of a Priority Families strategy which encompassed outcomes and delivery contributions from a wide range of services; ○ Improve co-ordination of services both at governance and operational level (to avoid duplication and increase efficiency); 	

Topic	Discussion/Decision	Action By
	<ul style="list-style-type: none"> ○ Develop a whole family delivery model ● A consultant had been commissioned to support the development of the strategy and: <p>With regards the proposed service delivery model, the report explained that whilst this was still being finalised, there were a number of key themes emerging which appeared to be critical to service delivery. These included:</p> <ul style="list-style-type: none"> ● A Hub (within the Community Safety Hub) and Spoke (linked to emerging Neighbour Management arrangements) model that benefited from centralised coordination and performance monitoring as well as responsive front line services, based on the emerging Neighbourhood Planning structures; ● A whole family Key Worker approach rather than a series of interventions to individuals; ● Clear criteria which identified a list of Priority Families to whom services would be offered with a systematic approach taken to ‘automatically’ identify families requiring support. This criteria would extend beyond solely antisocial behaviour as currently for the families project; ● A Screening Group that would oversee cases and link in with existing and relevant resource allocation groups; ● The identification of Delivery Leads from stakeholder services whose role would be to support delivery, provide knowledge and help unblock any barriers; and ● An Outcome Monitoring system to better understand outcomes and benefits to the Community Planning Partnership, including cost avoidance. <p>In relation to the next steps, the report advised that close liaison would continue to take place with partners to consider and agree (a) service specific outcomes; (b) detail of potential delivery models; and (c) performance monitoring arrangements. In addition, site visits to Blackpool and Blackburn with Darwen had been arranged to see their implementation of the Troubled Families Programme and the role of the Police in delivering whole family interventions. Finally, a fully costed and detailed Business Case would be presented to the Community Planning Aberdeen Board on 6 July setting out how the improved interventions for priority families would be delivered and resourced.</p>	

Topic	Discussion/Decision	Action By
	<p>The report recommended – that the Management Group provide support and direction to this developing strategy.</p> <p>The Management Group discussed the report, in particular the emerging service delivery model and the next steps to be undertaken. With regards to the emerging service delivery model, the Chair sought reassurance that all Partners were involved; had been consulted on the proposal and had considered this from their respective single systems. In response, Neil Carnegie advised that partners had been involved in, and were supportive of the approach, however he would ensure that it had been reported to all single systems prior to the Business Case being considered by the CPA Board. In particular, he would discuss the expectations on respective partners.</p> <p>Thereafter, clarification on the assessment process and how organisations, such as Skills Development Scotland (SDS), would be involved.</p> <p>The Management Group resolved: to note the emerging service delivery model and to request Neil Carnegie to (a) ensure that all partner organisations had considered the proposal through their respective single systems, in particular the expectations on the organisations should the model be implemented; and (b) discuss the role of SDS and means of involvement in the proposed model, prior to the business case being presented to the CPA Board for consideration.</p>	Neil Carnegie
4. 2014/2015 Single Outcome Agreement Refresh	<p>With reference to item 5 of the minute of its previous meeting of 20 April 2015, the Management Group noted that proposed metrics from the following Thematic and Multi-lateral Priority Groups had been agreed for inclusion in the draft 2014/2015 SOA to be considered by the CPA Board on 6 July 2015:</p> <ul style="list-style-type: none"> • Children and Young People Thematic Group • Culture City Multi-lateral Priority Group • Health and Wellbeing Thematic Group • Integrated Transport Multi-lateral Priority Group • Learning and Workforce Thematic Group • Safer Communities Thematic Group 	

Topic	Discussion/Decision	Action By
	<p>With regards the metrics from the Health and Wellbeing Thematic Group, Linda Smith advised that the Group had still to meet to consider the metrics.</p> <p>In relation to the metrics from the Older People Thematic Group, Tom Cowan advised that he had held an initial session and would continue to progress this.</p> <p><u>The Management Group further resolved:</u> to note that the combined proposed 2014/2015 SOA, including the Health and Wellbeing and Older People metrics which were still being developed, along with any changes to the membership and structure, would be reported to the next meeting of the CPA Board for approval.</p>	<p>Joanne Larsen/Tom Cowan/Linda Smith</p>
5. Community Planning Partnership Budget 2014/2015	<p>The Management Group had before it a report which provided an update on the budget performance of Community Planning Partnership initiatives.</p> <p>The report advised that Community Planning Aberdeen continued to support The Civic Forum, The Community Planning Website and The Aberdeen City Voice. These were considered to be valuable communication tools to gather opinion which helps to inform the Single Outcome Agreement, service provision across partner organisations and to inform the public about the work of Community Planning.</p> <p>The report also included Community Planning grant funded initiatives including ESOL (English Speakers of Other Languages) and electric chargers and upcoming funding in line with the Community Justice Transition.</p> <p>The Community Planning Partnership Contributions of £73,600 were based on income and were as follows:</p>	<p>Angela Scott</p>

Topic	Discussion/Decision	Action By														
	<table border="1"> <thead> <tr> <th data-bbox="252 1025 284 1823">Partner</th> <th data-bbox="252 544 284 1025">£</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1025 331 1823">Aberdeen City Council</td> <td data-bbox="284 544 331 1025">36432</td> </tr> <tr> <td data-bbox="331 1025 379 1823">NHS Grampian</td> <td data-bbox="331 544 379 1025">18032</td> </tr> <tr> <td data-bbox="379 1025 427 1823">Scottish Fire and Rescue Service</td> <td data-bbox="379 544 427 1025">8832</td> </tr> <tr> <td data-bbox="427 1025 475 1823">Police Scotland</td> <td data-bbox="427 544 475 1025">8832</td> </tr> <tr> <td data-bbox="475 1025 523 1823">NESTRANS</td> <td data-bbox="475 544 523 1025">1472</td> </tr> <tr> <td data-bbox="523 1025 593 1823">TOTAL</td> <td data-bbox="523 544 593 1025">73,600</td> </tr> </tbody> </table>	Partner	£	Aberdeen City Council	36432	NHS Grampian	18032	Scottish Fire and Rescue Service	8832	Police Scotland	8832	NESTRANS	1472	TOTAL	73,600	
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	<p>The budget provision for 2014/2015 was detailed, namely:</p> <ul style="list-style-type: none"> • Civic Forum - £23,600 • Community Planning website - £15,000 • Aberdeen City Voice - £35,000 <p>A breakdown of the budget provision for each of the above aspects was provided, wherein it was detailed that there was an underspend in both the Civic Forum and Aberdeen City Voice budget provisions and that the City Voice would like to use the underspend of £3100 to undertake targeted recruitment this calendar year – specifically of the 16-24 age group.</p> <p>Details of grant funded monies received by the Partnership, as well anticipated future funding streams were detailed.</p> <p>The report recommended – that the Management Group -</p> <ol style="list-style-type: none"> note the budget provisions and current positions outlined in the report; review the frequency of budget update reporting to the Community Planning Partnership; request the designated lead update the Group on the next steps required for usage of the Community Justice Transition funding; note that The Community Planning Partnership be included in the cycle of both the Early Years change fund reporting cycles; and consider the option of utilising underspend from the CP budgets to support the Participatory Budgeting initiative. 															

Topic	Discussion/Decision	Action By
	<p>Partners discussed the budget allocation and the options for utilising the budget underspend, wherein it was agreed that given the wish to progress participatory budgeting that it would be useful for the underspend to allocated to progress this initiative.</p> <p><u>The Management Group resolved:</u></p> <p>(i) to approve recommendations (a) to (d) and to recommend to the CPA Board that the underspend from the CP budgets be utilised to support the participatory budget initiative; and</p> <p>(ii) to request that budget performance reports be submitted to the Management Group quarterly.</p>	<p>Joanne Larsen</p> <p>Joanne Larsen</p>
<p>6. ESOL Update 2014-2016</p>	<p>The Management Group had before it a report which provided an update on the progress of the funding allocated to the Partnership by the Scottish Funding Council.</p> <p>The report advised that the Partnership co-ordinated and submitted applications for English for Speakers of Other Languages (ESOL) funding for the Aberdeen City area in March 2014 and subsequently submitted the 2014/15 application to the Scottish Funding Council (SFC) in March 2014.</p> <p>ESOL funding was allocated in 2014/15 to support the increased requirements to deliver ESOL provision across Aberdeen. The report provided an overview of some of the ESOL work undertaken in Aberdeen and explained that a full report would be completed and submitted to the Partnership for September 2015 as a number of programmes are delivered in the Academic Year from August until June 2015. This full report would include the detail of the various interventions.</p> <p>With regards ESOL funding for 2015/16, the report explained that correspondence in respect of the 2015/16 allocation was issued to Partnership contacts by Education Scotland. The overall funding available for ESOL for 2015/16 was £1.455m with the allocation for Aberdeen City remaining the same as in 2014/15 at £51,402. The closing date for applications was Friday 29 May 2015.</p>	

Topic	Discussion/Decision	Action By
	<p>Further to the preparation of the Aberdeen City funding bid led by the Council's Adult Learning team in partnership with North East Scotland College, correspondence issued by the SFC confirmed a funding award in 2015/16 of £51,402 to Aberdeen City CPP. As in previous years, NESCOL was the nominated partner in respect of dispersing funding to support the delivery of ESOL provision within Aberdeen City CPP, with the responsibility for monitoring the use of the funds lying with the Partnership.</p> <p>The strategic objectives for ESOL for the next five years were detailed as were the specific objectives for professional and workforce development and supporting and promoting equality and diversity. The report explained that given the timescales a small multi-partner working group had formed to produce the outline themes for the Application and these were:</p> <ul style="list-style-type: none"> • Work-based ESOL – Supporting and engaging businesses where ESOL delivery was pertinent to the delivery of the business; • Increasing Community Based ESOL - Working with the CPP groups to identify the needs of the communities. This would support targeting specific geographical areas and groups; and • CPD and Training - The development of a CPD programme working towards the ESOL Professional Development framework. The CPD programme would provide opportunities to a range of local partner providers. <p>Finally, the report advised that there was recognition that the funding that had previously been used to support the delivery of a dedicated provision had been limited and that monies should be utilised in a more targeted approach. The process around the development of the Community Learning and Development Action plan would support the drawing together of all partners who were involved in the delivery of ESOL provision. A meeting had been scheduled for early June for partners to discuss ESOL provision and how this area of work could be more effectively joined up. The outcomes of this meeting would link to the Inward Migration Group that was supported through the Councils Economic Development team and the Learning and Workforce Thematic Group. The activities arising from the ESOL activity would directly contribute to the following Learning and Workforce Thematic Group metric.</p>	

Topic	Discussion/Decision	Action By
	<p>The report recommended – that the Management Group –</p> <ul style="list-style-type: none"> (a) note the information and progress; and (b) agree that progress would be reported through the Learning and Workforce Thematic Group and annually to the CPP Management Group through the SOA Metric. <p>Partners discussed the report, during which they sought clarification on the involvement of the business sector in the provision of ESOL services, as well the funding allocation formula.</p> <p><u>The Management Group resolved:</u></p> <ul style="list-style-type: none"> (i) to approve the recommendations; (ii) to request the Learning and Workforce Thematic Group, in discussion with Partners, to report back on options for joined up ESOL provision across the city; and (iii) to request Gail Woodcock and Gordon MacDougall, Skills Development Scotland, to liaise with the Scottish Funding Council regarding the ESOL funding formula. 	Gail Woodcock
7. Health and Transport Action Plan Annual Report	<p>The Management Group had before it a report which presented the finalised Health and Transport Action Plan annual report.</p> <p>The report recommended – that the Management Group consider the Grampian Health and Transport Action Plan (HTAP) Annual Report 2015, note the contents of the report and the progress made by partner organisations and refer it to the CPA Board for approval.</p> <p>Partners discussed the importance of the purpose of the Action Plan and the critical part transportation of patients would play in the future planning of integrated services. The wider benefits of patient transportation were also highlighted and discussed fully, as was the role of the digital strategy for the place which was currently being developed.</p> <p>Joyce Duncan provided an update on the Transport to Healthcare Information Centre (THInC) pilot established from funding awarded from the Change Fund which provided transport to those otherwise unable to access health and social care in Aberdeen. The</p>	

Topic	Discussion/Decision	Action By
	<p>pilot launched on 2 March 2015 and would run for one year and Joyce explained that the interim first month report would be available shortly. She also advised that Social Transport Strategy Group could consider applying for funding from the integrated care fund in order for the service to continue beyond the initial pilot year. In this regard, Judith Proctor explained that Civic Forum had raised concerns regarding the perceived availability of community transport and suggested that officers attend a future meeting to advise of all of the services available. In addition, Partners advised that data on the number of appointments missed due to lack of available transport would be helpful in shaping future service delivery.</p> <p>With regards communication, Partners agreed that it was important that the services available were actively promoted and advised that contact should be made with the Council's communication team in order to seek guidance support in this.</p> <p>The Management Group resolved:</p> <ul style="list-style-type: none"> (i) to approve the recommendations; (ii) to request Joyce Duncan to present the initial statistics for the THInC patient transport pilot, and that the Social Transport Strategy Group consider submitting an application for funding to the Integrated Care Fund, and should such an application be unsuccessful, to request that Group to report back to the Management Group in this regard and at that time the Management Group would consider options for utilising partners' transport fleet to support such a service; and (iii) to request the Health and Transport Programme Manager and Joanna Murray to attend a meeting of the Civic Forum to provide an overview of all community transport available. 	<p>Joanna Murray Joyce Duncan/Joanna Murray Joanna Murray</p>
8. Partnership Winter Readiness	<p>With reference to item 1 of the minute of its meeting of 19 January 2015, the Management Group had before it a report which sought a discussion on what actions should be taken by the Partnership to build community resilience and increase preventative measures to reduce the increased risks that are present during the winter period.</p> <p>The report explained that it was clear that although organisations in the Partnership had individual winter readiness plans the Partnership had yet to join these up to build a</p>	

Topic	Discussion/Decision	Action By
	<p>cohesive shared strategy. The report proposed that by using the combined resources of all Partners, the Partnership should be striving to implement initiatives that protect people, property vehicles and also helped communities help themselves during this season. Using the information provided the partnership could ensure that preparedness messages and projects could be developed and co-ordinated more effectively.</p> <p>The report recommended – that the Management Group</p> <p>(a) consider delegating this issue to either a working group or to the Community Safety Partnership to consider and report back to CPA Management Group with input around: data, joint working initiatives, expanding good practices, raising awareness in communities and developing a Partnership Community Winter Readiness Plan</p> <p>(b) request all Partners to submit their individual organisations Winter Readiness Plans, to the delegated responsible group, in order to help identify areas where a more holistic approach might be taken.</p> <p>Partners, whilst recognising that each partner had its individual winter plans, discussed the merits and added value to communities of a holistic approach to winter readiness being developed by the Partnership. It was agreed that the focus should be daily business and not crisis management which was already covered by the local resilience partnership. In addition, the importance of communication over this period was highlighted and a proactive collaborative approach to communication should be considered by the proposed short life working group, as should means of involving communities in a proactive and meaningful manner.</p> <p>The Management Group resolved:</p> <p>(i) to agree that a short life working group, chaired by Joanna Murray, be established to consider and report back to the Management Group with input around: data, joint working initiatives, expanding good practices, raising awareness in communities and developing a Partnership Community Winter Readiness Plan and thereafter that the proposed Partnership plan reported to each Partner organisation;</p> <p>(ii) to request all Partners to advise Joanna Murray directly of their representative on</p>	<p>Joanna Murray</p> <p>All Partners</p>

Topic	Discussion/Decision	Action By
<p>9. Developing an Evidence-Led Business Model</p>	<p>(iii) the working group; to request all Partners to submit their individual organisations Winter Readiness Plans to Joanna Murray as soon as possible in order to help identify areas where a more holistic approach might be taken.</p> <p>With reference to item 11 of the minute of the meeting of its meeting of 20 April 2015, the Management Group had before it a report which provided an update on the development of the strategic assessment approach and the Community Planning Data Group.</p> <p>The report advised that it was accepted that, particularly with a background of fiscal austerity, as well as review and change at a national level, evidence-based community planning was likely to become the norm and would strongly influence the strategic direction of partnerships and the targeting of resources.</p> <p>The strategic assessment approach would form the basis of the refreshed Single Outcome Agreement and aimed to allow the Partnership to undertake evidence-based prioritisation and planning and therefore better align service delivery and financial strategy. It would also take the changes in the National Performance Framework into account and act as a forecasting tool, which could later form the basis of a Community Planning Partnership corporate risk register. In addition, the assessment would allow forecasting to occur and would be an important tool within the strategic process, allowing the Partnership to identify and assess the impact of internal and external factors that might affect the partnership in the coming years. It also allowed future challenges and opportunities to be incorporated into the priority-setting process, and for the partnership to take measures to counter the challenge posed by these forecasts or exploit the opportunities afforded by them.</p> <p>The report went on to explain that in order to progress the strategic assessment methodology the recruitment of a Community Planning Senior Analyst was now underway, with interviews concluding in June.</p> <p>With regards the Community Planning Data Group, which would support the Senior Analyst, it was advised that the first meeting had been held on 28 May and was centred on Strategic Assessment Training. The Group currently had 16 members and details of</p>	<p>All Partners</p>

Topic	Discussion/Decision	Action By
	<p>the members were provided. The Terms of Reference for the Data Group were appended to the report.</p> <p>The report recommended – that the Management Group –</p> <ul style="list-style-type: none"> (a) note the establishment and progress of the Data Group; (b) note the appointment of the senior analyst; (c) provide proactive support to enable the Data Group and Senior Analyst to effectively gather information within their respective organisations; and (d) identify contacts to complete any identified gaps in the current membership of the Data Group. <p>Speaking in furtherance of the report, Joanne Larsen advised that all Partners were represented on the Data Group with the exception of the North East Scotland College or Aberdeen University. In addition, she explained that the recruitment process for the analyst post would be completed the following week.</p> <p>The Management Group welcomed the update and discussed the importance of the methodology for setting and consulting on the priorities being agreed in advance.</p> <p>The Management Group resolved:</p> <ul style="list-style-type: none"> (i) to approve the recommendations; (ii) to request Joanne Larsen to submit a report with methodology options for consulting on and selecting priorities for the Partnership; and (iii) to approve recommendations (a), (c) and (d). 	Joanne Larsen
10. Northfield Total Place	<p>With reference to item 1 of the minute of its meeting of 20 April 2015, the Management Group had before it a report which provided a brief update on the Northfield Total Place, focussing in on some of the key associated programmes.</p> <p>The report advised that discussions were been underway with the Scottish Community Development Centre (SCDC) as part of the Phase 2 of Supporting Communities package of support for community organisations. Through this initiative SCDC would work in six selected development sites across Scotland, exploring how local community</p>	

Topic	Discussion/Decision	Action By
	<p>capacity building support could best be developed to support community organisation. The support will create opportunities for local community organisations to receive developmental support which was relevant to them, over and above any support they might currently receive.</p> <p>As a result of these discussions, SCDC have advised (13 May 2015) that they would be recommending to the Scottish Government that Northfield Total Place would be identified as one of the Supporting Communities Phase 2 sites. Details of the key elements of this support were provided.</p> <p>With regards community engagement, the report explained that following on from the comprehensive community engagement activity that took place during 23 February 2015, a detailed report on the findings of this engagement had been produced and was appended to the report. It was hoped that as a result of these engagement sessions, as well as having the opportunity to feed back on the developing plans, local residents would identify key issues that they would like to get involved with.</p> <p>The report provided an update on the current status of the development of the Middlefield Community Hub, wherein it was advised that In 2014 an application was submitted to the Scottish Government Regeneration Fund for £1.63million of capital funding. Since that time, communications had been ongoing with two local community organisations: Middlefield Community Project and Henry Rae Management Committee to support the development of the new community hub. The plans for the new development were progressing and it was anticipated that planning consent would be sought over the summer, and the tender process would commence late Summer/ early Autumn, with a view to the building being completed by Autumn 2016 and operational by December 2016/ January 2017.</p> <p>During the various conversations with key local stakeholders, it had become apparent that accommodation would be required locally for the Healthy Hoose. As a result of conversations with colleagues in NHS and the new Health and Social Care Partnership, arrangements were being made for additional space to be provided in the new Community Hub to house clinical and health services for the local area. It was intended that the health use of the building would be flexible, including a shared reception area,</p>	

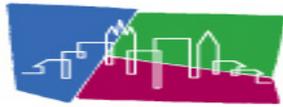
Topic	Discussion/Decision	Action By
	<p>and local residents attending the clinics waiting in the public areas of the building adjacent to the redeveloped café facility. The four health rooms were planned to be designed in such a manner so that they could be converted out of health hours into meeting rooms to support activities such as employability support and money advice.</p> <p>The report went on to advise that it was anticipated that overall operational responsibility for the building (which would be owned by the Council), would sit with Middlefield Community Project, operating as a community anchor organisation, in partnership with Henry Rae Management Committee, NHS, Health and Social Care Partnership and other community stakeholders.</p> <p>As a result of the positive communications with NHS and Health and Social Care Partnership colleagues, discussions were now underway about the possibility of further linkages with the proposed Tillydrone Community Hub.</p> <p>Details of other developments within the area were provided, namely: (a) re-opening of Cummings Park Community Centre; parenting teens; and Northfield Parent Support Project.</p> <p>The report recommended - that the Management Group</p> <ul style="list-style-type: none"> (a) note and endorse the updates provided on Northfield Total Place; (b) request further updates; and (c) request a briefing paper on the partnership approach to developing a Community Hub in Tillydrone, and other associated locality work in this area. <p>Partners discussed the report extensively during which they welcomed the updates and specifically regarding the development of the Middlefield Community Project sought assurance that all Partners were actively involved in its development and that there was a link to Priorities Families.</p> <p>Gail Woodcock also provided a brief overview of YMCA Social Impact Bond and she suggested that it would be of benefit for the Partnership to receive a presentation on it.</p>	

Topic	Discussion/Decision	Action By
	<p>The Management Group also discussed the current position with the Tillydrone Community Hub, wherein the importance of partnership engagement in the project from the outset was emphasised and the Management Group agreed that a report setting out options for a partnership approach to the development of the Community Hub in Tillydrone was vital and encouraged Gail to liaise with all partners, in particular Skills Development Scotland and Richard Sweetnam (Economic Growth), in this regard.</p> <p><u>The Management Group resolved:</u></p> <ul style="list-style-type: none"> (i) to approve the recommendations; (ii) to agree that Total Place be a standing item on the agenda; and (iii) to note that a report on the Total Place project would be submitted to the Board at its meeting on 6 July 2015. 	Gail Woodcock
11. Neighbourhood Planning	<p>With reference to item 13 of the minute of its meeting of 20 April 2015, the Management Group heard from Donald Urquhart who advised that a report would be submitted to the next meeting of the Management Group for consideration.</p> <p><u>The Management Group resolved:</u> to note the update.</p>	Donald Urquhart
12. Community Empowerment Bill	<p>With reference to item 14 of the minute of its meeting of 20 April 2015, the Management Group heard from Donald Urquhart who advised that a report would be submitted to the next meeting of the Management Group for consideration.</p> <p><u>The Management Group resolved:</u> to note the update.</p>	Dave Kilgour
13. Community Justice Redesign	<p>With reference to item 15 of the minute of its meeting of 20 April 2015, the Management Group heard from Tom Cowan who advised that work on the transfer of Community Justice was ongoing a report would be submitted to the next meeting of the Management Group for consideration.</p> <p><u>The Management Group resolved:</u> to note the update.</p>	Tom Cowan/Donald Urquhart

Topic	Discussion/Decision	Action By
14. Countesswells PLACE Group	<p>With reference to item 4 of the minute of its previous meeting of 20 April 2015, the Management Group had before it the minute of the Countesswells PLACE Group meeting of 6 May 2015.</p> <p><u>The Management Group resolved:</u> to note the update.</p>	
15. Community Planning Conference	<p>The Management Group had before it an email which advised that the Scottish Government's Community Planning Conference would be held on 26 June at Strathclyde University Technology and Innovation Centre and sought representation in the region of 6-7 members from each Community Planning Partnership.</p> <p><u>The Management Group resolved:</u> to note the information and to agree that four members of the Management Group and two members of the Board attend the Community Planning conference and to request Joanne Larsen to email the conference programme to all Board and Management Group members to identify representatives available to attend.</p>	Joanne Larsen
16. Scottish Fire and Rescue Service Local Plan Aberdeen City	<p>The Management Group had before it the Scottish Fire and Rescue Service Local Plan for Aberdeen City for information.</p> <p><u>The Management Group resolved:</u> to note Scottish Fire and Rescue Service Local Plan for Aberdeen City.</p>	
17. Police Scotland – Aberdeen City Local Policing Plan 2014-2017	<p>The Management Group had before it the Police Scotland – Aberdeen City Local Policing Plan 2014-2017 for information.</p> <p><u>The Management Group resolved:</u> to note the Police Scotland – Aberdeen City Local Policing Plan 2014-2017.</p>	

Topic	Discussion/Decision	Action By
<p>18. HM Inspectorate of Constabulary in Scotland Local Policing and Inspection Programme – Inspection of Aberdeen City Division May 2015</p>	<p>The Management Group had before it the HM Inspectorate of Constabulary in Scotland Local Policing and Inspection Programme – Inspection of Aberdeen City Division May 2015 for information.</p> <p>Partners discussed the positive inspection report, in particular highlighting the best practice in terms of partnership working and the Community Safety Partnership. They also discussed the issue of recruitment and retention of employees and the impact the lack of availability of affordable housing had on this. It was agreed that the availability of affordable housing was an issue across sectors and an overview of the actions undertaken to alleviate this across partner organisations was provided. Given the cross cutting nature of this issue, it was agreed that it was important that the Partnership took cognisance of the current programmes in place in order to have a common understanding of the level of demand and gap in available affordable housing and to identify ways in which the Partnership could assist.</p> <p><u>The Management Group resolved:</u></p> <p>(i) to note the HM Inspectorate of Constabulary in Scotland Local Policing and Inspection Programme – Inspection of Aberdeen City Division May 2015 and to commend Police Scotland on the positive report; and</p> <p>(ii) to request Partners to report on their requirements in respect of affordable housing and their surplus or empty property assets to enable the Partnership to have full discussion on the scale of the problem and ways to alleviate this issue.</p>	<p>All Partners/Donald Urquhart to co-ordinate</p>
<p>19. CPA Management Group Business Statement</p>	<p>The Management Group had before it a statement of pending and outstanding business.</p> <p><u>The Management Group resolved:</u></p> <p>to note the updates and to request that reports are submitted in accordance with the schedule and if that was not achievable to advise of that as soon as possible.</p>	<p>All Partners</p>

Topic	Discussion/Decision	Action By
20. CPA Board Business Statement	<p>The Management Group had before it a statement of pending and outstanding business to be reported to the CPA Board.</p> <p><u>The Management Group resolved:</u> to note the statement and to request Partners to ensure that they submit the requested to the Board in accordance with the schedule.</p>	
21. Date of Next Meeting	The Management Group noted that its next meeting would be held on 13 July 2015 at 2pm.	



Progress Report	Single Outcome Agreement Refresh
Lead Officer	Donald Urquhart
Report Author	Joanne Larsen
Date of Report	06 July 2015
Governance Group	Community Planning Board

1:	Purpose of the Report
<p>After considering the progress with implementing the Single Outcome Agreement (SOA), the Partnership's Board recognised, that a review and revision of the existing SOA was required. This resulted in a decision to refresh the current Single Outcome Agreement Outcomes and Metrics while preparing plans for a full re-write were progressed.</p> <p>This report is intended to provide an update on the requested refresh of the existing 2015/16 Single Outcome Agreement and the associated health checks of the thematic and multilateral groups</p>	

2:	Summary of Key Information
<p>Thematic and Multi-lateral Groups were asked to give active consideration to their existing priorities, work plans and metrics ensuring that these were outcome led, aligned to priorities, streamlined and able to show added value from the Partnership in achieving the outcomes. They were also asked to review the structure and effectiveness of their existing groups with the view of identifying whether the right partners were actively engaging and also that the role of the Chair was divided amongst all of the statutory partners.</p> <p>The review process has highlighted the following changes:</p> <ul style="list-style-type: none"> • Integrated Transport Multi-Lateral Group will be more effective as a contributing member of the other thematic groups and therefore the Management Group supports the disbanding of this group with the agreement of the Board. • Digital City group metrics were demand led and centered on the delivery of Broadband accessibility across the city and therefore the Management Group supports that this would no longer report as a Multi-lateral group in this version of the Single Outcome Agreement, with agreement of the Board. • Older People Thematic Group had no existing outcomes, metrics, membership or structure. Tom Cowan and Joyce Duncan are working with the Older Peoples Advisory group to build a proposal for this Single Outcome Agreement. It is then envisioned that the Older People Advisory Group would form the backbone of the thematic group and would be disbanded under the Committee reporting structure and reformed under the guidelines of a Community Planning Thematic group. Please note that the 	

Older People Outcomes in the Appendix 1 - Single Outcome Agreement Refresh Document, have not yet been sighted by or approved by the Community Planning Management Group

- The Health and Wellbeing thematic group have been working on developing outcomes and supporting metrics which are included in the Appendix 1 - Single Outcome Agreement Refresh Document, but these have not yet been sighted by or approved by the Community Planning Management Group

The refreshed outcomes and metrics for the following groups have been sighted and approved by the Management Group:

1. Children and Young People
2. Economic Growth
3. Learning and Workforce
4. Safer Communities
5. Culture City
6. Priority Families

The Group membership structure is attached as Appendix 2 – Health check of Thematic and Multilateral Groups – Please note these have not been sighted by or approved by the Management Group.

3: Recommendations for Action

The Board are asked to

- Endorse the decision to disband the Integrated Transport Group and for them joint the membership of the other Thematic groups
- Endorse the decision that Digital City no longer report through the current Single Outcome Agreement
- Endorse and discuss the decision to review named Chairs across the thematic groups in order to better reflect the Partnership
- Approve the refined Outcomes and Metrics for the 6 groups listed above

4: Opportunities and Risks

The refresh of the Outcomes, Metrics and Group memberships gives the Community Planning Partnership an opportunity to progress with identifying the added value work during the building of the new Single Outcome Agreement. Developing strong and effective groups with a strong lead from all partner organisations allows us to move away from the current appearance of a predominantly Council Officer Led structure.



Refreshed Single Outcome Agreement – 2015/16

<p>Thematic – Children and Young People - Outcomes Every child and young person in Aberdeen enjoys being young and at the same time feels safe, nurtured, healthy, active, included, respected and responsible – Our children have the best start in life and are ready to succeed</p>	
<p>PRIORITY GROUPS AND RELATING STRATEGIES – This is related to the National Early Years Collaborative, ICS Plan 2011-15, NHS Grampian 20:20, NHS Grampian Maternity Strategy, Nurture Outcome Group Early Years Framework and Action Plan.</p>	
<p>METRIC – CYP 1 Increase % of children reaching all expected developmental milestones at the time of the child's 27-30 month child health review</p>	<p>DATA SOURCE CHSP Pre-School August 2014, ISD Scotland</p>
<p>METRIC – CYP 2 Reduce Number of young people involved in offending</p>	<p>DATA SOURCE Police Scotland Aberdeen City Division – Comparative Report on Juvenile Offences 2014</p>
<p>METRIC – CYP 3 Increase % of leavers from publicly funded schools in positive initial destinations</p>	<p>DATA SOURCE Skills Development Scotland (SDS) School Leaver Report (SLDR)</p>

<p>Thematic – Economic Growth - Outcomes The city is recognised as a good place to invest, live, work, visit and export from, We realise our full economic potential with more and better employment opportunities for our people, We are better educated, more skilled and more successful, renowned for our research and innovation</p>	
<p>PRIORITY GROUPS AND RELATING STRATEGIES Priority Groups - Businesses and Employers; unemployed people (6-12 months plus, youth unemployed); visitors Relating Strategies - Scotland's Economic Strategy; Economic Strategy for the North East of Scotland; Scottish Enterprise Business Plan; Skills Development Scotland.</p>	



<p><u>METRIC – EG 1</u> Gross Value Added (economic contribution of the city)</p>	<p><u>DATA SOURCE</u> Office for National Statistics – Regional GVA (Income Approach) December 2014</p>
<p><u>METRIC – EG 2</u> Net number and rate of new businesses formed within the City</p>	<p><u>DATA SOURCE</u> Office for National Statistics – Business Demography 2013 (released November 2014)</p>
<p><u>METRIC – EG 3</u> Employment Rate</p>	<p><u>DATA SOURCE</u> Office for National Statistics – Business Register and Employment Survey (BRES) – 2012 Revised and 2013 Provisional (released September 2014)</p>

<p>Thematic Group – Health and Wellbeing –Outcomes *Please note these have not yet been sighted by the Management Group</p> <p>We live longer, healthier lives,</p> <ul style="list-style-type: none"> – People in Aberdeen who consume alcohol drink responsibly and within sensible weekly guidelines and negative outcomes are reduced. - Reduced inequalities in healthy life expectancy and improved physical and mental health through increased physical activity 	
<p>PRIORITY GROUPS AND RELATING STRATEGIES</p> <ul style="list-style-type: none"> • Changing Scotland's Relationship with Alcohol/Alcohol and Drugs Partnership / strategy/action plan • Community Safety Partnership /strategy/action plan <p>Focusing on least active –</p> <ul style="list-style-type: none"> • Grampian Health and Transport Action plan • Aberdeen City Transport Strategy 	
<p><u>METRIC –HW 1</u> Number of alcohol related road traffic accidents (all categories/ages)</p>	<p><u>DATA SOURCE</u> Police Scotland</p>



<p><u>METRIC – HW 2</u> Suspected Alcohol/Drugs related primary fires in the home Aberdeen City (For 2014/15 – 58 out of 568)</p>	<p><u>DATA SOURCE</u> Scottish Fire and Rescue Service</p>
<p><u>METRIC – HW 3</u> 20% of alcohol brief interventions (ABI) undertaken with 'hazardous' drinkers in wider settings (outwith NHS) Metric from 2015/16</p>	<p><u>DATA SOURCE</u> ADP and partners delivering ABIs</p>
<p><u>METRIC – HW 4</u> Rate of alcohol related hospital admissions per 100,000 population (wholly attributable to alcohol)</p>	<p><u>DATA SOURCE</u> NHS Grampian Health Intelligence</p>
<p><u>METRIC – HW 5</u> Percentage of pupils walking to school (all state schools in Aberdeen, primary & secondary).</p>	<p><u>DATA SOURCE</u> Hands Up survey (Aberdeen City Council/SUSTRANS)</p>
<p><u>METRIC – HW 6</u> Percentage of pupils cycling to school (all state schools in Aberdeen, primary & secondary)</p>	<p><u>DATA SOURCE</u> Hands Up survey (2013) results (ACC)</p>
<p><u>METRIC – HW 7</u> Programmes delivered by partners directed at those who are less active (including those with long term conditions) eg Walks to health, referral programmes</p> <p><u>Number of programmes</u></p>	<p><u>DATA SOURCE</u> Local Service Providers (Aberdeen Sports Village Sport Aberdeen, Paths for All, Move More)</p>
<p><u>METRIC – HW 8</u> Programmes delivered by partners directed at those who are less active (including those with long term conditions) eg Walks to health, referral programmes</p>	<p><u>DATA SOURCE</u></p>



<p><u>Numbers participating in identified activities</u></p>	
<p><u>METRIC –HW 9</u> programmes delivered by partners directed at those who are less active (including those with long term conditions) e.g. Walks to health, referral programmes</p>	<p><u>DATA SOURCE</u></p>
<p><u>Number of volunteers engaged in delivering programmes</u></p>	

<p>Thematic – Learning and Workforce – Outcomes Our young people are successful learners, confident individuals, effective contributors and responsible citizens Improved life chances for people of all ages, through learning, personal development and active citizenship (from CLD Regulations) Stronger, more resilient, supportive influential and inclusive communities (from CLD Regulations) Reduced levels of unemployment for those who are unemployed for more than 6 months Improved literacy for adults for whom literacies is a barrier to their wellbeing* (and the wellbeing of their families) Definition of literacies: “the ability to read, write, and use numeracy, to handle information, to express ideas and opinions, to make decisions and solve problems, as family members, workers, citizens and lifelong learners.” *wellbeing – does not just refer to health, also takes into consideration life satisfaction, happiness, welfare etc.</p>	<p>PRIORITY GROUPS AND RELATING STRATEGIES Strategic Guidance for Community Planning Partnerships: Community Learning and Development (Scottish Government) Aberdeen Community Planning Volunteering Strategy (Community Planning Aberdeen) Adult Learning in Scotland: Statement of Ambition (Scottish Government) National Youth Work Strategy 2014 - 19 (Scottish Government) Draft Aberdeen City Community Learning and Development Strategy (Community Planning Aberdeen) University of Aberdeen External Relations Strategy (University of Aberdeen) Robert Gordon University Strategic Statement: RGU and its Region (Robert Gordon University) Draft Working for Growth Employability Strategy (Aberdeen Community Planning Partnership) Draft Literacies Strategy – Aberdeen Literacies Strategy Working Group</p>
<p><u>METRIC LW 1</u> Number of Saltire Awards (recognising the achievements of</p>	<p><u>DATA SOURCE</u> ACVO</p>



volunteers aged 12– 25 years) in Aberdeen	
METRIC LW 2 Gap between attainments in deprived areas compared to less deprived areas.	DATA SOURCE ACC Education
METRIC LW 3 No of successful asset transfers	DATA SOURCE ACC/ Police Scotland/ Scottish Fire and rescue/ NHS
METRIC LW 4 Reduce the % of Aberdeen claimant population in receipt of out of work benefits for more than 6 months	DATA SOURCE ACC/ Police Scotland/ Scottish Fire and rescue/ NHS
METRIC LW 5 No. of individuals participating in ESOL classes in Aberdeen	DATA SOURCE CPP ESOL end of year report / NESCOL /ACC

Thematic – Older People – Outcomes * Please note these have not yet been sighted by the Management Group People are able to maintain their independence as they get older, and are able to access appropriate support when they need it. Older People feel safe in their home, Feel included in their communities and carers are supported to live fulfilled lives	
Older Health & Social care Integrated Strategic Planning Process 2015; ‘Ageing w/ Opportunity’ (Joint Commissioning Strategy for Older People 2013-2023)	
METRIC OP1 Numbers of Home Safety Checks undertaken Number of Home Security Checks undertaken OT Equipment/ Adaptations completed within timescales (%) Prejudice Incident Reporting Form for age EQ	DATA SOURCE Fire & Rescue Police Scotland ACC/ BAC Increase in PIRF reporting for age
METRIC OP2 Numbers of OP’s involved in volunteering Number of OP’s participating in leisure activities outwith OP-specific	DATA SOURCE ACVO Aberdeen City Council/ Sport Aberdeen



<p>resources (Older People making better use of cultural and sporting facilities)EQ</p> <p>Number of OP's involved in local community organisations (e.g. Community Forums/ Councils)</p> <p>(The City environment and green spaces are cleaner, better maintained and more family friendly, taking into account of physical accessibility and the needs of older people) EQ</p> <p>Improved opportunities for older people to participate in public life (EQ)</p> <p>METRIC OP3</p> <p>Numbers of Carers Assessments Completed</p> <p>Volume of respite support available and taken up</p> <p>Perceptions of available support within communities</p>	<p>Aberdeen City Council</p> <p>No. access issues raised and solved at group meetings (e.g DAG, OPAG, Ness users'.etc)</p> <p>(No of Engagement events for older people)</p> <p>DATA SOURCE</p> <p>Aberdeen City Council Aberdeen City Council Survey/ Aberdeen City Voice</p>
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<p>Thematic – Safer Communities</p> <p>We live our lives safe from crime, disorder and danger.</p>	
<p>Priority Groups and related Strategies:</p>	
<p>METRIC - SC 1</p> <p>Reduce Accidental Dwelling Fires against the previous 3 year average.</p>	<p>DATA SOURCE</p> <p>SFRS Data</p>
<p>METRIC - SC 2</p> <p>Reduce Wilful Fires (Secondary & Structural Wilfuls) against the previous 3 year average.</p>	<p>DATA SOURCE</p> <p>SFRS Data</p>
<p>METRIC - SC 3</p> <p>Reduce level of recorded violent crime per 10,000 population by 3% against the five year average</p>	<p>DATA SOURCE</p> <p>Police SCOMIS & Police STORM data</p>
<p>METRIC - SC 4</p>	<p>DATA SOURCE</p>



Reduce the number of antisocial behaviour incidents per 10,000 population against the five year average METRIC - SC 5	Police SCOMIS & Police STORM data DATA SOURCE Aberdeen City Voice
Increase the percentage of adult residents stating they feel very safe or fairly safe when walking alone in the local neighbourhood after dark METRIC - SC 6	DATA SOURCE Police Accident Database
Maintain current low levels for number of persons killed or injured in road accidents - Fatal METRIC - SC 7	DATA SOURCE Police Accident Database
Achieve a reduction of 10% (over the next 3 years) in the number of persons killed or injured in road traffic collisions - Serious & Slight.	Police Accident Database

Multi-Lateral – Culture City – Outcome

Culture and heritage makes a major contribution to all aspects of the life of the city and it's residents, creating a sense of place and making Aberdeen an attractive place to live and work in

PRIORITY GROUPS AND RELATING STRATEGIES
 Service Plan for Education and Children's Services (ACC)
 The cultural strategy for Aberdeen (currently Vibrant Aberdeen)
 RGU Strategic statement 'Creating a New North'
 Business plans of the Culture City network partners
 City Centre Master plan (Draft)
 Creative Scotland 10 year plan 'Unlocking Potential, Embracing Ambition'
 'Going Further': the National Strategy for Scotland's Museums and Galleries : Museums Galleries Scotland
 SLIC (Scottish Libraries and Information Council) Strategic Plan



<p><u>METRIC - CC1</u> Annual Level of enhanced cultural engagement generated by the partnership arrangements facilitated, or delivered, by the Culture Network</p>	<p><u>DATA SOURCE</u> Thematic Group Annual Cultural Project Tables</p>
<p><u>METRIC - CC2</u> Annual number of additional volunteer hours generated by the partnership arrangements facilitated, or delivered, by the Culture Network</p>	<p><u>DATA SOURCE</u> Thematic Group Annual Cultural Project Tables</p>

<p>Multi-Lateral – Priority Families We have improved the life chances for children, young people and families at risk</p>	
<p>PRIORITY GROUPS AND RELATING STRATEGIES –</p>	
<p><u>METRIC PF-1</u> Number of priority families (community safety)</p>	<p><u>DATA SOURCE</u> Aberdeen Community Safety Partnership</p>
<p><u>METRIC PF-2</u> Number of cases closed – full success)</p>	<p><u>DATA SOURCE</u> Aberdeen Community Safety Partnership</p>
<p><u>METRIC PF 3</u> Number of cases closed – partial success</p>	<p><u>DATA SOURCE</u> Aberdeen Community Safety Partnership</p>



National Outcomes

Underlying Principles

Target those most in need - Deprivation is reduced, resulting in the closure of outcome gaps within Aberdeen's population

Reduce isolation of minority communities - People from minority communities are supported to fully participate in the economic, cultural and social life of the city

Support the capacity of Aberdeen's citizens and communities to increase their self-sufficiency - There is a strong sense of independence resilience, confidence, self-esteem and aspiration coming from all our communities. Aberdonians work hard for themselves and for their communities.

A presumption for community based access to services - Services are accessible to all citizens in the ways which meet their needs

Environmental sustainability - Aberdeen is an energy efficient city, with high quality open spaces, a natural environment and low levels of pollution and waste

Promote pride in Aberdeen - There's a tangible sense of pride and passion in Aberdeen in 2022. This is a city at ease with itself. You can see it in the place and you can see it in its people.

Counter Terrorism - The partnership recognises their statutory obligations and the need for all partners to work together to reduce the risk to Aberdeen from terrorism. Through work done in the Community Safety Partnership, delivering on equality outcomes, through other relevant forums and under the overarching banner of the CONTEST Strategy (UK Government's Counter Terrorism strategy) the partnership will work together with other appropriate organisations to; stop terrorist attacks, to stop people becoming terrorists or supporting terrorism, to strengthen our protection against a terrorist attack and to mitigate the impact of such an attack should it occur.



Community Planning Aberdeen

We live in a Scotland that is the most attractive place for doing business in Europe
We realise our full economic potential with more and better employment opportunities for our people
We are better educated, more skilled and more successful, renowned for our research and innovation
Our young people are successful learners, confident individuals, effective contributors and responsible citizens
Our children have the best start in life and are ready to succeed
We live longer, healthier lives
We have tackled the significant inequalities in our society
We have improved the life chances for children, young people and families at risk
We live our lives safe from crime, disorder and danger
We live in well-designed, sustainable places where we are able to access the amenities and services we need
We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others
We value and enjoy our built and natural environment and protect it and enhance it for future generations
We take pride in a strong, fair and inclusive national identity
We reduce the local and global environmental impact of our consumption and production
Our people are able to maintain their independence as they get older and are able to access appropriate support when they need it
Our public services are high quality, continually improving, efficient and responsive to local people's needs

Name of Thematic Group	Current Chair	Organisation	Proposed Chair
Children and Young People (Integrated Children's Services Board)	Gayle Gorman Director of Education and Children's Services	Aberdeen City Council	No change proposed

Member Organisations	Attending	Not Attending	Would like to invite
Aberdeen City Council	✓		
NHS Grampian	✓		
Third Sector	✓		
Police Scotland	✓		
SCRA	✓		
Youth Council		Not regularly	
Children's Panel		Not regularly	
Chairs of Sub Groups as below	✓		

Groups / Sub Groups	Contact / Chair
Aberdeen City Child Protection Committee (Healthy and Active)	Heather MacRae, NHS Grampian (Interim)
Nurtured	Elaine Allan, NHS Grampian (Interim)
Achieving Responsible	Sheila Sansbury, Aberdeen City Council
Respected and Included	Charlie Penman, Aberdeen City Council Mike Thomson, Police Scotland Joyce Duncan, ACVO

Organisation

Name of Thematic Group	Current Chair	Organisation	Proposed Chair	Organisation
Culture Network	Neil Bruce	ACC	TBC	TBC

Member Organisations	Attending	Not Attending	Would like to invite
AB+			Scottish Natural Heritage
Aberdeen & Grampian Chamber of Commerce	✓		Museums Galleries Scotland
Aberdeen Festivals			SLIC (Scottish Libraries and Information Council)
Aberdeen International Youth Festival	✓		SCAN (Scottish Contemporary Arts Network)
Aberdeen Performing Arts	✓		Architecture Design Scotland
ACT Aberdeen	✓		Arts and Business Scotland
ACVO	✓		Carnegie UK Trust
Beach Ballroom, ACC		N	Craft Scotland
Belmont Filmhouse	✓		Federation of Scottish Theatre
CityMoves	✓		Historic Scotland
Creative Learning Team, ACC	✓		National Galleries Scotland
Creative Scotland	✓		National Library Scotland
Cultural Policy & Partnerships, ACC	✓		National Museums Scotland
Jazz Aberdeen		N	National Theatre Scotland
Library & Information Service, ACC		not regularly	National Trust for Scotland
Museums & Galleries, ACC			National Youth Choir of Scotland
NE:SCol	✓		Publishing Scotland
Peacock Visual Arts		N	Reading Agency
Robert Gordon University	✓		Royal Scottish National Orchestra
Sistema Scotland		N	Scottish Ballet
Smart Consultants	✓		Scottish Book Trust
Sound	✓		Scottish Chamber Orchestra
Station House Media Unit	✓		SCVO
University of Aberdeen		not regularly	Scottish Ensemble
Visit Aberdeen		N	Scottish Film Talent Network

Groups / Sub Groups	Contact / Chair	Organisation
Culture Network Sub Group	Duncan Cockburn	Robert Gordon University

The topic of a new chair will be on the agenda for the network meeting in August. We'd request a joint induction with all the Chairs, a consistent remit, and an understanding of expected commitment required, outwith the network will also consider which of the above national partners are a priority to invite.

Name of Thematic Group	Current Chair	Organisation
Economic Growth	Gordon McIntosh	ACC

Member Organisations	Attending	Not Attending
ACSEF		
Education (Schools)		
NHS (HR)		
NHS (Estates)		

Groups / Sub Groups	Contact / Chair
ACSEF	Martin Barry
Various Business Led	

Proposed Chair	Organisation
TBC	

Would like to invite
✓
✓
✓
✓

Depends on agenda

Name of Thematic Group	Current Chair	Organisation
Health and Wellbeing	Linda Smith	NHS

Member Organisations	Attending	Not Attending

Groups / Sub Groups	Contact / Chair

Proposed Chair	Organisation
No Change required	

Would like to invite

Name of Thematic Group	Current Chair	Organisation	Proposed Chair	Organisation
Learning and Workforce	Gail Woodcock (Acting)	ACC		
to be agreed at meeting on 11 June				

Member Organisations	Attending	Not Attending	Would like to invite
University of Aberdeen	✓		
Youth Council		✓	
ACVO	✓		
Robert Gordon University	✓		
Civic Forum	✓		
NHS/ Health and Social Care Partnership	✓		
Police		✓	
North East College	✓		
Skills Development Scotland	✓		
ACC Education	✓		
ACC Lifelong Learning	✓		
ACC Community Planning (Aberdeen Works Ch	✓		
ACC Communities	✓		

Groups / Sub Groups	Contact / Chair
Aberdeen Works	Joanne Larsen
Northfield Total Place	Gail Woodcock
Learning Partnerships x 11	Colin Wright

Name of Thematic Group	Current Chair	Organisation
Older People		

Member Organisations	Attending	Not Attending

Groups / Sub Groups	Contact / Chair

Proposed Chair	Organisation
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Would like to invite

Name of Thematic Group	Current Chair	Organisation
Priority Families		

Member Organisations	Attending	Not Attending

Groups / Sub Groups	Contact / Chair

Proposed Chair	Organisation
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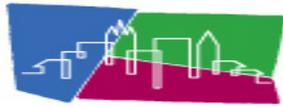
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Would like to invite

Name of Thematic Group	Current Chair
Aberdeen Community Safety Partnership	Councillor Martin Greig

Member Organisations	Attending
ACC	✓
Police Scotland	✓
SFRS	✓
Victim Support	✓
Civic Forum	✓
Elected Members	✓
BTP	✓
Absafe	✓
Health and Social Care Partnership	✓
COPFS	
SACRO	
ADP	✓
Grampian Womens Aid	✓
Childrens' services	
Groups / Sub Groups	Contact / Chair
Violence Against Women	GWA/ACC
Road Safety	ACC
Fire and Home Safety	SFRS
Monthly T&CG	ACC

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Progress Report	2016/2017 SOA and Priorities Refresh Update
Lead Officer	Donald Urquhart
Report Author	Joanne Larsen
Date of Report	July 6 th 2015
Governance Group	Management Group

1:	Purpose of the Report
<p>The purpose of this report is to update the Community Planning Partnership Board on the development of the Strategic Assessment approach which will be undertaken to identify the 2016/2017 SOA metrics and Partnership priorities.</p>	

2:	Summary of Key Information								
<p>The development of evidence-based community planning through a strategic assessment is likely to become the norm and will strongly influence the strategic direction of partnerships and the targeting of their resources.</p> <p>The aim is to allow the CPP to undertake evidence-based prioritisation and planning and better align service delivery and financial strategy. It will also act as a forecasting tool, which can later form the basis of a Community Planning Partnership corporate risk register.</p> <p>To progress the strategic assessment the recruitment of a Community Planning Senior Analyst has now been completed. The role will be supported by the Community Planning Data Group whose membership is outlined below. In order to ensure the strategic assessment gives a full picture of life across the city there will be both partner and community consultation exercises in addition to the data analysis. These will be designed through partnership links and the Community Planning Communications Group. The strategic assessment will be used as a tool to identify citywide priorities, support the new SOA and target Participatory Budgeting opportunities and will also provide an updated Population Profile of the city.</p> <p>The Community Planning Data Group has 16 members and currently includes analysts and researchers from the following partners:</p>									
<table border="1"> <tr> <td>(ACC)Aberdeen City Council</td> <td>NHS Grampian (National Health Service)</td> </tr> <tr> <td>(ACVO) Aberdeen Council of Voluntary Organisations</td> <td>Police Scotland</td> </tr> <tr> <td>(ACSEF) Aberdeen City & Shire Economic Forum</td> <td>(SDS Skills) Development Scotland</td> </tr> <tr> <td>(ADP) Alcohol and Drug Partnership</td> <td>(SFRS) Scottish Fire & Rescue Service</td> </tr> </table>		(ACC)Aberdeen City Council	NHS Grampian (National Health Service)	(ACVO) Aberdeen Council of Voluntary Organisations	Police Scotland	(ACSEF) Aberdeen City & Shire Economic Forum	(SDS Skills) Development Scotland	(ADP) Alcohol and Drug Partnership	(SFRS) Scottish Fire & Rescue Service
(ACC)Aberdeen City Council	NHS Grampian (National Health Service)								
(ACVO) Aberdeen Council of Voluntary Organisations	Police Scotland								
(ACSEF) Aberdeen City & Shire Economic Forum	(SDS Skills) Development Scotland								
(ADP) Alcohol and Drug Partnership	(SFRS) Scottish Fire & Rescue Service								

(CSP) Community Safety Partnership	
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Where gaps in membership have been identified we will continue to seek a resource.

We are currently researching four different priority setting methodologies and will present these at a future meeting to ensure that all partners are comfortable with the decision making processes.

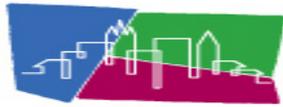
3:	Recommendations for Action
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It is requested that the Board:

- a) Note the appointment of the Senior Analyst.
- b) Continue to endorse and support the Senior Analyst and Data Group in effectively gathering information within their respective organisations.

4:	Opportunities and Risks
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This is an opportunity to develop joint partnership data sharing and analysis practices. This approach resulting in greater ability to measure the impacts and added value the CPP has had on its SOA outcomes. Lack of a robust evidence led strategic assessment increases the risk of the CPP not delivering on the Single Outcome Agreement.



Progress Report	Communications and Engagement Group
Lead Officer	Lyndsay Johnstone
Report Author	Joyce Duncan
Date of Report	June 2015
Governance Group	CPP Management Group

1:	Purpose of the Report
<p>This report has been produced to address the difficulties of effective performance of this group due to:</p> <ul style="list-style-type: none"> • the Inconsistent participation by partners in the group • changing focus of CPP on thematics and communication on these • lack of partnership on engagement /consultation exercises • demise of the Reference Group • Need for focus on simple effective messages with regard to community planning <p>It aims to encourage debate and seek agreement on the purpose of this group and the relevant participation of partners.</p>	

2:	Summary of Key Information
<p>The original purpose of the group was <i>“to ensure effective engagement on and communication of local priorities set out in the Joint Single Outcome Agreement and Development Plan and the progress made on improving outcomes for citizens in Aberdeen.”</i></p> <p>The structural changes in ACC staffing, Health and Social Care Integration and the review of the thematics have impacted on the availability of relevant individuals, clarity of message, timing of information and demonstration of real impact.</p> <p>This resulted in the lack of use of the simple storyboards as a vehicle to demonstrate the purpose and value of the thematic groups and has compounded the general community vagueness on community planning. There has also been no agreement on the appropriate use of the national standards for community engagement in terms of when it’s a single partner or joint engagement process.</p> <p>The CPP website has been well accessed but the information flow from all groups is inconsistent.</p> <p>The ACVO CPP improvement project feedback will reiterate these views both from partners and the 3rd sector.</p>	

3:	Recommendations for Action
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It is recommended that the management team decide:

- if the C&EG is still an appropriate group to be in existence
- if the purpose is fit for the future

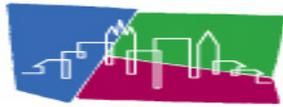
if its determined to be of value

- what level and type of staff be involved from each partner
- what type of “community “ involvement is appropriate
- set a timescale for the group to convene and construct an action plan relevant to the CPP process up to end of 2016.

4: Opportunities and Risks

There are good opportunities to highlight the aims, value and participation routes within CPP to the citizens of Aberdeen.

The main risks are reputational if poor communications inhibit participation, engagement and understanding of CPP in the city.



Progress Report	HTAP Annual Report
Lead Officer	Andrew Stewart
Report Author	Andrew Stewart
Date of Report	8 th April 2015
Governance Group	Health and Wellbeing Group

1:	Purpose of the Report
The purpose of this report is to share with the Aberdeen CPP the finalised HTAP Annual Report.	

2:	Summary of Key Information
<p>In 2008, the North East Scotland Joint Public Sector Group approved a Health & Transport Action Plan (HTAP) for the region. The HTAP was developed by JMP Consultants on behalf of NHS Grampian, Nestrans and their partners, and set out long-term strategic actions to improve integration between transport and health outcomes.</p> <p>The HTAP Steering Group now consists of representatives from NHSG, Nestrans, Scottish Ambulance Service, Aberdeen City Council, Aberdeenshire Council and The Moray Council, the Community Transport Association, Integrated Health & Social Care Partnerships and a Patient/Public representative. A refresh of the Plan was considered necessary to reflect lessons learned during the delivery of HTAP since 2008 and of changes to the funding environment, to policy and regulation and JMP were again commissioned to prepare a revised Plan. The refresh also accounts for initial considerations of the deeper integration of the delivery of health and social care services arising from the Public Bodies (Joint Working) Bill.</p> <p>The purpose of the refreshed HTAP is:</p> <p><i>“To enable providers of transport, health and social care services to work together in a more co-ordinated manner in order to improve outcomes and efficiency of service delivery, both in reducing the adverse impacts of transport choices on public health and in improving access to health and social care.”</i></p> <p>The refreshed HTAP was endorsed by the Aberdeen City Community Planning Partnership Board on 3rd December 2014, by Moray Community Planning Partnership Board on 14th August 2014 and Aberdeenshire Community Planning Board on 24th September 2014. At the time of the refreshed HTAP being endorsed it was agreed that each Board would receive an Annual Report for consideration.</p>	

The Annual Report (attached to this report) gives an overview of the key developments in relation to the Health & Transport Action Plan during the period 2014-2015 and demonstrates where partners have sought to work across boundaries and sectors towards common aims relating to transport and public health and access to health and social care services.

The HTAP contains high level visions, aims and actions. The work plans of both themed sub-groups include specific actions in support of the HTAP. The HTAP Steering Group will give consideration to the issue of specific metrics and report on these in due course. The current annual report reflects qualitative progress made in the past financial year.

3: Recommendations for Action

The Board consider the Grampian Health and Transport Action Plan (HTAP) Annual Report 2015 for approval and that the contents of the report and the progress made by partner organisations be noted.

4: Opportunities and Risks

There are no financial implications arising from this report.

GRAMPIAN HEALTH & TRANSPORT ACTION PLAN



Annual Report 2014-2015



Community Planning
in Aberdeen



Aberdeenshire
Community Planning Partnership

nestrans



Introduction

In 2008, the North East Scotland Joint Public Sector Group approved a Health & Transport Action Plan (HTAP) for the region. The HTAP was developed by JMP Consultants on behalf of NHS Grampian, Nestrans and their partners and set out long-term strategic actions to improve integration between transport and health outcomes.

This annual report presents details of progress made by partners in relation to the aims of the Health & Transport Action Plan covering the financial year 2014-2015.

Part one focuses on the review of the Health & Transport Action Plan document and the groups governing the delivery of the plan. Part two focuses on the projects delivered during the year.

Programme Manager

The post of HTAP Programme Manager continues to be jointly funded by NHSG and Nestrans and hosted by Aberdeenshire Council.

Projects

At times the existence of the HTAP and the aims embedded within it have been used to support or add value to existing or new pieces of work being carried out by partner organisations, such as the Concessionary Travel Pilot carried out by Transport Scotland and Aberdeenshire Alcohol & Drugs Partnership, the NHS Transport Overview Group, the GetAbout review and region-wide circulation of the Travel to ARI leaflet produced by Nestrans.

The remainder of this annual report details projects specifically initiated and delivered by partners in relation to the HTAP.

THInC

Established in 2013, the Transport to Healthcare Information Centre (THInC), is one of the lead projects being delivered by partners working on the HTAP. The service provides a dedicated telephone service offering guidance on accessing suitable transport options to get to and from appointments when the caller has no means of personal transport. The centre can provide details of suitable bus or train times, contact telephone numbers and other services such as local community transport, dial-a-bus or voluntary car schemes. THInC is jointly funded by the Steering Group public sector partners.

Initially the project was staffed by Scottish Ambulance Service staff and located in Elgin. During the course of 2014-2015 the project experienced challenges around staffing and location resulting in the transfer of calls to Aberdeenshire Council.

Promotional materials are now being distributed to promote the updated THInC telephone number (01224 665568). Members of the public can now also get advice on transport options by emailing travel@thinc-hub.org

THInC also provides information on availability of services and levels of demand and has enabled the HTAP partners to identify gaps in transport provision within Aberdeen City. THInC have collaborated with Buchan Community Dial A Bus and successfully secured Change Fund monies, awarded by Aberdeen Council of Voluntary Organisations, worth £43K. This has enabled a pilot to be established providing transport for those otherwise unable to access health and social care in Aberdeen with bookings managed by THInC. The pilot launched on 2nd March 2015 and will run for one year. Initial indications are that the project can help to provide transport options where none were otherwise available. It is already demonstrating a need for greater understanding by health professionals running clinics of the access issues facing their patients and highlighting the specific needs of some patients with disabilities but not eligible for Patient Transport Service.

Partners are seeking to identify similar gaps and opportunities in Aberdeenshire and Moray and further work with the third sector and others to integrate transport.



An evaluation of THInC was conducted in July/August 2014. This coincided with the unplanned relocation of the project. However, feedback from a range of stakeholders and the ongoing potential around integrating transport resulted in agreement from the Steering Group to continue with the project. Aberdeenshire Council then prepared details of costs requiring funding to ensure the continued delivery of the project. The

cost in total to partners for maintaining the project is £36.5K per year. This was approved by the Steering Group in February 2015 on the basis that the project will run for two years with a six month notice of withdrawal agreed, along with a funding package involving the six main HTAP partners.

Grampian Volunteer Transport Awards & Recruitment Drive

The inaugural Grampian Volunteer Transport Awards were developed by HTAP partners, including community transport groups, to help raise the profile of the work done by the community transport sector, particularly volunteers, in helping people access important services.

An awards presentation took place on Tuesday 7th October with three £200 prizes awarded for Volunteer Driver of the Year, Volunteer Escort of the Year and Community Contribution of the Year.

Mike Solomon won Volunteer Driver of the Year following a nomination from Friends of Inch Hospital and Community. Mike has spent the last 12 years providing a free transport service to local patients and shown he is always happy to go the extra mile.

Volunteer Escort of the Year was awarded to Greta Bowie for her dedication and hard work for Buchan Dial a Community Bus. Greta was amongst those who established the group and has given her time

over the last 20 years to assisting local residents with their transport needs.

Due to their continual support for local residents the Silver Circle Community Transport Scheme & Hospital Driver Scheme won Community Contribution of the Year. The group has helped older people in the Upper Donside area for almost 20 years. They organise the hospital volunteer driving scheme, in addition to a day centre, lunch club and shopping bus for local residents.

John MacDonald, Director for Scotland of the Community Transport Association highlighted the success of the awards, "It was great to see so many community transport organisations submit nominations for the awards. The number of submissions was much higher than similar initiatives which have taken place in other parts of the UK and shows how much volunteers are valued in north-east Scotland."

Prizes were kindly sponsored by First Aberdeen and Stagecoach North Scotland.

Following the Awards a second phase of the project began focusing on recruiting additional volunteer drivers and escorts.

An evaluation of the project is being carried out and will report in April 2015, making a recommendation on whether to repeat the Awards and Recruitment Drive.



Community Engagement

Over the year a lot has been done to build relationships with people working in communities across Grampian with a role in providing health and social care or transport services. This has included leading a discussion on Transport and Older People at the launch of Aberdeenshire's Charter for Older People, visiting various forums and individuals from community councils, charities and national bodies.

Through the Aberdeenshire Community Transport Forum work has begun to bring together those working with or for community transport groups across the wider region. It is hoped that more work can be done to share knowledge and best practice across the sector through joint training events.



Review of National Projects

The HTAP Programme Manager carried out visits and held meetings with colleagues working on similar health/social care and access issues before preparing a report on work being done by NHS Lothian at their "Hub" project, the Lochaber Project and work done by Strathclyde Partnership for Transport. Further opportunities to learn from these projects will be sought through the work of the Access to Health Sub-Group.

Review of Travel Planning By Public Bodies in Grampian

At the request of the HTAP Steering Group a review was commissioned to examine the current situation of Travel Plans for the main public bodies in Grampian. The report on this review recognised good work by partner organisations but also highlighted gaps, varying approaches and available resources and indicated a number of areas where improvements and efficiencies could be made around the delivery of Travel Plans. The report is currently with partners for their consideration.

Developing Travel Plans is the responsibility of individual partner organisations. Nestrans, the regional transport partnership promote a strategic approach. As one of the largest trip generators in the region NHSG have a clear remit to develop Travel Plans for their estate. With Travel Planning being a key tool in the promotion of active and sustainable forms of transport and the promotion of improved air quality and noise pollution, access and road safety the success of this activity is highly relevant to the aims promoted by the HTAP.

Following the review of GetAbout, the regional partnership of organisations promoting sustainable travel, a Steering Group comprising of managers from Nestrans, NHSG, Aberdeen City Council and Aberdeenshire Council will oversee the development this important area of work making due reference to the Review of Travel Planning by Public Bodies in Grampian and making appropriate links to the developing NHSG Travel Plan Framework.

Both of the HTAP sub-groups have a direct link to the work done around Travel Planning in terms of where their successful delivery relate to the public health impacts of transport and in terms of access to health and social care services.



Looking Forward

A number of key actions being taken forward in the next financial year are contained within the workplans of the two HTAP sub-groups.

In terms of the Access to Health & Social Care theme these actions include:

- Undertake an audit of spending on transport to health and social care.
- Continue to work with community transport groups to promote best practice and knowledge sharing, while also working together to identify gaps across the region which have relevance to accessing health and social care.
- Promoting THInC to professionals and clients across health and social care.
- Examine ways to ensure access issues are considered early in the planning of new service locations.
- Working together to ensure high quality travel information is available for health and social care locations.

In terms of the Transport & Public Health theme actions include:

- Carry out a mapping of transport and health related activity across partners encompassing air quality improvement, noise pollution from transport, active and sustainable travel and road safety.
- Review current evidence on effective methods of improving health, changing behaviour and tackling health inequality through transport interventions.
- Undertake a cross partner validation and planning workshop to identify themes, gaps, synergies, pressures and opportunities for HTAP partners to consider, address and develop further.

Conclusion

Many activities described in this annual report have only been possible because of a willingness amongst HTAP partner organisations and others to support activities with funding, staff time, sponsorship or other forms of assistance. Projects have at times involved multiple partner organisations working across sectors or normal boundaries. In doing so much has been done to directly or indirectly support the purpose of the HTAP regarding working “together in a more co-ordinated manner in order to improve outcomes and efficiency of service delivery.”



The year 2014-2015 has been a busy one in terms of refreshing and reorganising the work of partners in respect to the Health & Transport Action Plan. Now that these activities are completed and there are two sub-groups in place with a clear remit to deliver their work plans it is anticipated that the focus for 2015-2016 will be more heavily geared towards delivery of projects.

The challenge will be to deliver actions involving a wide range of issues in an environment which will continue to see organisations having to manage sometimes conflicting priorities and varying levels of available resources. However, the refresh of the document renews the commitment of partner organisations and has also embedded the plan within the oversight of Community Planning Partnership Boards. This will all assist the HTAP partner organisations to progress actions being undertaken in support of the document's vision and aims.

Andrew Stewart
HTAP Programme Manager
March 2015

For further information on the HTAP email:
Andrew.Stewart@aberdeenshire.gov.uk
or call 01224 664092.

The Health & Transport Action Plan can
viewed at:
<http://tinyurl.com/ojdm5x3>



Progress Report	Community Justice Redesign
Lead Officer	Sally M Wilkins
Report Author	Sally M Wilkins
Date of Report	July 2015
Governance Group	

1:	Purpose of the Report
<p>The Community Planning Board has requested regular reports on the progress made in relation to the redesign of community justice. This report provides an update on the progress made.</p>	

2:	Summary of Key Information
<p>Scottish Government's indicative timescales for the full introduction of the new model were quoted in the report to the January 2015 meeting of the Management Group. During the period up to 2016/ 2017 anticipated activity focuses on awareness raising, delivery of information, development and finalisation of the national strategy for community justice and of the performance and improvement framework. It is anticipated that CPPs will commence their planning activities during 2015/ 2016.</p> <p>Scottish Government's vision is: 'of a justice system that contributes positively to a flourishing Scotland, helping to create an inclusive and respectful society, in which all people and communities live in safety and security, individual and collective rights are supported, and disputes are resolved fairly and swiftly'.</p> <p>The Justice Strategy links to three National Outcomes:</p> <ol style="list-style-type: none"> 1. We live our lives safe from crime, disorder and danger 2. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others 3. Our public services are high quality, continually improving, efficient and responsive to people's needs <p>Justice specific outcomes are:</p> <ul style="list-style-type: none"> • We experience low levels of crime • We experience low levels of fear, alarm and distress • We are at a low risk of unintentional harm • Our people and communities support each other, exercising both their rights and responsibilities • We have high levels of confidence in justice institutions and processes • Our public services are fair and accessible • Our institutions and processes are effective and efficient 	

- Our public services respect the rights and voices of users

Further details can be accessed using this link:

<http://www.gov.scot/About/Performance/scotPerforms/partnerstories/Justice-Dashboard/Justice-data>

This link is to the Justice Strategy for Scotland Summary:

<http://www.gov.scot/Resource/0040/00401734.pdf>

Outcomes based performance indicators are being developed for Community Justice. In relation to reporting Criminal Justice Social Work outcomes, consideration will be given to a distillation of the performance management information which is currently reported to the Northern Community Justice Authority, with a view to supporting the Community Planning Partnership in achieving community justice outcomes. This will take cognisance of the importance of maintaining the social work role.

Offender specific outcomes are likely to be based on the 9 Offender Outcomes developed as part of the National Strategy for the Management of Offenders 2006:

- Sustained or improved physical and mental well-being
- The ability to access and sustain suitable accommodation
- Reduced or stabilised substance misuse
- Improved literacy skills
- Employability prospects increased
- Maintained or improved relationships with families, peers and community
- The ability to access and sustain community support, including financial advice and education
- The ability to live independently if they choose
- Improvements in the attitudes or behaviour which lead to offending and greater acceptance of responsibility in managing their own behaviour and understanding of the impact of their offending on victims and on their own families

3: Recommendations for Action

Planning for a workshop, sponsored by Tom Cowan and Donald Urquhart, is in hand to take forward this agenda. Two separate familiarisation workshops will also be held for CPP members and wider partnerships; one on criminal justice and one on community justice. This should assist partners in discharging the CPP's responsibilities in respect of community justice.

Scottish Government has made available to each local authority the sum of £50,000 to assist with the redesign of community justice. The workshop will consider the best use of this funding.

Aberdeenshire council is hosting a meeting on behalf of the NCJA, scheduled for Tuesday 30 June, to discuss community justice redesign. All CPA Board members have been invited to attend this meeting.

4:	Opportunities and Risks
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The structures through which the planning and delivery of reducing re-offending in Scotland are currently managed are subject to change and will involve CPPs taking a role in shaping the local delivery of Community Justice after March 2016. There is an opportunity for the CPP to take a holistic view of community justice, across all component agencies and partners, which is responsive to the needs of the people of Aberdeen.

The Northern Community Justice Authority (NCJA) Area Plan states that:
'Locally The Northern CJA will proactively engage with Community Planning Partnerships, local authorities, SPS, NHS, Police Scotland, 3rd Sector and other Community Justice Partners in developing local approaches to the transition to the new model of delivery of Community Justice through Community Planning Partnerships. The NCJA will offer advice and support to CPP members and staff in the form of CJA wide 'learning events', a 'toolkit' of resources which CPPs may find of use, and in any other way deemed desirable/useful as further detail about the way forward becomes known'.

As part of this process workshops have been held, involving the NCJA Chief Officer, NCJA staff and CPP personnel.

The Plan can be accessed using this link:

<http://www.northerncja.org.uk/images/upload/Area%20and%20Annual%20Plans/NCJA-AREA-PLAN-2014-17-V2-11Mar14.pdf>

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Progress Report	Community Empowerment Bill
Lead Officer	Pete Leonard, Director of Communities , Housing and Infrastructure
Report Author	Dave Kilgour
Date of Report	6 TH JULY 2015
Governance Group	CPA BOARD

1:	Purpose of the Report
	To provide the Community Planning Board with an update on the recently approved Scottish Government Community Empowerment Bill.

2:	Summary of Key Information
	<p>The Community Empowerment (Scotland) Bill was introduced into the Scottish Parliament on the 11th June 2014 and was approved on the 17th June 2015. It is anticipated that the Bill will now receive Royal Assent in September.</p> <p>“ The Bill reflects the policy principles of subsidiarity, community empowerment and improving outcomes and provides a framework which will:</p> <ul style="list-style-type: none"> • empower community bodies through the ownership of land and buildings and strengthening their voices in decisions that matter to them; and • support an increase in the pace and scale of public service reform by cementing the focus on achieving the outcomes and improving the process of community planning.” <p>The key features of the bill are:</p> <ul style="list-style-type: none"> • Community Right to Request Rights in Relation to Property • Community Right to Request to Participate in Processes to Improve Outcomes of Service Delivery • Increasing Transparency about Common Good • Defective and Dangerous Buildings – Recovery of Expenses • Improve and Extend Community Right to Buy • Strengthening Community Planning • Allotments • Local Relief Schemes for non – domestic (business) rates • Scotland Performs – embedding the outcomes approach in legislation • Subsidiarity in local decision making • Participatory Budgeting • Locality Planning

The Community Empowerment (Scotland) Bill is part of the Scottish Governments response to the Christie Commission report recognising the need for public services to work closely with communities to understand their needs, maximise talents and resources, support self reliance, build resilience and seeks to embed community participation in the design and delivery of services.

The cornerstones of the Bill are based on: empowering communities, making the most of existing talents, delivering high quality and improved public services, supporting strong local (participatory) democracy and decision making and a focus on improving outcomes for individuals and communities across Scotland.

Part 2 relates in particular to Community Planning

The Bill acknowledges the key role that Community Planning partnerships play at a local level in shaping and delivering change. The community planning provisions in the Bill are intended to strengthen the legal base for community planning to give effect to the Scottish Governments Statement of Ambition.

The new duties place an equal community planning responsibility on all partners, removing the 2003 requirement for local authorities to initiate, maintain and facilitate, and for core partners merely to participate.

Partners identified in the legislation will now share a common overall responsibility to take a full and active part in community planning and individually and collectively will have a statutory requirement to resource the delivery of local outcomes and report to the CPP on their contribution. Community Planning partnerships themselves therefore become a statutory requirement including a clear requirement for building community capacity to enable full and active participation by communities.

At the point of writing this report the Bill was being considered under stage 3 where various amendments to previous stages and additional proposals were being put forward. Officers will clarify where there are significant implications for Community Planning Aberdeen and a verbal update will be provided if required. It is anticipated that the Scottish Parliament Information Centre will provide a briefing paper on the legislation which will be circulated if available before the 6th July meeting.

At stage 2 of the Bill various amendments to the Bill were supported seeking to strengthen the role of communities, and the accountability of community planning partnerships to the communities they serve. Also, in areas of the Bill relating to Participation requests and Asset transfer requests there was additional duties to report publically on these matters and to strengthen appeals processes. At stage 2 new provisions on participation in public decision making, including participatory budgeting

was introduced.

At stage 3 the Minister Marco Biagio introduced additional proposals in relation to Localities and Locality Plans. These additional proposals include to highlight and summarise:

1. "Each community planning partnership must, for the purposes of the Part, divide the area of the local area into smaller areas..... and having carried out this duty the C.P.P must identify each locality in which persons residing there experience significantly poorer outcomes which result in socio- economic disadvantage."
2. "Each community planning partnership must prepare and publish a locality plan for each identified locality with these plans having to include (a) local outcomes to which priority is to be given by the community planning partnership with a view to improving the achievement of the outcomes in the locality (b) a description of the proposed improvement in the achievement of the outcomes and (c) the period within which the proposed improvements are to be achieved."
3. Additional requirements in relation to the process for consulting on developing locality plans including a requirement to take account of the needs and circumstances of persons residing in the locality to which the plan relates.

Whilst the detail of the legislation needs to be confirmed, assessed and interpreted by legal officers across the partners this aspect of the Bill clearly supports the direction of the report before the Board that relates to Neighbourhood Planning.

It is recognised that the Community Empowerment Bill is a very complex piece of legislation and potentially groundbreaking in relation to many aspects regarding the expectations from the Scottish Government regarding how the public sector will be required to engage with citizens and communities in the future.

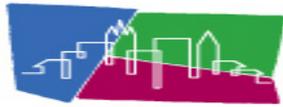
Discussions on this subject at the Community Planning Aberdeen Management Group concluded that the implications for community planning and partners, both individually and collectively are of such significance that there is a need for a detailed briefing on this legislation, the implementation and requirements that will need to be met.

Clearly, the principles behind the Bill provides an opportunity for ensuring that the CPA's proposed new SOA adopts inclusive engagement and participative methods across all sections of the partnership towards ensuring improved outcomes at city wide and localities for the future.

The Aberdeen City Council Chief Executive has had discussions with leads for respective partner organisations and it is therefore proposed that a ½

event for all Board and Management Group members should be organised ahead of the Bill receiving Royal assent.

3:	Recommendations for Action 1. Note the initial information in relation to the Community Empowerment Bill and agree to the proposal for a ½ day event for Board and Management Group members to be fully briefed on this new legislations and it's implications.
4:	Opportunities and Risks Failure to understand the implications of this new legislation and meeting the requirements will have implications for the CPA individually and collectively



Progress Report	Neighbourhood Planning
Lead Officer	Pete Leonard, Director of Communities , Housing and Infrastructure
Report Author	Donald Urquhart
Date of Report	6 TH JULY 2015
Governance Group	CPA BOARD

1:	Purpose of the Report
	To provide the Community Planning Board with an update on the proposal for Neighbourhood Planning within the City.

2:	Summary of Key Information
	<p>This paper provides an update on the proposal to re-introduce the concept of neighbourhood planning within The City. It provides information regarding how neighbourhood planning will support the Community Planning Board in delivering improved, joined up services within key parts of the City and provide a platform for the delivery of the revised 2016 SOA currently under development. Neighbourhood planning will also support the emerging operational requirements likely to arise from the Community Empowerment Bill due to be enacted later this year.</p> <p>Background</p> <p>The Christie Commission</p> <p>Amongst its recommendations The Christie Commission recommended that the reform of public services should be assessed against the following criteria:-</p> <ul style="list-style-type: none"> • first and foremost, be shown to support the achievement of outcomes - real-life improvements in the social and economic wellbeing of the people and communities of Scotland; • be affordable and sustainable within the budgets expected to be available to Scotland's public services; • include appropriate arrangements for services to account to the people and communities of Scotland, both directly and through their democratically elected representatives, so that public confidence in and support for the delivery of services can be maintained;

- ensure that services are built around the needs of people and communities, to increase individual and community capacity, resilience and autonomy;
- allow and encourage services to empower front-line staff and allow them to give of their best;
- support the local integration of service provision;
- encourage services to pursue preventative approaches, tackle inequality and promote equality;
- improve transparency over plans, expenditure and performance;
- contribute to the simplification and streamlining of the public sector landscape; and
- be consistent with and support the wider reform and improvement of Scotland's public services.

Considerable effort is currently underway as part of the review of the current Single Outcome Agreement (SOA) to improve our performance in these areas and in particular to improve transparency in the delivery of outcomes and focus on preventative and partnership working. This will inform the work also underway to develop a revised SOA for 2016 and beyond seeking to build further on these principles with a sharper focus on where the greatest benefits can be achieved within the resources available. The question of transparency of decision making by the public sector at a local level remains however at best patchy without an appropriate structure to do this better. There is currently little opportunity available to local communities to interact directly to influence the development of interventions designed to be appropriate for their own communities.

Christie's recommendations concluded that any reform of public services should ensure that:-

- public services are built around people and communities, their needs, aspirations, capacities and skills, and work to build up their autonomy and resilience;
- public service organisations work together effectively to achieve outcomes;
- public sector organisations prioritise prevention, reducing inequalities and promoting equality;
- all public services constantly seek to improve performance and reduce costs, and are open, transparent and accountable.

Health and Social Care Integration – Localities Planning

The Public Bodies (Joint Working) (Scotland) Act 2014 put in place the legislative framework to integrate health and social care services in Scotland. The Act requires each integration Authority to establish at least 2 localities within its area.

A criticism of Community Health Partnerships was the lack of opportunity for communities and professionals to take an active role in the local planning of service provision. Locality planning with communities and partners will seek to address this deficit.

Regeneration Priority Areas

In recent years the primary focus on regeneration has been the potential for physical development including new house building and renovation. The importance of other activities throughout the City which focus on other significant issues such as employment, financial and social inclusion, public health, education, and community safety have probably not been given the prominence, prioritised, structured or coordinated in a way to produce lasting regenerative benefits to communities. The strong partnership working which has supported these activities has seldom been seen as supporting either regeneration or having a primary relationship with Community Planning. Critically this reflects the need to recognise that the regeneration of our communities cannot be successfully delivered by the City Council or our partners working independently, but requires a commitment from all partners including the City Council, Health, DWP, Police Scotland, the third sector and most importantly the community itself to an increasingly integrated and shared approach. In effect this is the heart or the premise of Community Planning, that it should support and deliver a multi-agency approach to the improvement and delivery of services.

The increasing role to be played through the involvement of communities themselves in agreeing priorities and strategies to deliver services is clear both through legislative instruments such as the Scottish Governments Regeneration Strategy and reinforced by the intention of the current Community Empowerment Bill. Recent additions to the Community Empowerment Bill introduce a requirement for the production of more localised plans and to report on improving outcomes for communities that are facing socio-economic disadvantage. Increasing focus on the regeneration areas would be an appropriate response to this requirement.

There are already good examples of community led initiatives such as ‘friends groups’, tenants organisations and community learning partnerships but they currently are arguably peripheral to, or at best align with, mainstream strategies or projects. If we are to support and develop ways in which communities, community leaders and citizens become more proactive and effective then we need to significantly change the way in which we engage with and support communities. This will not be an easy task but the potential rewards are significant for all. It is not though without its challenges! Achieving this will require organisations to not only develop new skills but ensure a mature approach and culture, working within a network of key relationships and partners rather than traditional organisational hierarchies alone.

Neighbourhood Planning

There is no exact definition of what constitutes a neighbourhood. Local perceptions of neighbourhoods may be defined by natural dividing lines such as roads, changes in housing design or tenure, or the sense of community generated around centres such as schools, shops or transport links. Neighbourhoods vary in size, but tend to be made of several thousand people. Many are dominated by local authority or housing association property, but others have a higher proportion of privately owned housing. Different partners will have differing views over what constitutes a neighbourhood or locality. This may involve the location of a health centre or GP practice, policing area or indeed a distinct area where a managed service is delivered. However it is likely that for our purposes when looking at priorities for resourcing there is a clear relationship between these localities and locally understood neighbourhoods including the Regeneration areas within the City. It is unlikely that the requirements of public bodies including the Health and Social Care partnerships to define 'localities' either formally or informally will map directly with what are considered to be local neighbourhoods or regeneration areas, but the respective differences are likely to be outweighed by the similarities.

Initially neighbourhood planning work was undertaken some years ago in the 12 regeneration areas where Neighbourhood Community Action Plans had been completed. These covered parts of the City that formed the (previous) Great Northern Partnership i.e. Middlefield, Printfield, Fersands and Tillydrone and the other regeneration areas of the city - Torry, Northfield, Mastrick, Cummings Park, Powis, Seaton, Frogghall, and Rosemount Square. Subsequently this approach was extended to 37 neighbourhoods throughout the City. Neighbourhood profiles based on the then available social, economic and demographic information were prepared. At that time draft neighbourhood action plans were developed reflecting the views and needs of residents. Whilst in need of significant updating much of this information is still available and relevant.

Officers within the City Council support the view that this approach is still appropriate but requires consideration as to whether it is still appropriate or even possible to successfully focus finite resources on so many areas within the city, or whether another approach is possible. It is contended that the maximum benefits to the City and its citizens would be achieved over the next few years by prioritising our resources and focussing on the 3 major regeneration areas of Torry, Middlefield and Tillydrone, whilst continuing to acknowledge the requirements of other priority localities, including those contiguous or close to the regeneration areas. By adopting a 'cluster' approach, whereby neighbourhoods closely associated with the three regeneration areas are included, this will provide an appropriate way forward and importantly ensure that the needs of these areas are given proper consideration with no negative impact of 'displacement' being apparent.

Communities and Housing Structure

At its meeting in January 2015 The Communities Housing and Infrastructure Committee considered and agreed a structure proposal which had at its core the revitalisation of Community Planning and Regeneration.

The proposal is designed to acknowledge the need for an improved way of working through:-

- Supporting a City –wide strategic assessment of priorities.
- Significantly increase activity in developing and delivering a broad ranging regeneration strategy focussing on priority neighbourhoods within the City
- With regard to the above provide the opportunity for meaningful involvement by local communities and their representatives in developing and delivering strategy for their area.
- Providing a platform for consultation with local communities and stakeholders whilst delivering the requirements of the Community Empowerment Bill.
- Enhancing the resources available to support and develop Community capacity
- Providing a platform for local multi-agency involvement, delivering services to these areas including meeting shared objectives.
- Supporting the on-going delivery of ‘business as usual’ within and outwith priority neighbourhoods
- Providing a basis for more effective performance reporting and monitoring of progress against objectives

A number of senior staff have been appointed, or will be shortly, to lead on a strategic assessment process to develop firstly updated neighbourhood profiles and secondly proposals for delivery of improved services to these communities. Local neighbourhood teams will seek to enhance existing networks with key partners to support then development and delivery of programs within the neighbourhood. This will support local communities to become more involved in the Community Planning and delivery process. There will be a requirement for an increasing emphasis through Community Development and Learning to support local communities’ participation in a revised neighbourhood planning process which will underpin the development and delivery of local neighbourhood plans as well as contributing to any subsequent refresh of the Single Outcome Agreement.

Next Steps

Work has begun through a recently formed ‘Data Group’ to gather and analyse shared data from and by key partners. A recently appointed senior analyst will shortly join the City Council and will lead on the strategic assessment process. This will support not only the development of the 2016 refreshed SOA but also the analysis of local priorities and facilitate the development of an informed consultation process with communities together with the agreement of priorities for actions. Importantly discussions with key partners will continue to develop a shared understanding of actions required and where better joint activities should be promoted.

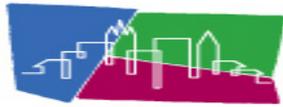
Discussions with partners will endeavour to agree the establishment of the key neighbourhood clusters based around the 3 regeneration areas. One of the key tasks to

agree is the nature of how the partners should interact and best involve different groups within each cluster. In some parts of the City more formal structures may best deliver what is required whilst in other a 'lighter' or different approach may be more appropriate.

Officers leading on the development of neighbourhood management will, as part of their discussions with partners, bring forward a timetable for neighbourhood priorities to be identified in order that they can timeously inform the mainstream service plans of partners, recommend the potential for closer joint working or where appropriate consider whether alternative approaches should be considered.

Requirements likely to emerge from the Community Empowerment Legislation, including consideration of any asset proposals or requirements for local planning can also be managed through this approach.

3:	<p>Recommendations for Action Members are recommended to :-</p> <ol style="list-style-type: none"> 1. Note the contents of the report and provide comments. 2. Support the 'next steps' proposal to take this forward.
4:	<p>Opportunities and Risks There are significant opportunities to enhance both the reputation of the City but critically to improve the role to be played by local communities in delivering services and supporting a strategy for preventative spending. The risks of not doing so are considerable both reputational but also failing to deliver on our evolving statutory responsibilities in the Public Sector.</p>



Progress Report	Northfield Total Place
Lead Officer	Gail Woodcock, Service Manager, Sport & Communities
Report Author	Gail Woodcock, Service Manager, Sport & Communities, on behalf of Northfield Total Place Board
Date of Report	6 July 2015
Governance Group	Community Planning Aberdeen Board

1:	Purpose of the Report
This report provides an update to the Community Planning Aberdeen Board on Northfield Total Place.	

2:	Summary of Key Information
<p><u>2.1 Background</u></p> <p>Context The area included within the Northfield Total Place partnership includes 5 “neighbourhoods”:</p> <ul style="list-style-type: none"> • Middlefield • Mastrick • Northfield • Cummings Park • Heathryfold <p>This area has a population of 20,415, with all of its data zones being in the top 50% of the most deprived neighbourhoods in Scotland. Of these 7 data zones are among the 15% most deprived in Scotland and 5 data zones are among the 10% most deprived in Scotland. 20% of the population are income deprived and more than 18% of the population is employment deprived. This is more than double the citywide rates.</p> <p>The problems in the area neighbourhoods are wide ranging, but in specific terms, it has been one of the most problematic communities in Aberdeen with regards to Youth Annoyance – it has the highest number of reported youth annoyance incidents in the city. There are also significant issues with neighbourhood complaints, and vandalism. Attainment and achievement are also significantly lower than in other areas of the city, and there are significant health challenges.</p> <p>Northfield Total Place Approach Northfield Total Place is a “Whole System Approach” towards developing,</p>	

implementing and evaluating an overall strategy to: improve service provision; deliver better (local) key outcomes; improve community involvement; and achieve more efficient use of resources. In terms of outcomes, the starting point for Northfield Total Place, as determined by Community Planning Aberdeen, was about raising attainment and achievement. In response to stakeholder input this was expanded to include the following outcomes:

- **Improved attachment**
- **Improved health and wellbeing**
- **Improved aspirations leading to improved attainment and achievement**

A whole systems approach involves identifying various components of a system and understanding the nature of the links, influencers and relationships between each of them. The approach considers a range of factors including culture, structure, interdependence, practice, participation and feedback. One of the difficulties with this methodology is that its language is not easily understood, and would not be considered as “usual” everyday language for most local stakeholders. In addition, the potential outputs of a whole systems review could be seen to pose a threat to some stakeholders.

While these challenges are ongoing, they have been overcome to date through active involvement, considerable engagement, and trying to deal with community issues using appropriate language. These early steps have taken time, and while they do not necessarily deliver tangible, quantifiable outputs, the time taken to develop an effective partnership with a mutual understanding of the challenges, has been, and will continue to be essential, for Northfield Total Place to deliver on its agreed outcomes.

Resource

In March 2012 the community planning partnership agreed that resources should be made available to support two total place initiatives in the city. Funding was later secured from Aberdeen City Council and NHS Grampian for Northfield Total Place. Due to challenges with the recruitment process the Programme Manager post was only appointed to in Summer 2014. Additional funding has now been secured from NHS Grampian and Aberdeen City Council which will enable this Co-ordinator role to continue through 2015.

Logic Modelling

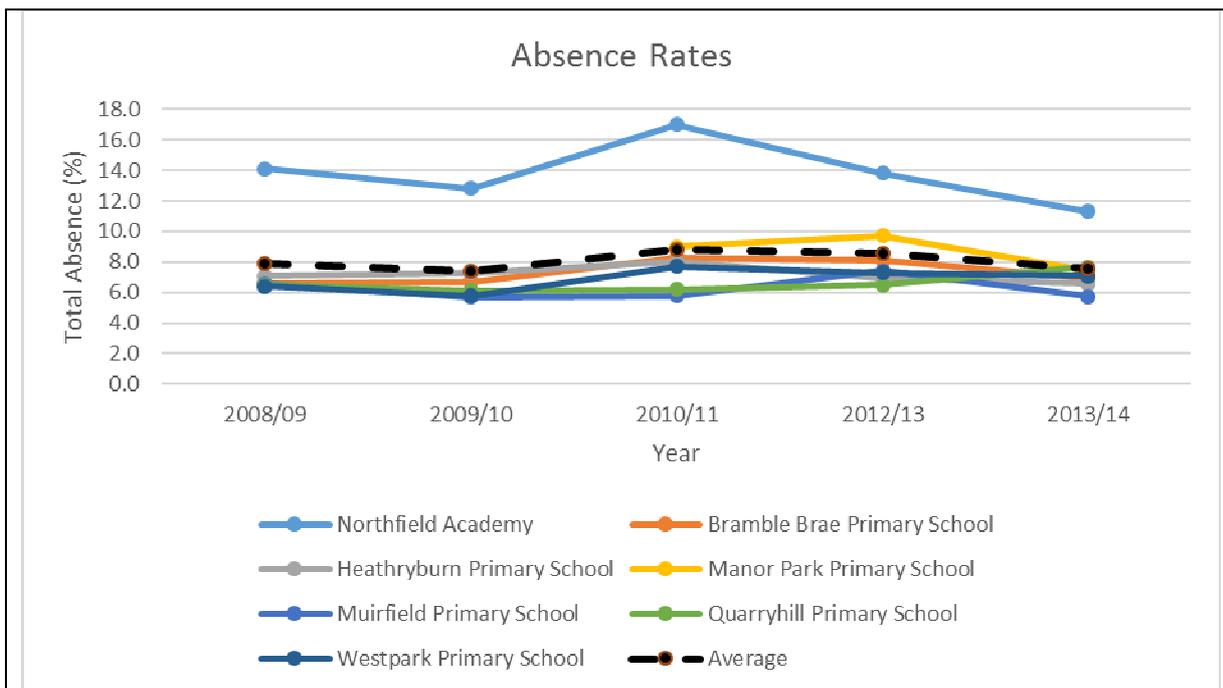
The Total Place steering group completed a two day ‘logic modelling’ exercise to scope out the priority outcomes and work plan. This was finalised in December 2012. The outline model is attached.

2.2 Metrics

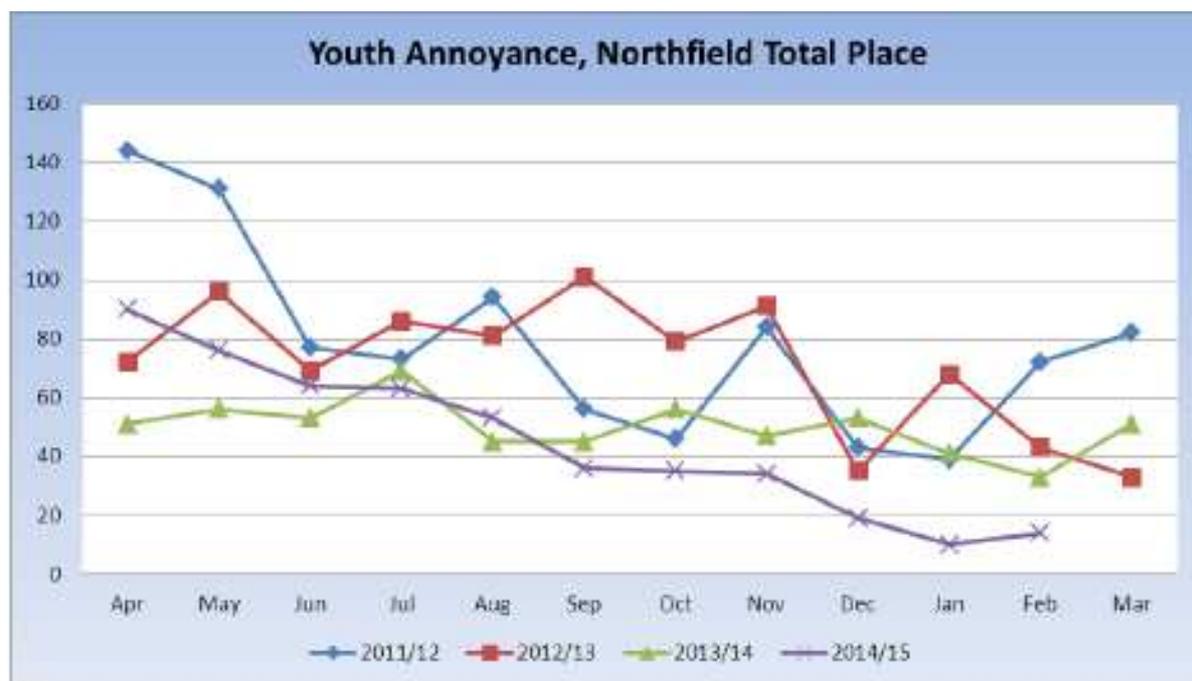
The following key metrics have been identified to monitor progress:

School Attendance

School attendance is measured via absence rates from school. Target is to reduce absence levels.



Youth Annoyance

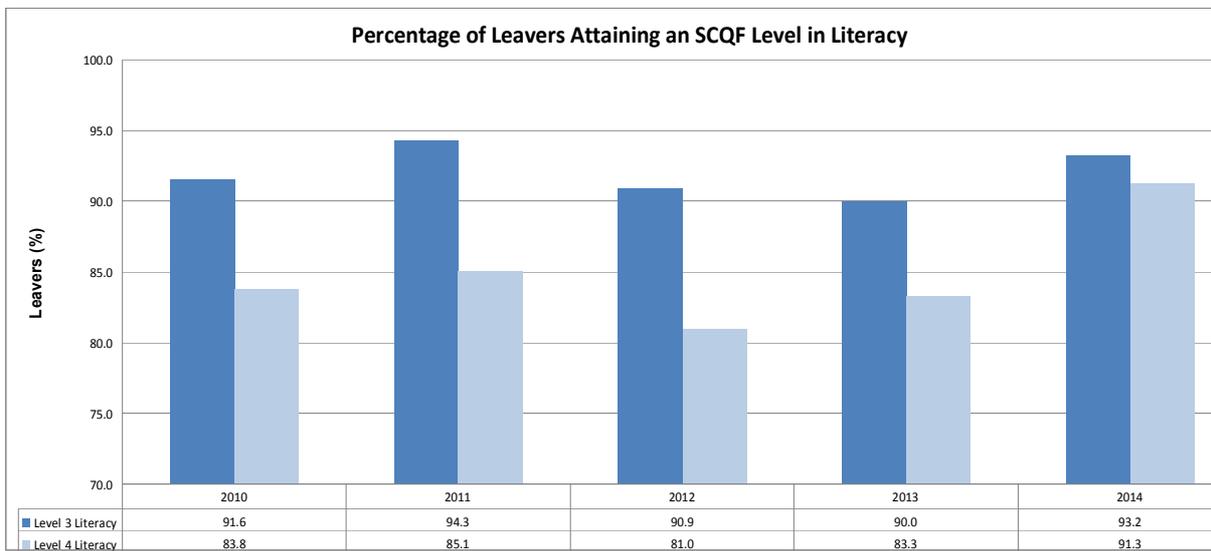
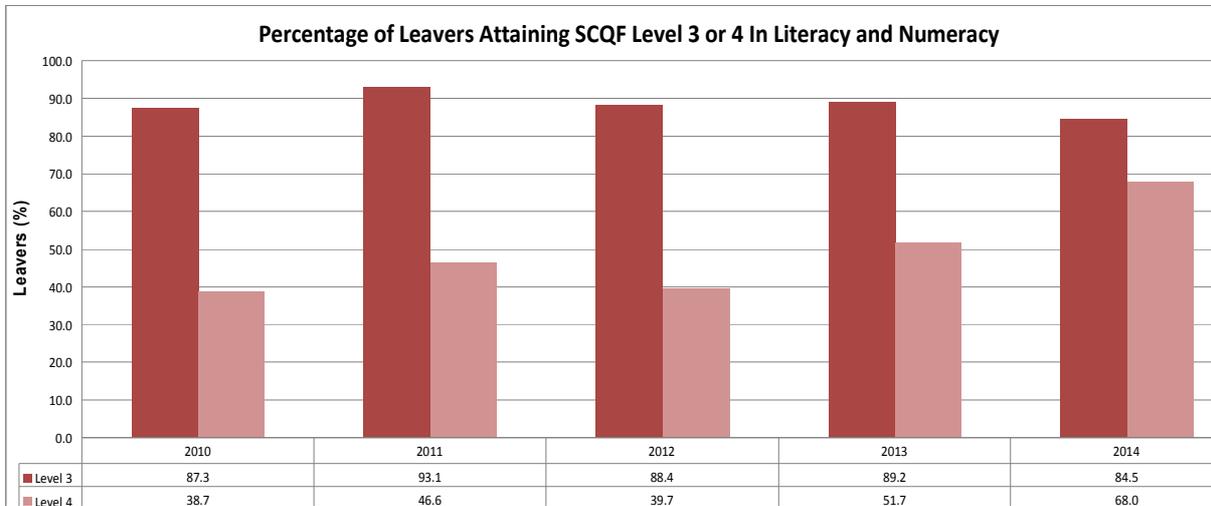


The above graph shows youth annoyance levels over the last four years. While generally youth annoyance levels appear to be on the decrease, there can be “small” specific issues which statistically impact on the figures.

Literacy Levels at exit from school

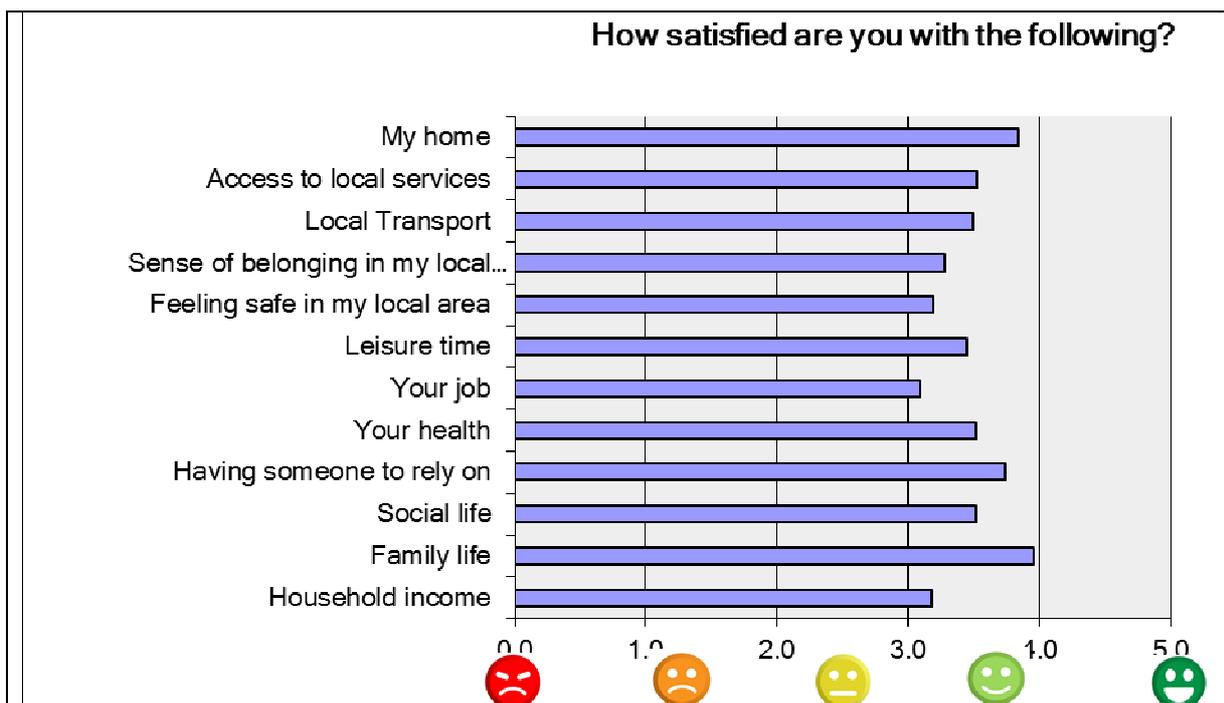
Literacy and numeracy levels from school leavers is monitored as below for

Northfield Academy. It is recognised that not all young people within Northfield attend Northfield Academy and work will be undertaken to seek to ensure a fuller picture for all young people in the area.



Wellbeing levels

During the Northfield Total Place Engagement exercise, subjective wellbeing levels against 12 satisfaction indicators were measured. The same exercise can be re-done over time to ascertain whether wellbeing perception is increasing or decreasing. The table below represents the baseline as of February 2015.



2.3 Stakeholder Engagement

Through engagement with a range of over 20 partner stakeholders the following issues and gaps have been identified as local issues from a stakeholder perspective:

- Community Engagement
- Data Sharing
- Whole family approach
- Access to Buildings
- Parenting teens
- Attachment issues
- Lack of awareness of what is on offer
- Need for positive role models (to assist with raising aspiration)

2.4 Programme of Initiatives

A range of initiatives have been, and continue to be developed by partners within the area to contribute to the agreed outcomes (Improved attainment, achievement, attachment, aspiration and health and wellbeing) and respond to the issues identified by partners (section 2.3). These include:

Community Sports Hub Barnardos Northern Star
 Northfield Community Capacity Building
 Re-opening of Cummings Park Community Centre
 Review of impact of Family Learning Interventions on Roots of Empathy
 New Community Hub Middlefield/Henry Rae
 Circle of Security Parent Support YMCA Plus One Mentoring
 Attainment Big Count Priority Families

2.5 Community Engagement

In order to better understand what is important to the residents of the greater Northfield area, a comprehensive survey was undertaken during week commencing 23 February 2015.

Process

The survey approach aimed to connect with residents in the area in an “easy” and “natural” manner, and involved a range of partners interacting with residents in a range of spaces and places that people naturally attend and congregate.

The partners who helped deliver the survey included:

- Local community activists
- Healthy Hoose
- Lord Provost Henry Rae Community Centre
- Middlefield Community Project
- Sport Aberdeen (Northfield Pool)
- Pathways
- Cummings Park Community Flat
- Northfield Academy and 7 feeder primary schools
- Streetwork team
- Local Capacity Building Officer
- Housing Officers
- Community Wardens
- Northfield Churches
- Northfield and Mastrick GP Surgeries
- Northfield and Mastrick Libraries, and home Library service

There were a range of different approaches used by the partners to gather views, including: paper based questionnaires; online survey; and collected in person via a survey application on iPads (which were provided to partners for the week long survey duration.) The survey was promoted through a variety of communication channels including: word of mouth, Facebook, local community radio, local press,

The engagement is taking place at a number of locations, largely as part of pre-planned community events including community centre open days and school family events.

The partners who were involved in undertaking the engagement are also participating in feeding back to the local community.

It is hoped that as a result of these engagement sessions, as well as having the opportunity to feed back on the developing plans, local residents will identify key issues that they would like to get involved with and/or lead (identified from the initial engagement exercise). Some of these tests of change include:

- Light up Northfield (improving street lighting)
- Dog waste bin initiative (where provision is poor)
- Litter bin initiative (where provision is poor)
- Parenting children and teens
- Community cafe
- Environmental clean-up days
- Speed reduction

2.6 Supporting Communities: Scottish Community Development Centre

Discussions have been underway with the Scottish Community Development Centre (SCDC) as part of the Phase 2 of Supporting Communities package of support for community organisations. Through this initiative SCDC will work in six selected development sites across Scotland, exploring how local community capacity building support can best be developed to support community organisation. The support will create opportunities for local community organisations to receive developmental support which is relevant to them, over and above any support they may currently receive.

As a result of these discussions, SCDC have advised that the Scottish Government has now agreed that Northfield Total Place will be identified as one of the Supporting Communities Phase 2 sites.

The key elements of this support (with a common focus/ purpose around the Northfield Total Place system) will include:

- Direct community capacity building support to 5 – 6 community groups in the Northfield Total Place geographical area.
- Collective support/ learning for the participating groups.
- Bringing local agencies together with the participating groups (and others) to explore options around sustained support for community groups.

The support takes cognisance of the fact that within Northfield Total Place, there are a range of community organisations, some managing community buildings, others managing community projects and others being representative organisations. The organisations are at different stages of development, but all face similar challenges:

- Capacity to manage their own organisations
- Capacity for activists – particularly community leaders – in continuing to manage their own projects while being involved in wider initiatives
- A need to look out with their own organisational concerns
- A need to explore the type of support they require
- A need to explore what they can contribute to Northfield Total Place

Part of the driver for Northfield Total Place is to ensure that community organisations are more sustainable in the future and to build community anchor organisations that can broaden their reach support the development of other community initiatives. This is especially relevant in relation to the Middlefield Community Hub initiative.

2.7 Middlefield Community Hub

Work is ongoing to develop the Middlefield Community Hub. In 2014 an application was submitted to the Scottish Government Regeneration Fund for £1.63million of capital funding. Since that time, communications have been ongoing with two local community organisations: Middlefield Community Project and Henry Rae Management Committee to support the development of the new community hub.

The plans for the new development are progressing and it is anticipated that planning consent will be sought over the summer, and the tender process will commence late Summer/ early Autumn, with a view to the building being completed by Autumn 2016 and operational by December 2016/ January 2017.

During the various conversations with key local stakeholders, it has become apparent that accommodation will be required locally for the Healthy Hoose. As a result of conversations with colleagues in NHS and the new Health and Social Care Partnership, arrangements are being made for additional space to be provided in the new Community Hub to house clinical and health services for the local area.

It is intended that the health use of the building will be flexible, including a shared reception area, and local residents attending the clinics waiting in the public areas of the building adjacent to the redeveloped café facility.

It is anticipated that overall operational responsibility for the building (which will be owned by the Council), will sit with Middlefield Community Project, operating as a community anchor organisation, in partnership with Henry Rae Management Committee, NHS, Health and Social Care Partnership and other community stakeholders.

As a result of the positive communications with NHS and Health and Social Care Partnership colleagues, discussions are now underway about the possibility of further integrated approach in relation the development of the proposed Tillydrone Community Hub.

2.8 Other developments

Re-opening of Cummings Park Community Centre

Plans are well underway for the re-opening of Cummings Park Community Centre. The newly opened centre will provide a range of community run activities to meet the local needs including activity groups, youth activities etc.

The centre will also be used as a base for the local Community Wardens.

The programme has been, and will continue to be developed through a participatory community approach.

Parenting Teens

Eleven families have been identified by Guidance Staff in Northfield Academy and are currently on the final week of an 8 week pilot parenting programme. The programme will be evaluated following the conclusion of the pilot. Parents and young people are participating in parallel training with anticipated outcomes being improved family relationships and improved educational attainment.

Project Fit

Project Fit was introduced through the Northfield Youth Action Group and is now coordinated on a partnership basis and involves free sports sessions on Tuesdays in Northfield and £1 swimming sessions in the Northfield pool on Fridays. When it was initially introduced in 2013 over a 12 week pilot period there was a 90% reduction in Anti-Social Behaviour in the Byron area specifically, and the ongoing work has kept this down. Each session has had 30+ young people attending.

RGU Street Sport

Organised through the Northfield Youth Action Group, and complementing the Project Fit initiative, RGU Street Sport sessions have been introduced on Thursdays (at the Northfield community centre) over the past couple of years and latterly on a Friday (at Manor Park Primary), both are free, a key to provision in the area and are achieving positive numbers - a recent evening saw 48 youths attend the Thursday session.

Northfield Parent Support Project

This pilot parent support programme is nearing the end of its first month of a twelve month programme. Families are referred by primary and secondary schools, and support is delivered as an outreach programme by St Machar Parent Support Project. Currently, 12 families are being supported with a variety of very complex issues.

2.6 What next?

Northfield Total Place is an ongoing journey. The start of the journey has been challenging, and like all new initiatives it has taken time and energy to initiate and establish. The journey is now clearly on its way, and the ongoing challenge will be to

sustain and increase the momentum.

Following the survey, a seminar took place at Northfield Academy, which allowed key local stakeholders and citizens who had expressed an interest in getting involved to hear from Lord Andrew Mawson, on the approach he has taken in Bromley By Bow, to support local people to develop their leadership and be empowered to make changes locally.

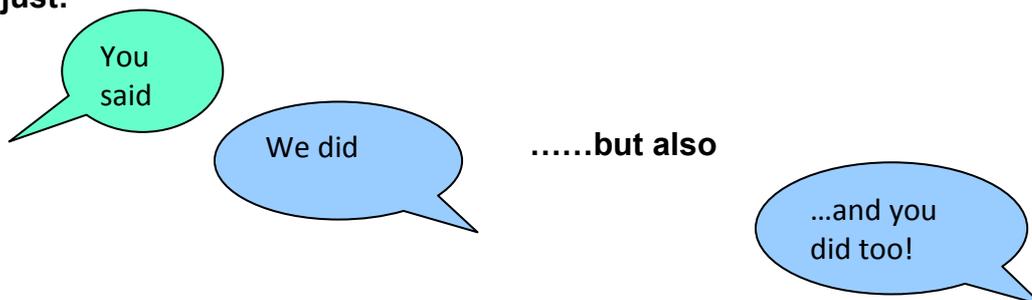
The Total Place Board will now oversee the development of a road map of short and long term actions that can be put in place to support community led regeneration and deliver against the Total Place agreed outcomes and metrics.

Given the positive reaction to the community engagement, to sustain interest, commitment, engagement and enthusiasm, a “Little and often” approach to ongoing communication will be taken – using the communication channels identified through survey: word of mouth; through specific community members; Facebook, local community magazines.

Future community events will also be used to consider and develop further a range of potential opportunities such as:

- Area approach to community budgeting
- Community leadership and governance
- How we can collectively learn from Community Engagement
- How to maintain and increase level of commitment and engagement
- Further development and delivery of small tests of change
- Challenge and change culture of undesirable behaviours
- Localised leadership and empowered management

Not just:



3: Recommendations for Action

It is recommended that the Community Planning Aberdeen Board:

- a) note and endorse the progress made to date on Northfield Total Place

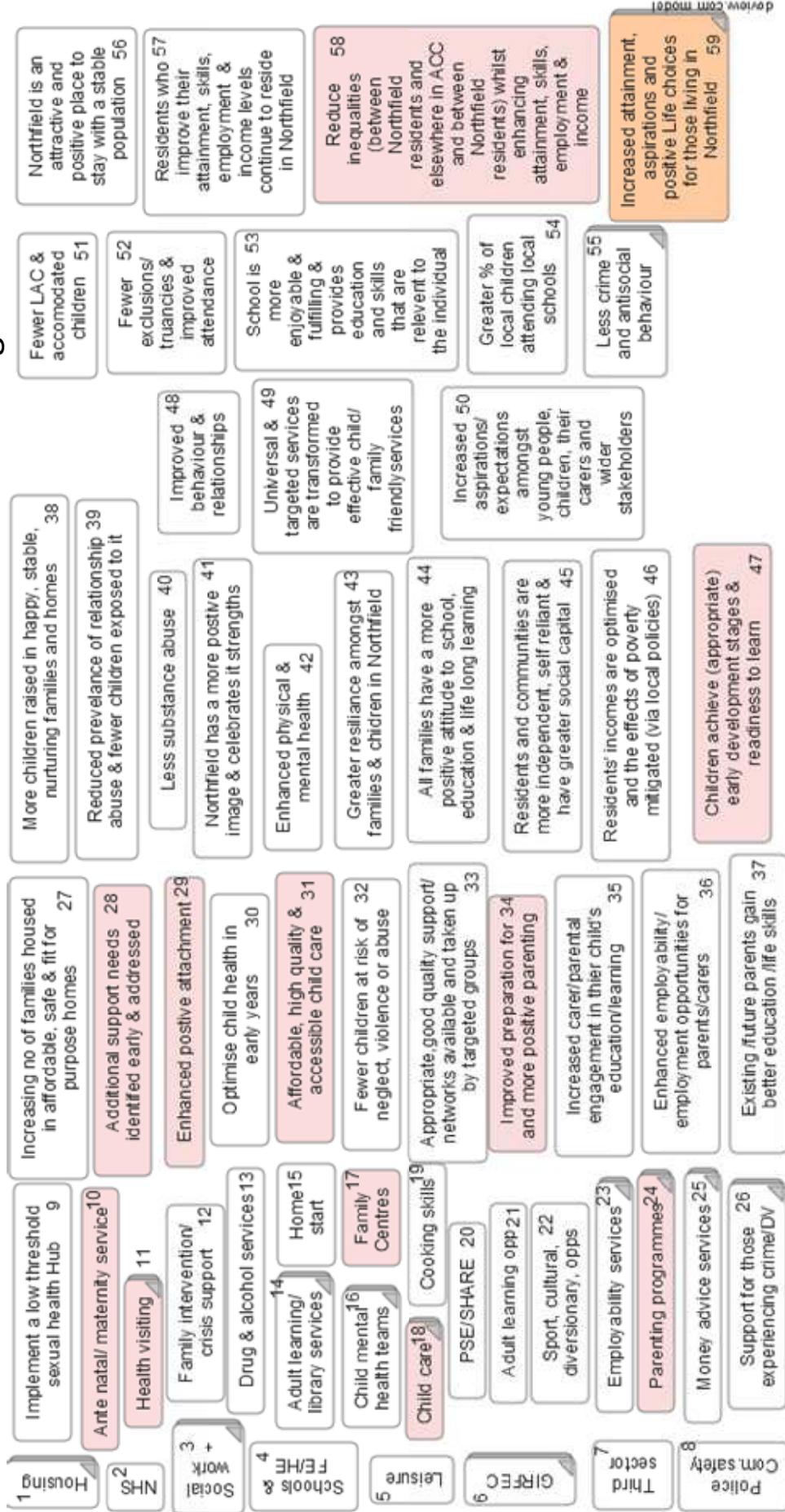
4:	Opportunities and Risks
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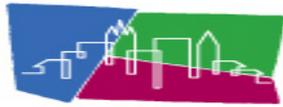
Work is on-going to identify areas for continuous improvement and this is central to the delivery of Northfield Total Place.

A Risk Register will be developed for the Programme, which will identify the presenting risks and also the planned management of these. Key risks include: ongoing engagement with key stakeholders; continuing resource for co-ordinator role.

Figure 3: Northfield Total Place Pilot - Increasing attainment

Services/activities Short-term outcomes Interim outcomes Long-term outcomes





Progress Report	
Lead Officer	Susan Webb, Interim Director of Public Health
Report Author	Chris Littlejohn, Head of Health Improvement
Date of Report	6 th July 2015
Governance Group	

1:	Purpose of the Report
<p>To share with the Community Planning Board the NHS Grampian Supporting self-care and self-management in Grampian framework and to update on the Social Prescribing Pilot.</p>	

2:	Summary of Key Information
<ul style="list-style-type: none"> • The terms supportive self-care and self-management have been utilised interchangeably to describe a range of interventions from handing out leaflets, tele-monitoring, intensive telephone coaching to structured education. However definitions consistently utilise the same themes; ‘a portfolio of techniques and tools to help patients choose healthy behaviours’ and a ‘patient-care giver relationship that is collaborative in nature’ (de Silva 2011). While self-management is in its infancy the evidence base is growing and reviews show that some approaches are significantly more effective than others. Efforts should be focused on those methods with strongest evidence. • There is evidence that self-management can improve people’s quality of life, clinical outcomes and health service use. Supported self-care aims to support a different pattern of contact with the health service that leads to fewer crises and inpatient admissions (Health Foundation 2011). • The Grampian Framework for Supported Self-care and Self –Management defines each of the evidence-based approaches, sets out existing resources and highlights local case studies. Most examples are the result of staff motivation to work in partnership with their patients, and have not been backed by any systematic allocation of resources to support this activity. • The challenge is to explore the best ways to systematically support self-management and to help service users, clinicians and managers make this a reality. Two key strands of work are underway. A programme of self -care projects will be funded through the Integration Fund and discussions are underway to ensure evaluation of these programmes and wide dissemination of learning, In addition, certain case studies are being scaled up. One example is Making Every Opportunity Count – interaction with patients at ARI regarding healthy living signposting and or support. Another 	

example is the Social Prescribing Pilot for people with mild to moderate mental health problems undertaken with 3 GP practices in Aberdeen during 2014. The pilot strengthened the links between health professionals and services and support in the community to address psychosocial issues. This approach is recognised within the Aberdeen City Mental Health Strategy. The second strand of work is about investigating the barriers that may stop health care providers from offering and supporting self-management.

- The Framework was developed through discussion with staff from a range of partners.
- The opportunity exists to explore the further development of the Self-Care and Self Management Framework on a partnership basis.

3: Recommendations for Action

- The CPA is asked to note the NHS Grampian Self Care and Self Management Framework.
- Consider how the Self-care and Self Management agenda could be further developed on a partnership basis.

4: Opportunities and Risks

A partnership approach could accelerate the rate of implementation of the Self-Care and Self-Management agenda delivering the potential benefits as set out in the evidence.

Supporting self-care and self-management in Grampian

A framework to assist staff in designing, implementing and evaluating self-care and self-management support, resources, and service pathways for patients and clients

Contact nhsg.selfcare@nhs.net

Contents

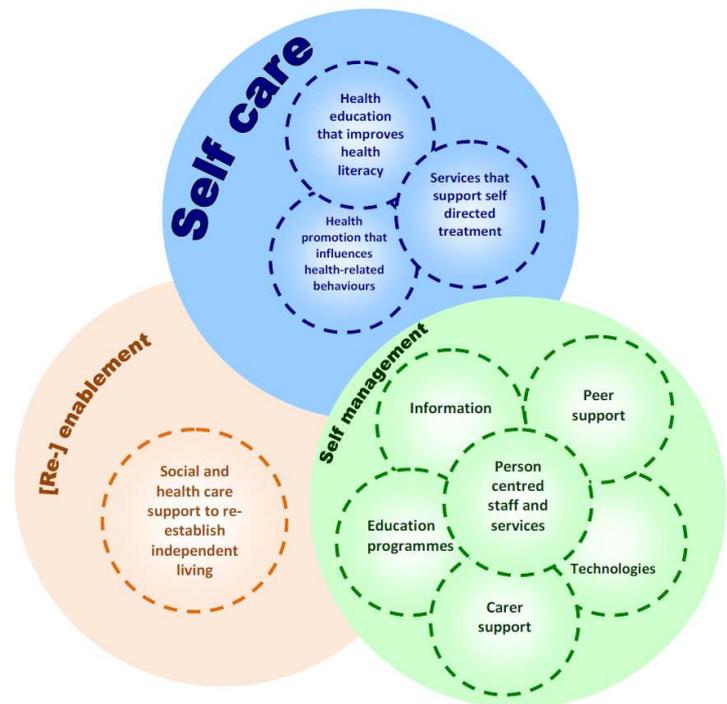
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Acknowledgement: NHS Grampian would like to express its gratitude to NHS Greater Glasgow and Clyde, for permission to use their self-care and self-management assessment framework

Introduction

Why support people to self-care for their health, or to self-manage their long term health conditions? There are both short and long answers to this question. The long answer involves discussion, indeed debate, about the nature of society and the individual, of government and public services, of civic society and the private sector, of economics and welfare systems, and the interactions between them. The short answer is that it is the right thing to do, given that health, wellbeing and quality of life can be improved this way, and given the direction of travel in relation to changes in the delivery of health and social care.^{1,2,3} ▼

Supported self care is often used to refer to broad, everyday actions to maintain health and wellbeing.^{2,4} ▼ Supported self care is facilitated by health improvement interventions that bolster health-related behavioural choices; by health education activities that increase health literacy; and by service developments that support self directed treatment of minor ailments.



Supported self management is often used to refer to the actions of those living with long term health conditions.^{2,5,6} ▼ Supported self management is facilitated by everyday clinical interactions that aim to support people’s independence and autonomy; and by specific community based services and resources that have the potential to benefit people’s health.⁵

Enablement (or “reablement” or “re-enablement”) is often used to refer to the time-limited provision of social care, aimed at working towards restoring independent living.

These independent but overlapping concepts are shown in figure 1.

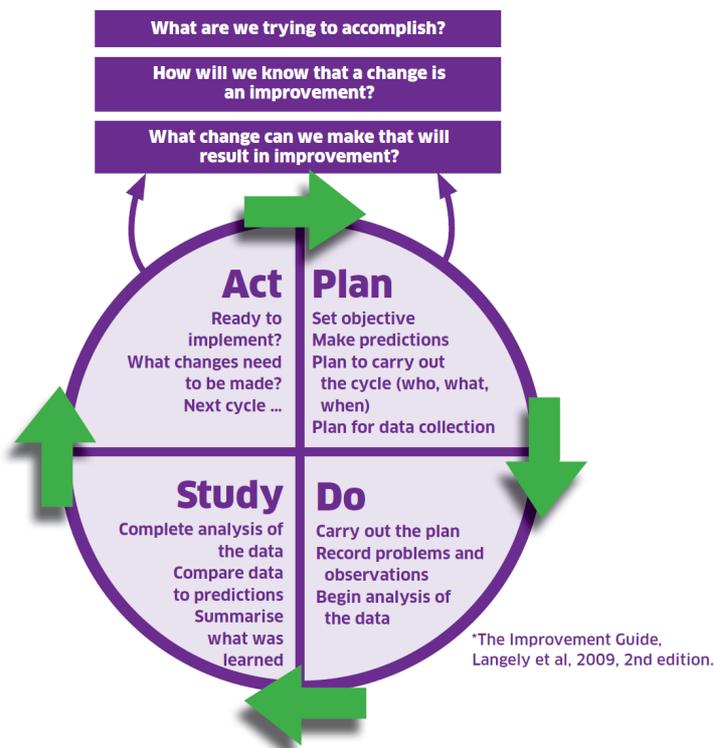
There are well-rehearsed arguments that the ability to self-care and self-manage is empowering and increases self-determination and informed choice, through increased involvement in, and transparency of, decision making in

care settings, and an increased ability to successfully access, and negotiate, health and social care systems and services.^{7,8,9} ▼

The *framework to support self-care and self-management in Grampian* is intended to help staff consider how to progress this agenda in their own areas of work. The framework identifies a number of components, some borrowed from a framework developed by NHS Greater Glasgow and Clyde in 2011, and identified by a literature search undertaken by the University of Aberdeen.¹⁰

The *framework to support self-care and self-management in Grampian* is not intended to replace existing change methodologies, but to complement these. Nor is it prescriptive in which change methodology should be used, but is intended to be compatible with whichever existing change framework staff prefer.

As an example only, the Plan-Do-Study-Act cycle from the Scottish Government's **3-step improvement framework**¹¹ ▼ is shown below.



Plan

- Define the target population
- Establish the evidence-base
 - Search medline, embase, cinahl, and other databases
 - Search for the population AND self-care or self-management (as appropriate) OR for the potential components identified in this framework
 - Record the search strategy (databases, search terms used, hits, selected references)
- Identify the components to be developed
- Plan a pilot

Do

- Undertake the pilot
- Gather process and outcome data

Study

- Analyse and interpret the gathered data
- Review the pilot

Act

- Refine the process / embed in routine practice / arrange ongoing audit / consider how to extend

The potential component parts of a self-care or self-management intervention are detailed in the following pages. These are subsequently summarised in a checklist, and consideration is given to evaluation.

The components

Health promotion

Health promotion topics include:

- Employment
- Income
- Education
- Housing
- Smoking
- Alcohol
- Diet and food
- Physical activity
- Breastfeeding
- Sexual health
- Relationships
- Mental wellbeing

Activities can include direct provision of information, advice, assessment feedback, behavioural planning, and integrating referral pathways to supporting services and organisations (e.g. smoking cessation) into routine ways of working.

Existing resources

- **Health-behaviour change** approaches, techniques and interventions are available to facilitate health promotion activities with patients and clients. [Training](#) in such ways of working is available online.
- NHS Grampian [Health Points](#)
- NHS Grampian [Health Information Resources](#)
- NHS [Health Scotland](#)

Case study

[Work](#) is an important factor in health: poor health can prevent people from working, and being unable to work can have a negative effect on people's health and wellbeing. Many people turn to their healthcare providers as a key source of work-related information and advice. To support staff in providing this, employment-and-health related information was collated into a convenient format ([z-cards](#)), so that healthcare staff could provide this to patients to complement discussions on this topic.

The components

Health education

Health literacy has been defined as, “the wide range of skills and competencies that people develop to seek out, comprehend, evaluate, and use health information and concepts to make informed choices, reduce health risks and increase quality of life”¹² ▼

People differ in their

- knowledge and understanding of health
- knowledge and expectations of healthcare and social care services
- ability to understand verbal and written information
- ability to use computer technology and/or access the internet
- ability to differentiate between conflicting health messages and advice

A variety of methods to communicate may be required to ensure everyone is able to benefit.

Existing resources

- NHS Grampian [Equality and Diversity](#)
- Publications on the impact of low literacy and interactions with health professionals^{12,13} ▼

Case study

NHSG Heart Failure nurse specialists have developed a symptom-based traffic light checklist for patients. The checklist prompts a list of everyday self-care activities to be carried out, and then helps patients identify whether their symptoms are well controlled (green), requiring attention in primary care (amber), or requiring attention as an emergency (red). This checklist has helped patients clarify the need for healthcare contact both to themselves and their carers, and to the healthcare staff they interact with.

The components

Supporting self-directed care

Self-directed care means helping people identify when and how to seek help, and from who. It helps people avoid being passed from one service to another, from one professional to another, in order for them to be in the right place, with the right service/professional, at the right time.

Existing resources

- **Know Who To Turn To** www.know-who-to-turn-to.com/
- **Community pharmacies**
- **NHS Grampian** [Health Points](#)
- **NHS inform** www.nhsinform.co.uk
- **No Delays** <http://nodelays.co.uk/about>

Case study

Know who to turn to provides online and written information and guidance to the public on which service is best suited to which health need. Evaluation evidence suggested that demand for A&E services declined during a period of heavy marketing.

The components

Patient or client information

Information may be provided in hard copy (e.g. written leaflet, DVD) or via the internet (e.g. weblink). Materials may be produced by statutory, charitable, or private organisations. They may be nationally or locally distributed. Some materials are produced by local services for use by their patient or client group.

Questions to consider regarding provided materials include whether:

- the content is relevant, up-to-date and reliable
- the content is accessible, and/or comes in a variety of formats to meet differing abilities and needs

Existing resources

- Patient groups and organisations
- Charitable organisations
- NHS Grampian [Corporate Communications](#)
- NHS Grampian [Health Information Resources](#)
- **NHS inform** www.nhsinform.co.uk
- **No Delays** <http://nodelays.co.uk/about>

Case study

No Delays is an internet-based platform that allows General Practitioners to provide patients with multimedia health information and advice, contained in audiovisual films provided by hospital Consultants, and expert patients. GPs are able to tailor the content to each individual patient, and send this electronically to them by email. Patients are able to play (and replay) the content, and share it with family and carers. As a result patients are educated about their condition, and empowered prior to meeting with hospital specialists.

The components

Patient education/self-management programmes

A variety of patient education and self-management programmes have been researched and evaluated. Such programmes can be either condition-specific or generic, can be delivered individually or to groups, and can be provided by statutory or charitable and voluntary organisations.

Generic programmes

Generic self-management education programmes can improve energy, fatigue and self-rated health for up to six months, and symptom management, aerobic exercise, and psychological health for up to a year, for a range of long term health conditions (including arthritis, multiple sclerosis, low back pain, stroke, diabetes)¹⁴ ▼ (although adults with arthritis may benefit even more from disease-specific programmes^{5,15} ▼). Lay-led self-management education programmes (for adults with arthritis, diabetes, hypertension, chronic pain) improve self-rated health, self-efficacy, and frequency of exercise, despite no clinically significant reduction in pain, disability, fatigue or depression and no change to healthcare use.¹⁶ ▼ For children and young people with asthma, individual or group self management interventions can improve health outcomes and psychosocial wellbeing.¹⁷ ▼

Condition-specific programmes

- for COPD, self management education (as differentiated from pulmonary rehabilitation) can reduce the risk of subsequent hospitalisation, particularly for patients at higher risk of exacerbation. For every ten patients at high risk of exacerbation who receive self-management education, one hospital admission can be avoided in a year.¹⁸ ▼
- for type 2 diabetes, self management programmes can reduce glycated haemoglobin (HbA1c) by 0.4% to 1.4%^{5,19,20} ▼ (compared to reductions of around 1.1% for metformin²¹ ▼ and 0.8% for α -Glucosidase Inhibitors²² ▼), for up to two years,²⁰ though there may be a need for booster sessions to maintain differences after three years.²³ ▼ It has been calculated that for every five patients receiving a group education programme one would be able to reduce their diabetic medication.²⁰
- for diabetic kidney disease, educational programmes improve knowledge and health-related behaviours.²⁴ ▼
- for hypertension, self management programmes can reduce blood pressure by 5mmHg (systolic) and 4.3mmHg (diastolic),⁵ compared to reductions of 9.1mmHg and 5mmHg respectively for any single class of antihypertensive drug,²⁵ ▼ important given that a reduction of 5mmHg

10

The components

(diastolic) reduces the risk of stroke by an estimated 34% and ischaemic heart disease by 21% from any pre-treatment level.²⁵

Existing resources

- [Gaun Yersel!](#) Scottish Government Strategy
- **Databases** of community and voluntary organisations (CVO) www.aliss.org and www.grampiancaredata.gov.uk
- [My condition, my life](#)
- **NHS Education for Scotland** [self-management](#)
- [My diabetes, my way](#)
- [No Delays](#)

Case studies

[Dose Adjustment for Normal Eating](#) is a group-based patient education programme for people with type 1 diabetes. Alongside evidence from randomised controlled trials showing that the programme improves glycaemic control and quality of life, economic evaluation shows that the cost of the programme is recouped through the prevention of future diabetic complications.

[Healthy helpings](#) is an 8-week, group-based course, provided by NHS Grampian, aimed at supporting adults wanting to lose weight.

The components

Technology

Technologies that support self-care and self-management include telehealth and telemonitoring. Such technologies can involve modern telecommunication methods, social media, and electronic devices. For example, computer or internet or mobile phone interventions can improve health outcomes and psychosocial wellbeing in children and young people with long term conditions,¹⁷ can increase symptom control for adults with long term conditions,²⁶ ▼ can increase self efficacy and health promoting behaviours,^{27,28} ▼ and in diabetes can reduce HbA1c by up to 0.5%.²⁹ ▼ Telemonitoring and structured telephone support can reduce hospitalisation and deaths amongst those with COPD.³⁰ ▼

Case study

[No Delays](#) is an internet-based platform that allows General Practitioners to provide patients with multimedia health information and advice, contained in audiovisual films provided by hospital Consultants, and expert patients. GPs are able to tailor the content to each individual patient, and send this electronically to them by email. Patients are able to play (and replay) the content, and share it with family and carers. As a result patients are educated about their condition, and empowered prior to meeting with hospital specialists.

The components

Caring for carers

Carers require information, education and support. Given their vital role as part of the care team in many settings, the provision of evidence-based interventions can be warranted, both on its own merits and also as a contribution to the cared for person's health and wellbeing. For example, for carers of people with dementia, a structured intervention can improve mental wellbeing and quality of life.³¹ ▼

Existing resources

- **Databases** of community and voluntary organisations (CVO) www.aliss.org and www.grampiancaredata.gov.uk
- **[VSA Carers Services \(Aberdeen City\)](#)**

Case study

'Moving and handling' for carers

Healthcare staff help patients to move and mobilise every day, and receive training to help them do so safely. Traditionally seen as a healthcare task, informal carers would not be routinely involved, even though they may need to do so at home. A healthcare system that found a way to pass on the knowledge and skills involved in safe move and handling would potentially benefit everyone.

A development post funded by the Carers' Information Strategy means that NHS Grampian's moving and handling training programme now includes consideration of how staff can share elements of what they have learned with carers, in healthcare settings as care is being provided (where the healthcare worker has judged it safe and appropriate to do so, and the patient and carer has actively consented to being involved). Instead of the default position being a request for carers to step aside, it becomes everyday practice to ask patients and carers what their preferences for involvement are, and to support and facilitate this safely.

The initiative is supported by the provision of written information for carers (in z-card format, and booklet and DVD), and moving and handling practical workshops for carers. Completion of a short risk questionnaire will help determine which of these most suits the carer and cared for person's needs.

The components

Building community resilience

Activities, services and resources which bring people together, strengthen local networks, and increase peoples' access to local, informal support, advice and assistance, inherently build community resilience.

Activities might include

- Peer support groups
- Buddying schemes
- Patient/client involvement fora
- Community development, participation, and engagement
- Supporting and developing health assets in local communities

Existing resources

- **Databases** of community and voluntary organisations (CVO) www.aliss.org and www.grampiancaredata.gov.uk
- **Glasgow Centre for Population Health (GCPH)**

Case study

A coalition of statutory and community & voluntary organisations are working together to develop and strengthen *health assets* for older adults in Banff and Macduff. Led by a community development project worker, the aim is to build the towns' inherent strengths and resources into everyday systems and processes of working, rather than thinking only about the problems that people have and how professionals might fix these. The project does not deny that people have problems, and it is important that public services work with communities to identify people's needs, and then collaborate effectively to meet them. But a sole focus on *only* problems, on needs, on what is 'wrong with' communities, can be harmful, as negative perceptions are encouraged and reinforced. There is a pressing need to recognise and include the strengths and resources that communities already have (an 'asset-based' approach). **Both** approaches ('needs based' and 'assets based') are required to build and maintain strong, resilient communities. Needs-based ways of working are well developed in Grampian, asset-based ways of working are less so. The project will help local stakeholders to find ways to:

- (a) map the local assets that contribute towards health and resilience
- (b) strengthen these assets and increase people's access to them
- (c) include these assets during the design and delivery of local services

Checklist

1. Define the target population	
2. Search the literature for evidence for self-care/self-management interventions for the target population	
3. Develop a "theory of change" (see Evaluation below)	
4. Identify the components of the self-care/self-management project	
Does the project:	
<input type="checkbox"/>	involve health promotion topics
<input type="checkbox"/>	Employment
<input type="checkbox"/>	Income
<input type="checkbox"/>	Education
<input type="checkbox"/>	Housing
<input type="checkbox"/>	Smoking
<input type="checkbox"/>	Alcohol
<input type="checkbox"/>	Diet and food
<input type="checkbox"/>	Physical activity
<input type="checkbox"/>	Breastfeeding
<input type="checkbox"/>	Sexual health
<input type="checkbox"/>	Mental wellbeing
<input type="checkbox"/>	require different methods of communication to meet different levels of health literacy
<input type="checkbox"/>	support people with self-directed care
<input type="checkbox"/>	involve the provision of information resources
<input type="checkbox"/>	Leaflets or booklets
<input type="checkbox"/>	Audio-visual
<input type="checkbox"/>	Internet
<input type="checkbox"/>	Other
<input type="checkbox"/>	involve the provision of technology
<input type="checkbox"/>	Communication devices
<input type="checkbox"/>	Monitoring devices
<input type="checkbox"/>	Other
<input type="checkbox"/>	involve an education programme
<input type="checkbox"/>	Group-based or individual
<input type="checkbox"/>	Condition-specific or generic
<input type="checkbox"/>	In-house provision or referral/partnership
<input type="checkbox"/>	include a focus on carers
<input type="checkbox"/>	build community resilience
<input type="checkbox"/>	Peer-support groups
<input type="checkbox"/>	Buddying
<input type="checkbox"/>	Community development, participation, or engagement
<input type="checkbox"/>	Strengthening or developing health assets
5. Consider partner organisations who may assist with the project's aims	

Evaluation

Process evaluation

Process evaluation focuses on implementation of the project, and seeks information on whether the planned actions are carried out as intended, and to understand barriers where these exist.

One important aspect of this is equity of access. In relation to self-care and self-management, it is important to recognise the real potential for worsening health inequalities be recognised,³² ▽ "...as the 'have nots' struggle with low literacy, the resulting inability to self educate, and lack of access to educational materials and teachers matched to their learning needs".⁷ Differences in implementation across a population can lead to differences in outcomes.

Outcome evaluation

Outcome evaluation focuses on the effects of the project, usually in relation to measurable improvements in recipients' health and wellbeing. Supported self care and self management have multiple positive effects, psychologically and socially as well as clinically. A validated list of potential outcomes has been developed,³³ ▽ and while empirical studies tend to focus on clinical outcomes, such wider potential benefits should not be forgotten:

1. healthful behaviours
2. positive and active engagement with life
3. emotional distress
4. self-monitoring and insight
5. positive attitude, sense of control, and empowerment
6. symptom relief skills
7. feelings of social isolation, sense of support
8. communication, decision making, and relationships with health professionals

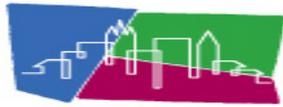
Existing resources

- Published [guidance](#)
- [Health Scotland](#)
- [Evaluation Support Scotland](#)

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Progress Report	Community Planning Partnership Budget Report 14/15
Lead Officer	Donald Urquhart
Report Author	Joanne Larsen
Date of Report	June 1 st 2015
Governance Group	Community Planning Board

1:	Purpose of the Report
<p>The purpose of this report is to update the Management Board on the 2014/15 budget performance of Community Planning Partnership initiatives. Community Planning Aberdeen continues to support The Civic Forum, The Community Planning Website and The Aberdeen City Voice.</p> <p>The report also includes Community Planning grant funded initiatives including ESOL (English Speakers of Other Languages) and Electric Chargers and upcoming funding in line with the Community Justice Transition.</p>	

2:	Summary of Key Information																					
<p>The Community Planning Partnership Contributions of £73,600 are based on income and are as follows:</p>																						
<table border="1"> <thead> <tr> <th>Partner</th> <th></th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Aberdeen City Council</td> <td>49.5%</td> <td>36432</td> </tr> <tr> <td>NHS Grampian</td> <td>24.5%</td> <td>18032</td> </tr> <tr> <td>Scottish Fire and Rescue Service</td> <td>12%</td> <td>8832</td> </tr> <tr> <td>Police Scotland</td> <td>12%</td> <td>8832</td> </tr> <tr> <td>NESTRANS</td> <td>2%</td> <td>1472</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>73,600</td> </tr> </tbody> </table>		Partner		£	Aberdeen City Council	49.5%	36432	NHS Grampian	24.5%	18032	Scottish Fire and Rescue Service	12%	8832	Police Scotland	12%	8832	NESTRANS	2%	1472	TOTAL		73,600
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TOTAL		73,600																				
<p>CIVIC FORUM</p> <p>The aim of the 14/15 budget provision of £23,600 was to provide:</p> <ul style="list-style-type: none"> • Training for members of the Forum (e.g. updated induction pack, IT awareness, media skills) by ACVO • Establishment of clear communication lines between the Civic Forum, Community Planning Aberdeen, CPA Board, Thematic and other Groups so that consultations and other information can be cascaded to all stakeholders. • Development of a new website, separate from the CPA website, as main channel of communication between the Forum and the public. This would 																						

include more relevant and better quality information and an on line chat forum, blogs and short reports from representatives on the Thematic Groups and other relevant groups.

- Enhanced levels of representation e.g. more Communities of Interest.

The breakdown of the budget provision is as follows;

- Salary and oncosts of the Civic Forum Development Officer £15,400
- Direct administration costs £2,500
- Share of ACVO's admin & management overheads £2,500
- Proportion of other staff time within ACVO supporting the Civic Forum £3,200

Budget Spend	£
Staff salaries, National Insurance, employers on costs (includes Development Officer and proportion of ACVO , CEO and other staff)	14400 (£1200 per month)
Proportion of lease of office accommodation payable to the landlord, including telephone, computer, cleaning etc.	4800 (£400 per month)
Provision of refreshments at meetings	550
Out-of-pocket expenses incurred by Forum members	153
Training Events	2000
TOTAL	19903

COMMUNITY PLANNING WEBSITE

The aim of the £15,000 provision was to enable the Communications Unit within ACVO to provide maintenance and support including:

- Maintain all webpages on the Community Aberdeen website
- Provide telephone/email support to Community Planning Aberdeen website users
- Undertake regular website content review and update
- Liaise with the software support company on any technical issues/developments on the website

Service Scope;

- 10 hours a week maintenance support
- Staffed telephone support
- Monitored email support
- Regular web design and content update, to previously specified service standards
- Remote assistance using Remote Desktop and Virtual Private Network as required for high priority issues
- server maintenance and regular health checks to ensure no disruption to service or loss of data

In addition the budget covered an element of development work including:

- Mapping out how the Third Sector is involved in the various Thematic and other Groups.
- Provision of E- bulletins and briefings, via the Community Planning website

The breakdown of the budget provision is as follows;
 Proportion of Communications staff salary & staff oncosts £12,000
 Direct admin costs £1,000
 Share of ACVO's admin & management costs to support the
 Communications Unit £2,000
 TOTAL £ 15,000

Budget Spend	£
Maintain all webpages on the Community Planning Aberdeen website – staff costs	15000
TOTAL	15000

ABERDEEN CITY VOICE

The aim of the £35,000 14/15 Budget provision was to:

- provide and develop the City Voice as a consultation tool to be used by Community Planning Partnership members:

Budget Spend	£
City Voice Co-ordinator x2 days per week	13,000
Data Analysis	14,400
Postage	500
Printing (questionnaires, newsletters and publicity)	3,000
Software	500
Publicity	200
Training	300
TOTAL	31,900

GRANT FUNDED

ESOL (English for Speakers of Other Languages)

The aim of the £51402 grant was to support the increased requirements to deliver ESOL provision across Aberdeen. A full activities report will be submitted to the CPP in Sept. 2015 as specific programmes cover Academic Year.

The provision to date includes:

- A pilot to deliver SQA ESOL at Access 2 in the Torry and St Machar areas of Aberdeen City.
- Work place learning opportunities where there are high numbers of migrant workers on low incomes.
- Additional resources from Department of Work and Pensions to deliver ESOL provision to Job Seekers.
- Increase in community based activities in areas such as St Machar, Torry

and Northfield.

- Delivery of full time ESOL College Courses including coursing linking into employability programme

Activity	£
Support for Aberdeen	16500
Community Based ESOL	34902
TOTAL	51402

The Management Group questioned the calculation used to determine the award given the needs requirement of Aberdeen City and an action has been raised for this to be investigated.

Electric Vehicle Chargers

The aim of the £44,000 grant was to deliver an increase in Electric charger units across the city

Activity	£
Electric Charger Units	14000
Installation of the Electric Charger Units	14000
Scottish and Southern Energy New Supplies	10000
Lining, signing and costs associated with procurement	6000
TOTAL	44,000

Fairer Aberdeen Fund

The Fund is allocated annually and is managed and dispersed by the Fairer Aberdeen Board, a sub-group of the Community Planning Partnership, which is made up of community representatives from the city's regeneration areas, the Civic Forum, Aberdeen City Council, NHS Grampian, Police Scotland and ACVO (Aberdeen Council of Voluntary Organisations).

The Fairer Aberdeen Board aims to respond to locally identified issues such as unemployment, providing financial inclusion services, improving health and wellbeing, increasing skills and creativity, and enabling more sustainable, stronger and safer communities.

Activity	£
Maximising Income	423,373.00
Getting People Into Work	261,582.00
Improving Health and Wellbeing	316,927.00
Building Stronger, Safer Communities	283,413.00
Increasing Skills and Creativity	236,208.00
Total payments to Projects	1,521,503.00

Community Support Fund (Includes community rep expenses, training, communications and engagement)	17,816.59
Staffing costs (Fairer Aberdeen Programme Coordinator and Development Officer)	81,693.60
Running costs (Includes Board meetings, hospitality, training, travel)	2,858.15
Total	1,623,871.34
Budget	1,625,000.00

Welfare Reform Programme

The Welfare Reform Budget was funded through the DWP Flexible Support Fund grant of £56,684.80 and was designed to specifically support a response for people affected by the upcoming changes in the Welfare system.

Activity	£
½ of Welfare Reform Programme Manager Salary for 1 Year	26,231.04
Welfare Matters Flyers and Posters	133.10
Office Tel/Rent Welfare reform Hub and Tillydrone Housing	1623.79
Feeding Aberdeen Conference	3500.00
Aberdeen Foyer laptops and accessories, St Fitticks Lounge, Stationary for Hubs	7054.35
TOTAL	38,542.28

ANTICIPATED FUNDING

Community Justice Transition

Scottish Government ring fenced funding of £50,000 has been approved to financially assist facilitating the transition to the new model for community justice in Scotland.

The aim of the funding is to:

- encourage core partners to co-operate with each other on planning for and delivering improved outcomes for community justice, delivering lasting change
- actively involve the Third Sector, Community Based Organisations, communities and service users, including offenders and victims, in the planning and delivery of community justice
- secure the partners' contribution of community justice funds, information, staff and other resources as is required to meet the outcomes noted in their local plan to deliver community justice outcomes;

	£
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Activity	
Support the transition to CPP	50000
TOTAL	50000

Additional Community Planning budget end of year reports on the Early Years Change Fund, Fairer Aberdeen Fund, Flexible Support Fund and Northfield Total Place Project will be reported at the next CPAMG on July 13th 2015

A new programme of quarterly budget analysis has been approved by the Management Group with the first being at the October 5th 2015 meeting.

These reports should allow:

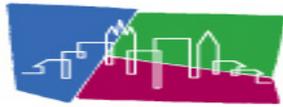
- earlier identification of any under/over spend
- an opportunity to identify whether funds may be need reallocated
- transparent recording of outcomes from spend

3: Recommendations for Action

- Note the budgets and current positions outlined in this report
- Approve the new budget update reporting to the Community Planning Partnership and consider the frequency of budget reporting to the Board
- Approve the Management Group decision to utilise the under spend from all CP budgets to support the Participatory Budgeting initiative.
- Note that a proposal for utilisation of the Community Justice Transition Fund will be presented to the Management Group at an upcoming meeting.

4: Opportunities and risks

Review of the 14/15 budget provision gives the Partnership the opportunity to determine whether with increasing austerity measures value for money has been achieved. There is a risk that without regular review and testing against market forces resources outcomes may not be achieved and opportunities to make the best use of funds lost.



Progress Report	Participatory Budgeting Update
Lead Officer	Donald Urquhart
Report Author	Joanne Larsen
Date of Report	06 July 2015
Governance Group	Community Planning Board

1:	Purpose of the Report
<p>This report is presented as an update to the Community Planning Partnership Board on the progression of Participatory Budgeting Small Grants Model within the CPP, a method of including local communities in the decision making process of how some public budget should be allocated.</p>	

2:	Summary of Key Information
<p>It is anticipated that the Community Planning Partnership will use the Participatory Budgeting methodology as a financial model to be followed in future years. The approach recognises the importance of all of the Partners roles when allocating resources and finances and allows for effective delivery of both Partnership Working and aspects of the Community Empowerment Bill.</p> <p>Aberdeen City Community Planning Partnership was successful in obtaining a 10 day support package through a Scottish Government Initiative. 15 other Scottish Local Authorities are also currently signed up to PB training.</p> <p>A Participatory Budgeting day was held on April 29th and attended by representatives from ACC, NHS Public Health, Police Scotland, ACVO and Scottish Enterprise. The attendees were briefed on the positive aspects of Participatory Budgeting and then looked at what a “blue sky PB event” would look like here in Aberdeen City including :</p> <ul style="list-style-type: none"> • Identifying stakeholders/ steering group • recognising challenges – engagement, time, budget • discussing pilot options - funded areas such as Northfield vs fringe areas which do not get direct attention • clarifying the objective of a PB event - empowerment, involvement <p>There is the opportunity to hold a 2nd half day event for both Community Planning Board members and Elected Members who were unable to attend the original event as part of our support package.</p> <p>There was also a discussion held around the financial commitment from the Partnership required to support this type of financial method. The option to utilise</p>	

existing Community Planning funds such as the Fairer Aberdeen Fund should be considered and as per the minutes from the December 3rd 2014 Board Meeting, it was identified that we had already contacted Community Planning Board members requesting information on their potential financial commitment to this model.

At the June 2nd 2015 meeting of the Community Planning Management Group, it was approved by the Group that any underspend from existing Community Planning Budgets be redirected into a Participatory Budgeting pot dependent on the approval of the Board. (Details of this are in the Budget Report also submitted to July 2nd Board meeting).

With the recent announcement that Aberdeen City councillors have agreed to distribute more than half a million pounds to community projects across Aberdeen from the underspend on the 2014/15 budget we have started to investigate whether we may be able to access some of this funding. The Finance, Policy and Resources Committee has allocated £100,000 towards youth work and under-12s clubs across the city's regeneration areas.

Once we are able to identify financial commitments across the partners then Community Planning can progress to identifying the scale and location of the event or events. Planning a Participatory Budgeting Event where each involved individual will have the opportunity to vote on how funds are spent in their community.

3: Recommendations for Action

It is asked that the Board

- Discuss the requirement for a 2nd half day introductory to Participatory Budgeting event for both Board members, Elected members and others they feel may benefit
- Approve the Creation of a new Steering/Planning Group reflective of the guidance provided through the PB training event. This group should represent key stakeholders to manage the process eg Civic Forum, SFRS, Police Scotland, Local Businesses, Religious Bodies, Universities, Schools, Housing Associations
- Endorse the decision to re-allocate Community Planning Budget underspend from 2014/15 into a Participatory Budgeting pots to allocate to projects and to cover process costs – event, publicity etc. (also in the Budget Paper)
- Commit to identifying potential resource/financial contributions across the individual organisations

4: Opportunities and Risks

Participatory Budgeting aligns with supporting representative democracy and the localism agenda, The Community Empowerment Bill, and the Commission for Strengthening Democracy (Effective Democracy – reconnecting with communities)

OPPORTUNITIES

1. bringing diverse people together and supporting community cohesion
2. helping to improve people's understanding of the complexities of public budget setting and deciding between competing priorities
3. inspiring local people and elected councillors and council officials to work together in new ways
4. empowering people, making them more interested in their local community and services, and more likely to take part in other aspects of civic life
5. Ensuring that local services are better tailored to local circumstances, which can lead to improved resident satisfaction with them as a result.
6. Bring in local support through schools, Third Sector agencies, libraries etc.
7. Help communities understand managed risk and ensure outcome based decision making is understood.
8. Build resilience in Communities by giving them the opportunity to learn to self-manage and self-fund
9. This also links to the current underlying principle Pride of the City within the SOA

Although there are risks associated with any change in budget management it has already been show that most those associated with public involvement can be shielded against by carefully planning the processes Participatory budgeting is a flexible approach and there is no reason why it could not be successfully introduced provided we carefully consider and address risks in the planning stage.

The link below will re-direct you to a video of Participatory Budgeting in Action – (10:58s long)

http://youtu.be/-juzaw-FG_Q

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Economic Outcomes Programme

Maximising the Economic Impact of the Public Sector

Summary of Economic Outcome Programme (EOP) Key Messages

- Economic Outcomes are central to achieving a wide range of other outcomes.

- Improving economic outcomes is a key element of the prevention agenda and will play a major role in managing down long-term demand for a wide range of public services.

- Councils and CPPs control and influence a range of levers that impact on Economic Outcomes. This includes their role as:-
 - major employers,
 - procurers of goods and services,
 - asset owners;
 - deliverers of a wide range of services and policies that impact on the local economy

- The EOP will work with Councils and CPPs to consider their current 'economic footprint' and identify potential areas for further enhancing their economic impact.

Background

The EOP was originally established in 2012 with funding from Scottish Government and the Improvement Service. The initial two year phase of the work concluded and a review report ([Download the Report](#)) summarised its operation and achievements. A key conclusion from the review was that there was an opportunity to significantly ramp-up the impact of the programme by engaging more directly with Council Corporate Management Teams and CPP Boards.

The Economic Potential of the Public Sector

The context for the EOP includes the significant economic potential of the public sector. All 32 SOAs highlight improving economic outcomes as a key priority. Economic outcomes are also seen as a route to addressing a wider range of social and other outcomes. For example, evidence highlights strong correlations between low income / unemployment and outcomes such as health, educational attainment and criminal victimisation. In particular, assisting disadvantaged individuals into employment can provide a sustainable solution that will help reduce long-term demand for a wide range of public services. In this respect, improving economic outcomes is critical to the prevention agenda, in helping achieve an affordable level of public sector spend and in driving improved outcomes for the people of Scotland.

In terms of economic levers available, the public sector in Scotland is *the* major employer in every CPP area. The public sector also spends c.£12bn annually in procuring goods and services. In addition, the public sector is responsible for a wide range of key services – planning, licensing, roads & infrastructure, education, etc. The manner in which these services are designed and delivered can have a profound impact on either accelerating or diminishing the economic potential of an area. Ensuring a joined-up, corporate approach, which has a clear focus on economic priorities, will help position economic development as a key corporate function and facilitate improved economic outcomes. Likewise, as the lead partner for local economic development, Local Authorities have an opportunity to demonstrate significant leadership in this issue across the public sector.

Whilst no single organisation can control the overall economy, public sector partners can directly influence a wide range of economic levers and, in so doing, maximise their collective positive impact on the economy.

EOP2 Focus and approach

The second phase of the EOP work will engage Council Corporate Management Teams and CPP Boards on the issue of maximising economic impact.

The approach to EOP2 has secured endorsement and funding from key public sector partners. This includes resource contributions from the Scottish Government, Improvement Service and SOLACE Scotland (*via a direct funding contribution which has been agreed to by all 32 Local Authorities*).

The Programme will be overseen by an Advisory Board, which is chaired by SOLACE and includes senior representatives from local authorities, SLAED, SE, HIE, SDS, FSB and academia.

Rather than a traditionally narrow definition of economic development, the EOP is concerned with the public sector acting corporately to exploit the full range of levers that can impact on economic outcomes

The methodology of EOP2 will include undertaking a detailed impact assessment of the current '*economic footprint*' of the Council / Partnership. The rigour of the methodology will be subject to external validation. From the 'footprint' analysis, a report will be produced for each area summarising current economic impact and setting out a range of ways that the impact could potentially be enhanced.

The footprint analysis will be followed by facilitated workshop discussions with the leadership teams from each Council / Partnership. The prime focus of these sessions will be to identify opportunities for further enhancing economic impact.

Analysis of the potential to further enhance economic outcomes will be tailored to each area. Examples of the kinds of opportunities that may be likely to feature in the footprint reports and subsequent facilitated sessions include:-

- Better utilising the employer role of the public sector to significantly increase positive training, work placement and employment opportunities for disadvantaged citizens;
- Ensuring optimal use is made of the economic potential of procurement via the way that contracts are structured, through more pro-active usage of Community Benefit Clauses, etc;
- Improving the joining-up and co-ordination of business-facing public services;
- Streamlining the operation and focus of economic partnerships;
- Exploiting fully the economic opportunities arising from the forecast growth of the care sector by helping create opportunities for private and social economy enterprises; local employment opportunities, etc;
- Maximising the use of reserves, borrowing powers and other financial instruments to drive improved economic outcomes;
- 'Economy proofing' major decisions of public sector partners;
- etc.

The output of the CMT / CPP Board discussions will include production of succinct improvement / action plans, setting out key actions, timescales and responsibilities. This will be designed to complement existing economic plans, primarily by focusing on what more the public sector partners themselves can do.

Further bespoke follow-up sessions and development support may also be appropriate, depending on what precisely emerges from the analysis and discussions in each area.

The EOP will also act as a conduit for exchanging good practice and examples of creative initiatives that are impacting positively on the economy.

In overall terms, the EOP will provide a range of practical support, assistance and challenge to Councils and CPPs in achieving the objective of maximising the economic impact of the public sector.

During the course of the Programme, the EOP will also seek to develop a number of workstreams on developing thinking on specific economic opportunities that are likely to be of interest to all Local Authorities. For example, this is likely to include a workstream on maximising the economic opportunities inherent within the growth of the care sector.

EOP2 Funding

Funding of the Programme has been secured, including contributions made by all 32 Councils and the Scottish Government. This has enabled recruitment of EOP staff. A specialist contractor has been appointed following competitive tender, who will support technical elements concerning the 'economic footprint' and related areas.

EOP2 Deliverables

In return for an investment of £4,600, each Council / CPP will receive:-

- A report outlining current 'economic footprint' and key areas where there may be potential to increase impact;
- Facilitated sessions with Council CMT / CPP Board to consider the issues raised in the 'footprint report';
- An Implementation / Action Plan for taking forward agreed recommendations on increasing economic impact; and
- Access to complementary EOP workstreams (*For example, this is likely to include e.g. bespoke work on Care sector growth opportunities*)

Sessions on the role of Elected Members in maximising economic outcomes will also be offered as part of the wider IS Elected Member Development Programme

Monitoring and Evaluation of EOP2

A monitoring and evaluation framework will be developed which will seek to capture the key inputs, activities, outputs and impact of the Programme. This will include follow-up with supported Councils / CPPs in order to assess progress in implementing economic improvement plans and capturing benefits realisation.

The overall impact of the EOP2 will ultimately be measured in relation to improved economic impact of the public sector in Scotland, particularly with reference to net additional employment.

EOP2 Implementation

All 32 Councils have agreed to participate in the EOP and the Programme will be delivered over a period of two years.

The EOP Team will work with a local lead officer nominated by each Council and a small “reference group” of key local staff to support the process. This should be a senior officer who will act as the local liaison point for the EOP work and who will be capable of ensuring appropriate access to data and senior colleagues. The aim will be to keep the time commitment of local staff to the minimum required to access the data and other information required to produce the Economic Footprint report.

The EOP methodology will include undertaking an assessment of the current ‘economic footprint’ of the Council and will work with local colleagues to identify potential ways to further enhance economic impact. The footprint analysis will incorporate analysis relating to:-

- Payroll / employment data;
- Procurement data; and
- Assets data

The degree of detail possible within the footprint analysis will be contingent on accessing data from the Council. A separate schedule outlining the precise data/format required will be communicated via the local lead officer in each Council. The bespoke ‘economic footprint’ report for each Council area will only present data in an aggregated / anonymised way and appropriate data sharing protocols will be agreed with each Council. Following publication of each local economic footprint report, a session will be undertaken with the Council’s Corporate Management Team to consider identified improvement areas. Thereafter, a session with the CPP will be offered.

In terms of the data analysis, the intention is that all Councils will supply the requested data as soon as possible to allow that element of desk-based work to commence (*i.e. regardless of when the more detailed scheduling of local discussions takes place*).

The initial tranche of local engagement work will also now commence and Councils have been invited to indicate any preference they may have concerning scheduling of the local engagement work over the two year period. Work with the initial tranche of Councils will help to develop and refine the overall approach and methodology.

In terms of the local engagement work, it is intended that the initial tranche will cover a mix of Council areas reflecting the following criteria:-

- A geographic spread of local authorities (incorporating a mix of urban / rural / mixed areas);
- Local Authorities of varying population sizes; and
- A mix of differing types of economic challenge (*This will partly draw upon data from the SLAED indicators report*)

Key to participation in the initial tranche of work will be that Councils will require to be in a position to quickly provide the administrative data required as part of the economic footprint analysis.

Further information

For further information on the Economic Outcomes Programme please contact:-

andrew.noble@improvementservice.org.uk

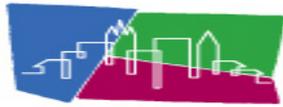
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<http://www.improvementservice.org.uk/economic-development.html>

Improvement Service

April 2015



Progress Report	City Centre Masterplan and Delivery Programme
Lead Officer	Angela Scott
Report Author	Louise MacSween
Date of Report	6 July 2015
Governance Group	Aberdeen City Council

1:	Purpose of the Report
<p>This report is being presented to Community Planning Aberdeen (CPA) to inform the board of the Council decision on the City Centre Masterplan and Delivery Programme. It is also intended to inform the board on what the next steps will be.</p> <p>With Aberdeen City Council (ACC) approving the masterplan, there are many benefits for Aberdeen as a city and for those who live, work and visit in Aberdeen. The masterplan gives strategic direction for Aberdeen city centre to continue to develop as a remarkable 21st century destination.</p>	

2:	Summary of Key Information
<p>At its meeting of 18th December 2013 the Council had before it a report by the Chief Executive following the first meeting of the City Centre Regeneration Board (OCE/13/042). Council agreed that up to £750,000 towards the costs of a proposed masterplan for the city centre be underwritten from the financing set aside for the City Centre Infrastructure Fund established in relation to the delivery of the Strategic Infrastructure Plan.</p> <p>At its meeting of 25th June 2014 the Council considered a report by the Director of Enterprise, Planning and Infrastructure which outlined the procurement process undertaken in relation to selecting a company to prepare the CCMDP (EPI/14/168). The Council approved the award of the contract to the successful tenderer – BDP supported by a consortium of multi-disciplinary consultants.</p> <p>The objectives of the Masterplan and Delivery Programme were detailed as being to:</p> <ul style="list-style-type: none"> ○ create a bold vision with respect to the continued development of Aberdeen as a vibrant, attractive, prosperous, sustainable and smart 21st century energy city of international repute; and ○ produce an innovative, ambitious, and distinctive design proposal for the heart of Aberdeen that will act as a key transformational agent for the city, which 	

integrates with the broader framework for the centre, embeds the principles of sustainability and which has sufficient flexibility to provide long-term relevance.

The Aberdeen City Centre Masterplan and Delivery Programme have now been completed by BDP and their team.

The project has been worked through in four stages; inception and baseline; design development of options, draft masterplan and draft delivery programme; design refinement and final reports.

Throughout the project, the consultancy team held three rounds of consultation with stakeholders and the public; an initial discussion in September 2014 on people's priorities and aspirations; masterplan vision, objectives, projects and spatial strategy in November 2014 and the draft masterplan in March/April 2015. Taking into consideration the feedback received through the consultations, BDP have now prepared the final masterplan and delivery programme along with a number of supporting documents all of which are now presented to the Council.

The Masterplan is structured around a vision for the city centre; a purpose for the CCMDP; four themes; eight objectives and eight areas of intervention.

Vision: Aberdeen: a city centre for a global city

Purpose: Energising the city centre to deliver prosperity and better quality of life for all

Themes: More than Energy (economy)
Light of the North (environment)
Connected City (infrastructure)
City for People (community)

Objectives: changing perceptions
growing the city centre employment base
a metropolitan outlook
a living city for everyone
made in Aberdeen
revealing waterfronts
technology advanced and environmentally responsible
culturally distinctive

Intervention: Denburn Valley
Heart of the City
Queen's Square
Union Street West
Station Gateway
Castlegate/Castlehill
North Dee
South Dee

The masterplan and delivery programme aligns with both the adopted Aberdeen

City and Shire Strategic Development Plan and the proposed Aberdeen Local Development Plan and will influence other strategies, for example those relating to transport. In this regard, the Aberdeen City Centre Sustainable Urban Mobility Plan will be incorporated into the updating of the Local Transport Strategy.

The implementation of the Masterplan and its Delivery Programme will require leadership and ownership within the Council. A report will be brought to the Council at its meeting on 19th August 2015 on the establishment of an in-house officer team to undertake this work.

To be truly successful, the masterplan cannot simply lie with the Council. The centrality of its ambition for Aberdeen should be recognised and supported by all relevant stakeholders and partners. A further report will be brought to the Council at its meeting on 19th August 2015 on the governance arrangements for the establishment of an Aberdeen City Centre Masterplan Reference Group bringing together citizen, public sector, business, academic and funder representatives.

It is envisaged that the proposed Group would play a key role both in continuing the open engagement and discussion which featured during the development of the masterplan and delivery programme and in monitoring and reporting on its delivery.

The masterplan sets out a long-term vision for the development of Aberdeen's city centre which will be delivered over a number of years. A programme of enabling works and activities will be devised and delivered over the coming 18 to 24 months as a tangible signal that the city centre is changing. A report will be brought to the Finance, Policy and Resources Committee on 15th September 2015 with a proposed programme.

3: Recommendations for Action

CPA is asked to note the content of the masterplan and delivery programme and note the Council's decision from 24 June 2015.

4: Opportunities and Risks

At the Council meeting on 18th December 2013 it was agreed that up to £750,000 for the development of the CCMDP be allocated from the financing set aside for the City Centre Infrastructure Fund. BDP costed the nine month project for the development of the CCMDP at £572,070. A contribution of £190,690 towards the costs of the work has begun to be received in instalments from Scottish Enterprise. BDP and their consortium of multi-disciplinary consultants have completed their work within the budget allocated to them following the approval of their appointment at the Council's meeting on 25th June 2014.

The Non-Housing Capital Programme includes a sum of £19,250,000 in 2016/2017 for City Centre Regeneration. A report will be brought to the Finance, Policy and

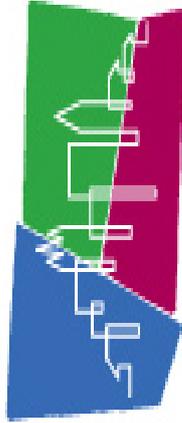
Resources Committee of 15th September 2015 with a proposed programme of enabling works and activities to be undertaken in support of the masterplan.

More generally, the adoption of the City Centre Masterplan will inform a review of the Council's financial strategies in relation to the capital plan, the Common Good and asset acquisition and disposal. Reports will be brought to Committee as required.

Any request to Committee to proceed with an individual project or activity derived from the masterplan will be underpinned by financial due diligence having been undertaken on the proposal.

The risks inherent in not addressing the regeneration of the city centre are set out in ACC's Strategic Infrastructure Plan. In view of the fact that the regeneration of the city centre is widely supported, there is a reputational risk to the Council if no improvements are made.

Each individual project or activity proposed for the Council to undertake in relation to the masterplan will be subject to risk assessment.



Community Planning Aberdeen

COMMUNITY PLANNING ABERDEEN BOARD BUSINESS STATEMENT

The following table tracks items which the Community Planning Aberdeen Board has requested be actioned, and the progress being made with these - overdue items are shaded in grey.

<u>No.</u>	<u>Minute Reference</u>	<u>Item</u>	<u>Decision/ Update</u>	<u>Date Report Due</u>	<u>Lead Partner</u>
1.	10/12/13	Total Place	At its meeting on 10/12/13, the Board agreed to receive regular reports on the status of the Total Place pilots. A report is on the agenda.	16/3/15	Total Place Manager
2.	2/7/14 Item 6	Communication and Engagement Group Action Plan 2014-2015	The Board agreed: (a) with regards item 10 (Monitoring and Evaluation) of the Action Plan, to note that the key measures for community engagement (item 10.1) and the community engagement standards (item 10.2) would be submitted to a future meeting of the Board for consideration; (b) with regards item 3 (Planning), to note that the Communication and Engagement Strategy for the Partnerships, which would set out the commitments and approach locally and meet the requirements of the	16/3/15	ACVO, Joyce Duncan

<u>No.</u>	<u>Minute Reference</u>	<u>Item</u>	<u>Decision/ Update</u>	<u>Date Report Due</u>	<u>Lead Partner</u>
			<p>Community Empowerment Bill, would be submitted to a future meeting of the Board for consideration; and</p> <p>(c) to agree that, in the first instance, that the Civic Forum be asked to demonstrate how they were, and if they were able to, represent service users, as well as communities on each of the Thematic and Multi-lateral Priority Groups.</p> <p>A report is on the agenda.</p>		
3.	1/10/14 item 3	<u>Protecting Vulnerable Adults</u>	<p>At its meeting on 16 March 2015, the Board agreed:</p> <p>(i) to develop closer links with the Adult Protection Committee with a particular focus on expanding lines of communication to cascade information and further develop capacity through training; and</p> <p>(ii) to recognise that the Adult Protection Committee is the most appropriate vehicle for managing adult protection activity in Aberdeen City and to request that the Board be updated on adult protection activity on an intermittent basis.</p>	12/10/15	Community Safety Partnership, Neil Carnegie Adult Services, Tom Cowan
4.	3/12/14 item 3	<u>UK Government's Counter Terrorism Strategy</u>	<p>The Board noted that at present in relation to counter terrorism there was a partner wide local resilience (react) group and a local contest (prevent) group, however this was not linked to the Community Planning structure and as such Angela Scott and Adrian Watson would report to a future meeting with proposals on how this area would link to the Partnership moving forward.</p>	TBC	Community Safety Partnership, Neil Carnegie

<u>No.</u>	<u>Minute Reference</u>	<u>Item</u>	<u>Decision/ Update</u>	<u>Date Report Due</u>	<u>Lead Partner</u>
			This item will be reported as part of the overall review of priorities and refresh of the SOA, which will be presented to the Partnership in due course.		
5.	3/12/14 item 3	<u>Community Justice Authorities</u>	The Board noted that the Management Group had considered a report on the future governance arrangements of Community Justice Authorities and that a report on this matter would be submitted to the Board at its next meeting for consideration. A report is on the agenda.	6/7/15	Aberdeen City Council, Adult Services - Tom Cowan, Housing and Communities and Donald Urquhart
6.	3/12/14 item 4	<u>Alcohol and Drugs Partnership Delivery Plan</u>	The Board noted that the Alcohol and Drugs Partnership Delivery Plan would be reported to its next meeting for consideration. The Delivery Plan will now be reported in Autumn 2015.	12/10/15	Alcohol and Drugs Partnership, Sandy Kelman
7.	3/12/14 item 4	<u>Partnership Winter Readiness</u>	The Board heard from Angela Scott who provided an overview of the rationale for the partnership winter readiness approach which provided the Partnership with the opportunity to take a more holistic approach and include areas of concern that might not have been tackled under winter readiness previously and therefore would assist in improving the wellbeing and resilience of the city. She also highlighted the findings of the British Red Cross Emergency Preparedness in Scotland 2014 survey. Partners were reminded to provide information to Joanne Larsen directly as soon as possible and noted that a report regarding this matter would be submitted to a future meeting.	12/10/15	Aberdeen City Council, Joanna Murray All Partners

<u>No.</u>	<u>Minute Reference</u>	<u>Item</u>	<u>Decision/ Update</u>	<u>Date Report Due</u>	<u>Lead Partner</u>
8.	3/12/14 item 5	<u>SOA and Priorities Refresh</u>	<p>The Board agreed:</p> <p>(a) to endorse the CPA Management Group's planned review of the Single Outcome Agreement priorities, actions and metrics and support the proposal that the timeline and process for completing this work should be agreed at the next CPA Management Group on 19 January 2015; and</p> <p>(b) given the tight timescales and the importance of commitment of all partners to the SOA, to agree that all partner organisations provide support to Donald Urquhart in taking forward the refresh of the SOA.</p> <p>At its meeting on 16 March 2015, the Board noted that (a) due to staff absences a full update would now be provided at its next meeting; and (b) the Management Group continued to revise the current SOA and that the proposed refreshed 2013/2014 SOA would be presented to the next meeting of the Board, along with a report on proposed changes to the structure and reporting arrangements for Thematic and Multi-lateral Priority Groups for consideration.</p> <p>An update report is on the agenda.</p>	16/3/15	Aberdeen City Council, Donald Urquhart All Partners
9.	3/12/14 item 7	<u>Participatory Budgets</u>	<p>The Board agreed:</p> <p>(a) to request Joanne Larsen to indicate the Partnership's interest in introducing a Small Grants Participatory Budget model to the Scottish Government and that it would welcome any support should this be pursued;</p> <p>(b) to request Joanne Larsen to contact all partners regarding participatory budgets and</p>	6/7/15	Aberdeen City Council, Joanne Larsen

<u>No.</u>	<u>Minute Reference</u>	<u>Item</u>	<u>Decision/ Update</u>	<u>Date Report Due</u>	<u>Lead Partner</u>
			<p>to ask for feedback from each regarding their potential financial commitment to this model; and</p> <p>(c) to request Joanne Larsen to submit a further report with greater detail on participatory budgets and proposals on how this could be implemented by the Partnership in line with existing grants.</p> <p>A report is on the agenda.</p>		
10.	16/3/15 item 4	<u>Community Empowerment Bill</u>	<p>The Board noted that a report would be submitted at its next meeting.</p> <p>A report is on the agenda.</p>	6/7/14	Aberdeen Council, Dave Kilgour
11.	16/3/15 item 7	<u>Scottish Parliament Audit Committee – 21 January 2015 – Community Planning – Turning Ambition into Action</u>	<p>The Board agreed, amongst other things,</p> <p>(i) to agree to receive reports on both the Total Place and the Family Project for consideration at future meetings;</p> <p>A report is on the agenda.</p> <p>(ii) to request Joanne Larsen and Richard Sweetnam to develop a performance management framework to measure partnership impact and Gross Value Added;</p> <p>(iii) that CPP Partners provide evidence to the Board of their attendance and contribution at community planning Thematic and Multi-lateral Priority Groups;</p> <p>Information included in the 2014/2015 SOA covering report and will thereafter be included in the CPA MG progress report.</p> <p>(iv) to request CPP Partners to (a) define their needs and outline their resource commitment to support community</p>	6/7/15 12/10/15	Aberdeen Council, Woodcock/N Carnegie Aberdeen Council, Sweetnam, Larsen All partners
					All partners

<u>No.</u>	<u>Minute Reference</u>	<u>Item</u>	<u>Decision/ Update</u>	<u>Date Due</u>	<u>Report</u>	<u>Lead Partner</u>
			planning to Donald Urquhart as soon as possible and (b) identify resource to support the development of the Senior Management Team to undertake the SOA 2016 refresh.			
12.	16/3/15 item 9	<u>Third Sector Interface Community Planning Improvement Service Programme</u>	The Board agreed to request that an action plan be submitted to the next Board meeting. A report is on the agenda.	6/7/15		ACVO, J Duncan
13.	16/3/15 item 10	<u>Social Prescribing</u>	to request an update on NHS Grampians' plans to develop social prescribing including relevant reports of good practice at its next meeting. A report is on the agenda.	6/7/15		NHS Grampian, S Webb
14.	16/3/15 item 12	<u>Smarter Places Review</u>	The Board agreed, amongst other things, (i) to request a presentation on the Aberdeen City Master plan and on-going and proposed regeneration projects at a future meeting; (ii) to request that Angela Scott clarify the proposed Queen Street design within the City Master plan particularly with regards to the Headquarters of Police Scotland; and (iii) to request that a further report detailing progress be submitted to a future meeting. A report is on the agenda.	06/07/15 12/10/15		Aberdeen City Council, A Win, D Urquhart Aberdeen City Council, A Win
15.	1/6/15 CPA MG item 3	<u>Priority Families</u>	The Management Group agreed to note the emerging service delivery model and to request Neil Carnegie to (a) ensure that all partner organisations had considered the proposal	12/10/15		Aberdeen City Council, J Quinn Aberdeen City Council, Carnegie

<u>No.</u>	<u>Minute Reference</u>	<u>Item</u>	<u>Decision/ Update</u>	<u>Date Report Due</u>	<u>Lead Partner</u>
			through their respective single systems, in particular the expectations on the organisations should the model be implemented; and (b) discuss the role of SDS and means of involvement in the proposed model, prior to the business case being presented to the CPA Board for consideration. A report is on the agenda.		
<u>ANNUAL REPORTS</u>					
1.		<u>Community Planning Aberdeen Management Group Progress Report</u>		12/10/15	Aberdeen City Council, Joanne Larsen
2.		<u>Partnership Budget</u>	A report is on the agenda.	6/7/15	Aberdeen City Council, Joanne Larsen

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Exempt information as described in paragraph(s) 6 of Schedule 7A of the Local Government (Scotland) Act 1973.

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