



# Community Planning Aberdeen Board

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Meeting on **FRIDAY, 18 MAY 2018 at 10.00 am**

\*\*Committee Room 2 - Town House, Aberdeen\*\*

## **B U S I N E S S**

### MINUTES

- 1.1 Minute of Previous Meeting of 25 April 2018 - for approval (Pages 3 - 12)

### LOCAL OUTCOME IMPROVEMENT PLAN/LOCALITY PLANNING

- 2.1 Community Planning Aberdeen Nominations Summary - to follow

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**COMMUNITY PLANNING ABERDEEN BOARD  
25 APRIL 2018**

Present:- Councillor Laing, Chair,  
Campbell Thomson, Vice Chair (Police Scotland),  
Councillors Duncan (Integration Joint Board Vice Chair), Flynn, Greig and Wheeler,  
Bruce Farquharson (Scottish Fire and Rescue Service),  
Susan Webb (Public Health, from item 8 onwards),  
Neil Rennick (Scottish Government) via conference call,  
Angela Scott (Aberdeen City Council (ACC), for item 10 onwards)), and  
Jonathan Smith (Civic Forum).

Also Present:- Gail Beattie (for item 14), Neil Carnegie, Michelle Cochlan, Elsie Manners, Matt Reid (for item 13) and Iain Robertson (all ACC), and Andrew Stewart (Health and Transport Action Plan).

Apologies:- Ken Milroy (North East College), Gordon MacDougall (Skills Development Scotland) and Derek McGowan (Chair of Sustainable City Outcome Improvement Group)

Also Absent Kenneth Simpson (ACVO), Malcolm Right (NHS), Tony Dawson (AAP).

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Topic	Discussion/Decision	Action By
1. Welcome	<p>The Chair opened the meeting and the Clerk announced that apologies that had been received from Ken Milroy, Gordon MacDougall and Derek McGowan for today's meeting.</p> <p><b><u>The Board resolved:-</u></b> to note the apologies.</p>	
2. Declarations of Interest	<p>The Chair asked if there were any declarations of interest for items on today's agenda.</p> <p>Cllr Flynn declared an interest in item 3.1 (Outcome Improvement Group Improvement Tracker – Q4) as he was a member of the COSLA Business Gateway Board and would remain in the meeting during consideration of this item.</p> <p><b><u>The Board resolved:-</u></b> to note the declaration of interest intimated by Cllr Flynn for item 3.1 on today's agenda.</p>	

Agenda Item 1.1

Topic	Discussion/Decision	Action By
3. Minute of Previous Meeting of 27 February 2018	<p>The Board had before it the minute of its previous meeting of 27 February 2018, for approval.</p> <p>With reference to item 7, the Chair noted that an update had been received from Neil Rennick via email on the development of the Scottish National Investment Bank and National Seed Fund and</p> <p>With reference to item 9, Neil Carnegie advised that discussions had taken place with Locality Managers to advise them of the Chair and Vice Chair's offer to attend Locality Partnership meetings as an alternative approach to support their continued delivery of improvement activity.</p> <p><b><u>The Board resolved:-</u></b></p> <p>(i) to approve the minute as a correct record; and</p> <p>(ii) to note the information provided.</p>	
4. Minute of the CPA Management Group of 26 March 2018	<p>The Board had before it the minute of the CPA Management Group meeting of 26 March 2018, for information.</p> <p><b><u>The Board resolved:-</u></b></p> <p>to note the minute.</p>	
5. CPA Board Forward Business Planner	<p>With reference to item 6 of the minute of its meeting of 27 February 2018, the Board had before it the forward business planner for the Community Planning Aberdeen Board.</p> <p>With reference to the North East College Regional Outcome Agreement on 4 July 2018, Cllr Greig asked about representation from the two Aberdeen universities on the CPA Board. Michelle Cochlan advised that the universities had received an invitation from the Chair to join the Partnership following the review of CPA structures in December 2016 (<a href="#">Report Item 3.2, CPA Board, 12.12.16 refers</a>). The Universities are not currently represented at CPA Board level but have representation on the Aberdeen Prospers Group, Digital City Group. It was agreed to revisit this matter with the universities.</p> <p><b><u>The Board resolved:-</u></b></p> <p>(i) to request that Michelle Cochlan liaise with the universities to discuss their current representation on the Partnership otherwise note the forward business planner and to</p>	Michelle Cochlan

Topic	Discussion/Decision	Action By
	request all Partners to advise Michelle Cochlan of reports they intended on submitting to future meetings for inclusion on the forward business planner;	All Partners
6. National Update, Scottish Government  Page 5	<p>With reference to item 7 of the minute of its meeting of 27 February 2018, the Board received a verbal update from Neil Rennick, Location Director for the Partnership, Scottish Government.</p> <p>Mr Rennick advised of progress made towards delivery of the National Performance Framework and explained that the framework was currently progressing through the parliamentary process. He noted that discussions were ongoing with COSLA to ensure alignment with the Local Governance Review and the adoption of a partnership approach. Mr Rennick added that he intended to highlight CPA's approach to improving outcomes as good practice during the Local Governance Review and confirmed that the Scottish Government was planning to strengthen its relationship with local government during the next phase of the Brexit process and intended to promote Scottish cities as Hubs and connection points to Europe.</p> <p><b><u>The Board resolved:-</u></b> to note the verbal update.</p>	
7. Outcome Improvement Group Improvement Tracker – Q4	<p>With reference to item 8 of the minute of its meeting of 27 February 2018, the Board had before it a report which presented a revised format improvement tracking report on the improvement activity being led by the Outcome Improvement Groups to meet the improvement aims identified within the Local Outcome Improvement Plan (LOIP) 2016-26 and Locality Plans 2017-27.</p> <p>The Chair provided an overview of the improvement activity for each of the projects and noted that progress had been mixed with groups that had vacancies amongst its membership not achieving the anticipated levels of improvement.</p> <p>Thereafter Partners discussed the Business Gateway Improvement Project and the test of change around holding a community event in Northfield. It was noted that only 2 community members attended the event and the Chair commented that the participatory budgeting events held in March may have been a missed opportunity to run a second test. She emphasised the importance of working in a joined up way across the Outcome Improvement Groups and Locality Partnerships to make the most of opportunities for community engagement.</p>	

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	<p><b><u>The Board resolved:-</u></b> to note the Tracker.</p>	
8. Outcome Improvement Group Chair Attendance Forward Plan	<p>The Board had before it the Outcome Improvement Group Chair Attendance Forward Plan.</p> <p><b><u>The Board resolved:-</u></b> to note the Outcome Improvement Group Chair Attendance Forward Plan.</p>	
9. Partner Representation on outcome Improvement Groups and Involvement in Improvement Projects Page 6	<p>The Board had before it a report which provided information on Partners representation on the Outcome Improvement Groups tasked with delivery of the improvement aims within the Local Outcome Improvement Plan 2016-26. It also provided information on Partner involvement in the OIG improvement projects and uptake of training.</p> <p><b>The report recommended –</b> that the Board</p> <ul style="list-style-type: none"> <li>(a) Agree to introduce the role of Vice Chair to the Outcome Improvement Groups;</li> <li>(b) Review current partner leadership of the Outcome Improvement Groups with a view to appointing to vacant Chair and new Vice Chair positions at the special meeting of the Board on 18 May 2018;</li> <li>(c) Note partner involvement in current improvement projects; and</li> <li>(d) Note partner uptake of training in improvement methodology.</li> </ul> <p>The Chair advised that there were a number of vacancies within Outcome Improvement Groups, including the Chairs of the Integrated Children’s Services; Alcohol and Drugs Partnership; Digital City; Resilient, Included and Supported (People Adult and Place) and Community Justice Groups. She provided an overview of interim arrangements and commented that ACC had made a substantial contribution to the leadership of these groups to date and confirmed that a Special CPA Board Meeting had been scheduled for 18 May to consider the shared leadership of the Outcome Improvement Groups going forward.</p> <p>Thereafter the Board discussed the importance of taking advantage of the training opportunities being offered to staff across the Partnership on the improvement methodology. It was noted that a large number of Outcome Improvement Group members had not signed up for training which</p>	

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	<p>may account for the lack of progress in improvement. Partners agreed that it was essential that representatives on the Outcome Improvement Groups have the necessary experience and expertise before being appointed to a CPA Group.</p> <p><b><u>The Board resolved:-</u></b></p> <p>(i) to instruct Allison Swanson to liaise with Partners to ensure maximum attendance and representation at the Special Board Meeting on 18 May 2018; and</p> <p>(ii) otherwise approve the recommendations.</p>	Allison Swanson
<p>10. Locality Partnership Improvement Tracker – Q4</p> <p>Page 7</p>	<p>With reference to item 9 of the minute of its meeting of 27 February 2018 the Board had before it a report which presented the Locality Partnership Improvement Tracker for consideration.</p> <p><b>The report recommended –</b> that the Board note and comment on the current Locality Partnership Improvement Tracker.</p> <p>The Board discussed (1) the progress made in relation to the Torry Free School Meals project and possible plans to upscale the project across the city; (2) the transition to the new Lochside Academy and possible implications on the Free School Meals project; (3) the different ways CPA and the Aberdeen Health and Social Care Partnership test change and evaluate pilot projects; (4) possible barriers to Locality Partnership project delivery such as resource and timescales; and (5) progress made on the Northfield Gaming and Internet Safety project.</p> <p><b><u>The Board resolved:-</u></b></p> <p>(i) to instruct Neil Carnegie to take account of comments made on the improvement projects and provide an update as part of the next improvement tracker; and</p> <p>(ii) otherwise to note the Tracker.</p>	Neil Carnegie
<p>11. Draft Annual Public Performance Summary</p>	<p>The Board had before it a report which presented the first public facing version of the Annual Report against the Aberdeen City Local Outcome Improvement Plan 2016-26.</p> <p><b>The report recommended –</b> that the Board note the format and content of the public facing Annual Outcome Improvement Report.</p>	

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 8</p>	<p>The Board agreed that the report had been well written and formatted which made it a very accessible document. Thereafter Partners (1) requested that additional information be inserted into the Looking Ahead section to specify action to be taken; and (2) discussed how the performance summary would be communicated to the public, with a particular view to promoting good news stories such as an upturn in hotel occupancy rates in order to challenge existing narratives surrounding the impact of the oil and gas downturn on the Aberdeen City Region.</p> <p><b><u>The Board resolved:-</u></b></p> <ul style="list-style-type: none"> <li>(i) to request that additional information be included within the Looking Ahead section to specify future aspirations;</li> <li>(ii) to instruct Michelle Cochlan to explore whether a collective CPA Communication Group could be established; and</li> <li>(iii) otherwise note the report.</li> </ul>	<p>Michelle Cochlan</p> <p>Michelle Cochlan</p>
<p>12 8 Aberdeen City Local Police Plan 2017-20</p>	<p>The Board had before it a report which presented the Aberdeen City Local Police Plan 2017-20 for Partners' information.</p> <p><b><u>The report recommended –</u></b> that the Board note the Aberdeen City Local Police Plan 2017-20 at Appendix 1.</p> <p>Campbell Thomson advised that the North East Division was now into the second year of its three year plan and highlighted the excellent collaborative working that had taken place with CPA Partners. He added that further links were being developed to ensure alignment with the design principles of the LOIP.</p> <p>Thereafter there were questions on (1) the delivery of the Policing 2026 Strategic Programme and pressure on local resources, following which the Board noted that the community policing model had remained unchanged since the formation of Police Scotland in 2013; and (2) the Board welcomed the prioritisation of domestic abuse and online offending within the Plan.</p> <p><b><u>The Board resolved:-</u></b> to note the report.</p>	

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<p>13. Update on Child Friendly City Programme</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 9</p>	<p>The Board had before it a report which (1) briefed members on the UNICEF Child Friendly City programme; and (2) summarised why Aberdeen City is involved and what the current status of the programme is.</p> <p><b>The report recommended –</b> that the Board support the implementation of the plan, which should be available in May.</p> <p>The Board discussed (1) the next steps in the programme and whether this should be rolled out across all schools in Aberdeen City; (2) the development of terms of reference and how the UNICEF framework would underpin the programme and be a key evaluative tool; (3) the importance of developing outcomes that would capture improvements in the lives of children, families and communities through the provision of evidence that would set out how benefits would be realised; and (4) the need to link the programme with the Integrated Children’s Services Plan and Care Inspectorate Framework.</p> <p><b>The Board resolved:-</b></p> <ul style="list-style-type: none"> <li>(i) to ask Michelle Cochlan to circulate an appointment to CPA Partners for the next Corporate Parenting event;</li> <li>(ii) to note that terms of reference for the programme would be presented to a future meeting of the Board and to instruct Allison Swanson to add this item to the Board Forward Business Planner;</li> <li>(iii) to request that CPA Partners note their collective responsibility in this area and take this programme back to their own organisations for further discussion; and</li> <li>(iv) otherwise approve the recommendation.</li> </ul>	<p>Michelle Cochlan</p> <p>Matt Reid/Allison Swanson All Partners</p>
<p>14. Grampian Health and Transport Action Plan Annual Report 2017</p>	<p>The Board had before it a report which asked Partners to note progress made by partner organisations on the development of the Health and Transport Action Plan (HTAP).</p> <p><b>The report recommended –</b> that the Board note the progress by partner organisations in relation to the Health and Transport Action Plan.</p>	

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	<p>The Board discussed (1) the level of consultation that had taken place with older people; (2) the role of the third and independent sectors to identify and fill gaps in service provision; and (3) the importance of engagement with Public Health and consideration of environmental implications during development of the plan.</p> <p><b><u>The Board resolved:-</u></b></p> <ul style="list-style-type: none"> <li>(i) to ask Andrew Stewart to circulate an appointment to Board members for the Health and Transport Action Plan networking event on 1 May 2018; and</li> <li>(ii) otherwise note the report.</li> </ul>	Andrew Stewart
<p>15. Fairer Scotland Duty – Interim Guidance</p> <p>Page 10</p>	<p>The Board had before it a report which presented the interim guidance on the Fairer Scotland Duty for partners and outlined how CPA is prepared to meet the duty through delivery of the LOIP 2016-26 as required by the Community Empowerment (Scotland) Act 2015.</p> <p><b>The report recommended –</b> that the Board</p> <ul style="list-style-type: none"> <li>(a) Note the Fairer Scotland Duty: Interim Guidance for Public Bodies; and</li> <li>(b) Note CPA’s preparedness to meet the duty.</li> </ul> <p>Michelle Cochlan advised that CPA was well placed to meet the duty due to the development of existing processes and frameworks and noted that one of the key provisions of the LOIP was to address inequality. She added that the interim guidance is a live document that will evolve over time.</p> <p>Thereafter the Board discussed the development of data to supplement the Scottish Index of Multiple Deprivation to give a clearer picture on inequality within communities and whether this would pose a challenge locally in terms of workload. It was noted from the guidance that that a National Co-ordinator post within the Improvement Service would be created with a remit to increase the level of data available to policy makers.</p> <p><b><u>The Board resolved:-</u></b> to approve the recommendations.</p>	

<b>Topic</b>	<b>Discussion/Decision</b>	<b>Action By</b>
16. Date of Next Meeting	The Board noted that its next meeting would be held on 18 May 2018 at 10am.	

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