



North Ayrshire  
Community Planning Partnership

<b>Meeting:</b>	<b>Strategic Management Team</b>	
<b>Date/Venue:</b>	Wednesday 5 December at 10am Irvine Committee Room, Ground Floor, Cunninghame House, Irvine, KA12 8EE	
<b>Present:</b>	Craig Hatton, NAC Mark Newlands, Scottish Enterprise Andrew McClelland, NAC Morna Rae, NAC Kenny Hankinson, Scottish Fire and Rescue Service Elaine Young, NHS Ayrshire and Arran (Chair) Karen Yeomans, NAC Audrey Sutton, NAC Colin Convery, Police Scotland	
<b>Apologies:</b>	Stephen Brown, NAHSCP Michael Breen, Ayrshire College Lorne Campbell AND Libby Cairns, KA Leisure Jim Scott, Scottish Fire and Rescue Service Barbara Hastings, TACT Tim Ross, Police Scotland Vicki Yuill, TSI Yvonne Baulk, NAC	
<b>No.</b>	<b>Item</b>	<b>Responsible</b>
1.	<b>Welcome</b>  Elaine Young welcomed everyone to the meeting and apologies were noted.	
2.	<b>Minute of Previous Meeting and Action Note</b>  Minutes from the meeting held on 24 October were agreed.  Updates were provided on the actions: <ul style="list-style-type: none"> <li>• Place-based working – Audrey will update the SMT periodically.</li> <li>• Health and Housing event on 25 October was attended by local reps from NHS and NAC and was positive.</li> </ul> There were several actions arising from the Best Value discussion at the previous meeting. Morna Rae gave the following updates.	

	<ol style="list-style-type: none"> <li>1. As requested she had spoken with the NAC Head of People regarding using 360 feedback for partners. Detail on what this would involve was shared. It was agreed that if we did use this then a different question set would be required. The timing for this is also not right at present, if we do undertake this then it should be later in the year after membership/attendance and development of SMT takes place.</li> <li>2. It was agreed that we should continue the Partnership Capacity Building Days and re-establish the CP shadowing programme. Morna confirmed that we will have workshops for the CPP in 2019 and that as there is now a full CP team in place there is capacity to resource the shadowing programme.</li> <li>3. There were suggested amendments to Best Value Toolkit – these had been fed back to Anne Todd.</li> <li>4. Develop CP workplan in relation to Best Value – this was being drafted and will be discussed further with the SMT in early 2019.</li> </ol>	<p><b>CP Team</b></p> <p><b>M.Rae</b></p>
<p><b>3.</b></p>	<p><b>2018/19 Transport Outcomes Report</b></p> <p>A representative from SPT was expected to present and discuss the 2018/19 Transport Outcomes Report. However an email had been received shortly before the meeting advising that they were unable to attend. It was agreed that the CPP Team would contact them and request that they come to another SMT meeting prior to presentation to the CP Board.</p>	<p><b>J.McGee</b></p>
<p><b>4.</b></p>	<p><b>Strategic Management Team Role and Development</b></p> <p>The SMT considered the structure diagram and the terms of reference, and discussed the development of the SMT. It was agreed that:</p> <ul style="list-style-type: none"> <li>• A focus on inequalities should be added as well as more of a reciprocal relationship with CP Board to the TOR</li> <li>• All reports to the SMT and Board should have a clear “ask”</li> <li>• Elaine will arrange to brief Cllr Cullinane on the work of the SMT to support his role as Chair of the CPP</li> <li>• Elaine will engage directly with those not present at the SMT meeting on the SMT development discussed</li> <li>• Continue with 6 weekly meeting cycle (CP Team to draft dates)</li> <li>• SMT membership – CP Team to map membership against LOIP priorities, and links to supporting thematic groups, and ask reps to identify substitutes</li> </ul> <p>Morna presented a decision tracker that will help focus and evidence the work of the SMT in 2019. The SMT agreed that this will be a useful tool.</p> <p>Laura Friel will be asked to support with the resources theme and planning what should be considered by the SMT. It was noted that we want to improve how we articulate partner support via resources in kind.</p> <p>The decision tracker could also be used for the CPP Board and adapted for the Locality Partnerships. Morna agreed that the CP Team would create these.</p>	<p><b>J.McGee</b></p> <p><b>E.Young</b></p> <p><b>E.Young</b></p> <p><b>J.McGee</b> <b>J.McGee</b></p> <p><b>L.Friel</b></p> <p><b>M.Rae</b></p>

<p>5.</p>	<p><b>Child Poverty</b></p> <p>Audrey Sutton gave a presentation on the approach NAC is taking in conjunction with NHS Ayrshire and Arran on the child poverty action plan. She explained the requirements of the Child Poverty (Scotland) Act 2017 which places a duty on local authorities and health boards to report annually on activity they are taking, and will take, to reduce child poverty. The very ambitious targets were noted along with North Ayrshire's current worrying levels of child poverty.</p> <p>Lauren Cameron has been appointed as Policy Officer (Childrens Services) and part of her role will be coordinating this work. She is undertaking mapping work at present and will be in touch with partners for information and discussion as required.</p> <p>SMT members noted the low levels of North Ayrshire employers that are living wage employers and the work that Scottish Enterprise are doing to try and improve this.</p> <p>There are concerns about the public perceptions of poverty and the causal factors. We may want to do local research and destigmatisation work on this. There is also work to do with frontline staff across partners to ensure that they understand the levels of poverty in North Ayrshire, and what they can do to help support people. It was agreed that we would consider how resources on food provision, benefits advice etc could be shared with our collective frontline staff for them to pass on to their clients as required. Morna will progress this.</p>	<p><b>M.Rae</b></p>
<p>6.</p>	<p><b>Community Engagement Centre of Excellence</b></p> <p>Audrey Sutton presented on the Community Engagement Centre of Excellence. This has been supported by a partnership working group with Anne-Marie Hunter and Jacqui Greenlees providing coordination and support.</p> <p>The key objectives of this work are to:</p> <ul style="list-style-type: none"> <li>• Develop an Online Community Engagement Hub which gives an overview of the North Ayrshire community engagement pledge, provides signposting to partners' consultation policies, guides and other useful resources.</li> <li>• Develop and promote the 'Engagement Champion' programme consisting of qualified staff in each department that can act as engagement advocates providing support and guidance to colleagues.</li> <li>• Develop a locality training menu for customers combining core sessions from across key partners.</li> <li>• Refresh the Community Engagement Network as an operational group that provides training and key information and guidance around the Centre of Excellence and acts as a platform for Engagement Champions.</li> <li>• Develop a strategic group to provide guidance and expertise around development of the Engagement Champion programme</li> </ul>	

	<p>and ongoing strategic direction around engagement and consultation for the CPP.</p> <p>Partners agreed to support this approach. Inputs will be given to the CP Board and Locality Partnerships in due course.</p>	<b>A.Sutton</b>
7.	<p><b>CPP Response to the Local Governance Review</b></p> <p>Morna Rae presented a draft response to the Local Governance Review. This was based on the discussions at the recent CPP workshop. Further comment would be sought by emailing it to SMT members as well as the CPP Board for sign-off. Partners provided suggestions for incorporation.</p>	<b>M.Rae</b>
8.	<p><b>AOCB</b></p> <p>The CPP Team will check with South and East Ayrshire CPPs to try and prevent any 2019 meeting clashes.</p>	<b>J.McGee</b>
9.	<p><b>Next Meeting</b></p> <p>The next meeting of the Strategic Management Team will be confirmed.</p>	

#### Actions Summary

No	Agenda Item	Action Required	By	Date
1.	Matters Arising	Re-establish the CP shadowing programme	J.McGee	Feb 2019
2.	Matters Arising	Develop CP workplan in relation to Best Value	M Rae	Feb 2019
3.	2018/19 Transport Outcomes Report	Arrange date for input to SMT	J McGee	Jan 2019
4.	Strategic Management Team Role and Development	Amend TOR, schedule 6 weekly meetings, membership mapping	J McGee	Jan 2019
5.	Strategic Management Team Role and Development	Make arrangements to brief Cllr Cullinane and contact SMT members	E Young	Jan 2019
6.	Strategic Management Team Role and Development	Support with the resources theme in decision tracker	L Friel	Feb 2019
7.	Strategic Management Team Role and Development	Develop decision tracker for Board and LPs	M Rae	Feb 2019

8.	Child Poverty	Develop resource for frontline workers to use	M Rae	Feb 2019
9.	Community Engagement Centre of Excellence	Schedule input to LPs and CPP Board	A Sutton	Feb 2019
10.	CPP Response to Local Governance Review	Circulate, incorporate responses and submit to Scottish Government	M Rae	Dec 2018
11.	AOCB	Check East and South Ayrshire CPP meetings dates	J McGee	Dec 2018