

CAITHNESS COMMUNITY PARTNERSHIP

**Minutes of meeting – 7th June 2017 held in the Dunbeath Village Hall, Dunbeath
Meeting started at 11:20am and finished at 13:25pm**

Present: R Kirk, HIE, Chair
Natalie Coghill, Admin Support
Alex Macmanus, Highland Council
Andrew Sinclair- Highland Council
Nicola Sinclair, Highland Council
Raymond Bremner, Highland Council
Mike Flavell, NHS Highland
Andrew Dick, Scottish Fire and Rescue Service
Peter Allan, Police Scotland
Allan Tait, Caithness Voluntary Group
Eann Sinclair, Caithness and North Sutherland Regeneration Partnership
Fiona Clarke, Public Health, NHS Highland
John West, High Life Highland
Keith Moncur, Highlife Highland
Aileen Simmonite, Highlife Highland
Linda Malik- Tannach Community Council

Apologies: Karl Rosie- Highland Council
Michelle Johnston, NHS Highland
Jacquelyn Jennett- Highland Council
Anne Macdonald- Co-ordinator Highland Senior Citizens Network
Ian Mitchell- Scottish Natural Heritage

9- Member of public

1. Welcome

Mr Kirk welcomed the members of the Partnership and the general public to the meeting, which is the fourth Partnership meeting. We went round the table and each member of the Partnership introduced themselves.

2. Previous Minutes

Draft minutes of the previous meeting were circulated to the Partnership and the minutes to be amended to show apologies received from Mike Flavell and Fiona Clarke. The minutes would also be amended to show the time the meeting started and the time it finished. Once the minutes were amended and there were no final comments the minutes would be circulated as final.

3. Matters Arising

There were no matters arising that would not be covered in the other agenda items.

4. Children's plan for Caithness

We reviewed some of the topics that would be covered in the Children's plan. It was planned to have a fuller session on this plan at the next CCP meeting. It is planned to have a draft plan around June / July 2017 which will be put out into the public domain with an agreed plan coming forward in September 2017.

5. Adult plan for Caithness

The progress of the plan was discussed and it was thought that the plan would cover all aspects of community planning that affected Adults in Caithness. Mike Flavell gave us an update on the adult's driver diagram and spoke about the Highland Strategic Plan 2014. It was agreed that the web link to this document would be put on the Caithness Community Partnership website for the partnership and the public to access. It is also expected that a draft plan will be available around June / July 2017. It was discussed that the draft plan should be sent out to the public first to get their views and options before it's circulated to the partnership. A final plan was to be agreed with community input for September 2017. Voice Training was discussed.

6. Partnership Communications

We discussed some of the work that was being done to pass a survey around the Caithness communities mainly through community councils. It was discussed that the survey should be more general and it needs to be properly circulated. It was suggested that having surveys in supermarkets and people standing in the market square in Wick with clipboards would attract people's attention. Having the survey on Facebook, Twitter or in schools and colleges where teachers spend time helping people fill them in. Having the survey in the Highlife Highland library van, would circulate the survey more widely. Peter Allan gave us an update on the Sutherland Survey which was made on Survey Monkey. He showed us a breakdown of his results which included bar charts and pie charts. It was suggested that we would create the Caithness Survey on Survey Monkey.

We noted that this represented only one part of engagement but felt that it offered an important route to gaining input to plans and understanding inequalities.

We also discussed the opportunity to establish a CCP logo. Roy agreed to discuss with Caithness High schools running a competition to design an appropriate logo.

It was noted that a website was available for the Caithness Community Partnership. It is still being worked on but has been updated and can be found at <http://www.highlandcpp.org.uk/caithness-community-partnership.html>. The website now contains October's meeting Agenda and minutes and January's meeting's Agenda and minutes for members of the Partnership and the public to view.

7. Caithness Community Partnership plans - localities

A brief progress report on the four localities was given. All reported some progress. The locality plan template for the final plan was circulated to the members.

All localities are still planning to have a draft plan that included some initial community consultation by June / July. The community consultation will be through the surveys, drop in sessions and other means. Once we have responses from the public then the plans can move forward. A final plan was agreed for September 2017.

8. Any other business

At the next meeting we agreed to have an evaluation of evidence and to look at other indicators and to collect information together.

9. Date of next meeting

The next meeting will be held in Castletown on 18th August at 18:00pm.

June 2017