

INVERNESS COMMUNITY PARTNERSHIP (ICP)
Planning Meeting

ACTION & AGREEMENT NOTE FROM THE MEETING HELD ON: MONDAY 5TH DECEMBER 2016 AT 10.00am IN INSHES CHURCH, INVERNESS.

PRESENT: Cllr Helen Carmichael (interim Chair), David Haas (THC), Cathy Steer (NHS), Wendy Allman (THC), Karen Ralston (THC), Stephen Sheridan (SDS), Roddy Henry (UHI), Ian Graham (Police Scotland), Deryck Mackay (SFRS), James Gibbs (HIE), Rhona Fraser (HIE), Ben Leyshon (SNH), Lynn Bauermeister (HLH/NHS), Adam Palmer (NHS), Donellen Mackenzie (NHS), Gavin Sell (NHS), Alastair Galloway (SEPA), Anne Sutherland (Merkinch Partnership), Jay Muirhead (Signpost), Cllr Richard Laird (THC), Cllr Thomas Prag (THC), Cllr Janet Campbell (THC), Cllr Margaret Davidson (THC), Cllr Dr Jean Davis (THC), Cllr Trish Robertson (THC), Cllr Graham Ross (THC).

APOLOGIES: Cllr Alex Graham, Cllr Fraser Parr, Cllr Kate Stephen, Cllr Carolyn Caddick, Cllr Jim Crawford, Cllr Ken Gowans, Scott Armstrong, Kirsteen Wood, Danny Gallagher, Mike Evans, Tricia Morrison, Robbie Bain, Charles Stephen, Dot Ferguson

IN ATTENDANCE: Bryony Dick (THC - admin), Emma Tayler (THC – support)

ITEM	SUBJECT	ACTION AGREED	LEAD
1.	Welcome & Partner Introductions	<i>Apologies as noted; Cllr Helen Carmichael will be chairing on an interim basis until such time a permanent Chair is put in place by the lead agency (Highland Council). Introductions were made by all present.</i>	
2.	Remit of Partnership	Guidance papers provided by the Highland Community Planning Board (HCPB) were circulated with the meeting papers. These described the Partnership's roles and responsibilities, outlined shared behaviours and values, and provided a self assessment checklist which will be useful later. It was noted that future meetings are to be held in public but are not "public meetings". Three areas 'in most need' have been identified by the HCPB and this is where the Partnership will need to concentrate efforts for the Inverness area (locality action plans for each will need to be produced), these are; 1. Merkinch, 2. Hilton and 3. Raigmore. Cllr Laird also proposed that the City Centre should be included as an area with a high concentration of deprivation and social/economic inequalities. ET to get clarification as to why this was not on the original list and how areas had been identified.	ET

		<p>ET discussed the Community Partnership Tool – a draft was circulated but is still to go to the Highland Community Planning Board (HCPB) to final approval. The ‘tool kit’ outlined what the HCPB will be providing to local community partnerships in terms of useful information and guidance. Items that have not been provided yet (in draft or other form) include;</p> <ul style="list-style-type: none"> - Shared dataset/local profiles (expected at the end of January) - Priority guide - Glossary of shared terminology/language - (links to ‘Place’ and ‘National community engagement’ standards, although these documents are already available on the internet) 	
3.	Inverness Community Partnership Structure	<p>ET talked through both the Highland and proposed ICP structure documents. The following points were noted;</p> <ul style="list-style-type: none"> - The Highland board already has James Gibbs (HIE) and Cathy Steer (NHS) from ICP. Also to sit on the board will be the Chair of ICP. - Elected members have the opportunity to participate in sub-groups as they feel appropriate. - CS to provide further clarity on the required format for CLD/locality plans and circulate current CLD strategy documentation for information. - HLH are set up to provide support for development of plans, personnel have been specifically identified to assist. LB to co-ordinate as required <p>Partners supported the structure proposals.</p>	CS LB
4.	Existing Partnership Networks	<p>Ref: to list circulated - It was noted that this is not a comprehensive list of partnerships/groups in Inverness. Further work on this is required. Agreed ;</p> <ul style="list-style-type: none"> - Partners to capture information on operating groups/forums in Inverness as they have contact/hear about them – to be returned to ET for collating. - ET to provide template for partners to capture information. - This information will provide a useful ‘landscape’ reference resource for the Partnership but is not intended as a public resource directory. 	ALL ET
5.	Involving Communities	<p>The partners split into 3 groups – CLD/Locality Plan, Child’s Plan and Adult’s Plan, led by sub-group leaders. <i>It was noted that there were similarities in discussion resulting from the group work.</i></p> <p>It was agreed;</p> <ol style="list-style-type: none"> 1) that a ‘community engagement plan’ needs to be formulated to ensure robust community involvement in the development of locality/CLD plans including those harder to reach. 2) The partnership will need a ‘general communications strategy’ to ensure meetings/gatherings etc are well publicised and people are kept informed of the 	

		<p>Partnerships progress. ET in the meantime to draft an outline 'basic' strategy for discussion at the next meeting.</p> <p>It was suggested that any community discussions in reference to plan formulation(s) should be undertaken by parties trusted by local communities, such as Tenant Participation Officer, Community Councils, Highlife Highland.</p>	ET
6.	Wider Membership	To be developed as business progresses.	
7.	Plan of Action	<p>The following actions were agreed;</p> <ul style="list-style-type: none"> - Plan leads to meet mid January 2017. To agree approach on the instigation of plan working group(s) and identify timelines. - All identified partners meet Wednesday 25th January 2017 - To discuss approach for each plan, to start reviewing datasets and other available planning information. To start exploring methods to help identify community and partner priorities. - 8th March 2017 – next full ICP meeting. 2- 4pm. Venue to be confirmed. Plan leads to feedback on progress to ICP. - Start capturing information for 'landscape' resource - Draft outline Communications strategy (to go to next meeting) <p>It was noted that the HCPB were planning to develop a website for all the community partnerships to place meetings information on etc. This would enable information to be publically accessible.</p>	
8.	Dates for 2017	<p>Given the proposed dates, it was agreed that keeping to a Wednesday PM (2-4pm) was preferable. Venues to be confirmed;</p> <p>ICP main meetings for 2017 agreed as;</p> <ul style="list-style-type: none"> • 8th March • 28th June • 27th September (moved from 26th) • 13th December <p>There will be a core group* pre-meeting prior to each ICP to set the agenda. Approx 3 ½ weeks prior to each ICP noting first one for 2017 will be 13th February 2 – 4pm.</p>	
9.	AOCB	None	

*Core group partners are – Highlands & Islands Enterprise, NHS Highland, Police Scotland, Scottish Fire & Rescue Service, Highland Council