

## CAITHNESS COMMUNITY PARTNERSHIP

### Minutes of meeting – 28 October 2016

Present: R Kirk, HIE, Chair  
Cllr Roger Saxon, Highland Council  
Cllr Gillian Coghill, Highland Council  
Cllr Donnie MacKay, Highland Council  
Alex Macmanus, Highland Council  
Jacqueline Jennett, Highland Council  
Andrew Dick, Scottish Fire and Rescue Service  
Nick Clasper, Police Scotland  
Ann Pascoe, NHS Highland  
Mike Flavell, NHS Highland  
Angela Echavarren, Highland Council (representing Dawn Grant)  
Pamela Garbe, NHS Highland  
Catherine Patterson, Caithness Voluntary Group  
David Flear, Dounreay Stakeholders Group  
Eann Sinclair, Caithness and North Sutherland Regeneration Partnership  
Ian Mitchell, Scottish Natural Heritage  
John West, High Life Highland

Apologies: Cllr Neil MacDonald, Highland Council  
Cllr Willie MacKay, Highland Council  
Cllr Matthew Reiss, Highland Council  
Dawn Grant, Highland Council  
Trudy Morris, Caithness Chamber of Commerce  
Michelle Johnstone, NHS Highland

#### 1. Welcome

Mr Kirk welcomed the elected members from the Highland Council, officials from agencies and those representing third sector organisations. He also welcomed some members of the public who were in attendance. He reviewed the new set up and the commitment of the five statutory bodies (Highland Council, Highlands and Islands Enterprise, NHS Highland, Police Scotland and the Scottish Fire and Rescue Service) named in the Community Empowerment act (2015) to work together with other agencies and organisations and local communities to deliver community planning for the area. He explained that this Partnership was one of nine local groups in the Highland Region taking forward the new approach to Community Planning. He encouraged the Partnership to be action orientated and to assess how, by working together, we could deliver sustainable change for our communities.

Members of the Partnership attending introduced themselves.

#### 2. Membership of the Partnership

The current organisations invited were reviewed. As well as the five statutory bodies, there was representation from Caithness Voluntary Group, Caithness Association of Community Councils (CCAC), Caithness Chamber of Commerce, CNSRP, Dounreay Stake Holders Group, High Life Highland, SNH and Highland 3<sup>rd</sup> Sector Interface.

It was **agreed** that the Scottish Ambulance Service be invited to attend. While noting that the CACC was invited we should consider possible representation from individual community councils. It was **agreed** that the local MP and MSP should be invited. It was thought that the Federation of Small Businesses might be interested in attending.

It was **agreed** that future meetings would be open for members of the public to attend and it was felt that this would allow any other interested party to attend.

### 3. Frequency and timing of meetings

It was **noted** that there was a recommendation that the Partnership should meet at least four times a year. It was **agreed** that this should be a minimum.

It was **agreed** that future meetings should be held in a variety of locations to better enable members of the public and other groups to attend. It was **agreed** that meetings would be held in the evening to similarly enable attendance of the community. This would be reviewed in due course to assess the impact of this action.

It was felt that further meetings should be held around mid-month in both January and March 2017 to ensure that the work of the Partnership would maintain a momentum.

### 4. Structure of the Partnership

It was **noted** that the main Caithness Community Partnership meeting would oversee progress on selected "localities" as well as ensure a wider interest in Community Planning in the wider Caithness area.

It was **agreed** that Sub Groups would be set up for the four localities selected from the list of settlements identified by the Socio Economic Performance (SEP) Index and SIMD indicators. These would cover **Thurso, Wick, Castletown and Lybster and Dunbeath**. Members of the Partnership were invited to let the Chair know if they would be willing to serve in some of the four sub groups. It was **agreed** that the sub groups would likely contain other representation that would be more local (eg. community organisations such as Pulteneytown People's Project, Ormlie Community Association, residents' groups, youth groups). It was **agreed** that these sub groups would normally be held in the localities and would seek to work closely with the local Community Councils and other local organisations, listening to community views.

In order to better measure progress it was **agreed** that information on the SEP and SIMD figures would be provided to the Partnership. These figures would also form the basis of measuring progress. Other measurements of progress would be developed.

All **agreed** that the level of community participation would be vital to delivering sustainable change.

### 5. Key milestones for the Partnership over the first year

A number of outputs were required to be produced in the first year. These included a Caithness Children's plan, a Caithness Adult Plan and four locality plans (for Thurso, Wick, Castletown and Lybster and Dunbeath) that contained community learning and development elements (as well as other actions to deal with inequalities).

It was **agreed** that the Partnership should develop a system to measure progress within the community. This would focus on outcomes as well as noting increased activity.

The Partnership was invited to suggest other plans that might be required in developing Community Planning.

#### 6. Community engagement with the Partnership

As previously agreed the participation of the community was considered vital to the success of Community Planning. Steps would be taken to fully engage local community councils, community groups and local members of the public to understand their aspirations and concerns to enable Caithness to develop. A bottom up approach was needed where agency and other members of the Partnership added value by enhancing community opportunities and resolving community issues.

Steps would be taken to better inform the public about Community Planning in Caithness and how they could participate.

#### 7. Any other business

It was **agreed** that communications for the Partnership should be looked at and developed. It was noted that the set up in the room (Boardroom style for the members of the Partnership and members of the public sitting at the edge) was not conducive to engaging the community. This would be considered for future meetings. It was also **noted** that we should take steps to ensure that all who attended could hear the remarks (a PA system would be considered). We would examine ways to effectively publicise the Partnership (and sub group) meetings using web access (Caithness.org was specifically mentioned), social media, a website and printed media (including posters). It was **agreed** that agendas and minutes would be put into the public domain.

Mr Saxon **noted** the production of a “Caithness Vision” document by the Highland Council area committee. It was agreed that this would be shared with members of the Partnership. It was **noted** that this was a Highland Council document and not a Caithness Community Partnership document.

The issue of the scale of community benefit from the Beatrice Offshore wind project was discussed. It was **noted** that the amount offered by SSE to local community benefit was small when compared with onshore community benefit. The Chair **agreed** to write to both the Highland Council and Scottish Government about the matter.

#### 8. Date of next meeting

It was **agreed** that we would look to hold the next meeting in mid-January at a date to be confirmed later. It was also **agreed** that we would look to hold a third meeting in mid-March. It was hoped that by this meeting a longer schedule of dates could be planned.

**November 2016**