

Prestwick and Villages Locality Planning Group Action Note of Meeting: Monday 22nd May 2017

Present: Billy McLeod, Margaret Milligan, Rhonda Leith, Liz Kelly, Lesley Keenan, Lesley Reid, Eudora Tabor, Ellen Mitchell, Nora Solesbury, Margaret Toner, Hugh Hunter, Janette Nixon, Clare Graham

In attendance: Seonaid Lewis

Apologies: Kerr Maconochie, Laura Twaddell, Christine Tweed, Ann Shelton, Helen Moonie

Item	Discussion	Action
Welcome	<p>Billy welcomed everyone to the meeting.</p> <p>At the previous meeting it was agreed that group members would provide a few lines on why they joined the Locality Group and a bit about themselves.</p> <p>See attached paper</p>	
Notes of previous meeting	<p>Accuracy - Agreed as accurate</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • PB Booklet is almost finished • Sub group update, terms of reference and standing orders were re-circulated following last meeting 	
Re-election of Office Bearers	<p>Billy let the group know that he would be stepping down as Chair at the next meeting in June. The group thanked Billy for all his hard work, we will be very sorry to see him go. Billy will continue to attend the group until October.</p> <p>Billy thanked Seonaid for all her support.</p>	

	<p>Margaret Milligan intimated that she would be happy to stand as chair.</p> <p>Hugh Hunter commented that he would be happy to remain on as Strategic Planning Advisory Group (SPAG) rep, unless there would be a potential conflict with his new position on the Integration Joint Board (IJB).</p> <p>Lesley Reid highlighted that not all group members were present and it would seem only fair that they have the chance to stand/input.</p> <p>Key points</p> <ul style="list-style-type: none"> ○ Billy stepping down as Chair ○ Margaret happy to stand as Chair ○ Hugh happy to stand as SPAG rep or step down if more appropriate ○ Huge thanks go to Billy for his input and leadership as chair over the past year <p>Group membership and key priorities</p> <p>Billy highlighted the need for ‘active participation’; enhanced sub group activity and stronger membership.</p> <ul style="list-style-type: none"> ● Who do we need? ● Need to see some impact ● Action planning/outcomes ● Neighbourhood engagement <p>Re-visit the purpose of the group - what difference have we made - purpose of LPG and purpose of sub groups. Workshop within next meeting - utilise annual report</p> <p>Lesley Reid voiced that she felt a lot of resource is given to Participatory Budgeting (PB) – ‘we have our priorities; how do we shift this resource’?</p> <p>This was a view shared by several group members - ‘overly invested in PB related work’.</p>	
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	<p>Seonaid commented that it had been agreed back at the start of the process that the PB steering group would take on the responsibility for PB planning etc. and would only report back to the wider group for endorsement and to provide updates - this is currently what's happening.</p> <p>PB is a very small proportion of the work we do in relation to Locality Planning and efforts have been made over the past few months to focus more on sub group activity, action planning and key priorities but with the dip in attendance at meetings over the past few months this has proved difficult. Hopefully moving forward we can now find a better balance</p> <p>General discussion took place, key points -</p> <p>Hugh asked about the evaluation/outcomes of PB - how do we know what the impact has been?</p> <p>Seonaid responded that the PB groups had a year to spend the funding and provide evaluations - this would be September for Prestwick and Villages locality, although some have already been submitted. Evaluations and feedback are currently being collected and once collated will be shared with the group.</p> <p>It was agreed that it would be good to invite some PB groups along to a meeting to hear about their projects and the impact the funding has had.</p> <p>Each locality has now held 2 PB events and the pilot phase can be evaluated, much learning will come from this. A new application form has already been produced and the evaluation form will be revised to reflect this.</p>	
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	<p>Key priorities - Sub Groups</p> <p>Finding time for sub groups that suits everyone is challenging</p> <ul style="list-style-type: none"> ○ Create space within monthly agenda for workshops/sub groups - split into small groups to focus on key priorities and action planning ○ Seonaid suggested that communication could be embedded within other sub groups, thus taking away the need for an additional communications group. ○ Formalise sub group activity - action plan with outcomes, tasks etc. - feedback and check progress at monthly meetings - these action plans can then form the basis of our Locality plan ○ A key point was made that a lot of group members are volunteers - all very well to talk about outcomes and action planning but how will we get the work done - staff and professionals also need to take on some of the workload - we all need to work together on this ○ Widen our networks but not necessarily group members - community champions/advocates. ○ Focus on core themes and re-define key priorities. Balance between the priorities we've set to date and what people think now. <p>Terms of Reference</p> <p>General discussion took place on the purpose of the group.</p>	<p>Agreed that this would be beneficial</p> <p>This was agreed</p> <p>This was agreed Further discussion required at next meeting</p>
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	<p>It was highlighted that the Terms of Reference clearly lay this out and we should be taking our mandate from this. Seonaid passed round copies of the Terms of Reference.</p> <p>Further discussion took place - some group members expressed that they were not familiar with the Terms of Reference.</p> <p>These have been shared many times and discussed at previous meetings. They are also available on the website. If additional support is needed to enhance understanding then this can be arranged. Perhaps if we discuss this in more detail at the next meeting we can pinpoint areas that may require additional input.</p> <p>Comments were raised about freeing up resources, efficiencies, service delivery and commissioning services.</p> <p>Seonaid responded that much is happening across the localities in relation to services and efficiencies, e.g. Community Led Support will make a significant impact. It's also worth noting that in the Terms of Reference it clearly states that <i>over time and with the agreement of the Integration Joint Board, commission services locally, as appropriate and necessary...</i></p> <p>It was agreed that it would be beneficial to go through the Terms of Reference again in more detail at the next meeting.</p>	<p>Seonaid - add to next meeting agenda and re-circulate all necessary documents</p>
<p>Participatory Budgeting</p>	<p>Seonaid provided a brief update, key points -</p> <ul style="list-style-type: none"> • Two PB information sessions have taken place in Monkton and Symington • Response has been slow and only a few applications have been submitted to date. Seonaid will continue to promote the event, meet with groups and support applications • Up to £20,000 of funding available 	

	<ul style="list-style-type: none"> • The steering group are making great headway with the planning and organising of the event, which will be marketplace format this time • If anyone is available to help out on the day please let Seonaid know <p>General discussion took place around the PB process - lots of differing viewpoints.</p> <p>It was reiterated that the PB steering group had the planning of the event in hand and will continue to link in effectively with South Ayrshire Council's PB team.</p>	
Community Led Support (CLS)	<p>Carry forward to next meeting due to lack of time.</p> <p>However it was noted that CLS has now been carried over from the last few meetings and it is crucial that we focus on it over the coming months.</p>	
AOCB	<p>Seonaid let the group know that there has been an opportunity to link in to the Biggart Hospital Steering Group. The Locality group have been asked to support public engagement around the Biggart over the coming months and a new sub group has been set up to support this. Further information will be provided at the next meeting.</p>	
Date and Time of next meeting	<p>Monday 26th June, 7pm, Biggart Hospital Boardroom</p>	
Future meeting dates	<p>Monday 24th July Monday 28th August Monday 25th September Monday 23rd October (TBC) Monday 27th November</p>	