

**Community Planning Board Meeting, 6 October 2009 / Action Sheet – updated 24 November 2009**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible Officer(s)</b>	<b>Action Completed</b>
1. Welcome and apologies	1 Alan Blackie to make contact with Gerry Power	<b>Alan Blackie</b>	<b>Completed</b>
2. Note of the previous meeting	1 Note the change in the meeting note	<b>Veronica Campanile</b>	<b>Completed / on CMIS 28/10/09</b>
3 b SOA 2009	1 All members to consider distribution through their services and networks	<b>All members</b>	<b>Email reminder sent</b>
	2 Policy team to organise appropriate electronic and hard copy distribution	<b>Veronica Campanile &amp; Jim Lamond</b>	<b>Discussed and distribution carried out via email, web &amp; hard copy. About 500 had copies left</b>
6. 1 SOA monitoring system	1 Valerie Macniven to provide comment on boundaries and reporting for the next meeting	<b>Valerie Macniven</b>	<b>On agenda</b>
	2 Andrew Strickland to give a progress update of Aspireview work to the next meeting	<b>Andrew Strickland</b>	<b>On agenda</b>
	3 Blue Sky Thinking / Visioning to be on the next meeting	<b>Veronica Campanile</b>	<b>On agenda</b>
6.2 2 Enterprise & Skills monitoring report	1 Adult Learning / skills for life remain in this theme group	<b>Susan Smith and Raymy Boyle</b>	<b>RB confirmed mtg took place</b>
6.2.3 Children, young people and education monitoring report	1 This group is the home for all work with children and young people up to 21 including MCMC work as the focus is mainly on school leaver destinations	<b>Raymy Boyle and Susan Smith</b>	<b>As above</b>
	2 Ensure linkages with other work/themes where appropriate e.g. Enterprise & Skills /	<b>Raymy Boyle</b>	<b>As above</b>
	3 Logic modelling should be embedded within all strategic planning processes /	<b>All members</b>	<b>Discussed at CP Working Group. LM will be used across ELC in</b>

			<b>due course. Partners pending</b>
6.2.6 Tackling Poverty monitoring report	1 This report should be written and distributed as soon as possibly but certainly for December meeting	<b>Jim Lamond &amp; Rebecca Spillane</b>	<b>On agenda</b>
	2 Report on the Fairer Scotland Fund financial position for next meeting	<b>Rebecca Spillane</b>	<b>On agenda</b>
8.1 Update on financial prospects	1 All members to exchange ideas on further opportunities before the next meeting via Veronica	<b>Veronica Campanile &amp; all members</b>	<b>Requested by email but no comments as yet</b>
	2 Agenda item for the next meeting	<b>Veronica Campanile</b>	<b>On agenda</b>
7 Local Community Planning Framework	1 Review LAFs and report back to the next meeting	<b>Tom Shearer</b>	<b>On agenda</b>
9 Draft budget 2009/11	1 Recommendations 2.4 and 2.5 - identify additional gaps/project areas, produce a final budget and present to the next meeting	<b>Veronica Campanile &amp; ELCP Working Group</b>	<b>Discussed by CPWG &amp; underway. On agenda</b>
	2 Fairer Scotland Fund on the agenda of the next meeting (see 6.2.6)	-	<b>On agenda</b>
11 Equalities and Human Rights Commission visit	1 All members to consider any further points they would like to raise	<b>All members</b>	<b>Requested by email. No comments to date</b>
	2 Arrange a meeting outwith the normal cycle before 15 January	<b>Veronica Campanile and Rebecca Spillane</b>	<b>RS arranging &amp; date pending</b>
11 Joint statement	1 Agenda item at the next meeting	<b>Veronica Campanile and James Bruce</b>	<b>See below</b>
	2 ELCP Working Group to consider the joint statement at their next meeting	<b>Veronica Campanile</b>	<b>Not possible at October mtg. VAEL preparing report for December CPWG for discussion at March Board meeting.</b>