



West Lothian
Council

Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

30 July 2014

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 5 August 2014** at **10:00am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confrim Draft Minute of Council Executive held on Thursday 19 June 2014 (herewith).

Public Items for Decision

5. West Lothian Local Development Plan Main Issues Report - Report by Head of Planning and Economic Development (herewith).
6. Alcohol Diversionary Activities - Report by Head of Social Policy (herewith).
7. Alcohol Diversionary Activities - Revised Craigshill Application - Report by Head of Social Policy (herewith).

DATA LABEL: Public

8. Application to Challenge Fund - Report by Head of Social Policy (herewith).
9. Report on West Lothian Council's Response to Scottish Government Supplementary Consultation on "Community Justice Redesign" (April 2014) - Report by Head of Social Policy (herewith).
10. Civic Government (Scotland) Act 1982 - Taxi Fare Review - Report by Head of Corporate Services (herewith).
11. Community Council Special Projects Grant Application 2014/15 - Report by Head of Corporate Services (herewith).
12. Procurement Arrangements - Traffic Signal Maintenance and Ancillary Support Services - Report by Head of Finance and Estates (herewith).
13. Procurement Arrangements - King George V Skate Park - Report by Head of Finance and Estates (herewith).

Public Items for Information

14. Provisional Local Government Finance Settlement 2015/16 - Report by Head of Finance and Estates (herewith).
15. St John's Hospital Stakeholder Group - Report by Depute Chief Executive, Community Health and Care Partnership (herewith).

Private Items for Information

16. PRIVATE SESSION - The Clerk considers that the following business is likely to be taken in private (exempt under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).
17. Social Work Complaints Review Committee Recommendations - Report by Head of Social Policy (herewith).

NOTE **For further information please contact Val Johnston on 01506 281604 or email val.johnston@westlothian.gov.uk**

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 19 JUNE 2014.

Present – Councillors John McGinty (Chair), Cathy Muldoon, Frank Anderson, Harry Cartmill (substituting for Jim Dixon), Tom Conn, Alex Davidson (substituting for Angela Moohan), Martyn Day (substituting for Peter Johnston), Lawrence Fitzpatrick, Dave King, Danny Logue, Anne McMillan and George Paul

Apologies – Councillors Jim Dixon, Peter Johnston and Angela Moohan

1. ORDER OF BUSINESS

1. The Council Executive agreed to hear the deputation request that had been received from Mr Phil Caven, Chairman of Deans South Homeowners Association;
2. The Council Executive agreed to therefore consider Agenda Item 18 (Deans South Report) immediately after hearing the deputation; and
3. The Chair ruled in terms of Standing Order 11 to consider Agenda Item 26 (Investor in People) immediately following Agenda Item 24 (West Lothian Local Development Plan Main Issues Report).

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. MINUTE

The Council Executive confirmed the Minute of its meeting held on 10 June 2014 as a correct record. The Minute was thereafter signed by the Chair.

4. DEANS SOUTH, LIVINGSTON

Deputation

The Council Executive heard from Mr Phil Caven, the Chairman of the Deans South Homeowners Association, who expressed his concerns at the length of time it was taking to resolve the difficulties being encountered by the homeowners of the Deans South estate. Mr Caven explained that the issues had been ongoing for many years and in that time there had been many meetings with council officials but a resolution had yet to be found.

Mr Caven expressed his wish to continue working with the council in a proactive manner so a satisfactory conclusion could be reached for all parties involved.

Report by Head of Housing, Construction and Building Services

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services providing an update on the position in Deans South, Livingston following the Council Executive decision in November 2013, which was to make a revised offer to Deans South homeowners to acquire the remaining houses on the estate.

The Head of Housing, Construction and Building Services explained that on 12 November 2013 the Council Executive approved a report setting out a revised offer for the remaining 47 privately owned houses at Deans South with a view to achieving a long term solution to the difficult situation on the estate. In January 2014 the Council Executive agreed minor revisions to the offer being made to homeowners in that it was agreed that the council would work with eligible homeowners who wished to take up the Government's Open Market Shared Equity Scheme (OMSE) and move to another house.

Since November 2013 the council had acquired a further 25 properties on the estate. A total of 20 homeowners had moved using the OMSE scheme and 5 properties had been cash sales. This left 22 privately owned houses on the estate.

The council had continued to make significant progress in the last seven months and it was proposed that the terms of the OMSE offer would continue to be available meantime to homeowners. Additionally Castle Rock Housing Association officials, whilst supporting the council's proposals for the estate had said it wished to make recommendations to its Board to sell their 56 properties/plots to the Council. This would make the long term planning for the estate more straightforward.

The Head of Housing, Construction and Building Services continued to explain that at this stage it was not possible to redevelop the whole estate because no agreement had been reached with the remaining private homeowners. However it was proposed to start further discussion with interested parties to see if it was possible to plan the longer term development of parts or all of the remaining estate.

The Council Executive was also advised that in early December 2013 the Deans South Homeowners Association forwarded a copy of a structural report on a number of properties in Deans South which had been carried out for them by McColl Association, Consulting Engineer. A copy of this report was then forwarded to Arup (Scotland) who had prepared the initial report for the council back in 2004. In their report Arup, which had taken into consideration the report received from the Homeowners Association, Arup concluded that the properties "exhibited the same inherent defects and problems identified in Arup's original report". A copy of the report from Arup was attached to the committee report.

The Head of Housing, Construction and Building Services concluded that the situation in Deans South continued to present challenges. However

the council would continue working with the remaining Deans South residents who were interested in becoming part of the long term re-development of the estate for housing to see whether this could be achieved.

It was recommended that the Council Executive :-

1. Note the position in relation to the offer made to Deans South owners in November 2013;
2. Agree that the site indicated in Appendix 2 attached to the report should be redeveloped for council housing as part of the fifth lot of the current new build programme to be tendered in September 2014;
3. Agree that the council continue discussions with Castle Rock Housing Association with a view to acquiring the 56 properties or plots on the estate which they owned;
4. Agree that the 7 blocks of houses and garage block which were now completely empty, and any subsequent empty blocks, which were in the ownership of the council should be demolished;
5. Note that following discussions with the Scottish Government the present OMSE Scheme for eligible Deans South homeowners should continue to be available until the end of December 2014;
6. Agree that the remaining owners on the estate be invited to meet with council officials to explore further possibilities for redeveloping remaining parts of the estate, including areas in council ownership, and in particular explore possibilities for resident involvement in any proposals;
7. Note the report from Arup which provided an update on their original 2004 study along with commentary on the 2012 report prepared by the Deans South Homeowners Association by McColl's and a report following an intrusive survey, on conditions in two formally privately owned houses recently acquired by the council; and
8. Agree that a further report should be submitted to the Council Executive by the end of 2014 on progress and on any further opportunities for redevelopment of the Deans South estate.

Decision

To approve the terms of the report.

5. DRAFT REGULATIONS RELATING TO PUBLIC BODIES (JOINT WORKING) (SCOTLAND) ACT 2014 - SET 1 - CONSULTATION RESPONSE

The Council Executive considered a report (copies of which had been

circulated) by the Depute Chief Executive, Community Health and Care Partnership advising of a draft response to Set 1 of the draft Regulations related to the Public Bodies (Joint Working) (Scotland) Act 2014, a copy of which was attached to the report at Appendix 1.

The Council Executive was advised that the Public Bodies (Joint Working) (Scotland) Act 2014 received Royal Assent on 1 April 2014 with a requirement for councils and health boards, working together, to submit an integration scheme for Ministerial approval by 31 March 2015. This would then put in place a framework for integrating health and social care in Scotland and provide the legislative framework for NHS Boards and local authority partners to establish Integration Authorities.

The policy intention was to achieve the integration of adult health and social care functions, while providing local flexibility to integrate further for other specified functions of local authorities.

The key features of the legislation were nationally agreed outcomes, Integration Scheme, Strategic Plan, locality planning and integrated budgets. It was intended that budgets and resources would be integrated to focus attention on the outcome for the individual, which would build on the valuable work already in place in West Lothian to continually improve people's health and care experience across home, community and hospital settings.

The Scottish Government was currently consulting on the secondary legislation that would underpin the Act and public consultation would follow. Consultation on the first set of draft Regulations would run for 12 weeks from 12 May until 1 August 2014. Consultation on the second set would run for 12 weeks from 27 May to 18 August 2014. Following the completion of the consultation on both sets of draft Regulations an analysis of written responses would be published.

The final version of each would then be laid before Parliament from late September 2014 before coming into force by the end of 2014.

There were six subjects covered in the first consultation and these were summarised in the report.

The Council Executive were asked to consider and approve the draft response to Set 1 of the draft regulations relating to Public Bodies (Joint Working) (Scotland) Act 2014 and agree to its submission to the Scottish Government

Decision

To approve the terms of the report

6. ACCESS FUND APPLICATIONS

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval for two applications to the West Lothian Access Fund.

The Head of Corporate Services explained that the West Lothian Access Fund was administered by West Lothian Council and supported by Disability West Lothian. The fund was available to all charitable and voluntary organisations, who wished to improve access to and use of facilities for disabled people at premises in public use. It was not available to private individuals or to businesses.

The West Lothian Access Committee, whose membership included elected members, council officers and volunteer members of the public assessed the eligibility criteria for applications to the fund and made recommendations to the Council Executive for approval as appropriate.

The following applications had been submitted for grant assistance and had been endorsed by the committee :-

1. Whitburn Pentecostal Church for a grant of £1,380 to support the installation of handrails to the front entrance;
2. West Lothian Aspergers Association for a grant of £1,500 to provide communication support for young people with hearing loss to effectively and engage in youth club activities;
3. Answer House Day Care Centre for a grant for £1,500 to support the installation of replacement automatic swing door motors for the front door;
4. St John's Church, Linlithgow for a grant for £1,500 to support the installation of an access ramp to the building, including handrails; and
5. Livingston Ecumenical Parish Church for a grant for £1,500 to support the installation of induction loops in the building.

Therefore it was recommended that the Council Executive approve the recommendations of the West Lothian Access Committee.

Decision

Approved the terms of the report.

7. BLYTHE ROAD, BROXBURN - 20MPH SPEED LIMIT AND TRAFFIC CALMING

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services to seek approval for the introduction of a 20mph speed limit and associated traffic calming measures on Blythe Road, Broxburn.

The Head of Operational Services explained that a new access road/drop-off facility had been constructed off Blythe Road at St Nicholas RC Primary School. However there had been no reduced speed limit or traffic calming on Blythe Road. In order to address this and adopt a consistent

approach in line with other schools through West Lothian, it was proposed that the speed limit on Blythe Road be reduced to 20mph.

There were a number of roads that accessed off Blythe Road over the length which the proposed 20mph covered. These roads were currently subject to an advisory 20mph speed limit however to avoid confusion to motorists and provide uniformity it was proposed that a mandatory speed limit was introduced.

The roads affected were as follows :-

- Badger Walk;
- Badger Place;
- Badger Meadows;
- Badger Grove;
- Badger Brook; and
- Woodville Court

The Head of Operational Services continued to advise that it was unlikely that a 20mph speed limit on its own would not be self-enforcing nor achieve mean speeds of around 20mph. Therefore it was considered necessary to supplement the 20mph speed limit with traffic calming measures. The detail of the traffic calming measures would be finalised through consultation with the local community and emergency services.

Local ward members and Police Scotland had been consulted on the proposals and no comments had been received.

It was recommended that the Council Executive approve the introduction of a 20mph speed limit and associated traffic calming measures on Blythe Road, Broxburn and the commencement of the statutory consultation required to introduce these measures.

Decision

To approve the terms of the report.

8. SUPPORT TO DEVELOP THE ANTI-POVERTY STRATEGY

The Council Executive considered a joint report (copies of which had been circulated) by the Head of Finance and Estates and the Head of Area Services setting out the proposals to utilise time limited funding of £200,000 made available by the Council to support the development of actions contained in the Community Planning Partnership “Better Off: Anti-Poverty Strategy 2014-17”.

“Better Off: Anti-Poverty Strategy 2014-17” was adopted as a Community Planning Partnership Strategy on 3 February 2014, recognising that all

community planning partners (CPP) had a role to play in helping to alleviate and reduce poverty in West Lothian. The strategy reflected the decision of the Council Executive on 29 October 2013 that the strategy was revised to include :-

- The actions in the council's welfare reform action plan;
- Actions to promote financial and digital inclusion amongst people in West Lothian and at risk of poverty; and
- Actions to reflect growing concerns around in-work property.

The Council Executive further agreed that £200,000 of the additional funding received from the Scottish Government for discretionary housing payments should be allocated for use within the Anti-Poverty Strategy.

The Anti-Poverty Development Group had identified actions, with outcomes from them, and a timescale for completion to support the delivery of the 2014-15 Action Plan. A list of the suggested allocation of monies was summarised in the report. The Anti-Poverty Development Group would be responsible for managing the budget, ensuring effective financial monitoring and would meet to evaluate activity which contributed to outcomes contained in the Action Plan.

In conclusion the Anti-Poverty Strategy 2014-17 set out the response of West Lothian Community Planning Partnership to reduce and alleviate poverty in West Lothian and the allocation of £200,000 would support the delivery of projects which would enable partners to better work together and to fund activity to meet strategy outcomes.

It was recommended that the Council Executive :-

1. Note that time limited funding of £200,000 was agreed by the Council Executive at its meeting on 29 October 2013;
2. Agree to £145,000 being allocated to projects with outcomes directly impacting on the strategy; and
3. Agree that the remaining £55,000 was used to create a budget to deliver on outcomes contained in the Anti-Poverty Strategy.

Decision

To approve the terms of the report.

9. PROCUREMENT OF ENVIRONMENT WORKS ORDER AND ASSET MANAGEMENT SYSTEM

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval to commence tendering procedures for the procurement of an IT application with the capability to administer enquiries, internal works orders and asset management information for all key frontline functions within Operational

Services. The contract would be for a five year period.

The Head of Finance and Estates advised that the frontline services that were delivered by Operational Services were of a key importance to residents and businesses within West Lothian and included waste collection and disposal, street cleansing, road maintenance, flood risk management, street lighting maintenance, ground maintenance, arboriculture and countryside services.

In delivering these services, there was a need to be able to collate, manage and utilise all key enquiries, works order and inspections, to be able to respond to customer enquiries on a reactive basis and to undertake cyclical maintenance on a proactive basis.

The Council Executive were advised that the following award criteria would be applied at the tender stage and that the requirement would be advertised in accordance with the European Union Directive :-

- Price – 50%
- Quality – 50%

It was proposed that the Open Procedure would be used whereby all suppliers expressing an interest in the contract would be invited to tender.

The report continued to provide information on sustainability considerations, budget and the requirements of the system.

It was recommended that the Council Executive approve :-

1. The use of the Open Procedure whereby all suppliers expressing an interest in the contract would be invited to tender; and
2. The award criteria set out in the report.

Decision

To approve the terms of the report.

10. PROCUREMENT ARRANGEMENTS - SUPPLY OF ELECTRONIC DOOR ACCESS SOFTWARE AND HARDWARE EQUIPMENT

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval to commence tendering procedures for the procurement of a contractor from 1 September 2014 to 31 August 2017 to supply electronic door access software and hardware equipment, employing the evaluation methodology and criteria detailed in the report.

The Head of Finance and Estates explained that the purpose of the report was to upgrade and enhance security around premises, particularly around schools and community centres, allowing the zoning-off of facilities for communal use and enhance the utilisation of such facilities by

the local community. IT Services had been fully consulted and involved in the compilation of the specification along with Building Services who would undertake the on-going installation, maintenance and repair.

The council wished to appoint a manufacturer to supply electronic door access software and hardware equipment including controllers, readers, cards, fobs, maglocks, etc. for door access systems across the council's property portfolio. The contract would also include supplying software, training and support as well as component parts for electronic door access control.

The requirement would be advertised in accordance with the European Union Directives and it was proposed that the Open Procedure would be used as this was predominately a supply contract. The following award criteria would be applied at the tender stage :-

- Price – 70%
- Quality – 30%

The report continued to provide information on sustainability considerations and budget implications.

It was recommended that the Council Executive approve :-

1. The use of the Open Procedure for procurement of a contractor to supply the required door access software and hardware, whereby all supplier expressing an interest would be invited to tender; and
2. The award criteria set out in the report.

Decision

To approve the terms of the report

11. PROCUREMENT ARRANGEMENTS - WHITEHILL DEPOT MODERNISATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval to commence tendering procedures for the procurement of a contract to complete the works for the Whitehill element of the depot modernisation project, employing the evaluation methodology and criteria detailed in the report.

The Head of Finance and Estates explained that West Lothian Council's depots and stores were a product of historical legacy rather than being designed to suit service delivery. Therefore the improvement of these properties was a key theme of the council's Asset Management Plan. The contract proposed related to the Whitehill depot element of the depot modernisation programme.

In line with the council's Best Value Framework, the project was too large

to be undertaken by Building Services so the alternative option was to appoint an external contractor. Part of the design team had been resourced in-house with a previous procurement exercise having outsourced engineering and cost disciplines.

The requirement would be advertised in accordance with the European Union Directives and it was proposed that the Restricted Procedure was used whereby suppliers expressing an interest in the contract would be reduced through a pre-qualification questionnaire with six being invited to tender.

The following award criteria would be applied at the tender stage :-

- Price – 60%
- Quality – 40%

It had also been agreed in consultation with the service that in order for the Council to ensure best value only those with the resources to carry out the project would be invited to tender.

The report continued to provide information on sustainability considerations and budget implications.

It was recommended that the Council Executive :-

1. The use of the Restricted Procedure for the procurement of a contractor to complete the works for the Depot Modernisation Project whereby suppliers expressing an interest in the contract would be reduced through a pre-qualification questionnaire with six suppliers being invited to tender; and
2. The award criteria as set out in the report.

Decision

To approve the terms of the report.

12. 2013/14 GENERAL FUND REVENUE BUDGET OUTTURN

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates providing a draft final outturn for the 2013-14 General Fund Revenue Budget.

The Head of Finance and Estates explained that the overall budget underspend for 2013-14 was £3.569 million, subject to any changes before finalising submission of the draft annual statement of accounts. This position took account of staffing costs related to voluntary severance and early retirement, which were met within service budgets without any requirement to be funded from the council's Modernisation Fund.

The position also took account of all expenditure movements in earmarked general fund reserves including an increase of £156,000 in

earmarked school carry forward balances. This would bring the accumulated Devolved Schools Management reserves balance to £1.101 million.

The report continued to provide details of where the underspend for 2013-14 had occurred and where it was proposed to allocate the underspend of £3.569 million.

The Head of Finance and Estates also provided information on the General Fund Reserve which had a variance of £2.641 million. A table contained within the report provided further information on the general fund reserves.

And finally Scottish local authorities were required to provide an annual statement to COSLA each year providing details on budget efficiencies achieved. A copy of the Efficiency Statement of 2013-14 was attached to the report at Appendix 2 and it was to be noted that the statement only included the element of the budget reductions that related to efficiencies.

It was recommended that the Council Executive :-

1. Note the draft final outturn for 2013-14 as set out in the report;
2. Confirm the proposed earmarking of the 2013-14 underspend as set out in the report; and
3. Approve the submission of the council's 2013-14 Efficiency Statement to COSLA, as set out in Appendix 2 attached to the report.

Decision

To approve the terms of the report.

13. REVENUE BUDGET STRATEGY 2015/16 TO 2017/18

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates providing an update in relation to the revenue strategy for 2015-16 and 2017-18.

The Head of Finance and Estates provided a background summary to the medium term financial strategy of the council in the context of the overall economy and budgetary pressures. Therefore in order to progress the financial strategy and to meet the estimated budget gap of £30.4 it was proposed that officers undertake work to produce draft budget measures which would build on the feedback of the previous Delivering Better Outcomes consultation carried out by the council in the Autumn of 2012.

Once the draft budget measures had been developed by officers it was proposed to carry out further engagement with stakeholders on the 2015-16 to 2017-18 proposals. The focus of the engagement would be on the detailed measures within the context of other planning factors such as spending restrictions and council priorities and work streams. It was not

proposed that the eight approved priorities and nine work streams be reviewed again however it was anticipated that sufficient details would be provided to allow consideration of the implications of the proposed measures and for stakeholders to provide feedback.

Furthermore as the lead in time for such an engagement exercise could be quite substantial it was therefore suggested that the responsibility for the practical arrangements be delegated to the Chief Executive.

The Head of Finance and Estates concluded that the report provided an update on the council's revenue budget strategy for the three years 2015-16 to 2017-18 and that the revenue budget model had been revised to incorporate up-to-date assumptions and information on an estimated budget gap of £30.4million. The report also provided a process for officers to develop budget measures to address the forecast gap and to undertake further budget engagement.

It was recommended that the Council Executive :-

1. Note the overall economic position;
2. Note the budget model assumptions for the three years 2015-16 to 2017-18;
3. Note budget savings agreed by the Council Executive and the anticipated budget gap for the three years 2015-16 to 2017-18;
4. Agree the proposed approach to budget engagement and agree that the coordination of the engagement was delegated to the Chief Executive;
5. Agree that the results of the budget engagement were presented to the relevant Policy Development and Scrutiny Panels (PDSPs) with a summary report of the PDSP considerations presented to a meeting of the Partnership and Resources PDSP; and
6. Consider the next appropriate steps in developing the council's financial strategy.

Motion

"Council Executive agrees the Recommendations in Section B of the report and agrees that following the conclusion of the budget engagement and PDSP process, a three year revenue budget strategy for 2015/16 to 2017/18, and a detailed 2015/16 revenue budget should be presented to Council for consideration".

Decision

To unanimously approve the terms of the motion.

14. GENERAL SERVICES CAPITAL PROGRAMME BUDGET

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval of an updated General Services Capital Programme for the period 2014-15 to 2017-18 and to consider the final outturn position in respect of the 2013-14 capital budget.

The Head of Finance and Estates advised that the approval capital budget for 2013-14 was £35.580 million which assumed £4 million of over-programming. The final outturn position was £37.861 million as detailed in the table in the report. This had resulted in a variance for the year of £2.281 million due to accelerated spend on projects for future years.

With regards to the 2014-15 to 2017-18 capital programme officers had completed an extensive exercise to ensure that project phasing within the plan was realistic and achievable. The capital programme had now been updated to take account of the 2013-14 outturn. Therefore the total proposed General Services capital investment for the period to 2017-18 was £194.494 million, details of which were summarised by category in the report. A narrative on each of the categories was also provided. Further information was also contained within a series of appendices attached to the report.

It was recommended that the Council Executive :-

1. Approve the capital budget for 2014-15 to 2017-18 updated to take account of 2013-14 outturns and latest circumstances as set out in the report and its appendices; and
2. Approve the capital funding for 2014-15 to 2017-18 updated to take account of prudential borrowing and latest circumstances as set out in the report.

Motion

“Council Executive agrees the Recommendations set out in the report and instructs council officers to conclude discussions with Blackburn United with the aim of providing a solution that would deliver better outcomes for the community by converting the grass pitch to a synthetic 3G surface rather than a separate 7 a side 3G pitch.

Council Executive therefore agrees the £130k saving from lone workers is allocated to the Blackburn United project. Council Executive also agrees with a further recommendation from the Head of Finance and Estates to install solar PV panels as part of the ongoing work at Ogilvie Campus”

Decision

To unanimously approve the terms of the motion.

15. HOUSING CAPITAL - 2013/14 OUTTURN AND 2014/15 REVISED BUDGET

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing the financial outturn in relation to the Housing Revenue Account (HRA) Capital Programme for 2013-14 and an updated 2014-15 HRA Capital Budget.

The Depute Chief Executive explained that the revised Housing Capital Programme of £31.412 million was approved by the Council Executive on 17 September 2013. However total expenditure during the year amounted to £31.827 million. Significant accelerated expenditure was achieved in two projects: advance expenditure of £667,000 was realised in the purchase of houses at Deans South and £813,000 in New Build phase 2 at Little Boghead.

Elsewhere overspends in individual programmes were offset through efficiencies to produce an overall variance of £415,000 compared to budgeted resources. A table within the report provided further details. Further information was contained within the report concerning the 2013-14 HRA Capital Programme including details on SHQS, external upgrading programme, the energy efficiency programme and the new build programme.

The Depute Chief Executive continued to advise that for 2014-15 a £38.033 million HRA capital programme had been approved by the council on 19 December 2013. Since this time some minor changes had been made to the individual project phasing assumptions, these being accelerated expenditure at Park Road, Blackridge and Phase 2 of the New Build programme. Additional resources had been brought forward to 2014-15 to enable purchases and future redevelopment of the site at Deans South. The programme was summarised in Table 3 within the report.

The 2014-15 programme would be funded through a mixture of capital borrowing, CFCR transfers, council tax on second houses, council house sales and Scottish Government grant as detailed in Table 4 of the report.

The report concluded that there had been a significant capital investment in the housing stock for 2013-14 with a total of £31.827 million, representing a material investment both in existing housing stock and in new houses. This investment would continue into 2014-15 where there was planned investment of £36.833 million.

It was recommended that the Council Executive :-

1. Note the final outturn position for financial year 2013-14; and
2. Approve the updated HRA capital budget for 2014-15 to take account of the 2013-14 outturn position and latest funding assumptions.

Decision

To approve the terms of the report.

16. 2013/14 HOUSING REVENUE ACCOUNT - OUTTURN REPORT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing the financial outturn in relation to the Housing Revenue Account (HRA) as at 31 March 2014.

It was reported that the HRA achieved a breakeven position for 2013-14. A table contained within the report summarised the position across income and expenditure categories with comments on the most material issues noted. It was also to be noted that the income and expenditure (transfer payments) budgets had been adjusted to reflect an accounting adjustment in respect of voids.

It was recommended that the Council Executive note the final outturn position for financial year 2013-14.

Decision

Noted the terms of the report.

17. 1000 NEW BUILD COUNCIL HOUSES PROGRAMME - POTENTIAL SITES IN THE ARMADALE AND BRIECH VALLEY AREAS

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services advising of the continued search for possible sites for new build council housing in the Armadale and Breich Valley areas and to seek approval for additional sites in these areas to be added to the reserve list of sites for the new build programme.

The Head of Housing, Construction and Building Services advised that the council's Corporate Plan 2013 to 2017 committed the council to increase the number of council houses available for rent through the New Build Council Housing Programme.

On 15 April 2014, Council Executive approved an updated list of sites for the new build programme, a copy of which was attached to the report at Appendix 1. When approving the list Council Executive decided that officers should continue the search for suitable sites in the Armadale and Breich Valley areas of West Lothian.

At present the following sites in Armadale were included in the new build programme :-

- Nelson park – 26 units; and
- Bathville Cross – 21 units.

Land at Southdale, Armadale was included in the reserve list. This site

had been previously included in the programme but was moved to the reserve list due to planning delays.

And the only site identified in the Fauldhouse and Breich Valley ward within the new build programme was :-

- Eastfield Park, Fauldhouse – 30 units.

No sites had been identified in the Breich Valley.

The Head of Housing, Construction and Building Services continued to provide a narrative on the continuing search for suitable sites in both Armadale and the Breich Valley areas and some of the difficulties encountered with this process. It was recommended that a site at Mayfield be added to the reserve list and that the sites at Redcroft Place, Bents, Meadow Place, Bents, Burnlea Place, Bents and the site of the former Woodmuir Primary School, Breich also be added to the reserve list.

The report concluded that officers had continued the search for possible sites for new build council housing in Armadale and the Breich areas and as a result six additional sites were recommended for inclusion in the reserve list for the new build programme. The sites identified could accommodate a total of 58 units.

It was further noted that there were education constraints in these areas and if these constraints were not resolved the housing mix on the sites would need to be carefully considered with an emphasis on smaller house types.

It was recommended that the Council Executive :-

1. Note that six sites for new build council housing had been identified in the Armadale and Breich Valley areas and approve these sites as additional reserve sites for the new build council housing programme;
2. Note that there were education constraints in the Armadale and Breich Valley area and that the housing mix on the sites identified would need to be carefully considered;
3. Note that site investigations and other due diligence would be carried out on the sites and that officers would explore what steps may be taken to address the education constraints;
4. Note that a site at Southdale, Armadale remained on the reserve list but that the capacity of the site was now 30 units, rather than 40, as the first affordable housing site being transferred at Southdale was smaller than previously anticipated; and
5. Note that the delivery of 18 of the proposed new build flats at Bathville Cross, Armadale was dependent on home owners and their lenders agreeing to title changes and that if agreement was not reached by the end of July it would be necessary to consider a replacement site which could be delivered within the agreed

timescale for the new build council housing programme.

Decision

To approve the terms of the report.

18. FIRE SAFETY POLICY & FIRE SAFETY RISK MANAGEMENT PLAN

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services providing details of the proposed council wide Fire Safety Policy and Fire Safety Risk Management Plan.

The report explained that duties under the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 extended to risks associated with fire in relevant premises and the Fire Safety Policy and Risk Management Plan had been developed in line with the legislation.

A copy of the Fire Safety Policy was attached as Appendix 1 to the report and the Fire Safety Risk Management Plan was attached as Appendix 2.

The Head of Housing, Construction and Building Services concluded that the new Fire Safety Policy and Fire Safety Risk Management Plan would ensure ongoing compliance with legislation. It set out key responsibilities and accountabilities consistent with other property compliance policies.

It was recommended that the Council Executive :-

1. Note the content of the proposed Fire Safety Policy and Fire Safety Risk Management Plan;
2. Approve the council wide Fire Safety Policy and Fire Safety Risk Management Plan; and
3. Agree that the policy should be implemented with immediate effect.

Decision

To approve the terms of the report

19. HOME ENERGY EFFICIENCY PROGRAMMES FOR SCOTLAND (HEEPS) 2014/15

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services advising of the £1.723m funding awarded to West Lothian for 2014-15 for home energy efficiency measures in private sector housing and of outline proposals for how this funding should be used in 2014-15.

The report advised that following discussions with COSLA, Scottish Ministers agreed that £42m of the total national Home Energy Efficiency Programme for Scotland (HEEPS) budget of £60m for 2014-15 would be

distributed through the core allocation funding and £18m would be available for councils to request additional support from the potential additional funding element.

Council officials had been working with Changeworks (a local environmental charity and social enterprise company) and had made a submission for West Lothian for 2014-15. The submission was made in April on the basis of an indicative allocation to West Lothian at the time of £1.082m. The submission had now been approved by Scottish Government and the grant was increased to £1.723m (an additional 50% of the core funding plus £100,000).

The submission targeted particular areas using information from the Energy Savings Trust, local house condition & survey information and indices of multiple deprivation. Apart from the traditional works of loft insulation and cavity fill, the programme would also start to look at external wall insulation. Discussions would also continue with local housing associations on possible future projects.

The projects identified for the core allocation were target based projects in Armadale, Whitburn, Deans and Breich and West Lothian wide loft and cavity insulation. The proposal also included external wall insulation projects in Howden, Deans and Armadale of "no-fines" housing. An information leaflet providing more details on the HEEPS proposals for West Lothian in 2014-16 was attached to the report at Appendix 1.

It was however noted that whilst this approach was a start in investing in private sector property in improving insulations levels, these area based schemes would not be able to deal with all the needs and demands from households in West Lothian. However the council aimed to develop and implement a long term investment strategy using the available HEEPS and ECO (Energy Company Obligations) funding.

The Council Executive was invited to :-

1. Note the allocation of funding of £1.723m to West Lothian for 2014-15 under the Government's Home Energy Efficiency Programme for Scotland (HEEPS);
2. Agree that the projects identified for this funding would be area based projects in Armadale, Whitburn, Deans and Breich, West Lothian wide loft and cavity insulation and external wall insulation projects in Howden, Deans and Armadale;
3. Agree that the council remained part of the consortium of local authorities working to deliver HEEPS projects managed by Changeworks and agree to appoint Changeworks to continue to manage the project on behalf of West Lothian Council in 2014-15 on a similar basis on which they had managed the 2013-14 project. Changeworks fee for this would be £84,281 and this would be funded from the HEEPS allocation; and
4. Agree that the council would review its approach to energy

efficiency projects, given the substantial resources were likely to be available for private sector housing over the medium term for investment in energy efficiency measures and helping to address fuel poverty. Provision of £78,000 for this had been made in the HEEPS allocation to cover council staff costs.

Decision

To approve the terms of the report.

20. PUBLIC HEALTH ETC (SCOTLAND) ACT 2008- JOINT HEALTH PROTECTION PLANS

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising that the 2014 Joint Health Protection Plan (JHPP) by NHS Lothian in collaboration with The City of Edinburgh Council, East Lothian, Midlothian and West Lothian Council officers had been updated as required by the Public Health, etc (Scotland) Act 2008 (the Act).

The Head of Planning and Economic Development advised that the Public Health, etc (Scotland) Act placed a requirement on each health board to prepare and publish a joint public health protection plan in consultation with relevant local authorities. The original plan for the NHS Lothian area, prepared in 2010 and updated in 2012, had now been further reviewed and updated by NHS Lothian's Consultation in Public Health Medicine in collaboration with senior Environmental Health Managers from The City of Edinburgh Council, East Lothian, Midlothian and West Lothian Councils.

Much of the plan was a collation of information on available resources, information about the disease burden within the Lothian's and a summary of each partner's priorities. It identified opportunities for joint working, joint training and joint evaluation of outcomes following any public health incident.

The main aims stated within the plan were :-

- To reduce preventable illness and death from communicable disease and environmental hazards;
- To identify potential outbreaks of communicable disease at an early stage so that effective control measures could be put in place as soon as possible;
- To improve the ability to prevent further outbreaks; and
- To work with partner agencies to put in place measures for effective management of non-communicable disease public health incidents and health improvement measures to mitigate health impact on environmental hazards.

The periodic review was to ensure that local authorities and health boards were aware of the contribution joint working could deliver and to make

sure that each was aware of the other's priorities. It was anticipated that the Plan would be a flexible document and would be refreshed as priorities changed with each partner body. It was also a requirement of the Act that each local authority share with the NHS a list of offices designated as competent under the Act. This had been done under a separate letter to the Director of Public Health Medicine NHS.

It was recommended that the Council Executive notes and approved the terms of the plan.

Decision

To approve the terms of the report.

21. PLANNING BRIEFS IN BREICH: WOODMUIR PRIMARY SCHOOL, WOODMUIR COMMUNITY HALL AND RASHIEHILL CRESCENT (HBC3)

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development seeking approval for planning briefs prepared for three developments in Breich : Woodmuir Primary School, Woodmuir Community Hall and the allocated housing site at Rashiehill Crescent (HBc3), copies of which were attached to the report as a series of appendices.

The Head of Planning and Economic Development advised that following construction of the new primary school at Woodmuir the existing sites for Woodmuir Primary School and Community Hall were surplus to requirement. Additionally the site at Rashiehill Crescent was an allocated housing site in the local plan and was being progressed at the same time due to its close proximity to the other sites in Breich.

Planning briefs had been prepared to guide the redevelopment of all three sites and the briefs indicated how the council, as planning authority, expected the sites to be developed. The proposed development of the sites would be consistent with the local plan, subject to the availability of education infrastructure to support development.

The report then provided a brief narrative on each of the sites.

The report also provided details of the consultation responses that had been received in relation to the planning briefs and the proposed alterations to the briefs as a result of comments received.

The report concluded that the planning briefs had been prepared for the three sites in Breich and would allow for re-use of the sites to provide sustainable development opportunities in West Lothian.

It was recommended that the Council Executive approve the briefs which would allow the council's Property Manager to market the sites at an appropriate time.

Decision

To approve the terms of the report.

22. WEST LoTHIAN LOCAL DEVELOPMENT PLAN MAIN ISSUES

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising of the preparation of a Main Issues Report (MIR) for the West Lothian Local Development Plan (LDP) and to set out the next steps for progressing preparation of the plan.

The Head of Planning and Economic Development explained that preparation of a development plan was a statutory requirement under the terms of the Planning, etc (Scotland) Act 2006. The development plan set out how places should change and what they could be like in the future. They also set out what type of development should take place and where and which areas should not be developed. Development plans were to be reviewed every five years.

The current development plan for West Lothian comprised the Strategic Development Plan for Edinburgh and South East Scotland (SDP), approved by Scottish Ministers in June 2013 and the West Lothian Local Plan (WLLP) adopted by West Lothian Council in January 2009. The plan was also supported by a suite of supplementary planning guidance.

The first formal stage in preparing the Local Development Plan was the preparation of a Main Issues Report (MIR) which was a discussion document setting out a series of key issues and posing a number of questions for the proposed plan. In addition the MIR set out the preferred development strategy for the area as well as an alternative strategy. This would include the identification of preferred development sites together with alternative options.

The report provided a narrative on the key issues including Economic Development, Community Regeneration, Housing Growth & Delivery, Infrastructure Requirements, Town Centre and Retailing, the Natural and Historic Environment, Climate Change & Renewable Energy and Waste & Minerals.

All existing policies in the WLLP had been reviewed to determine in the first instance if they continued to be relevant. Further work on the policies would be undertaken at proposed plan stage. Supplementary planning guidance on a range of topics including education, transport, flooding and air quality was proposed to be developed and taken forward in the proposed plan. The MIR was also supported by a Monitoring Statement and Environmental Report. Preparation of the Environmental Report for the SEA was a requirement of the Environmental Assessment (Scotland) act 2005 with the SEA providing a baseline environmental report against which the environmental impacts of the different development options identified in the MIR had been assessed.

In conclusion the Main Issues Report set out the ideas about the different

ways the West Lothian area could change over the next decade and beyond and outlined a preferred and alternative strategy for the area. It was a corporate document and would affect all parts of West Lothian. There would be an opportunity through the LDP to promote economic development, bring about regeneration and identify new housing sites which would help the council move towards a five year effective housing land supply and meet the identified housing need and demand.

It was recommended that the Council Executive :-

1. Approve the Main Issues Report (MIR) for consultation;
2. Approve the draft Monitoring Statement for the LDP consultation;
3. Approve the contents of the background papers as supporting documents for the MIR;
4. Approve the contents of the Transport Appraisal and modelling for consultation in support of the MIR;
5. Approve the contents of the Environmental Report (Strategic Environmental Assessment) (SEA) for the LDP consultation;
6. Approve the contents of the draft Equalities Impact Assessment for the LDP;
7. Approve the contents of the draft Strategic Flood Risk Appraisal for the LDP;
8. Approve the contents of the draft Habitats Regulations Appraisal in support of the MIR; and
9. Approve the contents of the draft West Lothian Local Landscape Designation Review for consultation in support of the MIR

Decision

1. To approve the terms of the report; and
2. To record a note of thanks to the staff for all their hard work in compiling the report and its supporting documentation.

23. INVESTORS IN PEOPLE

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the outcome of the corporate Investors in People review that concluded in April 2014.

The Head of Corporate Services explained that the council had been recognised as an Investor in People since 2001. Recognition was reviewed every three years to ensure that the council continued to meet the standard and also to assess current practice against the broader IIP framework, which had three levels of recognition (bronze, silver and gold).

The IIP review concluded in April 2014 and the Managing Assessor reported that based on the evidence provided, the council had successfully achieved Investors in People Gold. This was a significant milestone for the council and a testament to the council's strong leadership, positive culture and out dedicated employees.

The Head of Corporate Services then provided a narrative of the IIP review process.

It was also noted that the report from IIP provided extensive feedback, which was summarised in the report, that illustrated the council's overall position against the framework, including areas of strength and areas that the council could consider taking action to improve.

The Head of Corporate Services concluded that the IIP Gold accreditation was a wonderful achievement for the council and it recognised the talent, effort and dedication of the council's employees. This was in the context that only 2% of all organisations with IIP recognition had achieved IIP Gold.

It was recommended that the Council Executive note the findings of the report and the outcome of the process, the council's achievement of Investors in People (IIP) Gold.

Motion

"Council Executive congratulates all members of staff for their part in the council achieving Gold Investor in People (IIP) status.

Council Executive notes that this status is only awarded to a small number of organisations which are highly committed to employee development and service excellence. It recognises the long term commitment of the council and all staff to continuously developing, improving, learning and delivering excellent services for our communities.

Council Executive agrees to thank all staff for their contribution and commitment and as recognition resolve on a one off basis to award all staff one additional day of annual leave in 2014".

Decision

To unanimously approve the terms of the motion.

24. CUSTOMER SERVICE EXCELLENCE STANDARD

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services providing information on the key strengths and areas for improvement identified during the 2013-14 Corporate Customer Service Excellence (CSE) standard assessment.

The Head of Corporate Services explained that the Corporate CSE assessment was carried out over 8 days and it was broken into 2 stages :-

- Corporate Level Review; and
- Service Level Review

A summary of each of the reviews was provided in the report.

The CSE assessment had identified seven compliance plus elements across the council, details of which were summarised in the report.

The assessor had also stated that West Lothian Council “*continued to be a highly competent service delivery organisation with a strong customer focus*”. It was also identified that “*the accumulated evidence of what the council currently delivered, and its agenda for future service delivery, clearly demonstrated that the organisation was highly customer focussed and worthy of continued accreditation to the CSE standard*”.

There were four areas of partial compliance identified during the corporate assessment. This was a decrease in the total number of partial compliance from eight to four elements compared to 2012-13.

The report concluded that the CSE assessment report had provided a positive evaluation of the council’s approach to customer focussed feedback and had identified areas of strength across the council including the extensive service redesign activity based on the Delivering Better Outcomes consultation and the on-going engagement of hard to reach and disadvantaged groups.

It was recommended that the Council Executive :-

1. Note that West Lothian Council had retained the Customer Service Excellence (CSE) Standard; and
2. Note the content of the Customer Service Excellence Standard summary feedback report.

Decision

To note the contents of the report.



COUNCIL EXECUTIVE

WEST LOTHIAN LOCAL DEVELOPMENT PLAN MAIN ISSUES REPORT

REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to seek delegated authority for the Head of Planning and Economic Development, in consultation with the Council Leader and Executive Councillor for Development and Transport, to make non-substantive amendments to the Main Issues Report for the West Lothian Local Development Plan (LDP) and associated documents prior to public consultation.

B. RECOMMENDATION

It is recommended that the Council Executive agrees to delegate authority to the Head of Planning and Economic Development in consultation with the Council Leader and Executive Councillor for Development and Transport to make non-substantive changes to the Main Issues Report for the West Lothian Local Development Plan (LDP) and associated documents prior to public consultation.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The LDP will form part of the development plan once approved.</p> <p>A SEA and Equality Impact Assessment have been prepared for the LDP. The SEA will be the subject of further consultation.</p>
III Implications for Scheme of Delegation to Officers	None
IV Impact on performance and performance indicators	Preparation of local development plans (LDPs) is a statutory requirement under the Planning (Scotland) Act 2006 and Development Planning Regulations 2008. Progress of these plans is monitored by Scottish Government as a performance indicator for local authorities.

	<p>Development plans require to be updated every five years. The West Lothian Local Plan was adopted on 13 January 2009. The West Lothian LDP will replace the current West Lothian Local Plan. It is anticipated that the earliest date for adoption of the LDP will be during 2016.</p>
V Relevance to Single Outcome Agreement	<p>Outcome 1 - Our children have the best start in life and are ready to succeed</p> <p>Outcome 2 - We are better educated and have access to increased and better quality learning and employment opportunities</p> <p>Outcome 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business</p> <p>Outcome 4 - We live in resilient, cohesive and safe communities</p> <p>Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment</p>
VI Resources - (Financial, Staffing and Property)	<p>Additional development supported in the LDP may require additional infrastructure to be provided. The plan sets out that necessary infrastructure should be funded by the development industry. However, there may be a requirement for some of the infrastructure to be forward funded from the Local Infrastructure Fund.</p> <p>A number of site submissions for the LDP relate to land in council ownership. Should some of these sites be included in the LDP, there is potential for the council to generate capital receipts and/or bring forward sites for future affordable housing requirements.</p>
VII Consideration at PDSP	<p>The MIR and associated documents were considered by the Development and Transport PDSP on 5 June 2014. The PDSP agreed to forward the MIR and associated documents to the Council Executive with the recommendation that the MIR be approved for consultation.</p>
VIII Other Consultations	<p>No specific consultations have been carried out on this report. However, the MIR process itself involves wide consultation both internally and externally.</p>

D. TERMS OF REPORT

D1 Background

Preparation of a development plan is a statutory requirement under the terms of the Planning etc (Scotland) Act 2006. The development plan sets out how places should change and what they could be like in the future. Development plans must be reviewed every five years. The West Lothian Local Plan will, in time, be replaced by the West Lothian Local Development Plan (LDP). The first stage in the LDP is to prepare a Main Issues Report (MIR).

The MIR for the West Lothian LDP was approved by the Council Executive on 19 June 2014 for public consultation, together with associated documents. The consultation is anticipated to commence on 25 August 2014 for an eight week period to 17 October and arrangements are now being put in place for this.

Ordinarily, the Head of Service would have sought delegated authority to make non-substantive changes to the MIR text and associated documents to correct any errors and omissions which came to light when finalising the documents for publication. However, a request for such delegation was omitted from the report to Council Executive on 19 June. In preparing the MIR for consultation a small number of inconsistencies have been identified, together with some typographical errors.

Three inconsistencies have been identified which require to be corrected. Firstly, the text of the Economy Background Paper refers to a potential employment site at Linlithgow but the site is not identified on the proposals map. The map and the MIR text require to be amended accordingly to identify the site at Burghmuir. Secondly, the text of the MIR refers to the former Vion site at Broxburn as a housing site and elsewhere as a mixed use site. The preferred use for the site is for housing including some mixed use and the text will be amended accordingly. Finally, there are some inconsistencies in the Housing Background Paper and references to the effective five year land supply which need to be clarified. The clarification will confirm that, in the council's view, there is currently no deficiency in the effective land supply position in West Lothian. It should be noted that this is a position supported by Reporters in the two most recent appeal decisions in West Lothian where land supply has been raised as an issue by appellants.

Minor changes are also required to address grammar and typing errors and are non-substantive in nature.

E. CONCLUSION

The Main Issues Report sets out ideas about the different ways the West Lothian area could change over the next decade and beyond and outlines a preferred and alternative development strategy for the area. As a result of preparing the documents for public consultation changes are required to allow for correction of errors and consistency across all documents associated with the MIR.

F. BACKGROUND REFERENCES

Strategic Development Plan for Edinburgh and South East Scotland 2013

West Lothian Local Plan 2009

Edinburgh and the Lothians Structure Plan 2015

Scottish Government Circular 3/2012 – Planning Obligations and Good Neighbour Agreements.

West Lothian Local Development Plan - Report to Council Executive, 19 June 2014.

Appendices/Attachments: None

Contact Person: Fiona McBrierty, Acting Development Planning Manager, 01506 282418

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Craig McCorriston,

Head of Planning and Economic Development

5 August 2014



COUNCIL EXECUTIVE

ALCOHOL DIVERSIONARY ACTIVITIES

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of this report is to inform the Council Executive of the applications submitted by applicants to the Alcohol Diversionary Fund and to seek agreement that funds are released to undertake the activities detailed within the four applications.

B. RECOMMENDATION

It is recommended that the Council Executive agrees to the release of £35,464 from the Alcohol Diversionary Fund to support the applications submitted by Linlithgow Young People's Project, Firefly Arts Ltd, Deans Community High School and West Lothian Youth Action Project.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	Reduction in the number of underage drinking and antisocial behaviour calls registered with the Community Safety Unit.
V Relevance to Single Outcome Agreement	People most at risk are protected and supported to achieve improved life chances. We live longer, healthier lives and have reduced health inequalities
VI Resources - (Financial, Staffing and Property)	The budget for 2014/15 is £250,000 of which £150,000 is time limited for one year only.

- VII Consideration at PDSP** Considered by Social Policy PDSP where it was agreed that these applications be submitted to the Council Executive for approval.
- VIII Other consultations** Local Area Committees :
- Armadale/Blackridge – 23rd May 2014
 - Bathgate – 9th June 2014
 - Fauldhouse/Breich Valley – 10th June 2014
 - Linlithgow - 27th May 2014
 - Livingston North – 12th June 2014
 - Livingston South – 6th June 2014
- ADP– Alcohol Diversionary Fund Sub-Group:
- 30th May 2014
 - 18th June 2014

D1 TERMS OF REPORT

Background

A new governance process for the Alcohol Diversionary Funding was approved by the Council Executive on 21st January 2014, placing the responsibility for this funding within Social Policy.

The report submitted and approved by the Council Executive, referenced both the Social Policy PDSP and Council Executive role within the new process:

“Local Area Committees (LACS) will receive any applications for proposed projects and will provide an assessment panel with their recommendations. Results from the application and approval process will then be reported to the PDSP and approved by the Council Executive”.

The applications detailed in this paper have proceeded through their Local Area Committees and have met the West Lothian Alcohol Drug Partnership (ADP) Joint Commissioning Plan outcomes as assessed by the Alcohol Diversionary Fund Subgroup meetings on 30th May and 18th June 2014.

D2 CURRENT POSITION

There are four applications considered and recommended by the ADP Alcohol Diversionary Fund Subgroup. Brief details are:

LAC	ADP Partner	Project Name	Funding Request 2014/15
Linlithgow	Linlithgow Young People's Project	Late Lounge Club Nights	£5,304
Livingston North, Livingston South,	Firefly Arts Ltd	You are Here	£12,220

Armadale/Blackridge & Bathgate			
Livingston North	Deans Community High School	Friday Night Project	£11,140
Fauldhouse/Breich Valley	West Lothian Youth Action Project	Polbeth Drop In	£6,800

E. CONCLUSION

The Council Executive is asked to note the ADP Subgroup recommendations for Alcohol Diversionary Funding and to agree that the applications contained within this report are approved for funding.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 – Late Lounge Club Nights - Linlithgow Young People's Project

Appendix 2 – You are Here Firefly Arts Ltd

Appendix 3 – Friday Night Project Deans Community High School

Appendix 4 – Polbeth Drop In West Lothian Youth Action Project

Contact Person: Alan Bell, Senior Manager, Community Care Support and Services
alan.bell@westlothian.gov.uk
01506 281937

Jennifer Scott, Head of Social Policy

Date: 5th August 2014



Application Form

The West Lothian ADP Youth Alcohol Diversionary Fund application form is split into several sections covering different aspects of your initiative or project. Please take some time to ensure the main points are covered in the appropriate place.

Section 1 – Submission details	
TADP Partner	LYPP, WLC WWYPT, St Johns Church, Police
Name of Key Contact	
Project Title / Name	'Late Lounge' Club Nights
Have you applied for funding for this same initiative before?	No
<i>If so, an evaluation must have been carried out AND attached before completing the following sections</i>	

Section 2 – The Project	
What outcome targets are set for the project?	-To positively engage S3-S6 pupils in Friday night activities as an alternative to drinking alcohol - To reduce Friday night alcohol consumption by young people -To conduct individual ABI's through planned interventions
What ward areas will the project cover?	Linlithgow, Bridgend, Winchburgh, Newton and Philipstoun
Who are the intended beneficiaries of the project?	S3-S6 young people

DATA LABEL: PUBLIC

Which of the National Outcomes does the project cover?	4
What local priorities/ outcomes does the project cover?	7

Section 2 – The Project

How does the project meet the Equalities and Diversity Agenda?	<p>By developing a responsive approach. And by including diverse young people, the project will not disadvantage any young person on the grounds of sex, race, disability, sexual orientation, opinions or beliefs.</p> <p>All part time staff & volunteers will recognise the importance of young peoples' rights in accordance with legislation, policies and procedures.</p>
How does the project demonstrate positive engagement with the local community?	Youth consultation and discussion with target groups of young people in the planning process
How will your project be advertised/ publicised?	Through Linlithgow Academy, Linlithgow, Bridgend, Newton, philipstoun and Winchburgh WWYPT, LYPP, WLYAP, posters, Facebook, bulletin notices and word of mouth.
Explain what is new and innovative about this project?	This is a new project which develops existing partnership links. It is a development of a previous Code Red Disco project with a new focus, methods for monitoring and collection of data and engages young people in the even in advance, reducing their likelihood of alcohol consumption.
Is this a short term or long term solution/intervention?	Long term
<p>Please give an outline of the project that will be undertaken including how the project need was identified and its relevance to the West Lothian ADP</p> <p>(maximum 500 words)</p>	<p>Late Lounge is a joint project targeted at young people between S3 to S6. The project reflects some of the good practice lessons learned by partners previously working together to run the Code Red Disco in Linlithgow.</p> <p>The previous project was open to all secondary aged pupils and partners noted that this was highly populated by younger age teens, who were, on the whole, not misusing alcohol. This format also made it difficult to track and monitor individuals and interventions (ABI's) without distorting the actual disco activity. However the project did attract large numbers of young people and significant connections were made with many young people from a cross section of backgrounds and geographic locations.</p> <p>In order to overcome these issues we aim to target young people specifically in S3 to S6 from Linlithgow and surrounding villages. The Late Lounge nights will be publicised through Linlithgow Academy and associated networks, with the requirement that young people need to collect a ticket in person from organised ticket outlets, in order to attend. The ticket collection points will be made</p>

	<p>available in Linlithgow, Bridgend and Winchburch and require that young people meet youth work staff and complete a questionnaires/survey online before they receive their ticket. The tickets themselves will also be printed with alcohol advice and information. The ticket collection system will allow workers to get to know the young people, conduct ABI's and point out the alcohol advice, all in advance of the club night setting. This system will also allow workers to follow up trends such as a ticket which has been picked up but not used to attend the activity and the reasons for this. For the young person, we hope that this will help them to plan not to drink in advance of the Friday Late Lounge club nights, challenging their existing behaviour, as a result of them having to go to the effort of collecting a ticket.</p> <p>The Late Lounge will be run like a night club with a DJ and non-alcoholic juice bar. Young people from the village locations being met and transported to the activity by minibus. This will give further opportunity for youth workers to engage, discuss and follow up with the young people. Young people will be registered at the door before entering the 'club'. Youth workers will work throughout the night to speak to and help young people.</p> <p>Follow up surveys will be conducted with individual young people every 3 to 4 months and in partnership with the local police there will be someone present at the door as often as possible. Ticket advice and information will change each month to help facilitate new discussion, keeping young people up to date with alcohol advice.</p>		
Project Start Date	August 2014	Project End Date	March 2015

Section 3 – Resources	
How much are you applying for the Fund?	<u>£5303.68</u>
What is the total cost of the project?	<u>£5303.68</u>
What other funding sources have you obtained, including in-kind / matched funding?	Location- in-kind Miscellaneous costs budget- surplus from Code Red Discos Volunteers

<p>What staffing resources are required to deliver the project?</p>	<p>Monthly Late Lounge nights August 2014 – March 2015 = 8 events</p> <p style="text-align: center;"><u>Transport</u></p> <p>WLC Minibus Hire @£25 per Hire + £10 fuel x 8 events 280</p> <p><u>Staffing</u></p> <p>Friday afternoon Ticket collection / Information advice points in Winchburgh, Newton , Philipstoun & Bridgend 2 Youth Workers @£9.93 per hour x 3 hours x 8 events 476.64</p> <p>Staffing for Minibus Transport Service from outlying villages (staff will also work at Late Lounge) 2 Youth Workers @£9.93 per hour x 5 hours x 8 events 794.40</p> <p>Late Lounge 2 Youth Workers @£9.93 per hour x 3 hours x 8 events 476.64</p> <p>LYPP Late Lounge 2 Youth Workers @ £12 per hour x 3 hours x 8 events 576.00</p> <p>D.J – 8 Events 800</p> <p>Equipment hire- (Lights, sound, set up)x 8 events 800</p> <p><u>Equipment</u></p> <p>2 ipads 700</p> <p>Refreshments x 8 events 400</p> <p>Total <u>£5303.68</u></p>
<p>What partner organisations are involved and what will be their contribution?</p>	<p>WLWWYPT-coordination of staff, development of policies/ risk assessment, staff, minibus hire and driver, village ticket coordinators</p> <p>LYPP-building, staffing, Linlithgow ticket point</p> <p>St Johns Church- volunteers, youth work staff</p> <p>Police- advice and information, police in attendance when available</p>

Highlight how applicants will work together to reduce duplication of service and resources.	Activities will be advertised through partners operating the ticket/ intervention sites in Linlithgow, Bridgend and Winchburgh. The partners will use their knowledge and connections with young people to positively work with the young people to host the central 'Late Lounge' Club nights.
Please provide evidence of how this project demonstrates preventative spend?	Young people are in an alcohol- free, safe, monitored environment on an evening associated with patterns of high adolescent drinking. This activity will reduce the occurrences of anti-social activity and health care intervention (NHS Admissions) by young people.

Section 4 – Monitoring and Evaluation

How will you evaluate this project?	Young peoples individual alcohol online surveys (iPad 'Pole daddy' app and Miituu app) which will be repeated on a quarterly basis, numbers of ticket sales, numbers of ABI's conducted.
What monitoring data will be collected for the project?	Data will be collected and collated verbally, written and online. Young people will be surveyed every 3 to 4 months to monitor behaviour and attitudes towards alcohol as well as general attendance trends associated with the Late Lounge project and village projects. This will then inform future project development.
What outcomes will you achieve?	-To positively engage S3-S6 pupils in Friday night activities as an alternative to drinking alcohol -To reduce Friday night alcohol consumption by young people -To conduct individual ABI's through planned interventions
What impact will the project have?	Young people will be more informed about misuse of alcohol, young people will have an option of an alternative alcohol free activity once a month, youth work partners will have a clearer indication of the scale and patterns of youth drinking for young people age S3 to S6, young people will have reduced their alcohol consumption and the alternative to engage in positive activities.
Note any possible barriers or threats.	One barrier to data collection is unavailable current data of the numbers of young people drinking alcohol in houses on Friday evenings to have an accurate picture of the scale numbers of young people or specific groups at which to target this activity. In the first instance a partnership approach in publicity in order to encourage participation and to engage with those difficult to reach young people to ensure that their needs are being met.

Section 5 – Validation

This part of the application verifies that all partners are happy with the content and intention contained within the application. For electronic copies received without a signature, the funding panel will assume that all the relevant permissions/approvals and evidence have been sought and attached by the applicant.

Signed on behalf of the project

Name	Organisation Linlithgow Young Peoples Project	Position Project Manager
Signed	Date	Telephone number

Section 6 – Your Organisation

ADP / CPP Partner	Linlithgow Young Peoples project
Name of Key Contact	
Position in Partnership/ Organisation	Project Manager
Correspondence Address	
Post Code	
Tel Number	
Email Address	
Website	www.lypp.org.uk

Application Form

The West Lothian ADP Youth Alcohol Diversionary Fund application form is split into several sections covering different aspects of your initiative or project. Please take some time to ensure the main points are covered in the appropriate place.

Section 1 – Submission details	
TADP Partner	West Lothian Council
Name of Key Contact	
Project Title / Name	<i>You Are Here</i>
Have you applied for funding for this same initiative before?	Yes. Funds received for projects in Bathgate and Livingston South. Completed March 2014 and final reports submitted.
<i>If so, an evaluation must have been carried out AND attached before completing the following sections</i>	

Section 2 – The Project	
What outcome targets are set for the project?	<p><i>You Are Here</i> will provide quality, participatory and diversionary arts activity in 4 areas of West Lothian, aiming to:</p> <ul style="list-style-type: none"> • Build young people's confidence and raise their awareness of individual, collective and social responsibility. • Address alcohol-related impact and behaviours through accessible and attractive arts activity. In particular to deter vulnerable young people from alcohol-related anti-social, harmful and criminal activity. • Increase young people's interest and understanding of local and national politics, policy and decision-making, and their own capacity to play a role in this. • Develop young people's technical, cognitive and creative skills. • Create a digital resource/DVD for additional community and school Use with young people.
What ward areas will the project cover?	<p>Livingston South Livingston North Armada and Blackridge Bathgate</p>

Who are the intended beneficiaries of the project?	Young people aged 12 to 18 years, who are socially, economically and geographically marginalised. In particular those who are engaged in, or are at risk of, under-age/group drinking and alcohol misuse.
Which of the National Outcomes does the project cover?	<ul style="list-style-type: none"> • Our young people are successful learners, confident individuals, effective contributors and responsible citizens. • We have improved the life chances for children, young people and families at risk. • We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others. • We live our lives safe from crime, disorder and danger. • We take pride in a strong, fair and inclusive national identity.
What local priorities/ outcomes does the project cover?	<ul style="list-style-type: none"> • We live in resilient, cohesive and safe communities. • People most at risk are protected and supported to achieve improved life chances. • We live longer, healthier lives and have reduced health inequalities.

Section 2 – The Project

How does the project meet the Equalities and Diversity Agenda?	<p>Firefly Arts strives to be an equal opportunities organisation, and recognises and challenges the existence of inequality and discrimination in society. Firefly Arts will undertake to take action to redress discrimination on the grounds of disability, race, colour, ethnic or national origin or marital status, gender, sexual orientation or religious beliefs, within our own practice.</p> <p>Firefly's equal opportunities policy is available on request.</p>
How does the project demonstrate positive engagement with the local community?	<p>Participatory film and digital arts activity has proven capacity to attract and engage young people who are vulnerable, hard to reach, or have behavioural issues. Firefly recognises that issue-based work with young people is more attractive, and therefore more effective, when housed within a wider lifestyle context. <i>You Are Here</i> will encourage vulnerable young people to address alcohol-related issues, attitudes to drinking and the impact of anti-social behaviour by:</p> <ul style="list-style-type: none"> • Encouraging them to digitally map and document current life choices, expectations, family and community relationships. • Use film and digital media skills to document their lives through the months leading up to and following the Scottish Independence referendum. • Build technical, artistic and creative skills to develop the project into a viable and successful digital artwork. • Deliver Alcohol Brief Intervention as needed. • Collate and edit project material to create a digital record/DVD resource for dissemination across arts, school youth and community services.
How will your project be advertised/ publicised?	<p><i>You Are Here</i> will be promoted through local youth services, community and project partners, West Lothian's Youth Participation Network and Firefly's own outreach and community links.</p>
Explain what is new and innovative about this project?	<p><i>You Are Here</i> has been developed as a mobile media arts programme with capacity to engage and attract young people in a range of venues, areas and situations. This will include outdoor and street work – such as engaging directly with teenage drinkers who congregate in parks and around shopping centres, informal sessions at local youth drop-in services, and focused arts development in partnership with local project partners. Participants with a specific interest in developing their technical skills will be progressed into taking an active role in producing a film/digital resource for additional community and schools use.</p> <p><i>You Are Here</i> is a direct development of Firefly's previous experience of effective diversionary practice. It aims to build on strengths and address the challenges met in previous AD projects.</p>

Is this a short term or long term solution/intervention?	As a direct development of Firefly's previous ADF programming, we view this project as an integral stage within long-term intervention, and will deliver Alcohol Brief Intervention as needed.
<p>Please give an outline of the project that will be undertaken including how the project need was identified and its relevance to the West Lothian ADP</p> <p>(maximum 500 words)</p>	<p>Firefly Arts' diversionary arts programming capitalises on the unique capacity of quality arts activity to engage vulnerable young people. It aims to encourage young people to explore life-style issues, health and anti-social behaviours, and develop wider understanding and practical strategies to make positive behavioural change.</p> <p>In line with this objective, <i>You Are Here</i> will deliver evening and weekend film and digital arts sessions in partnership with local youth services in Livingston South, Livingston North, Bathgate and Armadale. Firefly will liaise with local youth services and voluntary sector organisations in each of these areas to ensure the programme meets the needs of young people who are specifically at risk of under-age drinking, individual and collective alcohol misuse</p> <p>All sessions will be led and supported by experienced arts specialists and local youth support workers. Social and alcohol-related issues will be addressed throughout the project using film, digital media, visual arts and performance skills. Process will encourage frank and objective exploration of participants' views and attitudes, and Alcohol Brief Intervention will be available for all participants. Given the significant time-frame, themes will also include a focus on the Scottish Independence referendum to encourage participants to consider their current role in society, explore aspirations for the future, and address social, economic and behavioural barriers that may prevent them from achieving. Over a 10-month period this programme aims to support a total 48 film, arts and digital media sessions in 4 areas of West Lothian, and engage regularly over a 10 month period with a total of 100 vulnerable young people. Project participants will also be involved in editing material into a DVD, which will be screened in each of the 4 project areas, and distributed as an ongoing resource for a wider audience of schools, youth and community services.</p> <p>Through attractive and diversionary arts activity, <i>You Are Here</i> will engage with West Lothian's most marginalised teenagers to raise awareness of social responsibility, address anti-social behaviour and alcohol misuse, clarify the impact on health, achievement and community, motivate and inspire young people into positive behavioural changes.</p>

Project Start Date	June 2014	Project End Date	March 2015
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Section 3 – Resources	
How much are you applying for the Fund?	<p style="text-align: right;">Per area: £3,055</p> <p style="text-align: right;">Total Funds requested to deliver in 4 areas: £12,220</p>
What is the total cost of the project?	<p style="text-align: right;">Per area: £4,695</p> <p style="text-align: right;">Total project costs for 4 areas: £18,780</p>
What other funding sources have you obtained, including in-kind / matched funding?	<p>Per area:</p> <ul style="list-style-type: none"> • Youth Worker support: £750 Project partners in-kind. • Film, digital and recording equipment: £500 Firefly Arts in-kind. • Venue costs: £360 Project partners and Firefly Arts in-kind. <p style="text-align: right;">Total in-kind per area: £1,640</p> <p style="text-align: right;">Total in-kind for 4 areas: £6,560</p>
What staffing resources are required to deliver the project?	<p>Film/digital Artist (s) for 48 contact sessions (12 per area)</p> <p>Film/edit Artist (s) for 40 hours (10 per area)</p> <p>Youth Worker/participant support for 48 contact sessions (12 per area)</p>
What partner organisations are involved and what will be their contribution?	<p>Knightsridge Adventure Project: Contributing to identification and initial engagement with target participants, and sessional use of venue.</p> <p>Bathgate Chill-Out-Zone (Children 1st) Contributing to identification and initial engagement with target participants, and sessional use of venue.</p> <p>Armada Youth Space: Contributing to identification and initial engagement with target participants, and sessional use of venue.</p>
Highlight how applicants will work together to reduce duplication of service and resources.	<p>This is a designated film and media project, delivered by Firefly Arts in partnership with local youth services. It is anticipated that Knightsridge Adventure project, Bathgate Chill-Out-Zone and Armada Youth Space will each support a minimum of 12 sessions – with a further 12 sessions to be delivered in Livingston South with young people who congregate in Howden Park and The Centre, Livingston.</p> <p>All project partners will play a key role in supporting participants into the programme, liaising directly with the arts team to plan and support sessions, and feeding into evaluation and reporting.</p> <p>Firefly is committed to sharing skills, training and resources wherever possible, and all supporting youth service staff will be invited to Firefly's regular in-house training programme.</p>

<p>Please provide evidence of how this project demonstrates preventative spend?</p>	<p>Quality arts experience has been proven as significantly effective in engaging, motivating and redirecting young people who have failed to participate in mainstream education/youth provision, and those who are at risk of engaging in anti-social and criminal behaviours.</p> <p>In the past 3 years the Firefly have worked in partnership with a number of West Lothian services to successfully direct vulnerable young people through targeted group work into core and mainstream arts provision. These services have included: West Lothian's Youth Inclusion Project; the Domestic Abuse and Sexual Assault Team; Ogilvy School Campus; HYPE; West Lothian Mental Health Services; West Lothian Health Improvement Team, West Lothian Social Services; Hillside School.</p> <p>Given the strong links between living in disadvantaged areas, ill health and anti-social behaviours, it is no surprise that early intervention, diversionary activity and a cohesive community approach significantly improve life chances and reduce costs to the public sector.</p> <p>Firefly aim to endorse preventative spend through building confidence, self-awareness and group skills. All specific and targeted project work is planned to include capacity to progress marginalised young people into core and integrated activity with more focused and motivated peers. This transition frequently increases opportunity for vulnerable young people to develop essential social skills, training and employment.</p>
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Section 4 – Monitoring and Evaluation

<p>How will you evaluate this project?</p>	<p>Firefly will implement both qualitative and quantitative systems to monitor and evaluate the project, measured against agreed aims and projected outcomes. Methodology will include:</p> <ul style="list-style-type: none"> • Recording of participant/audience attendance for all sessions and events. • Collating of project ABI data • Collective and individual participant assessment. • Project partner assessment. • Artist assessment through regular supervision meetings. <p>Project artists will be responsible for conducting regular assessment with participants. Firefly's Administrator will collate this information along with attendance figures. Firefly's Director will conduct artist assessments, collate feedback from partner organisations, and submit reports to funders and project stakeholders.</p>
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What monitoring data will be collected for the project?	<ul style="list-style-type: none"> • Number tracking • Alcohol Brief Intervention sessions • Participants evaluation (interim and final assessment) • Project partner evaluation (interim and post-project)) • Artist evaluation (interim and post-project)
What outcomes will you achieve?	<p>Vulnerable young people in West Lothian will:</p> <ul style="list-style-type: none"> • Gain increased confidence and self-esteem. • Develop greater understanding of the social, economic and health-related impact of alcohol misuse. • Increase awareness of individual, collective and social responsibility. • Be less likely to participate in alcohol misuse, anti-social and criminal activity. • Gain increased interest in and understanding of local and national politics. • Develop new and improved technical, cognitive and creative skills.
What impact will the project have?	<p><i>You Are Here</i> will impact positively on vulnerable young people's capacity to:</p> <ul style="list-style-type: none"> • Make healthy and productive life choices, build skills and improve the quality of their lives. • Increase their knowledge of alcohol-related issues. • Contribute positively and creatively to their peers, local and wider community. <p>For the wider community and supporting services, the project will:</p> <ul style="list-style-type: none"> • Provide pro-active diversionary activity to deter young people from anti-social behaviour, underage drinking and alcohol misuse. • Aid safer, resilient and more equitable communities. • Generate quality and cost-effective community, youth and arts partnerships.
Note any possible barriers or threats.	<p>Firefly recognise that the key challenge in this field of work is effective and sustained engagement with hard-to-reach participants. To address this potential barrier, the project will:</p> <ul style="list-style-type: none"> • Work with specific, local and experienced youth support services to ensure that the project meets the needs and interests of the young people it aims to reach. • Ensure that arts specialists leading the project have proven experience of socially-engaged practice, and relevant experience of working with young people with challenging behaviour and transient life-styles.

Section 5 – Validation

This part of the application verifies that all partners are happy with the content and intention contained within the application. For electronic copies received without a signature, the funding panel will assume that all the relevant permissions/approvals and evidence have been sought and attached by the applicant.

Signed on behalf of the project

Name	Organisation Work with Young People Team. Armadale Knightsridge Adventure Project Bathgate Chill-Out-Zone (Children 1st)	Position
<i>Signed</i>	<i>Date</i>	<i>Telephone number</i>

Section 6 – Your Organisation

ADP / CPP Partner	Firefly Arts Ltd is a registered Scottish charity and an active member of West Lothian's Voluntary Sector.
Name of Key Contact	
Position in Partnership/ Organisation	Director
Correspondence Address	
Post Code	
Tel Number	
Email Address	
Website	

Strategy for Tackling Underage Drinking
Reporting Framework 2012 - 2013

PROJECT TITLE & REF NO	Fly On The Wall (AKA Bird On the wing) 2013-14AD21
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CONTACT DETAILS	<p>Director. Firefly Arts Ltd</p> <p>Post code:</p>
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LOCATION OF PROJECT	Livingston South. Howden and surrounding area.
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DURATION OF PROJECT AND PROJECTED COMMENCING DATE	This project supported 25 workshops between October 2013 and completed in March 2014
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LEAD AGENCY	Firefly Arts Ltd
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PROJECT OUTLINE	<p>A diversionary arts project that targeted young people aged 13 to 16 years, living in South Livingston. Using drama, film and arts activity, the project aimed to :</p> <ul style="list-style-type: none"> • Address young people's attitudes to alcohol misuse and its impact on lifestyle, opportunity and community. • Explore participants' sense of worth and aspiration. • Develop personal strategies for safe, confident and positive life choices. • Generate quality film and performance to present participants' enhanced understanding and achievements to peers and the wider community.
HOW THE YOUNG PEOPLE GOT INVOLVED	<p>Firefly advertised this project through the Youth Participation Network, West Lothian Youth Action Project, St Margaret's Academy and our existing links with young people in south Livingston. Initial sessions focus on fun and friendly activity to build confidence. Young people in this group got to know and interact with each other remarkably quickly.</p>

INPUTS	<ul style="list-style-type: none"> • Drama and arts specialists for 25 2xhour workshops • Arts specialists and technical support for 1 performance. Project planning, management and administration • Venue, film, sound and theatre equipment • Monitoring, evaluation and documentation • Marketing and publicity • Support workers to initially engage young people • PVG, Public Liability, Scottish Charity, Health/Safety compliance
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PROCESSES	<p>This project was developed as a diversionary activity for young people who are at risk of underage drinking, alcohol misuse and subsequent anti-social behaviour. Activity initially focused on exploring young views and experience, with an aim to lead the group to broader consideration of the social and economic impact of alcohol misuse on the wider community.</p> <p>21 young people have participated in this project between October 2013 and March 2014. Some of these young people that come every week have not engaged with Firefly in any way before. Many were brand new to a participatory drama process and nearly all embraced fresh ideas and ways of working with vigour and enthusiasm. All participants have grown in confidence, their sense of self, and how they perceive the world around them.</p> <p>As confidence developed, the group took a specific interest in building their work into a performance. Our process therefore developed into devised drama, script and text, creative writing, movement, physicality, choreography and sign-language. In January the group stated to use play <i>Kes</i> as a launch pad for exploring themes of freedom and constriction, safe spaces, risk- taking, alcohol mis-use dreams and aspirations.</p> <p>Through the project period, a core group of 12 young people aged 13 - 17 years have progressed to continue meeting as a small production company. They have now been offered a performance slot at the National Festival of Youth Theatre in July 2014 where they will spend a life changing weekend with hundreds of other young people from youth arts organisations across Scotland and further afield. Firefly will maintain this group until July 2014 in order to accommodate this fantastic opportunity.</p>
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OUTPUTS	<p>Number of sessions: 25</p> <p>Number of young people involved: 21</p> <p>Attendance figures: 298</p> <p>Age range: 13 to 16 years</p> <p>Number of males: 9</p> <p>Number of females: 11</p>
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OUTPUT MEASURES/INDICATORS	<p>Firefly conducted qualitative and quantitative evaluation to measure agreed projected outcomes. Methodology included:</p> <ul style="list-style-type: none"> • Recording of participant/audience attendance for all sessions/screenings/events. • Collective and individual participant assessment. • Artist assessment conducted through regular supervision meetings.
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OUTCOMES	<p>Outcomes for participants involved in this activity included:</p> <ul style="list-style-type: none"> • Increased confidence and self-esteem. • Greater understanding of issues such as alcohol misuse, social and economic deprivation, bullying, mental health issues, • Increased performance, creative and audio/visual technology skills. • Improved communication and behaviours between young people, their local community and project workers. • New opportunity to present their views, work and achievements to the wider community. <p>The project team and Howden park staff reported significantly improved behaviours and social engagement skills from the young people attending the workshops each week.</p> <p>12 participants from this project have committed to performing their work at Howden Park Centre and again at the National Festival of Youth Theatre in July 2014. This is a major achievement for some members of the group who have not previously participated in any collective youth arts activity.</p>
OUTCOME MEASURES/INDICATORS	<ul style="list-style-type: none"> • 100% of participants who completed evaluation reported increased confidence. • 90% of participants who completed reported increased awareness of social, relationship and alcohol-related issues. • 80% of participants who completed evaluation reported increased and specific understanding of alcohol mis-use and related issues -including how best to avoid, address and reduce adverse alcohol-related behaviours. • 100% of participants who completed evaluation reported increased performance, creative and communication skills.

WHAT EVALUATION METHOD WAS USED	<p>LEAP The Big Picture Own method X</p>
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	Other
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HOW WERE YOUNG PEOPLE'S ACHIEVEMENTS RECOGNISED	Informally X Firefly have invested in continuing the group and will support public performances in West Lothian and Fife in July. Youth Arts Scotland have recognised the groups' achievements through inviting them to perform at their annual National Festival of Youth Theatre .
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WHAT LESSONS WERE LEARNED	<p>This project went well from the outset. We were particularly pleased with the number of participants who had not previously engaged in art activity. The group gelled well and quickly became fairly self-led. As confidence and skills grew, the young people developed quite ambitious performance plans.</p> <p>This project used devising process to explore a wide range of social issues. The participants collectively decided to base their performance work on Kes – a play that has social isolation, alcohol mis-use and bullying as its central themes.</p> <p>Weekly sessions started in October on a very informal basis, with more focused, development process introduced from the end of November. Some participants were less used to this process and continued to access the weekly sessions more as a drop-in than a focused project. We managed to accommodate this - but it was sometimes difficult for the staff and other participants to manage. Significantly, several vulnerable participants did achieve the transition from drop-in to development work, and have since become core members of this group.</p> <p>Some participants are regular users of the outside park area – but had not been in Howden Park Centre before. 3 participants took a short while to settle in and appreciate the other users of the building.</p>
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WEST LOTHIAN COUNCIL

**Strategy for Tackling Underage Drinking
Reporting Framework 2012 - 2013**

PROJECT TITLE & REF NO	Fly On The Wall 2013-14AD03
CONTACT DETAILS	Director. Firefly Arts Ltd
LOCATION OF PROJECT	Bathgate
DURATION OF PROJECT AND PROJECTED COMMENCING DATE	October–December 2013 in partnership with Boghall Drop-In Centre January - March 2014 in partnership with Bathgate Chill-out-Zone
LEAD AGENCY	Firefly Arts Ltd
PROJECT OUTLINE	<p>A diversionary arts project that targeted young people in Bathgate, aged 12 to 18 years. Using, film and digital media activity, the project aimed to :</p> <ul style="list-style-type: none"> • Address young people's attitudes to alcohol misuse and its impact on lifestyle, opportunity and community. • Explore participants' sense of worth and aspiration. • Develop personal strategies for safe, confident and positive life choices. • Generate quality film and performance to present participants' enhanced understanding and achievements to peers and the wider community.
HOW THE YOUNG PEOPLE GOT INVOLVED	<p>Firefly initially intended this project for Boghall, in partnership with Boghall drop-in Centre. Firefly dropped fliers throughout the area, through Bathgate Academy, Boghall Drop-In, the Youth Participation Network, and West Lothian Youth Action Project. Project staff also ran drop-in/taster workshops through Pop-school and Boghall Parish church café.</p> <p>Unfortunately the project failed to engage the targeted participants. After a brief trial at Simpson's Primary – which attracted young people who already attend Firefly workshops, the project moved to the Chill Out Zone (COZ), where it has been running successfully with high numbers of young people attending.</p>

INPUTS	<ul style="list-style-type: none"> • Film, Drama and media specialists for 17 2 & 3xhour workshops • Project planning, management and administration • Venue, film and recording equipment • Monitoring, evaluation and documentation • Marketing and publicity • Partnership youth workers to support vulnerable young people • PVG, Public Liability, Scottish Charity, Health/Safety compliance
PROCESSES	<p>This project came into its own once it was hosted at the Chill Out Zone. From January 2014 young people have made a collection of stories with pictures and music. Participants have worked collaboratively to decide on a different theme for each story, with each having ten sentences and ten pictures. The stories are varied and sparked up conversations about growing up, love, loss, bullying, loneliness, patriotism, the referendum, greed and anger. Using narrative with music has enabled the young people to explore their thoughts and feelings in a fun and safe way.</p> <p>COZ staff played an invaluable role in supporting the 3xhour weekly sessions, in which there has been between 12 and 18 young people making the stories and around 6 young people who put music along to the stories using guitar, drums and keyboard. At the end of each week's session the music and narrative is performed for everyone using the centre.</p> <p>A significant achievement in this project has been seeing young people working with peers they might not engage with at school or elsewhere. The story-building structure has allowed participants of all ages, and from a range of backgrounds, to access and engage in the work supporting each other's ideas. Their confidence has flourished over the weeks. Participants were initially embarrassed to share their ideas or to read their parts of story aloud, however now they're keen to record their voices. The biggest challenge has been supporting young people who find it more difficult to manage their behaviour in group settings, ensuring they don't undermine the work of others. Giving these youngsters responsibility and individual support has enabled them to participate in a positive way. As work has progressed there is a real sense of achievement developing, and the participants seem to really care about the material they've made.</p> <p>A film of work created through this project will be available by the end of April 2014.</p> <p>Between October 2013 and March 2014 this project has actively engaged with over 83 young people between 12 and 18 years – many of whom are particularly vulnerable and involved in alcohol misuse.</p>

<p>OUTPUTS</p>	<p>Number of sessions: 17 Number of young people involved: 83 Attendance figures: 254 Age range: 13 to 18 years Number of males: 72 Number of females: 11</p>
<p>OUTPUT MEASURES/ INDICATORS</p>	<p>Firefly conducted qualitative and quantitative evaluation to measure agreed projected outcomes. Methodology included:</p> <ul style="list-style-type: none"> • Recording of participant/audience attendance for all sessions/screenings/events. • Collective and individual participant assessment. • Staff assessment conducted through regular supervision meetings.
<p>OUTCOMES</p>	<p>Outcomes for participants involved in this activity included:</p> <ul style="list-style-type: none"> • Increased confidence and self-esteem. • Greater understanding of issues such as growing up, love, loss, bullying, loneliness, patriotism, the referendum, greed and anger. • Increased narrative, creative and audio/visual technology skills. • Improved communication and behaviours between young people, their peers and project workers. • New opportunity to present their views, work and achievements to the wider community.
<p>OUTCOME MEASURES/ INDICATORS</p>	<ul style="list-style-type: none"> • 100% of participants who completed evaluation reported increased confidence and self-esteem. • 90% of participants who completed evaluation reported increased awareness of social, personal development and relationship issues. • 60% of participants who completed evaluation reported increased awareness of alcohol misuse and how best to avoid, address and reduce adverse alcohol-related behaviours. • 100% of participants who completed evaluation reported increased media, creative and communication skills.
<p>WHAT EVALUATION METHOD WAS USED</p>	<p>LEAP The Big Picture Own method X Other</p>
<p>HOW WERE YOUNG PEOPLE'S ACHIEVEMENTS RECOGNISED</p>	<p>Informally X Work from each session has been played/performed for staff and young people who use the Chill-out Zone. Participants have been</p>

	involved in selecting and editing work for a short digital collage – which will be shown through Firefly and COZ networks.
WHAT LESSONS WERE LEARNED	<p>Firefly had intended to deliver this project in direct partnership with Boghall Drop-In and the Youth Action Project. Despite several set-up and taster sessions the project initially failed to attract the young people it sought to engage. There may be several reasons for this:</p> <ul style="list-style-type: none"> • Initial sessions were programmed in St Columba's primary school. There are indications that several local youngsters were not keen to use this as a venue. • Boghall Drop-In and the Youth Action Project were not actively engaging with local teenagers at this time • Sessions programmed for Simpson's Community wing attracted young people who already engage with Firefly – but no new participants and none that are specifically at risk of alcohol misuse. <p>In January the project moved to COZ. The use of film, media and music activity was well-received by the young people. Work developed quickly and the project attracted high numbers of young people who are deemed vulnerable and at risk of alcohol misuse. The capacity to be flexible and move the project to engage with relevant participants and pro-active partners proved invaluable to its success.</p>

Application Form

The West Lothian ADP Youth Alcohol Diversionary Fund application form is split into several sections covering different aspects of your initiative or project. Please take some time to ensure the main points are covered in the appropriate place.

Section 1 – Submission details	
TADP Partner	Deans Community High School
Name of Key Contact	
Project Title / Name	
Have you applied for funding for this same initiative before?	Yes 2013 - 2014
<i>If so, an evaluation must have been carried out AND attached before completing the following sections</i>	

Section 2 – The Project	
What outcome targets are set for the project?	<p>The overall purpose of the Friday Night Project is that young people will be diverted from drinking alcohol and from becoming involved in risk taking and anti-social behaviour.</p> <p>Young people will develop the skills, knowledge and support to help them make positive choices about their approach to alcohol. They will also take part in constructive activities and develop healthy interests which they can pursue on a regular and on-going basis.</p> <p>This will be achieved by-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Providing and promoting an attractive and varied programme of activities, introducing young people to sports, dance and other activities which they can pursue locally with community clubs. <input type="checkbox"/> Creating an environment where they can build positive relationships with peers as well as adults including school staff, police officers and youth workers. <input type="checkbox"/> Including informal education and information about alcohol and drugs as part of the various activities provided. <input type="checkbox"/> Encouraging and supporting specific vulnerable young people to attend the provision and build confidence and positive relationships with peers and staff.

	<p> <input type="checkbox"/> Providing opportunities for relevant specialist agencies including WLDAS and Do More Drink Less to engage with young people and influence them positively, and <input type="checkbox"/> Supporting and enabling the development of leadership skills, confidence, and personal development qualifications of young people contributing to the project in a voluntary capacity. </p> <p>The targeting of specific young people known to be vulnerable and the provision of support and encouragement to assist them to engage with the project will be led by the Pupil Support Manager and will involve other school-based staff and police officers. (The project will continue to be promoted to all young people of secondary school age in the area which ever school they attend).</p> <p>In addition to ongoing informal discussions that are designed to help reduce alcohol consumption and risky behaviour, the activity programmes will include several events specifically designed to educate young people on harm and risk associated with alcohol consumption. These will include workshops, sessions led by WLDAS and Do More Drink Less and Police Officers as well as quizzes, games and handouts.</p> <p>This will be further reinforced by employing a member of WLDAS staff to attend the project and deliver alcohol education using a variety of activities. The S5 Personal Development class will complete Peer mentoring training from WLDAS staff to enable them carry out education and Alcohol Brief Interventions with their peers. These ABI conversations will be confidential and passed to the appropriately trained staff member for further action and collation. Furthermore all adult staff and volunteers will be trained to carry out ABI's in accordance with the current Government Strategy, which will be recorded to evaluate its effectiveness.</p> <p>Information and reinforcement on the positive health benefits of avoiding alcohol consumption will be provided as part of some activities led by sports coaches, visiting clubs and youth workers.</p> <p>Leadership training for volunteers and sessional staff will include alcohol education and interventions. The young people who volunteer on the project will provide alcohol education as peer educators of slightly younger pupils.</p>
What ward areas will the project cover?	West Lothian wide however mainly Livingston
Who are the intended beneficiaries of	<ul style="list-style-type: none"> • Number of young people involved in 2013-2014 = 300 • Age ranges 11 to 17 • Projected Number 11 -14 year olds 150 • Projected Number 15+ year olds 150

the project?	<ul style="list-style-type: none"> • Projected Number of males 150 • Projected Number of females 150 • Avg. number of young people on a fortnightly basis 165 • Number of sessions to be delivered 19
Which of the National Outcomes does the project cover?	<p>National:</p> <ul style="list-style-type: none"> • Increase the number of children and young people participating in school and community sport • Increase capacity through the recruitment, retention and development of a network of volunteers to deliver sport in schools and the wider community. <p>Reaching Higher Sport 21:</p> <ul style="list-style-type: none"> • Strengthening Pathways and improving performance • Support development of a well-trained workforce
What local priorities/ outcomes does the project cover?	<p>Outcome 1 – We have increased participation in physical activity which will lead to improved health and life expectancy across all the life stages</p> <p>Outcome 2 – We have increased participation and engagement by less active communities</p> <p>Outcome 3 – We provide services and facilities which meet the needs of the community and local youths</p> <p>Outcome 4 – Clubs and individuals are encouraged to reach their full potential</p> <p>Outcome 5 – More people delivering better opportunities within schools and the wider community</p> <p>Outcome 6 – More and better opportunities to participate in sport within schools and the wider community</p> <p>Priority 8 – Delivering positive outcomes on health and well-being</p> <p>WL Corporate Communications</p> <ul style="list-style-type: none"> • Coordinated and consistent communication approach to marketing and promotion along with brand awareness through: West Lothian Council Website; Bulletin; Inside News; Active West Lothian; Clubs; Schools <p>Curriculum for Excellence</p> <ul style="list-style-type: none"> • See scheme of work for PSE development

Section 2 – The Project

<p>How does the project meet the Equalities and Diversity Agenda?</p>	<p>A funding application for the above project was granted in June 2013 for £6711 to allow the project to provide 19 sessions (fortnightly during term time) to run from August 2013 to June 2014. At this time, we have carried out 17 sessions from 7pm – 9pm within Deans Community High School.</p> <p>The project has grown significantly this year and on several occasions had over 220 participants (not including the Personal Development Class and Volunteers). The project averages 165 participants from all areas of Livingston and includes young carers, Looked after children and children classed as being vulnerable. We have had students from outside West Lothian on several occasions.</p> <p>The targeting of specific young people known to be vulnerable and the provision of support and encouragement to assist them to engage with the project will be led by the Pupil Support Manager and will involve other school-based staff and police officers. (The project will continue to be promoted to all young of secondary school age people in the area which ever school they attend).</p>
<p>How does the project demonstrate positive engagement with the local community?</p>	<p>Thus far we have provided the following activities provided by outside agencies and Community Sports Clubs:</p> <ul style="list-style-type: none"> • Linlithgow Fencing Club • Burn it Bootcamp • Black Diamonds Cheer and dance club • West Lothian Handball Club • Linlithgow Judo Club • inflatable Night – parent of students • Hearts FC Football Coaching • Scottish Fire and Rescue service • Livingston and West Lothian Hockey Club <p>Other activities delivered by staff, volunteers of the project as well as 5th and 6th year students have included:</p> <p>Football, gymnastics, drama, chill out zone, nails art, hair and make-up and music workshops, table tennis, volleyball, basketball, badminton, Hockey, American Pool, arts and crafts.</p>

How will your project be advertised/publicised?	Through school network by the S5 Personal Development class and Social Media.
Explain what is new and innovative about this project?	<p>The project takes place fortnightly at Deans CHS and is lead by volunteers' staff and young sport coaches.</p> <p>Achievements as of Jan 2014</p> <ul style="list-style-type: none"> • The project has been nominated for and won Two West Lothian Council Stellar Awards (Team of the Year 2012/Peer Support 2013) and commended for the West Lothian Council Celebrating Success (Healthier and Greener Category). • 26 students from the Higher Personal Development class completed the Eclipse introduction to Peer Education which included basic counselling, working in groups and child protection. • 12 students from the Higher Personal Development class completed their Basic first Aid Training. • 26 students from the Higher Personal Development class are on target to receive their Personal Development higher Qualification. • 18 S3-S6 completed their "Basketball Getting Started" qualification with Basketball Scotland.
Is this a short term or long term solution/intervention?	Long term achievements for young people at Deans CHS and the surrounding community.
Please give an outline of the project that will be undertaken including how the project need was identified and its relevance to the West Lothian ADP	<p>The overall purpose of the Friday Night Project is that young people will be diverted from drinking alcohol and being involved in risky and anti-social behaviour. Young people will develop the skills, knowledge and support to help them make positive choices about their approach to alcohol. They will also take part in constructive activities and develop healthy interests which they can pursue on a regular and on-going basis.</p> <p>In addition to ongoing informal discussions that are designed to help reduce alcohol consumption and risk taking behaviour, the activity programme will include several events specifically designed to educate young people on harm and risk associated with alcohol consumption.</p>

(maximum 500 words)	<p>These will include: workshops, sessions led by WLDAS and Do More Drink Less, Police Officers as well as ABI's, quizzes, games and other activities.</p> <p>Information and reinforcement on the positive health benefits of avoiding alcohol consumption will be provided as part of some activities led by sports coaches, visiting clubs and youth workers. Leadership training for volunteers and sessional staff will include alcohol education and interventions. The young people who volunteer on the project will provide alcohol education as peer educators of slightly younger pupils.</p>		
Project Start Date	Aug 2014	Project End Date	June 2015

Section 3 – Resources	
How much are you applying for the Fund?	£11, 140.00
What is the total cost of the project?	<ul style="list-style-type: none"> Part-time sessional staff including WLDAS staff (19 weeks x 9 staff x 2.5 hours x £16 including on-costs) £6840.00 Specialist Workshops/Activities (e.g. 'DJ ing', jewellery-making, nail art) 9 x £100 avg. £1000 Staff Training, Volunteer Awards, Student/Young Volunteers Expenses £ 1000 Staff Sweatshirts (to identify all paid and volunteer staff and promote shared leadership) £ 550 Resources, Material and Equipment (including games, educational resources and sport equipment not otherwise available from the school) £1500.00 Admin and Marketing (copying, printing, promotional materials) £250 <p>The additional staffing in 2014-2015 will support the growing number of session staff leading to a "mentoring type programme with senior youth workers supporting young staff and unskilled youth workers.</p>
What other funding sources have you obtained, including in-kind / matched funding?	<p>The Friday Night Project is co-ordinated by the volunteer staff from the school, police, active schools and community and leisure. Due to continuing increase in numbers, these agencies will be supported by paid sessional staff, young volunteers and senior school students. A fortnightly programme of activities and informal education will be enhanced by occasional inputs from local clubs, workshop providers and specialist agency staff, including WLDAS and Do More Drink Less.</p> <p>Community sports clubs will run sessions, promote their clubs, and</p>

	encourage young people to attend outside of the drop in sessions. This will enable young people to make positive choices about how they spend their time and increase their awareness of the opportunities available to them in the local area.
What staffing resources are required to deliver the project?	As above
What partner organisations are involved and what will be their contribution?	<ul style="list-style-type: none"> • Partner Volunteer Co-ordination – school staff “in kind involved” • Facilities at Deans Community High School – “in kind facilities” • Partner Agency Support • Senior School Students (S5 Personal development Higher Students) • (S5/6 volunteer leaders) • Other volunteer staff from across all school departments • Paid sessional youth work/sports staff • Community Sports and Other Club sessions – offering tasters • Specialist Agency Inputs (WLDAS, Do More Drink Less, Others) • Workshop Providers (as above re budget request)
Highlight how applicants will work together to reduce duplication of service and resources.	The project will continue to maintain close liaison with the Council’s Community Youth Service team and with other youth work providers to avoid duplication of effort and ensure developments are co-ordinated. This will ensure that needs assessments are developed collaboratively and that information is shared about issues in the local communities, trends and changes in provision affecting young people.
Please provide evidence of how this project demonstrates preventative spend?	The lead agencies collaborate very successfully which has resulted in a very successfully and developed programme.

Section 4 – Monitoring and Evaluation

How will you evaluate this project?	<ul style="list-style-type: none"> • Registrations completed fortnightly to record attendance • Engagement of vulnerable/targeted young people • Analysis of data on police incident youth calls
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	<ul style="list-style-type: none"> • Survey of changes in attitude to alcohol and alcohol consumption • Number of young volunteers achieving coaching/mentoring or other recognised qualifications/certifications
What monitoring data will be collected for the project?	Questionnaire, statistics, records of attendance and other.
What outcomes will you achieve?	<p>By assessing the following through individual questionnaires:</p> <ul style="list-style-type: none"> • The % of young people who attend who state that they have reduced their alcohol consumption. • The % of young people who state that their awareness/knowledge of the harmful effects of alcohol has increased. • The % of young people who report an increase in confidence. • The % of young people who report an increase in skill levels. • The % of young people who state that they have or are more likely to join a community club or take
What impact will the project have?	<ul style="list-style-type: none"> • Young people increase their skills • Young people join/attend community clubs in higher numbers • Young people attending the Friday Night Project reduce their alcohol consumption • Young people are more aware of the risks and issues associated with alcohol and drug misuse • Young people gain confidence
Note any possible barriers or threats.	None

Section 5 – Validation

This part of the application verifies that all partners are happy with the content and intention contained within the application. For electronic copies received without a signature, the funding panel will assume that all the relevant permissions/approvals and evidence have been sought and attached by the applicant.

Signed on behalf of the project

Name	Organisation Police Scotland	Position
Signed	Date	Telephone number

	2 Mar 2014	
Section 6 – Your Organisation		
ADP / CPP Partner	Police Scotland	
Name of Key Contact		
Position in Partnership/ Organisation		
Correspondence Address		
Post Code		
Tel Number		
Email Address		
Website	None	

Friday Night Project 2013-2014

Introduction

A funding application for the above project was granted in June 2013 for £6711 to allow the project to provide 19 sessions (fortnightly during term time) to run from August 2013 to June 2014. At this time, we have carried out 9 sessions from 7pm – 9pm within Deans Community High School.

The project has grown significantly this year and on several occasions had over 200 participants (not including the Personal Development Class and Volunteers). The project averages 170 participants from all areas of Livingston and includes young carers, Looked after children and children classed as being vulnerable. We have had students from outside West Lothian on several occasions.

Activities

Thus far we have provided the following activities provided by outside agencies and Community Sports Clubs:

- **Linlithgow Fencing Club**
- **Burn it Bootcamp**
- **Black Diamonds Cheer and dance club**
- **West Lothian Handball Club**
- **Linlithgow Judo Club**
- **inflatable Night – parent of students**
- **Hearts FC Football Coaching**
- **Scottish Fire and Rescue service**
- **Livingston and West Lothian Hockey Club**

Other activities delivered by staff, volunteers of the project as well as 5th and 6th year students have included:

Football, gymnastics, drama, chill out zone, nails art, and music workshops, table tennis, volleyball, basketball, badminton, Hockey, American Pool, arts and crafts.

Achievements

- The project has been nominated for and won Two West Lothian Council Stellar Awards (Team of the Year 2012/Peer Support 2013) and commended for the West Lothian Council Celebrating Success (Healthier and Greener Category).
- 26 students from the Higher Personal Development class completed the Eclipse introduction to Peer Education which included basic counselling, working in groups and child protection.
- 12 students from the Higher Personal Development class completed their Basic first Aid Training.
- 26 students from the Higher Personal Development class are on target to receive their Personal Development higher Qualification.
- 18 S3-S6 completed their "Basketball Getting Started" qualification with Basketball Scotland.

Budget

As the project is only halfway through the academic year we are currently "on target" with the budget provided. As projected in our application notable expenditure has included part-time sessional staff, staff training and development and staff/volunteer uniform and additional resources.

We would intend to submit a further application for funding to the LAC for consideration in April 2014 to allow the project to continue from August 2014 to June 2015.

Application Form

The West Lothian ADP Youth Alcohol Diversionary Fund application form is split into several sections covering different aspects of your initiative or project. Please take some time to ensure the main points are covered in the appropriate place.

Section 1 – Submission details	
TADP Partner	Community Youth Services West Lothian Youth Action Project
Name of Key Contact	
Project Title / Name	Polbeth Drop In
Have you applied for funding for this same initiative before?	Yes – for a drop-in only (evaluation attached)
<p><i>If so, an evaluation must have been carried out AND attached before completing the following sections</i></p>	

Section 2 – The Project	
What outcome targets are set for the project?	<p>Changing young people's attitudes to alcohol and associated risks.</p> <p>Young people at risk are informed about alcohol and associated risky behaviours</p> <p>Improved behaviour in the community, and contribute to the reduction in youth antisocial behaviour calls to police.</p> <p>Young people's skills knowledge and employability is increased as a result of engaging in the groupwork programme.</p> <p>To deliver Alcohol Brief Interventions and 1-1 support or referrals to specialised agencies if required.</p>
What ward areas will the project cover?	Polbeth

DATA LABEL: PUBLIC

Who are the intended beneficiaries of the project?	Young people 13 to 19yrs old
Which of the National Outcomes does the project cover?	<p>Our young people are successful learners, confident individuals, effective communicators and responsible citizens.</p> <p>We live longer happier lives and have improved chances for people at risk</p> <p>We live our lives free from crime, disorder and danger.</p>
What local priorities/ outcomes does the project cover?	<p>Young people have an alternative to drinking, and an increased awareness of positive alternatives.</p> <p>Young people's alcohol consumption is reduced</p> <p>The level of youth alcohol related disorder is reduced</p> <p>Young people are better educated and have access to increased and improved quality learning and employment opportunities</p> <p>Local Outcomes 3 & 6</p>

Section 2 – The Project

How does the project meet the Equalities and Diversity Agenda?	The project will be open and inclusive, anti discriminatory practice will be at the core of the service.
How does the project demonstrate positive engagement with the local community?	This project is in response to feedback from the current users of the Polbeth drop-in facility and following discussions with the local community and targeted young people.
How will your project be advertised/ publicised?	This project will be advertised through local youth clubs, high school, shops, community buildings, street work staff, youth workers, police and local young people.
Explain what is new and innovative about this project?	<p>This project was originally designed to challenge the attitudes and behaviours of local hard to reach young people. Through the persistence and hard work of the staff involved the project has succeeded in changing the attitudes of the young people who now engage with the services involved and often seek out the support of staff members in the project.</p> <p>Polbeth has a history of antisocial behaviour and drug and alcohol misuse by young people. This project has been successful in reducing this and we hope to continue with this work and build on our success. A new innovative development is the introduction of an intensive groupwork programme as an addition to the drop-in for those who demonstrate the most problematic alcohol use and risky behaviour.</p>
Is this a short term or long term solution/intervention?	This is a long term project engaging with young people who have no positive local alternatives to this project.
<p>Please give an outline of the project that will be undertaken including how the project need was identified and its relevance to the West Lothian ADP</p> <p>(maximum 500 words)</p>	<p>The need for this project was identified through community consultation and youth related statistics from Police Scotland and street work.</p> <p>High levels of alcohol misuse and antisocial behaviour were taking place in Polbeth for a long time. This resulted in a deep mistrust of services who attempted to intervene and provide positive opportunities for young people.</p> <p>Many attempts at engaging with the targeted young people had failed in the past due to threatening behaviour towards youth work staff and practitioners, vandalism and theft.</p> <p>This project was established after taking a new approach involving very experienced youth workers who were willing to persist and endure the challenging behaviours of the young people until eventually relationships were formed based on trust. This approach needs to be continued in Polbeth, as the</p>

	<p>trust could quickly be lost.</p> <p>The project will run one drop in session per week targeting young people who are engaging/ or at risk of engaging in alcohol and / or Drug misuse and antisocial behaviour. This group will be accessible to all local young people although youth workers will target those most in need to attend.</p> <p>All staff will be trained to carry out alcohol brief interventions and encourage participants to access relevant support.</p> <p>A groupwork programme will be established for a 10 week period in the autumn/ winter period once appropriate young people have been identified as requiring the additional support. Staff will provide support to these young people relating to employment and training, health and fitness, practical skills training and positive alternatives to alcohol and drugs. We will encourage the group to participate in a youth achievement award.</p> <p>Drug and alcohol education will be provided and the impact of crime will also be explored.</p> <p>A variety of taster sessions will be provided through consultation with young people. The purpose of this is to encourage young people to engage in positive alternatives to alcohol and substance use. ABI's will be used as well as other assessment tools to assess substance use and risk of offending.</p> <p>Workers from other agencies with specialist knowledge and skills will be asked to contribute to sessions within the programme. The young people will assist in designing the project, particularly in respect to the "learning new skills" section.</p>		
Project Start Date	August 2014	Project End Date	End of April 2015 – to incorporate the Easter holiday period

Section 3 – Resources

How much are you applying for the Fund?	£ 6,800
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What is the total cost of the project?	<p><u>Staff costs</u></p> <p>Drop-in sessions – 3 staff x 3 hrs per week for 32 weeks = £ 3800</p> <p>Groupwork programme - 6 hrs per week for 10 weeks x 2 staff = = £ 1600</p> <p>Resources for drop-in – equipment – footballs, pool cues, arts and craft materials etc = £ 500</p> <p>Resources for group work programme</p> <p>Specialist trainers e.g music/ arts or sports tutors - £ 100 per session inc prep and travel time = £ 500</p> <p>General groupwork materials - £ 200</p> <p>Fuel cost for minibus – £ 200</p> <p>Total = £ 6800</p>
What other funding sources have you obtained, including in-kind / matched funding?	In kind contributions will be provided by NRT officers, fire service, Addiewell prison, police. Management support will also be provided through Youth services and WLYAP
What staffing resources are required to deliver the project?	<p>3 youth workers weekly for the drop-in</p> <p>2 youth workers for the groupwork programme – a minimum of one member from the above team to provide continuity.</p>
What partner organisations are involved and what will be their contribution?	<p>WLYAP – provide youth work staff to support young people in all aspects of the project including Alcohol brief interventions. Staff will also run the weekly drop in and groupwork programme</p> <p>CYS - provide youth work staff to support young people in all aspects of the project including Alcohol brief interventions, staff will also run the weekly drop in sessions and groupwork programme</p>
Highlight how applicants will work together to reduce duplication of service and resources.	Community regeneration officers will be fully briefed on provision in order to inform the LAC's and to avoid duplication and utilise available resources in order to maximise partnership working.

<p>Please provide evidence of how this project demonstrates preventative spend?</p>	<p>This partnership project will provide intervention with key age group, providing education and alternatives to drug and alcohol misuse and antisocial behaviour. The benefits of this early intervention will result in a preventative future spend which could be needed to address issues in the years to come.</p> <p>This is in line with leading thinking and the recommendations of the Christie Report which calls for Local Authorities to prioritise early intervention.</p>
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Section 4 – Monitoring and Evaluation	
<p>How will you evaluate this project?</p>	<p>As this is a partnership project involving young people at a key age in their lives we will use a variety of evaluation tools.</p> <p>Each educational input by partners will be individually evaluated.</p> <p>Baseline evaluations will be carried out with young people as well as follow up evaluations designed to measure impact and changes in attitude.</p> <p>Police statistics will be used to measure impact in terms of youth alcohol related calls.</p> <p>Number of young people in positive destinations will be measured and evidenced</p> <p>ABI's will be used to monitor alcohol used</p>
<p>What monitoring data will be collected for the project?</p>	<p>Performance monitoring will be carried out to gather a range of data including attendance, age, address, youth calls, levels of awareness and achievements and accreditation.</p> <p>Baseline evaluations will be completed along with distance travelled questionnaires in order to show individual impact on young people.</p> <p>Information relating to WLC KPI's will also be collected and session recording reports will be completed after each session.</p>
<p>What outcomes will you achieve?</p>	<p>A change in young people's attitudes towards drugs and alcohol and related behaviours.</p> <p>Young people will have increased awareness of alcohol misuse and related behaviour including consequences.</p> <p>A reduction in youth alcohol related calls to police.</p> <p>Accredited Youth Achievement awards for those involved in the groupwork programme.</p>

What impact will the project have?	This project will have a positive impact on the participants, their families and the local community.
Note any possible barriers or threats.	The targeted young people are hard to reach and it is possible that the project may fail to engage with all individuals who are involved in youth related calls in the Polbeth area.

Section 5 – Validation

This part of the application verifies that all partners are happy with the content and intention contained within the application. For electronic copies received without a signature, the funding panel will assume that all the relevant permissions/approvals and evidence have been sought and attached by the applicant.

Signed on behalf of the project

Name	Organisation Community Youth Services	Position
Signed	Date 30-03-2014	Telephone number

Section 6 – Your Organisation

ADP / CPP Partner	
Name of Key Contact	
Position in Partnership/ Organisation	
Correspondence Address	
Post Code	
Tel Number	

Email Address	
Website	

Section 7– Evaluation (POST PROJECT)	
ADP Partner	Community Youth Services WLYAP
Name of Key Contact	
Tel Number	
Project Title / Name	Polbeth drop-in
Was the strategic outcome(s) met?	<p>The strategic outcomes were met</p> <p>There was an increased level of knowledge of the impact of drug and alcohol use and its effects.</p> <p>There was an increase in the number of young people being supported and reaching positive destinations such as further education placements at college, and young people securing employment and training. 2 young people moved into youth work volunteering positions</p> <p>Young people had improved opportunities, and life chances</p> <p>There was increased knowledge and skills in the field of creative arts through aerosol art workshops and arts and craft sessions</p> <p>There was a reduction in youth calls to the police in the local area, the project will have contributed to this reduction.</p>
How do you know you effected change ?	<p>Many of the younger age 12-14's are not yet experimenting with alcohol but the information and groupwork sessions are providing them with accurate knowledge and encouraging them to make positive choices as they get older.</p> <p>12 ABI's have been completed with appropriate young people. 8 have significantly reduced their intake of alcohol and 2 have stopped drinking alcohol due to engagement in sporting activities.</p> <p>2 particular young have been supported into volunteering.</p>

	<p>6 young people attributed their successful entry into college to the support of youth workers</p> <p>Young people moved into positive destinations and are more aware of options open to them. College and job applications have been completed with support from youth workers and SDS/ careers advisors have attended sessions.</p> <p>6 young people attributed their successful entry into college to the support of youth workers</p>
What quantifiable outcomes were there?	<p>80% of those who took part in the alcohol awareness sessions stated that they have increased their knowledge and understanding of the risks associated with alcohol use.</p> <p>Of the 12 ABI's completed 8 have significantly reduced their intake of alcohol and 2 have stopped drinking alcohol due to engagement in sporting activities.</p> <p>KPI's indicated a weekly average of 20 young people each week at the drop-in sometimes reaching 30, predominantly young men, definitely regarded as most at risk within the community of being involved in alcohol and ASB.</p>
What evaluation method did you use?	<p>Questionnaires</p> <p>Focus group discussions</p> <p>ABI's</p>
Was it value for money?	<p>The feedback from the young people attending was very positive and the numbers attending increased significantly during the winter months.</p> <p>The reduction in youth disorder in the area supports this intervention as part of the whole partnership approach.</p> <p>.</p>
What barriers did you face?	<p>Funding only allowed a drop-in to operate on a Thursday evening, this is a short period to intervene and support these young people, and we are only a part of the service provision to address youth disorder.</p> <p>Family issues can be ingrained in communities and it takes time to change behaviours.</p>

<p>What lessons were learned?</p>	<p>Close partnership working is hugely beneficial for sharing information, young people and parents know that the agencies are developing a much better cohesive approach.</p> <p>Streetwork and shared information with Police and schools assist us all to provide an effective service to the young people most at risk and workers in the youth club can respond to issues in the community on a weekly basis</p>
<p>Has this alleviated the problem or does this issue still exist? What will be the long term solution?</p>	<p>Shared information and partnership working does help.</p> <p>If additional funding is secured to run a groupwork programme we may have a chance to address more entrenched attitudes and values.</p>



COUNCIL EXECUTIVE

ALCOHOL DIVERSIONARY ACTIVITIES

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of this report is to inform the Council Executive of the application submitted by applicant to the Alcohol Diversionary Fund and to seek agreement that funds are released to undertake the activities detailed within the application.

B. RECOMMENDATION

It is recommended that the Council Executive agrees to the release of £11,414 from the Alcohol Diversionary Fund to support the applications submitted by West Lothian Youth Action Project.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	Reduction in the number of underage drinking and antisocial behaviour calls registered with the Community Safety Unit.

V	Relevance to Single Outcome Agreement	<ul style="list-style-type: none">– People most at risk are protected and supported to achieve improved life chances.– We live longer, healthier lives and have reduced health inequalities
VI	Resources - (Financial, Staffing and Property)	The budget for 2014/15 is £250,000 of which £150,000 is time limited for one year only
VII	Consideration at PDSP	It has been recommended that this application proceed directly to Council Executive.
VIII	Other consultations	Local Area Committees : East Livingston/East Calder LAC: 12 th June 2014 ADP– Alcohol Diversionary Fund Sub-Group: 24 th July 2014

D1 TERMS OF REPORT

Background

A new governance process for the Alcohol Diversionary Funding was approved by the Council Executive on 21st January 2014, placing the responsibility for this funding within Social Policy.

The report submitted and approved by the Council Executive, referenced both the Council Executive role within the new process:

“Local Area Committees (LACs) will receive any applications for proposed projects and will provide an assessment panel with their recommendations. Results from the application and approval process will then be reported to the PDSP and approved by the Council Executive”.

The application detailed in this paper has proceeded through its Local Area Committee and has met the West Lothian Alcohol Drug Partnership (WLADP) Joint Commissioning Plan outcomes as assessed by the WLADP Alcohol Diversionary Subgroup meeting on 24th July.

D2 CURRENT POSITION

The application to be considered and recommended by the WLADP Alcohol Diversionary Subgroup. Brief details are:

LAC	ADP Partner	Project Name	Funding Request 2014/15
East Livingston/East Calder LAC	West Lothian Youth Action Project	Craigshill - Offbeat	£11,414

E. CONCLUSION

The Council Executive is asked to note the ADP Subgroup recommendations for Alcohol Diversionary Funding, consider the application contained within this report and approve for funding.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 – Craigshill – Offbeat – West Lothian Youth Action Project

Contact Person: Alan Bell, Senior Manager, Community Care Support and Services
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Date: 5th August 2014



Application Form

The West Lothian ADP Youth Alcohol Diversionary Fund application form is split into several sections covering different aspects of your initiative or project. Please take some time to ensure the main points are covered in the appropriate place.

Section 1 – Submission details	
TADP Partner	West Lothian Youth Action Project Community Youth Services Community Arts Service
Name of Key Contact	
Project Title / Name	
Have you applied for funding for this same initiative before?	previously attached
<i>If so, an evaluation must have been carried out AND attached before completing the following sections</i>	

Section 2 – The Project	
What outcome targets are set for the project?	Changing young people's attitudes to alcohol and associated risks.

	<p>Young people at risk are informed about alcohol and associated risky behaviours</p> <p>Improved behaviour in the community contributes to the reduction in youth antisocial behaviour calls to police.</p> <p>Provide alcohol Brief Interventions, 1-1 support and referrals to other specialised agencies if required.</p> <p>Increase young people's skills and confidence levels through creative arts and employability sessions</p>
What ward areas will the project cover?	East Livingston
Who are the intended beneficiaries of the project?	Young people aged 12-19 years
Which of the National Outcomes does the project cover?	<p>Our young people are successful learners, confident individuals, effective communicators and responsible citizens.</p> <p>We live longer happier lives and have improved chances for people at risk</p> <p>We live our lives free from crime, disorder and danger.</p>
What local priorities/ outcomes does the project cover?	<p>Young people have an alternative to drinking, and an increased awareness of healthy alternatives.</p> <p>Young people's alcohol consumption is reduced</p> <p>The level of youth alcohol related disorder is reduced</p> <p>Priority 3 – Improving attainment and positive destinations for children of school age.</p> <p>Priority 6 – Reducing crime and improving community safety.</p>

Section 2 – The Project

How does the project meet the Equalities and Diversity Agenda?	The project will be open and inclusive; anti discriminatory practice will be at the core of the service. We will strive to ensure that young people participating in the project will be from a wide range of ethnic and social economic backgrounds. The partners involved have a history of welcoming young people from the LGBT and ethnic minority communities and intends to continue this.
How does the project demonstrate positive engagement with the local community?	<p>This project is in response to local feedback from the community and young people consulted by staff from Council Youth Services and WLYAP streetwork team.</p> <p>The Craigshill Youth providers group supports the development of youth provision in the area and shares information through other community groups.</p>
How will your project be advertised/ publicised?	The project will be advertised through local youth clubs, shops, community buildings, street work staff, youth workers, police and local young people who are adept at using social media networks for communicating.
Explain what is new and innovative about this project?	<p><u>Offbeat</u> was originally designed to challenge the attitudes and behaviours of local hard to reach young people. A strong partnership has existed for 4 years through the local youth providers group who intend to continue strengthening and developing the services provided in Craigshill, addressing the issues of alcohol consumption, anti-social behaviour, health inequalities and low levels of aspiration amongst young people using a range of creative approaches, education and active discussion. The use of creative arts is an innovative way for young people to express their issues and partners wish to expand these opportunities.</p> <p>A new aspect of this project will be the introduction of peer education sessions based around alcohol education, awareness raising around NPS (New Psychoactive drugs) and the risks of involvement in anti social and risk taking behaviour.</p>
Is this a short term or long term solution/intervention?	This is a long term project engaging with young people in our community who engage in risky behaviour and have limited positive local alternatives to this project. It offers young people the opportunity to participate in positive alternatives to drinking on a Friday afternoon at the Offbeat project.
Please give an outline of the project that will be undertaken including how the project need was identified and its relevance	Offbeat will focus on alcohol and drug prevention and reduction and will target young people known to be involved in anti social behaviour in Craigshill who have not previously

<p>to the West Lothian ADP</p> <p>(maximum 500 words)</p>	<p>attended the Offbeat project.</p> <p>Through the strong partnership working of the agencies involved in Offbeat, young people have established meaningful relationships with staff, learned new skills in a variety of arts, media and music. Through the delivery of workshops and groupwork discussions they have also developed a wider knowledge of healthy lifestyles through 'Get Cooking' sessions and Drug and alcohol advice sessions. This proposed project will broaden the provision</p> <p>Offbeat staff will promote the service to a wider group of young people liaising with police and WLYAP streetwork staff to ensure we target those most at risk of alcohol or substance use or whose families are known to be involved in alcohol issues... The project will continue to develop young peoples skills and creativity with skilled artists who can share their expertise and motivation to local young people, educating and broadening their horizons and opportunities therefore, reducing their likelihood to engage in negative choices such as criminality and substance use. The music and media programmes delivered by specialist workers will focus on the negative aspects of substance use.</p> <p>The project will be held every Friday afternoon within Riverside Youth wing in Craigshill. This area has previously had negative opinions expressed about it and is within an area of deprivation; however, young people are comfortable with this facility.</p> <p>WLYAP have an established group of Peer Educators aged 16-21 who have been trained in alcohol and drug facts and will deliver sessions to their peers in an informal setting, advising and promoting positive alternatives to young people in a creative way. They will work with the youth work staff and artists to promote healthy lifestyles. The Peer education sessions will be delivered on a monthly basis throughout the duration of the project. The Peer Education team are trained to deliver ABI's and would identify any young people requiring additional support or a counselling referral to WLDAS.</p> <p>The Youth Action Project Streetwork team, Police and analysts have noticed an increase in low level ASB and alcohol consumption in Craigshill, we therefore need to ensure that services are addressing this issue by working with local youths to feel an integrated and valued part of their community. A sense of purpose and worth reduces young people's engagement in poor choices and destructive</p>
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	<p>behaviour.</p> <p>Other services provided within Offbeat will be advice on the consequences of risk taking behaviour, sexual health advice, a C card service and Alcohol Brief interventions will be used to monitor alcohol use, with referrals to counselling support (WLDAS) if required, or intensive support through the Early & Effective Intervention service.</p>		
Project Start Date	Mid September 2014	Project End Date	March 2015

Section 3 – Resources

How much are you applying for the Fund?	<p>Costs based on a 24 week programme, (staff inc on costs)</p> <p><u>Offbeat</u></p> <p>Project Co-ordinator – 6 hours per week = £ 2160</p> <p>X 2 youth workers – 4 hours per week = £ 2514</p> <p>Specialist art tutor based on £ 100 per session inc travel and materials</p> <p style="text-align: right;">= £ 2400</p> <p>Specialist music tutors x 2 = £ 3120</p> <p>Equipment and resources e.g. stationary/ arts and craft materials, strings and drum sticks for music, computer software</p> <p>= £ 800</p> <p>Peer Education Input</p> <p>6 sessions – 1 sessional worker supporting a small team of volunteers = £ 300</p> <p>Leaflets/ resources for young people - £ 120</p> <p><u>Total Project Cost = £ 11414</u></p>
	£ 11414
	<p>Substantial in- kind contributions from sources such as police, fire service, Almond Housing, SDS, Health Improvement team, LGBT workers etc. Management, co-ordination, fundraising support and transport from WLYAP and WLC Community Youth</p>

funding?	and Arts Services.
What staffing resources are required to deliver the project?	1 part time co-ordinator/ Youth worker, 3 youth workers, 2 specialist music workers, specialist freelance artists contracted for specific sessions 1 Peer education worker - sessional
What partner organisations are involved and what will be their contribution?	<p>WLYAP – provide youth work staff to support young people in all aspects of the projects including Alcohol brief interventions. Staff will also run the weekly drop in. Specialist musicians to encourage creativity and expression through music. Provision of a Peer Education input and support structure.</p> <p>CYS - provide youth work staff to support young people in all aspects of the project including Alcohol brief interventions, staff will also run the weekly drop in sessions. Line management of Part time Offbeat co-ordinator</p> <p>WLC Arts Services- Provision and Management of specialist artists from a variety of creative genres.</p> <p>Many other partners will contribute to specific one off or short intervention sessions e.g. Police, Fire Service, LGBT, WLDAS SDS, Youth Scotland & LAYC – Accredited youth work.</p>
Highlight how applicants will work together to reduce duplication of service and resources.	The Youth Providers group will play an important role in ensuring all partners and those providing specific inputs into the projects will work in a cohesive and joined up approach. The reason for this application being jointly planned and agreed by the Youth providers group is to avoid duplication. The Youth Action Project will be the administrator of the fund but will be an equal partner in the delivery of services. Project services will be discussed at meetings and minutes distributed to all members including those who are not able to attend meetings regularly but whose contributions are valued.
Please provide evidence of how this project demonstrates preventative spend?	<p>This partnership project will provide intervention with a key age group, providing education and preventative approaches that will contribute to a cultural change within our communities around drug and alcohol misuse and antisocial behaviour. The benefits of this early intervention will result in a preventative future spend which could be needed to address issues in the years to come.</p> <p>This is in line with leading thinking and the recommendations of the Christie Commission report which calls for Local Authorities to reduce inequalities and prioritise early intervention.</p>

Section 4 – Monitoring and Evaluation	
How will you evaluate this project?	<p>As this is a Multi agency partnership project involving young people at a key age in their lives we will use a variety of evaluation tools.</p> <p>Each educational input by partners will be individually evaluated.</p> <p>Baseline evaluations will be carried out with young people as well as follow up evaluations designed to measure impact and changes in attitude; these will cover both Quantitative and Qualitative methodologies.</p> <p>Police statistics will be used to measure impact in terms of youth</p> <p>Trained youth workers/ Peer Education workers will carry out ABI's with appropriate young people.</p>
What monitoring data will be collected for the project?	<p>Performance monitoring will be carried out to gather a range of data including attendance, age, address, youth calls, referrals, levels of awareness and achievements and accreditation levels</p> <p>Baseline evaluations will be completed along with distance travelled questionnaires in order to show individual impact on young people.</p> <p>The number of ABI's carried out</p> <p>Number of young people moving into positive destinations will be measured and evidenced</p> <p>Information relating to WLC KPI's and Outcome measures will also be collected and session recording reports will be completed after each session.</p> <p>The Youth providers group will meet to evaluate the progress and produce regular reports with a final report produced t the end of the funding period detailing evidence on data from surveys/ questionnaires, self evaluations from beneficiaries together with a sample of case studies...</p>
What outcomes will you achieve?	<p>A change in young people's attitudes towards drugs and alcohol and related behaviours.</p> <p>Young people will have increased awareness of alcohol misuse and related behaviour including consequences.</p> <p>A reduction in youth alcohol related calls to police.</p>

What impact will the project have?	<p>This project will have a positive impact on the participants, their families and the local community. An increase in knowledge, new skills, participation and self efficacy amongst young people involved in the projects. The strong and growing local partnerships in Craigshill will ensure the maximum impact of these projects, services are no longer working in isolation with just one intervention we are operating collectively to improve the lives of young people, their families and community.</p> <p>We intend to reduce the number of young people involved in regular alcohol use and anti social behaviour. If required referrals for young people or family support services will be made to WLDAS/ Circle.</p>
Note any possible barriers or threats.	<p>The targeted young people are hard to reach and it is possible that the project may be unable to engage with all those individuals and families who are entrenched in substance use or involved in persistent offending... This barrier is very real but local and experienced workers will endeavour to create a culture change within this small minority of the Craigshill community.</p>

Section 5 – Validation

This part of the application verifies that all partners are happy with the content and intention contained within the application. For electronic copies received without a signature, the funding panel will assume that all the relevant permissions/approvals and evidence have been sought and attached by the applicant.

Signed on behalf of the project

Name	Organisation	Position
Helen Davis	West Lothian Youth Action Project	Project Director
Signed	Date	Telephone number
	16-07-2014	

Section 6 – Your Organisation

ADP / CPP Partner	West Lothian Youth Action Project
Name of Key Contact	

DATA LABEL: PUBLIC

Position in Partnership/ Organisation	Project Director
Correspondence Address	
Post Code	
Tel Number	
Email Address	
Website	www.wlyap.org.uk

Section 7– Evaluation (POST PROJECT)

ADP Partner	
Name of Key Contact	
Tel Number	
Project Title / Name	Offbeat
Was the strategic outcome(s) met?	<p>The majority of the strategic outcomes were met</p> <p>There was an increased level of knowledge of the impact of drug and alcohol use and its effects.</p> <p>There was an increase in the number of young people being supported and reaching positive destinations such as further education placements at college, and young people securing employment and training.</p>

	<p>The numbers accessing services in Riverside youth wing increased – Project co-ordinator report provides statistical data.</p> <p>Young people had improved opportunities, and life chances</p> <p>There was increased knowledge and skills in the field of creative arts</p> <p>Unfortunately there was not a reduction youth calls to the police in the local area. This has been discussed amongst all partners and strategies are being discussed to address this issue.</p>
How do you know you effected change ?	<p>Many of the younger age 12-14's are not yet experimenting with alcohol but the information and groupwork sessions are providing them with accurate knowledge and encouraging them to make positive choices as they get older.</p> <p>15 ABI's have been completed with appropriate young people</p> <p>1 particular young woman has been supported to reduce her significantly high alcohol consumption and she is being supported into volunteering.</p> <p>Employment advice/ sessions</p> <p>Young people moved into positive destinations and are more aware of options open to them. College and job applications have been completed with support from youth workers and SDS/ careers advisors have attended sessions.</p> <p>The numbers attending Offbeat increased, young people from surrounding areas feel safe to attend this project.</p>
What quantifiable outcomes were there?	<p>90% of those who took part in the alcohol awareness sessions stated that they have increased their knowledge and understanding of the risks associated with alcohol use.</p> <p>15 young people who regularly use alcohol took part in ABI's, 8 have significantly reduced their intake.</p> <p>100% of the young people involved in the laminate project have an improved relationship with older people.</p>
What evaluation method did you use?	<p>Questionnaires</p> <p>Focus group discussions</p> <p>ABI's</p>

Was it value for money?	<p>The feedback from the young people attending was very positive and the numbers attending increased significantly during the winter months.</p> <p>.</p>
What barriers did you face?	<p>Craigshill is a large area and Offbeat can only provide a service for 4 hours on a Friday afternoon, unfortunately we are only a part of the service provision to address youth disorder.</p>
What lessons were learned?	<p>Close partnership working is hugely beneficial for sharing information, young people and parents know that the agencies are developing a much better cohesive approach.</p> <p>If Offbeat future funding is approved partners will address the issue of youth disorder as a priority.</p>
Has this alleviated the problem or does this issue still exist? What will be the long term solution?	<p>Cultures within the family homes also need to be addressed to change attitudes. We hope that the inclusion of young people into a youth committee structure and adults that are harder to reach being included into the newly created Community Development group may assist the community culture change and development of a pride in their community, resulting in crime reduction.</p>

Co-ordinator Report

Offbeat

Session 2013/2014

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Introduction

Offbeat is an alcohol diversionary youth drop in for those aged twelve and over. It is situated in the Craigshill area and was set up in October 2008. The drop in uses an art's based programme that enables the young people to become more motivated to learn new skills and to develop their confidence and self-esteem. The partnership agencies known as the 'Craigshill Youth Providers' identified a need for this club when research highlighted that during Friday afternoons many youths were drinking alcohol. Therefore it was then acknowledged diversionary work was needed to take place. Over the years Offbeat has continued to be popular with the young people and nearly six years on, the drop in is still running strong, where each week we have a good attendance of young people coming along. The club attracts a diverse range of young people from different backgrounds, which creates a good atmosphere to see mixed groups mingling together.

Activities

Over the year Offbeat has carried out a wide variety of activities where the youths were given the opportunity to be able to take an interest in something new, as well as being able to learn new skills.

Activities included:

- Graffiti
- Jewellery Making
- Kool knitting
- Cooking
- Make-up artist

During this term we had an amazing opportunity that enabled the young people to carry out a graffiti project with the elderly, known as the 'Luminate Project' where they were given permission to graffiti one of the local underpasses.

The young people have had the chance to do cooking at the youth club taught by a 'Get Cooking' tutor. This was organised through the Health Improvement Team. The tutor brings along all the ingredients and cooking equipment. The sessions had been very successful where many of the young people had participated. The young people were cooking healthy meals where several of them hadn't tried before, yet they were very keen to give it a try and to take away the recipes once they had finished.

Occasionally we like to introduce something different for the young people to try and on this occasion it was Kool Knitting. Surprisingly it became popular with a number of the young people where they thoroughly enjoyed it.

Having the different art sessions can give the young people an opportunity to participate in activities they are unlikely carry out at home. Even though they are seen as fun, they do have an element of learning where they do teach the young people a number of important skills and self-development. At first some of the young people can be reluctant to participate and need to be encouraged to take part as they may not have the confidence or feel they have the ability to carry it out. Therefore it is

important to continually use a lot of encouragement and praise. It is extremely rewarding when you notice the gradual change of the young people and when they begin to feel comfortable in giving everything a try.

Luminate Project

Recently the young people were part of an incredible venture, known as the Luminate Project where it involved working alongside the elderly. This was a fantastic piece of work which helped to break down barriers between the young and the old. The project was to graffiti one of the local underpasses, which involved a lot of preparation and teamwork.

When the young people were first made aware of the project, they loved the idea of doing the art but were very reluctant to work with the elderly. They had such a negative approach and found it difficult to understand to why they had to be included. There thought was, 'what would they know about graffiti'? Before the graffiti was carried out we had invited the elderly to Offbeat to meet with the young people. The first meeting was very informal where the young people and the elderly got the chance to introduce who they were and to explain why they wanted to be involved in the project. Surprisingly this went very well, especially after the fuss some of them had made. After this both groups felt very comfortable within each other's company and neither felt inferior towards the other. When it came to any future meetings where they had to share their ideas and plan the work both groups had engaged very well.

This phenomenal new relationship was further shown when it came to do the design. All the participants had worked very hard and as a team which resulted in a fantastic piece of artwork being produced.

The young people surprised themselves how successful the Luminate Project was and had felt ashamed of how disappointing their view was at the beginning. However they felt immensely proud of the outcome in what they had achieved over the past weeks.

Music

Each week the young people have access to music, where they are taught how to play instruments by specially trained music youth workers. This activity is very popular where it tends to attract a good bunch of young people who only drop in every week to use this facility. The music staff are very supportive towards the young people where they continually encourage them to use their full potential. Nearer the end of the year, the young people have really come along in their music skills. For example at the beginning a couple may have only known how to pluck a couple of notes on the guitar and then have progressed into being able to play a handful of tunes. Whilst some youths enjoy being taught how to play the instruments, other experienced young musicians thoroughly enjoy coming along to have fun with their friends battling it out playing generally heavy rock music.

This year the music has really benefitted several young people who misbehave at school. Yet when being taught how to play the instruments they transform themselves into completely different people where they are very dedicated to learn. Over the year the music youth workers have seen a massive transformation in these young people. Hopefully for the young people it has proven hard work does show good results which one day can contribute to the change their attitude towards their education.

Sports

This year we have been given permission to use the school sports hall, which we use on a regular basis. The young people thoroughly enjoy playing high energy games such as dodgeball and basketball. At the beginning it was difficult to get a game organised as they preferred to have a carry on with one another. However this was quickly put a stop to when they realised we would take the opportunity away from them unless they began to behave. This was a turning point for the young people where it had highlighted important lessons are being taught at Offbeat where it is important for them to respect the staff and venue in order for them to have an enjoyable, fulfilled club. As soon as they realised the gym hall was not there for them to have a nonsense their attitude had quickly changed. Since then they have begun to play the team games very well and have been taught the importance to be a good team player and sportsmanship.

Educational Input

Offbeat offers peer education sessions to advise the youths on important matters that can affect their lifestyle. The sessions included:

- LGBT
- SYP
- WLDAS
- Fire Brigade

The sessions are vital for the young people as they are at an age where peer pressure tends to expose them to more dangers especially through the use of alcohol.

We often invite the West Lothian Drug and Alcohol Service (WLDAS) to Offbeat as it is very important for the young people to be continually aware of the dangers drugs and alcohol cause. For many young people alcohol still seems to play a huge part in their lives therefore it is important they are kept aware of the risks it causes. Realistically it is impossible to prevent it altogether, however it is a big achievement being able to identify that the sessions have encouraged the young people to reduce the amount they drink and for the younger ones have helped prolong the interest in trying it.

The older young people are very open about their sexuality and are not embarrassed to say if they are LGBT. Yet the younger ones find the topic amusing and can have a childish approach when it is being discussed. Due to their attitude it was important to have the LGBT Youth Forum visit to teach the young people that it is nothing to be ashamed of and it shouldn't be mocked at by others, highlighting homophobia behaviour is not acceptable. As a result of this, the attitude of the younger ones has begun to change where they are beginning to understand and accept many of those surrounding them will be LGBT.

Another interesting session we had was by the Scottish Youth Parliament (SYP), especially having the referendum this year to vote for Scottish Independence. Although many of the young people are still too young to vote they were interested in what it would hold for their future.

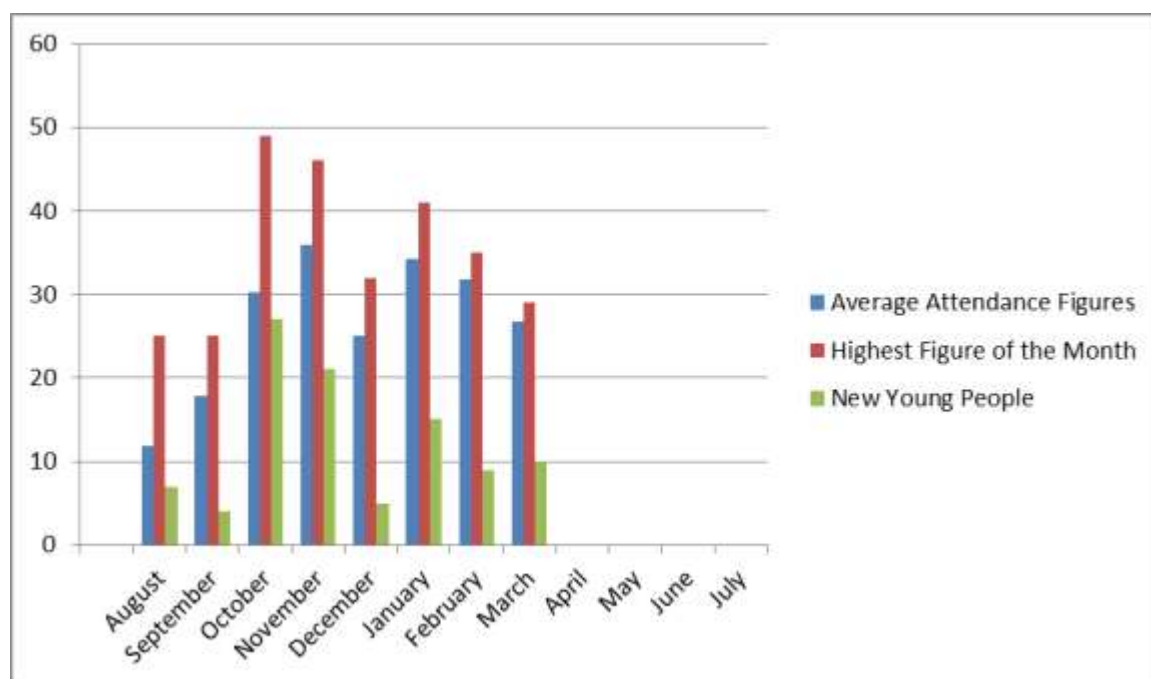
Christmas Trip

The young people were given the opportunity to go on a Christmas Trip, where they went to the Winter Wonderland in Edinburgh. Whilst there, they were also treated to a Chinese and to go ice-skating on the grounds. It was such a novelty for many who had attended as several of the young people hadn't been out of Livingston before. They were extremely grateful of the outing and appreciated every moment of it.

Attendance

Month	Average Attendance Figures	Highest Figure of the Month	New Young People
August	11.8	25	7
September	17.75	25	4
October	30.3	49	27
November	36	46	21
December	25	32	5
January	34.25	41	15
February	31.75	35	9
March	26.75	29	10
April	0	0	0
May	0	0	0
June	0	0	0
July	0	0	0

Attendance Chart



Statistical Facts (taken from Appendix 1: Offbeat Register 2013 – 2014)

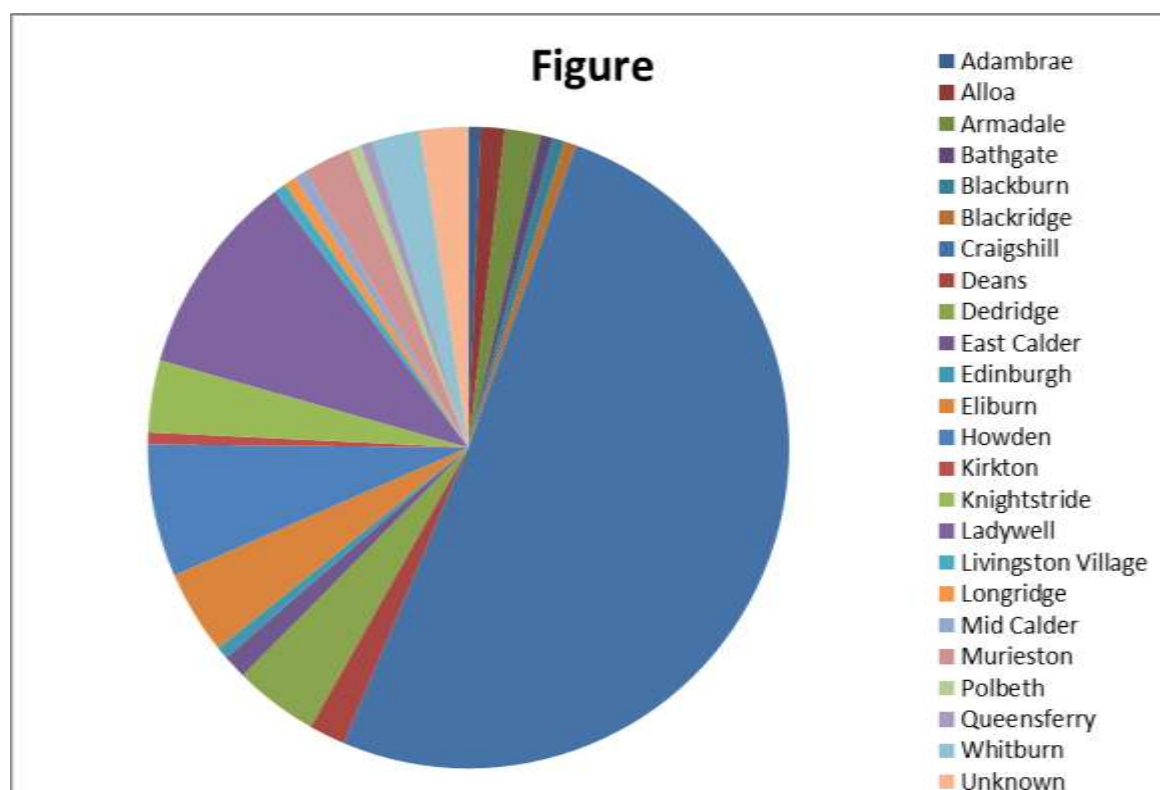
- During this term 165 young people have attended Offbeat
- Since the beginning of the term 90 new young people have started
- Ranging between the ages of 12 – 21

Locality of young people

From the 165:

Locality of Young People	Figure
Adambrae	1
Alloa	2
Armadales	3
Bathgate	1
Blackburn	1
Blackridge	1
Craigshill	84
Deans	3
Dedridge	7
East Calder	2
Edinburgh	1
Eliburn	7
Howden	11
Kirkton	1
Knightstride	6
Ladywell	17

Livingston Village	1
Longridge	1
Mid Calder	1
Murieston	4
Polbeth	1
Queensferry	1
Whitburn	4
Unknown	4



As you can see from the pie chart, only half of the young people who attend Offbeat come from Craigshill, whilst the other half are from surrounding areas within and outside Livingston. In the club the young people interact and mingle extremely well together. The youth club has helped achieve breaking down barriers between territorial areas and the divide between those who live in social deprived areas and affluent areas.

Special Needs Young People

Offbeat is open to all young people including those who have special needs. One of our young people who began attending lately is partially deaf and blind. She thoroughly enjoys coming along to Offbeat and is delighted to be given the opportunity to interact with mainstream young people. The young people engage with her very well where they make an effort to include her within their groups and to become involved in any activities they are carrying out. One of our older attendees, who previously had no experience working with special needs people, taught her how to play the drums. This was a wonderful moment to have seen as he was very gentle and attentive towards her. She learned to play fairly quickly and you could see how pleased they both were of the outcome.

Conclusion

The staff and young people feel proud to be involved in a club that brings so much diversity and enjoyment into the community. The young people have been very privileged to have been offered a variety of activities and sessions. Over the year the youth workers can see a large transformation in the youths. Gradually they become much more confident in themselves and with others. They also become more enthusiastic to try out the activities, compared to at first when they seemed a bit unsure as maybe it wasn't 'cool' enough in front of their friends or they just didn't have the confidence to do it. The club has also broadened their knowledge on important issues that affects them. Overall it has been an incredible year for Offbeat and we look forward to another exciting year ahead!



COUNCIL EXECUTIVE

APPLICATION TO CHALLENGE FUND

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

To report on an application made to the Challenge Fund and the recommendations of the Senior Peoples Forum Sub Group and Social Policy PDSP.

B. RECOMMENDATION

The Council Executive approves the release of Challenge Fund monies to support the following application:

- Dementia Friendly West Lothian £29,501 (for a one year period)

C. SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

The Challenge Fund aims to support developments and initiatives aligned to the key strategic priorities relating to the Reshaping Care of Older People.

Proposed developments funded via the Challenge Fund are deemed to be compliant with Equality Legislation.

National Dementia Strategy 2013

Charter of Rights for People with Dementia and their Carers in Scotland 2009.

III Implications for Scheme of Delegations to Officers

Nil

IV Impact on performance and performance Indicators

% community care service users satisfied with opportunities for social interaction

% carers who feel supported and able to continue in their caring role

V	Relevance to Single Outcome Agreement	Linked to SOA: Older people are able to live independently in the community with an improved quality of life.
VI	Resources - (Financial, Staffing and Property)	£29,501 sought from Challenge Fund for a one year period.
VII	Consideration at PDSP	Social Policy PDSP 26 th June 2014
VIII	Other consultations	Senior Peoples Forum Sub Group Meetings on the 3 rd of March 2014, 16 th April 2014 and 23 rd May 2014.

D. TERMS OF REPORT

To outline the application which is being recommended to the Council Executive for approval by the Senior Peoples Forum Sub Group and Social Policy PDSP.

It should be noted the initial application was for a two year period however the Senior Peoples Forum Sub Group were of the view it should cover a one rather than two year period. This position was discussed and subsequently agreed with Alzheimer Scotland who submitted a revised budget for the amount now identified.

Background

It is estimated there are currently 2,184 people with dementia living in West Lothian. In 10 years time this figure is projected to increase by 50% to 3,286. As well as those individuals with the illness there are of course many other family members affected in their role as carers and supporters.

The proposed aim of Dementia Friendly West Lothian is to improve social inclusion for people with dementia by increasing awareness and understanding of dementia with people owning, working or participating in a wide range of shops, businesses, services, organisations and community groups.

With the highest demographic of older people in West Lothian, links with the Dementia Café combined with the traditional town centre and family run businesses the initiative will focus initially on Bathgate, with the longer term aim being to extend to other towns and villages in West Lothian.

Associated Activity

Creating a dementia friendly community cannot be undertaken all at once hence a phased programme of activity requires to be undertaken. Alzheimer Scotland have already successfully developed dementia friendly communities in other parts of the country and their proposed approach as outlined below has already been tried, tested and found to be very effective.

The range of activity which would require to take place during the course of the year would include:

Market Research – researching and analysing ways in which local people with dementia engage in the community; what helps or hinders this process; what people have stopped doing since their diagnosis and why; what new things people might like doing; what they think can be done to help. A range of methods would be used to undertake this research including established links with the dementia cafes. The research phase will also include examining people with dementia's experience of their local environment and the identification of ways to support local facilities to become more dementia friendly.

Asset mapping- compilation of a database of local shops, businesses, clubs, groups, associations and public organisations to be approached to seek their support. This stage will also involve identifying and working with local community leaders, influencers and activists with a view to also seeking their support.

Dissemination of information- using existing material available from Alzheimer Scotland information about dementia would be widely circulated within the local community. In addition campaign material, flyers, introduction letter, information packs plus training material would be developed. At the same time the initiative would be publicised as widely as possible using the press; organisational newsletters; web sites; online networks; social media; local partnership fora.

Training – would be offered to those working within local businesses, organisations, services wishing to participate and would cover the following areas:

- Information about dementia – signs, symptoms, progression of the illness
- Impact on everyday life – things people might struggle to do
- How to identify someone who may have dementia
- Recognising when things change for customers / people they see regularly
- Understanding the emotional support needs of people with dementia and their carers
- How to communicate with people with dementia
- Knowing when to ask for help from a more experienced colleague
- What help is available for people with dementia and how to signpost them
- Bespoke topics for particular staff groups e.g. helping people using transport to make sure they are going in the right direction and have confidence the bus will drop them where they need to be.

All of the above being used to create a dementia friendly community which has been described by people with dementia as one which enables them to:

- Find their way around and feel safe
- Access the local facilities that they are used to (such as banks, shops, cafes, post offices as well as health and social care services)
- Maintain the social networks that make them feel still part of their community

There are of course benefits to businesses and organisations which sign up to the scheme and are viewed as being dementia friendly. Such organisations will be provided with a dementia friendly logo which sets them apart and can be used in a number of ways to promote their support and participation in the scheme.

The development of dementia friendly communities as envisaged will not duplicate but rather complement existing activity within West Lothian to support people with dementia and their families as it will encourage and enable non-dementia specific groups to become more inclusive as well as promoting awareness and understanding throughout communities.

E. CONCLUSION

The proposal to develop an initial dementia friendly community in Bathgate and roll the concept out elsewhere fits with national and local strategies. It is also considered to meet the Challenge Fund criteria.

The revised amount (£29,501) being sought to support this initiative can comfortably be accommodated by the Challenge Fund.

F. BACKGROUND REFERENCES

National Dementia Strategy 2013

Charter of Rights for People with Dementia and their Carers in Scotland 2009

Appendices/Attachments: Challenge Fund Application
 Dementia Friendly Banking Leaflet

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Jennifer Scott, Head of Social Policy
5th August 2014



COUNCIL EXECUTIVE

REPORT ON WEST LOTHIAN COUNCIL'S RESPONSE TO SCOTTISH GOVERNMENT SUPPLEMENTARY CONSULTATION ON COMMUNITY JUSTICE REDESIGN (April 2014)

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The Council is responding to this Scottish Government consultation, which follows a previous consultation in 2013. This report outlines the background to the consultation and the process through which West Lothian Council's response has been collated. The formal response document highlights various issues that will be significant for services and for the council.

B. RECOMMENDATION

That the Executive:

1. Notes that the proposed model is in general terms similar to that endorsed by the council and its partners in 2013.
2. Agrees to the submission of this formal response to the Scottish Government's supplementary consultation on Community Justice Redesign.
3. Acknowledges that updates on Scottish Government planning on this matter will be provided as they become available.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single	Outcome 9 - We live our lives free from crime,

	Outcome Agreement	disorder and danger
VI	Resources - (Financial, Staffing and Property)	No implications at this time.
VII	Consideration at PDSP	Report was considered by Social Policy PDSP on 26.06.14, and was referred to the Council Executive.
VIII	Other consultations	This response has been developed involving the Community Health and Care Partnership and the Community Planning Partnership.

D. TERMS OF REPORT

Background

In 2011, the Scottish Government set up a Commission on Women Offenders, which reported in April 2012. That report identified that across Scotland there were significant barriers that inhibit the potential to reduce re-offending among all offenders, not only women. Specifically, it highlighted structural and funding systems, and working practices, and recommended the establishment of a national community justice service to commission, provide and manage adult offender services in the community.

In response to these specific issues, the Cabinet Secretary for Justice, Kenny MacAskill, stated in June 2012 that the status quo was unacceptable, and that a consultation on the options for redesigning community justice would be published by the end of the year.

The consultation 'Redesigning The Community Justice System' ended on 30th April 2013, and West Lothian Council and its partners submitted a response, agreed through local governance processes. (Appendix 1.) West Lothian supported Option B (the local authority model), as did the majority of those respondents submitting written responses.

In December 2013, the Scottish Government published its response to the consultation. It noted that there were elements of support for each of the previously suggested options, and put forward a compromise proposal for subsequent consultation, which included:

- Local strategic planning and delivery of Community Justice services through Community Planning Partnerships (CPPs);
- The creation of a national body to provide assurance and recommendations to Scottish Ministers and Local Government elected members as well as professional strategic leadership for the sector;
- A focus on collaboration, including the opportunity to commission, manage or deliver services nationally where appropriate;
- A mechanism, reflecting the national and local democratic responsibilities, to afford discussion and agreements as necessary, on aspects of mutual concern.

The Scottish Government advised it would proceed in due course with a further consultation exercise.

In April 2014, the Scottish Government launched the next stage of consultation, entitled 'Future Model for Community Justice in Scotland'. (Appendix 2). This made proposals on the following:

- Overview of the new model for community justice in Scotland;
- Governance and accountability for the new model;
- Local arrangements;
- Outcomes, performance and improvement;
- Functions of Community Justice Improvement Scotland;
- Structure of Community Justice Improvement Scotland;
- Composition of the Board for Community Justice Improvement Scotland;
- National hub for community justice innovation, learning and development;
- Transition arrangements – from existing structures to the new model;
- Funding the model for community justice in Scotland.

Consultation processes and timetable

Unfortunately, the timescales for this consultation are very constrained. The Scottish Government invited written responses to this consultation paper by 2nd July 2014, which did not allow formal ratification by due processes of governance in West Lothian. It was therefore agreed, with the Scottish Government, that following consultation with the Social Policy PDSP a draft response would be submitted by deadline and that the formal response would be submitted following approval by the Council Executive.

Summary of new model for Community Justice

West Lothian's community justice agencies have not identified any serious areas of disagreement with the proposals, and the draft response (shown at Appendix 3) generally focuses on points of detail.

Local arrangements

The focus will be on local planning and delivery of services, with Community Planning Partnerships taking a lead role in partnership planning, commissioning and delivering of a range of justice services. The document offers flexibility about how local services are planned and delivered, but confirms that guidance will be produced on this. It is likely that local partners will include: local authorities; NHS boards; Police Scotland; Scottish Prison Service (SPS); Alcohol and Drug Partnerships; third sector organisations; Skills Development Scotland.

Proposed legislation (the Community Empowerment (Scotland) Bill) will introduce arrangements to strengthen community planning by placing new duties on public sector partners to play a full and active role in CPPs and to deliver outcomes for communities through effective integrated working.

In support of this responsibility, Community Planning Partnerships will be required to produce a single strategic plan for Community Justice. This is something that West Lothian already does, having produced the West Lothian Reducing Re-offending Strategic Plan 2013-18, and having multi-agency structures in place to support and develop the required work-flows.

The current Community Justice Authorities will cease to exist. Their responsibilities will be shared between local co-ordinating bodies, and a new national body, provisionally called Community Justice Improvement Scotland.

The role of the new national body

- Providing national, professional and strategic leadership for community justice in

Scotland;

- Offering expert advice to Scottish Ministers and COSLA leaders, as required;
- Providing oversight of the delivery of the new national performance framework for community justice in Scotland;
- Identifying and advising on how justice and other resources can be better aligned to improve outcomes for community justice;
- Management of any services which have been identified and agreed as being best delivered on a national basis by the national body.

The role of the Risk Management Authority

While in earlier proposals, the role of the Risk Management Authority could have been incorporated in the new national body, it has now been decided that it should remain separate and independent. Nevertheless, it appears that the two bodies will work closely together in developing services.

Governance and accountability

The consultation paper (Chapter 3) identifies roles and responsibilities for:

- Scottish Ministers;
- Local partners, including local authorities and other public sector bodies designated as local partners;
- The national body, Community Justice Improvement Scotland;
- The Board of Community Justice Improvement Scotland;
- The Chief Executive of Community Justice Improvement Scotland.

The demands to be made on Community Planning Partnerships appear reasonable, and in line with the approach already adopted within West Lothian. It appears that relatively small modifications would be needed to existing practices and procedures to ensure the success of this framework in West Lothian. The proposed statutory duty on local authorities and other statutory bodies across the public sector to focus upon preventative approaches to reduce reoffending is entirely in line with West Lothian's approach.

We welcome the Scottish Government's stated intention to make this a 'light-touch' arrangement, and note the statement that the Scottish Government does "not propose to duplicate or cross over any established lines of accountability for CPPs, local authorities and other partners who must come together locally in order to effect improved outcomes for community justice." The long-existing and effective arrangements in south-east Scotland for specialist service delivery should not be adversely affected by these proposals.

Funding

The document makes no specific comments about the future funding of community justice services, other than a commitment to the principle that funding will follow function. By this, the document explains that "where a new function is created or existing function moved, existing funding resources will be moved in line with this." A separate and ongoing national review of funding will report in due course.

E. CONCLUSION

The Council's draft response to this Consultation acknowledges that the outcome of the first phase of the consultation on this service redesign resulted in a proposed way forward that in general meets the aspirations of justice partners in West Lothian. We

consider that the explicit commitment to a locally-managed model for future delivery of community justice services is welcome.

Subsequent developments in this redesign process will be notified to the Panel.

F. BACKGROUND REFERENCES

Appendices/Attachments:

Appendix 1: West Lothian response to Scottish Government consultation on 'Redesigning The Community Justice System' (February 2013)

Appendix 2: Scottish Government Consultation document - 'Future Model for Community Justice in Scotland' (April 2014)

Appendix 3: West Lothian Council Draft Consultation Response - 'Future Model for Community Justice in Scotland' (June 2014)

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01506 281235

Jennifer Scott, Head of Social Policy

Date of meeting: 5th August 2014

ANNEX A



The Future Model of Community Justice in Scotland

RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately

1. Name/Organisation

Organisation Name

Title Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Please tick as appropriate

Surname

Forename

2. Postal Address

Postcode	Phone	Email

3. Permissions - I am responding as...

Individual

/

Group/Organisation

☐

Please tick as appropriate

☐

- (a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

Please tick as appropriate

☐ Yes ☐ No

- (b) Where confidentiality is not requested, we will make your responses available to the public on the following basis

Please tick **ONE** of the following boxes

- (c) The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

Are you content for your **response** to be made available?

Please tick as appropriate

☐ Yes ☐ No

Yes, make my response,
name and address all
available ☐

or

Yes, make my response
available, but not my name
and address ☐

or

Yes, make my response
and name available, but
not my address ☐

- (d)** We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Please tick as appropriate

☐ **Yes**

☐ **No**

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CONSULTATION QUESTIONS

Chapter 2

Question 1: Do you have any general comments on the overview of the new arrangements for community justice?

West Lothian justice partners welcome the general thrust of these proposals, which are in broad terms aligned with the option for which we offered support in the previous phase of consultation on these developments. We recognise the advantages and challenges of working through local partnerships to plan strategically and to deliver a wide range of relevant services. We are confident that existing local structures for Reducing Re-offending, set up within the context of the West Lothian CPP, already provide us with the capability to take on these responsibilities.

Chapter 3

Question 2: What are your views on the governance and accountability arrangements?

We recognise the benefits that should be seen from extending the responsibility of local authorities and other relevant bodies to focus upon preventative approaches to reduce re-offending, an approach already adopted in West Lothian. Production of a single local strategic plan for community justice is a logical and necessary development.

The acceptance of mutual accountability and shared responsibility for outcomes is a prerequisite for successful development of this approach. We agree with the proposal that existing lines of accountability will be left unaltered.

In relation to the role of the proposed new co-ordination body, Community Justice Improvement Scotland (CJIS), we concur that it is appropriate for it to have a national overview, and that its role in disseminating examples of best practice will be significant. We would both hope and expect that CPPs would not normally require the involvement of CJIS in resolving local issues.

However, please also see our response to Question 11, in relation to governance.

Chapter 4

Question 3: What are your views on the arrangements for local strategic planning and delivery of services for community justice?

We consider the proposals within this chapter to be broadly acceptable, subject to more detail about the guidance that will be produced. West Lothian has considerable experience in involving third sector partners in strategic planning, and all significant contributors to the reducing re-offending agenda are already engaged at strategic, tactical and operational levels.

The commitment to continued use of joint services delivered across CPP boundaries is seen as positive, and is something that has been a significant benefit to West Lothian for many years.

We welcome the proposals on enhancing data collection and sharing among partners, and would note that a national framework for achieving this should assist in consistent assessment of outcomes.

We are not fully clear about the intention behind section 91: “Local partners will be required to monitor and scrutinise complaints made locally, including those of partners failing to participate in the community planning process.” We would welcome increased clarity in this section, which may be read in several different ways.

In relation to MAPPA, local experience highlights the advantages of its structures being aligned with Police Scotland Divisions, and further discussion will clearly be needed.

Finally, we would wish to note that there are a number of strong and enduring inter-council relationships that provide continuing benefit to service users and communities across substantial parts of Scotland. For example joint planning, service development and commissioning has been a feature across southeast Scotland since local government re-organisation in 1975. We consider it crucial that such positive relationships are fostered by the new structures for community justice.

Chapter 5

Question 4: What suggestions do you have on how a national performance framework for community justice in Scotland could operate under the new model?

We welcome the bringing together of detail in this section in the context of organisational change. We agree with the aims and the focus of the proposals. We consider that detailed scrutiny of the way that local planning partnerships operate is important, but would note that achieving a full understanding of the match of services to local requirements will require more engagement from sectors of the justice system that have traditionally not been part of this process, specifically those involved in the court and sentencing processes. Without maximising engagement

from such individuals and bodies, the process of responding to perceived local criminogenic and societal need will be more challenging for CPPs.

At an early stage in defining a performance framework, it would be helpful for work to be done on shared values and on a shared understanding of what those values mean in practice, across community justice services.

Chapter 6

Question 5: What are your views on the functions to be delivered by Community Justice Improvement Scotland?

We would agree that the tasks outlined in this section are significant and necessary.

In relation to development of best practice, we would note that changes of patterns in recruitment within Criminal Justice services have resulted in an increasing number of staff from backgrounds other than Social Work. Such staff (who are not covered by SSSC standards for professional development) nevertheless have development needs, and we do not consider that existing practitioner networks are strong or accessible, nor is access to them seen as a priority. We would welcome an increased focus on new methods for developing staff and developing a sense of participation in a wider Scottish CJ community, such as may be offered by electronic media. In support of this suggestion, we would note the positive responses to multi-agency CJ training offered in West Lothian in 2013 to local authority staff from a range of disciplines, to third sector partners and to some staff from HMP Addiewell.

Question 6: Does the name “Community Justice Improvement Scotland” adequately reflect the responsibilities of the new national body and the functions?

We consider that this proposed name does not fit into the framework used for other centralised Scottish bodies (e.g. Police Scotland, Crown Office Procurator Fiscal Service, Scottish Court Service, etc.), each of which bodies also has ‘improvement’ as a key responsibility. We would suggest “Community Justice Scotland” as the most appropriate name.

Chapter 7

Question 7: Are the skills and competencies in paragraph 105 and referenced in paragraph 106 sufficient to allow the body to fulfil its functions as noted in Chapter 6?

We consider that this would be an appropriate skill set for CJIS.

Question 8: Is the organisational structure shown at Figure 3 and the expected size of the staffing complement sufficient to allow Community Justice Improvement Scotland to fulfil its functions as noted in Chapter 6?

The organisational structure seems appropriate; we consider it is not possible to make meaningful comment on the suggested staff numbers without a clearer understanding of the detail and level of the work that the organisation will take on. However, given the span of responsibilities, we suspect that the suggested relatively small staffing level may be over-optimistic.

Question 9: What other suggestions do you have for the organisational structure for Community Justice Improvement Scotland to allow it to fulfil its functions as noted in chapter 6?

We would wish to see an explicitly-stated role for the new body in supporting inter-council working where this can be demonstrated to produce effective outcomes. To enable such service demands to be evaluated, local forums are needed for relevant staff to meet, and we would suggest that CJIS use the existing wealth of local knowledge and processes for analysing this to support its own planning processes.

Question 10: What are your views on the proposed location for the headquarters of Community Justice Improvement Scotland?

While accepting that either of the proposed locations would be equally acceptable for West Lothian, we would suggest that consideration of accessibility by public transport is important.

We would note that electronic communication, combined with the other suggestions in Para.112, should make the question of location rather less significant than it would formerly have been, and this may provide an opportunity for the Scottish Government to continue to decentralise its functions around the country.

Chapter 8

Question 11: Are the professional areas noted in the list at paragraph 114 appropriate to allow the Board of Community Justice Improvement Scotland to fulfil its functions?

We feel that the span of suggested expertise and experience is appropriate.

However, we are concerned about the apparent lack of opportunities for direct engagement by local CPPs; it appears that these might have representation within the proposed structure of supporting sub-committees to provide representation of individual professional bodies or organisations (Para.114). In the context of the consultation document's statement 'Community lies at the heart of this new model' (Para.23), we would have expected to see a more thorough commitment to incorporating local representation within this proposal.

While Board members may have both expertise and experience, they are very unlikely to be formally representing other organisations, and indeed, for them to do

so would potentially generate a source of grievance about the lack of representation of other significant groups.

Chapter 9

Question 12: What are your views on the arrangements for the national Hub for innovation, learning and development?

We welcome these proposals, which offer potential value to practitioners in a range of related disciplines. We would hope to see enhanced opportunities at a national level for third sector organisations to contribute to and benefit from service development. We would note the importance of learning and development being offered in a range of ways, to ensure that different learning styles and other constraints, such as geographical location, do not impede full participation by workers across a range of organisations.

Chapter 10

Question 13: What are your views on the arrangements in support of the transition process?

We acknowledge the complexity of this transition and the timescales for achieving it. West Lothian CPP is confident that it is well placed to embark promptly on the process, and will be able to use existing structures and mechanisms to make relevant changes.

Chapter 12

Question 14: What impact on equalities do you think the proposals outlined in this paper may have on different sectors of the population?

Partner justice organisations in West Lothian share a set of values that support statutory responsibilities. In relation to public sector equality duties, we would note that the third of these (to 'foster good relations between persons who share a relevant protected characteristic and persons who do not share it') is an integral part of much of the work carried out with people who offend.

Chapter 13

Question 15: What are your views regarding the impact that the proposals in this paper may have on the important contribution to be made by businesses and the third sector?

We welcome continuing appraisal of effective practice, however this is delivered; we acknowledge that a range of organisations have expertise to offer, and indeed a

number of such organisations within West Lothian are an integral part of our reducing re-offending service delivery.

CONFIDENTIAL DRAFT

REDESIGNING THE COMMUNITY JUSTICE SYSTEM A CONSULTATION ON PROPOSALS

RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately

1. Name/Organisation

Organisation Name

West Lothian Community Health and Care Partnership

Title Mr ☐ Ms ☒ Mrs ☐ Miss ☐ Dr ☐

Please tick as appropriate

Surname

Scott

Forename

Jennifer

2. Postal Address

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Email

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3. Permissions - I am responding as...

Individual

☐

/

Group/Organisation

☒

Please tick as appropriate

- (a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

Please tick as appropriate ✓ Yes ☐ No

- (b) Where confidentiality is not requested, we will make your responses available to the public on the following basis

Please tick ONE of the following boxes

Yes, make my response, name and address all available ☒

or

Yes, make my response available, but not my name and address ☐

or

Yes, make my response and name available, but not my address ☐

- (c) The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

Are you content for your **response** to be made available?

Please tick as appropriate ✓ Yes ☐ No

(d) We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Please tick as appropriate

☒ Yes

☐ No

CONSULTATION QUESTIONS

The consultation questions are split into two parts, which are:

- applicable to all options; and
- specific to either Option A, B or C.

Respondents can reply to all of the questions, or a selection, depending on where their interests lie. General views on the consultation paper are also welcomed.

All options

Which option(s) do you think is more likely to meet the key characteristics (set out on pages 15 and 16 of the Consultation) that, if integral to any new community justice system, are more likely to lead to better outcomes?

Key characteristic (pages 15 and 16 of the consultation)	Option (please specify A, B or C or a mix of all three)
Strategic direction and leadership to drive forward performance improvements and deliver public services that protect victims and communities and meet the needs of people who offend	B or C
A focus on prevention and early intervention	B
Better and more coherent person-centred opportunities for supporting desistance, which focus on developing the capacities and capabilities of offenders to enable them to make a positive contribution to their families and communities	B
Clearer lines of political, strategic and operational accountability for performance and mechanisms to support continuous improvement	B or C
Effective local partnership and collaboration that brings together public, third and private sector partners, including non-justice services, and local communities to deliver shared outcomes that really matter to people	B
Strategic commissioning of services that are based on a robust analysis of needs, evidence of what supports desistance and best value for money	B
A strong and united voice that represents community justice interests with the judiciary, public and media	A, B or C
Better data management and evaluation to assess organisational and management performance, including the impact of services	B
Involvement of service users, their families and the wider community in the planning, delivery and reviewing of services	B
Provision of an overview of the system as a whole, including consistency and breadth of service provision	B
Better integration between local partnership structures, services and organisations working with offenders and their	B

families	
A more co-ordinated and strategic approach to working with the third sector	A, B or C
A strategic approach to workforce development and leadership for criminal justice social work staff that is based on evidence of what supports desistance and builds expertise, capacity and resilience and encourages collaborative working with other professionals towards shared outcomes	A, B or C
Greater professional identity for community justice staff which builds on their existing values and provides well defined opportunities for career progression	A, B or C
Ability to follow innovation nationally and internationally, as well as develop and share evidence based good practice	A, B or C

Which option(s) will result in the significant cultural change required to redesign services so that they are based on offender needs, evidence of what works and best value for money?

We consider that there are strong examples of such significant cultural change already being seen in justice services at a local authority level. Within West Lothian, these include:

- design and roll-out of new interagency developments;
- development of new and strengthened partnerships to address the 'Reducing Re-offending' agenda, including a Reducing Re-offending committee and three year Reducing Re-offending Strategic Plan;
- enhancing processes for shared planning and continuous review of provision. As a part of the current Community Health and Care Partnership (CHCP), services are ideally placed to take advantage of the value of integrated health and care arrangements. Youth Justice services are fully integrated already and as such interfaces with the 'Whole System Approach' are achieving the best value possible.
- the West Lothian Community Planning Partnership has adopted the Life Stages approach to driving forward prevention, early intervention and an outcomes approach.

It is our view that such developments can be achieved without increasing centralised and detailed control of services and practice, as suggested by Model C. The same results should be achievable within other models by a more effective process of self-regulation/evaluation and inspection. Our view would be that **option B** is therefore the best placed to achieve the necessary cultural change.

Which option(s) will result in improvements in engagement with, and quicker access to, non-justice services such as health, housing and education?

We are concerned about the implications of Model C in terms of disconnection from established and effective local relationship and practice.

While it will remain true that Criminal Justice services' most demanding and difficult service users are also the clientele of other organisations, we have to date been able to draw upon non-contractual relationships to support the work that we are doing to reduce re-offending, including statutory conditions of court orders.

Local partnerships among councils appear an effective and flexible way to deliver shared services.

Services are well integrated at a local level, particularly with youth justice and other statutory Social Work services. We have established joint working approaches with housing, police and health services. There are clear advantages of being part of the integration of health and social care services. An example of this would be the responsibility of Criminal Justice staff to be mindful and knowledgeable about both Child and Adult Protection, where access to shared training on Public Protection and to shared information systems is crucial.

Option B would clearly be the best placed to support this local working.

Do you think a statutory duty on local partners will help promote collective responsibility for reducing re-offending among all the bodies who work with offenders? If not, what would?

While legislating for a statutory duty could assist in a few situations in providing a clear direction to local authorities and their key partners, it is our view that in general this may provide unnecessary complication. The ongoing review of Single Outcome Agreements, which in any case brings together key partners, appears a logical framework to support principles of collective responsibility for reducing re-offending.

There are other effective ways of achieving such collective responsibility. West Lothian has a Reducing Re-offending Committee that reports up through the Community Safety Board or the Community Health and Care Partnership, which both report to the Community Planning Partnership Board. This will clearly be easily transferable though any Integrated Health and Social Care arrangements.

Under options A and B, should funding for criminal justice social work services remain ring-fenced?

We consider that ring-fencing of funding remains relevant, in order that the courts, Parole Board and organisations scrutinising our effectiveness are each assured that we are providing consistent services to reduce re-

offending, based on best practice.

However, we would note that the logic of the approach in which a variety of service providers contribute to the overall outcomes clearly indicates that such funding should not be purely for local authority expenditure and future financial returns should demonstrate what expenditure is made on commissioning of services. There is already the experience of jointly commissioning services across partner agencies such as the Tobacco, Alcohol and Drug Partnership.

Are there specific types of training and development that would be beneficial for practitioners, managers and leaders working in community justice? Who is best placed to provide them?

There is a diverse range of training needs for workers in the community justice field. Existing models for providing training appear to work well in developing consistency.

Nothing in any of these models would preclude continuing this useful and positive mix of local, regional and national training.

Previous experience in Scotland of the MSc in Advanced Social Work Studies in Criminal Justice suggests that provision of post-graduate training is an important vehicle for maintaining in-house professional development across the service. This appears particularly important when the roles of workers within Criminal Justice social work services are becoming increasingly specialised, and when the proportion of non-Social Work-trained staff is at an all-time high.

The development of Scottish Vocational Qualifications for non-qualified staff would be helpful.

Is there potential for existing organisations such as Scottish Social Services Council, Institute for Research and Innovation in Social Services and knowledge portal Social Services Knowledge in Scotland to take on a greater role in supporting and developing the skills and expertise of professionals working with offenders?

Experience tells us that utilising a wide range of skills and agencies is helpful.

West Lothian has worked with the SSSC and IRISS on increasing understanding and awareness of leadership in early years and on delivering an outcomes approach.

What do you think are the equalities impact of the proposals presented in this paper, and the effect they may have on different sectors of the population?

We do not consider there are any clear negative impacts from any of these models. However, Option B would best take into account the diversity issues within a community or local area.

West Lothian's Reducing Re-offending Strategy has been Equality Impact-assessed. This process confirmed that developments proposed in the plan should help redress some of the inequalities experienced by offenders, such as women who offend.

West Lothian Community Planning Partnership is currently working on a new Single Outcome Agreement and community planning development plan. Our CPP has recently adopted the theme 'Tackling Inequality'. We will link reporting on our partners' equality outcomes to reporting on our new SOA.

What are your views regarding the impact that the proposals presented in this paper may have on the important contribution to be made by businesses and the third sector?

We would suggest that the organisational arrangements through which effective criminal justice practice is delivered may have an effect on the contribution that may be made by business and by the third sector, and that these two groups are not entirely comparable. There are some businesses that may be able to deliver national services, but probably few that would deliver small or local interventions. Third Sector organisations might well be able to demonstrate greater flexibility. Smaller third sector organisations are frequently providing employment to local people and have been able to deliver on our reducing re-offending priorities.

We consider that engagement of the business/commercial sector will require detailed regulation to ensure that the best possible services are delivered, and that the needs of the offender are not over-shadowed by commercial imperatives.

The third sector and local and national businesses are represented on the Community Planning Partnership and through the Economic Forum. Through this, there is increasing understanding of what we can all do collectively to keep our communities safer and to create and develop effective environments.

Are there other options, or permutations of the options presented in this paper, which should be considered? Please provide details.

No additional comments.

Option A: Enhanced Community Justice Authority (CJA) model

What are your overall views on retaining CJAs but changing their membership and functions?

The effectiveness of Community Justice Authorities (CJAs) to date has been restricted in a variety of ways. Their lack of executive authority in implementing the Reducing Re-offending agenda is a reflection of their structure and role as defined by statute.

It would appear that of the three options offered in this consultation, Option A is the weakest, combining as it does a lack of tight operational oversight with its appropriately limited ability to alter or intervene in working relationships at a local authority level. CJAs have made a very limited contribution to date to the successes in West Lothian (lowest reconviction rate in Scotland apart from the Shetland Islands). We consider that this success is attributable to the strength of local partnership working and a focus on 'what works'.

Will appointing a chair and expanding the membership of the CJA Board to include the Health Board help remove any potential conflict of interest and promote collective responsibility for reducing re-offending?

It would appear that this could be a useful adjustment, should such limited change be seen as appropriate. It is, however, difficult to see how this would increase performance of CJAs in Reducing Re-offending.

We are already reviewing relationship and governance structures across the community planning partnership to ensure better links between health, community justice, community safety and the economic forum.

What do you think of the alternative proposal for all Board members to be recruited through the public appointments system based on skills, knowledge and experience?

It is almost certainly the case that the majority of elected members who sit on CJA Boards have no specific expertise in Criminal Justice. While the recruitment of 'expert' members would strengthen the role of the CJA, the link with local communities and structures remains significant, and such new membership should be on top of, rather than instead of, local representation.

Do the proposals under Option A give CJAs sufficient levers and powers to reduce re-offending efficiently and effectively?

It is felt that newly re-configured CJAs will have limited impact on reducing re-offending and that this is best achieved by strengthening and supporting local arrangements through Community Planning Partnerships, the integration of Health and Social Care, and continuing engagement with Community Safety partners.

Do you think CJAs should be given operational responsibility for the delivery of criminal justice social work services? Do CJAs currently have the skills, expertise and knowledge to take on these functions?

We do not agree that CJAs should be given operational responsibility for delivering criminal justice social work services. They do not have the requisite knowledge and experience to do so.

Should CJAs' geographical boundaries remain the same? If not how should they be redrawn?

We do not have a strong view on this, but would note that existing and longstanding relationships within south-east Scotland would assure us of the viability of the current Lothian and Borders CJA. Removing geographical boundaries would allow local council areas to work more imaginatively with other neighbouring authorities.

Do you agree that the Scottish Government should retain the current arrangements for training and development? Should they be reviewed for effectiveness?

We have seen evidence of effective partnerships between CJAs and the Scottish Government in the delivery of criminal justice-specific training, and would support the continuation of this relationship for delivering improved practice.

What could be done differently to build expertise, capacity and resilience in the community justice sector and ensure evidence-based good practice is shared widely?

While social work-qualified criminal justice staff have a strong grounding in the philosophy and principles under-pinning the 'Reducing Re-offending' agenda, the increasing reliance on non-social work qualified staff across the community justice sector creates new challenges.

Recent training developed for non-social work qualified staff in West Lothian Council was also offered to staff from partner agencies, both statutory and Third Sector, thereby ensuring that all staff share an understanding of issues and of effective and consistent practice. This approach would be difficult to successfully deliver except at the local level, and builds robust working relationships.

Option B: Local authority model

What do you think of the proposal to abolish CJAs and give the strategic and operational duties for reducing re-offending to local authorities?

We consider that this option would be strong and sustainable, and that it would allow optimal operational integration with partner services, particularly in the context of integrated health and care services. Local Authorities have strong governance structures and substantial experience in delivering criminal justice social work. The local authority model would allow continued integration with reducing re-offending, health and care, the whole systems approach, early intervention, Multi-Agency Public Protection Arrangements, and Tobacco, Alcohol and Drug Partnerships.

We would suggest that this model offers the best way to deliver both on national expectations and on services that focus on local objectives.

What do you think will be the impact on consistency of service provision, good practice and the potential to plan and commission services across boundaries (and hence value for money) of moving from eight CJAs to 32 local authorities?

With the current standards of the Scottish Government's dissemination of its standards for service provision, and its clear focus on good practice (both of which we expect to continue), we are confident that service provision can not only continue at a good standard, but may be improved. The opportunity to plan and commission services jointly with other councils should be confirmed in legislation, and we believe that opportunities could be created for joint work among councils that may not have been traditional partners.

Lothian and Borders has a history (that preceded the setting up of CJAs) of jointly commissioning services, such as CRANE and the Community Integration Service for Sex Offenders.

We consider that providing inherent flexibility in partnership arrangements would effectively reduce costs; this should prove less expensive than sustaining the CJA model.

Do you think there is still a requirement for a regional partnership, provision or co-ordination role (formally or informally) in this model? If so, how would it work?

Where there are longstanding relationships and multiple shared local or regional resources (which may include jointly commissioned services), it clearly makes sense for a local partnership to monitor the effectiveness of joint activity. This could in principle include other significant partners (e.g. NHS, SPS). Such a forum could also monitor training needs.

The Lothian and Borders criminal justice social work service managers have been working together successfully for in excess of twenty years and can do

this in future without the need for a formal requirement as we acknowledge it is in the best interests of us all to share best practice.

We would expect that wider issues of co-ordination could continue to be addressed by the ADSW Principal CJ Officers' meeting.

What do you think would be the impact of reducing re-offending being subsumed within community planning, or other local authority planning structures?

We are confident that within local authority structures for Community Planning and public safety, there is sufficient resilience and knowledge to make this a straightforward process.

West Lothian's Community Planning Partnership has a robust knowledge and understanding of prevention, early intervention and an outcomes approach. We were early adopters of these via our Life Stages programme. The CPP Board already receives regular performance reports and updates from the Reducing Re-offending board.

We would note that within West Lothian, we have already agreed and published a shared Reducing Re-offending Plan 2012-15, and that we have now developed a Reducing Re-offending Committee owned by Chief Officers and engaging a wide range of partners in high-level shared planning and policy implementation.

Do you agree that functions such as programme accreditation, development of good practice, performance management and workforce development should be devolved from the Government to an organisation with the appropriate skills and experience?

We consider that this would be a reasonable approach.

However, we would expect that whichever organisation takes on this role will recognise the important activity already taken on by many local authorities, in terms of assessing their own performance in the widest possible context. Such initiatives include the Public Service Improvement Framework (PSIF), originally developed as the West Lothian Assessment Model and now used by a number of Scottish local authorities. The role of Customer Service Excellence (CSE) inspections should also be considered.

What are your views on the proposal to expand the functions of the Risk Management Authority to take responsibility for improving performance?

We consider that the Risk Management Authority may be an appropriate organisation to take on this function, although local authorities already have a degree of experience in this area. The government needs to complete its deliberations over indicators it desires to see reported on and set targets (similar to HEAT targets) and local authorities can report as required thereafter.

What are your views on the proposal to set up a national Scottish Government/ Convention of Scottish Local Authorities (COSLA) Leadership Group to provide national leadership and direction?

We consider this should offer opportunities to learn from best practice and innovation, as well as identifying and analysing, through community planning processes, the most significant patterns and trends identified within communities across Scotland.

It will provide the strong national governance necessary to take Reducing Re-offending forward and can be supported by the Association of Directors of Social Work (ADSW) Criminal Justice Sub-Committee.

This appears similar to the approach taken in setting up a national community planning group to provide consistency in CPPs' ability to progress the public sector reform agenda. We have had a good experience of that process to date, and would suggest that, if the purpose is to add value rather than additional bureaucracy, this would be a positive development.

Option C: Single service model

What are your views on the proposal to abolish the eight CJAs and establish a new single social work led service for community justice?

We would see the reduction of local authority engagement in community justice planning as the most serious problem with this model. There is considerable evidence to suggest that local authorities can take forward the reducing re-offending agenda without the need for a national agency. West Lothian has committed itself to reducing re-offending and its performance in terms of reconviction rates is evidence of this commitment.

A national agency would remove justice services from the communities it both serves and reflects.

We would not be supportive of the creation of a national service but would support the abolition of CJAs in favour of a local model.

What do you think of the proposal to incorporate the functions of the Risk Management Authority into a new single service?

Should the Single Service Model be the Scottish Government's preferred option, we consider that this would be a reasonable and logical step.

What do you think about grouping local delivery around the three Federation model currently employed by the Crown Office and Procurator Fiscal Service and police?

Should the Single Service Model be the Scottish Government's preferred option, we concur that the use of shared administrative boundaries would be appropriate. However, this makes for large geographical areas with a limited degree of shared cultural identity. Evidence to date is indicating that the 'federation' model is hampering attempts to enhance early intervention through diversionary activity.

Does the approach to strategic commissioning and procurement provide a good balance between local and national service priorities and needs?

The proposal that local Area Directors would have responsibility for working with local partners to undertake strategic commissioning (which is not clearly defined within the Consultation document) appears to create an unnecessary degree of complexity.

Most service commissioning will be carried out at a much more local level, responding to identification of need that may often not be shared across wide areas within a Federation. We consider that we should be commissioning locally if feasible and appropriate. We have for example already made progress on Joint Commissioning plans with Health

colleagues and have well-established commissioning and contracting arrangements. We welcome the acknowledgement within the Consultation that this task may be delegated.

We feel that scoping and commissioning services in a situation where a single provider is identified as appropriate to deliver such services over a significant area (covering multiple local authorities), might appropriately be co-ordinated by an Area Director.

We would note that there is a potential risk that development of existing cross-service initiatives within local authorities (e.g. West Lothian's Almond Project for female offenders) might become more challenging.

Do you think that placing a statutory duty on local partners and a strong Chief Executive negotiating on behalf of the new single service will help facilitate access to mainstream non-justice services?

As we note in the first section of this response, we remain unclear how such a proposal would work in practice.

There are other and more effective ways of achieving such collective responsibility, such as the recently-launched West Lothian model for co-ordinating Reducing Re-offending, which brings all significant partners into the planning and co-ordination process.

We would add that the published aims and objectives of some of the listed partner agencies in this document are not directly aligned with the Reducing Re-offending agenda. While this issue needs to be addressed at a national level, making this change would support all models for change, not only the Single Service Model.

Finally, we note that the Third Sector is not a homogenous structure, and by its very nature, is unlikely to act as such. Third Sector capacity building requires local solutions to local problems.

We do not therefore see how this role would encourage access to non-justice services, when this can be better achieved through, for example, health and care integration.

What do you think of the proposal to establish a dedicated community justice unit as part of the new service?

We would agree that the roles and responsibilities identified for such a unit are significant, and that these would benefit from co-ordination, possibly reducing areas of duplication. However, we consider that formation of a dedicated community justice unit would be an appropriate way forward, whichever of the three proposed models is adopted.

Any additional comments

We are strongly in favour of **option B**, the local authority model. This can be facilitated by the current process of health and care integration and monitored through the single outcome agreements where reducing re-offending has become a priority under 'Safer and Stronger'.

The findings of the Christie Commission would support our view that community justice services have a key role in the preventative agenda. We understand the importance of one of the commission's stated priorities: "Recognising that effective services must be designed with and for people and communities - not delivered 'top down' for administrative convenience".

An electronic copy of this document is also available on request to
Consultation.RedesignCommunityJustice@scotland.gsi.gov.uk

Future Model for Community Justice in Scotland

FOREWORD BY THE CABINET SECRETARY FOR JUSTICE



I am pleased to launch this latest consultation paper on the redesign of the community justice system.

It has taken some effort to reach this stage. Consultation with practitioners, engagement with key stakeholders and political discussions have all shaped the model we describe in this consultation paper.

Community lies at the very heart of the new model for community justice and local strategic planning and delivery of services through Community Planning Partnerships are the most important components of the new arrangements. Collaboration will be pivotal to success, as will an acknowledgement by all partners – Scottish Government, local authorities, health, housing, education, Scottish Prison Service, the third sector and others – that we all depend on each other to achieve the outcomes we need.

We also intend to establish a national body to provide independent professional assurance that improved community justice outcomes are being delivered across Scotland. As primary legislation will be required to establish the new national body, there is a natural focus in this consultation document on its role, function and structure. However, the success of the new model for community justice in Scotland lies primarily in the improvements that will be made through local partnership working.

Our circumstances have rarely been more challenging, but I am optimistic about Scotland's capacity to overcome those challenges. There is no shortage of skill, will or desire to make our communities safer and stronger. The evidence tells us we are on the right path – recorded crime is down by 35% since 2006-07 and at its lowest level since 1974. Reoffending rates are at their lowest in over a decade.

I want this trend to continue. I believe the model outlined in this document will help achieve that and I welcome your views on it.

A handwritten signature in black ink that reads "Kenny MacAskill". The signature is written in a cursive, flowing style.

Kenny MacAskill MSP
Cabinet Secretary For Justice

A CONSULTATION ON THE FUTURE MODEL FOR COMMUNITY JUSTICE IN SCOTLAND

CHAPTER 1

INTRODUCTION

Purpose of this document

1. This consultation document invites you to offer your views on the details of the proposed new model for community justice in Scotland.
2. The document is structured as follows:
 - Chapter 2 – Overview of the new model for community justice in Scotland;
 - Chapter 3 – Governance and accountability for the new model;
 - Chapter 4 – Local arrangements;
 - Chapter 5 – Outcomes, performance and improvement;
 - Chapter 6 – Functions of Community Justice Improvement Scotland;
 - Chapter 7 – Structure of Community Justice Improvement Scotland;
 - Chapter 8 – Composition of the Board for Community Justice Improvement Scotland;
 - Chapter 9 – National hub for community justice innovation, learning and development;
 - Chapter 10 – Transition arrangements – from existing structures to the new model;
 - Chapter 11 – Funding the model for community justice in Scotland;
3. Chapters 12 and 13 cover the equalities impact assessment and business regulatory impact assessment. Chapter 14 provides details on how to respond. Consultation questions are set out in the relevant chapters and are repeated on pages 41 and 42.
4. For the purposes of this paper, we are using the following definition of community justice in Scotland:
 - *The collection of agencies and services in Scotland that individually and in partnership work to manage offenders, prevent offending and reduce reoffending and the harm that it causes, to promote social inclusion, citizenship and desistance¹.*
5. The new arrangements for community justice are designed to ensure the effective delivery of improved outcomes for offenders and communities. The following pages describe what we expect the new model will look like. Some of the changes will require legislative change. The *Redesign of Community Justice Project* has been established, under the *Reducing Reoffending Programme Phase 2 (RRP2)*², to take this work forward.

¹ Desistance from crime is the process through which people cease and refrain from offending.

² Phase 1 of the Programme put in place the foundations for credible alternatives to prosecution and custody, including the introduction of the Community Payback Order (CPO). Phase 2 is focused on

Background

6. Positive progress has been made in building safer and stronger communities in Scotland in recent years. Reoffending rates are at their lowest in over a decade; recorded crime has fallen by 35% since 2006-07; illegal drug use in the general adult population has declined by more than a fifth since 2006; and there were 190,000 fewer victims of crime in 2012-13 than in 2006³.

7. The Scottish Government's vision for a safer, fairer and stronger Scotland is set out in the Strategy for Justice in Scotland⁴. This provides a framework, consistent with the Scottish Government's purpose and National Performance Framework, to guide everyone working in the justice system to align their efforts to make a real difference to our society and economy.

8. Tackling reoffending is a key element of our justice strategy. Reoffending creates victims, damages communities and wastes potential. The Scottish Government wants to minimise reoffending and deliver better outcomes for everyone.

9. Although there has been progress, there remains much work to be done. Offending is a complex problem and there are well established links between persistent offending and poverty, homelessness, addiction and mental illness. The whole of the public sector also faces unprecedented financial challenges. This makes it imperative that the Scottish Government now looks at how all public services, including those for community justice, are planned, designed, evaluated and delivered to create more equal access, improve outcomes and make the best use of public resources.

10. The Commission on the Future Delivery of Public Services⁵ ("Christie Commission") argued for a radical change in the design and delivery of public services to address the intense pressures on budgets and tackle Scotland's deep-rooted social problems. The priorities identified by the Commission included:

- Recognising that effective services must be designed with and for people and communities - not delivered 'top down' for administrative convenience;
- Working closely with individuals and communities to understand their needs, maximise talents and resources, support self-reliance, and build resilience;
- Concentrating the efforts of all services on delivering integrated services that deliver results;
- Prioritising preventative measures to reduce demand and lessen inequalities;

making sure people who have offended use services and make the most of opportunities to become responsible citizens. The aim is that people should move away from offending and instead become people who contribute to their communities rather than damage them. The Redesign of Community Justice is a project under this Programme.

³ [Scottish Government Crime and Justice statistics](#)

⁴ Scottish Government (2012) *The Strategy for Justice in Scotland*

⁵ Commission on the Future Delivery of Public Services (2011)

- Tightening oversight and accountability of public services, introducing consistent data-gathering and performance comparators, to improve services; and
- Driving continuing reform across all public services based on outcomes, improved performance and cost reduction.

11. Changes are already afoot across the public sector to address these priorities. The Scottish Government has embarked on a public service reform programme and our reform approach is based on four pillars:

- a decisive shift towards prevention;
- greater integration and collaboration between public services at a local level;
- greater investment in workforce development and leadership; and
- a sharp focus on improving performance.⁶

12. Two examples of public sector reform are particularly relevant to those working on reducing reoffending. First, the Scottish Government plans to integrate health and social care to improve the quality and consistency of adult care. For the first time, health boards and local authorities will be jointly and equally responsible for the delivery of nationally agreed outcomes (through new Health and Social Care Partnerships). Criminal justice social work may be included in such local arrangements.

13. The second is on-going work to strengthen community planning in Scotland. A shared Statement of Ambition which Scottish Government and COSLA published in March 2012 following a review of Community Planning, states that:

“Effective community planning arrangements will be at the core of public service reform. They will drive the pace of service integration, increase the focus on prevention and secure continuous improvement in public service delivery, in order to achieve better outcomes for communities⁷.”

14. Community Planning Partnerships (CPPs) have since produced new Single Outcome Agreements and related development plans, which Ministers and Council Leaders signed off in Summer 2013. The forthcoming Community Empowerment (Scotland) Bill will introduce proposals designed to strengthen community planning, by placing new duties on public sector partners to play a full and active role in CPPs and to deliver outcomes for communities through effective integrated working. These community planning arrangements will provide an environment within which local partners can work closely to strengthen community justice, including making the cross-cutting links to how offending connects to prevention planning.

15. The Scottish Government carried out a consultation (Redesigning the community justice system: A consultation on proposals) in 2013 following a series of reports which highlighted serious shortcomings in the existing system for delivering offender services in the community. In November 2012 Audit Scotland published a

⁶ The Scottish Government (2011) *Renewing Scotland's Public Services – Priorities for Reform in Response to the Christie Commission*

⁷ <http://www.scotland.gov.uk/Topics/Government/local-government/CP/soa>

report on reducing reoffending which found that there are many bodies involved in reducing reoffending with “different governance and accountability arrangements and geographic boundaries, resulting in a complex landscape”. It acknowledged that Community Justice Authorities (CJAs) have “made progress in bringing people together but have had little impact on reducing reoffending” and commented that “the way they were set up and inflexible funding have significantly limited their effectiveness”.

16. Earlier in 2012, the Commission on Women Offenders concluded that “there still exist inherent barriers in the structural and funding systems for criminal justice social work, and working practices which inhibit greatly the potential to reduce reoffending” and that “radical transformation is required”. Responding to the Commission⁸, the Cabinet Secretary for Justice said that the status quo was untenable.

17. Between December 2012 and April 2013, the Scottish Government consulted on options for redesigning community justice. Thirteen stakeholder events were held around Scotland and attended by over 550 people. Written responses were also invited and a total of 112 were received. None of the three options as outlined in the consultation paper attracted significant support at the consultation events. Elements of each option gained support from respondents.

18. The Scottish Government published its response to the consultation on 16 December 2013⁹. The response outlined the skeleton of the new model and was developed with support from COSLA, ADSW and SOLACE. The response also stated that a further consultation would take place to give stakeholders, practitioners and members of the public the opportunity to comment on, and contribute to the development of, the new model. This document begins that consultation.

19. There will also be opportunities for professionals, service users, victims and members of the public to attend consultation workshops. More detail on how to respond to the consultation paper and participate in the consultation events is on pages 38 and 39.

20. This consultation is about services for people aged 16 and over who are dealt with under the Criminal Proceedings (Scotland) Act 1995. The Children’s Hearing System deals with the vast majority of children and young people under 16, and in some cases under 18, who commit offences or who are in need of care and protection. The new model deals primarily with people already in the criminal justice system.

21. The consultation will last until 02 July 2014. The new model for community justice is unlikely to be fully implemented until during 2016-17. The current arrangements, including Community Justice Authorities will remain in place until full implementation is complete. An indicative timetable is shown below.

⁸ <http://www.scotland.gov.uk/Publications/2012/06/2387>

⁹ <http://www.scotland.gov.uk/Publications/2013/12/3526>

Indication of key timelines

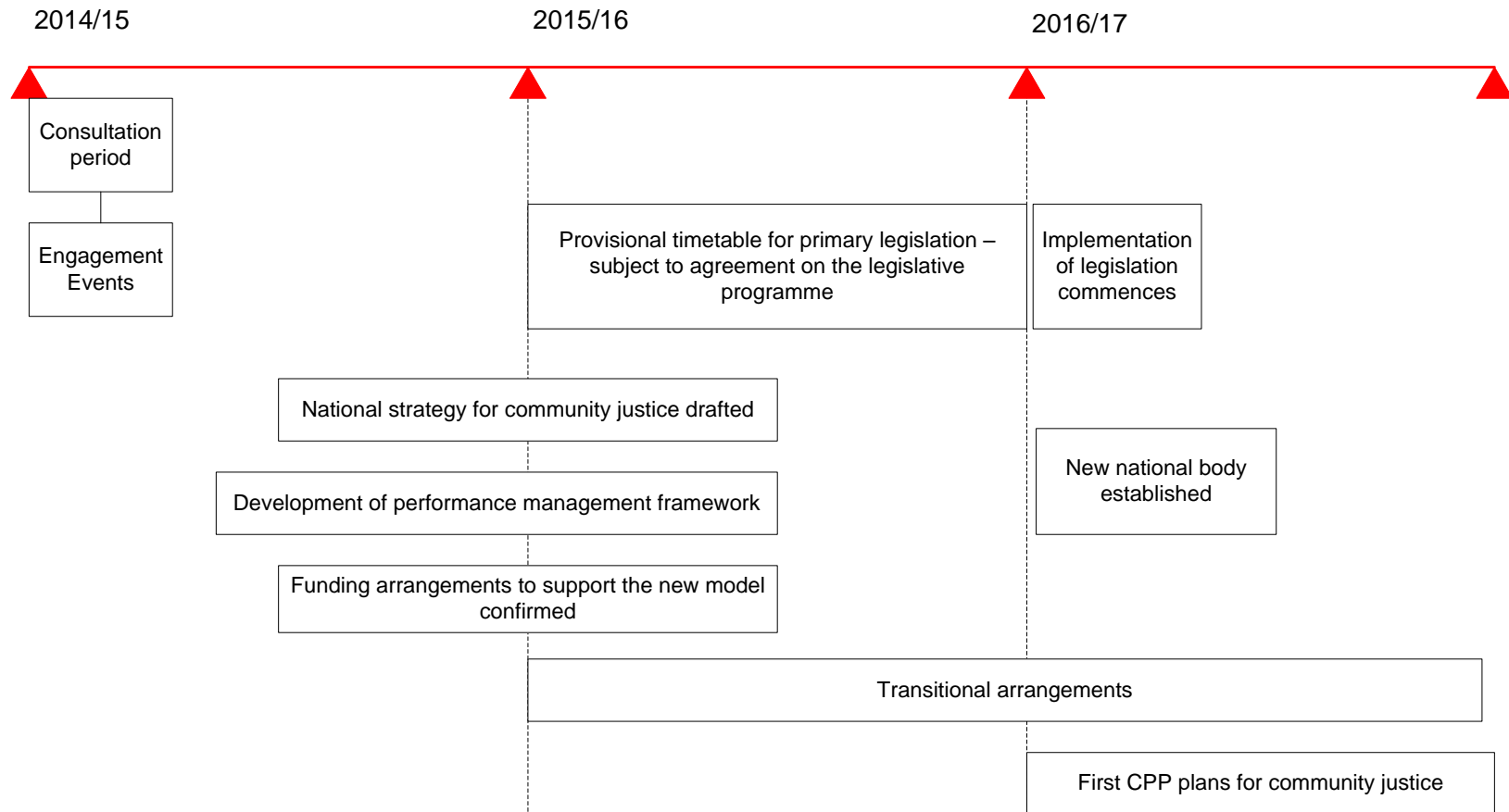


Figure 1: Indicative timetable for the future model for community justice

CHAPTER 2

OVERVIEW OF THE NEW MODEL FOR COMMUNITY JUSTICE IN SCOTLAND

22. Following last year's consultation, the Scottish Government has worked with key stakeholders and partners, including the Convention of Scottish Local Authorities (COSLA), Community Justice Authorities (CJAs), the Association of the Directors of Social Work (ADSW) and the third sector and, to develop a model for community justice which meets the needs of service users, victims, their families and the communities of Scotland.

23. Community lies at the heart of this new model which is why the local strategic planning and delivery of services through Community Planning Partnerships (CPPs) are central to the new arrangements. Outcomes for community justice will be planned and delivered by a range of partners - local authorities, NHS boards, Police Scotland, Scottish Prison Service, the third sector and many more - working in partnership at a local level in the context of community planning. This is in line with expectations on delivery of a range of key outcomes set out in Single Outcome Agreement guidance.¹⁰ The emphasis on this local dimension will build and improve upon the partnership-based approach taken by CJAs to oversee services which work with offenders.

24. Under the new model, CJAs will cease to exist. The main features of the model, shown in figure 2, are:

- Local strategic planning and service delivery as part of Community Planning Partnerships (CPPs);
- Duties on a defined set of partner bodies¹¹, including local authorities, NHS boards and Police Scotland, to engage in this local strategic planning and delivery, with accountability for planning and performance residing at this level;
- A national body, with the suggested name of Community Justice Improvement Scotland, established to provide independent professional¹² assurance to Scottish Ministers on the collective achievement of community justice outcomes across Scotland;
- Collective or collaborative arrangements for services which may be best commissioned, managed, researched, evaluated or delivered nationally; and
- A mechanism, reflecting national and local democratic responsibilities, to afford discussion and agreements as necessary, on aspects of mutual concern. This mechanism is described further at paragraph 75.

¹⁰ <http://www.scotland.gov.uk/Topics/Government/local-government/CP/SOA2012/SOA2012>

¹¹ The Scottish Prison Service (SPS) is an Agency of the Scottish Government. Where required in legislation, the responsibilities of the SPS with regard to community justice shall be stated by reference to Scottish Ministers making clear the reference pertains to the SPS as an agency.

¹² Whilst inclusive of social work, to fulfil its functions, a range of professions and expertise will be reflected in the Board and staffing of Community Justice Improvement Scotland. See Chapter 7 for details.

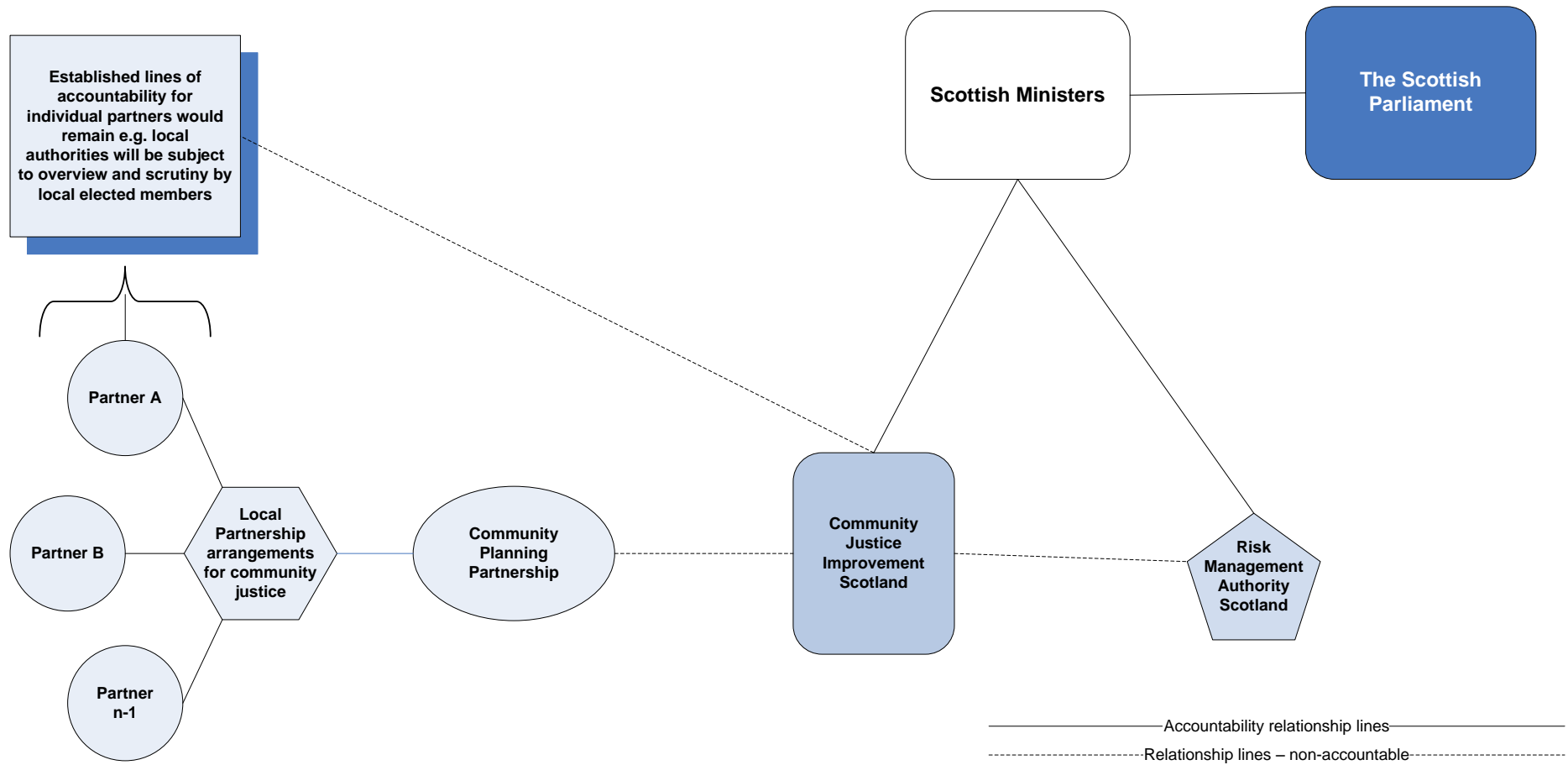


Figure 2: The new model for community justice in Scotland

25. One of the many benefits of the new model is the elements of continuity that it offers, including:

- Local partnership arrangements will build upon existing capabilities under CPPs;
- Criminal Justice Social Work will continue to be managed and delivered at a local level;
- The Risk Management Authority¹³ (RMA) will remain as a standalone public body, with clear links developed to Community Justice Improvement Scotland;
- Support for national offender programmes will remain at a national level;

26. As primary legislation will be required to establish the new national body, the focus in this consultation document is on describing its role, function and structure. However, the success of the new model for community justice in Scotland lies primarily in the improvements that will be made through local partnership working.

27. The Scottish Government will produce a national strategy for community justice. This strategy, developed jointly with local government and key delivery partners and in consultation with stakeholders, will provide the vision for community justice and reducing reoffending over a 5 year period.

28. The national strategy will include a new national performance framework for community justice. The framework will cover all aspects of offender management in the community. The rehabilitative aspects of managing offenders will be based on the desistance model¹⁴ and promote the factors which reduce the chance of a person reoffending, such as improved health, access to housing, employability¹⁵ and positive relationships¹⁶. The main organisations with responsibility for delivering these services are represented on CPPs. In setting out the required outcomes to manage offenders and promote desistance, the national performance framework will make clear the contributions required of these partners in order to reduce reoffending. This may necessitate desistance being embedded into local partners' performance management frameworks but this will be discussed as the framework for community justice is developed.

Local arrangements

29. Under the new model, local partners, including local authorities and other public sector bodies referred to in paragraph 30 below, will assume responsibility for the local strategic and operational planning, design and delivery of services for community justice to reflect local need and in accordance with the national strategy for reducing reoffending. Working together in partnership arrangements established locally within CPPs, local partners will take forward services for community justice in a way which reflects both local need and circumstances. This will include the

¹³ The RMA is a Non-Departmental Public Body (NDPB), established in 2005 by the Criminal Justice (Scotland) Act 2003. Its duties focus on protecting the public by ensuring that robust and effective risk assessment and risk management practices are in place to reduce the risk of serious harm posed by violent and sexual offenders

¹⁴ Desistance from crime is the process through which people cease and refrain from offending

¹⁵ Supporting an individual's capability to access, gain and maintain employment

¹⁶ [What Works to Reduce Reoffending: A Summary of the Evidence \(2011\)](#)

strategic commissioning of services based on an analysis of local needs, evidence of what works and best value for money.

30. How local arrangements for the strategic planning and delivery of services for community justice are taken forward will be at local discretion. Jointly developed guidance will be produced to assist CPPs in developing these arrangements. It is likely that local partners will include:

- Local authorities;
- NHS boards;
- Police Scotland;
- Scottish Prison Service (SPS);
- Alcohol and Drug Partnerships;
- Third sector; and
- Skills Development Scotland.

31. National justice organisations, including Police Scotland and SPS, have a significant contribution to make to reducing reoffending and will be expected to participate and contribute to improving outcomes in community justice in a manner which is appropriate and meaningful to the local partnership and area. It is expected that partners such as the Scottish Court Service, the Crown Office and Procurator Fiscal Service and Victim Support Scotland will also be involved at a local level.

32. Criminal Justice Boards in Scotland¹⁷ provide for efficient joint working and oversight of the performance of the system at the local level. We expect that appropriate links will be made between the relevant Board and the local partnerships in their area.

33. Other partners, such as colleges and universities, may be involved according to local needs and circumstances.

34. Unless otherwise stated, the term 'local partners' will be used to refer to organisations from the above list.

35. Local partners within CPPs will use the performance framework to produce and deliver a strategic plan for community justice in their area. Local partnerships will also produce an annual report setting out progress against the framework.

36. The Community Empowerment (Scotland) Bill will introduce arrangements to strengthen community planning by placing new duties on public sector partners to play a full and active role in CPPs and to deliver outcomes for communities through effective integrated working. It is our intention to use and build upon these duties.

¹⁷ <http://www.scotland.gov.uk/Topics/Justice/legal/criminalprocedure/Local>

The national body – Community Justice Improvement Scotland

37. The national body will be a public body, established in statute as an Executive Non Departmental Public Body. The name *Community Justice Improvement Scotland* is proposed as a working title.

38. The national body will be directed by its Board. The Board will consist of individuals with relevant professional experience in community justice in Scotland. This will include people with experience in other areas such as health and housing, as well as those with academic and third sector experience.

39. At a high level, the national body will be responsible for:

- Providing national, professional and strategic leadership for community justice in Scotland;
- Offering expert advice to Scottish Ministers and COSLA leaders, as required;
- Providing oversight of the delivery of the new national performance framework for community justice in Scotland;
- Identifying and advising on how justice and other resources can be better aligned to improve outcomes for community justice;
- Management of any services which have been identified and agreed as being best delivered on a national basis by the national body.

40. It is proposed that the RMA will sit alongside, but separate from, Community Justice Improvement Scotland. This arrangement allows the RMA to forge links with the national body where appropriate, while also maintaining its independence by remaining at arm's length from both Scottish Ministers and local and national delivery.

41. The redesign of community justice comes at a time of change in the strategic management and delivery of social care services in Scotland with the introduction of the Public Bodies (Joint Working) (Scotland) Act 2014. It will be the responsibility of local partners to ensure that any local integration arrangements enacted for health and social care are consistent with requirements for local partners to deliver on community justice outcomes and vice versa.

42. The national body will also work with delivery partners and stakeholders to establish an agreed intelligence-led long term strategic and co-ordinated approach to commissioning for community justice in Scotland. Where benefits are recognised at the national, regional and local level for shared services or collective and collaborative undertakings, organisations will be expected to work in partnership in establishing these.

43. The following chapters of this document provide further detail on the new model for community justice in Scotland, setting out the governance and accountability relationships and the roles and responsibilities of each of the constituent parts of the model.

<p>Question 1: Do you have any general comments on the overview of the new arrangements for community justice?</p>

CHAPTER 3

GOVERNANCE AND ACCOUNTABILITY FOR THE NEW MODEL

44. The Scottish Government has previously stated that clearer lines of strategic, political and operational accountability are required for a successful community justice system¹⁸. Our proposals for governance and accountability do this by providing clearly defined roles and responsibilities for:

- Scottish Ministers;
- Local partners, including local authorities and other public sector bodies designated as local partners;
- The national body, Community Justice Improvement Scotland;
- The Board of Community Justice Improvement Scotland;
- The Chief Executive of Community Justice Improvement Scotland;

45. We expect the governance arrangements in place or planned for community planning to apply to the local strategic planning and delivery of services for community justice as they do for other local aspects of strategic planning and delivery.

The role of Scottish Ministers

46. In relation to the proposed new body, Community Justice Improvement Scotland, the role of Scottish Ministers will be to:

- Appoint the Chair and members of the Board in accordance with the Commissioner for Ethical Standards in Public Life in Scotland's Code of Practice for Ministerial Appointments to Public Bodies in Scotland;
- Hold the Board to account for delivery of its responsibilities;
- Set a budget, approved by Parliament;
- Publish a national strategy for community justice, which will include the national performance framework for community justice, providing the backdrop for local partnerships, via CPPs, to plan and deliver services and for Community Justice Improvement Scotland to fulfil its functions of assurance;
- Approve Community Justice Improvement Scotland's strategic plan;
- Approve certain relevant appointments made by Community Justice Improvement Scotland;
- Consider recommendations made to them by Community Justice Improvement Scotland.

47. We propose that, as with other public bodies and authorities, Scottish Ministers will have a power of direction in relation to Community Justice Improvement Scotland, with appropriate safeguards in certain circumstances. Scottish Ministers will be ultimately accountable to Parliament for the functions and performance of the national body¹⁹.

¹⁸ [Redesigning the Community Justice System: A Consultation on Proposals \(2012\)](#)

¹⁹ [Scottish Government Public Bodies guidance](#)

The role of CPPs, local authorities and other partner bodies

48. Reducing offending is one of six national priorities agreed for CPPs to reflect through their Single Outcome Agreements, according to local needs and circumstances. Responsibility for local strategic planning and service provision and delivery of community justice outcomes will, therefore, be retained collectively within the locality with partners following established lines of accountability within their respective organisations for the achievement of these.

49. We propose to place an additional statutory duty on local authorities and other statutory bodies across the public sector to focus upon preventative approaches to reduce reoffending. This will include a responsibility to work with non-statutory partners, such as community and third sector interests, to fulfil this duty.

50. Local partners will be required to produce a single strategic plan for community justice for each CPP, in accordance with the national performance framework for community justice and reflecting local circumstance, which the CPP will sign off and publish. This is described in further detail at paragraphs 86 to 92. Local partners will be responsible on an individual and collective basis for delivery of the plan. Each partner organisation within the CPP will be held accountable for its performance, including its contribution to community justice, through its existing governance and accountability arrangements. The CPP will also publish an annual report, again in accordance with the national performance management framework for community justice and reflecting local circumstances. Collective responsibility will be achieved through there being one plan for delivering improved outcomes for an area which local partners must engage in and contribute to together for successful results to be secured. Local partners will be expected to provide challenge to each other on this engagement and delivery to ensure the continued individual contribution to the greater whole.

51. We do not propose to duplicate or cross over any established lines of accountability for CPPs, local authorities and other partners who must come together locally in order to effect improved outcomes for community justice.

The role of Local Authority Leaders

52. The role of Local Authority Leaders will be to:

- be accountable for the outcomes achieved by the local authority;
- work with local partners to respond to matters raised locally relating to the work of their partnership;
- respond to any recommendations from Community Justice Improvement Scotland pertaining to performance concerns about a local partnership.
- through COSLA, reach any necessary collective agreements with the Scottish Government;
- contribute to the development of the Community Justice Improvement Scotland programme planning and comment on its implementation and delivery.

The role of Community Justice Improvement Scotland

53. Community Justice Improvement Scotland will be accountable to Scottish Ministers. It will also provide regular reports to COSLA/local government Leaders as appropriate.

54. Responsibility for the delivery of the remit of the national body resides with that body, subject to corporate governance arrangements, audit and quality procedures.

55. The role of the Board for Community Justice Improvement Scotland will be to govern the body. The Board's other key responsibilities will be to:

- Produce and publish a national strategic plan taking account of the strategic objectives set by Scottish Ministers and the National Strategy for Community Justice;
- Hold the Chief Executive to account for performance against the strategic plan;
- Provide advice²⁰ on local community justice plans and annual reports;
- Publish an annual report and accounts;
- Oversee the national hub for innovation, learning and development (as described in chapter 9) and the management of related information;
- Commission services where appropriate;
- Promote the importance of successful community justice and the associated values to deliver such;
- Liaise with other national and justice boards, including the Scottish Police Authority, Parole Board for Scotland, Criminal Justice Boards, national special NHS Boards as appropriate and others;
- Monitor and scrutinise complaints relating to the performance of Community Justice Improvement Scotland in line with the Scottish Public Services Ombudsman.

56. It will be essential to ensure that the Board has the right skills, experience, and expertise to govern the body and hold the Chief Executive to account.

57. Members of the Board for Community Justice Improvement Scotland will be appointed by the Scottish Ministers through a formal public appointment process which complies with the Commissioner for Ethical Standards in Public Life in Scotland's Code of Practice for Ministerial Appointments to Public Bodies in Scotland. Scottish Ministers will ensure that these appointments included individuals with experience of and knowledge of the community justice landscape.

58. The Chief Executive of Community Justice Improvement Scotland will be designated as the Accountable Officer for the body. As Accountable Officer, the

²⁰ The Board, with support from the staffing of Community Justice Improvement Scotland, has a dual advisory function as regards local community justice plans and reports. It may provide advice to the authors and contributors to these reports: CPPs, local partners and local government elected members. It may also provide advice to Scottish Ministers, to COSLA Leaders and to the National Community Planning Group, as appropriate, as per its functions noted in Chapter 6.

Chief Executive will be responsible for the use of resources but Scottish Ministers remain accountable to Parliament for the allocation of public funds in relation to the body²¹.

59. The Chief Executive of Community Justice Improvement Scotland and its Board will have a specific remit to promote community justice interests and values. Building confidence in and support for community justice through engagement with key stakeholders will be crucial to delivering on this remit.

The relationship between Community Justice Improvement Scotland and Community Planning Partnerships

60. As part of its general assurance function, Community Justice Improvement Scotland will provide an independent and national overview of local partnership strategic delivery plans and annual reports for community justice. Community Justice Improvement Scotland will have the power to make recommendations to Scottish Ministers and to relevant local government elected members, as appropriate, on any improvements that are required based on its analysis and findings.

61. In this context, the body will consider what best practice could be extended further or whether collective areas of underperformance exist, why they exist, what barriers to improvement there may be and advise as to how these may be addressed.

62. To support this role, CPPs will share their published strategic delivery plans for community justice and annual reports with Community Justice Improvement Scotland to show their progress in delivering improved outcomes for community justice.

63. As a further part of this assurance process, Community Justice Improvement Scotland will consider the broader contribution of national justice organisations to delivering community justice outcomes. It is expected that those organisations with a clear and obvious interest will contribute to local partnerships and that their contributions will be evidenced in local plans and reports.

64. In discharging its assurance duty and improvement function, it may become evident to Community Justice Improvement Scotland that targeted support could be beneficial for individual partnerships or organisations. If this is the case, the national body will have the ability to offer independent support. This may include:

- Specific dialogue between the national body and local partnerships and relevant organisations regarding ways to support the improvement required;
- Enabling benchmarking, sharing best practice, driving improvement in partnership standards and workforce development for community justice and facilitating closer engagement between local partnerships;

²¹ Guide to Public Bodies in Scotland. <http://www.scotland.gov.uk/Topics/Government/public-bodies/pubs/Guide%20to%20public%20bodies>

- Raising awareness of any potential systemic issues and opportunities which exist to effect improvements and recommending solutions as appropriate;
- Encouraging and, where appropriate, supporting any local systems for peer review.

65. We recognise the importance of community planning reflecting local needs, with plans and operating arrangements shaped around local priorities and operating preferences. The responsibility for resolving any local issues rests with local partners within the CPP. However, should the local partners or a CPP request advice and assistance on issues that, for whatever reason, have not been able to be resolved locally either within or between partnerships, or through arrangements for community planning, then Community Justice Improvement Scotland will be able to offer support and assistance.

66. Community Justice Improvement Scotland will be able to recommend potential further improvement actions. These may include the offer of support from or arranged by Community Justice Improvement Scotland, requirement for improvement plans and the potential for specific multi-agency inspections. Local partnerships will be fully involved in the discussions as to action required.

67. In exceptional circumstances, Community Justice Improvement Scotland would have the power to recommend that a rescue task group be established to work with the local partnerships and relevant organisations to effect sustainable improvement. This would be done working closely with the local partnership and with the agreement of Scottish Ministers and relevant local government elected members.

68. In building their relationship with Community Justice Improvement Scotland, CPPs will be invited to:

- Comment on a draft of Community Justice Improvement Scotland's strategic plan;
- Make proposals on how to improve performance both locally and across the sector;
- Propose services which should or could be commissioned nationally via Community Justice Improvement Scotland or on a pan-Scotland basis;
- Propose ideas for innovation, joint learning and workforce development at a national or pan-Scotland basis;

69. Community Justice Improvement Scotland's focus is on improved outcomes for community justice with local partners working in partnership under CPPs to achieve these. There should be no need for Community Justice Improvement Scotland to have direct involvement in the principles of community planning as there are existing channels in place between national and local government, such as the National Community Planning Group, to cover this.

Arrangements for commissioning of services under the new model

70. Community Justice Improvement Scotland will work with CPPs, partners and the third sector to develop a transparent process for the commissioning of services in relation to community justice, building upon existing good practice. By

commissioning, we mean supporting the shared assessment of and forecast of needs, linking investment to outcomes, considering options and supporting partners to plan the nature, range and quality of future services in support of community justice outcomes. Contracting and procurement procedures will support the commissioning process and will rest with the appropriate local or national body or bodies.

71. There may be benefits for shared services or collective and collaborative undertakings at a national, regional and local level. Organisations will be expected to work in partnership in establishing appropriate arrangements²² and agreeing collective funding mechanisms where necessary. Consideration should, however, be given to lead authority arrangements and all existing partnerships and established organisations wherever possible. In establishing these arrangements, we expect there to be a focus on what works, improving outcomes, local need and Best Value. Therefore, it may be appropriate in some cases for quality standards for the delivery of services to be agreed.

72. Local partner bodies will be expected to ensure that collective resources are deployed closely in alignment with the agreed priorities of the CPP, as the Agreement on Joint Working on Community Planning and Resourcing²³ makes clear.

73. Community Justice Improvement Scotland will have the ability to commission pan-Scotland services, informed by input from both national and local strategic considerations and with the approval of Scottish Ministers and COSLA leaders and other partners as appropriate. An example of such a service would be Intensive Support Packages. It will be open to local partnerships to request such arrangements to be put in place via Community Justice Improvement Scotland.

74. If local partners choose not to access services in place via Community Justice Improvement Scotland, they will have to justify that decision, based on evidence of what works, improving outcomes, local need and Best Value and taking account of the impact on other users or the funders of such services. The same holds true if local partners no longer wish to access any collective or collaborative arrangements established, whether via Community Justice Improvement Scotland or other means.

75. In exceptional circumstances, it may be that a new or national initiative needs to be established by Scottish Ministers to deliver the shared objectives²⁴ for community justice. Where there is an impact on local financial and commissioning decisions, Scottish Ministers would consult with COSLA Leaders as appropriate, with a view to seeking agreement. This would respect the established procedures for the setting of the public sector budget in Scotland.

²² Example may be: the establishment of a national framework contract via a lead authority or existing organisation against which local partners may call off services;

²³ [Agreement on Joint Working on Community Planning and Resourcing \(September 2013\)](#)

²⁴ These shared objectives shall be detailed in the national strategy for reducing reoffending and community justice but long term outcomes are likely to cover: reducing reoffending and increased positive citizenship; increased public safety; increased public reassurance; reduced costs and reduced stigma. Intermediate outcomes for offenders would reference the factors shown in Chapter 5.

76. There will be processes in place to quality assure any services which the national body may establish, oversee or discharge as there would be for any other collective or collaborative arrangements. Such processes will ensure that those accessing such services will have an avenue to provide comment.

Question 2: What are your views on the governance and accountability arrangements?

CHAPTER 4

LOCAL ARRANGEMENTS

77. Local partners will assume responsibility for the local strategic and operational planning, design and delivery of services for community justice to reflect local need and in accordance with the national strategy for reducing reoffending, to be drafted by September 2015. They will fulfil these responsibilities working in partnership within locally agreed community planning arrangements.

Local partnership arrangements

78. How local partners work together within CPPs, for the planning and delivery of services for community justice and improving outcomes is at local discretion.

79. The Scottish Government, in conjunction with local government and with input from key partners and stakeholders, will produce guidance for local partners and CPPs to support them in developing their arrangements. This guidance will complement existing legislation and guidance such as the local government in Scotland Act 2003, the Community Empowerment Bill and documents such as the joint Scottish Government/COSLA Statement of Ambition.

80. Scottish Government guidance will highlight various relevant partners and existing partnership groups which should be included, as relevant to local needs and circumstances, in CPP arrangements for the planning and delivery of services for community justice.

81. There is a core set of partners which have a significant contribution to make in local partnership arrangements throughout Scotland, bringing consistency whilst supporting local needs and circumstances. This set includes:

- Local authorities;
- NHS boards;
- Police Scotland;
- Scottish Prison Service²⁵;
- Alcohol and Drug Partnerships;
- Third sector; and
- Skills Development Scotland.

82. We expect these core partners to be involved in local partnership arrangements in each CPP. Local partners may also wish to involve other organisations as they consider appropriate.

83. We have an expectation that non-statutory providers of services that lead to improved outcomes for community justice will be fully and appropriately involved in the planning and decision-making within the local partnership arrangements.

²⁵ It is recognised that the Scottish Prison Service may not have prison personnel physically located in each local authority area in Scotland but we expect arrangements to be put in place to allow for their membership and inclusion in local partnerships for community justice.

84. Statutory partners will be required to involve the third sector and community-based organisations in the planning and delivery of community justice within their areas, in accordance with procurement rules and local needs and circumstances. In addition, local partners will be expected to involve and consult users of services for community justice and the broader local community in planning and delivery to inform an understanding of needs and how services should be shaped and delivered around these. This is consistent with the principles of co-production, which underpin the Government's vision for asset-based and person-centred services.

85. There would be no barrier to the continued use of joint local partnership arrangements or joint services delivered across CPP boundaries wherever local partners consider this appropriate for addressing local needs and circumstances.

CPP delivery plans and annual reports

86. A statutory obligation will be placed on each CPP to publish a local plan to deliver services for community justice in their area, in accordance with the national performance framework for community justice and reflecting a sound understanding of local circumstances. Local partners will have corresponding responsibilities to prepare and deliver on these plans. As noted in the section on governance and accountability, established CPP reporting duties will apply, as will existing accountability mechanisms for partner bodies.

87. Community Justice Improvement Scotland will provide advice on CPP plans and reports for community justice. This advice may be relevant for the CPP as a whole or for any of the local partners.

88. Matters arising related to the broader management or running of an individual CPP or common issues arising will be reported using existing mechanisms.

89. Guidance will be developed on how local authorities and other statutory partners, through CPP arrangements, can best collect and share the data required to allow them to assess need and to evidence improved outcomes for community justice. This work will be taken forward by the Scottish Government under phase 2 of the Reducing Reoffending Programme (RRP2), working in conjunction with key partners and in collaboration with stakeholders. Once established, Community Justice Improvement Scotland will take on ownership for this work as it will inform the evidence against the national performance framework.

90. This guidance is likely to advise that any contracts with private or third sector organisations should contain conditions which require the agreed performance management information to be shared.

91. Local partners will be required to monitor and scrutinise complaints made locally, including those of partners failing to participate in the community planning process.

92. Existing local authority duties to work with offenders in the community as set out under the Social Work (Scotland) Act 1968 will continue.

Implications for the existing Multi Agency Public Protection Arrangements (MAPPA)

93. We do not anticipate any significant changes to the relevant legislation for assessing and managing the risks posed by certain types of offenders. We expect little, if any, impact on the current operational delivery of MAPPA as a result of the redesign, given that the duties placed on responsible authorities in the context of MAPPA will not change.

94. At present, MAPPA structures are aligned with those for CJAs. With the disestablishment of CJAs, consideration will need to be given to the local and national governance and administrative structures which would apply to MAPPA under the new model for community justice. In relation to MAPPA, most areas are already accountable to or work with CPPs as well as CJAs and the redesign offers opportunities to streamline existing processes and lines of accountability.

95. Any consideration of MAPPA governance will include discussion on the role of Community Justice Improvement Scotland in a future MAPPA structure.

<p>Question 3: What are your views on the arrangements for local strategic planning and delivery of services for community justice?</p>
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CHAPTER 5

OUTCOMES, PERFORMANCE AND IMPROVEMENT

96. As part of the Reducing Reoffending Programme Phase 2 (RRP2), a national performance framework for community justice will be developed jointly with key partners and in consultation with stakeholders. This framework will enable transparent monitoring of progress in delivering community justice outcomes across Scotland. The framework will be used by Community Justice Improvement Scotland to provide assurance to Scottish Ministers and local government leaders, and by CPPs to plan, deliver and monitor services.

97. The aims of the work being taken forward under RRP2 are to:

- Develop a performance management culture in those partners involved in the planning, delivery and evaluation of services for community justice in Scotland with a focus on reducing offending and reducing re-offending;
- Deliver a framework for community justice which enables a clear, transparent and rigorous analysis of performance, continuous improvement and the achievement of improved outcomes;
- Deliver increased transparency in and clearer lines of accountability for such outcomes;
- Engage with existing scrutiny and inspection arrangements to deliver clear responsibilities, expectations and processes for the scrutiny and inspection of local partnerships. This will include the exploration of collective responsibility, working with scrutiny and inspection bodies to develop and integrated approach to inspection;
- Encourage and facilitate collaborative working on performance management at a CPP level related to Single Outcome Agreements;
- Enable benchmarking between local partnerships and to share good practice and identify differences/inequalities in performance across local partnerships;
- Identify steps and potential action to be taken to both share good practice and highlight good performance or to address poor performance.

98. How local partners intend to deliver their intended outcomes and the reporting on the achievement of these will be an essential part of their local strategic plans and annual reports.

99. The framework will be based on factors which reduce the chance of an individual re-offending. These include:

- Sustained or improved physical and mental well-being;
- Reduced or stabilised substance misuse;
- Improved literacy skills;
- Employability prospects increased;
- Maintained or improved relationships with families, peers and community;
- The ability to access and sustain community support, including financial advice and education;
- The ability to access and sustain suitable accommodation;

- The ability to live independently if they choose;
- Improvements in the attitudes or behaviour which lead to offending and;
- Greater acceptance of responsibility in managing behaviour and understanding of the impact of offending on victims and families.

100. Under the new model, the Scottish Government will expect local partners to work together to enhance services for offenders to achieve improved outcomes, prioritising the most critical factors in individual cases.

Question 4: What suggestions do you have on how a national performance framework for community justice in Scotland could operate under the new model?

CHAPTER 6

FUNCTIONS OF COMMUNITY JUSTICE IMPROVEMENT SCOTLAND

101. Under the new model, Community Justice Improvement Scotland will perform the following functions:

Providing national, professional and strategic leadership for community justice in Scotland:

- Providing the vision and direction for the successful achievement of the body's remit and leading the drive for improved outcomes for community justice in Scotland;
- Act as the voice and champion for community justice services to raise their profile and highlight their contribution to delivering the Scottish Government's Purpose;
- Identify and recommend actions to address, as appropriate, institutional, legal, financial and any other systemic barriers to progressing the national strategy for community justice;
- Promote partnership working at a national level by enabling engagement at a strategic level between partners in community justice, other justice and non-justice fields;
- Engage with practitioner networks to identify best practice and develop guidance based on practice concern;
- Support the development of a more strategic and co-ordinated approach to the involvement of the third sector in community justice;
- Develop the vision for a more strategic approach to workforce development for community justice, focused on the continuing professional development of all staff;
- Work with existing bodies and partners to set practice standards and expectations of good practice in relation to community justice for delivery partners to operate within;
- Support innovation by identifying and promoting national and international best practice both within and beyond Scotland.

Providing oversight of the delivery of a new national performance, improvement and outcomes framework for community justice in Scotland:

- The development and oversight of the national performance and improvement framework for community justice services;
- Advise Scottish Ministers and relevant local government elected members on collective performance against delivery of the national performance framework for community justice with an emphasis on driving local and national continuous improvement;
- Review local partnership strategic delivery plans and annual reports as part of the independent assurance process to Scottish Ministers and COSLA / Local Authority Leaders;

- Engage with scrutiny and inspection bodies on arrangements for providing assurance on quality and continuous improvement of community justice services;
- Enable the benchmarking of local partnerships against each other and through existing arrangements to allow for collective and continuous improvement and identifying opportunities to extend best practice;
- Develop, in conjunction with local partners, a support programme and toolkit for effective partnership approaches to reducing reoffending.

Identifying and advising on how justice and other resources could be aligned to improve outcomes for community justice:

- Advise Scottish Ministers on how funding should be prioritised to support national priorities for community justice, including any redistribution which may be necessary within community justice sector and the better alignment of resources from out with the community justice sector;
- Identify, with key partners and stakeholders, opportunities for deriving the greatest value from strategic commissioning of services in relation to community justice, based on an analysis of need, evidence of what works and efficiency;
- Identify and commission elements of the community justice system that may be better undertaken at a national level, such as arrangements for cross-border transfers and the design of Intensive Support Packages.

Management of any services which have been identified and agreed as being best delivered on a national basis:

- Strategic commissioning arrangements for community justice at a national level where necessary;
- Oversight, development and delivery of national training and development for community justice;
- Contract management and monitoring of contracts awarded at a national level;
- Elements of learning and development, including effective practice such as oversight of the evaluation and development of intervention programmes;
- Oversight of the development and support of IT and information management assets to be managed at a national level, such as the system which supports Level of Service/Case Management Inventory (LS/CMI)²⁶.

Question 5: What are your views on the functions to be delivered by Community Justice Improvement Scotland?

Question 6: Does the name “Community Justice Improvement Scotland” adequately reflect the responsibilities of the new national body and its functions?

²⁶ <http://www.scotland.gov.uk/Topics/Justice/public-safety/offender-management/offender/community/16910/Inventory/Use>

CHAPTER 7

STRUCTURE OF COMMUNITY JUSTICE IMPROVEMENT SCOTLAND

Overview

102. Community Justice Improvement Scotland will have a Board which will hold to account the Chief Executive of the body. Appointments to the Board will be based on the skills, experience and qualities required by the body. Board members will not be involved in the day-to-day running of the body.

103. To help it discharge its functions, the Board will have the ability to establish committees with membership drawn from Board members and the professional landscape for community justice. Staffing from Community Justice Improvement Scotland will support the committees.

104. As a body corporate, Community Justice Improvement Scotland will have the facility to recruit and appoint its own staff within the budget that has been set. The Chief Executive will oversee the appointment of staff to the body, making reference to the Board as required.

Skills and competencies required

105. In order to fulfil the functions laid out in chapter 6, Community Justice Improvement Scotland will require to have a staffing complement with the following set of skills and competencies:

- Leadership – the ability to inspire and empower others to aid the delivery of the aims of Community Justice Improvement Scotland and the furthering of improved outcomes for community justice;
- Strategic planning – to support Community Justice Improvement Scotland's process of defining its strategic plan and direction and making subsequent decisions on allocating its resources accordingly;
- Analysis and improvement – to analyse plans and reports, consider research and support delivery of the national strategy for community justice and oversee the national performance framework;
- Administration – in support of the Chief Executive and the Board of Community Justice Improvement Scotland;
- Finance and accountancy - the body will be required to allocate and manage its own budget and to prepare its own annual reports and accounts. Community Justice Improvement Scotland will, therefore, require the staffing and skills to fulfil this function or out-source this as it sees fit;
- Social work professional skills – the provision of professional advice to enable Community Justice Improvement Scotland to fulfil duties as delegated to the body by the Scottish Government;
- Contract management – as required to negotiate, establish, support and effectively manage contracts on behalf of the body, partners or the Scottish Government;
- Commissioning – supporting the assessment of and forecast of needs, linking investment to outcomes, considering options and supporting both Community

Justice Improvement Scotland and CPPs to plan the nature, range and quality of future services in support of community justice outcomes. This will not duplicate effort in CPPs;

- Innovation, learning and development - supporting the learning and development of community justice professionals across Scotland by sharing innovative approaches taken internationally and identifying, promoting and pioneering best practice in Scotland. This will include an understanding of partnership standards and the principles of prevention.

106. This set of skills and competencies, complemented by those of the Board and members of its committees, will allow Community Justice Improvement Scotland to provide specialist advice to Scottish Ministers and others, including relevant local government elected members, as required.

Question 7: Are the skills and competencies in paragraph 105 and referenced in paragraph 106 appropriate to allow Community Justice Improvement Scotland to fulfil its functions as noted in chapter 6?

Organisational structure for Community Justice Improvement Scotland

107. Community Justice Improvement Scotland will need to have a staffing complement sufficient in size to deliver its required functions, whilst working to the principles of both flexibility in resourcing and non-duplication of effort and remit of existing structures and organisations.

108. Although the exact number of roles in Community Justice Improvement Scotland is yet to be determined and will be informed in part by the response to this consultation, Figure 3 on page 28 shows the draft organisational structure for the body at its inception. It will be the responsibility of the Chief Executive to take forward any review and reshaping of this structure following its establishment. Our expectation is that Community Justice Improvement Scotland will be a relatively small organisation in terms of staffing numbers, consisting of around 20 full time equivalent posts in addition to the Board.

109. It should be noted that the Chief Executive, Director of Operations and Head of Corporate Services and Business Performance will act as the senior management team for Community Justice Improvement Scotland.

Question 8: Is the organisational structure shown at Figure 3 and the expected size of the staffing complement sufficient to allow Community Justice Improvement Scotland to fulfil its functions as noted in chapter 6?

Question 9: What other suggestions do you have for the organisational structure for Community Justice Improvement Scotland to allow it to fulfil its functions as noted in chapter 6?

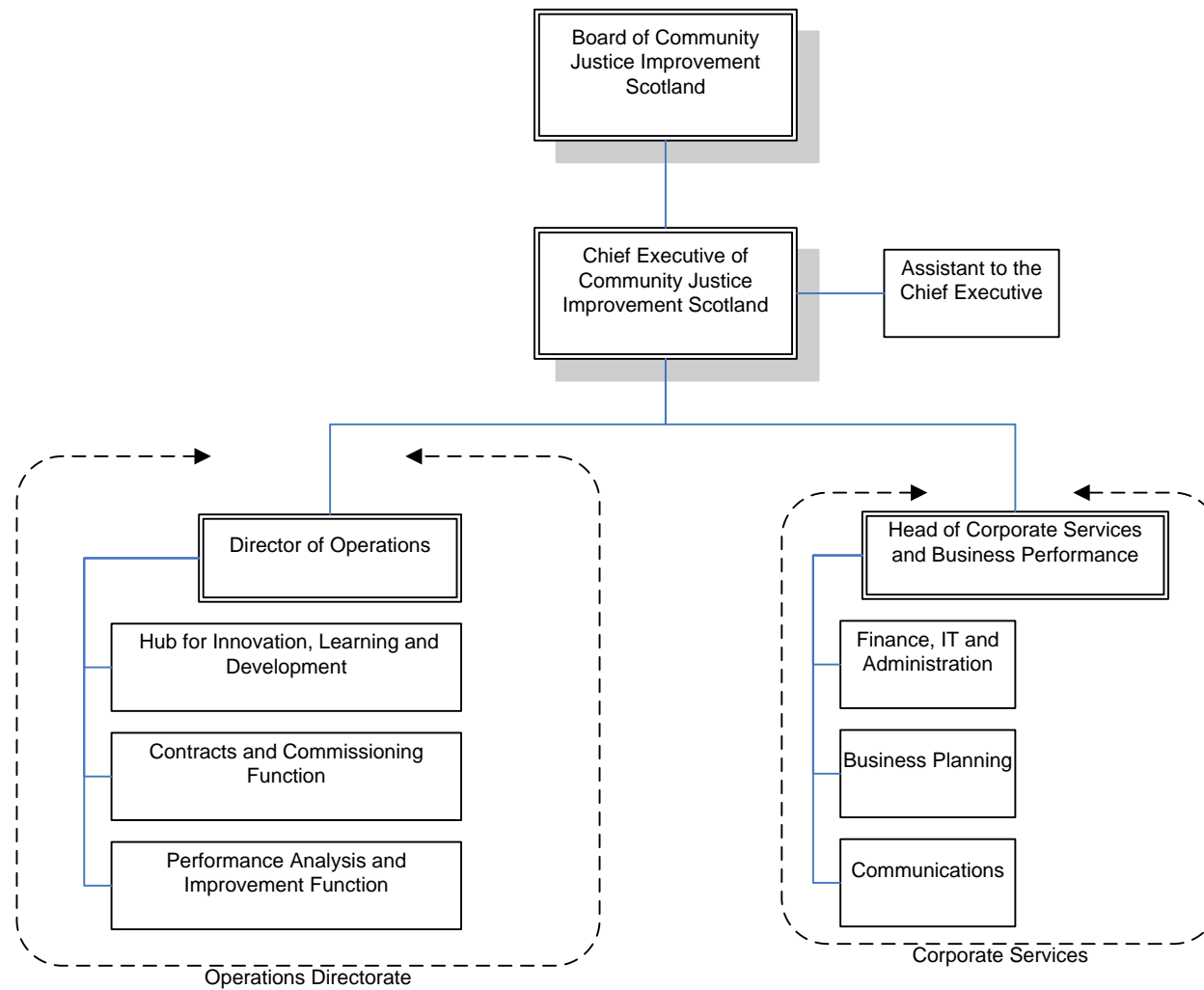


Figure 3: Organisational structure for Community Justice Improvement Scotland

Location for the headquarters for Community Justice Improvement Scotland

110. Details such as the location for the headquarters for Community Justice Improvement Scotland and location of staff will be determined as part of the establishment of the body under the redesign of community justice project.

111. We consider that the best location for the headquarters would be in either Edinburgh or Glasgow, using existing public sector accommodation if possible.

112. As the remit of Community Justice Improvement Scotland extends across the country, its staff may be based in headquarters, home-based or arrangements may be taken forward with local delivery partners to host staff as appropriate to their remit and local needs and circumstances.

<p>Question 10: What are your views on the proposed location for the headquarters of Community Justice Improvement Scotland?</p>

CHAPTER 8

COMPOSITION OF THE BOARD FOR COMMUNITY JUSTICE IMPROVEMENT SCOTLAND

113. The role of the Board for Community Justice Improvement Scotland will be to govern the body. The Board's other key responsibilities will be to:

- Produce and publish a national strategic plan taking account of the strategic objectives set by Scottish Ministers and the National Strategy for Community Justice;
- Hold the Chief Executive to account for performance against the strategic plan;
- Provide advice on local community justice plans and annual reports;
- Publish an annual report and accounts;
- Oversee the national hub for innovation, learning and development (as described in chapter 9) and the management of related information;
- Commission services where appropriate;
- Raise the profile of Community Justice Improvement Scotland and values related to community justice;
- Monitor and scrutinise complaints relating to the performance of Community Justice Improvement Scotland in line with the Scottish Public Services Ombudsman.

114. It is our intention to appoint the members of the Board through the public appointments process²⁷ with any representation of individual professional bodies or organisations sitting on supporting sub committees. It is expected that individuals appointed to the Board will bring expertise and experience from one or more of the following areas:

- academia;
- business and Industry;
- corporate governance and financial governance;
- the prison sector;
- health;
- the judiciary and legal profession;
- local government;
- policing;
- scrutiny and Inspection of public services;
- social work and social care;
- the third sector.

Question 11: Are the professional areas noted in the list at paragraph 114 appropriate to allow the Board of Community Justice Improvement Scotland to fulfil its functions?

²⁷ See paragraph 57 for details on this process.

CHAPTER 9

NATIONAL HUB FOR COMMUNITY JUSTICE INNOVATION, LEARNING AND DEVELOPMENT

115. A national Hub for community justice innovation, learning and development will be created and sited within Community Justice Improvement Scotland.

116. The national Hub will be practitioner-led and its remit will be to inform practice through research and provide opportunities for innovation, learning and development for those working within and across the community justice landscape, allowing them to enhance their professional identity.

117. The Hub will take forward the strategy for innovation, learning and development in community justice which will complement the national strategy for community justice. This will provide greater clarity of direction and guidance for the community justice sector in this regard and will be informed by scoping work to look at how existing infrastructure and activity in innovation, learning and development can better support community justice in the future.

118. The Hub will seek to complement and build upon, not duplicate, work already underway at a single agency/organisation and partnership level.

119. The responsibility for the delivery of core professional and single agency/organisation training will continue to reside at a local level. Some elements of specialist training (e.g. Moving Forward Making Changes programme for sex offenders) will reside at a national level, as is the case at present, but with the Hub taking on this responsibility.

120. The Hub will also not seek to duplicate the responsibilities of existing structures and organisations, including arrangements in local and national delivery partners, NHS Education for Scotland, Scottish Social Services Council, the RMA, Improvement Service, Institute for Research and Innovation in Social Services, Skills for Justice, police and prison training colleges, the Judicial Institute for Scotland and others. Rather, it will draw upon the experience of a range of partners, as appropriate and work in partnership with such organisations.

121. The Hub may also generate revenue through the development of training resources and publications.

122. It is critical to ensure that local practitioner networks, responsive to the needs of individual communities, are retained. The national approach to workforce development will allow for greater consistency, with a focus on core practice as well as targeted programme. It will foster stronger structural links with other agencies where required, whilst producing efficiencies from being placed at a pan-Scotland level.

123. The national Hub will have the ability to commission research. This will be informed by what is happening in Scotland and will forge important relationships between the Hub and academia.

124. Accreditation and accredited programmes which are currently managed, administered and funded by the Scottish Government will be operated by Community Justice Improvement Scotland. Funding in relation to these programmes will also be transferred to Community Justice Improvement Scotland.

125. The 'National Directory of Interventions and Services for Offenders', a database containing information on the interventions and services available for offenders in Scotland, will sit within the national Hub.

126. In recognition of the considerable expertise that CJA Training and Development Officers have amassed over the years, the Scottish Government will work closely with them, alongside key partners and stakeholders, in developing the arrangements for the national Hub.

Question 12: What are your views on the arrangements for the national Hub for innovation, learning and development?

CHAPTER 10

TRANSITION ARRANGEMENTS – FROM EXISTING STRUCTURES TO THE NEW MODEL

Supporting the transition

127. It will be important to ensure a successful transition from current structures to the new model for community justice in Scotland. The Scottish Government and COSLA are committed to ensuring this move is as smooth as possible for all partners.

128. In recognition of this, CJAs will be at the heart of the transition arrangements. In particular, they will play a key role alongside Scottish Government officials in raising awareness amongst CPPs of their new responsibilities and providing training where necessary. This has been reflected in the guidance for the CJA's Area Plans for 2014-17.

129. In turn, there is an expectation that CPPs and delivery partners recognise that they are being placed at the heart of local strategic planning and delivery in the new model and there follows an expectation that they will play a full part in the transition process.

130. The Scottish Government will establish a change project to work with local partners to assist them in implementing the required local partnership structures. This will see CPPs and their partners begin planning for their responsibilities under the new arrangements.

The transition process

131. The transition arrangements and awareness-raising process commences with the launch of this consultation and will continue until the full implementation process for the new arrangements has been completed.

132. Dates for the transition are indicative and will be driven, in part, by legislative requirements and Parliamentary process and by the readiness of partners to take forward the change agenda.

133. It is proposed that elements of the transition will come into effect at different times throughout the period 2015-16 to 2016-17. This will necessitate a degree of flexibility on behalf of all partners and some interim procedures and processes being put into place. It is intended that these procedures and processes will support and enable the smooth transition to take place.

134. It is recognised that there will need to be clear procedures in place for the transition of specific roles and responsibilities from the current structures to the new arrangements.

135. There is no legislative impediment to commencing the transition process with CPPs and their partners²⁸. This means that the transition process with CPPs can commence now, with early work focussing upon awareness raising within the CPP community. A workstream will be established under the redesign of community justice project to take this forward. Support to this workstream has already been offered by the CJAs and COSLA and we will involve CPP Chairs and Co-ordinators and representatives of local partnerships as the work progresses.

136. As part of the transition process, there will be an expectation that CPPs share with Scottish Ministers their intentions for how they plan to take forward arrangements for the strategic planning and delivery of community justice.

137. Using the above guidance, CPPs will be invited to establish local partnership arrangements for the strategic planning and delivery of community justice during the financial year 2015-16 for those to come into effect by the end of that year.

138. In order to effect a smooth transition and allow CPPs and their partners time to prepare for the new arrangements being fully implemented, CPPs will be invited to prepare, via the above arrangements, a plan for the financial year 2016-17. This plan must be prepared in conjunction with their associated CJA and will shadow the CJA annual action plan for the same period. Utilising existing arrangements currently in place for CJAs, these plans will be submitted to Scottish Ministers for comment. This will be a one-off exercise until such time as Community Justice Improvement Scotland is formed with this body taking over the function of Scottish Ministers in this regard from 2016-17.

139. The establishment of Community Justice Improvement Scotland will be guided by the timing of legislation passing through the Parliamentary process. We will look to establish shadow arrangements to ensure a smooth and time-efficient transition to allow the body to commence its work during 2016/17 in alignment with required elements of legislation being in place.

140. In order to ensure a smooth transition and handover of functions and knowledge, CJAs may remain in place for a short period following the establishment of Community Justice Improvement Scotland. Legislative provision will be made to accommodate this.

141. The Scottish Government will develop and implement a communication strategy so that relevant delivery partners and stakeholders are kept updated with progress on of the transition process.

Question 13: What are your views on the arrangements in support of the transition process?

²⁸ Notwithstanding that, as referenced earlier in this document, there will be certain duties which we will bring forward in legislation.

CHAPTER 11

FUNDING THE MODEL FOR COMMUNITY JUSTICE IN SCOTLAND

142. In relation to the structural arrangements for community justice, the Scottish Government is continuing to assess this but will work to the principle that funding will follow function. That is to say that where a new function is created or existing function moved, existing funding resources will be moved in line with this.

143. There will be start-up costs associated with establishing Community Justice Improvement Scotland and its Board. These costs will be kept to a minimum and will be detailed within the financial memorandum as part of the legislative process.

144. A review of funding arrangements for those monies currently allocated to CJAs for the planning and delivery of services is already underway. While no decisions have been made, there is a growing consensus that the current funding formula is not fit for purpose. This work is being taken forward under the auspices of RRP2. However, under the new model, it is proposed that the Scottish Government will retain responsibility for the allocation of funding, with advice from Community Justice Improvement Scotland as appropriate.

CHAPTER 12

EQUALITIES IMPACT ASSESSMENT

The public sector equality duties require the Scottish Government to pay "due regard" to the need to:

- Eliminate discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a relevant protected characteristic

These three requirements apply across the "protected characteristics" of age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation.

In effect, this means that equality considerations are integrated into all functions and policies of Scottish Government Directorates and Agencies.

A key part of these duties is to assess the impact of all of our policies to ensure that the Scottish Government do not inadvertently create a negative impact for equality groups, and also to ensure that the Scottish Government actively seek the opportunity to promote equality of opportunity and to foster good relations.

As part of our consultation process, the Scottish Government will run a series of workshops on the proposals set out in this document to seek the views of practitioners, managers and leaders working with offenders. The Scottish Government will also engage with victims, local communities, service users and their families. During these events the Scottish Government will seek views on the impacts of these proposals on different sectors of the population which will contribute towards the development of an Equalities Impact Assessment.

More generally, the Scottish Government welcomes your feedback regarding the equalities impact of the proposals presented in this paper, and the effect they may have on different sectors of the population.

Question 14: What impact on equalities do you think the proposals outlined in this paper may have on different sectors of the population?

CHAPTER 13

BUSINESS REGULATORY IMPACT ASSESSMENT

The Scottish Government is committed to consulting with all parties potentially affected by proposals for new legislation, or where any regulation is being changed significantly. All policy changes, whether European or domestic, which may have an impact upon business or the third sector should be accompanied by a Business Regulatory Impact Assessment (BRIA).

The BRIA helps policy makers to use available evidence to find proposals that best achieve the policy objectives, whilst minimising costs and burdens. Through consultation and engagement with business, the costs and benefits of the proposed legislation can be analysed. It also ensures that any impact on business, particularly small enterprises, is fully considered before regulations are made.

As part of our consultation process, the Scottish Government will run a series of workshops on the proposals set out in this document to seek the views of practitioners, managers and leaders working with offenders. The Scottish Government will also engage the wider public, including victims, local communities and service users and their families. During these events the Scottish Government will seek views on the impacts of these proposals on businesses and will contribute towards the development of a BRIA.

More generally, the Scottish Government welcomes your views regarding the impact that the proposals presented in this paper may have on businesses.

Question 15: What are your views regarding the impact that the proposals in this paper may have on the important contribution to be made by businesses and the third sector?

CHAPTER 14

HOW TO RESPOND

The Scottish Government are inviting written responses to this consultation paper by 02 July 2014.

Please send your response with the completed Respondent Information Form (see "Handling your Response" below) to:

Consultation.RedesignCommunityJustice@scotland.gsi.gov.uk

or Andrew Morison, The Scottish Government, Community Justice Division, Area GWR, St Andrew's House, Regent Road, Edinburgh, EH1 3DG.

Handling your response

The Scottish Government need to know how you wish your response to be handled and, in particular, whether you are happy for your response to be made public. Please complete and return the Respondent Information Form (Annex A) as this will ensure that the Scottish Government treat your response appropriately. If you ask for your response not to be published the Scottish Government will regard it as confidential, and the Scottish Government will treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

Alternative formats and community languages

If you require a copy of this paper in an alternative format or different language please contact Consultation.RedesignCommunityJustice@scotland.gsi.gov.uk

Or Andrew Morison, The Scottish Government, Community Justice Division, Area GWR, St Andrew's House, Regent Road, Edinburgh, EH1 3DG.

Next steps in the process

Where respondents have given permission for their response to be made public and after the Scottish Government have checked that they contain no potentially defamatory material, responses will be made available to the public in the Scottish Government Library and will also be on the Scottish Government consultation s. You can make arrangements to view responses by contacting the SG Library on 0131 244 4552. Responses can be copied and sent to you, but a charge may be made for this service.

Consultation events

The Scottish Government will also be holding a range of consultation events for practitioners, managers and leaders across the public, private and third sector who work with offenders.

What happens next?

Following the closing date, all responses will be analysed and considered along with any other evidence, including feedback from the consultation events, to help us progress. The outcome will be taken forward as part of the redesign of community justice project established under RRP2.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them to the Scottish Government at the above address.

The Future Model of Community Justice in Scotland

RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately

1. Name/Organisation

Organisation Name

Title Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Please tick as appropriate

Surname

Forename

2. Postal Address

Postcode	Phone	Email

3. Permissions - I am responding as...

Individual	/	Group/Organisation
<input type="checkbox"/>	Please tick as appropriate	<input type="checkbox"/>

- (a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

Please tick as appropriate

☐ Yes ☐ No

- (b) Where confidentiality is not requested, we will make your responses available to the public on the following basis

Please tick **ONE** of the following boxes

- (c) The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

Are you content for your **response** to be made available?

Please tick as appropriate

☐ Yes ☐ No

Yes, make my response,
name and address all
available ☐

or

Yes, make my response
available, but not my name
and address ☐

or

Yes, make my response
and name available, but
not my address ☐

- (d)** We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Please tick as appropriate

☐ **Yes**

☐ **No**

CONSULTATION QUESTIONS

Chapter 2

Question 1: Do you have any general comments on the overview of the new arrangements for community justice?

Chapter 3

Question 2: What are your views on the governance and accountability arrangements?

Chapter 4

Question 3: What are your views on the arrangements for local strategic planning and delivery of services for community justice?

Chapter 5

Question 4: What suggestions do you have on how a national performance framework for community justice in Scotland could operate under the new model?

Chapter 6

Question 5: What are your views on the functions to be delivered by Community Justice Improvement Scotland?

Question 6: Does the name “Community Justice Improvement Scotland” adequately reflect the responsibilities of the new national body and the functions?

Chapter 7

Question 7: Are the skills and competencies in paragraph 105 and referenced in paragraph 106 sufficient to allow the body to fulfil its functions as noted in Chapter 6?

Question 8: Is the organisational structure shown at Figure 3 and the expected size of the staffing complement sufficient to allow Community Justice Improvement Scotland to fulfil its functions as noted in Chapter 6?

Question 9: What other suggestions do you have for the organisational structure for Community Justice Improvement Scotland to allow it to fulfil its functions as noted in chapter 6?

Question 10: What are your views on the proposed location for the headquarters of Community Justice Improvement Scotland?

Chapter 8

Question 11: Are the professional areas noted in the list at paragraph 114 appropriate to allow the Board of Community Justice Improvement Scotland to fulfil its functions?

Chapter 9

Question 12: What are your views on the arrangements for the national Hub for innovation, learning and development?

Chapter 10

Question 13: What are your views on the arrangements in support of the transition process?

Chapter 12

Question 14: What impact on equalities do you think the proposals outlined in this paper may have on different sectors of the population?

Chapter 13

Question 15: What are your views regarding the impact that the proposals in this paper may have on the important contribution to be made by businesses and the third sector?



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COUNCIL EXECUTIVE

CIVIC GOVERNMENT (SCOTLAND) ACT 1982 **TAXI FARE REVIEW**

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To advise the Executive of the outcome of the consultation which has been undertaken with regard to taxi fares and to ask the Executive to approve the proposal that no changes be made to the current fare table. If this proposal is approved, the fares contained in the current fare table will continue to apply in West Lothian for a period of 18 months from 5 September 2014.

B. RECOMMENDATION

It is recommended that the Executive:

1. notes that consultation has taken place with the relevant trade organisations, as required in terms of section 17(4A)(a) of the Civic Government (Scotland) Act 1982;
2. notes that notice of the proposal has been published in a newspaper circulating in the Council's area, as required in terms of section 17(4A)(c) of the 1982 Act;
3. notes that, in terms of section 17(4A)(d) of the 1982 Act, the Council is obliged to consider any representations made in writing regarding its proposal received within a month of the date on which notice of the proposal was published and that no such representations were received;
4. notes that at the meeting on 19 June 2014 the Environment PDSP agreed to recommend to the Executive that the proposal that no changes should be made to the current fare table is approved; and
5. agrees that in all the circumstances no changes be made to the current fare table and to approve a new fare table containing the same maximum fare scales which have been in place since October 2012.

C. SUMMARY OF IMPLICATIONS

I Council Values

- Focusing on our customers' needs
- Being honest, open and accountable

- Working in partnership

II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Section 17 of the Civic Government (Scotland) Act 1982
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance indicators	None
V	Relevance to Single Outcome Agreement	None
VI	Resources - (Financial, Staffing and Property)	Advertising costs of £853.20 + VAT to be paid from Legal Services budget
VII	Consideration at PDSP	Environment PDSP 19 June 2014
VIII	Other consultations	West Lothian Taxi Owners Association and West Lothian Taxi and Private Hire Car Owners and Drivers Association

D. TERMS OF REPORT

D1 Background

Under Section 17 of the Civic Government (Scotland) Act 1982, the Council as licensing authority is required to fix maximum fares for taxis in West Lothian, and to review the fare table on a regular basis. The current taxi fare table for West Lothian came into force on 22 October 2012 and requires to be reviewed. In practice metered private hire cars also use the same fare table.

Section 17(4A)(a) of the 1982 Act requires the Council in carrying out a taxi fare review to first consult with persons or organisations appearing to it to be, or to be representative of, the operators of taxis operating within its area. In accordance with previous practice, the Licensing Team has consulted with representatives of the West Lothian Taxi Owners Association and West Lothian Taxi and Private Hire Car Owners and Drivers Association. Each of the representatives contacted has indicated on behalf of their Association that they do not wish any changes to be made to the taxi fare table in West Lothian i.e. that the fares stay the same.

With regard to Sections 17(4A)(b) and (c) of the 1982 Act, even if the Council intends to propose that taxi fares in its area stay the same from one taxi fare period to the next, the Council must still propose "new scales at the same rates" and publish those proposed scales in a newspaper circulating in its area.

In accordance with Section 17(4)(c) of the 1982 Act, the Licensing Team arranged for a notice to be published in the West Lothian Courier on 15 May 2014. The notice contained the proposal that the same taxi fares apply in West Lothian for a period of 18 months from 5 September 2014 as have applied since 22 October 2012. A copy of the notice is attached as Appendix 1 to this report. The relevant fares are detailed in the table contained in the notice.

In terms of Section 17(4B) of the 1982 Act, the notice required to give any person who may wish to make representations regarding the proposal one month to do so from the date on which it was published. As the notice was published on 15 May 2014, the one month period came to an end on 15 June 2014.

As there are no proposed changes to the fare table, the Taxi Examination Centre will not require to re-configure taxi meters to a new fare table containing revised fares. If the proposal is approved by the Council Executive the Licensing Team will issue copies of the updated fare table to all hire car operators and arrange for the table to be published on the Council's website.

D2 Consideration at PDSP

A report seeking the view of the Environment PDSP on the fare review was considered by the Panel at its meeting on 19 June 2014. Information was provided to the Panel at that meeting that no comments had been received either from stakeholders or the public during the statutory consultation period. The decision of the Panel was to note the report and refer it to the Executive for approval.

E. CONCLUSION

The Council as licensing authority is required to comply with Section 17 of the Civic Government (Scotland) Act 1982 by reviewing its taxi fare table periodically in consultation with local trade organisations. It is thereafter required to advertise its proposal regarding the fare table. The Executive is invited to note the taxi fare table referred to in this report which, it is proposed, will apply in West Lothian for a period of 18 months from 5 September 2014, and to approve that level of maximum fares.

F. BACKGROUND REFERENCES

Civic Government (Scotland) 1982

Appendices/Attachments:

Appendix 1: notice published on 15 May 2014

Contact Person: Audrey Watson, Managing Solicitor – Licensing, Legal Services (01506) 281624
Audrey.watson@westlothian.gov.uk

Julie Whitelaw, Head of Corporate Services

Date: 5 August 2014

WEST LoTHIAN COUNCIL CIVIC GOVERNMENT (SCOTLAND) ACT 1982 FARE TABLE FOR EXCLUSIVE HIRES NOTICE IS HEREBY GIVEN in terms of section 17(4A)(c) of the Civic Government (Scotland) Act 1982 that West Lothian Council proposes, with effect from 5 September 2014, to fix fares for the hire of taxis (this includes metered private hire cars) in West Lothian at the same rates as those for the period 22 October 2012 to 4 September 2014, as detailed below:	
Tariff 1 – Monday to Friday 6am to 6pm for up to 2 passengers For <ul style="list-style-type: none"> the initial hire not exceeding 190 yards; the initial period of waiting time of 43 seconds; or a combination of time and distance as above – £2.60 For <ul style="list-style-type: none"> each additional 240 yards or part thereof; each additional period of waiting time of 43 seconds or part thereof; or a combination of additional time and distance – 20p 	Tariff 2 – Monday to Thursday 6pm to 6am and at weekends from 6pm on Friday until 6 am on Monday for up to 2 passengers For <ul style="list-style-type: none"> the initial hire not exceeding 190 yards; the initial period of waiting time of 43 seconds; or a combination of time and distance as above – £3.00 For <ul style="list-style-type: none"> each additional 240 yards or part thereof; each additional period of waiting time of 43 seconds or part thereof; or a combination of additional time and distance – 20p
Tariff 3 – Christmas and New Year for up to 2 passengers Hires commencing at 10pm on 24 December until 5am on 27 December and between 10pm on 31 December and midnight on 2 January in any year For <ul style="list-style-type: none"> the initial hire not exceeding 190 yards; the initial period of waiting time of 43 seconds; or a combination of time and distance as above – £3.90 For <ul style="list-style-type: none"> each additional 240 yards or part thereof; each additional period of waiting time of 43 seconds or part thereof; or a combination of additional time and distance – 30p 	Additional Charges Where more than 2 passengers Per <ul style="list-style-type: none"> extra adult passenger (over 12 years) – 40p extra child passenger (over 5 years and under 12 years) – 20p extra infant passenger (0 - 5 years) – no extra charge Note: each passenger must be properly seated (including children and infants) Luggage For every piece of luggage carried (subject to a maximum charge of 40p per hire) – 20p Soiling Charge – £25.00 Cancellation Fee where taxi booked but not used – £2.60 Engagement Fee where taxi booked by telephone or booked in advance – 40p per hire
Anyone wishing to make representations regarding this proposal must do so in writing to Carol Johnston, Acting Chief Solicitor, Legal Services, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF by Sunday 15 June 2014 – licensing@westlothian.gov.uk .	



COUNCIL EXECUTIVE

COMMUNITY COUNCIL SPECIAL PROJECT GRANT APPLICATION 2014/15

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To invite the Council Executive to consider an application for a special project grant received from Blackridge Community Council.

B. RECOMMENDATION

That the application received from Blackridge Community Council for £600 to allow the continued production of the community council newsletter be approved and part-funded to the sum of £450.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; making best use of our resources; and working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Section 22 of the Local Government (Scotland) Act 1994.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	None.
VI	Resources - (Financial, Staffing and Property)	£3000 in the special project grant budget for 2014/15.
VII	Consideration at PDSP	None
VIII	Other consultations	Planning Services

D. TERMS OF REPORT

A special project grant scheme currently operates for community councils in West Lothian to allow them to carry out projects in their areas. Community councils can apply for a maximum of £750 special project funding in each financial year. There is no minimum grant. The total budget for the current financial year 2014/2015 is £3,000. The current balance is £450. Applications are dealt with on a first come first served basis. Community Councils who retain more than £75 of their administration grant from the previous financial year are expected to contribute 10% towards the project.

An application for funding has been received from Blackridge Community Council. Full details are provided in the appendix.

If the application is granted as recommended, there will be no further special project grant funds available for the remainder of the current financial year.

E. CONCLUSION

It is recommended that the application be dealt with as proposed in the Appendix.

F. BACKGROUND REFERENCES

Minute of Meeting of the Partnership & Resources PDSP held on 18th February 2011.

Minute of Meeting of Council Executive held on 22nd March 2011.

Appendices/Attachments: One

Contact Person: Lorraine McGrorty, Committee Officer, 01506 281609,

lorraine.mcgrorty@westlothian .gov.uk

Julie Whitelaw
Head of Corporate Services
5th August 2014

<u>Community Council</u>	<u>Project</u>	<u>Cost</u>	<u>Grant Requested</u>
Blackridge	To fund the printing of a quarterly community council newsletter	£600	£600

Comments –

1. The community council wishes to continue to produce and print a quarterly newsletter which is issued to every household in the area to ensure the community is kept informed of what the community council is doing for the village.
2. The total cost of the project is £600. The newsletter is copied by the Volunteer Centre in Bathgate at a cost of £150 per quarter.
3. The community council has been advised that there is only £450 remaining for 2014/15 and has indicated that it will meet the outstanding costs from the balance of funds it retains.
4. The project is acceptable and meets the criteria for assistance.

Recommendation –

That the application be approved and part-funded to the sum of £450.



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – TRAFFIC SIGNAL MAINTENANCE AND ANCILLARY SUPPORT SERVICES

REPORT BY HEAD OF FINANCE AND ESTATES

A. PURPOSE OF REPORT

To seek Council Executive approval to utilise an external four year collaborative framework agreement, tendered by the City of Edinburgh Council, on behalf of all 32 Scottish local Authorities, for the provision of Traffic Signal Maintenance and Ancillary Support Services, where the evaluation criteria for price is below the recommended 50% weighting.

B. RECOMMENDATION

It is recommended that the Council Executive approves:

- 1) The use of this external collaborative framework agreement.
- 2) The award criteria as set out in Section D of the report for all contract awards emanating from the use of this external collaborative framework agreement.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs
	Being honest, open and accountable
	Providing equality of opportunities
	Making best use of our resources
	Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenders were issued, received and analysed in accordance with Standing Orders of the City of Edinburgh Council and the Public Contracts (Scotland) Regulations 2012.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	This contract will help to provide a responsive service for the maintenance of traffic lights and work towards protecting the built and natural environment.

V Relevance to Single Outcome Agreement	<p>Road and transportation services assist in delivering several SOA outcomes by providing an integrated service to construct, manage and maintain the road, footpath and transportation network in West Lothian in the safest way possible.</p> <p>Performance, activities and actions contribute to the delivery of:</p> <p>SOA10 - We live in well designed, sustainable places where we are able to access the services we need, are relevant.</p> <p>SOA12 – We value and enjoy our built and natural environment and protect it and enhance it for future generations.</p> <p>SOA15 – Our public services are high quality, continually improving, efficient and responsible to local people's needs.</p>
VI Resources - (Financial, Staffing and Property)	The council has an annual revenue budget of £124,000.
VII Consideration at PDSP	None.
VIII Other consultations	The external framework agreement has been reviewed by Operational Services, Legal Services and the Corporate Procurement Unit. The Corporate Finance Manager was consulted on budget implications. The financial management unit advised on minimum liability cover requirements.

D. TERMS OF REPORT

Background

Roads and Transportation Services provide an integrated service to construct, manage and maintain the road, footpath and transportation network in West Lothian in the safest way possible. The service manages and maintains over 1,004 km of public roadway, 1,281 km of public footway and 4,338 traffic lights.

In 2009, West Lothian Council tendered on behalf of eight local authorities for the provision of a traffic signal maintenance contract. The evaluation criteria applied at time of tendering was 40% Price and 60% Quality. On 29 September 2009, the Council Executive approved the award of a three year collaborative contract commencing 1 December 2009 with a two year extension option. This contract is due to expire 30 November 2014 with no further extensions available.

On 20 May 2014, the City of Edinburgh Council tendered for the provision of Traffic Signal Maintenance and Ancillary Support Services. The requirement was advertised in accordance with the European Union Directives and took the form of an Open Procedure whereby all suppliers expressing an interest are allowed to tender. The estimated total value of purchases for the entire duration of the framework agreement included spend data provided by all 32 participating local authorities.

The award criteria applied at tender stage was Price 30% and Quality 70%, reflecting the importance of overall cost of provision of the services whilst placing significant importance on service quality, health and safety and sustainability elements of the evaluation. Tenderers were required to demonstrate capacity and capability to deliver an efficient, high quality service, focusing on elements of quality management systems, organisation and management arrangements, technical ability and experience of personnel deployed, service response/repair time, plant, equipment and stock management and control systems for spares.

In the interest of demonstrating best value, each local authority intending to use the framework agreement will conduct a mini competition across the appointed framework suppliers for their own scope of works. The mini competition will be based solely on price and when added to existing quality scores will form the basis for a contract award. Each local authority will be responsible for the award and management of their contracts under the framework agreement.

In House Capability

Due to the specialised nature of the requirements for this contract and the plant, equipment and stock management and control systems for spares required to meet every eventuality, it is not possible to provide a cost effective solution using internal resources.

Procurement Issues

The collaborative model for procurement in this area has in the past delivered cash and efficiency savings with the service area reporting a 10% reduction on previous contracts in 2009. The benefits of proceeding with a collaborative framework process are listed below :-

- Minimising administration for councils and contractors.
- Market feedback providing lessons for future contracts.
- Economy of scale in gathering Key Performance Indicators will reduce overall administration.
- Reduced tendering costs for suppliers - should benefit pricing levels.
- Sharing of benefits through higher volumes being likely to generate better pricing from the market.
- Potential for retrospective rebates based on annual aggregated spend.
- Fewer procurement processes at an aggregated Scottish level allowing a shift of resources to front-line service provision for member authorities.

The anticipated start date for the framework agreement is 1 November 2014.

Budget Implications

An annual revenue budget of £124,000 per year is available within Operational Services for the provision of Traffic Signal Maintenance and Ancillary Support Services.

E. CONCLUSION

It is recommended that the Council Executive approves use of this external collaborative framework agreement and the application of the evaluation methodology detailed in Section D above for the tendering of the Contract for Traffic Signal Maintenance and Ancillary Support Services.

F. BACKGROUND REFERENCES

A copy of the City of Edinburgh Council framework agreement is available on request from the Corporate Procurement Unit.

Appendices/Attachments: n/a

Contact Person: Maria Dick, Senior Procurement Specialist

Email: maria.dick@westlothian.gov.uk

Tel: 01506 281803

Donald Forrest

Head of Finance and Estates

Date of meeting: 05 August 2014



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS - KING GEORGE V SKATE PARK

REPORT BY HEAD OF FINANCE AND ESTATES

A. PURPOSE OF REPORT

To seek Council Executive's approval to carry out a tendering process using the evaluation criteria of 30% price and 70% quality for the procurement of a wheeled sports facility, employing the evaluation methodology detailed in the recommendation below using the Open tendering procedure, taking account of the fact that the evaluation criteria for price is below the recommended 50% weighting for the criteria set out in the report.

B. RECOMMENDATION

It is recommended that the Council Executive approves:

- 1) The use of the Open Procedure for procurement of a specialist contractor for the design and works of a skate park at the King George V park using the evaluation weighting of 30% price / 70% quality.
- 2) The award criteria as set out in Section D of the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs
	Being honest, open and accountable
	Providing equality of opportunities
	Making best use of our resources
	Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2012.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and	None

performance Indicators

V	Relevance to Single Outcome Agreement	<p>SO4 We live in well-designed sustainable places where we are able to access the amenities and services we need.</p> <p>SO8 We value and enjoy our built and natural environment and protect it and enhance it for future generations.</p>
VI	Resources - (Financial, Staffing and Property)	<p>The General Fund Capital Programme has a budget of £162,000 in 2014/15 for improvement works at King George V park. Of this budget, £36,750 relates to a wheeled sports facility. The total cost of the wheeled sports facility is anticipated to be £73,000 with £36,750 being funded by the capital programme and the remainder being funded by Sport Scotland. Housing, Construction and Building Services providing the Architectural and Project Management staff, and other professional disciplines being outsourced</p>
VII	Consideration at PDSP	<p>None</p>
VIII	Other consultations	<p>A detailed brief describing the council's requirements will be provided by Housing Construction & Building Services, the approved Contractor will be required to provide an external innovative design. SportScotland will participate in the evaluation with a representative from the local community.</p> <p>The Corporate Finance Manager was consulted on budget implications.</p> <p>The Community Benefits Officer was consulted on inclusion of community benefit clauses.</p>

D. TERMS OF REPORT

The national Planning policy Guidelines (NPPG) addresses the land use implications of sport and recreation, and also encompasses aspects of informal physical recreation that takes place in urban open spaces.

Under this policy the Council undertook an audit in which its parks were scored according to quality, condition and functionality criteria. This audit informed the open space strategy to improve the King George V Park, Whitburn. Community placemaking consultations were held and a wheeled sports facility was identified as a facility that would be beneficial for people of all ages to exercise, relax, learn and socialise.

In House Capability

The design of a wheeled sports facility is of a specialist nature which requires experienced designers input. The project is to be managed in house by the relevant Briefing & Liaison officer who will prepare all the necessary contract documentation (including project brief) and manage the contract during on-site operations.

Procurement Issues

The requirement will be advertised in accordance with the European Union Directives. As this market is relatively limited, it is proposed that the Open Procedure is used whereby all suppliers expressing an interest in the contract be invited to tender.

It is recommended that the award criteria for quality is rated higher than the price to ensure the design is rated high. The award criteria for price is set at 30%, although lower than the limit set within standing orders, will still deliver value for money. This weighting will be applied at the tender stage:

Price	- 30%
Quality	- 70%

It was agreed in consultation with the service that in order for the council to ensure best value and an innovative approach to these works any suppliers with the relevant skill set would be invited to tender.

The anticipated start date for the contract is October 2014.

Sustainability Considerations

Following the Community Benefits in Procurement Procedure approved by the Council Executive on 4 June 2013, bidders will be required to submit non evaluated community benefits

Following consultation with the Community Benefits Lead Officer, initial investigations indicate that both environmental and economic benefits will be proposed and that the successful Contractor will deliver such benefits as part of the Contract, and will be monitored as such.

Budget Implications

The estimated cost of the wheeled sport facility is £73,500, of which £36,750 is funded from the King George V park upgrade project within the General Fund Capital Programme and the remaining £36,750 by SportScotland grant. This is part of a wider improvement project for the King George V park within the capital programme.

E. CONCLUSION

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of a Design & Build contract for the Wheeled sports facility at King George V park.

F. BACKGROUND REFERENCES

A copy of the specification for this contract is available on request from Corporate Procurement.

Appendices/Attachments: None

Contact Person: Sadie Trivett- Senior Procurement Specialist

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Tel: 01506 281811

Donald Forrest

Head of Finance and Estates

Date: 5 August 2014



West Lothian
Council

COUNCIL EXECUTIVE

PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

REPORT BY HEAD OF FINANCE AND ESTATES

A. PURPOSE OF REPORT

To provide the Council Executive with an update in relation to the provisional local government finance settlement for 2015/16, as published in Finance Circular No. 6/2014 dated 7 July 2014.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the outcome of the local government finance settlement in respect of provisional revenue and capital funding for 2015/16.
2. Notes that the figures contained in the settlement will be incorporated into revenue and capital financial planning assumptions.
3. Note that the Scottish Government will confirm final revenue and capital funding allocations for 2015/16 following conclusion of their budget consultation process later in 2014.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable. Making best use of resources.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	The funding in the settlement supports revenue and capital expenditure which delivers the measures contained in the single outcome agreement.

VI Resources - (Financial, Staffing and Property)	The revenue and capital grant allocations for 2015/16 will form part of the general services revenue budget report for 2015/16, and the updated capital programme position.
VII Consideration at PDSP	None.
VIII Other consultations	None.

D. TERMS OF REPORT

D.1 Background

The Scottish Government published Local Government Finance Circular No. 6/2014 on 7 July 2014. The circular provides details of the revenue and capital grant allocations for 2015/16. The circular has been issued for information only at this stage and, as such, the figures contained within it are provisional. The normal Scottish Government budget consultation process will take place later in the year, following which final funding allocations for 2015/16 will be confirmed.

D.2 Revenue Grant Funding 2015/16

The circular sets out the updated provisional distribution of revenue grant funding for 2015/16. The figures provide an update to those contained in the letter to councils by the Cabinet Secretary for Finance, Employment and Sustainable Growth of 21 February 2014. The figures have been updated to take account of new funding for implementation of the early learning and childcare commitments and supply teachers' pay. In addition, revenue funding for the implementation of free school meals for primary one to three children was separately advised to councils on 17 July 2014, and is incorporated in the attached table.

	2014/15 £m	2015/16 £m
Total Revenue - Scotland	9,865.241	9,900.751
Total Revenue – West Lothian Council	303.179	296.594

Distribution of the following amounts have still to be confirmed at individual authority level and are therefore not included in the 2015/16 West Lothian figures outlined above:

- £37.6 million for the Teachers Induction Scheme
- £343 million for the Council Tax Reduction Scheme

In addition, funding for the Scottish Welfare Fund and Discretionary Housing Payments has still to be confirmed by the Scottish Government for 2015/16, and is therefore excluded from the Scottish and West Lothian figures for 2015/16 outlined above.

The circular sets out the amount of money that would be held back from individual councils who do not set a council tax freeze for 2015/16. The amount for West Lothian Council that would be held back is outlined as £2.084 million. There are no other requirements included in the finance circular.

D.3 Capital Grant Funding for 2015/16

The finance settlement also sets out the provisional distribution of capital funding to local authorities for 2015/16. The allocations at a Scottish and West Lothian level are as follows:

	2014/15 £m	2015/16 £m
Total Capital - Scotland	773.221	817.300
Total Capital – West Lothian Council	16.375	17.624

The circular does not include distribution of funding for the capital requirements of the expansion of early learning and childcare commitment, or free school meals. Discussions around the quantum of these funding streams is ongoing between COSLA and the Scottish Government and the council awaits further announcements.

E. CONCLUSION

The Scottish Government published provisional 2015/16 revenue and capital allocations on 7 July 2014. At this stage, there are a number of revenue and capital funding announcements outstanding, including the Scottish Welfare Fund, Discretionary Housing Payments, Council Tax Reduction Scheme and capital funding for the expansion of early learning and childcare commitments and free school meals capital funding.

I would anticipate that following the Scottish Government budget consultation process, these amounts and any other changes to the provisional figures will be confirmed in the final 2015/16 finance settlement announcement in December 2014. As such, the figures contained within this settlement, along with any subsequent changes, will be incorporated within revenue and capital budget planning assumptions for 2015/16 and will enable the budget process to continue.

F. BACKGROUND REFERENCES

Local Government Finance Circular No. 6/2014 dated 7 July 2014.

Appendices/Attachments: none

Contact Person: David Maule, Corporate Finance Manager,
david.maule@westlothian.gov.uk, 01506 281302

Donald Forrest
Head of Finance and Estates
Date: 5 August 2014



COUNCIL EXECUTIVE

ST JOHN'S HOSPITAL STAKEHOLDER GROUP

REPORT BY DEPUTE CHIEF EXECUTIVE, COMMUNITY HEALTH AND CARE PARTNERSHIP

A. PURPOSE OF REPORT

To update members on the business and activities of St John's Hospital Stakeholder Group.

B. RECOMMENDATION

To note the terms of the minutes of meetings of St John's Hospital Stakeholder Group held on 7 May and 4 June 2014 in the appendices to this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs
	Being honest, open and accountable
	Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Council requires the activities of certain outside bodies to be reported to elected members on a regular basis, as part of its Code of Corporate Governance.
III Resources - (Financial, Staffing and Property)	None.
IV Consultations	None required.

D. TERMS OF REPORT

On 29 June 2010 the Council Executive decided that the activities of certain outside bodies should be reported within the council to ensure all elected members are aware of the business of those bodies and to help to ensure their activities are more effectively scrutinised.

In accordance with that decision the business of St John's Hospital Stakeholder Group was to be reported to this meeting by the production of its minutes. The relevant documents are produced as appendices to this report.

E. CONCLUSION

This report ensures that members are kept apprised of the activities of St John's Hospital Stakeholder Group as part of the council's Code of Corporate Governance.

F. BACKGROUND REFERENCES

West Lothian Council Code of Corporate Governance.

Council Executive, 29 June 2010

Appendices/Attachments: 2

Minute of meeting of the St John's Hospital Stakeholder Group held on 7 May 2014

Minute of meeting of the St John's Hospital Stakeholder Group held on 4 June 2014

Contact Person: Jim Forrest, CHCP Director

01506 281977

Jim.Forrest@westlothian.gov.uk

Date: XXXX

MINUTE of MEETING of ST JOHN'S HOSPITAL STAKEHOLDER GROUP held within BOARDROOM 1, ST JOHN'S HOSPITAL on 7 MAY 2014.

Present – Councillors John McGinty (Chair), Anne McMillan and Frank Toner; Maureen Anderson (Patient Representative); and by video link from Waverley Gate, Edinburgh – Alison Mitchell (Non-Executive Director of NHS Lothian Board) and Professor John Iredale (NHS Lothian).

Apologies – Jim Crombie, Director of Scheduled Care, NHS Lothian and Jim Forrest, Director of West Lothian CHCP.

In attendance

Chris Stirling, St John's Hospital Site Manager

Agnes Ritchie, St John's Hospital Site Chief Nurse

Dr Donald Noble, Respiratory Consultant Physician

Andrew Jackson – by video link from the Royal Infirmary Edinburgh

Anne Jepson, Parliamentary Liaising Officer, Waverley Gate, Edinburgh (Observing)

1. ORDER OF BUSINESS

Agenda Item 5 – Hospital Outpatient Activity

The Chair ruled that the presentation slides provided by Andrew Jackson be tabled.

2. DECLARATIONS OF INTEREST

Councillor Frank Toner declared a non-financial interest as a Non-Executive Director of Lothian Health Board and as Chair of the West Lothian Community Health and Care Partnership.

3. MINUTE

The Group confirmed the Minute of its meeting held on 9 April 2014 as being a correct record.

4. HOSPITAL ACTIVITY UPDATE WITH YEAR-ON YEAR COMPARISONS (OUTPATIENTS)

Andrew Jackson, by video link from the Royal Infirmary Edinburgh, provided the Group with an update in relation to the outpatient activity for 2013/14 compared to 2012/13. Details were provided in relation to:

- The number of new outpatients waiting over 12 weeks for NHS Lothian;
- New outpatient activity at St John's Hospital compared to NHS Lothian for the period 2012/13 and 2013/14;

- Return outpatient activity at St John's Hospital compared to NHS Lothian for the period 2012/13 and 2013/14;
- Areas of Change at St John's Hospital for new outpatients for the period 2012/13 compared to 2013/14;
- ENT statistics for all Lothian Sites for the period 2012/13 compared to 2013/14; and
- General Medicine statistics for outpatient activity compared to West Lothian transactions for the period April 2012 to March 2014.

Members were advised that the significant increase in outpatient activity at St John's Hospital ENT in 2013/14 compared to 2012/13 was due to the fact that in April 2013 the ENT service moved from Lauriston Buildings to St John's Hospital. It was also noted that the increase in general medicine outpatient activity from August 2013 was due to scheduled care activity being recorded in a different way which led to a marked shift in numbers.

The Group was advised that an update on in-patient day care activity would be provided to the next meeting of St John's Hospital Stakeholder Group.

The Chair, on behalf of the Group, thanked Mr Jackson for attending the meeting and for the detailed presentation.

Decision

- Noted the update on outpatient activity at St John's Hospital; and
- Agreed that an update on in-patient day care activity would be provided to the next meeting;

5. RESPIRATORY MEDICINE UPDATE/STRATEGY OVERVIEW

Dr Donald Noble, Respiratory Consultant Physician, provided the Stakeholder Group with an update in relation to respiratory medicine services at St John's Hospital. He advised that difficulties had been experienced in the department due to staffing levels however, he was happy to report that the service was expanding with an increase in staff from 2.5 to 4 Respiratory Consultants. Three Respiratory Consultants have been appointed with 1 outstanding post being re-advertised in June 2014. A second Respiratory Nurse Specialist post was also being advertised.

The Group was advised that a strategy had been developed to ensure that a more responsive service was available, in particular in relation to acute admissions to hospital with respiratory conditions. There would also be expansion into outpatient clinic respiratory responsibility, with more clinic time available due to the increase in staffing levels in the department.

In response to questions from Members in relation to the service maintaining targets during a time of heavy workload, Dr Noble advised that the department has kept up to date with targets and urgent referrals, with evening clinics being held to manage urgent new patient referrals.

Chris Stirling, on behalf of St John's Hospital, then recorded a note of thanks to Dr Noble for his significant support over the past few years in leading the development of future strategy, ensuring staff remained on site and for assisting in the recruitment process.

The Chair, on behalf of St John's Hospital Stakeholder Group then thanked Dr Noble for the update and congratulated him and staff involved for their support.

Decision

- Noted the update in terms of the Respiratory Medicine Service.

6. DEPARTMENT OF LABORATORY SERVICES UPDATE

The Group was advised that due to apologies being received from Jim Crombie, Director of Scheduled Care, an update in relation to the consultation process on the proposals for the Department of Laboratory Medicine would be provided to the next meeting.

Decision

- Agreed to carry forward the item of business for consideration at the next meeting of the Group.

7. KEY QUALITY INDICATORS UPDATE

The Stakeholder Group considered a report (copies of which had been circulated) by Agnes Ritchie, Chief Site Nurse for St John's Hospital.

The report provided a number of statistics in terms of process and outcome quality measures for three categories, "Safe", "Effective" and "Person-Centred". Ms Ritchie advised that although there was a slight increase in complaints the figures reflected that St John's Hospital was performing well.

In response to a request from Members Ms Ritchie agreed to change the format of the report for the next reporting quarter to be more user friendly for Members.

The Chair thanked Ms Ritchie for the update.

Decision

- Noted the contents of the report; and

- Agreed that the format of the report would be amended for the next reporting quarter.

8. PAEDIATRIC SERVICES UPDATE

Chris Stirling provided the Stakeholder Group with an update in relation to the Paediatric Unit at St John's Hospital. He advised that the paediatric rota coverage remained in place and that no issues had been highlighted.

In response to a question raised by Members in relation to when the paediatric rota had been populated to, Chris agreed to check this out and update Members following the meeting.

Decision

- Noted the update in terms of the paediatric rota; and
- Agreed that Members would be advised when the rota had been populated to following the meeting.

9. STROKE CARE DELIVERY UPDATE

Mr Stirling provided the Stakeholder Group with an update in relation to the provision of stroke care in West Lothian. He advised that there were three different stages of stroke care which were all dealt with at St John's Hospital, as well as outpatient services. The three stages were:

- Hyper acute phase;
- Acute phase; and
- Rehabilitation phase.

The Stakeholder Group was then advised of the number of patients treated at St John's Hospital over the past three year period with approximately 200 patients admitted each year.

The Stroke Care Unit worked within six performance standards, the pathways of which were monitored and included the timescales for treating patients. It was also noted that the Stroke Pathway Group monitored the timeline for patients accessing TIA clinics. Information relating to The Lothian Stroke Managed Clinical Network could be accessed via the web link www.lothianstrokemcn.scot.nhs.uk

The Chair thanked Mr Stirling for the update.

Decision

- Noted the update in terms of the Stroke Care service.

10. PATIENTS' TRAVELLING EXPENSES SCHEME UPDATE

Mr Stirling advised the Stakeholder Group that members of staff were proactive in advising patients of their entitlement to claim travelling expenses should they be eligible to do so.

Further details could be found in the Financial Operating Procedures – Patients' Travelling Expenses Scheme.

Decision

Noted the update in relation to patients' travelling expenses.

11. HOSPITAL AT WEEKEND UPDATE

Chris Stirling provided the Stakeholder Group with an update in relation to Hospital at Weekend working. He advised that the model was launched at St John's Hospital on 7 December 2013 and was driven by the need to support the existing medical workforce in the medical and head and neck ward areas during the weekend.

The report provided details of the number of staff employed to work within the Hospital at Weekend service, which has had a positive impact on the allocation and distribution of weekend work and weekend discharge figures. The report went on to highlight the main findings since the launch of the service and the outstanding issues.

Mr Stirling was happy to advise that funding had been given to extend Hospital at Weekend working for the financial year 2014/2015. Work would continue to evaluate the model and work with existing services to ensure that Hospital at Weekend continued to enhance and support weekend working at St John's Hospital.

In response to questions from Members, Mr Stirling agreed to provide the following details to Members, although he did highlight that this was a relatively new service:

- The number of general medical staff working at the weekend prior to the launch of the Hospital at Weekend model compared to the number working after the launch and the average number of medical staff working on an individual day over the weekend; and
- The volume of weekend discharges to include year on year comparisons to be provided to a future meeting of the Group.

Decision

- Noted the update in terms of Hospital at Weekend working; and
- Agreed that a further update be provided to a future meeting of the Group.

12. NHS Lothian Draft Strategic Plan 2014-2024 - Our Health, Our Care, Our Future

The Stakeholder Group considered the NHS Lothian Draft Strategic Plan 2014-2024 – Our Health, Our Care, Our Future update.

Decision

Noted the contents of the update.

13. WORK PLAN

The Stakeholder Group considered the work plan (copies of which had been circulated).

The Chair then advised the Group that with effect from August 2014 onwards the Chairing and Clerking of the Stakeholder Group would return to NHS Lothian for a period of two years, which was in keeping with the remit of the group. Updates on arrangements for the changeover would be included on the work plan for the next two meetings.

Decision

- Noted the contents of the work plan; and
- Agreed that arrangements for the changeover would be included on the work plan for the next two meetings.

MINUTE of MEETING of the ST JOHN'S HOSPITAL STAKEHOLDER GROUP of WEST LOTHIAN COUNCIL held within BOARDROOM 1, ST JOHN'S HOSPITAL, on 4 JUNE 2014.

Present – Councillors John McGinty, Anne McMillan and Frank Toner; Maureen Anderson (Patient Representative); and by video link from Waverley Gate, Edinburgh – Morag Bryce (non-Executive Director of NHS Lothian).

Apologies – Alison Mitchell (non-Executive Director of NHS Lothian), Professor John Iredale (non-Executive Director of NHS Lothian), Professor Alison McCallum (NHS Lothian), Jim Forrest (Director of West Lothian CHCP), Jim Crombie (Director of Scheduled Care NHS Lothian) and representation from the Communications Team, NHS Lothian.

In attendance

Chris Stirling St John's Hospital Site Manager
Agnes Ritchie, St John's Hospital Site Chief Nurse
Julie Cassidy, Public Involvement Co-ordinator, West Lothian CHCP
Peter Reith (Secretariat Manager, NHS Lothian) by video link from Waverley Gate
Andrew Jackson (NHS Lothian) by video link from the Royal Infirmary Edinburgh
Anne Jepson, Parliamentary Liaising Officer Waverley Gate, Edinburgh (Observing)

1. ORDER OF BUSINESS

The Chair acknowledged that the meeting was inquorate due to the fact that only one non-Executive member of Lothian Health Board was in attendance. It was agreed that the meeting would proceed.

2. DECLARATIONS OF INTEREST

Councillor Frank Toner declared a non-financial interest as a non-Executive Director of Lothian Health Board and as Chair of the West Lothian Community Health and Care Partnership.

3. MINUTE

The Stakeholder Group confirmed the Minute of its meeting held on 7 May 2014 as being a correct record.

Matters arising:

Page 105 of the Minute – Hospital at Weekend Update

Chris Stirling provided an update on the additional number of discharges over the weekends between December 2013 to April 2014 since the Hospital at Weekend model was launched. He then provided a breakdown of the number of medical staff working at the weekends to support the medical and head and neck ward areas. The group was then advised that the function of the team was to make weekends safer for medical staff and support the existing medical workforce. The average number of calls

taken by the coordinator each day from the ward areas at the weekend was 120, which would have traditionally gone to the junior doctor via a bleep. Prioritisation and allocation of these requests has allowed the medical staff to concentrate on tasks that only they could do and enabled them to feel supported. Nursing staff also felt more supported.

The Stakeholder Group acknowledged the positive input that the Hospital at Weekend support provided. It was agreed that an update on the Hospital at Weekends developments in medical and nursing staff would be provided to the next meeting scheduled to be held on 30 July 2014.

Decision

1. Noted the Minute of the meeting held on 7 May 2014; and
2. Agreed that an update on Hospital at Weekend Developments in Medical and Nursing Staff would be included on the agenda for the next meeting of the Stakeholder Group.

4. HOSPITAL INPATIENT DAY CASE ACTIVITY

Andrew Jackson, by video link from the Royal Infirmary Edinburgh, provided the Group with an update in relation to inpatients and day case activity for 2013/14 compared to previous years at St John's Hospital. Information was provided on hospital admissions for 2012/13 compared to 2013/14 broken down by activity for speciality areas. The number of admissions comparing both periods were very similar in the volume of patients seen for each speciality.

Details of Ophthalmology waiting lists were provided for both Lothian and St John's Hospital. It was noted that there was a significant drop in numbers of the waiting lists for Lothian from April 2012 to March 2013 which was due to additional activity carried out to bring the waiting list down for patients who had been on the waiting list for more than twelve weeks. Another speciality showing a slight decrease compared to the previous year at St John's Hospital was Medical Paediatrics.

In conclusion, Andrew advised that overall the situation remained the same as previous years. It was noted, however, that the areas with movements in speciality areas where additional waiting list activity had been undertaken should be considered when comparisons were being made in the future.

The Stakeholder Group agreed that an update report on Hospital Activity for outpatient and inpatient day case activity be included on the agenda for meetings on a quarterly basis, which would be included on the work plan. The Chair then thanked Mr Jackson for his presentation.

Decision

- Noted the update on hospital inpatient day case activity;

- Agreed that an update report on Hospital Activity (Outpatient and Inpatient Day Case Activity) would be provided on a quarterly basis.

5. DEPARTMENT OF LABORATORY SERVICES

The Group was advised that due to apologies being received from the Director of Scheduled Care, an update in relation to the Department of Laboratory Services would be provided to the next meeting.

Decision

Agreed to carry forward the item of business for consideration at the next meeting of the Group.

6. PAEDIATRIC SERVICES - UPDATE

In the absence of the Director of Scheduled Care, Chris Stirling agreed to provide an update to members following the meeting to confirm whether the Paediatric Rota for June and July 2014 had been populated.

Decision

Agreed that St John's Hospital Site Manager provide an update to members following the meeting on the paediatric rota coverage till end of July 2014.

7. ACCIDENT & EMERGENCY STAFFING RESOURCES

The Stakeholder Group noted the Inside St John's News Bulletin (copies of which were tabled) which provided details of the investment by NHS Lothian in the Emergency Department. NHS Lothian continued to develop and ensure the long-term security of the Emergency Department at St John's Hospital through its programme of investment in additional Consultants in Emergency Medicine.

From August 2014 there would be ten Emergency Medicine Consultants based at St John's Hospital and an Associate Specialist. Two Emergency Medicine Consultants would be on duty at weekends to help ensure safety and quality patient care for the acutely ill and injured. In addition to this core, another seven Emergency Medicine Consultants from Lothian Emergency Departments at the RIE and the RHSC contributed to the services and areas of expertise at St John's Hospital Emergency Department.

Chris Stirling then advised that he was happy to report that a new Emergency Medicine Consultant had been appointed and would be in post from August 2014. In addition, Chris highlighted the successful introduction of a special year's programme appointing six Clinical Development Fellow posts at St John's Hospital who have progressed to advance their careers. Further recruitment for Clinical Development

Fellow posts has been carried out which attracted national interest and was seen to be replicated elsewhere, which was very positive. Emergency Nurse Practitioner rolls had also increased to provide 24-hour staffing.

The Chair, on behalf of the Stakeholder Group, commended the team for their hard work and commitment in ensuring the long term security of the Emergency Department at St John's Hospital.

Decision

Noted the update from St John's Hospital Site Manager.

8. MRI SCANNER

The Stakeholder Group noted the update from Agnes Ritchie on the progress made in relation to the MRI Scanner installation. She reported that although the progress was slightly behind schedule by 5-7 days the hospital was still on track for the MRI Scanner to be operational by September 2014. A short life working group had been established and an update would be reported to the next meeting of the Stakeholder Group on the proposals in relation to processes and protocols for the Scanner. Agnes also highlighted that work was ongoing in relocating the 'Reflections Garden'.

The Chair then recommended a site visit following the next meeting of the Stakeholder Group, which members agreed would be useful.

Decision

- Noted the update from St John's Hospital Site Chief Nurse;
- Agreed that an update on progress would be reported to the next meeting of the Stakeholder Group; and
- Agreed that a site visit would be carried out following the next meeting of the Stakeholder Group.

9. NUCLEAR MEDICINE

The Group was advised that due to apologies being received from the Director of Scheduled Care, an update in relation to nuclear medicine would be provided to the next meeting.

Decision

Agreed to carry forward the item of business for consideration at the next meeting of the Group.

10. CHANGEOVER OF CHAIRING AND CLERKING

The Stakeholder Group noted an update from Peter Reith on the proposals for the changeover of the Chair and administration of St John's Hospital Stakeholder Group from August 2014. He reported that Chris Graham would provide administration support who had experience of attending Stakeholder Group meetings in the past. The Chair invited Chris along to the next meeting if he was available to attend. It was also noted that a replacement non-Executive member of St John's Hospital Stakeholder Group had still to be appointed and an update would be provided to the next meeting regarding the name of the non-Executive member who would be Chairing the meeting from August 2014.

Decision

- Noted the update on the proposals for the changeover of Chairing and administration of the Stakeholder Group; and
- Noted that a further update would be provided to the next meeting of the Stakeholder Group.

11. WORKPLAN

The Stakeholder Group considered the work plan (copies of which had been circulated).

It was agreed that site master planning work would be included on the agenda for the next meeting scheduled to be held on 30 July 2014.

Decision

- Noted the contents of the work plan; and
- Agreed that site master planning work would be included on the agenda for the next meeting.

