DATA LABEL: Public

West Lothian Council

Community Planning Partnership Board

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

19 May 2015

A meeting of the **Community Planning Partnership Board** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Monday 25 May 2015** 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. Confirm Draft Minutes of Meeting of Community Planning Partnership Board held on Monday 09 March 2015 (herewith).

5. Note the Minute of the meeting of the Community Planning Steering Group held on 20 April 2015 (herewith)

6. Minutes of Thematic Forum Meetings -

   (a) Community Safety Board, 8 December 2014 (herewith)

   (b) West Lothian Economic Forum, 4 March 2015 (herewith)

   (c) CHCP Sub-Committee, 18 December 2014 and 12 February 2015 (herewith)

(d) Climate Change Working Group, 30 March 2015 (herewith)

7. SOA Performance Reporting -

(a) High Level Indicators Report (herewith)

(b) Environment Thematic Report (herewith)

(c) SOA Exceptions Report (herewith)

(d) Summary Dashboard (herewith)

8. West Lothian College Regional Outcome Agreement - Presentation and Report by Mhairi Harrington, Principle of West Lothian College (herewith)

9. Community Justice Redesign - Presentation by Tim Ward, Senior Manager, Young People and Public Protection (herewith)

10. Scottish Fire and Rescue Service Strategic Plan - Presentation and Report by Gary Laing, SFRS (herewith)

11. Draft CPP Development Plan - Report by Community Planning Development Manager (herewith)

12. Resource Aligning Group Update - Report by Head of Finance and Estates (herewith)

13. Department for Work and Pensions (DWP) Claimant Committment and Benefit Sanction Arrangements - Report by Head of Finance and Estates (herewith)

14. Placemaking in Whitburn - Report by Head of Area Services (herewith)

15. West Lothian Autism Strategy 2015-2025 - Report by Senior Manager, Social Policy (herewith)

NOTE **For further information please contact Val Johnston, Tel No.01506 281604 or email val.johnston@westlothian.gov.uk**

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 9 MARCH 2015.

Present -

Councillor John McGinty	West Lothian Council
Councillor Tony Boyle	West Lothian Council
Councillor Lawrence Fitzpatrick	West Lothian Council
Councillor Dave King	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
William Boyle	Voluntary Sector Gateway
Julie Skelton	Department of Works & Pensions
Donald Lumsden	Skills Development Scotland
Martin Togneri	Scottish Fire & Rescue Service
Alastair Short	SESTran
Mike Neilson	Scottish Government
Alison McCallum	NHS Lothian
Julie McDowell	NHS Lothian
Mhairi Harrington	West Lothian College
Des Martin	Oatridge College
Brenda Cummings	WL Chamber of Commerce
Gill Imery	Police Scotland

In Attendance -

Graeme Struthers	West Lothian Council
Lorraine Gillies	West Lothian Council
Jennifer Scott	West Lothian Council
Tim Ward	West Lothian Council
Elizabeth Butters	West Lothian Council
Marsha Scott	West Lothian Council
Susan Gordon	West Lothian Council
Joanna Anderson	West Lothian Council
Douglas Sinclair	Accounts Commission
Christine May	Accounts Commission
Linda Pollock	Accounts Commission
Paul Reilly	Accounts Commission
Anthony Clark	Audit Scotland
Peters Worsdale	Audit Scotland
Margaret Douglas	NHS Lothian

Apologies –

Councillor Tom Conn	West Lothian Council
Councillor Angela Moohan	West Lothian Council
Councillor Cathy Muldoon	West Lothian Council
Councillor Peter Johnston	West Lothian Council

1. ORDER OF BUSINESS

The Chair welcomed all the partners to the meeting and extended the welcome to those representatives attending from the Accounts Commission and Audit Scotland. The Chair then suggested that Agenda

Item 8 (WL CPP Audit Progress Report) be taken as the first substantive item of business to facilitate attendance by the Accounts Commission and Audit Scotland personnel.

Finally the Board agreed to record a note of congratulations to Mhairi Harrington who had recently been voted the Scottish Further Education Leader of the Year.

2. DECLARATIONS OF INTEREST

1) Agenda Item 10 (West Lothian – A Focus on Alcohol Presentation) – Councillor Tony Boyle declared a non-financial interest in that he was Chair of West Lothian Licensing Board;

2) Agenda Item 13 (Future Model for Community Justice in Scotland) – Councillor Tony Boyle declared a non-financial interest in that he was a council appointed member of the Criminal Justice Authority and a COSLA Sub-Committee member; and

3) Councillor Willie Boyle wished to note that he was attending the CPP Board meeting in his capacity as Chair of the Voluntary Sector Gateway Chair and not as a local councillor.

2. WEST LOTHIAN CPP AUDIT - ACCOUNTS COMMISSION - VERBAL PROGRESS REPORT

The Board were advised that the purpose of the visit by the Accounts Commission was to provide feedback following the recent audit of the CPP in West Lothian, a report on which had been to the previous meeting of the Board on 17 November 2014.

The Community Planning Development Manager explained that following the audit report an Improvement Session facilitated by the Improvement Service was held on 4 March 2015. This session was being seen as the first part of an improvement programme and would lead to a summer conference.

The session on 4 March 2015 considered the findings of the audit and a broad and wide ranging discussion was undertaken amongst the partners in attendance with actions devised between short, medium and long term goals. A note of the meeting would be circulated in due course to the partners noting that plans were afoot to continue to develop the partnership further.

There then followed a series of questions posed by the Audit Commission on a wide range of themes covered in the review and included subjects such as Resource Alignment, Performance Management, Devolved Decision Making, Leadership & Scrutiny and effects of the Community Management Bill.

A discussion ensued around these questions and themes noting that in relation to resource alignment a report would be brought back to the next

meeting of the CPP Board in which this theme would be explored further.

It was acknowledged by the Board members that partnership working remained challenging but had many benefits too and that in West Lothian the CPP Board worked well with input from all partners as appropriate. Board members were also satisfied that the necessary scrutiny of the CPP process was undertaken through a number of sub-committees including the CPP Steering Group which sat below board level.

It was also recognised by all those involved in the audit process that it had been most helpful to explore the workings of the CPP process and had helped focus attention on areas that could be improved.

Finally the Accounts Commission wished to thank everyone involved in the audit for their assistance and co-operation throughout the whole process.

Decision

1. Noted the contents of the discussion following the recent publication of the audit of West Lothian CPP;

2. Noted that following the audit an Improvement Session was held on 4 March 2015 with further improvements events to be held later in the year; and

3. Recorded a note of thanks to all those involved in the process.

3. MINUTE

The Board confirmed the Minute of its meeting held on 17 November 2014. The Minute was thereafter signed by the Chair.

4. MINUTE OF THE COMMUNITY PLANNING STEERING GROUP

The Board noted the Minute of the meeting of the Community Planning Steering Group held on 23 February 2015.

5. MINUTES OF THEMATIC FORUM MEETINGS -

a) The Board noted the Minute of the Community Safety Board held on 22 September 2014;

b) The Board noted the Minute of the Economic Forum held on 4 December 2014;

c) The Board noted the Minute of the CHCP Sub-Committee held on 9 October 2014; and

d) The Board noted the Minute of the Climate Change Working Group held in 5 February 2015

6. SOA PERFORMANCE REPORTING -

a) The Board noted the high level indicators report;

b) The Board noted the SOA Exceptions report; and

c) The Board noted the Summary Dashboard.

7. EARLY YEARS - REPORT AND PRESENTATION BY DR MARSHA SCOTT, SERVICE DEVELOPMENT OFFICER, WEST LOTHIAN COUNCIL

Prior to the following presentation a revised version of the power point presentation along with large print versions of the driver diagrams were circulated to the Board members.

The Board were provided with an overview of progress of West Lothian's participation in the Early Years Collaborative (EYC); West Lothian had now been involved for some thirty months.

Dr Marsha Scott advised the Board that the EYC was an initiative by the Scottish Government aimed at making Scotland the best place in the world to grow up. To achieve this the EYC had set out a number of stretch aims that were to be achieved throughout Scotland in the coming years. These aims were :-

- Reduce stillbirth and infant mortality; and
- Increase the number of children who had met their development milestone across a number of ages.

Stretch aims were designed to be very hard to achieve through hard work alone and therefore encouraged improved use of methodology, systems and practice change.

There were a number of people involved with the EYC within the West Lothian CPP with the strategic direction being driven by Programme Managers with further support from Data Managers.

The presentation continued to provide details of the improvement science approach that would be utilised which involved testing potential changes with a small number of families or children and then practitioners could identify what was likely to work and what did not. West Lothian CPP were committed to taking forward an improvement based approach within Early Years and Early Intervention with the key aim to spread improvement methodology so that it became a natural part of daily work and to prevent any improvement from becoming person dependent.

The presentation continued to advise that the Early Years Collaborative work had been progressed in West Lothian throughout 2014 with a few examples provided.

Five key change areas had been identified at a national level as areas of focus to drive forward significant change within the early year's agenda. These key changes were designed to meet the agenda of the Scottish Government and aligned to the strategic priorities laid out in the Single Outcome Agreement and Integrated Children's Services Plan and were as follows :-

- Reduce carbon monoxide exposure in young pregnant women and infants.
- Child poverty work with families and young children.
- Improved transitions from nursery to primary
- Nurturing attachment in under 5's through effective intervention.
- Embed screening for domestic and sexual abuse across Early Years Services.

The presentation concluded that by working with CPP partners including the NHS and the voluntary sector, West Lothian would continue to see a significant shift in practice as the improvement approach became more widely used within local services.

The Board were asked to note the contents of the presentation and the accompanying report.

Decision

To note the contents of the presentation.

8. WEST LOTHIAN - A FOCUS ON ALCOHOL - PRESENTATION BY ELIZABETH BUTTERS, POLICY OFFICER, WEST LOTHIAN COUNCIL

The Board were provided with an overview of the work of the West Lothian Alcohol and Drug Partnership (WLADP) noting that WLADP was a multi-agency strategic and operational partnership tasked to identify and co-ordinate local priorities and action to address the harm caused by substance misuse.

In July 2014 the WLADP commissioned for a needs assessment to be conducted with the list of key objectives summarised in the presentation. There were two bidders and following an evaluation process, McMillanRome Ltd was successful. The needs assessment was conducted by a team of researchers over two months following a five stage process and included service users, carers and family members, current providers and stakeholders

In November 2014 the lead assessor produced a comprehensive report and conducted a presentation to the WLADP. This detailed the local picture for substance misuse problems, benchmarked against two other ADP areas of similar geographical and demographic context. The report

detailed analysis of current need and demand and the capacity of services with strong recommendations for improvements in the delivery of these services aligned with the current national guidelines for best practice.

The presentation continued to provide a number of slides that demonstrated alcohol use in relation to hospital admissions and discharges in West Lothian and showed comparisons with other areas including Falkirk, Midlothian and Edinburgh.

The Board were advised that whilst there was a clear link between drug taking and deprivation the link between alcohol use and deprivation was less clear and this could be down to the wide availability of alcohol which therefore allowed a greater number to partake in its consumption.

The presentation concluded with a summary of the next steps the Partnership would take and included :-

- Joint Work Force Strategy;
- Focus on early intervention and prevention work including budget shift;
- Whole population approach involving partners;
- Overprovision report to the Licensing Board; and
- Development of Joint Commissioning Plan for 2015-18

The presentation concluded with a questions and answer session noting that with regards to intervention strategies diversionary tactics tended to work best amongst 16 to 20 years olds and that it was all about getting young people involved in such activities including football and becoming a member of a youth club.

Decision

1. To note the contents of the report; and
2. Recorded a note of thanks to the Policy Officer for the very informative presentation.

9. STRENGTHENING NHS LOTHIAN'S INVOLVEMENT IN COMMUNITY PLANNING

The Board considered a report (copies of which had been circulated) providing an update on the “Strengthening NHS Lothian’s Involvement in Community Planning” event held on 7 January 2015.

It was explained that delegates from the four Community Planning Partnerships were brought together at an event on 7 January 2015 at Waverley Gate to look in detail at NHS Lothian’s role in Community Planning. Three external speakers from Audit Scotland and the Scottish

Government attended the session and carried out a presentation to the group.

Group discussions were then held around three key questions. These being :-

1. Had NHS Lothian's involvement in community planning met the requirements and expectations of other members of the CPP. Where had it worked well and not so well?

2. What do Integration Joint Boards mean for NHS Lothian's future involvement in community planning?

3. What should NHS Lothian's involvement in community planning in the future. What needs to change to make this happen ?

The results of these discussions were summarised in Appendix 1 attached to the report.

A number of actions had also risen from the event and these too were detailed in the report noting that there was action for NHS Lothian, local authorities and the CPP.

Decision

To note the contents of the report.

10. PUBLIC HEALTH REVIEW

The Board considered a report (copies of which had been circulated) which was inviting the CPP to consider responding to the questions raised in the Public Health Review Engagement Paper, a copy of which was attached to the report.

The Board were advised that the Public Health Review was established at the end of 2014 and a paper identifying persistent challenges of poor health and health inequalities in Scotland had subsequently been circulated to Stakeholders. The review was also seeking views on specific questions, a summary of which was detailed in the report.

The paper went on to explore the existing public health structures in Lothian and some of the issues and tensions between these structures. Information was also included in the report on NHS Health Scotland and NHS Lothian Directorate of Public Health and Health Policy.

It was noted that responses were being sought by the 12 March 2015 and therefore it was considered best if each partner organisation responded individually instead of there being just one response from the CPP Board.

Decision

1. To note the contents of the report; and

2. Agreed that each partner organisation submit a response instead of a collective response from the CPP Board.

11. FUTURE MODEL FOR COMMUNITY JUSTICE IN SCOTLAND

The Board considered a report (copies of which had been circulated) providing information on the proposed future model for Community Justice in Scotland, including details of the likely impact on West Lothian.

The Board were advised that nationally work was underway to create a new model for Community Justice in Scotland which would result in legislative responsibility for the delivery of community justice moving from Community Justice Authorities to Community Planning Partnerships. This would also mean changes to local governance arrangements.

It was anticipated that CPP's would be able to assume their new responsibilities under the new model in transition from 1 April 2016 with full responsibility being conferred from 1 April 2017. Community Justice Authorities would be formally dissolved on 31 March 2017 and a new national body, Community Justice Scotland, would be established during the latter part of 2016-17. The responsibilities of the new body were not yet clear but would include grant allocation and national strategic commissioning as well as performance monitoring and improvement on a national performance indicator set.

The report then went on to recall that there currently existed a Community Safety Strategic Steering Group under which the joint tasking structure sat and which included the Reducing Reoffending Committee. Therefore it had become apparent that there would be a number of duplications between the existing structure and the proposed structure therefore it was deemed necessary that a review should be undertaken to ensure there was no duplication of work and that the priorities in the Single Outcome Agreement were effectively progressed.

Therefore it was proposed that officers would provide a full report on the new model of Community Justice at the next meeting of the Community Planning Partnership Board and to include a presentation on the relevant changes. It was also being suggested that thereafter, relevant staff from community safety and reducing reoffending themed areas explore how the two areas could be most effectively progressed without duplication.

It was recommended :-

1. That the Community Planning Partnership Board consider and support the proposed approach;

2. That a presentation was made by key officers at the next CPP Board meeting on 25 May 2015;

3. That a development session take place to include all relevant agencies following the CPP Board meeting on 25 May 2015 to develop the new structure; and

4. That a detailed proposal be taken back to the CPP Board in August 2015 for approval.

Decision

To approve the terms of the report.

12. DRAFT CPP WORKPLAN 2015

The Board considered a report (copies of which had been circulated) to which was attached a draft CPP workplan.

The Board were advised that the workplan had been devised in order to prioritise and schedule discussion at the Community Planning Steering Group and CPP Board meetings in 2015

The workplan also included upcoming strategies and consultations and outlined what would be discussed at each of the CPP Steering Group and CPP Board meetings for 2015. This would provide partners with the opportunity to suggest agenda items for the coming year and would allow the CPP to plan ahead to ensure that all relevant items were discussed.

It was recommended that the Board approve the draft CPP workplan and consider any relevant items for inclusion.

Decision

1. Agreed the draft CPP workplan; and

2. Agreed to include an additional item on “benefit sanctions”.

13. WEST LOTHIAN CLIMATE CHANGE DECLARATION 2013-14

The Board considered a copy of the West Lothian Climate Change Declaration which had recently been approved for submission to the Sustainable Scotland Network (SSN).

The Board were advised that the council had been a signatory of Scotland’s Climate Change Declaration along with all other Scottish local authorities since 2007. The Declaration was a public statement wherein local authorities acknowledged the reality and implications of climate change and their responsibility to respond effectively. Signatories were committed to produce an annual statement, detailing their progress in relation to the mitigation of and adaption to climate change.

The report concluded that the council’s Climate Change Declaration Report for 2013-14 demonstrated that good progress was being made on reducing greenhouse gas emissions and that the council had driven forward a range of measures which had contributed to year-on-year reductions in emissions. However further work was required in the areas of area-wide emissions, planned adaptation to the unavoidable impacts of

climate change, area-wide partnership work, capacity building in communities and the engagement of elected members.

Decision

To note the contents of the report.

14. ANTI-POVERTY STRATEGY ACTION PLAN PROGRESS 2012-14

The Board considered a report (copies of which had been circulated) and which provided an update on the work undertaken by the Welfare Reform and Anti-Poverty Group between April 2012 and March 2014 and to also provide an analysis of progress towards alleviating poverty in West Lothian.

The Welfare Reform and Anti-Poverty Development Group had developed a two year action plan which had been reviewed each year since the development of the *Better Off: West Lothian Anti-Poverty Strategy in 2012*. The action plan comprised of fifteen outcomes related to seven key priorities which were fully aligned to the Single Outcome Agreement. Attached to the report at Appendix 1 was an Analysis of Action Plan 2012-2014 showing that 70 actions had been undertaken over the past two years, with sixty-one achieved and nine requiring additional support.

The report continued to provide an update in relation to Income Maximisation, Employability, Financial Inclusion, Engagement and Additional Support.

It was recommended that the Community Planning Partnership Board note the contents of the report and in particular between 2012-2014 partners :-

- Maximised the disposable income of West Lothian residents by £58m;
- Addressed inequalities through targeted income maximisation;
- Encouraged 1200 school children to begin saving with the local credit union;
- Tackled youth unemployment through the Steps N2 Work programme with 576 opportunities created and filled;
- Promoted ongoing learning and skills development with a range of short courses to improve financial skills; and
- Engaged with local communities to seek their views and suggestions to tackle poverty.

Decision

To note the contents of the report.

15. 2015 MEETING DATE :-

The CPP Board noted the dates of meetings for the remainder of 2015, these being :-

- Monday 25 May 2015;
- Monday 17 August 2015; and
- Monday 16 November 2015

Community Planning Steering Group Conference Room 1, 14:00-16:00	20 April 2015

Minute

Present: Graeme Struthers, Angus MacInnes, Mhairi Harrington, Alistair Shaw, Tim Ward, Gary Laing, Alison McCallum, David Greaves, Donald Forrest, Joanna Anderson, Michael Davis, Susan Gordon, Carol Bebbington, Peter Rogers, Ian Hepburn, Jim Jack, Elaine Cook, Jane Kellock

Apologies: Graham Hope, Steve Field, Lorraine Gillies, Craig McCorriston

1. Welcome and Apologies

2. Minute of Previous Meeting
The minute was agreed.

3. Matters Arising
The following was discussed in relation to the February Steering Group actions:

Action 1: Elaine Cook advised that much work has been done on breastfeeding through the SHARE programme in all secondary schools
Action 2: A development officer is working to improve nursery attainment through validated self-evaluation with nurseries
Action 4: Work is being carried out with the primary school and the nursery that did not receive a positive inspection report and improvements are being made

Elaine Cook advised that Jim Cameron is the responsible owner for all actions relating to nurseries and primary schools and that more detailed information on Actions 2, 3 and 4 will be circulated to the Steering Group. It was agreed that Elaine Cook or Jim Cameron would attend Steering Group meetings to represent Education.

Action 5: The Climate Change Strategy and Carbon Management Plan may now be reported to a later Steering Group and Board as changes are being made to both documents
Action 6: Graeme Struthers advised that it is not possible to create an automated data transfer from Covalent to the horizon scanning spreadsheet. It is however possible to develop relevant scorecards within Covalent.
Action 7: A full discussion on improving LAC outcomes was had at the 1 April special meeting. A paper will now be taken to EMT and feedback will be provided to the Steering Group following this.

The remaining actions were complete or covered within separate agenda items.

4. SOA Performance Reports

a. High-Level Indicators Report

- **Police PIs:** Angus MacInnes provided a verbal update on the Police PIs – more detail will be provided once figures have been reported to the Services for the Community

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Policy Development and Scrutiny Panel on 21 April. This paper also includes comparison to other divisions and is to be circulated to the Steering Group for information.

It was advised that changes have been made to how Road Accidents are recorded. Jim Jack agreed to check that the SOA PI reflects this.

- **Fire PIs:** Gary Laing advised that Quarter 4 2014/15 data will be available later this week, however it is anticipated that the reduction targets will be achieved for accidental and deliberate fires.
- **SOA1304_30 (% of EEI cases 8 to 15 years who do not reoffend within 12 months**): Quarter 4 data has become available since the High-Level PI report was generated – there has been a significant improvement from 53% to 77%.
- **SOA1305_10 (% of young people under the age of 22 who were previously looked after who go on to receive a custodial sentence):** It was advised that a new, more robust PI is being developed, with a better representative sample. This new PI will be developed on Covalent and circulated to the Steering Group for approval before the May CPP Board.
- **SOA1302_02 (% adults in receipt of key out of work benefits):** Data shows the lowest levels since recording began for this PI. Improvements in the economy have resulted in more people getting into jobs. This has mostly been people who are job ready. The new emphasis will be on those individuals who are facing more challenging barriers in getting into work, therefore there will be a focus on providing support that will enable this to happen. This will be the focus of the Working Together Group. There was some discussion around the impact of benefit sanctions on benefit claimants and it was advised that a draft paper on this is being taken to the Anti-Poverty Strategy Board on 21 April and a final paper to the CPP Board on 25 May. The final report is to be circulated to the Steering Group.
- **Health:** Only one PI had been updated this quarter. 2013/14 data indicates that 78.1% of children are of a healthy weight, better than the Scottish average of 76.4%. The other Health PIs will be updated on Covalent as data becomes available.

It was noted that the ownership of Police PIs should be updated on Covalent. It was also agreed that, where available, Quarter 4 2014/15 data should be updated on Covalent before reports are generated for the CPP Board in May, otherwise narrative should be updated to highlight when this data will be available.

b. Environment Report

Peter Rogers talked to the PIs in the SOA Environment Report. The following points were raised.

- **SOA1308_02 (Street Cleanliness):** Jim Jack advised that more up to date data is available for this PI and that Covalent would be updated accordingly.
- **SOA1308_03/04 (% household/municipal solid waste recycled):** The draft 2014 figures show a small increase in recycling rates. These will be confirmed by SEPA in

October 2015. Some discussion was had on recycling amongst partner organisations, which is varied. Peter advised that a waste audit has been carried out as part of the Green Impact initiative and that figures can be circulated. It was suggested that the work done with the business community around waste could be captured in these statistics.

- **SOA1308_07 (Tonnes of CO2 emissions per capita):** There is a significant time lag for this PI (latest data is from 2012). Data is only available from the DECC and there is no equivalent Scottish statistic.
- **SOA1308_08 (% reduction in emissions from council services and activities):** Data for 2014/15 will not be available until later this year. Reporting on annual carbon emissions will be mandatory from next year. The target going forward looks to be a 3% reduction year on year.
- **SOA1308_09 (Energy generated as a result of renewables and low carbon technology-heat):** Implementation of the biomass project has been delayed and so this PI is behind target, however increases will be seen from next year.
- **SOA1308_11 (% water bodies achieving high or good overall status):** There is a data lag for this PI and local targets are to be revised.
- **SOA1308_14 (% adults making one or more visits to the outdoors per week**): Performance is below the national average. This data is from a Scottish Natural Heritage survey and it was suggested that this may not accurately reflect what is happening locally.
- **SOA1308_15 (Average NHER energy rating):** It was suggested that there may be a better data source for this PI
- **SOA1308_16 (% households offered opportunity to participate in HEEPS):** Consideration is to be given to how changes to HEEPS and the move to EESSH will affect this SOA PI
- **SOA1308_18 (No. users engaging with council funded and part funded heritage services):** It was requested that more information is provided on the drop in numbers
- **SOA1308_19/20 (% primary/secondary school children travelling actively to school):** Ensure data is up to date on Covalent before the May CPP Board

c. Exceptions Report

- **SOA1301_03:** Data for the breastfeeding PI will be available in summer 2015. Some discussion was had around whether the Steering Group should consider setting a benchmark/incremental improvement target that is more realistic for West Lothian. Breastfeeding is a whole community approach and not a health activity. Low breastfeeding rates are a national issue and not West Lothian specific. It was suggested that this PI is compared to the local authorities that West Lothian is typically benchmarked against.
- **SOA1301_05 (% LAC 3+ placements):** It was agreed that this PI would be changed to reflect how data is collected nationally
- **SOA1307_06 (% residents who smoke-16+ years):** Some discussion was had around e-cigarettes and how national figures show that these are not having a beneficial impact on reducing smoking. New advertising regulations hope to prevent uptake in younger people. An increase in prevalence of e-cigarette outlets has a correlation with problems

with legal highs in local authority areas (West Lothian does not have many outlets or a big problem with legal highs).

d. Summary Dashboard

The Summary Dashboard was noted.

e. Horizon Scanning

Michael Davis provided an update on the horizon scanning process. As discussed earlier in the meeting, it is not possible to automate data transfer from Covalent to the horizon scanning spreadsheet, however much of the data input to the spreadsheet is already complete. Michael has looked at linking PIs together, as discussed at the last Steering Group. Only 8 PIs have been updated with 2014/15 data. It was agreed that a report will be taken to the August Steering Group, when more 2014/15 data is available, comparing performance to last year. This report will also look to link PIs and discuss relevant interventions.

5. Draft CPP Development Plan

A CPP Development Session was held on 4 March as a first step to identifying improvement actions to address the issues in the CPP audit report. A first draft CPP Development Plan has been developed based on discussions at this session. A write-up of these discussions was also circulated to provide background information to how the plan was developed. There are some gaps in the Development Plan, particularly in terms of ownership and timescales against each action. It was agreed that this draft plan would be re-circulated to the Steering Group for review. A suitable deadline should be provided to allow comments/additions to be incorporated into a final draft version to be taken to the CPP Board in May.

6. SOA Review

As agreed at the last Steering Group meeting, relevant officers have been consulted to ensure that the performance indicators section of the SOA is up to date and accurate. A draft updated version of the SOA has been produced. The following points were raised in relation to the proposed PI changes:

1. Changes have been made to targets and data source for some Economic/Employability PIs. The source for the number of indigenous businesses PIs has been changed from the business database that WLC maintains to the more robust 'UK Business Count – Enterprises dataset' (see 1d and 1e in the covering summary). This also allows comparisons to be made with other areas in the UK. It was agreed that the rationale for such changes be expanded on in the covering report for when the SOA Review is reported to the CPP Board.
2. It was suggested that it would be appropriate to remove the Bank Account PI – benefits are paid directly into a bank account so we would expect most residents to have one
3. Although it was suggested that the 'number of recorded hate crimes' is removed from the SOA, this will still be measured. It was agreed that it is still important to measure the

perceptions of victims of hate crime and relevant questions could be considered for the next Quality of Life survey and Police Scotland's customer satisfaction survey.

4. It was agreed that the tenant satisfaction baseline and targets are appropriate to include.
5. There were previously issues with the measurement and accuracy of the free school meal/breakfast club PIs in the SOA. A new replacement PI has been proposed, '% uptake of free school meals P1-3 against school roll'. This is a national measure and figures are more robust. There will be more focused work below this PI to measure and track uptake of meals by pupils from more deprived areas.
6. A core suite of integration indicators and national health and wellbeing outcomes have recently been published. It was agreed that these should be reviewed in-line with the SOA indicators to ensure that we are measuring Health outcomes in a consistent, joined up way, and that a paper on this should be taken to the next Steering Group meeting.

It was agreed that the draft updated SOA would be re-circulated to the Steering Group for comments, however it was noted that this would not be reported to the CPP Board until the integration PIs have been discussed. There will potentially be more changes to be made to the SOA following these discussions.

It was also suggested that the targets for the Election Turnout PIs should be reviewed to reflect increased voter turnout following the Referendum.

7. West Lothian College Regional Outcome Agreement 2015-17

Mhairi Harrington provided an update on the West Lothian College Regional Outcome Agreement (ROA) 2015-17 to raise awareness of this amongst partners. A presentation will also be delivered to the CPP Board in May. The ROA aligns with and contributes to the SOA outcomes, specifically to improve the employment position in West Lothian, improve attainment and positive destinations and tackle inequality. There was some discussion around the work to support vulnerable students and the good links with West Lothian Council. The link to the ROA is to be circulated to the Steering Group and will be included in the paper to the CPP Board in May.

8. Draft Agenda for CPP Board 25 May 2015

- The placemaking report will cover the Whitburn charrette process, findings and next steps. There will be two sessions on Thursday 23 April (3pm and 7pm, Whitburn Community Centre) to report back on the findings and all partners are welcome to attend.
- The Climate Change Strategy and Carbon Management Plan may have to be reported to a later Steering Group and Board meeting – to be confirmed as soon as possible
- There will be an update on the Community Justice Redesign from Tim Ward. Alison McCallum offered to circulate a presentation she recently received from the Scottish Government on this.
- The SOA Review item is to be removed from the May agenda, to be reported at a later date following discussion on the Integration PIs

9. *Additional Item: Realigning Children's Services – Scotland's Strategic Commissioning Support Programme for Children's Services*

An additional item had been added to the agenda and two papers were circulated at the meeting: - a letter from the Scottish Government outlining the Realigning Children's Services programme and an information sheet for CPPs. This is a national programme being offered to CPPs to support the shaping of children's services more closely to need. A lot of resource is on offer, including two advisors and a pupil survey. We will be required to fund a parent survey. Approval is required from the CPP before this offer is reported to Council Executive next week. The relevant documents are to be circulated to the Steering Group to review and any issues are to be fed back to Jane Kellock.

Dates of Next Meetings (2-4pm)

Monday 3 August – Economic Thematic Focus (Conference Room 1)
Monday 2 November – Community Safety Thematic Focus (Conference Room 3)

Actions

No.	Action	Who	When	Update *(to be completed for August meeting)*
2. Minute of Previous Meeting				
1	More detailed information to be circulated on the Actions from the previous meeting around interventions to improve nursery attainment, the review of SOA1301_07 and the schools not receiving positive inspection reports	Elaine Cook/Jim Cameron	By 1 May 2015	
4a. High Level Indicators Report				
2	Police Performance paper to be circulated to the Steering Group	Angus MacInnes	By 1 May 2015	
3	Jim Jack to check that the Road Accidents SOA PI (SOA1304_12) is accurate	Jim Jack	By 15 May 2015	
4	New PI for previously Looked After Children receiving a custodial sentence to be developed on Covalent and circulated to the Steering Group for approval before the May CPP Board	Tim Ward	By 15 May 2015	

5	Circulate Benefit Sanctions report to Steering Group	Joanna Anderson	25 May 2015	
6	Update Police PI ownership on Covalent	Angus MacInnes	By 15 May 2015	
7	Ensure data is as up to date as possible on Covalent, or that narrative highlights when data will become available, before reports are run for the CPP Board in May	All relevant officers	By 15 May 2015	
4b. Environment Report				
8	SOA1308_02 to be updated on Covalent before reports are run for the CPP Board in May	Jim Jack	By 15 May 2015	
9	Consideration to be given to how changes to HEEPS will affect SOA1308_16	Alistair Shaw	By 3 August Steering Group meeting	
10	Further detail is to be provided on SOA1308_18 (users engaging with heritage services)	Steve Field	By 15 May 2015	
4c. Exceptions Report				
11	SOA1301_05 (% LAC with 3+ placements) to be amended on Covalent to reflect how data is collected nationally	Jane Kellock	By 3 August Steering Group meeting	
4e. Horizon Scanning				
12	Full horizon scanning report to be taken to the next Steering Group meeting	Michael Davis	By 3 August Steering Group meeting	
5. Draft CPP Development Plan				
13	Steering Group to provide comments on the draft CPP Development Plan	ALL	By 1 May 2015	
6. SOA Review				
14	Expand on rationale behind proposed changes to SOA in covering report to CPP Board	Joanna Anderson	By August Steering Group/Board meetings	

15	Carol Bebbington to prepare a Health PI review paper for the next Steering Group	Carol Bebbington	By 3 August Steering Group meeting	
16	Steering Group to provide comments on the draft updated SOA	ALL	By 1 May 2015	
7. West Lothian College Regional Outcome Agreement				
17	The link to the ROA is to be circulated to the Steering Group and will be included in the paper to the CPP Board in May	Mhairi Harrington	By 25 May CPP Board meeting	
8. Draft Agenda for CPP Board 25 May 2015				
18	Climate Change Strategy and Carbon Management Plan potentially to be removed from agenda – to be confirmed	Craig McCorriston	Final agenda to be circulated with CPP Board papers on 18 May 2015	
19	SOA Review to be removed from the May CPP Board agenda (to be reported to the CPP Board following the Health PI review)	Joanna Anderson	Final agenda to be circulated with CPP Board papers on 18 May 2015	
9. Realigning Children's Services – Scotland's Strategic Commissioning Support Programme for Children's Services				
20	Relevant documents to be circulated to the Steering Group and any issues to be fed back to Jane Kellock	Joanna Anderson/ ALL	By 12pm on 22 April 2015	

MINUTE of MEETING of COMMUNITY SAFETY BOARD of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, LIVINGSTON, on MONDAY 8TH DECEMBER 2014

Present – Councillors John McGinty (Chair), Frank Anderson, Dave King (substituting for Cathy Muldoon) and Anne McMillan; Graeme Struthers (Depute Chief Executive, WLC); Superintendent Angus McInnes (Police Scotland); Alistair Shaw (Head of Housing, Construction and Building Services, WLC); Yvonne Beresford (Policy & Performance Officer, WLC); Lorraine Gillies (Community Planning Development Manager, WLC); Tim Ward (Senior Manager, Health & Care Partnership, WLC); Siobhan Mullen (Customer Services Manager, WLC)

Apologies – Councillors Peter Johnston and Cathy Muldoon; Rob Strachan (Lothian & Borders Criminal Justice Authority).

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Board confirmed the Minute of its meeting held on 22 September 2014. The Minute was thereafter signed by the Chair.

3. NOTE MINUTE OF COMMUNITY PLANNING STEERING GROUP OF 3 NOVEMBER 2014

Noted the Minute of the meeting of the Community Planning Steering Group held on 3 November 2014.

4. COMMUNITY SAFETY QUARTERLY PERFORMANCE UPDATE

The Board considered a report (copies of which had been circulated) providing information from Covalent (the council's performance monitoring system) showing Community Safety Performance indicators for the year to date.

Yvonne Beresford, Policy and Performance Officer, then provided an overview of some of the main performance measures contained in the report.

Decision

To note the contents of the report

5. COMMUNITY SAFETY STRATEGIC ASSESSMENT AND PERFORMANCE INDICTORS

The Board considered a report (copies of which had been circulated) by the West Lothian Community Safety Strategic Steering Group providing an update on the development of the Community Safety Strategic

Assessment 2015-2018.

The Board was advised that the Partnership Analyst, Colin Heggie, was collating data and information from the Community Safety Partners that would be required to carry out the risk analysis.

There were also dates planned to provide training input to members of the Joint Monthly Tactical Meetings and the Community Safety Strategic Group. This work would provide the partners with the information and data that needed to be considered in the scoring process. This would then provide the Community Safety Partnership with the main priorities going forward to 2018.

This process and preparatory work was well underway and within the timescales originally set. It was envisaged that the priority setting would be completed in January/February 2015 and monitored and approved by the Community Safety Strategic Steering Group. The group would then report to the Community Safety Board in March 2015.

In conjunction with the strategic assessment, Community Safety Partners had reviewed all their current performance indicators and had highlighted areas that required change or amendment. There were also areas that were currently not reflected in the performance reporting that could perhaps be included next year.

The Community Safety Partners had agreed to wait until the conclusion of the priority setting process that would determine the priorities for West Lothian in terms of Community Safety. The resultant and agreed priorities would then determine the performance indicators that would align to the outcome determined by Partners and would be sent to the Community Safety Board for approval.

The Board noted that the report highlighted the work being carried out by the Partnership Analyst and the Community Safety Partners in providing data and information that was required for the analytical report necessary in the priority setting process.

The Board were asked to note the progress to date.

Decision

To note the contents of the report

6. TRADING STANDARDS PARTNERSHIP WORK

The Board considered a report (copies of which had been circulated) by the West Lothian Community Safety Strategic Steering Group providing an overview on the work streams undertaken by Trading Standards in conjunction with Adult Protection Services, Police Scotland, Alzheimer Scotland and Victim Support Scotland, aimed at identifying potential victims of fraudulent mailing or telephone schemes by providing support and advice where appropriate.

The Board was advised that each year the financial detriment caused to UK consumers by mass marketing scams was estimated to be in the region of £3.5 billion. Working with partner agencies, Trading Standards was involved in initiatives aimed at minimising the potential harm from mass marketing scams suffered by vulnerable and disadvantaged groups.

The first scheme was known as the West Lothian Scams Hub which was an initiative funded through the National Trading Standards Board Tasking Groups and hosted by East Sussex Trading Standards Service. The initiative provided each local authority Trading Standards service with access to a list of names and addresses, for their local area, of potential victims of mass marketing scams. For West Lothian this translated as an initial list of over 200 local residents.

Early discussions with partners resulted in agreement that all individuals on the list would be offered a minimum level of information and assistance. To this end an information pack was compiled covering mailing scams, doorstep sales and details of the services offered by the partners.

There were several positive outcomes from this work stream in that the information provided and assistance offered seemed well received by recipients and it was reassuring to discover that nobody was identified as currently suffering financial harm from mailing scams.

The second scheme aimed to assist the victims of unwanted telephone marketing calls. Following extensive trials by Angus, East Dunbartonshire and East Renfrewshire councils, the national enforcement team hosted by COSLA, had offered to provide West Lothian Trading Standards with funding for the supply and installation of ten “True Call” call-blocking units for distribution to vulnerable customers. The “True-Call” devices were linked to a secure web site, accessible to Trading Standards who could then monitor the call activity for each device, including details of all rejected calls and those successfully connected.

Potential recipients and/or carers had been identified by Trading Standards in conjunction with partner agencies and had been contacted with a view to offering them the product, along with ongoing support. To date six devices had been installed with arrangements in place to install a further two.

Early evidence suggested that the devices were working successfully with over 99% of nuisance calls blocked within the first eight weeks of installation. Feedback from recipients had also suggested that they were very satisfied with the effectiveness of the units.

It was recommended that the Community Safety Board :-

1. Note the contents of the report and recognises the value of joint working arrangements developed between Adult Protection Services, Trading Standards, Police Scotland and Victim Support Scotland; and

2. Note the pro-active steps taken to identify potential victims of fraudulent mailing and telephone schemes by providing them with appropriate advice and support.

In response to a question, the Board was advised that anyone who suffered verbal abuse from cold callers and were able to identify the callers number should contact Trading Standards for the incident to be investigated. Furthermore, anyone receiving continuous abusive telephone cold calls which originated within the UK could contact Police Scotland for assistance. The Chair thanked Trading Standards Officers for their work to assist victims or those at risk of fraudulent mailing or telephone scams.

Decision

To note the contents of the report.

7. EASTER HOLIDAY 2014 - DELIBERATE FIRE REDUCTION EVALUATION

The Board considered a report (copies of which had been circulated) by the West Lothian Community Safety Strategic Steering Group providing an evaluation to measure the effectiveness of the programme to reduce deliberate fire raising over the Easter Holiday period.

The Board was advised that the School Easter Holiday period historically resulted in the highest level of operation activity for the Scottish Fire and Rescue Service. In preparation of this period the partnership had devised and delivered a programme of preventative and diversionary activities. The preventative programme was undertaken during the months of March and April 2014 and consisted of a number of initiatives and events and included support from partners, including Police Scotland, West Lothian Council, Criminal Justice Service and West Lothian Youth Action Project.

In order to evaluate the success of the preventative work, the fire incident data for March and April had been analysed and compared to the same period from the previous year. The results were as follows :-

- 5% overall reduction in the number of deliberate primary and secondary fires attended by SFRS; and

- 13% reduction in all secondary fires.

Therefore it was evident that overall the preventative programme undertaken improved outcomes when compared to last year. This was particularly relevant when it was noted that the weather over this year's Easter Holiday period was much more favourable than the period during 2013.

The report then provided a summary of the key initiatives undertaken and included a targeted school programme aimed at Primary 7 and Secondary 3 children, school poster campaign, uplift of fly tipping/abandoned

vehicles, engagement with young people and media releases.

The report concluded that through the evaluation it was evident that there had been improved outcomes during the Easter Holiday period and as such the preventative work undertaken would be developed further for future campaigns. Where key learning points had been identified these would be used to inform future planning arrangements.

It was recommended that the Community Safety Board :-

- Note the content of the report and acknowledge improved outcomes delivered through the partnership approach; and
- Partners agree to support the development and delivery of future seasonal action plans.

Decision

To note the contents of the report

8. PROPOSED COMMUNITY SAFETY BOARD MEETING DATES FOR 2015

The Board considered a report (copies of which had been circulated) by the West Lothian Community Safety Strategic Steering Group advising of the proposed dates for meetings of the Community Safety Board in 2015. Dates for the Community Safety Strategic Steering Group were also detailed in the report

The proposed meeting dates for the Community Safety Board in 2015 were as follows :-

- Monday 22 March 2015
- Monday 22 June 2015
- Monday 21 September 2015
- Monday 7 December 2015

It was proposed that all meetings would be between 2-4pm in Council Chambers, West Lothian Civic Centre

The following dates were also proposed for meetings of the Community Safety Strategic Steering Group in 2015 :-

- ❖ Tuesday 24 February 2015
- ❖ Tuesday 26 May 2015
- ❖ Tuesday 25 August 2015
- ❖ Tuesday 10 November 2015

It was recommended that the Community Safety Board approve the meeting dates for its meetings in 2015 as outlined in the report.

Decision

To approve the terms of the report

Public

Draft Minute - West Lothian Economic Partnership Forum March 2015

West Lothian College, Livingston
Wednesday 4th[rd] March 2015 at 10.15

Present:

Graham Hope, West Lothian Council (chair)
Jim Henderson, West Lothian Council
George Hotchkiss, West Lothian College
Alice Mitchell, West Lothian Council
Ian Hepburn, West Lothian Council
David Greaves West Lothian Council
Frank Beattie, Scottish Enterprise
David Smith, Scottish Enterprise
Steve Field, West Lothian Council
Julie Skelton, Job Centre Plus
Craig McCorriston, West Lothian Council
Linda Scott, West Lothian Chamber

Apologies:

Moira Niven, West Lothian Council
Cllr Martyn Day, West Lothian Council
Alistair Shaw, West Lothian Council
Martin Murray, Shin-Etsu
Drummond Black, Federation of Small Businesses
Cllr Cathy Muldoon, West Lothian Council (Chair)
Donald Lumsden, Skills Development Scotland

1) **Welcome and Introductions**
Graham Hope welcomed the Partnership Forum members to the meeting.

GH offered congratulations to College Principle Mhairi Harrington, who has been named Further Education Leader of the Year. This prestigious award is in recognition of Mhairi's leadership of West Lothian College through a period of great upheaval in the Scottish FE sector including regionalisation, funding cuts and qualification reform.

2) Minutes of Last Meeting
Minutes of the meeting held on 3 Dec 2014 were agreed, subject to a change in the date, as an accurate record.

3) Matters Arising

a) Future of European Funding
AS updated the forum on the current position regarding EU funds. Whilst notional allocations had been indicated by Scottish Government for West Lothian strategic projects, there were still a number of outstanding issues to be resolved in relation to the delivery arrangements.

4) West Lothian Economic Growth Plan – Jim Henderson

JH provided a verbal update. In particular he highlighted the following:-

a) The availability of growth finance is supporting significant levels of investment and driving jobs growth
b) Broxburn Business Gateway office now includes an out-reach presence from WL College (with Business gateway staff also operating in WL college)
c) New firms supported from the Broxburn area have doubled since the opening of the BG office
d) General level of higher growth start-ups across West Lothian is very high – 380% above target. West Lothian's Business Gateway performance is much better than other parts of Edinburgh and Lothian and Scotland overall
e) Partner involvement underpins jobs growth and ensuring growing companies recruit within West Lothian – eg Business Breakfast at West Lothian College led by DWP attracted 20 employers.

David Smith confirmed that generally positive news extended to those businesses obtaining Scottish Enterprise support. DS asked whether there was a sector pattern to high growth start-ups.

JH indicated that high growth was evident across all sectors.

Craig McCorriston reported that the buoyancy in business start-ups and development activity had been accompanied by an increase in the number and scale of commercial and business planning enquiries. There is strong interest from the distribution sector including potential food distribution.

It was agreed that CMcC would provide an update on planning applications to all future EPF meetings

5) Regeneration Framework – Annual Update – Ian Hepburn

IH spoke to a report that had been circulated. He highlighted that the Regeneration Framework had been launched in February 2014 as a twenty year approach to regeneration of communities, and that the report provided the first annual update on progress.

In addition to the overarching Regeneration Framework, a series of regeneration action plans were being developed which would focus on the seven most disadvantaged areas across West Lothian.

The Scottish Index of Multiple Deprivation (SIMD) will be used to monitor progress (the next SIMD data release is scheduled for early 2016).

The report gave an update under five themes:

1. Employability and Employment;
2. Early Years and Family Learning;
3. Health and Wellbeing;
4. Economic Development;
5. Community Capacity and Cohesion

A number of specific points were discussed in detail:

- The West Lothian Manufacturing Initiative – highlighting the importance of key employers in contributing to wider community regeneration;
- Demand from employers is key to delivering employability, and engagement of employers in and around target communities therefore crucial;
- Lidl, Oil States and Schuh are examples of companies whose potential contribution towards the regeneration framework could be maximised;
- Additional information on educational attainment and adaptive testing would be helpful;
- Health related indicators need to be included in future monitoring updates;
- The regeneration action plans need to ensure that the strong partnership working at a West Lothian wide level is replicated in target communities. Schools in particular have a central role to play in this approach.

It was agreed that details on the 7 most disadvantaged target areas be circulated for information.

6) West Lothian Working Together Action Plan 2015-16

Julie Skelton explained that the circulated report was the Working Together Strategy Review, rather than the Working Together Action Plan. The document outlines how the Working Together Employability Partnership aimed to continue to focus on reducing the overall level of joblessness and enable employers to recruit through partnership based actions.

Key drivers outlined in the strategy are:

- The need to focus on preventing youth unemployment;
- Changes to the benefit regime in the UK particularly the gradual roll-out of Universal Credit;
- The opportunities to strengthen and extend the successful "Single Point of Contact for employers" who are aiming to recruit or access financial support for new recruits, apprenticeships and training;
- Opportunity to build on service integration for job candidates
- The need to differentiate service provision to support those groups with multiple barriers to employment including lone parents, people with health related conditions and older unemployed.

George Hotchkiss indicated that WL College had a number of specific actions to add to the action plan.

7) School Leaver Destination Results and follow-up actions

The West Lothian CPP Report produced by Skills Development Scotland had been circulated. The report provided a breakdown on the initial School leaver destination results for 2013/14 leavers. David Greaves highlighted some of the key findings in the report:

- The increase in positive destinations for West Lothian leavers to 93.0% (slightly above the Scottish average)
- The 2013/14 positive lever level represents an increase from 92.0% in 2012/13 and from 81% in 2007/8

- West Lothian has improved relative to other local authority areas
- The increase in positive destinations has been achieved through increasing the number of FE, and post school training opportunities and increasing access to Higher Education
- A target of 94% for 2014/15 leavers has been agreed for 2014/15
- To achieve this further increase in positive destinations, employment opportunities including Modern Apprenticeships based jobs need to be prioritised
- There is still progress to be made in terms of increasing positive destinations for Broxburn Academy.

The report was discussed at length, and a number of issues identified:

- The need to continue to address occupation gender imbalance both in respect of those leavers entering employment and access to HE/FE courses;
- The requirement to focus on sustainability and progression after the initial destination;
- The need to increase the positive destination outcomes for students in more deprived areas.

8) For Information

The following reports/minutes had been circulated in advance for information:

a) Minutes of Opportunities for All Board Feb 2015 (to be circulated)
b) Minutes of Working Together Employability Group – December 2014 (circulated for information)

9) Dates of Future Meetings

Wed 3rd June 2015 - 10.00-(re-arranged to Wed 17th June)
Wed 2nd September 2015
Wed 2nd December 2015

West Lothian Council

NHS Lothian

West Lothian
Community Health and Care Partnership

DRAFT

Minutes of the West Lothian Sub Committee held on 18th December 2014, 1400 – 1600, Strathbrock Partnership Centre.

Present	Frank Toner (FT)	Chair, West Lothian CHCP
	Jim Forrest (JF)	Director, West Lothian CHCP
	Marion Christie (MC)	Head of Health / General Manager, WLCHCP
	Jennifer Scott (JS)	Head of Social Policy, WLC
	Alan Bell (AB)	Senior Manager, Community Care Support & Services
	Lindsay Seywright (LS)	West Lothian College
	Gill Cottrell (GC)	Chief Nurse
	Chris Stirling (CS)	SJH Site Director
	Jane Kellock (JK)	Senior Manager, Children & Early Intervention
	Ian Buchanan (IB)	Public Partnership Forum Rep
	Lorraine Gillies (LG)	Community Planning Development Manager
	Tim Ward (TW)	Senior Manager
	Elaine Duncan (ED)	Clinical Director CHCP
	Sian Tucker (ST)	Clinical Director LUCS
Apologies	Mary-Denise McKernan (MMc)	Manager, Carers of West Lothian
	Jane Houston (JH)	Partnership Lead
	Alistair Shaw (AS)	Head of Service WLC
	Pat Donald (PD)	Acting AHP Manager
	Andreas Kelch (AK)	GP PCCF Rep
	Moira Niven (MN)	Deputy Chief Executive
	Julie Cassidy (JC)	Public Involvement Co-ordinator
In Attendance	Marjory Brisbane	Admin Manager (Minutes)
	Norma Paterson	Service Development Officer

1. APOLOGIES
As above.

2. ORDER OF BUSINESS INCLUDING NOTICE OF URGENT BUSINESS
As agenda

3. ANY OTHER BUSINESS FOR TODAY
No other business notified.

4. DECLARATION OF INTEREST
FT declared he is chair of the CHCP and non executive member of NHS Lothian.

5. DRAFT MINUTE OF WEST LOTHIAN CHCP SUB COMMITTEE
The minutes of the meeting held on 9th October 2014 were approved as being an accurate record.

6. CONFIRMATION OF ACTION POINTS
Action points confirmed

ACTION

7. MINUTES OF WEST LOTHIAN PUBLIC PARTNERSHIP FORUM FOR HEALTH CARE (WLPPFHC) MEETING

Noted minutes of 25/09/14

8. MINUTES OF PRIMARY CARE JOINT MANAGEMENT GROUP

Noted minutes of 09/10/14

9. MINUTES OF CHILDREN AND FAMILIES MANAGEMENT GROUP AND SUB GROUPS REPORT

Noted minutes of 12/11/14

10. MINUTES OF COMMUNITY PLANNING STEERING GROUP

Noted minutes of 03/11/14

11. COVALENT REPORT SAFER COMMUNITIES

TW talked to a presentation providing an update on various suites of indicators covered under Community Safety.

Areas which were highlighted included the high success rate of woman engaging with the Almond Project and has been recognised that a more challenging target requires to be set. High success rate of MAPPA was acknowledged with a report being provided later on the agenda.

12 REDUCING RE-OFFENDING ANNUAL REPORT

TW talked to the report highlighting the main activities and initiatives which have been taken forward in the previous 18 months. The main activities include the

- Almond Project launched in August 2012,
- Pilot of the Persistent Offender Partnership in November 2012,
- Recognition that substance misuse is a significant factor of persistent offending and the subsequent commissioning of West Lothian Drug and Alcohol Service (WLDAS) and Circle to provide relevant services,
- One to one programmes for perpetrators of domestic abuse
- Ongoing development of the Whole Systems Approach and Early Effective Interventions,
- Through-care needs of short term prisoners in Addiewell Prison being met by a WLDAS worker
- Offender profile was undertaken to help inform the Reducing Re-Offending Strategic Plan 2013 – 2018.

Reports under some of these areas will follow later on agenda.

The Sub Committee noted the report.

13. ALMOND PROJECT UPDATE

TW talked to the paper providing an update on the success of the project. 70 referrals have been made so far with a proposal to extend the provision. The specific areas of support are based on woman's needs and include helping woman comply with statutory orders, support with housing and accommodation issues, support at children's' hearings, court and lawyers, and help to access alcohol, drug and mental health services.

ED asked for clarity around the referral criteria. TW confirmed any woman known to the criminal justice service can be referred. The service currently feels they are meeting the demands and there are no known gaps in the service.

The Sub Committee noted the report..

DRAFT

ACTION

14. EARLY EFFECTIVE INTERVENTION/WHOLE SYSTEMS APPROACH

TW talked to the report describing the Whole System Approach that has consolidated a range of already existing good practice in West Lothian. This is being developed and implemented through a partnership approach to meet the needs of young people who offend to reduce the necessity for statutory measures, secure care and custody.

The Early Effective Interventions which has proven to be successful for 8 – 15 year olds now includes 16 and 17 year olds. A multi-agency screening group provides a menu of services and packages to work with children and young people who offend. The success of the project has been measured by the reduction of referral to the Children's Reporter from 658 in 2009 to 213 in 2014.

The Sub Committee noted the report.

15. MAPPA ANNUAL REPORT

TW talked to the reporting highlighting there is nothing specific for West Lothian in the Annual report but provides generic update across Lothian. Numbers are too small to pull out for West Lothian and would highlight a data protection issue. The report is a requirement for the Scottish Government**.** TW confirmed MAPPA is well managed across West Lothian**.**

The Sub Committee noted the report**.**

16. PUPLIC PROTECTION UPDATE

TW talked to the report providing an update on how West Lothian CHCP are working with partners to deliver outcomes related to public protection. There are three main areas, Child protection, Adult protection and Multi –agency public Protection Arrangements (MAPPA). TW highlighted there are currently two main areas under MAPPA with a proposal to move to a third area to include violent offenders being managed under local arrangements. A review is currently being undertaken in line with the Government strategic plan of which JS is sitting on the oversight group.

The Sub Committee noted the report..

17. LUCS REVIEW PAPER

ST talked to the report recommending the Sub Committee consider the review report as part of the engagement process. The review was carried out by Pat Dawson to ensure the sustainability of the service. 48 recommendations have been identified and a service improvement plan has been developed. Extensive engagement has taken place with staff and internal stakeholders, findings of the review have been fed back through three general staff meetings. The review report is now being shared with corporate management team, Sub Committee and public engagement processes. There are no significant changes identified for West Lothian.

MC highlighted the capacity issues raising problems with low staff morale. Currently nursing shifts are being covered by GP which is causing a financial issue, 4 nurses have been trained in the last year to try and alleviate this problem.

ST informed the Sub Committee Lanarkshire GP's are opening on a Saturday from January 2015. This proposal was put to West Lothian GP last year but they declined to provide this service due to shortage of GP's.

JF asked when the final sign off would be carried out. This would be carried out following further public consultation and then taken back to East Lothian CHCP who host the service for approval. Clarity around dates for final sign off will be provided around March/April 2015.

DRAFT

ACTION
MC/ST

FT requested the paper to be brought to West Lothian CHCP Board. MC to consult with ST re appropriate timescales.

18. ANY OTHER COMPETENT BUSINESS

The meeting closed at 4.00pm

DATE, TIME OF NEXT MEETINGS

CHCP Sub Committee meetings at 2pm – 4pm in Strathbrock Partnership Centre.

12th February 2015
16th April 2015
11th June 2015

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DRAFT

West Lothian Council

NHS Lothian

West Lothian
Community Health and Care Partnership

DRAFT

Minutes of the West Lothian Sub Committee held on , 1400 – 1600, Strathbrock Partnership Centre.

Present	Frank Toner (FT)	Chair, West Lothian CHCP
	Jim Forrest (JF)	Director, West Lothian CHCP
	Jennifer Scott (JS)	Head of Social Policy, WLC
	Alan Bell (AB)	Senior Manager, Community Care Support & Service
	Andreas Kelch (AK)	GP PCCF Rep
	Gill Cottrell (GC)	Chief Nurse
	Jane Kellock (JK)	Senior Manager, Children & Early Intervention
	Ian Buchanan (IB)	Public Partnership Forum Rep
	Mary Vest (MV)	H & WB Co ordinator
	Susan McKenzie (SMc)	S W Team Manager
	Paula Huddart (PH)	Group Manager EY & EI
Apologies	Marion Christie (MC)	Head of Health / General Manager, WLCHCP
	Lindsay Seywright (LS)	West Lothian College
	Chris Stirling (CS)	SJH Site Director
	Elaine Duncan (ED)	Clinical Director CHCP
	Lorraine Gillies (LG)	Community Planning Development Manager
	Mary-Denise McKernan (MMc)	Manager, Carers of West Lothian
	Jane Houston (JH)	Partnership Lead
	Alistair Shaw (AS)	Head of Service WLC
	Pat Donald (PD)	Acting AHP Manager
	Moira Niven (MN)	Deputy Chief Executive
	Julie Cassidy (JC)	Public Involvement Co-ordinator
In Attendance	Marjory Brisbane	Admin Manager (Minutes)

1. APOLOGIES
As above.

2. ORDER OF BUSINESS INCLUDING NOTICE OF URGENT BUSINESS
As agenda

3. ANY OTHER BUSINESS FOR TODAY
No other business notified.

4. DECLARATION OF INTEREST
FT declared he is chair of the CHCP and non executive member of NHS Lothian.

5. DRAFT MINUTE OF WEST LOTHIAN CHCP SUB COMMITTEE
The minutes of the meeting held on 18th December 2014 were approved as being an accurate record.

6. CONFIRMATION OF ACTION POINTS
Action points confirmed

ACTION

7. MINUTES OF WEST LOTHIAN PUBLIC PARTNERSHIP FORUM FOR HEALTH CARE (WLPPFHC) MEETING

No minutes available. Minutes to be circulated to members prior to next Sub Committee

8. MINUTES OF PRIMARY CARE JOINT MANAGEMENT GROUP

Noted minutes of 13/11/14

9. MINUTES OF CHILDREN AND FAMILIES MANAGEMENT GROUP AND SUB GROUPS REPORT

No minutes

10. MINUTES OF COMMUNITY PLANNING STEERING GROUP

Noted minutes of 12/08/14

11. EARLY YEARS – COVALENT REPORT

JK talked to the report stating there are 17 indicators covering the Early Years Life Stages work. JK ran through relevant indicators raising various points. NHS data under infant mortality rate was out of date it generally takes months to obtain this data and difficult to record up to date figures. Breast feeding is lower than the Scottish Government target but work continues to improve this. Nursery attendance is good but work is being undertaken to improve the 9% that do not attend. Healthy weight remains stable, lower weight figures are decreasing but obese figures are increasing. A report on Healthy Weight is on the agenda to be discussed further.

The Sub Committee noted the report

12 FAMILY NURSE PARTNERSHIP (FNP)

GC talked to the report giving a background to the service and update on progress. NHS Lothian were a test site for the project commencing in Jan 2010 looking at early intervention approach to help the intergenerational cycles of poverty, deprivation and poor outcomes in people's lives. The project was rolled out in March 2013 to West Lothian. Eligible clients are identified through maternity TRAK and the total number of clients enrolled is 142. 109 completed the pregnancy phase, 5 have left the programme during pregnancy phase, 18 have completed the programme in infancy phase 6 left in infancy phase, no toddlers have left the programme in the toddler phase giving a total attrition rate of 7.6% the target is 40% or less. There are currently 3 FNP team with another team commencing in July 2015 and another in July 2016. FNP has successfully integrated in to the West Lothian area working closely with the Young Mothers' Service.

AK asked if this service was in addition to health visiting support. GC confirmed FNP was a supplementary service to health visiting up until 2 years old.

The Sub Committee noted the report

13. YOUNG MOTHERS'S SERICE (YMS) EVALUATION

PH talked to the report stating it was evidence based programme providing support to young mothers under 20 for as long as required. Studies have shown that outcomes for mothers under 20 and their children have shown to be poorer than those of older parents. The young mother service was set up at the same time as the FNP was rolled out and was extended to any young mother not meeting the FNP criteria, refusing or not engaging with the FNP and also includes young mothers up to the age of 25 with additional need of mental health problems, domestic abuse, substance misuse or former Looked After Children. Two major developments of the service include a more rigid screening of domestic abuse and the results have shown rates unexpectedly high of 75%. The second development has shown rates of breastfeeding in this age group are traditionally low and difficult to raise. The young women in the YMS has devised a wristband for wearing

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ACTION

whilst in labour showing their intention to breastfeed alerting this intention to maternity staff.

This service works well with the FNP with good communication and working relationships with regular management meetings and frequent collaboration.

The Sub Committee noted the positive report and the concern for the high numbers of domestic abuse and supports the continuation of the work being undertaken.

14. PSYCHOLOGY OF PARENTING EVAULATION

PH talked to the report stating this is a government sponsored project and West Lothian was selected as a Phase 1 Implementer site by NHS Education Scotland. This first year of the project has now been completed. In West Lothian 450 interventions took place in partnership with nurseries, health visitors and social work using the strength and difficulties questionnaire. In year one 217 caregivers enrolled in the programme with 63% from high deprivation areas and a high level of female carers. Almost ¾ measured the highest score for challenging behaviour. A high proportion (83 %) had an improved score on completion of the programme, 37 children moved out of high risk. The majority of referrals were made from nursery schools and health visitors. Thirty seven staff are now trained across different agencies to deliver the programme providing capacity for a higher number of referrals.

The Sub Committee noted the report.

15. EARLY YEARS COLLABORATIVE (EYC)

JK talked to the report providing an update on the progress of West Lothian participation in the Early Year's Collaborative which has targeted smoking cessation in pregnant women, reducing child poverty, improving the transition experience of children moving from nursery to primary school, improving attachment through evidence based interventions and the implementation of systematic screening for domestic a sexual violence. Three workstream have been set up with leads across NHS and education services. Practitioners across NHS, council and voluntary sectors are linked together to test out innovative changes in practice and are now looking further at how these changes can be tested and implemented across a broader scale. The EYC, FNP POPP are working together providing a whole population approach.

The Sub Committee noted the report.

16. EARLY LEARNING AND CHILD CARE

PH talked to the report highlighting the progress of the development and uptake of the new provision of free education and childcare for Looked After two year old (LAC2s). This service has supported more children than expected with an initial estimate of 16 – 20 but supported 33 last year. In January 2014 extension of the service was announced to include 'vulnerable' two year olds with funding from August 2014. This has proved positive for families taking up the places but there have been challenges around providing evidence of eligibility for the support. By January 2015 a total of 146 people had contacted the Council regarding the service and 49 children have taken up places, 7 through child minding, 20 in council establishments and 22 placed in playgroup.

The Sub Committee noted the report

17. CONCURRENT PLANNING

SMc talked to the report advising the Sub Committee of the concurrent planning project being undertaken in partnership with West Lothian Council, The Centre for Excellence for Looked After Children in Scotland (CELCIS) and St Andrew's Children's Society.

ACTION

The purpose of the project is to achieve early permanent accommodation for young children who are looked after or accommodated away from home either by returning them home or settling to live with another family permanently. Referrals are received pre birth at 20 weeks pre birth assessment. Concurrent planning is a simple concept that requires to be supported by detailed, robust and complex processes. Babies from families identified as a very high risk will at birth be placed with a carer who is register as a foster carer and also as an adopter. These will be families who have previously had children permanently removed from home. The families will consent to the concurrent plan and agree to a programme of intensive work and support. If after this programme it is still deemed unsafe to return the child home the foster carer will become the adoptive parents. This will take place around 4 ½ months of age of the child.

The Sub Committee noted the report

18. HEALTHY WEIGHT REPORT

JK talked to the report providing statistics on the low birth weight of babies, underweight, overweight, obese and healthy weight of children in West Lothian. The statistics highlighted a higher number of low birth weight children than the Scottish average. There has been a rise in overweight children but a reduction of underweight children between the years of 08/09 to 12/13. Joint working is taking place within the Early Years Collaborative with a specific focus of work stream 1 being to reduce low birth weight.

MV provided an update on the Healthy Families Healthy Children programme funded by NHS. There have now been 19 schools in total taken part in the programme which focuses on the importance of a balanced diet and physical education to promote healthy weight children.

The Sub Committee noted the report.

19. COMMUNITY PLANNING PARTNERSHIP AUDIT

JF talked to the Community Planning Audit summary of finding and recommendations on behalf of Lorraine Gillies, asking members if they had any questions these would be noted and taken back to the CPP to answer.. No questions were raised at the meeting.

The Sub Committee noted the finding and recommendations

20 . ANY OTHER COMPETENT BUSINESS

The meeting closed at 3.30pm

DATE, TIME OF NEXT MEETINGS

CHCP Sub Committee meetings at 2pm – 4pm in Strathbrock Partnership Centre.

16th April 2015
11th June 2015 to be re-arranged

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WEST LOTHIAN COUNCIL
CLIMATE CHANGE & SUSTAINABILITY WORKING GROUP / ENVIRONMENT FORUM

30TH MARCH 2015

ACTION NOTE

Present – Craig McCorriston (Chair), Joanna Anderson, Deborah Paton, Graeme Hedger, Peter Rogers, Christine Leese-Young, Louise Evison, Louise Andrews, Georgina Massouraki.

Apologies – Kevin Russell, Douglas West, Joanne McKune

In attendance –

The items for action and the allocation of that action are listed below. If you have any queries, please contact Peter Rogers as soon as possible on 01506 281107.

Item	Title	Decision	Action	Completion Date	Update on Actions
1.	**Apologies**	As above	**None**	**N/A**	**N/A**
2.	**Action note from last meeting**	• CMcC reviewed and updated on actions from last meeting.			
3.	**Updated Terms of Reference**	• New CCSWG Terms of Reference have been circulated. All members of group to provide comments/feedback	**ALL to provide feedback**		
3.	**Climate Change and Sustainability Update**	Green Impact: • GM provided update on GI. Number of activities have been taking place around Earth Hour including switch off and film at Linlithgow Palace and promotion on web & social media. Main work at the moment is			

Item	Title	Decision	Action	Completion Date	Update on Actions
		preparation for the next cycle of the GI programme. LCLIP – PR to circulate LCLIP to group members for feedback Officer updates: • GH updated on Draft Flood Risk management Plan – available on Citizen Space & consultation closes on 2nd June. 3 projects on reducing impact. Transport Scotland have possible funding for resilience studies • DP advised that grant offer of £200k has been received from Smarter Choices, Smarter Places. Focus on travel planning (Oakbank Area), Livingston North bike hire scheme, adaptive bikes (with Health Improvement Team) and extending bike lending scheme. First cycle friendly school has been announced and a "Give me Cycle Space" campaign underway at the James Young High School and its cluster primaries. Wider discussion on global communication and encouraging behaviour change. Some concern from those present that information being distributed at management level was not being fully disseminated to teams. Group to focus on how to improve communications, implementation & governance of behaviour change activities. GM raised point about e-learning module and when/how this should be rolled out. HR board to decide. Also discussion on whether this should be 2-tier – one for mgmt and one for staff.	**PR to circulate LCLIP**		

Item	Title	Decision	Action	Completion Date	Update on Actions
		• C L-Y update on procurement. Sustainability Scotland held Sustainable Procurement training for members of procurement team. Potential for them to work with WLC on an example project over the next year. Sustainable procurement part of contract strategies Discussion on draft Sustainable Construction Policy – agreed that this should be a specific item on the next agenda • LE attended Low Carbon Scotland event at Dynamic Earth. Business Gateway and Resource Efficient Scotland held energy efficiency event for local businesses RES/BG event raised wider discussion. C L-Y arranging a "Meet the Buyer" event – discussion on whether this could tie in with others, particularly RES. DP then asked if active travel could be promoted via existing work or future events. CMcC also mentioned Economic Conference and will speak to Alice Sinnet regarding this. • JA advised minutes of CPP steering group still being circulated and that next steering group meeting would be 20th April with next Board in May	**PR/CMcC to arrange** **ALL to consider where joint events or promotions could be held.**		
4.	**Draft Carbon Management Plan**	• PR updated on CMP. Targets now been set (20% reduction in emissions) and papers being prepared for relevant committees.	**PR to update on progress at next meeting**		
6.	**Environmental**	• Updated on progress of new PI's being			

Item	Title	Decision	Action	Completion Date	Update on Actions
	Monitoring	developed by CH before leaving.			
8.	**AOB and DONM**	No AOB DONM to be arranged for late July – PR to confirm date and location			

Date: 25 May 2015 Item: 7a	Community Planning Partnership Board
Performance Report Summary	

SOA High Level Indicators Performance Report

1. Community Safety

Police PIs: 2014/15 data has now been uploaded to Covalent.

Fire PIs: 2014/15 has returned the lowest accidental dwelling fires figure recorded over the last 5 years (with SFRS achieving a reduction of 5% or 8 accidental dwelling fires, exceeding the 2% reduction target set) and the lowest recorded deliberate fires over the last 5 years (with a reduction of 9% or 57 deliberately set fires, exceeding the 5% reduction target set).

SOA1304_30 (Percentage of Early and Effective Intervention cases 8 to 15 years who do not reoffend within 12 months of initial referral): This Performance Indicator has dipped over the first 3 quarters of 2014-2015. Quarter 4 performance improved to 77 per cent which constituted 34 out of 44 referrals who had not re-offended. This Performance Indicator has now moved from amber to green. This data, which is collated by the police, will be monitored by the EEI Co-ordinator on a regular basis to fully analyse re-offending figures and trends. The individuals who have re-offended do not highlight a pattern of serious or prolific offending. Work continues to ensure that intervention is targeted appropriately and that the right response is adopted.

SOA1304_32 (One year reconviction rate): This is an annual Performance Indicator and the long-term objective is to see this rate reduce over the coming years. The 2014-2015 figure shows a slight increase in the previous two years but despite this West Lothian still performs better than most council areas.

SOA1305_16 (Percentage of young people under the age of 22 who were previously looked after who go on to receive a custodial sentence): SOA1305_10 has now been replaced with SOA 1305_16. This new Performance Indicator shows the percentage of West Lothian Looked After Children who have gone on to receive a custodial sentence and therefore reflects a more realistic figure than before. Previously, this was measured by taking the number of Looked After Children as a percentage of the total number who received a custodial sentence in West Lothian. This represented a very small cohort of individuals and did not reflect the proportion of all Looked After Children who went on to receive custodial sentences. This is a long term indicator and it will take time to see the impact of the reshaping of services programme to help support young people in transition more fully.

Two new Child Protection PIs have been added, replacing SOA1305_08 (% children who have made positive progress by the time of the six month review as reported by the Reviewing Officer):

SOA1305_14 (Percentage of cases that have progressed to a Child Protection Case Conference (CPCC) where there has been a reduction in risk to the child at the point of each review): This is a quarterly figure. The target is 60%. The figure for Quarter 3 (Oct-Dec 2014) was 45%. The figure for Quarter 4 (Jan-Mar 2015) is 62%. This is the second

quarter the figure has been collected. The figure of 62% is encouraging although it is acknowledged that, for the two quarters collected thus far, there has been a not insignificant divergence. It is not clear yet which figure may be more realistic and it will most likely take a full year of collection to reach a view regarding this. However, should the figure continue to move positively, consideration will be given to altering the target upwards.

SOA1305_15 (Percentage of cases where positive progress can be evidenced at the 6-month Looked After Child Review): This is a quarterly figure. The target is 75%. The figure for Quarter 3 (Oct-Dec 2014) was 82%. The figure for Quarter 4 (Jan-Mar 2015) is 87%. The figure for Quarter 4 is highly encouraging and builds on the figure for the baseline figure. A significant amount of work is being done within the Local Authority to improve outcomes for Looked After Children - the figures for the two quarters collected appear to demonstrate that outcomes for Looked After Children are moving in a positive direction. Should the figure continue to be positive, consideration will be given to altering the target upwards.

2. Economic

Only one high level performance indicator has been updated since the last meeting of the CPP Steering Group.

SOA1302_02 (Percentage of Adults in receipt of Key Out of Work benefits): Work Benefit data for August 2014 – shows the number 13,040 and rate 11.3 at an all-time low for this indicator (i.e. since 1999). This is positive news and demonstrates the progress that has been made connecting claimants to the job market. The table below shows the relative position of West Lothian compared with Scotland and GB.

Adults of Working Age on Key Benefit Groups Aug 2014

Key Benefits	WL	WL (%)	Scotland	Great Britain
	number		(%)	(%)
Total claimants	16,510	14.4	14.6	12.7
Job seekers	2,410	2.1	2.5	2.2
ESA and incapacity benefits	8,950	7.8	7.8	6.3
Lone parents	1,330	1.2	1.1	1.2
Carers	1,650	1.4	1.4	1.4
Others on income related benefits	350	0.3	0.3	0.3
Disabled	1,540	1.3	1.2	1.2
Bereaved	280	0.2	0.2	0.2
Key out-of-work benefits[†]	13,040	11.3	11.7	10.0

Source: DWP benefit claimants - working age client group

Key out-of-work benefits† consists job seekers, plus ESA and incapacity, Lone parents and others

SOA1302_10 (Percentage of 18 -24 year olds claiming Job Seekers Allowance): This PI has not yet been updated as the March 1st Quarter 2015 data has not yet been released. As highlighted in the report to the last Steering Group meeting, the final quarter of 2014 data showed a substantial reduction in the number of 18-24 year old JSA claimants to 520 a rate of 3.6% of the population of 18-24's. Both the number and rate of 18-24 year old JSA claimants' were at their lowest levels since this data-set became available in the mid-1990s.

As anticipated there has been a seasonal increase in January and February and the February data shows a West Lothian rate of 4.5% compared with 4.0% for Scotland. This is still the lowest February figure since records commenced. The gap between West Lothian and Scotland has narrowed.

Both the above PIs confirm that the job market has improved. It also means that those individuals still claiming benefit are more likely to experience multiple barriers and be further away from being job ready.

3. Environment

SOA1308_03 (% household waste recycled): The official recycling rate for 2014 will be published in Oct 2015.

SOA1308_07 (Tonnes of CO2 emissions per capita): 2013 data is likely to be published by June 2015.

SOA1308_08 (% reduction in emissions from council services and activities): Data for 14/15 will not be available until later this year.

4. Health & Wellbeing

SOA1301_01 (Infant mortality rate per 1000 live births): 13/14 data due to be published summer 2015

SOA1301_03 (Percentage of newborn children exclusively breastfed at 6-8 weeks): Due for update at December 2015

SOA1301_06 (Percentage of children in P1 with no obvious dental decay experience): The National Dental Inspection programme is conducted in P1 Children on a biannual basis. The 2014 data is due to be published in summer 2015. Although there is now no longer a national target a local target has been set at 70% to be achieved in 3 years.

SOA1301_08 (Estimated percentage of children with a healthy weight in P1): 2013/14 data indicates 78.1% of children in P1 healthy weight which is better than Scottish average of 76.4%. The % at risk of obesity has reduced to 8.1% with combined overweight and obesity at 20.9% and overall reduction of 1%.

SOA1306_08 (Rate of emergency inpatient bed days for people 75+ per 1000 population): Due for update at August 2015

SOA1306_09 (Rate per 100,000 population of patients aged 65+ with 2+ emergency admissions by financial year): Due for update at August 2015

SOA1307_05 (Gap in the life expectancy of the most deprived 15% and the average life expectancy in West Lothian): Data available December 2015

1. High Level Steering Group Report(grp by Forum)

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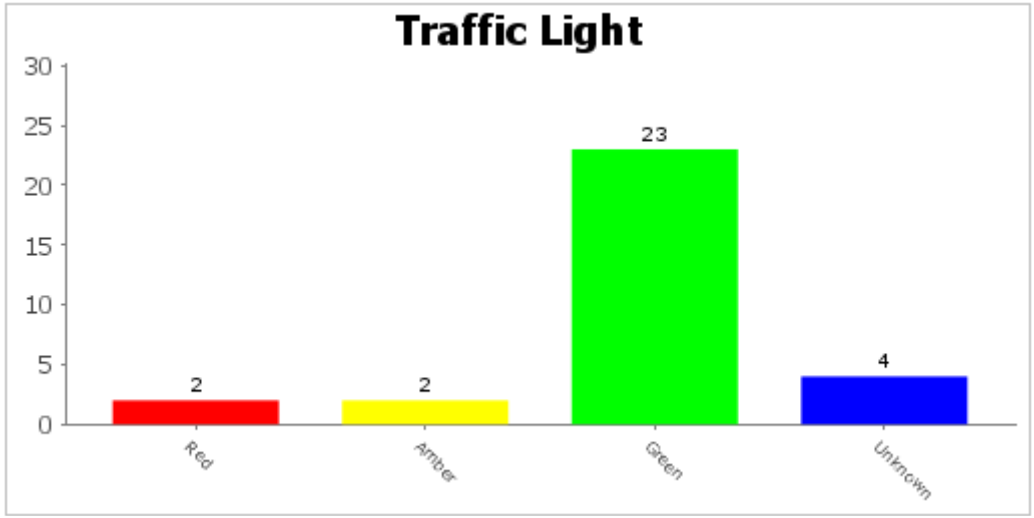
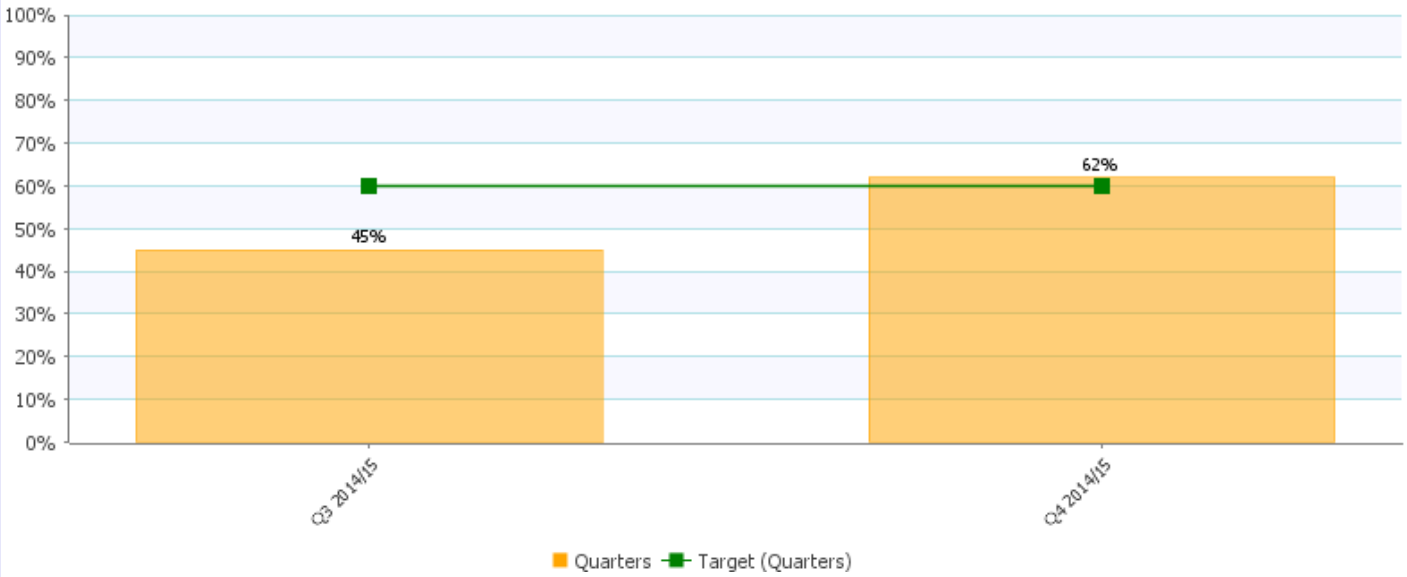
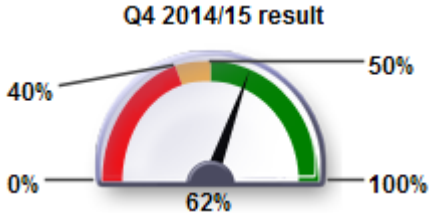


1.1 Child Protection

Performance Indicator	**SOA1305_14 Percentage of cases that have progressed to a Child Protection Case Conference (CPC) where there has been a reduction in risk to the child at the point of each review.**
Description	Public Protection is a high priority for West Lothian Council and its partner agencies and the West Lothian Child Protection Committee oversees a Child Protection Case Conference process that is both multi-agency and robust. There are challenges in demonstrating positive progress in Child Protection work, not least because any progress can appear incremental. Child Protection Case Conferences are chaired by independent Reviewing Officers employed by West Lothian Council. Following an initial Child Protection Case Conference, a Child Protection Plan is put in place. A Review is held at 3 months and then at 6-monthly intervals thereafter. Evidence of positive progress will be looked for at the point of each Review and will be measured on whether the risks highlighted at the initial Child Protection Case Conference and subsequent Reviews have been reduced. A figure will be provided for each quarter.
Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Group Manager 1 Social Policy(Nick Clater); SOA13_Senior Manager 3 Social Policy(Tim Ward)
Data Collection Officer(s)	SOA13_Group Manager 1 Social Policy(Nick Clater)





Notes on Latest Data Entry

08-Apr-2015 This is the second quarter the figure has been collected.

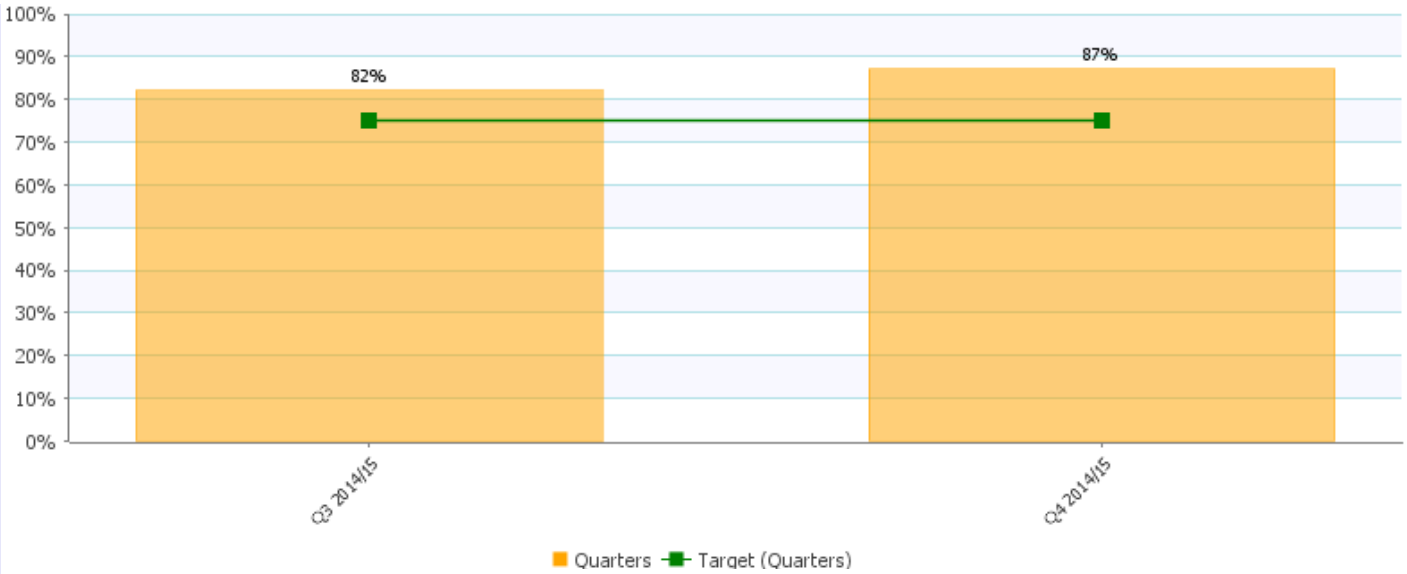
The figure of 62% is encouraging although it is acknowledged that, for the the two quarters collected thus far, there has been a not insignificant divergence. It is not clear yet which figure may be more realistic and it will most likely take a full year of collection to reach a view regarding this.

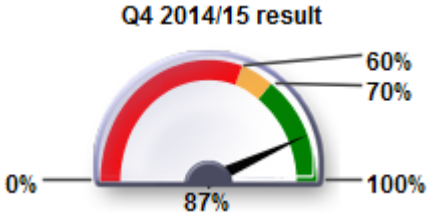
However, should the figure continue to move positively, consideration will be given to altering the target upwards.

Thus far, it has been difficult to ascertain a clear view regarding performance in relation to this indicator as data for only two quarters has been collected. However, the initial analysis of the figure for Quarter 4 is encouraging and, if sustained, will require a revision to the target.

Any reduction in risk to a vulnerable child is to be welcomed and is an indication of the strong multi-agency processes in place in West Lothian for Child Protection.

Performance Indicator	**SOA1305_15 Percentage of cases where positive progress can be evidenced at the 6-month Looked After Child Review**	**Partner Organisation**	CPP13_West Lothian Council
Description	Children that are looked after and accommodated away from home are reviewed by the Local Authority. If a child is looked after and accommodated, there is a planning meeting within 72-hours of the child being accommodated.. Following this initial planning meeting, where the existing Child's Plan is amended or one is devised, Looked After Child Reviews are undertaken by the independent Reviewing Officers employed by West Lothian Council 6 weeks after the child has been accommodated, after 3 months and then at 6-monthly intervals. A Plan is put in place with the aim being to have a clear strategy for the child. This may, for example, include a long-term plan for a child to remain with their current carers or moves for permanency. Evidence of positive progress will be looked for at the point of each Review and will be measured on whether the Minute and Plan demonstrates positive progress. A positive indicator of this could be whether there has been an improvement in the child's circumstances and will require the judgement of the Reviewing Officer. If no robust plan is in place at the point of review, this would be seen as a negative indicator of progress. A figure will be provided for each quarter.	**Responsible Officer(s)**	SOA13_Group Manager 1 Social Policy(Nick Clater); SOA13_Senior Manager 3 Social Policy(Tim Ward)
		Data Collection Officer(s)	SOA13_Group Manager 1 Social Policy(Nick Clater)





Notes on Latest Data Entry

08-Apr-2015 The figure for Quarter 4 is highly encouraging and builds on the figure for the baseline figure. A significant amount of work is being done within the Local Authority to improve outcomes for Looked After Children - the figures for the two quarters collected appear to demonstrate that outcomes for Looked After Children are moving in a positive direction.

Should the figure continue to be positive, consideration will be given to altering the target upwards.

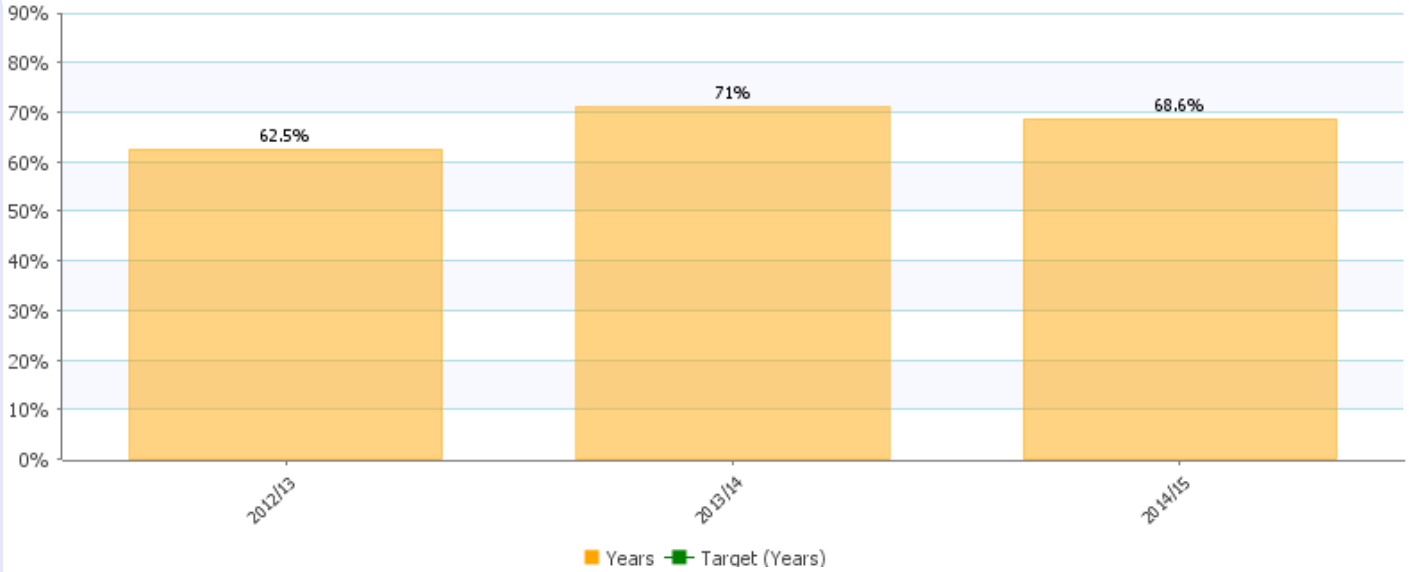
This is the second quarter the figure has been collected.

The figure of 87% is very encouraging although it is not clear yet whether these figures will be sustained may be more realistic and it will most likely take a full year of collection to reach a view regarding this.

However, should the figure continue to move positively, consideration will be given to altering the target upwards.

SOA13_Community Safety Forum

Performance Indicator	**SOA1304_02 Detection rate for sexual offences**
Description	This indicator measures the detection rate for sexual offences



The number of crimes reported has increased by 6.4% to 331 crimes YTD while solvency has solvency as a percentage of recorded crime, has decreased by 3.7% despite two more crimes having been solved YTD.

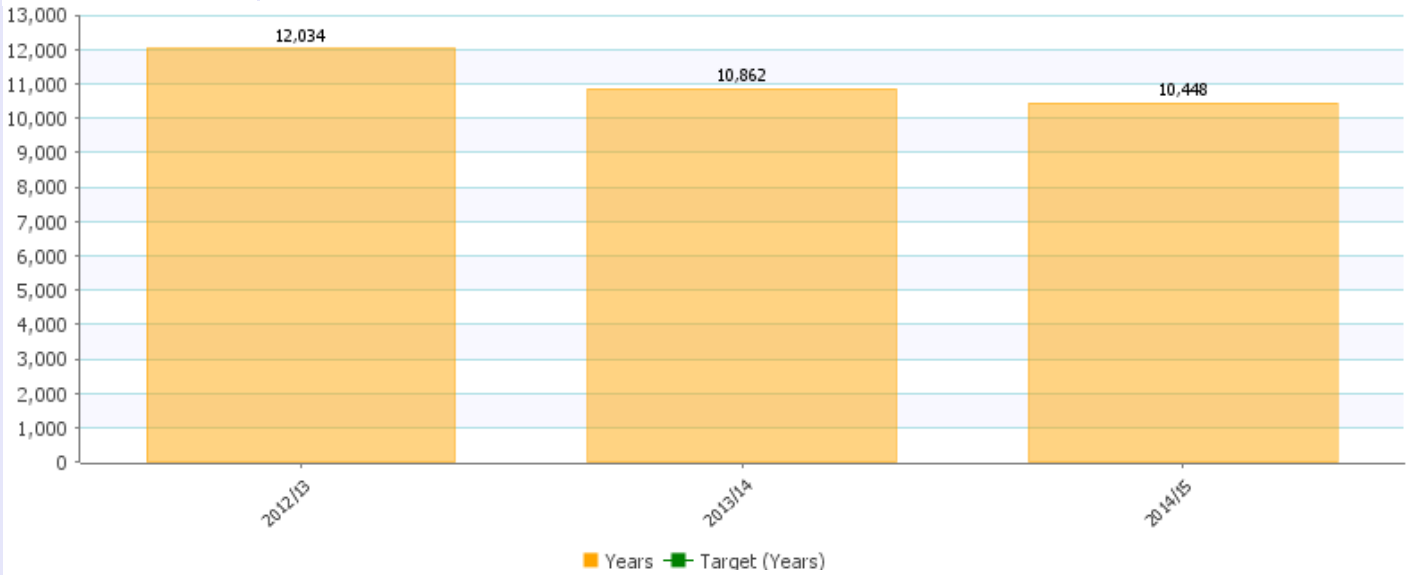
The level of historical crimes in YTD was 39% compared to 31.9% in PYTD.

Target – Target of 73.3% not achieved by 16 crimes.

Partner Organisation	CPP13_Police
Responsible Officer(s)	SOA13_Area Commander(Chief Inspector Paul Cameron); Yvonne Beresford
Data Collection Officer(s)	SOA13_Community Safety Partnership Analyst 2(Kenneth Milne)

Notes on Latest Data Entry

Performance Indicator	**SOA1304_03 Number of antisocial behaviour incidents**	**Partner Organisation**	CPP13 Police
Description	This indicator measures the number of antisocial behaviour incidents	**Responsible Officer(s)**	SOA13_Area Commander(Chief Inspector Paul Cameron); Yvonne Beresford
		Data Collection Officer(s)	SOA13_Community Safety Partnership Analyst 2(Kenneth Milne)

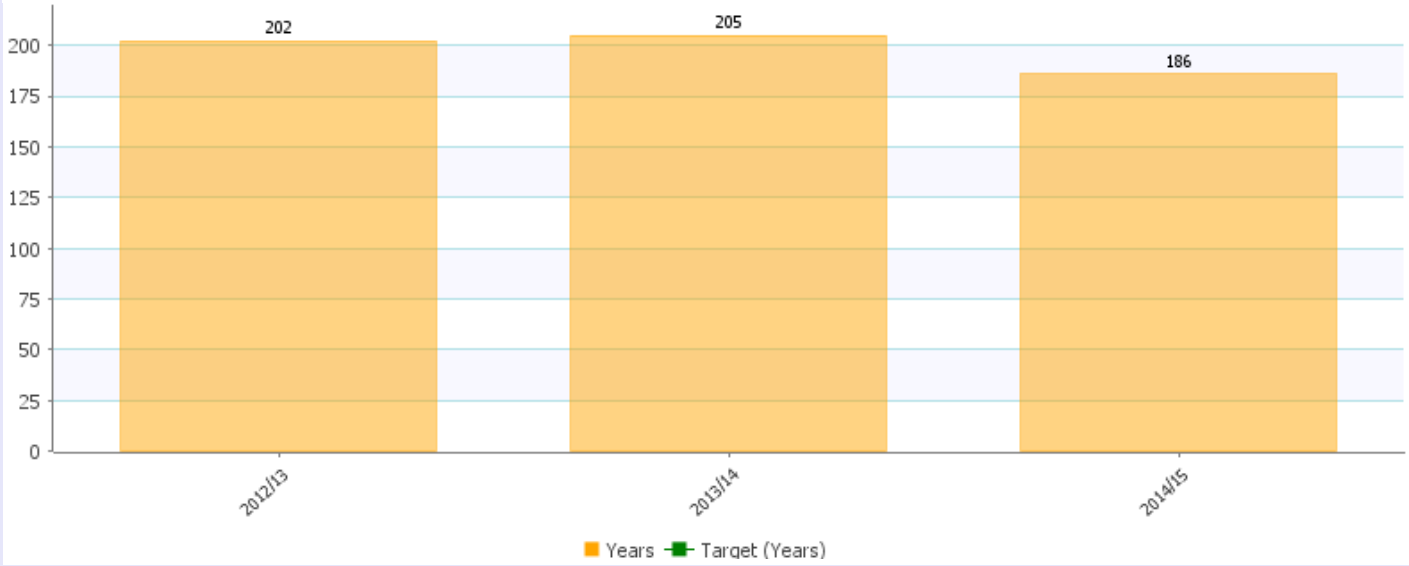


Notes on Latest Data Entry

Antisocial behaviour calls have decreased by 4.2% to 10448 YTD compared to 10902 PYTD.

Target – A 1% reduction in antisocial behaviour incidents has been achieved.

Performance Indicator	**SOA1304_05 Level of violent crime**
Description	This indicator measures the level of violent crime



Partner Organisation	CPP13 Police
Responsible Officer(s)	SOA13_Area Commander(Chief Inspector Paul Cameron); Yvonne Beresford
Data Collection Officer(s)	SOA13_Community Safety Partnership Analyst 2(Kenneth Milne)

Notes on Latest Data Entry

Trend Chart Commentary :
The level of Group 1 violence has decreased from 203 crimes PYTD to 186 crimes YTD down by 8.4%.

Robbery is recording 45 crimes YTD against 42 PYTD with target hardening projects continue with a view to improving security. However one location was subject to three robberies in six months and the owner failed to implement any target hardening recommendations until the third attack when CCTV was installed.

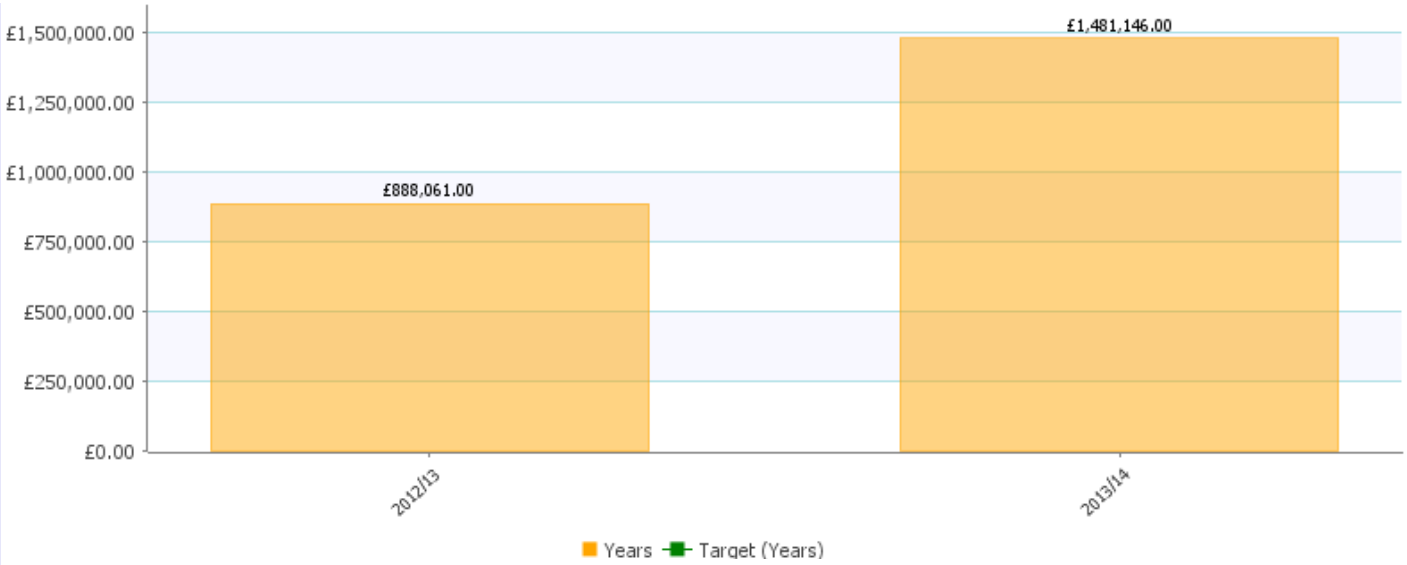
Children and Young Persons (Scotland) Act 1937 Section 12 offences (Cruelty to persons under 16) have decreased by 34% with no apparent reason evident.

Threats and extortion have shown a 35% decrease again with no apparent reason evident.

The level of Murder/attempted murder/culpable homicide has increased by ten crimes YTD while serious assault has decreased by four crimes.

Target – The target of less then 201 crimes has been achieved.

Performance Indicator	**SOA1304_10 Number of cash seizures and restraints through the Proceeds of Crime Act (POCA) legislation.**
Description	This indicator measures the number of cash seizures and restraints through the Proceeds of Crime Act (POCA) legislation.



Partner Organisation	CPP13 Police
Responsible Officer(s)	SOA13_Area Commander(Chief Inspector Paul Cameron); Yvonne Beresford
Data Collection Officer(s)	SOA13_Community Safety Partnership Analyst 2(Kenneth Milne)

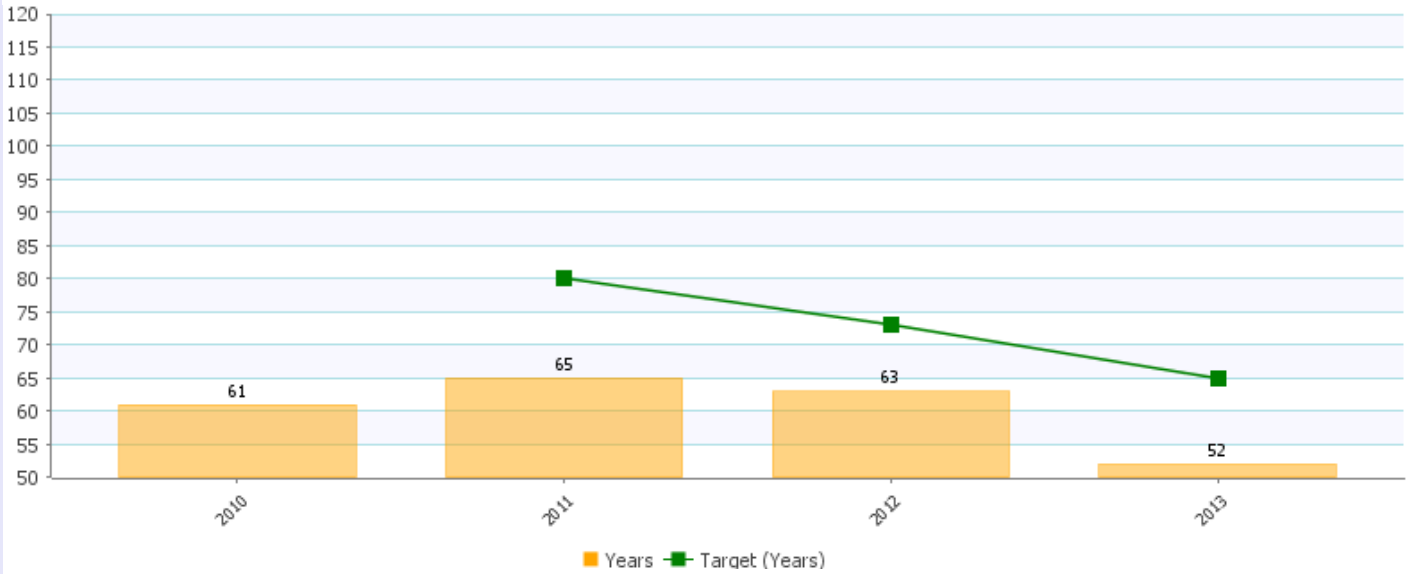
Notes on Latest Data Entry

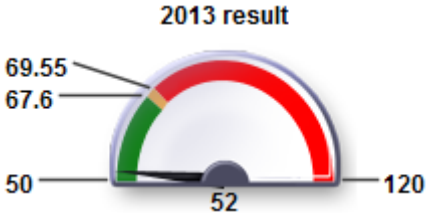
Trend Chart Commentary :
The level of cash seizures and restraints for the Lothian and Scottish Borders Division has reached £2,606,931 YTD and is well ahead of the targets set for the year.

Using the criteria of the home address in West Lothian from every nominal who has been subject to a seizure / restraint, the West Lothian figure is £68,915 in cash seizures and £162,607 net assets ID's for restraint.

Target – Target of more than £2,460,000 for the division YTD has been achieved.

Performance Indicator	**SOA1304_12 Number of people killed or seriously injured in road accidents.**	**Partner Organisation**	CPP13_West Lothian Council
Description	This performance indicator measures the number of people killed or seriously injured in road accidents within West Lothian on an annual basis. This performance indicator combines the separate targets for reducing the number of people killed and seriously injured in line with the Scottish Governments Road Safety Framework. Casualty reduction targets for West Lothian are set out in the Road Safety Plan 2012-2015. Data is collected by Police Scotland and published annually by the Scottish Government. Data is for calendar year.	**Responsible Officer(s)**	SOA13_Transportation Manager(Graeme Malcolm); Yvonne Beresford
		Data Collection Officer(s)	SOA13_Team Leader (Andy Johnston)





Notes on Latest Data Entry

27-Oct-2014 Final figure of 52 - data source: Reported Road Casualties Scotland 2013 (Scottish Government, October 2014) - extracted from: http://www.transportscotland.gov.uk/reported-road-casualties-scotland-2013-datasets on 27 October 2014.

Trend Chart Commentary:

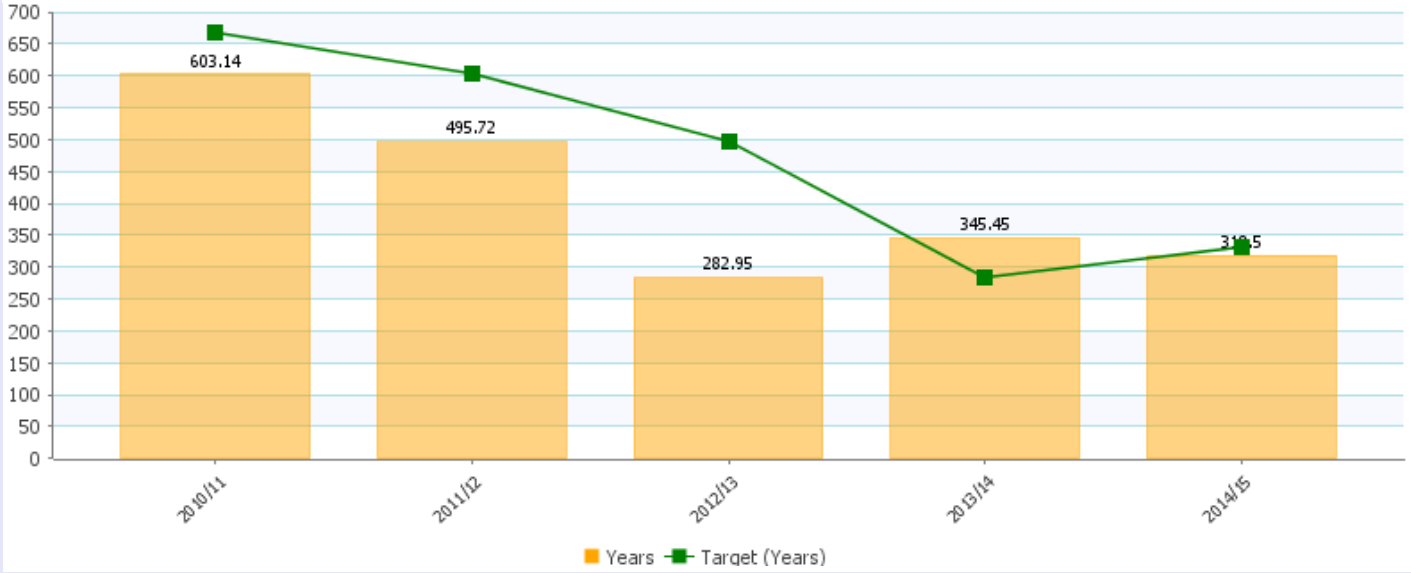
This performance indicator shows the number of people killed or seriously injured in road accidents within West Lothian as published annually by the Scottish Government. This indicator a combination of the separate casualty reduction targets for the number of people killed and the number of people seriously injured in line with Scottish Government national casualty reduction targets. Note that figures are for calendar years.

Road casualty numbers are subject to a degree of random year-to-year variation but the general trend within West Lothian is reducing. The Council and its partners undertake a series of education, engineering and enforcement interventions which are set out in the Road Safety Plan for West Lothian 2012 – 2015. The plan is reviewed annually and reported through the council's Environment Policy Development and Scrutiny Panel.

Finally, it should be noted that good performance is illustrated by the number of casualties being below the target line.

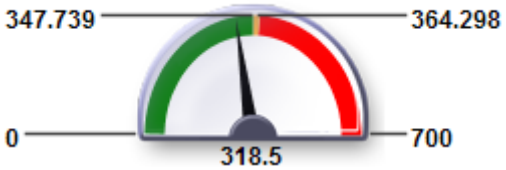
This is the most up to date data we have.

Performance Indicator	**SOA1304_13 Number of deliberate fires per 100,000 population**
Description	The number of incidents per 100,000 population attended by the FRS in West Lothian, where the incident is recorded as a 'Fire' and where the cause is recorded as 'Deliberate own property', 'Deliberate others property' or 'Deliberate unknown owner'.



Partner Organisation	CPP13 Fire
Responsible Officer(s)	SOA13_Fire_Group Manager(Stuart Stevens)
Data Collection Officer(s)	SOA13_Fire_Group Manager(Stuart Stevens)

2014/15 result



Notes on Latest Data Entry

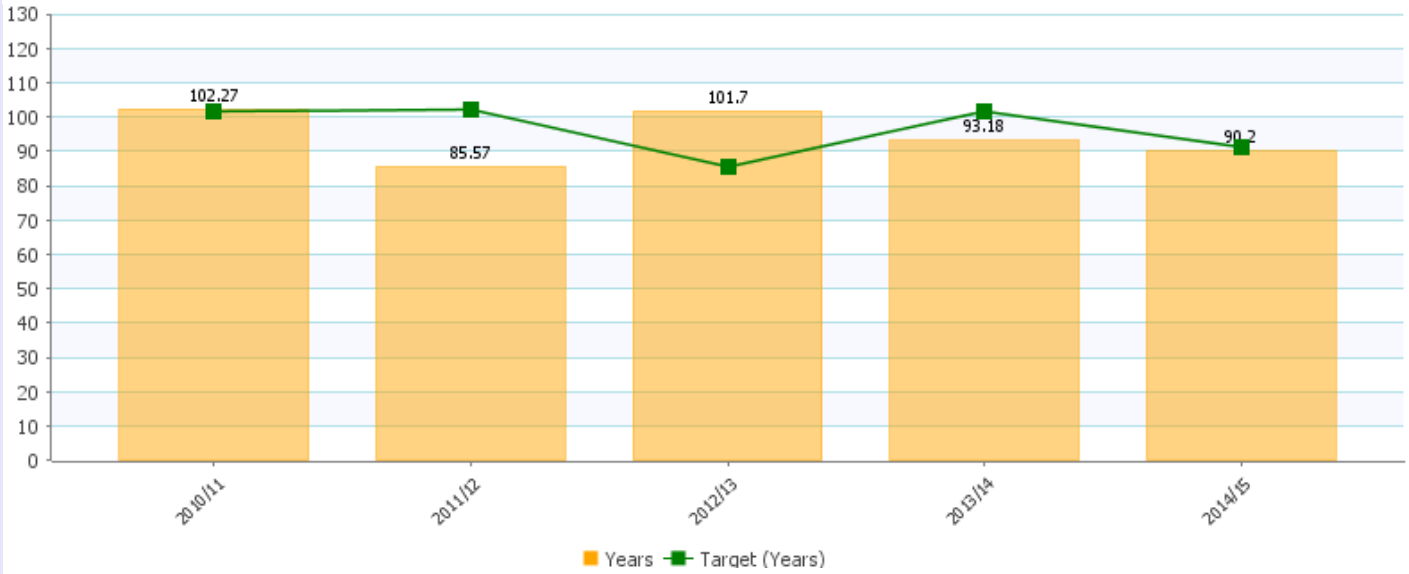
11-Feb-2015 Actual number of incidents in Q3 is 151 and YTD is 465. Population data used is 172,990.
There has been a reduction of 18 incidents when compared to the same quarter 2013/14. In comparison to the overall YTD data there has been a reduction of 58 incidents.

Trend Chart Commentary :

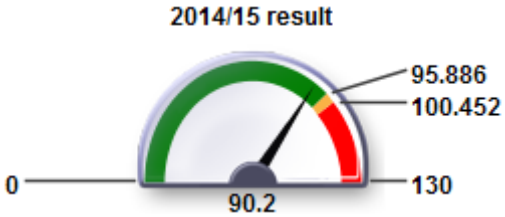
During 2013-2014 an increase in deliberate fires was identified and a Task and Finish group was established to review the data and identify / implement actions to address the increase in deliberate fires. The Task and Finish group implemented a number of preventative measures. The effectiveness of these activities has resulted in a reduction of deliberate fires and has returned the lowest recorded over the last 5 years at 318.5 per 100,000 population realising a reduction of 9% or 57 deliberately set fires which exceeds the 5% reduction target set for 2014/15.

Target for 2015-16 is set at a 5% reduction based on the 2014-15 year end figure. Actual number of incidents during 2014-15 was 551 or 318.5 per 100,000. Population figures for West Lothian are currently based upon 2012 - 172,990 Office of National Statistics Mid Year Estimates.

Performance Indicator	**SOA1304_14 Number of accidental dwelling fires per 100,000 population**
Description	The number of incidents per 100,000 population attended by the FRS in West Lothian, where the incident is recorded as a 'Fire', the location is recoreded as a 'Dwelling' and the cause is recorded as 'Accidental' or 'Unknown'.



Partner Organisation	CPP13 Fire
Responsible Officer(s)	SOA13_Fire_Group Manager(Stuart Stevens)
Data Collection Officer(s)	SOA13_Fire_Group Manager(Stuart Stevens)



Notes on Latest Data Entry

11-Feb-2015 Actual number if incidents in Q3 in 45 (YTD 128).
Population figure used is 172,990.
In comparison to the same quarter in 2013/14 there has been an increase of 2 incidents.

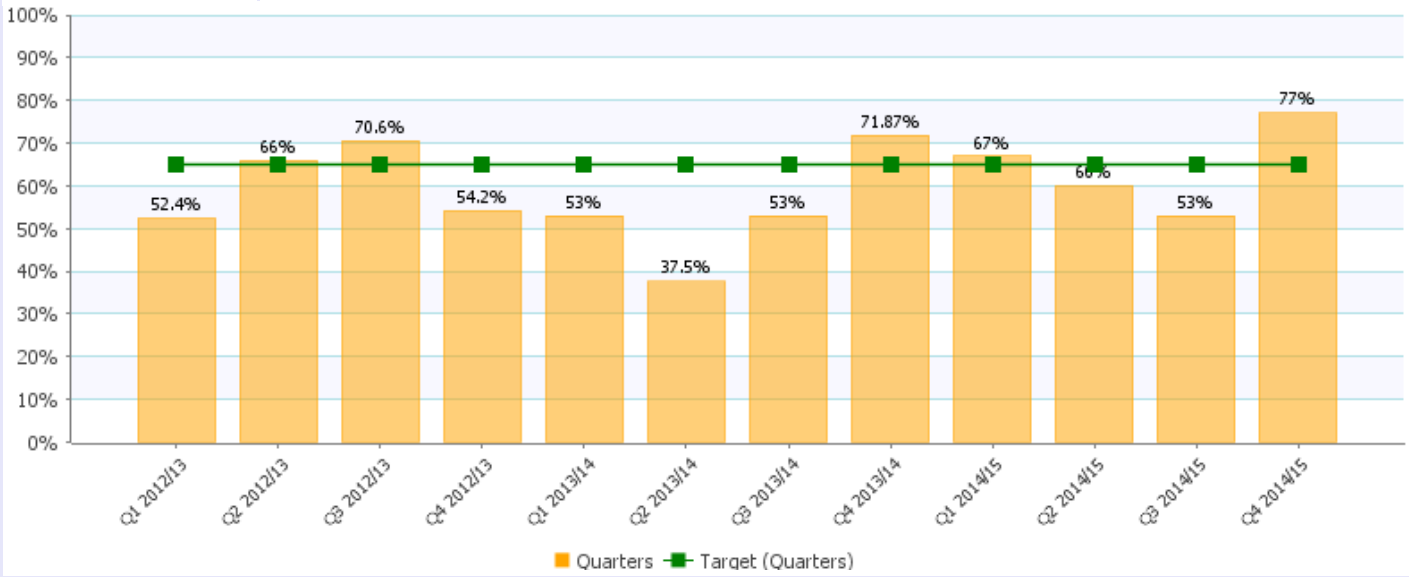
Trend Chart Commentary :

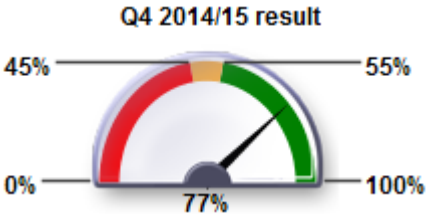
There continues to be no adverse increase in the number of accidental dwelling fires attended by SFRS, as population within West Lothian continues to grow. The main focus of SFRS prevention activity in relation to this type of incident continues to be Home Fire Safety Visit programme, which is available to all residents within West Lothian, 2014/15 has returned the lowest accidental dwelling fire figure recorded over the last 5 years and SFRS achieved a reduction of 5% or 8 accidental dwelling fires. This exceeds the 2% reduction target set for 2014/15.

Target for 2015-16 is set at a 2% reduction based on the 2014-15 year end figure. Actual number of incidents during 2014-15 was 156 or 90.2 per 100,000.. Population figures for West Lothian are currently based upon 2012 - 172,990 Office of National Statistics Mid Year Estimates.

Performance Indicator	**SOA1304_30 Percentage of Early and Effective Intervention cases 8 to 15 years who do not reoffend within 12 months of initial referral**
Description	Percentage of young people referred to the Early and Effective Intervention screening group who have not been re-referred by the police or other agencies within 12 months of the initial referral.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Criminal Justice Team Manager(Norma Paterson); SOA13_Senior Manager 3 Social Policy(Tim Ward)
Data Collection Officer(s)	SOA13_Criminal Justice Team Manager(Norma Paterson)





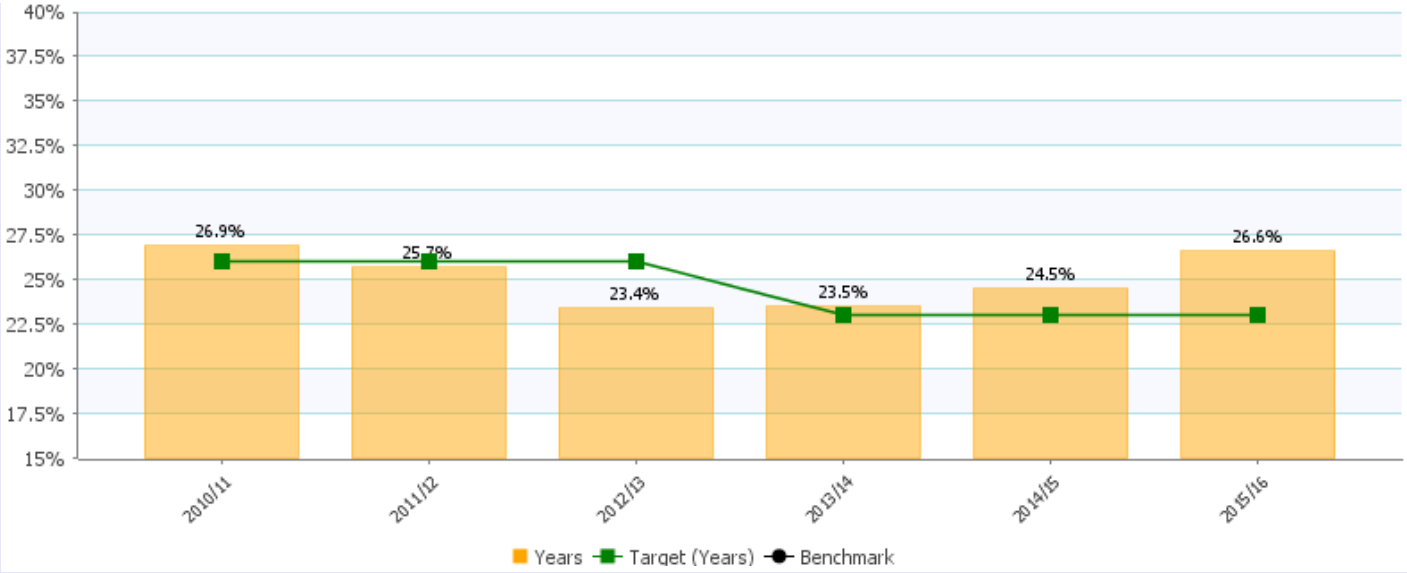
Notes on Latest Data Entry

Trend Chart Commentary :

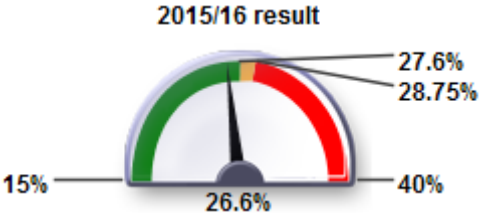
Over the last few years there has been a variation in the number of referrals and the consistency of response in relation to EEI. Now there has been an investment in terms of co-ordination and dedicated service delivery, improvement should result over the coming years. Performance is based on figures provided by the Police on names who have been re-referred within `12 months of original referral. There was a dip in performance to 37.5 per cent in quarter two of 2013-14 which was due to a number of higher risk cases that received an intervention in the period. There was an improvement to quarter one levels in quarter three and in quarter four a further notable improvement to 71.87 per cent. In quarter 1 of 2014-15 performance had dipped slightly to 67 per cent and there has been further dips in quarter 2 and quarter 3 to 60 per cent and 53 percent respectively. In quarter four performance improved to 77 per cent which constituted 34 out of 44 referrals not reoffending. Work to improve capacity to interrogate data has been completed which will improve the service's ability to understand trends in the future.

Close monitoring is taking place to ensure that both the target and performance are appropriate. Services are generally beginning to target cases that are higher risk to divert them from the childrens hearing system and have been effective as a consequence in reducing risk of entering external resources. It is worthy of note that there has been a 63.36 per cent increase in referrals from 2012-13 to 2013-14 from 101 to 165.

Performance Indicator	**SOA1304_32 One year reconviction rate**
Description	This is a key government measure of the effectiveness of the Criminal Justice system. From 2007-08 the government moved the period of post sentence measurement from two years to one year. This indicator measures the reconviction rate of all those sentenced by the court, a reconviction being anyone who was reconvicted one or more times.



Partner Organisation	CPP13 West Lothian Council
Responsible Officer(s)	SOA13_Senior Manager 3 Social Policy(Tim Ward)
Data Collection Officer(s)	SOA13_Senior Manager 3 Social Policy(Tim Ward)



Notes on Latest Data Entry

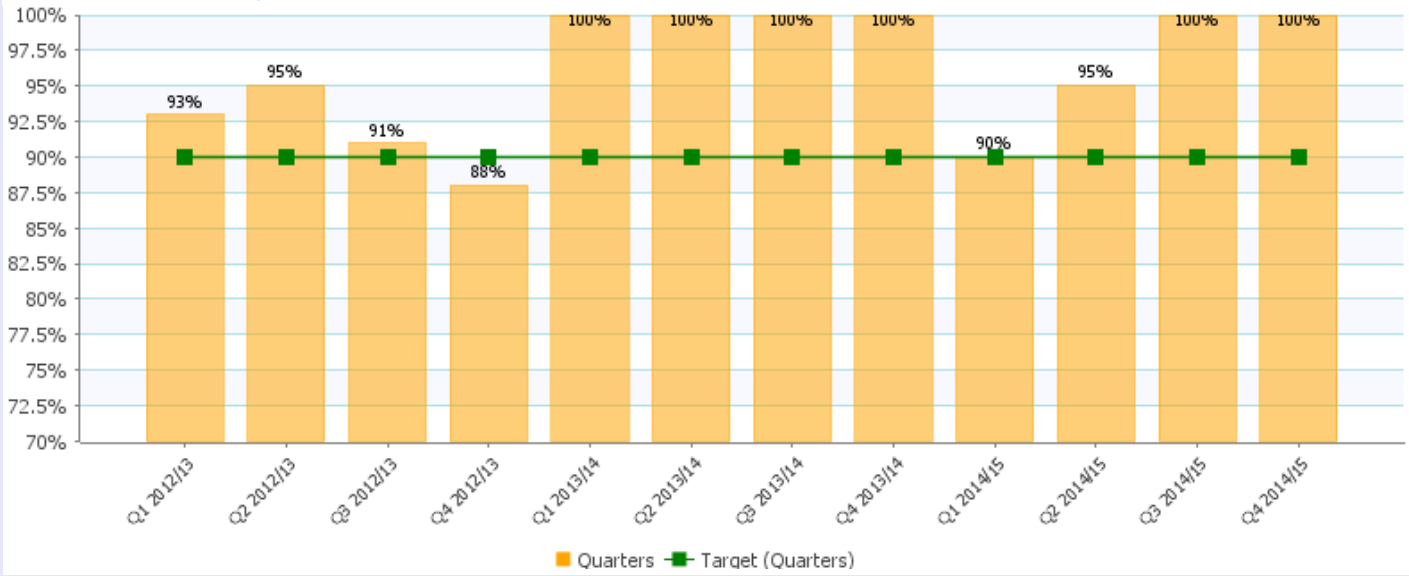
21-Apr-2015 Based on a cohort from 2012-13

Trend Chart Commentary:

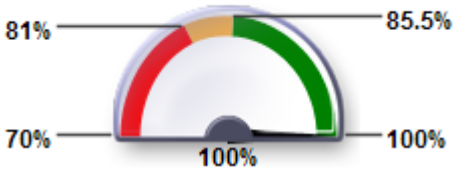
This is a measure of the percentage of West Lothian offenders who are reconvicted with 12 months of being sentenced by the court. The performance in West Lothian has remained encouraging since this measure was introduced from the 2007-8 cohort of offenders. For the cohort of offenders sentenced in 2012-13, West Lothian is the joint 7th best in Scotland behind a number of authorities in Northern Community Justice Authority Area and Perth and Kinross. The best in Scotland is the Shetland Islands with 16.2 per cent. It is better than the Scotland average of 28.6%. Whilst the percentage reconviction has increased West Lothian's overall performance comparatively is still positive. The average for Lothian and Borders is 26.9%. West Lothian has a well established partnership approach including a Reducing Reoffending Strategy which is seen as influential.

Performance Indicator	**SOA1305_04 Percentage of women who report that they feel safer as a result of intervention by the Domestic and Sexual Assault Team**
Description	This relates to the percentage of women who report that they feel safe as a result of intervention by the Domestic and Sexual Assault Team. The figure is taken at the point when women withdraw from the service, whether that is as a consequence of short term court advocacy or longer term prolonged support and intervention.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Senior Manager 3 Social Policy(Tim Ward)
Data Collection Officer(s)	SOA13_Policy Officer 1 Social Policy(Miranda Pio)



Q4 2014/15 result



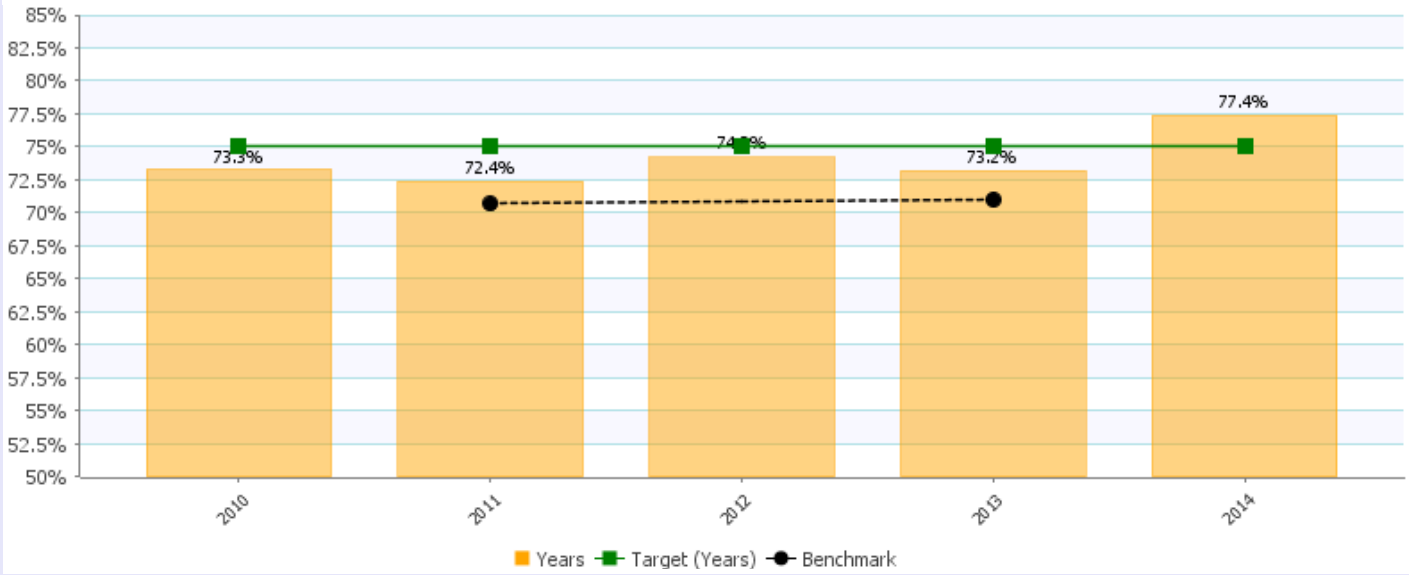
Notes on Latest Data Entry

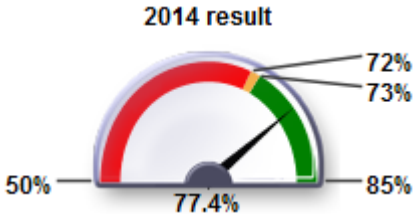
Trend Chart Commentary :

Performance for quarter one of 2014-15 was down on recent months with 90% of women indicating feeling safer as a result of intervention by the DASAT for those who have completed an evaluation. The previous four quarters had a performance of 100 per cent. In quarter two performance had improved to 95 per cent. In quarter 3 and quarter 4 performance had returned to 100 per cent and involved all of the 80 women surveyed feeling safer following intervention. This was double the number of women surveyed in quarter three. From Quarter four of 2014-15 DASAT are introducing a phone follow up with those particularly receiving the court advocacy input which accounts for a large proportion of referrals for the service and would represent a better reflection of the overall work. In 2013-14 DASAT received 1032 referrals for individual adults, a figure nearly double that of 2011-12. The perception of women being protected by services is seen as an important indicator of effectiveness.

SOA13_Economic Forum

Performance Indicator	**SOA1302_01 Percentage of working age adults in work**
Description	This indicator tracks the number of people in employment aged 16-64 years as a percentage of the population aged 16-64 years. The employment rate is a national high level indicator related to the Government's target of increasing levels of employment and reducing worklessness. Overall, the Scottish Government is seeking to narrow the gap between local authority areas with the highest and lowest employment rates. West Lothian is close to the Scottish average. Our aim is to promote an increase in the proportion of working age adults in work. However, the impact of the recession militated against increasing the rate. This target has been revised from 77.5% to 75% - which would return us to the 2007 level. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local partners. 2015 update due in Spring 2016.
Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)
Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)





Notes on Latest Data Entry

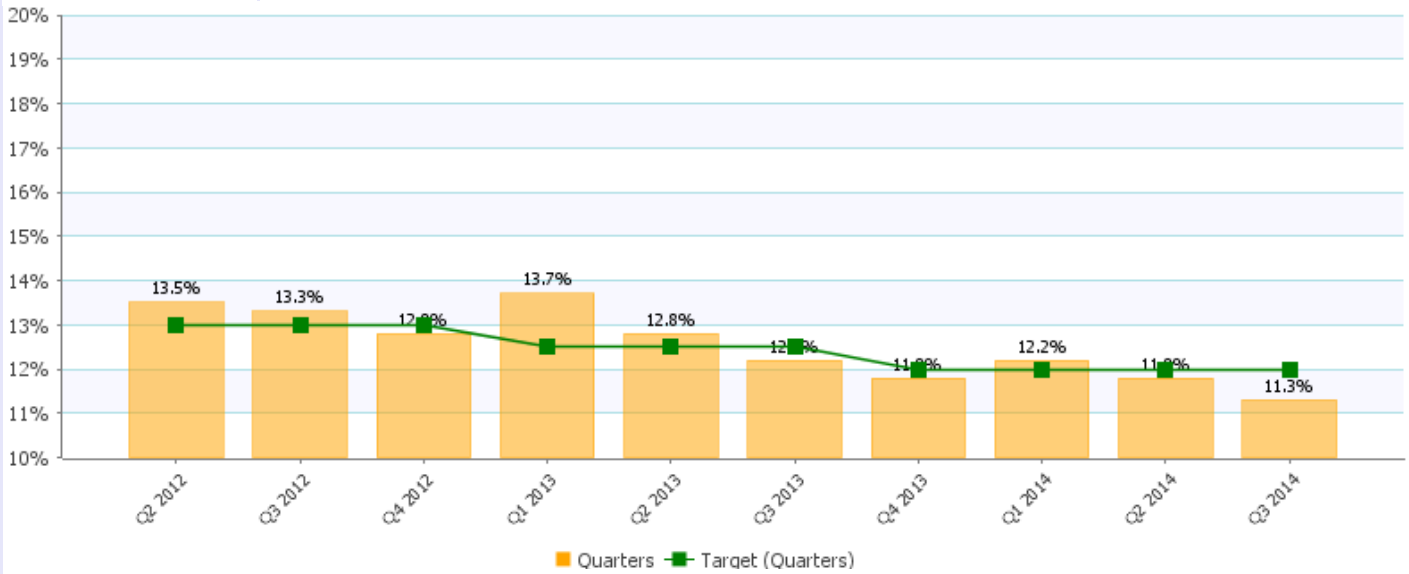
Trend Chart Commentary:

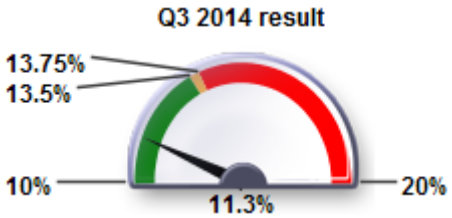
The latest figures for 2014 show that the employment rate has increased significantly from 73.2% in 2013 to 77.4%, with an estimated 90,500 of West Lothian residents in work (compared with 84,800 in 2013).

The rate for West Lothian exceeds that for both Scotland (72.6%) and GB (72.4%). The increase reflects the considerable improvement in

employment for West Lothian residents, after the immediate impact of the Vion closure and associated job-losses in early 2013.

Performance Indicator	**SOA1302_02 Percentage of adults in receipt of key out of work benefits**
Description	This is a high level indicator showing how well the economy is performing and how effective public agencies have been at tackling economic exclusion by reducing the number of individuals claiming out of work benefits. The Department of Work and Pensions provides this data on a quarterly basis. The data includes claimants on all types of benefit (Job Seekers Allowance, Incapacity Benefit/Employment Support Allowance, Income support). So, the indicator provides a much more comprehensive picture of the number of working age jobless who are dependent on state benefits than the monthly reported claimant unemployment rates (which only include Job Seekers Allowance). West Lothian's employability partnership set a very challenging target in 2007 of reducing the number of people on this benefit from 16,000 (16%) to 12,000 (12%) over 5 years. This target was, of course, set prior to the onset of the credit crunch and economic down turn and was revised in July 2012 by the West Lothian Working Together partnership group. The revised aspirational target is to reduce the core level of joblessness by 1,000 over the 2.5 years to end of 2014. This would translate into a reduction in the rate or joblessness to 13.0% by mid of 2013 and 12.5% by end of 2014. A revised target of 11.0% was agreed in February 2014. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local authorities. The next update based of data for Nov 2014 will be released in May 2015.
Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)
Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)





Notes on Latest Data Entry

Trend Chart Commentary:

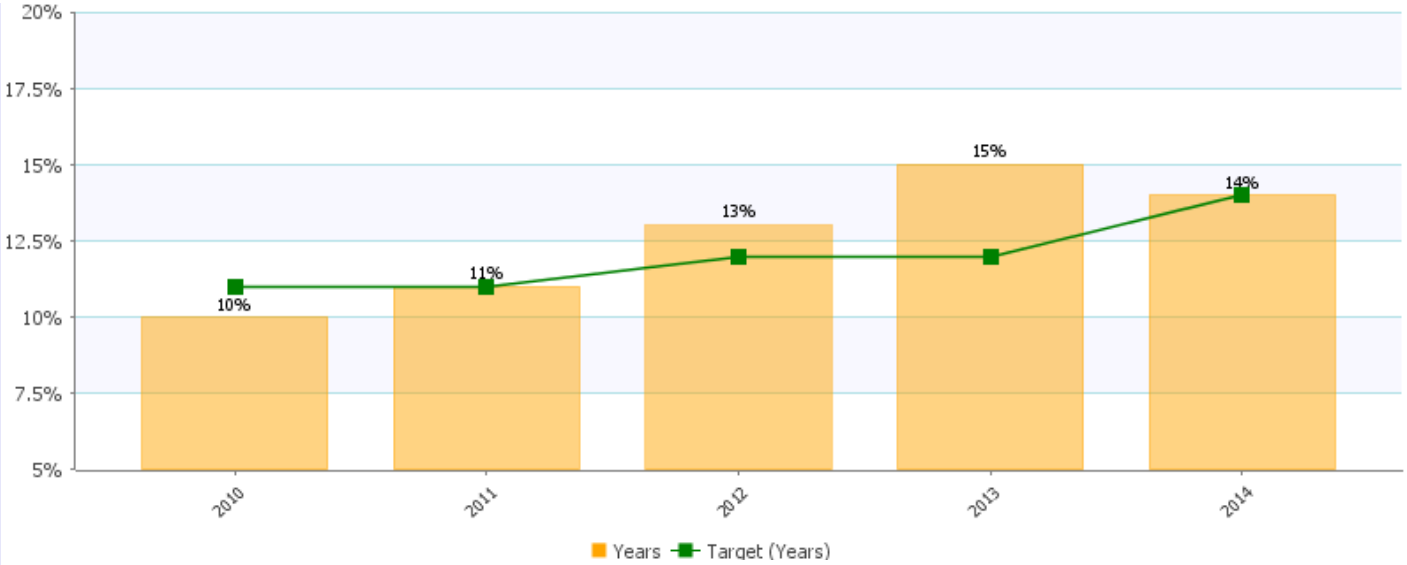
The latest data for Q3 (August) 2014), shows 13,040 - 11.3% of the 16-64 year old population in receipt of key out of work benefits. The rate is below

that for Scotland (11.7%). The West Lothian number and rate represents a decrease from the previous quarter level of 11.8% and is almost one percentage point lower than the same quarter in 2013.

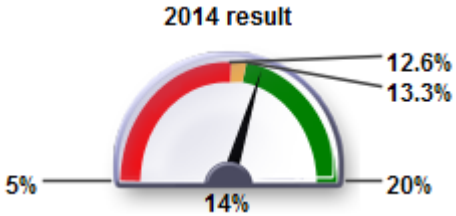
The general trend since 2012 has been downwards, although there was a spike in the data in early 2013 reflecting the Vion closure and resultant increase in Job Seekers allowance claimants.

it is also worth noting that the latest figures are the lowest ever for this dataset which has been available since 1999.

Performance Indicator	**SOA1302_08 Percentage of pupils in S5 attaining 5+ qualifications at level 6**
Description	Indicator shows the percentage of pupils achieving 5 or more Scottish Qualifications Authority (SQA) awards at level 6 (higher grade) or above. Data is provided by Scottish Government statisticians. SQA results in September are pre-appeal are updated in January of the following year as a result of appeals.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Education Development(Elaine Cook)
Data Collection Officer(s)	SOA13_Performance and Information Officer(Education)(Louis Costello)



Notes on Latest Data Entry

Trend Chart Commentary:

Over the five year period, the percentage of pupils in S5 achieving five or more qualifications at level 6 or above, by the end of S5, has risen. Attainment is in line with the target. Performance in this measure has dropped to 14% from the 2012/13 of 15% although the figure for 2013/14 is pre appeal. The actual figure for 2013/14 is 14.4% and does not include awards gained by students at college. It is envisaged that the post appeal figure will rise to 15%.

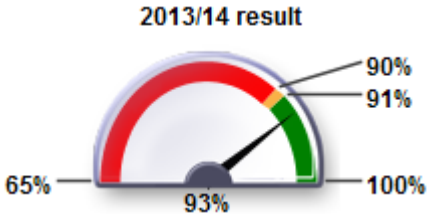
Performance will vary from year to year as different cohorts of pupils sit different exams, and the pattern of subjects sat will change. Schools will work to raise the performance of each individual pupil. Schools have prioritised improving attainment at this level.

The long term trend in West Lothian Council has been for improvements in attainment, and this has been recognised by Education Scotland.

A target of 15% will be set for 2014/15.

Performance Indicator	**SOA1302_09 Percentage of school leavers entering a positive destination**
Description	This is a key indicator for measuring the progress of young people on leaving school. West Lothian and other South East Scotland local authority areas have historically under performed with low levels of progression into training opportunities in particular with negative destinations at 19% in 2007/08. Considerable progress has been made in addressing this challenge. A revised targets of 93% agreed for the 2013/14 leavers. This has been met. Targets of 94% for 2014/15 and 95% for 2015/16 have been proposed. Skills Development Scotland (SDS) collects this data through an annual survey conducted each autumn. Annual figure for the 2014/15 leaver group should be available in December 2015 or January 2016.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)
Data Collection Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)



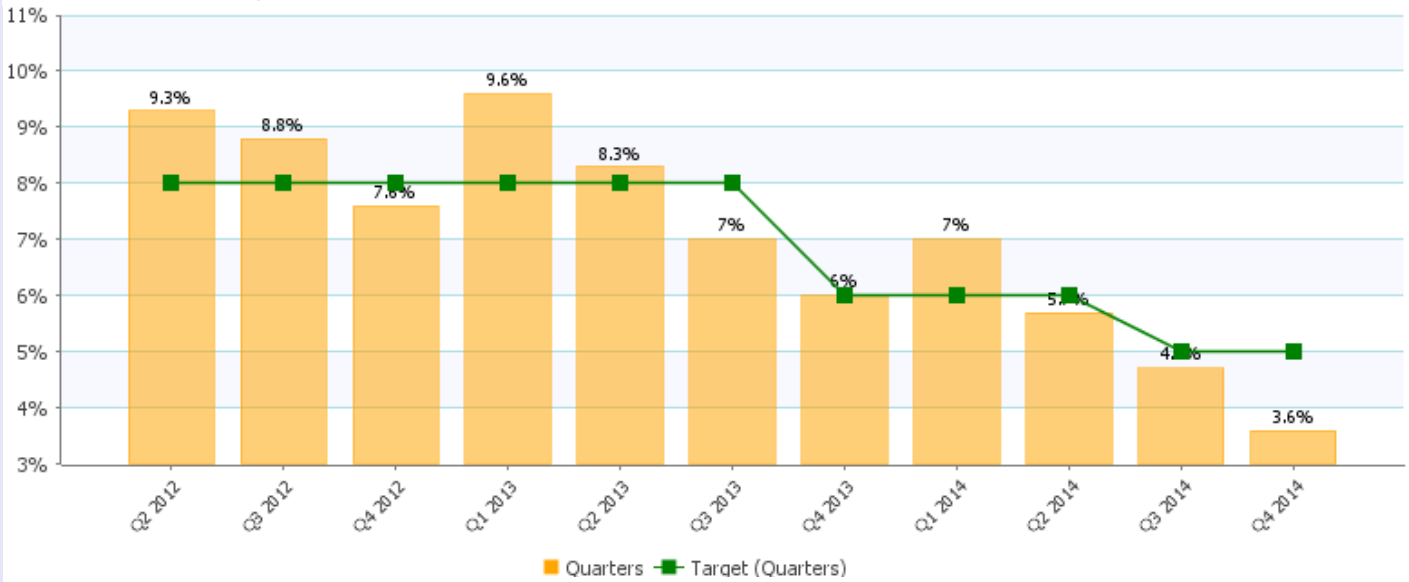
Notes on Latest Data Entry

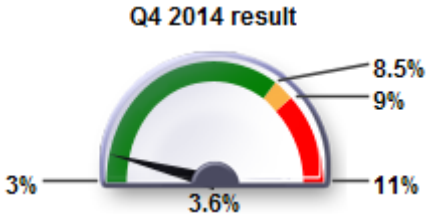
Trend Chart Commentary:

Over the last eight years, West Lothian has seen continued improvements in the levels of school leavers achieving a positive destination. The latest figures for 2013/14 leavers show 93.0% of young people have entered a positive destination (higher education, further education, training, volunteering or employment) - an increase of 1% on 2012/13. Since 2007/08, positive destinations have increased by 12 percentage points.

This positive trend has been achieved against the backdrop of changing economic circumstances. In 2013/14 19.4% of all leavers progressed into employment compared with 27% in 2005/06 reflecting the competition for a reduced number of vacancies. The increase in positive destinations has been achieved through increases in the number and percentage of leavers progressing into higher education, further education and training opportunities. The council, West Lothian College and Skills Development Scotland have provided additional opportunities - after successfully lobbying for additional college and training programme places.

Performance Indicator	**SOA1302_10 Percentage of 18 -24 year olds claiming Job Seekers Allowance**	**Partner Organisation**	CPP13 West Lothian Council
Description	This indicator provides information on youth unemployment within West Lothian. This is of particular relevance due to the relatively high percentage of young people in need of More Choices and More Chances in West Lothian over a number of years. The data is sourced from the Jobseekers Allowance (JSA) Claimant Count - age and duration data set. The % rate is the number of persons claiming JSA as a proportion of resident population of the 18-24 age group. Because of recent revisions to the population estimates resulting from the 2011 Census, the reported rates for 2010 and 2011 have been revised slightly upwards for West Lothian. The target was set in July 2012 by the West Lothian Working Together partnership group to reduce the level of youth joblessness by one quarter over the 2.5 years to end of 2014. This would translate into a reduction in the JSA rate for 18 to 24 year olds to 8% by mid 2013 and 6% by end of 2014. However, the progress over the last year means that the reduction to below 6% was achieved in mid 2014. A revised target of 5% by mid 2015 has now been proposed.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)





Notes on Latest Data Entry

Trend Chart Commentary:

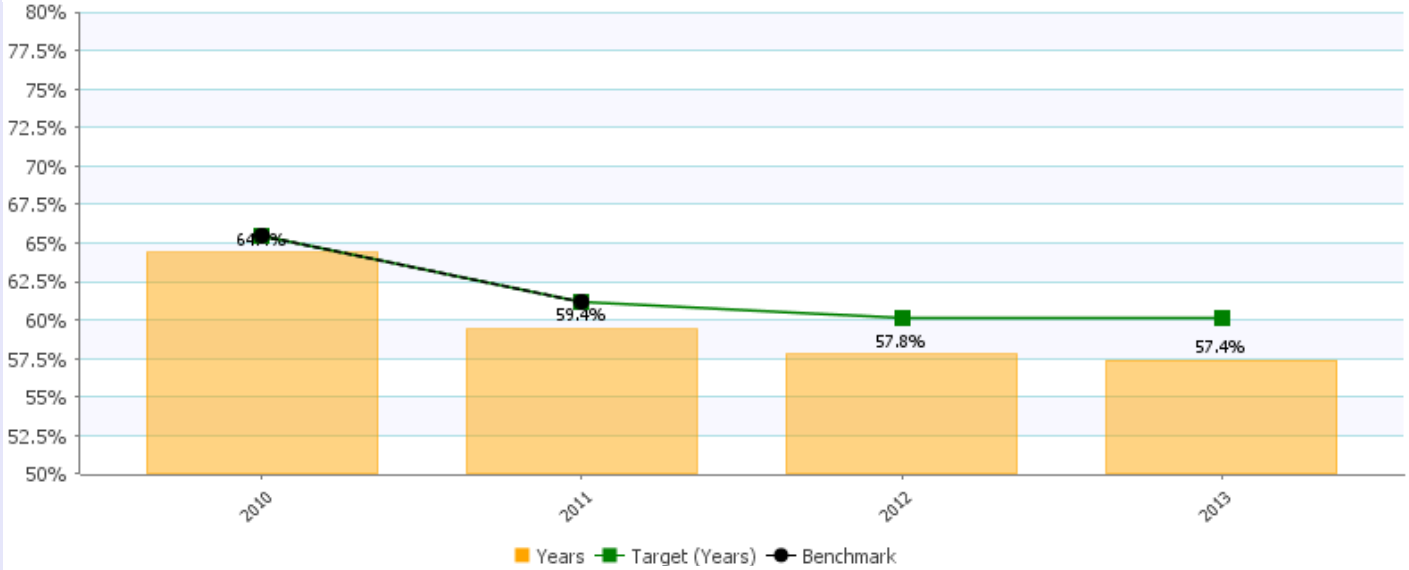
As with the general level of unemployment, youth unemployment increased over the period to December 2009, reflecting the challenging economic climate and the impact of the credit crunch and recession.

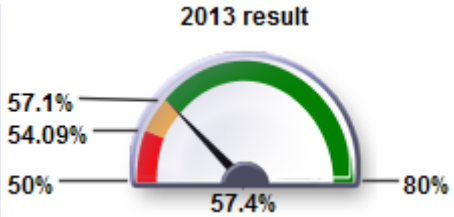
The latest figure is for 2014 Quarter 4 shows a reduction to 3.6%. West Lothian's level of youth unemployment is still higher than Scotland (3.5)%). Nevertheless, the sustained reduction from 9.9% in September 2011 is positive news.

Tackling youth unemployment continues to be one of the key challenges for West Lothian and this is reflected in the current economic strategy - and the range of national and local initiatives that have been developed to create opportunities for young people. A revised Youth Employment Action Plan for West Lothian has been developed to reinvigorate efforts to increase the level of employment and further reduce unemployment amongst

young people.

Performance Indicator	**SOA1303_01 Percentage survival rate of VAT/PAYE businesses after 3 years**	**Partner Organisation**	CPP13 West Lothian Council
Description	This indicator measures the durability of businesses that are starting up in the West Lothian area. As such, it provides a health check on the state of the local economy. The data is produced annually and allows comparisons to be made with other local authority areas. It provides a measure of the sustainability of new businesses in an area, expressed as a percentage of the businesses that survive for at least three years. Targets have been set for this indicator to exceed the Scottish average. This dataset was first introduced in 2008. It supersedes the VAT dataset, and provides a more comprehensive picture of the business base. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local partners. Figures for each year are collated in December for the previous year. The 2013 data was released in December 2014 and the next update will be December 2015 (for the 2014 data). Link to data source: http://www.ons.gov.uk/ons/rel/bus-register/business-demography/2011/stb-business-demography-2012.html	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)





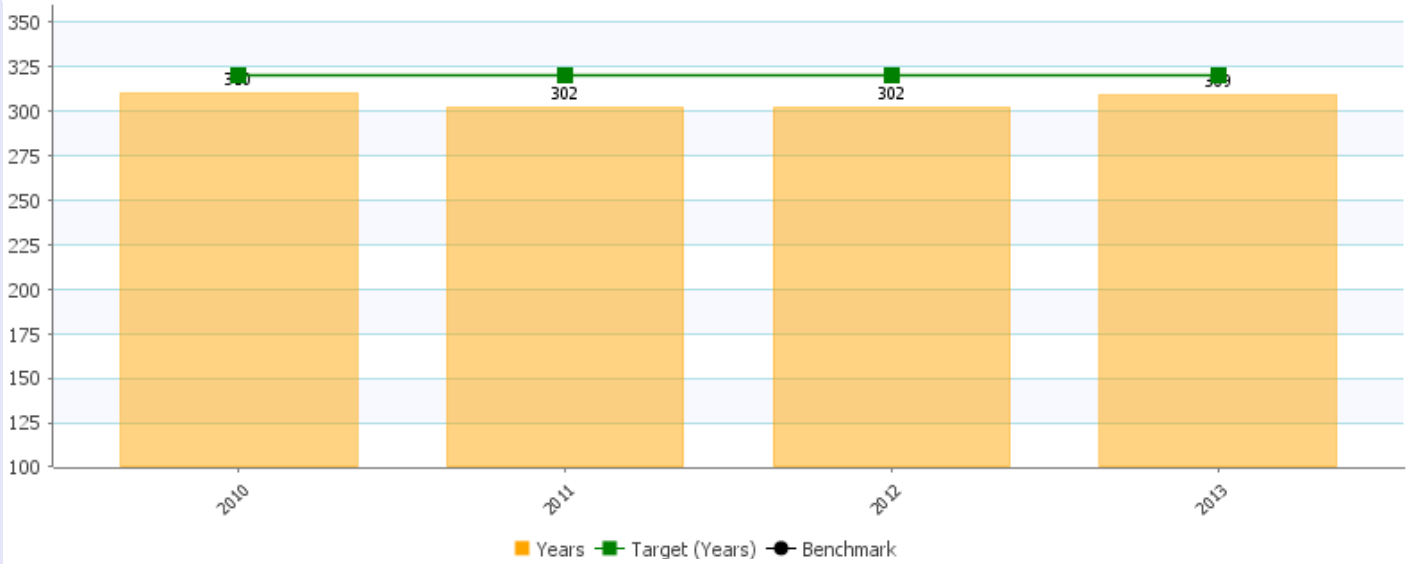
Notes on Latest Data Entry

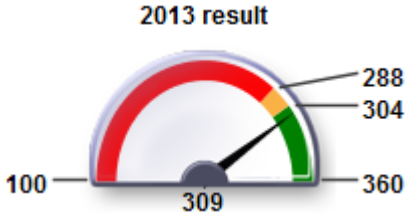
Trend Chart Commentary:

This chart showed a slight improvement from 2008 to 2009, exceeding the Scottish average of 65%. However in 2010 the West Lothian survival rate dipped below the Scottish level. In 2013, the West Lothian survival rate declined further to 57.4%. (i.e. 57.4% of new businesses registered in 2010 were still trading in 2013). Scotland and GB also experienced a decline. The West Lothian figure is similar to that of the benchmark group of local authorities - including Fife, Edinburgh and North Lanarkshire. The decline in survival rates reflects the challenging economic climate faced by start-up

businesses over the last five years.

Performance Indicator	**SOA1303_02 VAT/PAYE business stock per 10,000 adults**	**Partner Organisation**	CPP13 West Lothian Council
Description	The indicator measures the overall level of business active within the West Lothian area. As such, it provides a health check on the state of the local economy and the level of entrepreneurship. The data is produced annually by the Office for National Statistics and allows comparisons to be made with other local authority areas. It provides a measure of the number of businesses per head of population (businesses per 10,000 adult residents). Targets have been set by the West Lothian Economic Partnership to move towards the Scottish average. This dataset was first introduced in 2008 (and included retrospect data for 2006 and 2007). It supersedes the VAT dataset, and provides a more comprehensive picture of the business base. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of partner organisations. The 2013 VAT/PAYE data was released in December 2014 and the next update will be December 2015 (for the 2014 data). Revised mid-year population estimate figures have been released based on the 2011 census data. This resulted in slightly revised figures for 2010 and 2011 on those previously reported.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)





Notes on Latest Data Entry

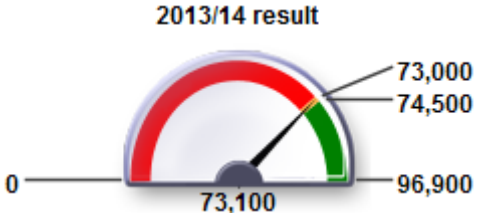
Trend Chart Commentary:

The latest data release by ONS for 2013 showed 4,365 active businesses operating in West Lothian a net increase of 140 on 2012. The adult population has also continued to grow and revised mid-year estimate population figures have recently been released reflecting the 2011 census results. The number of businesses per 10,000 has increased from the 2012 figure of 302 to 309 - this represents significant progress.

West Lothian is still some way away from achieving the Scottish rate of businesses per 10,000, which is currently 367. Businesses per head of population tend to be highest in in city or rural local authority areas. West Lothian's business stock per 10,000 adults is higher than other local authorities with similar economic characteristics and settlement structures - Fife, Falkirk and North Lanarkshire, but lower than Midlothian and South Lanarkshire.

Performance Indicator	**SOA1303_06 Total number of jobs in West Lothian**
Description	This performance indicator measures the number of jobs in West Lothian is an indicator of the overall level of economic activity in the area, and underpins other SOA objectives, for example: the proportion of working age adults in work. Increasing the positive destinations for young people, is both dependent on a wide a range of job opportunities locally. **This is an economic health-check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local partners. The revised target of growing the employment base to 75,000 by 2016/17 has been set in recognition of the additional resources and effort that is being focused on supporting business growth and investment in West Lothian over the next 5 years. Indicator information is published retrospectively in September of each year e.g. 2013 figure became available in September 2014.

Partner Organisation	CPP13 West Lothian Council
Responsible Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)
Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)



Notes on Latest Data Entry

Trend Chart Commentary:

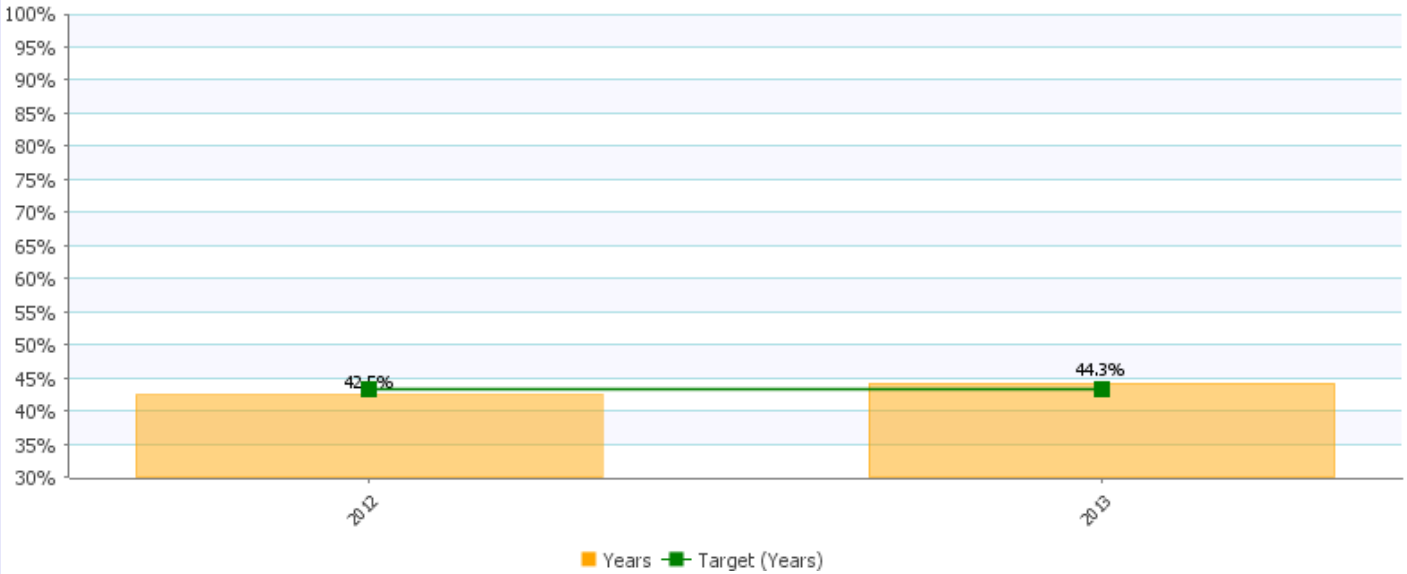
Our longer term target is to increase the number and quality of job opportunities located in the area. With projected job losses in the public sector and wider economic uncertainty however, supporting jobs growth back to pre recession levels of 80,000 is a steep challenge.

The latest data for 2013, as anticipated, showed a further net decrease in the employment base. Between 2009 and 2013, the total number of jobs fell by over 7,000 - with the most significant reductions recorded in the manufacturing and construction sectors.

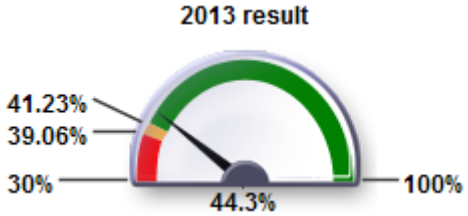
Other than a small number of areas, all Scottish Local Authorities have experienced significant job losses over the last 5 years. However, the scale of job losses in West Lothian between 2009 and 13 (at 9%) is greater the net reduction for Scotland as a whole and our benchmark areas). The 2013 figure includes the job losses associated with the closure of Vion which account for the net reduction on 2012.

SOA13_Environment Forum

Performance Indicator	**SOA1308_03 Percentage of household waste recycled**
Description	This measures the percentage of Household Waste that the council recycles, composts or disposes of each year and provide a comparison between councils. The target set is the based on this year's performance and the aim is to do better than the target and maximise the percentage of household waste that is recycled.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Service Manager Waste Services(David Goodenough)
Data Collection Officer(s)	SOA13_Waste Strategy Officer(Karen King)



Notes on Latest Data Entry

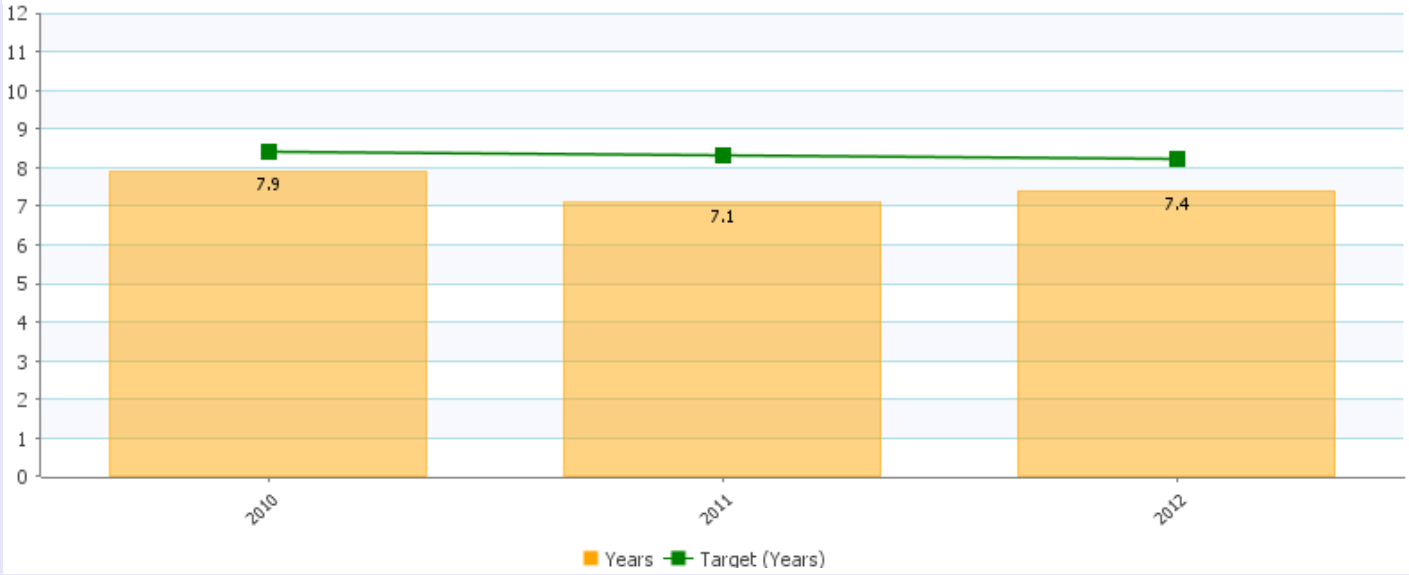
05-May-2015 Please note that we are now reporting in Calendar Years as required by our statutory return to the Scottish Environment Protection Agency. Previously this was financial years. To allow comparison with previous performance we are comparing the previous reported year Financial 2012/13 to Calendar Year 2013.

In comparing 2013 to 2012/2013 the main differences are as follows:

Decrease in the blue bin material recycled (100t)
Increase in tonnage collected of Brown bin (500t) and CRC green waste (160t), probably due to the better summer.
Materials recycled through our CRC's: Electrical items decreased (80t), and an increase in rubble (170t), wood (300t), which may be down to an improvement in the economic climate.
There was less bulky waste collected (300t) and therefore less (200t) recycled.
The new food waste collection service was introduced to approximately 20,000 households in April 13 and 700t was recycled from this during 2013.
The overall tonnage of Household waste collected decreased in 2013 compared to 2012/13 by approximately 2000t The above has increased the household recycling rate from 42.5% in 2012/13 to

	44.3% The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015
Trend Chart Commentary: Please note that we are now reporting in Calendar Years as required by our statutory return to the Scottish Environment Protection Agency. Previously this was financial years. To allow comparison with previous performance we are comparing the previous reported year Financial 2012/13 to Calendar Year 2013. In comparing 2013 to 2012/2013 the main differences are as follows: Decrease in the blue bin material recycled (100t) Increase in tonnage collected of Brown bin (500t) and CRC green waste (160t), probably due to the better summer. Materials recycled through our CRC's: Electrical items decreased (80t), and an increase in rubble (170t), wood (300t), which may be down to an improvement in the economic climate. There was less bulky waste collected (300t) and therefore less (200t) recycled. The new food waste collection service was introduced to approximately 20,000 households in April 13 and 700t was recycled from this during 2013. The overall tonnage of Household waste collected decreased in 2013 compared to 2012/13 by approximately 2000t The above has increased the household recycling rate from 42.5% in 2012/13 to 44.3% The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015	

Performance Indicator	**SOA1308_07 Tonnes of CO2 emissions per capita for the West Lothian District**
Description	Under the Climate Change (Scotland) Act 2009 public bodies have a duty, in exercising their functions, to contribute to the delivery of the Act's emissions reduction targets. Working with community planning and other partners is essential to reducing area wide carbon emissions.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Planning and Economic Development(Craig McCorriston)
Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)

Notes on Latest Data Entry

29-Jul-2014 The most recent figure available is for 2012 and DECC will be publishing 2013 data in 2015 when this KPI will be updated.

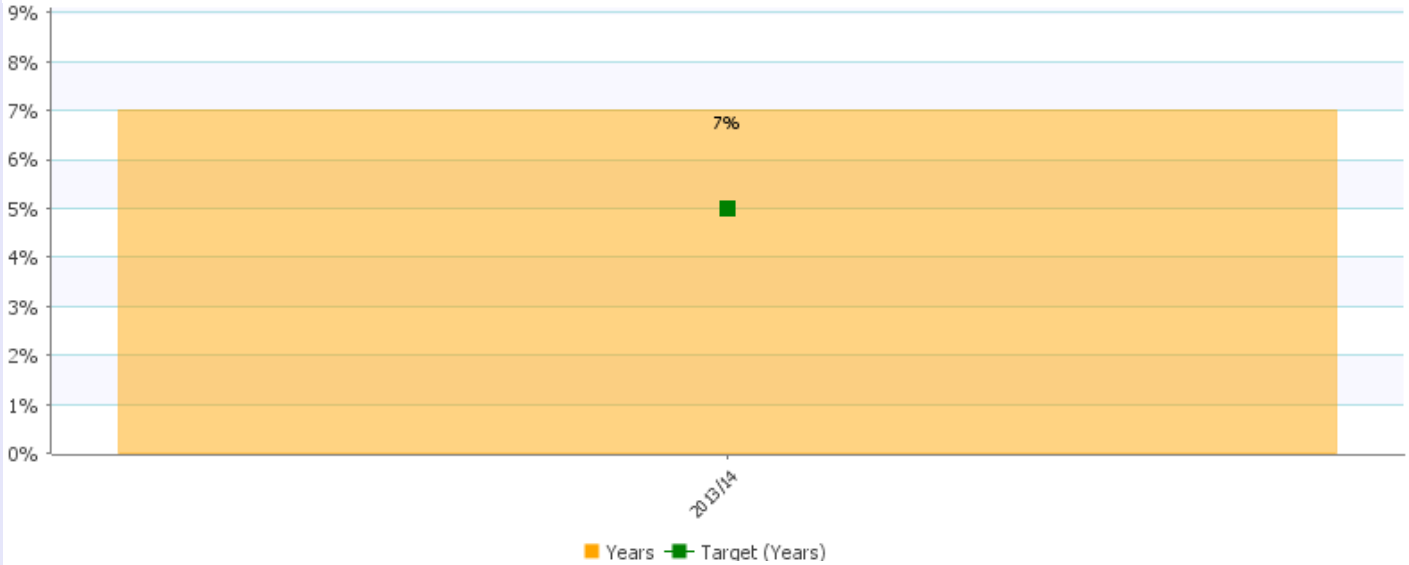
Trend Chart Commentary:

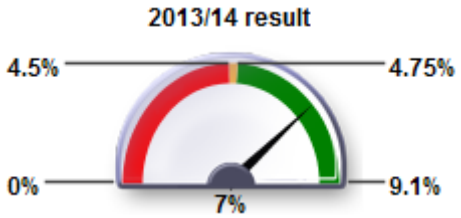
Statistical data for carbon dioxide (CO2) emissions at the local authority and regional level are published annually by the Department of Energy & Climate Change (DECC) and includes estimated emissions from the industrial and commercial sector, domestic emissions including from gas and electricity consumption and emissions from transport. From 2014 the dataset also includes emissions from land use, land-use change and forestry. Previous year's figures have been revised and are as per the information in the chart.

West Lothian's per capita emissions for 2012, the latest available year of the dataset, is 7.4 tonnes of CO2. The figures from 2005 to 2012 show an overall decrease in carbon emissions across West Lothian, despite an increase in 2010 on the previous year due to an unusually cold winter. Overall emissions reductions since 2005 are in the industrial, commercial and domestic sectors, while road transport has remained relatively static. The most recent figures for 2012 show an increase on the previous year's figures of 3.8% which can be attributed primarily to an increase in domestic gas and electricity consumption due to the prolonged cold winter, and gas consumption in the industry and commercial sector.

West Lothian's per capita emissions are above the total for Scotland (6.7 tonnes per person) along with Falkirk, Perth & Kinross, Fife, Clackmannanshire, Angus, North Ayrshire, East Lothian and the remote island local authorities.

Performance Indicator	**SOA1308_08 Percentage reduction in emissions from the council's activities and services (transport, non-domestic buildings, external lighting, waste and water).**	**Partner Organisation**	CPP13_West Lothian Council
Description	As a signatory of Scotland's Climate Change Declaration the Council is committed to setting an example by reducing it's own corporate carbon footprint in line with national climate change targets. This includes emissions reductions from transport (including fleet and business mileage), non domestic buildings, external lighting, waste and water.	**Responsible Officer(s)**	SOA13_Head of Planning and Economic Development(Craig McCorriston)
		Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)





Notes on Latest Data Entry

Trend Chart Commentary :

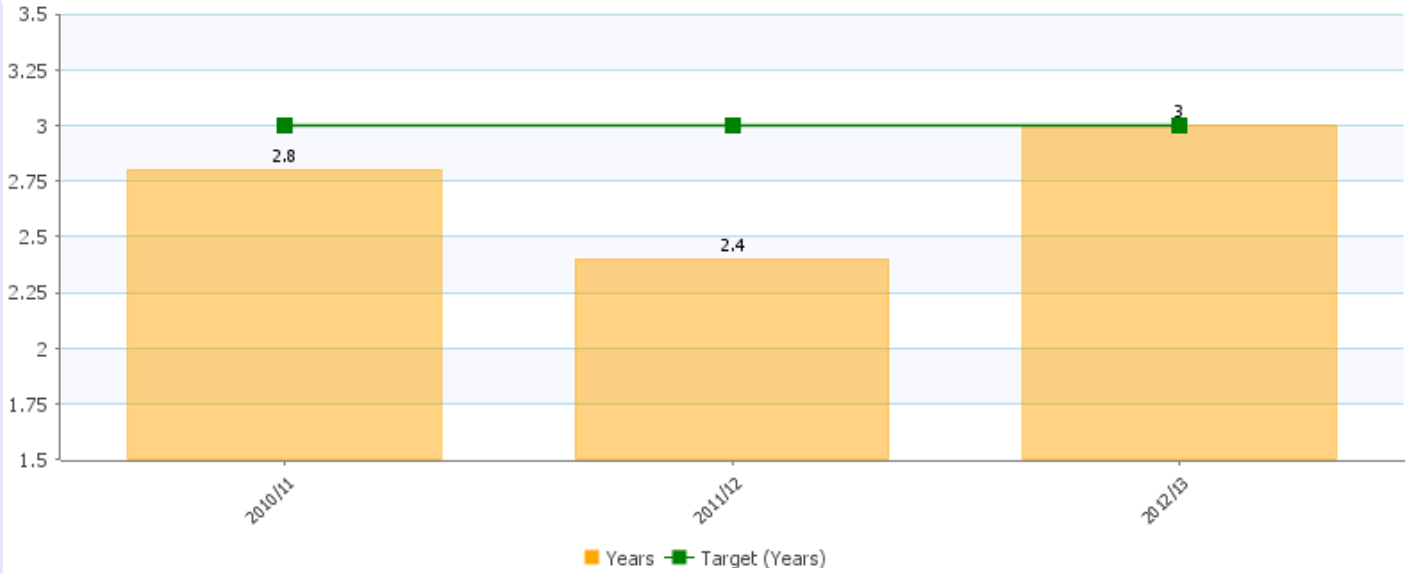
Please note that the baseline has been reviewed so that additional information can be included in the council's carbon footprint in line with best practice. The council's carbon footprint now includes more detailed information for buildings, different waste streams, including recycling and composting, fleet diesel and fleet petrol, business mileage, water consumption and all external lighting. The Council's original 30% target by 2020 relative to a 2007 baseline is currently being reassessed following the revision of the baseline.

Previous year's data is not comparable to the new baseline figure as some of the information now included in the overall carbon footprint isn't available for earlier years. However, it has been possible to calculate the carbon footprint for the previous year using the same data for comparative purposes. The council's carbon footprint for the financial year 2012/13 was calculated to be 64,703 tCO2e. The footprint for 2013/14 was calculated to be 59,967 tCO2e, which is a 7% reduction on the previous year. Activities which have contributed to the reduction include the rationalisation of council buildings, increased recycling rates and less waste going to landfill, the use of building management systems and energy efficiency measures.

Work is ongoing to calculate the council's emissions for 14/15 in preparation for submission to the Scottish Government in October 2015

SOA13_Health and Wellbeing Forum

Performance Indicator	**SOA1301_01 Infant mortality rate per 1000 live births**
Description	Infant deaths refer to all deaths in the first year of life; rate per 1000 live births



Partner Organisation	CPP13_NHS
Responsible Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)
Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)

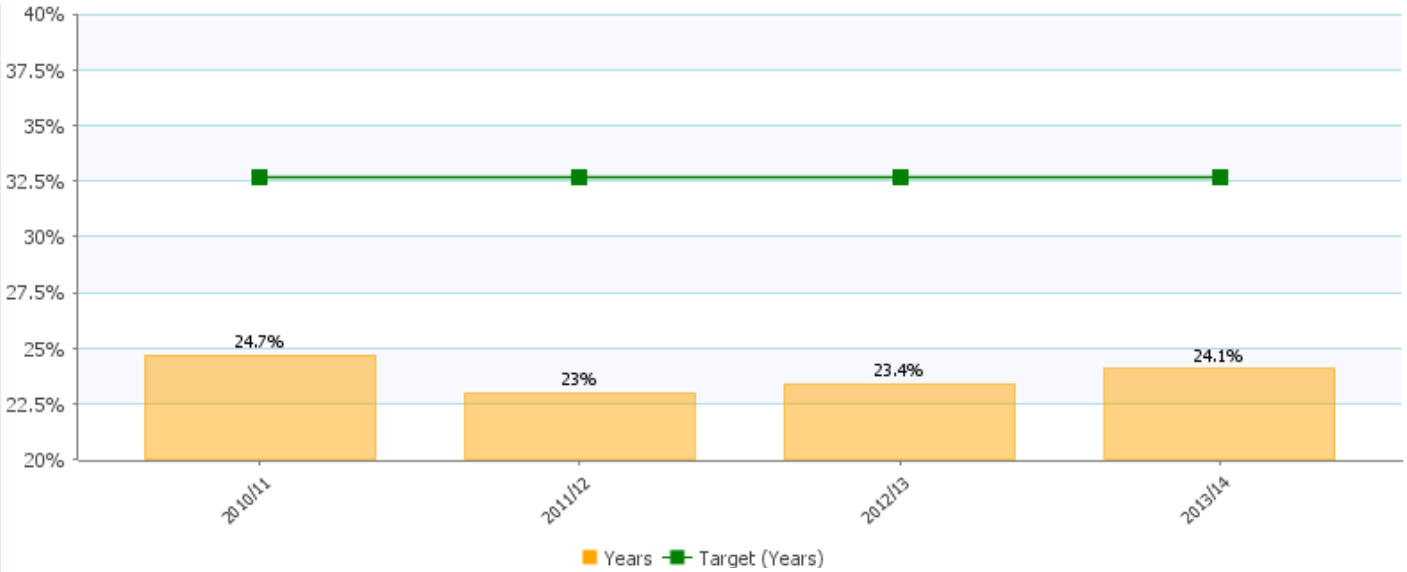
2012/13 result

Notes on Latest Data Entry

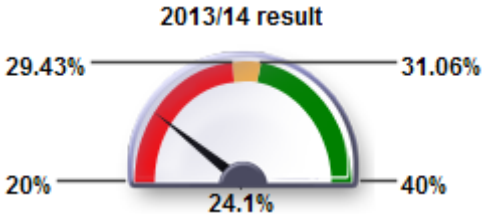
Trend Chart Commentary :

Infant mortality rate per 1000 live births in 2012/13 was 3.0 which compares favourably with Scottish rate of 3.3 and Lothian rate of 3.2

Performance Indicator	**SOA1301_03 Percentage of newborn children exclusively breast fed at 6-8 weeks**
Description	The Scottish Government target to increase the proportion of newborn children who are exclusively breastfed at 6-8weeks in Scotland to 32.7%



Partner Organisation	CPP13 NHS
Responsible Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)
Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)



Notes on Latest Data Entry

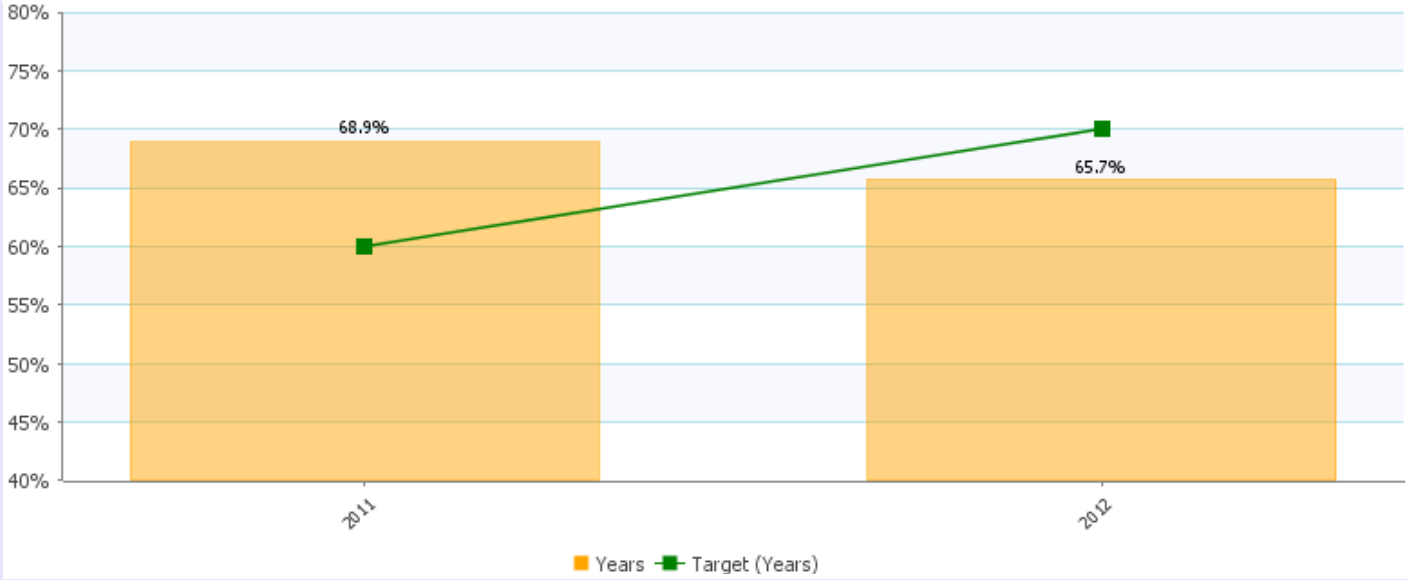
Trend Chart Commentary:

In 2013/14, 33% of babies were breastfed at the 6-8 week review. Within this overall breastfeeding rate 24.1% of babies were exclusively breastfed an increase of 0.8% on the previous year. Intermediate zone data is due to be published later this year which will provide more information in relation to prevalence of breastfeeding and inequalities.

In comparison to other areas the rate of breastfeeding is lower than the Scottish average of 37.9% with 27.1%exclusively breastfed and similar to Mid Lothian with 34.7% (23.9% exclusively breastfed) and better than Falkirk with 26.6% (20% exclusively breastfed)

Interventions are targeted at breastfeeding support through both professional input and peer support buddies. Work is ongoing regarding wider social acceptability and cultural changes required through education and work with local employers, retail and leisure facilities to support and promote breastfeeding.

Performance Indicator	**SOA1301_06 Percentage of children in P1 with no obvious dental decay experience**
Description	The National dental Inspection Programme is undertaken every two years which involves a comprehensive assessment of the mouth of each child and records the status of each surface of each tooth in accordance with international epidemiological conventions.



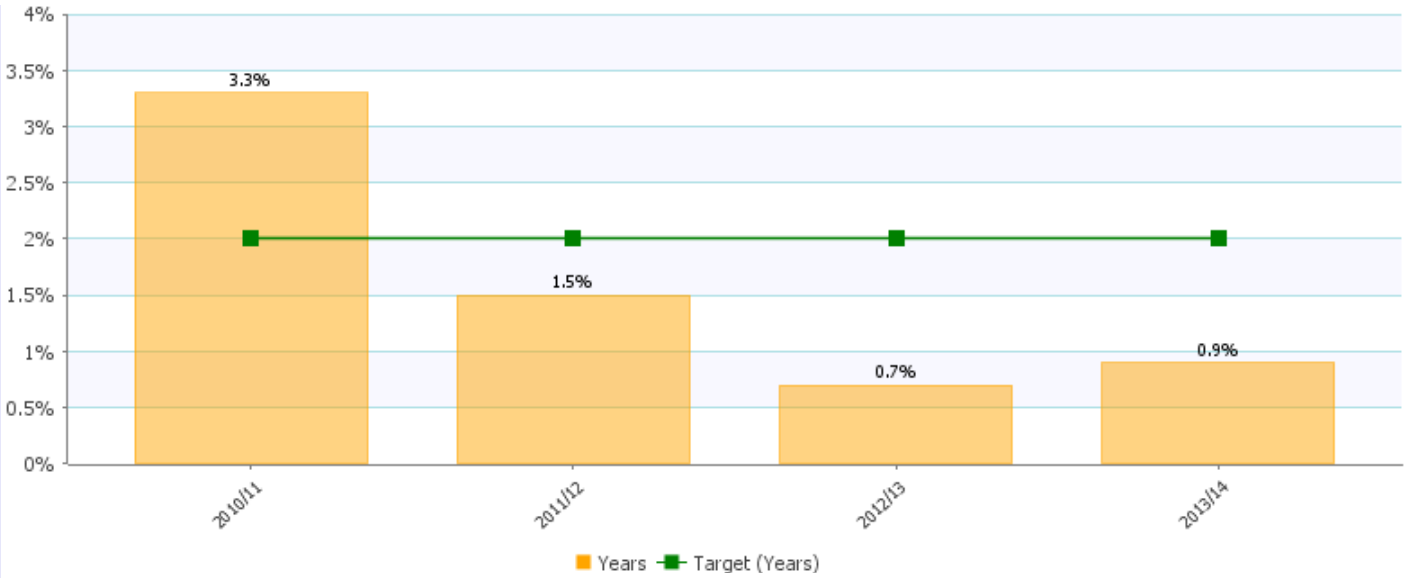
Partner Organisation	CPP13 NHS
Responsible Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)
Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)

Notes on Latest Data Entry

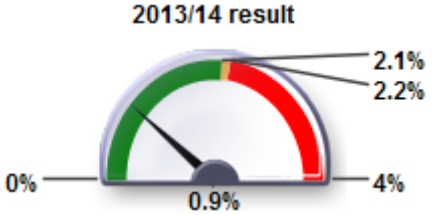
Trend Chart Commentary:

The national survey is carried out every two years and 2012 results indicate 65.7% of primary 1 children had no obvious dental caries which is above the Scottish target of 60% although less than the Scottish average of 67%. The improvements in dental health are linked to the introduction of Childsmile Toothbrushing and Childsmile Nursery interventions. A new local target has been agreed at 70 % to be achieved over the next three years

Performance Indicator	**SOA1301_09 Estimated percentage of children underweight in P1**
Description	Percentage of children in primary 1 receiving a review whose BMI falls within the underweight epidemiological category (BMI ≤ 2nd centile)



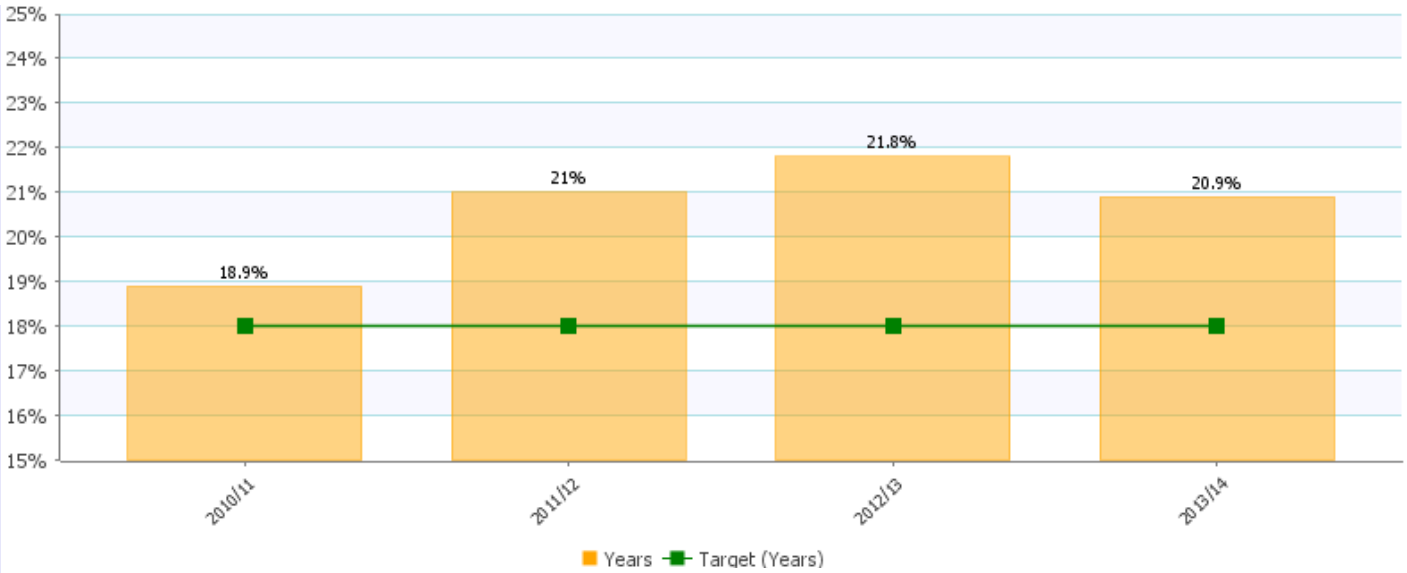
Partner Organisation	CPP13 NHS
Responsible Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)
Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)

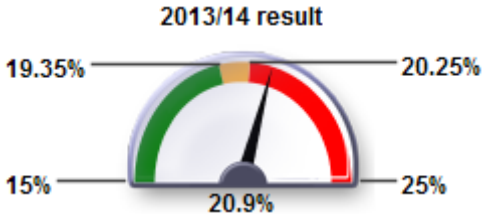


Notes on Latest Data Entry

Trend Chart Commentary :
Based on centile cut-offs on the 1990 UK growth reference charts used for population monitoring purposes, BMI assessment of West Lothian's Primary 1 children in 2013/14 estimated
0.9% were at risk of being underweight, a increase of 0.2% on previous year and similar to Scottish average of 1.0%

Performance Indicator	**SOA1301_10 Estimated percentage of children overweight, including obese, in P1**	**Partner Organisation**	CPP13 NHS
Description	Percentage of children in primary 1 receiving a review whose BMI falls within the overweight and obese epidemiological categories: (BMI ≥ 85th centile)	**Responsible Officer(s)**	SOA13_Primary Care Manager(Carol Bebbington)
		Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)

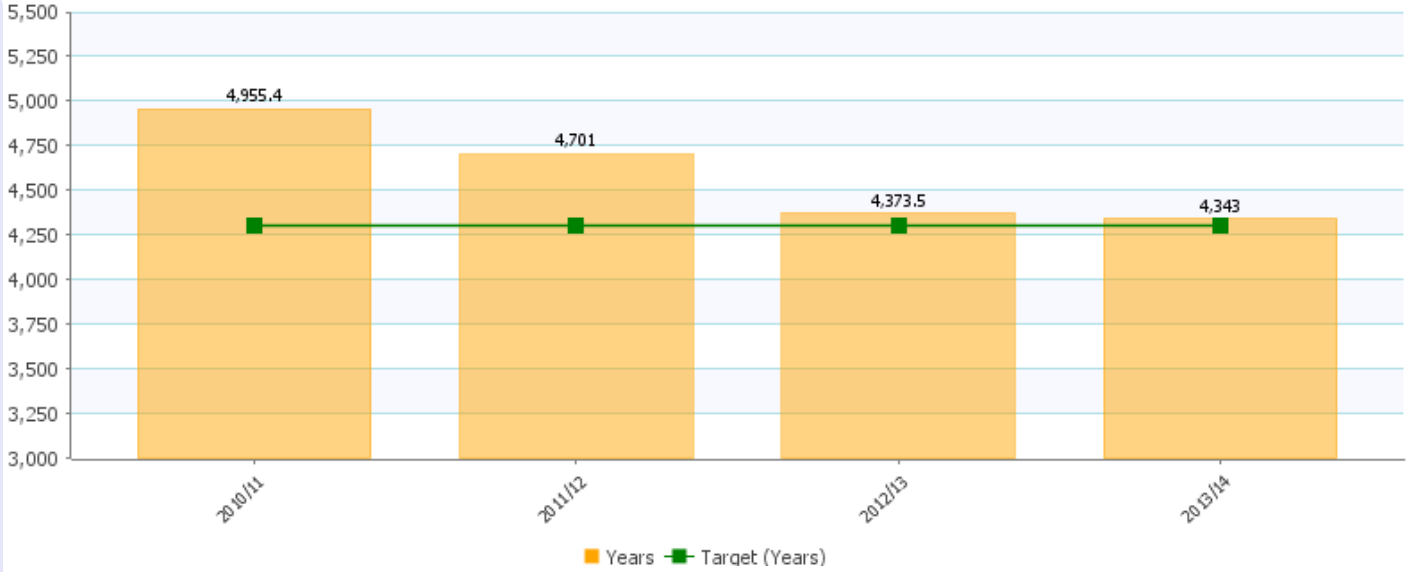




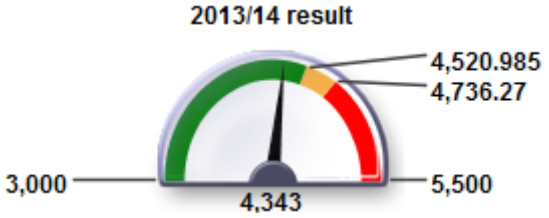
Notes on Latest Data Entry

Trend Chart Commentary :
Based on centile cut-offs on the 1990 UK growth reference charts used for population monitoring purposes, BMI assessment of West Lothian's Primary 1 children in 2013/14 estimated
20.9% were at risk of overweight and obesity combined compared to 22.6% for Scotland
12.8%were at risk of being overweight and 8.1% were at risk of obesity. An overall improvement of 1% on previous year

Performance Indicator	**SOA1306_08 Rate of emergency inpatient bed days for people 75+ per 1000 population**
Description	Emergency bed days 75+ Reduce the rate of emergency inpatient bed days for people aged 75 and over per 1,000 population by at least 12% between 2009/10 and 2014/15



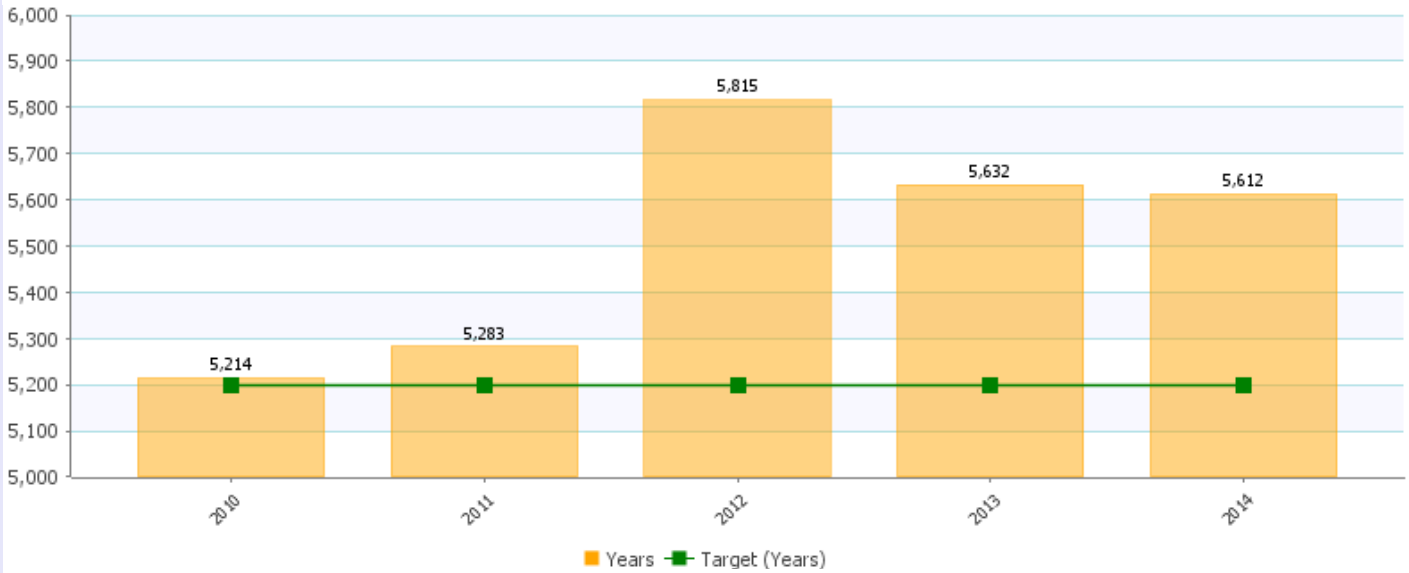
Partner Organisation	CPP13 NHS
Responsible Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)
Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)



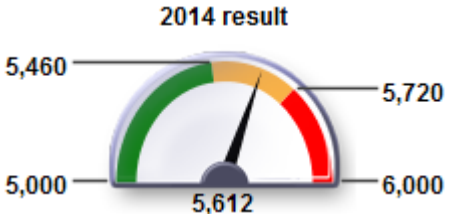
Notes on Latest Data Entry

Trend Chart Commentary :
12% reduction in emergency inpatient bed days to be achieved by 2014. 2013/14 data demonstrates sustained reduction of 11.2% against 09/10 baseline.

Performance Indicator	**SOA1306_09 Rate per 100,000 population of patients aged 65+ with 2+ emergency admissions by financial year**
Description	[Rate per 100,000 population of patients aged 65+ with 2+ emergency admissions by financial year



Partner Organisation	CPP13 NHS
Responsible Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)
Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)



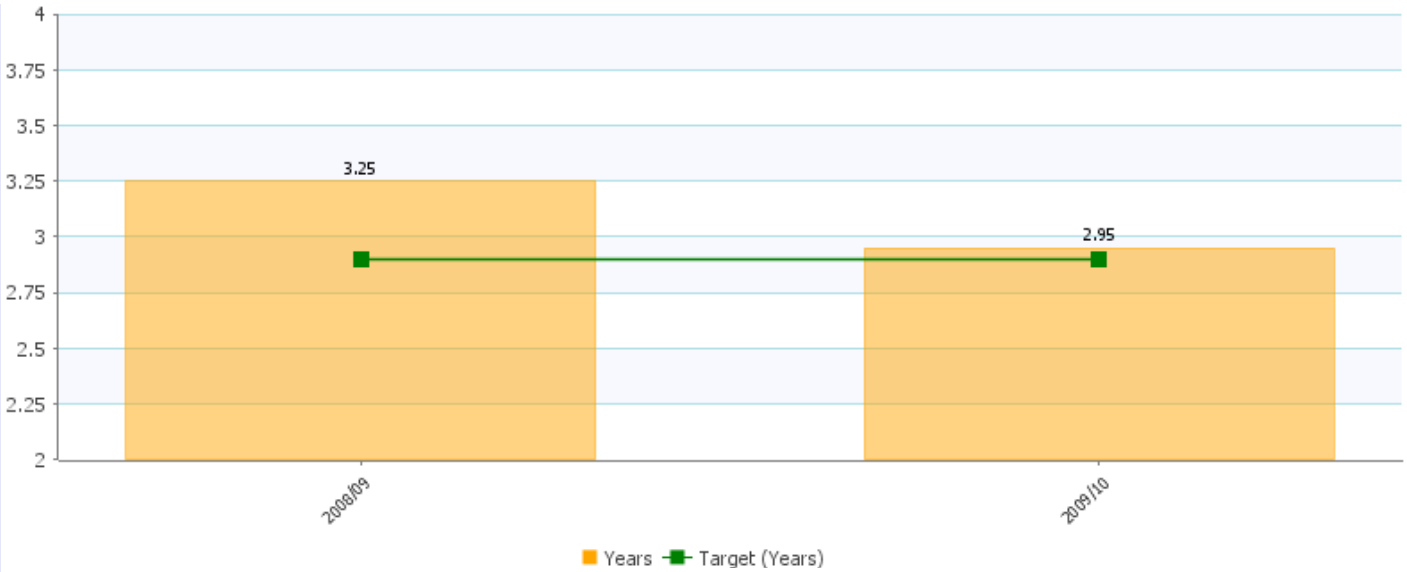
Notes on Latest Data Entry

Trend Chart Commentary:

The West Lothian rate per 100,000 for 2013/14 is 5612 compared to 5019 for Scotland. This is is 1% decrease from previous year and is against a 5% increase in the number of over 65s in the West Lothian population from 2011

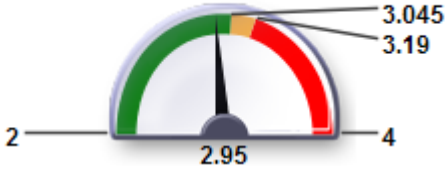
Interventions are being sustained in relation to improved community care provision for older people and case management approaches are being embedded for those with long term conditions.

Performance Indicator	**SOA1307_05 Gap in life expectancy of the most deprived 15% and the average life expectancy in West Lothian**
Description	Life expectancy in Council areas split by deprivation is calculated on 5 year averages e.g. 2006/10, 2005/09, this indicator is of the gap in life expectancy of most deprived 15% and average life expectancy



Partner Organisation	CPP13 NHS
Responsible Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)
Data Collection Officer(s)	SOA13_Primary Care Manager(Carol Bebbington)

2009/10 result



Notes on Latest Data Entry

Trend Chart Commentary : Update due to be published Autumn 2014

Between 2005/09 and 2006/10 the gap in life expectancy between the most deprived 15% and average life expectancy has reduced by 0.09% from 3.25 years to 2.95 years

Date: 25 May 2015 Item: 7b	Community Planning Partnership Board
Performance Report Summary	

Environment Thematic Report (SOA1308)

The following summarises the key updates to the SOA Environment PIs since these were last reported to the Community Planning Steering Group in January 2014.

SOA1308_01 (% residents stating they are satisfied with their neighbourhood): 2013 Quality of Life Survey results are now available and show that satisfaction has increased slightly from 80% in 2010 to 83% in 2013.

SOA1308_02 (Street Cleanliness): Performance increased in 2013/14 to our highest ever score of 76. Following the introduction of the Litter Action Plan for West Lothian as well as the additional recruitment of temporary street cleansing staff within the establishment; this allowed the service to deliver the service as efficiently and effectively as possible resulting in an improvement in our overall score. 2014/15 will see further investment in the service which we hope will allow us to maintain or improve our current level of cleanliness throughout West Lothian.

SOA1308_03/04 (% household waste/municipal solid waste recycled): The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015. Although it is too early yet to determine the recycling rate for 2014, compared to 2013, there was an 1800 tonne increase in brown bin material collected and, due to the rollout of food waste around October to a further 52,000 households, there was an increase in the food waste of approximately 950 tonnes up to the end of 2014. This tonnage appears to have been sustained in the first quarter of 2015 with approximately 900 tonnes of food waste being collected up to the end of March.

Due to the processing changes introduced as a result of the new Blue Bin contract it is anticipated the amount recycled may decrease, although this is yet to be finalised. This is due to problems with contamination experienced in the loads for example from general and food waste. This was highlighted in our recent Committee report (Waste Analysis Update and Engagement Plan 4/3/15) and is part of what we plan to tackle through our Engagement Plan.

- Waste Services have used grant funding from Zero Waste Scotland to increase the amount of waste that is reused from our recycling centres, such as large electrical items, garden tool and bikes. We have purchased items such as signage, containers and ramps and the projects which should commence over the next couple of months.
- Up to 200 new sites are being identified for segregated glass banks throughout West Lothian on an ongoing basis. The glass banks have been provided using grant funding from Zero Waste Scotland.
- The roll out of domestic food waste recycling was completed in 2014 with approximately 72,000 households now receiving the service throughout West Lothian. 42 community engagement roadshows were held to inform residents of the new service and provide additional information.

- 20 Waste minimisation and recycling roadshows were held throughout West Lothian to provide recycling information for residents and engage with communities.
- The Waste Department is working with 57 nursery, 66 primary, 11 secondary, 10 PPP and 6 Special schools to deliver waste minimisation and recycling activities and lessons. Waste Audits are also conducted to determine what types and quantities of waste is produced so that schools and nurseries can set targets to reduce their waste. 70 sessions have been completed.
- The Waste Department is now approved by the Chartered Institute or Wastes Management to facilitate Waste Smart Training to Council staff to encourage resource efficiency and responsible waste management.
- Information stickers, leaflets, posters and guides have been produced to provide recycling service information to members of the public, community groups, internal Council staff and nurseries/schools.
- Internal recycling bins have been procured for internal Council buildings and nurseries/schools.

SOA1308_05 (Percentage of material prepared for reuse): This is a new indicator which will be populated from 2013. The aim is to increase the percentage of waste that is prepared for reuse in line with the Scottish Government's Zero Waste Plan and associated Regulations. In 2013/14 we reused 966 tonnes of waste. This was primarily from:

380 tonnes of furniture and household goods, 530 tonnes of textiles from Community Recycling Centres (CRC's) and bring sites across West Lothian and the remainder was a mix of books and gas cylinders from our CRC's. We will be measuring this in calendar years from 2014. The 2014 data will be finalised in Oct 15.

Waste Services have used grant funding from Zero Waste Scotland to increase the amount of waste that is reused from our recycling centres, such as large electrical items, garden tool and bikes. We have purchased items such as signage, containers and ramps and the projects which should commence over the next couple of months.

SOA1308_06 (% of schools achieving Eco-Schools Scotland accreditation at Bronze, Silver and Green): The number of schools achieving accreditation increased from 94% in 2012/13 to 96% in 2013/14.

SOA1308_07 (Tonnes of CO2 emissions per capita): Statistical data for carbon dioxide (CO2) emissions at the local authority and regional level are published annually by the Department of Energy & Climate Change (DECC). The most recent data available is 2012 and includes estimated emissions from the industrial and commercial sector, domestic emissions including from gas and electricity consumption and emissions from transport. From 2014 the dataset also includes emissions from land use, land-use change and forestry. 2013 data is likely to be published by June 2015.

The figures from 2005 to 2012 show an overall decrease in carbon emissions across West Lothian, despite an increase in 2010 on the previous year due to an unusually cold winter. Overall emissions reductions since 2005 are in the industrial, commercial and domestic sectors, while road transport has remained relatively static. The most recent figures for 2012 show an increase on the previous year's figures of 3.8% which can be attributed primarily to

an increase in domestic gas and electricity consumption, and gas consumption in the industry and commercial sector. West Lothian's per capita emissions are above the total for Scotland (6.7t per person) along with Falkirk, Perth & Kinross, Fife, Clackmannanshire, Angus, North Ayrshire, East Lothian and the remote island local authorities.

SOA1308_08 (% reduction in emissions from council services and activities): Data for 14/15 will not be available until later this year. Reporting of annual carbon emissions will now be directly to the Scottish Government under the Climate Change (Scotland) Act 2009 Public Bodies Duties rather than through the Climate Change Declaration and is due by 31st October.

SOA1308_09 (Energy generated as a result of installation of renewables and low carbon technology-heat): There were no additional installations in 14/15 due to delays in the implementation of the council's biomass project and therefore the figures remained the same (354,739kWh). It is anticipated that this will rise in 15/16 with the installation of a number of biomass boilers and heat pumps. Please note that data is currently based on estimates.

SOA1308_10: (Energy generated as a result of installation of renewables and low carbon technology-electricity): Installations at Linlithgow Academy (the council's largest to date) and Springfield Primary were completed in 14/15, with repairs being made to the Civic Centre ensuring it achieved expectations. In total, 50,958kWh of electricity were generated in 2014/15. 2 installations are due for completion in mid-April with a number of others planned for 15/16.

SOA1308_11 (% of water bodies achieving high or good overall status): Data for 2013 shows that there was a deterioration in water quality in West Lothian in comparison to 2012. In 2012 29% of water bodies were achieving good overall status and in 2013 this figure has dropped to 22.9%. The long term target set by Scottish Government is to achieve 97% of water bodies in Scotland at good overall status by 2027. Revised shorter term local targets will be agreed with SEPA.

SOA1308_12 (% residents with access to an hourly or more frequent bus service): Commercial bus services are broadly stable and these plus council contract services continue to provide 90% of West Lothian residents with access to an hourly daytime bus service as per the council's target for provision.

SOA1308_13 (% WLC housing stock meeting the Scottish Household Quality Standard): Significant progress has been made each year and at the end of 2014/15, 99.99% of the council housing stock met the SHQS. The council is on target to achieve the Scottish Housing Quality Standard (SHQS) by the target date of 31 March 2015. The one identified failure constitutes one property where remedial works require monitoring over a period of time in order to rectify the issue.

SOA1308_14 (% adults making one or more visits to the outdoors per week): Data is now available for this PI – between 2009-2011 36% of adults visited the outdoors at least once per week, compared to 47% across Scotland. The next comparable three year figure is due to be published in 2015. Targets are currently being developed.

SOA1308_15 (Average NHER energy rating): No new data has been added since this PI was last reported on. NHER rating increased slightly from 7 in 2011/12 to 7.2 in 2012/13.

SOA1308_16 (% households offered opportunity to participate in and install energy efficiency measures through HEEPS): The figure for 2013/14 (21%) far exceeds the initial target for the first year of the scheme (3%). The long term target is to ensure that all eligible households have gained access to the Scheme by 2023.

SOA1308_17 (Number of visits to council funded or part funded museums per 1000 population): The number of visits increased in 2013/14, largely due to increased use of online information particularly in relation to WWI.

SOA1308_18 (Number of users engaging with council funded and part funded heritage services per 1000 population): Data is now available for this PI. A major reason for the drop in number of users engaging with heritage services, is that in 2013-14 there were several major externally funded projects undertaken by Archives:

- Heritage Lottery Fund: Life is for Livingston: working with Arts and engaging with a wide range of individuals and school pupils to gather information and reminiscence materials
- National Archives Cataloguing project which concentrated on recording the records of the Livingston Development Corporation, and resulting in a printed guide to the collection and ongoing work in making the collection details available to a wide public audience online. Project staff engaged with Livingston schools to teach pupils about archives and creating their own archives.
- The service has not counted engagement with the public through the WW1 Twitter feed and this information will be included in the indicator from now on.

We can seek to improve performance by including the social media engagement through Twitter and when the Archives management system "CALM" is upgraded to have a public interface, the Livingston Development Corporation information will be available to the wider public and engagement with these materials will increase.

SOA1308_19 (% of primary school children travelling actively to school): Performance in 2013 was the same as in 2012 (58%) – this is below target but is above the national figure of 55.3%.

SOA1308_20 (% of secondary school children travelling actively to school): Performance in 2013 was up on the previous year (from 44% to 46%). 2014 data is not yet available.

SOA13: R12.3:_Environment Forum : Compliance Report

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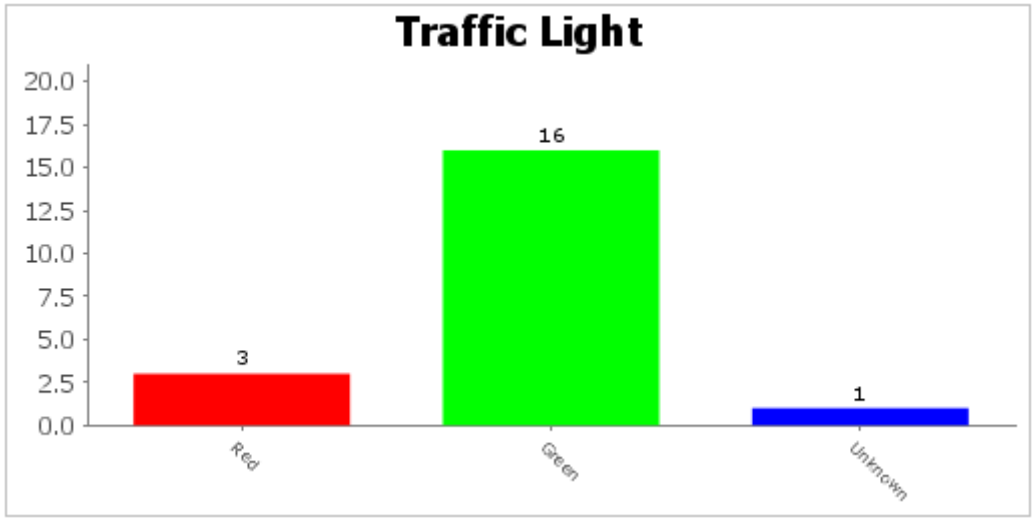

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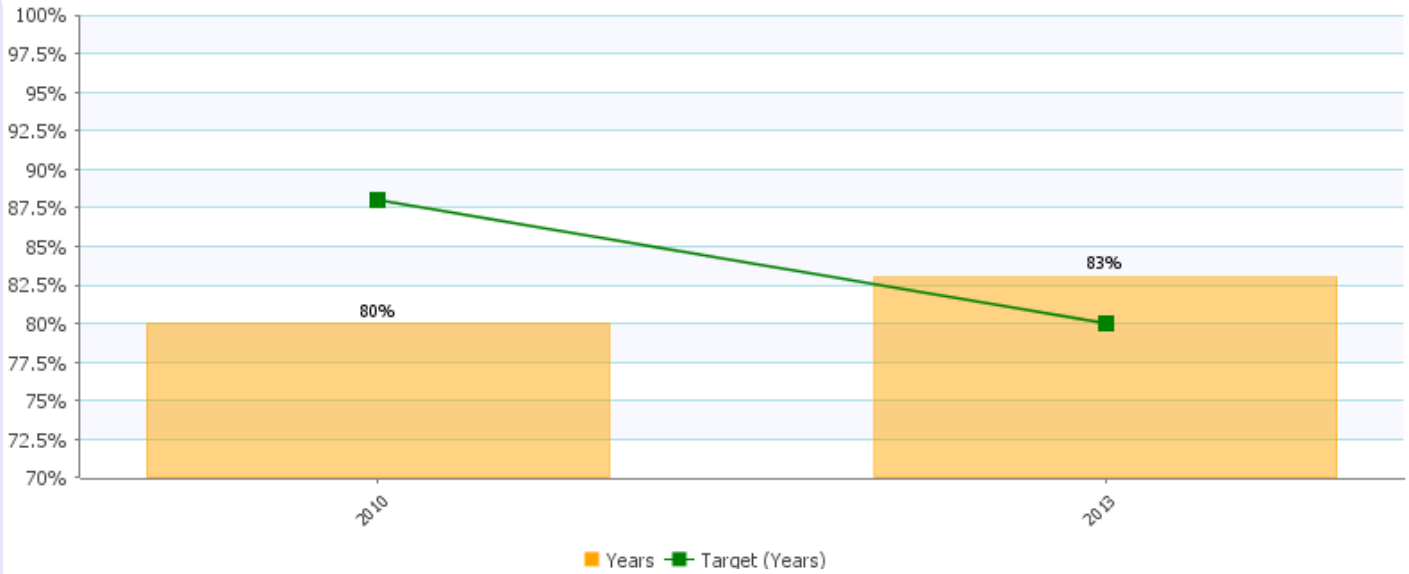
SOA13_Environment Forum

Performance Indicator	**SOA1308_01 Percentage of residents stating they are satisfied with their neighbourhood**
Description	This question was included in the 2013 and 2010 Quality of Life Survey and measures the percentage of Citizens Panel members stating they are satisfied with their neighbourhood. This indicator is a measure against the outcome 'We make the most efficient and effective use of resources by minimising our impact on the built and natural environment'. West Lothian's Citizens Panel was established by the CPP in 1999 to identify people's views on various aspects relating to living in West Lothian. Up until 2010, panel membership stood at approximately 2800 members. The panel was refreshed in 2013 and membership now stands at approximately 3,100 members. The demographic profile of the refreshed Panel is representative of the West Lothian population in terms of age, gender, multi member ward, tenure and ethnicity. The next Quality of Life Survey will be carried out in 2016.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Community Planning Development Manager(Lorraine Gillies)
Data Collection Officer(s)	SOA13_Community Planning Development Officer 1(Susan Gordon); SOA13_Community Planning Development Officer 2(Joanna Anderson)

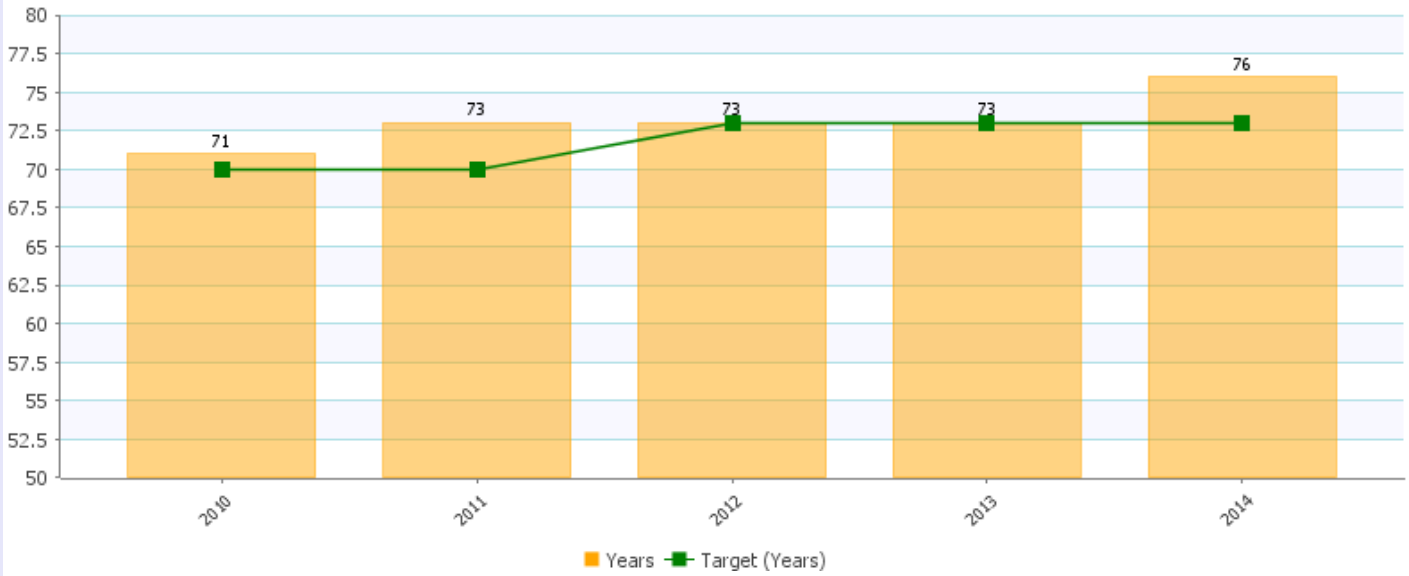


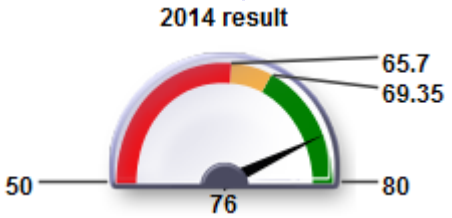
Notes on Latest Data Entry

Trend Chart Commentary: Satisfaction with neighbourhood has increased slightly to 83% in 2013 from 80% in 2010. 5% stated that they were dissatisfied.(6% in 2010) Analysis by Multi member ward shows that respondents in Linlithgow were most likely to be satisfied with their neighbourhood (95%) whereas those in Whitburn & Blackburn (71%) and Fauldhouse & Breich Valley (82%) were least likely to be satisfied.

Performance Indicator	**SOA1308_02 SPI measuring Street Cleanliness**
Description	This indicator measures the cleanliness of our town centres, streets, footpath, and road verges. Seven assessments are carried out each year at different times of the year - 4 self-assessments, 2 assessments by external assessors from other local authorities and one validation assessment by Keep Scotland Beautiful. The average score of the seven assessments is uded to provide the annual figure.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Service Manager 2(Andy Johnston)
Data Collection Officer(s)	SOA13_Service Manager 2(Andy Johnston)





Notes on Latest Data Entry

22-Apr-2015 -- Standard check.
Performance increased in 2013/14 to our highest ever score with an overall score of 76. Following the introduction of the Litter Action Plan for West Lothian as well as the additional recruitment of temporary street cleansing staff within the establishment; this allowed the service to deliver the service as efficiently and effectively as possible resulting in an improvement in our overall score.

2014/15 will see further investment in the service which we hope will allow us to maintain or improve our current level of cleanliness throughout West Lothian.

Target 15/16: 77 to achieve an improvement based on the additional investment in the service.

Trend Chart Commentary:
The breakdown of results for the year 2011/12 was:
Internal (4 per year): April 2011= 77; June 2011 = 77; October 2011= 74; December 2011 = 70
External (2 per year): August 2011= 71; February 2012 = 70
Validation (1 per year): Jan 2012 = 75

Performance has improved from 71 to 73 due to the implementation of the following service initiatives. Over the last year we have: Added to our fleet of HGV sweepers to improve road and pavement sweeping
Reprioritised cleansing operations towards weaker performing areas Implemented a new shift (Thursday – Monday) for temporary staff to increase our weekend staffing levels

In 2011/12, West Lothian Council was ranked 22nd out of 32 Scottish Local Authorities for this indicator
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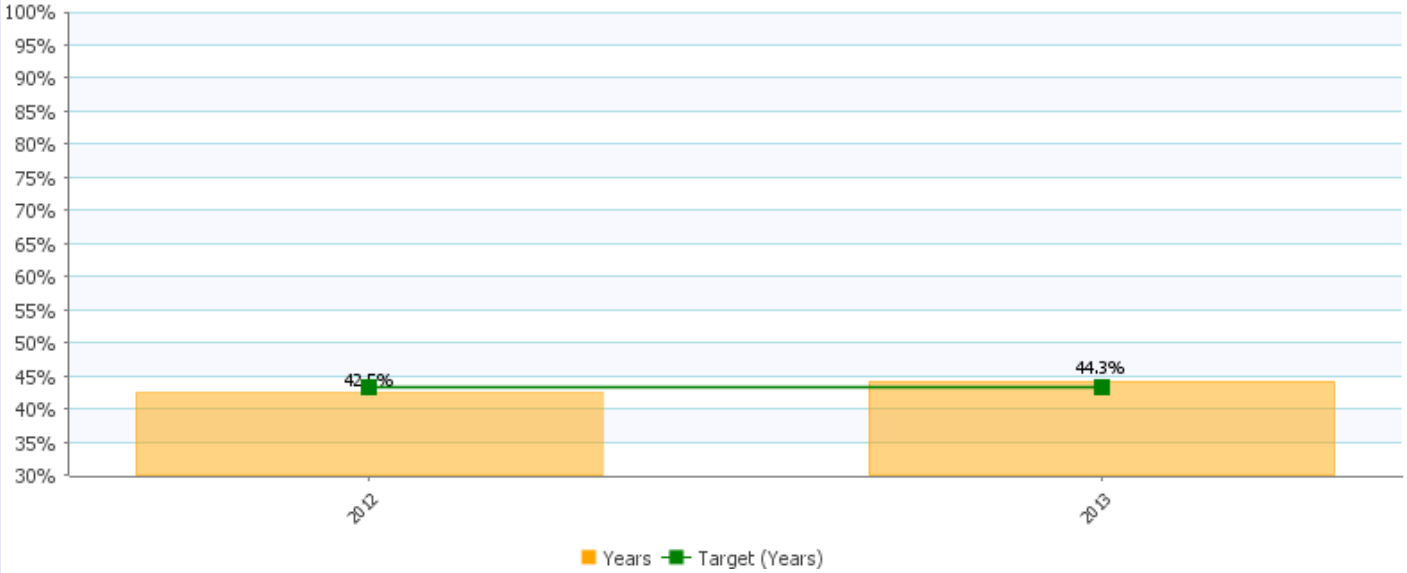
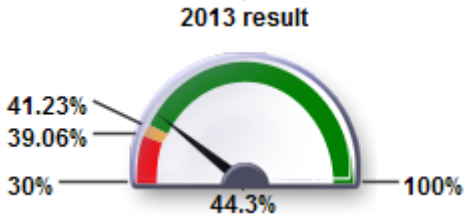
Performance Indicator	**SOA1308_03 Percentage of household waste recycled**
Description	This measures the percentage of Household Waste that the council recycles, composts or disposes of each year and provide a comparison between councils. The target set is the based on this year's performance and the aim is to do better than the target and maximise the percentage of household waste that is recycled.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Service Manager Waste Services(David Goodenough)
Data Collection Officer(s)	SOA13_Waste Strategy Officer(Karen King)



Notes on Latest Data Entry

05-May-2015 Please note that we are now reporting in Calendar Years as required by our statutory return to the Scottish Environment Protection Agency. Previously this was financial years. To allow comparison with previous performance we are comparing the previous reported year Financial 2012/13 to Calendar Year 2013.

In comparing 2013 to 2012/2013 the main differences are as follows:

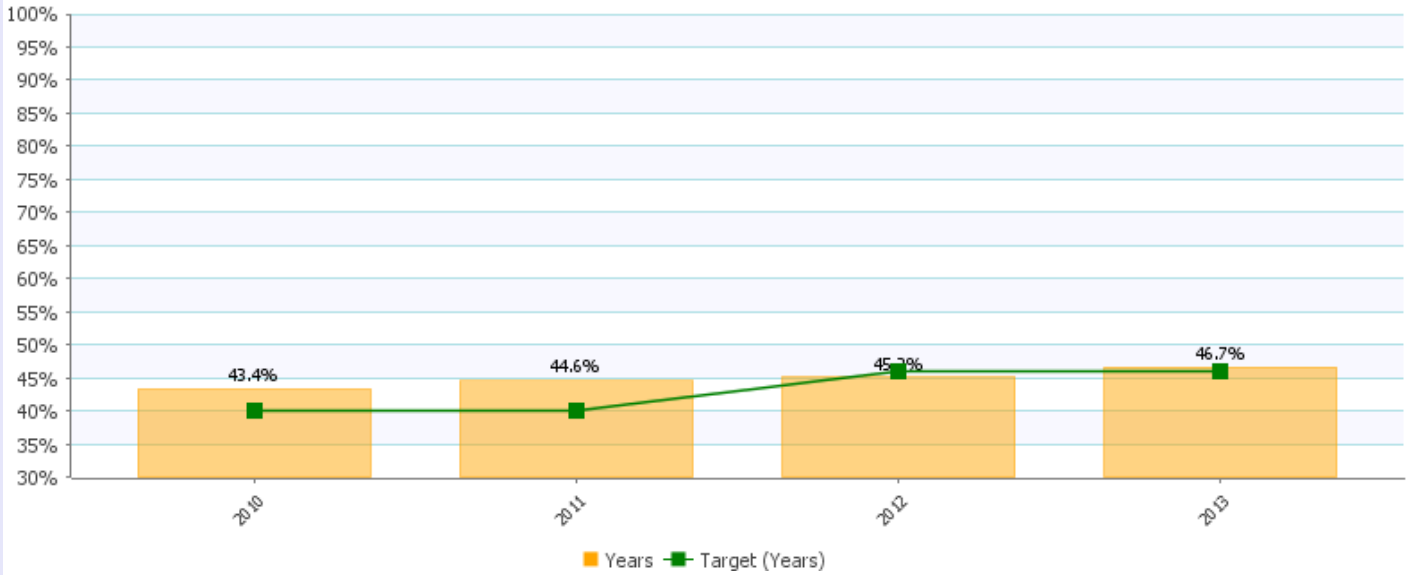
Decrease in the blue bin material recycled (100t)
Increase in tonnage collected of Brown bin (500t) and CRC green waste (160t), probably due to the better summer.
Materials recycled through our CRC's: Electrical items decreased (80t), and an increase in rubble (170t), wood (300t), which may be down to an improvement in the economic climate.
There was less bulky waste collected (300t) and therefore less (200t) recycled.
The new food waste collection service was introduced to approximately 20,000 households in April 13 and 700t was recycled from this during 2013.
The overall tonnage of Household waste collected decreased in 2013 compared to 2012/13 by approximately 2000t The above has increased the household recycling rate from 42.5% in 2012/13 to 44.3%

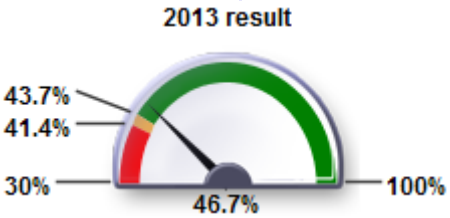
The 2014 Calendar year data will be updated once the data is

	verified by SEPA and officially published around the end of September 2015
Trend Chart Commentary: Please note that we are now reporting in Calendar Years as required by our statutory return to the Scottish Environment Protection Agency. Previously this was financial years. To allow comparison with previous performance we are comparing the previous reported year Financial 2012/13 to Calendar Year 2013. In comparing 2013 to 2012/2013 the main differences are as follows: Decrease in the blue bin material recycled (100t) Increase in tonnage collected of Brown bin (500t) and CRC green waste (160t), probably due to the better summer. Materials recycled through our CRC's: Electrical items decreased (80t), and an increase in rubble (170t), wood (300t), which may be down to an improvement in the economic climate. There was less bulky waste collected (300t) and therefore less (200t) recycled. The new food waste collection service was introduced to approximately 20,000 households in April 13 and 700t was recycled from this during 2013. The overall tonnage of Household waste collected decreased in 2013 compared to 2012/13 by approximately 2000t The above has increased the household recycling rate from 42.5% in 2012/13 to 44.3% The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015	

Performance Indicator	**SOA1308_04 Percentage of municipal solid waste recycled**
Description	This measures the percentage of Municipal (household and commercial) Waste that the council recycles, composts or disposes of each year and provide a comparison between councils. The target set is the based on this year's performance and the aim is to do better than the target and maximise the percentage of waste that is recycled.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Service Manager Waste Services(David Goodenough)
Data Collection Officer(s)	SOA13_Waste Strategy Officer(Karen King)





Notes on Latest Data Entry

05-May-2015 Please note that we are now reporting in Calendar Years as required by our statutory return to the Scottish Environment Protection Agency. Previously this was financial years. To allow comparison with previous performance we are comparing the previous reported year Financial 2012/13 to Calendar Year 2013.

The recycling rate has increased in 2012/13 from 45.2% in financial year to **46.7%** in Calendar 2013.

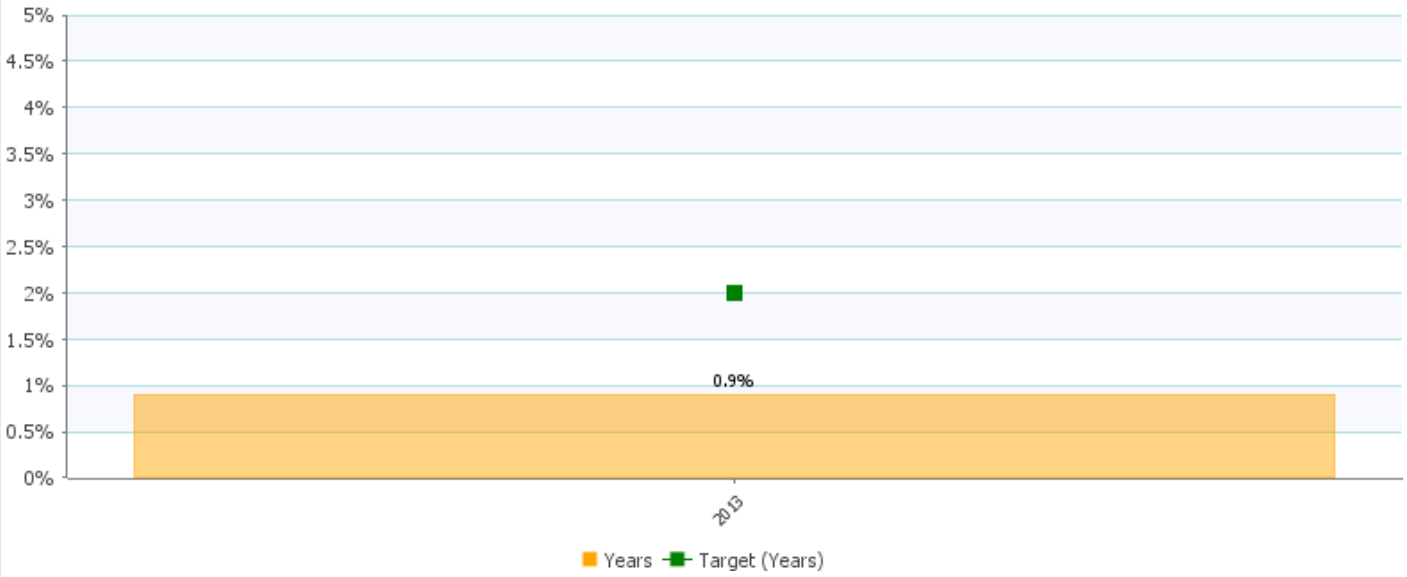
In comparing 2013 to 2012/2013 (1/4/12 to 31/3/13) the main differences are as follows:

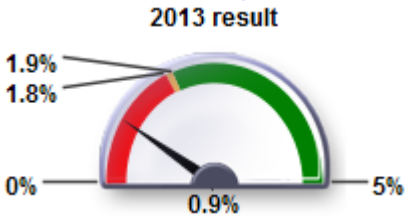
Decrease in the blue bin material recycled (100t)
Increase in tonnage collected of Brown bin (500t) and CRC green waste (160t), probably due to the better summer.
Materials recycled through our CRC's: Electrical items decreased (150t), and an increase in rubble (300t), wood (500t), which may be down to an improvement in the economic climate.
There was less bulky waste collected (300t) and therefore less recycled (200t).
The food waste collection service introduced in April 13 diverted 700t in 2013
The overall tonnage of Local Authority Collected Municipal Waste collected decreased in 2013 compared to 2012/13 by approximately 2000t

	The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015
Trend Chart Commentary: The recycling rate has increased in 2012/13 (financial year) from **45.2% to 46.7** in 2013 (calendar year - new reporting period) The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015	

Performance Indicator	**SOA1308_05 Percentage of material prepared for reuse**
Description	This is a new indicator which will be populated from 2013/14. The waste management information will be that collated from our waste partners and used to populate the Scottish Environment Protection Agencies (SEPA) Waste Data Flow system The aim is to increase the percentage of waste that is reused.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Service Manager Waste Services(David Goodenough)
Data Collection Officer(s)	SOA13_Waste Strategy Officer(Karen King)





Notes on Latest Data Entry

05-May-2015 This is a new indicator which will be populated from 2013. The aim is to increase the percentage of waste that is prepared for reuse in line with the Scottish Governments Zero Waste Plan and associated Regulations. In 2013/14 we reused 966 tonnes of waste in 2013/14. This was primarily from:

380 tonnes of furniture and household goods, 530 tonnes of textiles from Community Recycling Centres (CRC's) and bring sites across West Lothian and the remainder was a mix of books and gas cylinders from our CRC's.

We will be measuring this in calendar years from 2014.
The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015

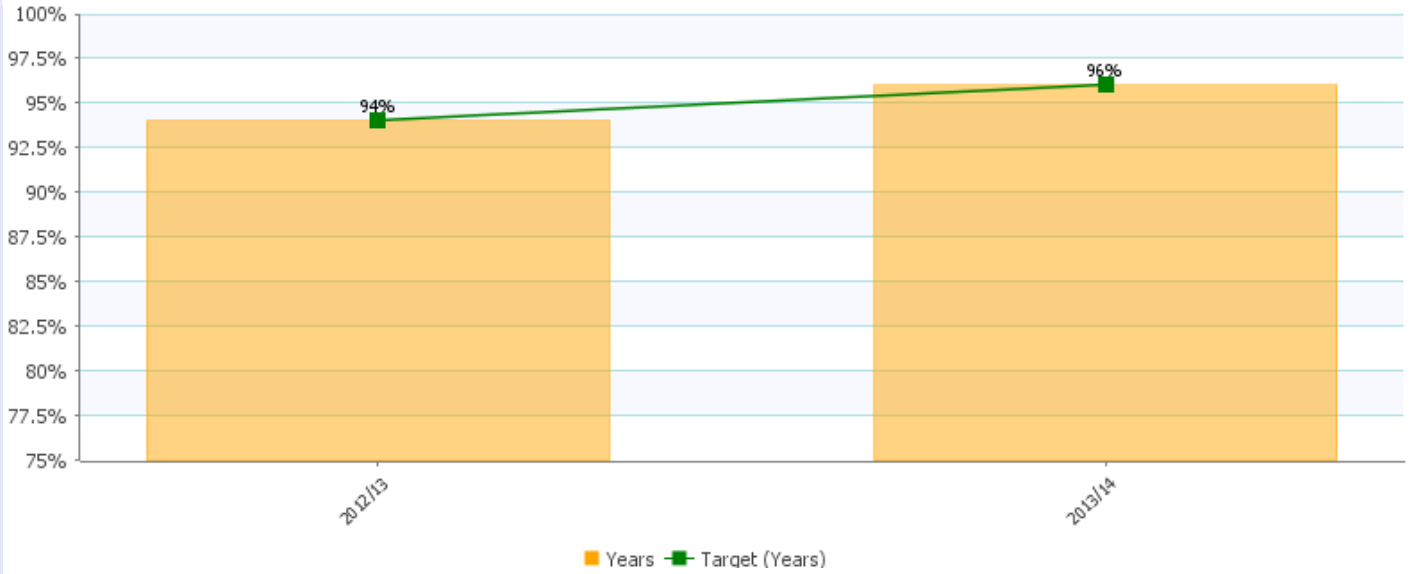
Trend Chart Commentary :

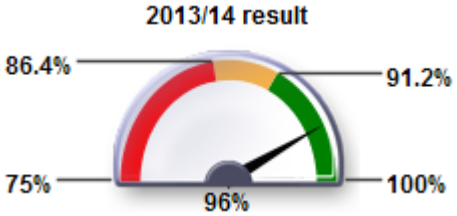
This is a new indicator which will be populated from 2013. The aim is to increase the percentage of waste that is prepared for reuse in line with the Scottish Governments Zero Waste Plan and associated Regulations. In 2013/14 we reused 966 tonnes of waste in 2013/14. This was primarily from:

380 tonnes of furniture and household goods, 530 tonnes of textiles from Community Recycling Centres (CRC's) and bring sites across West Lothian and the remainder was a mix of books and gas cylinders from our CRC's.

We will be measuring this in calendar years from 2014. The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015

Performance Indicator	**SOA1308_06 Percentage of schools achieving Eco-Schools Scotland accreditation at Bronze, Silver and Green**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator shows the percentage of West Lothian Council schools which have achieved accreditation at Bronze Silver and Green Levels. Assessment is against the following seven criteria:- **The Eco Committee –** made up of children and of adults where required **Environmental Review** of the School**,** **Action Plan,** prioritises targets and shows cost implications and include how activity will be monitored and evaluated **Monitoring & Evaluation -** ensures that evaluation of action is ongoing **Linking to the Curriculum -** Aspects of Eco Schools activities are integrated into a range of subjects across the curriculum **Involving whole school and wider community-** The wider community is involved in the activities going on in the school **Eco Code -** The Eco Committee draw up a code from suggestions collected and is approved by the school	**Responsible Officer(s)**	SOA13_Customer & Performance Manager(Andrew Sneddon)
		Data Collection Officer(s)	SOA13_Customer & Performance Manager(Andrew Sneddon)





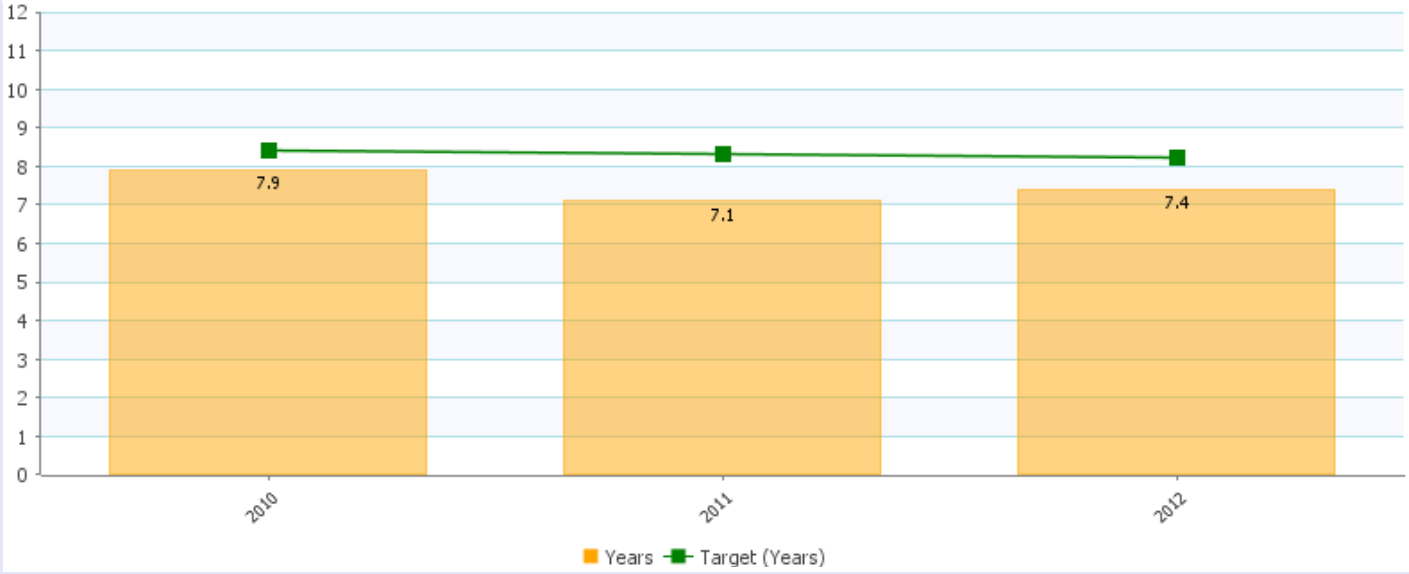
Notes on Latest Data Entry

Trend Chart Commentary :

Currently 89 out of 93 schools, or 96% of schools, in West Lothian have achieved accreditation at Bronze Silver and Green.

Target is set as current year plus two percentage points to reflect efforts to encourage all schools to achieve eco-schools.

Performance Indicator	**SOA1308_07 Tonnes of CO2 emissions per capita for the West Lothian District**
Description	Under the Climate Change (Scotland) Act 2009 public bodies have a duty, in exercising their functions, to contribute to the delivery of the Act's emissions reduction targets. Working with community planning and other partners is essential to reducing area wide carbon emissions.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Planning and Economic Development(Craig McCorriston)
Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)

Notes on Latest Data Entry

29-Jul-2014 The most recent figure available is for 2012 and DECC will be publishing 2013 data in 2015 when this KPI will be updated.

Trend Chart Commentary:

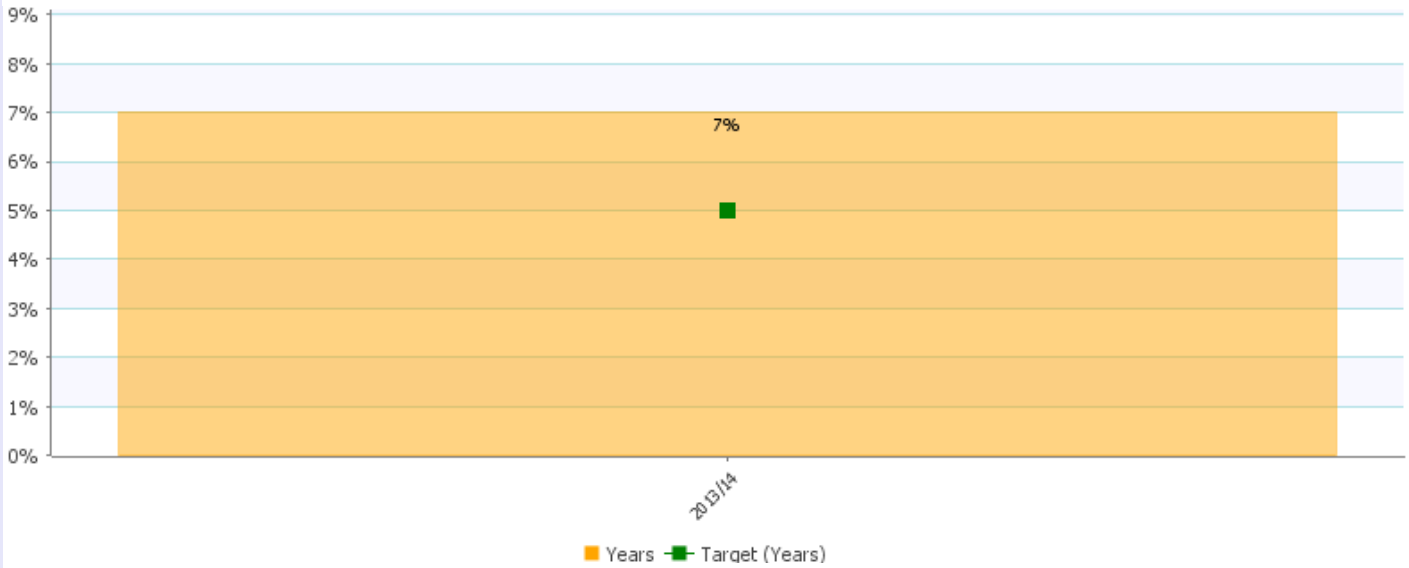
Statistical data for carbon dioxide (CO2) emissions at the local authority and regional level are published annually by the Department of Energy & Climate Change (DECC) and includes estimated emissions from the industrial and commercial sector, domestic emissions including from gas and electricity consumption and emissions from transport. From 2014 the dataset also includes emissions from land use, land-use change and forestry. Previous year's figures have been revised and are as per the information in the chart.

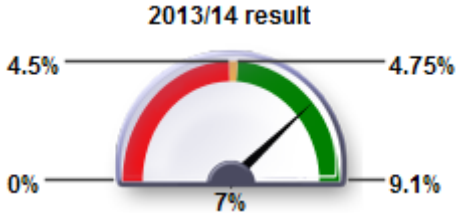
West Lothian's per capita emissions for 2012, the latest available year of the dataset, is 7.4 tonnes of CO2. The figures from 2005 to 2012 show an overall decrease in carbon emissions across West Lothian, despite an increase in 2010 on the previous year due to an unusually cold winter. Overall emissions reductions since 2005 are in the industrial, commercial and domestic sectors, while road transport has remained relatively static. The most recent figures for 2012 show an increase on the previous year's figures of 3.8% which can be attributed primarily to an increase in domestic gas and electricity consumption due to the prolonged cold winter, and gas consumption in the industry and commercial sector.

West Lothian's per capita emissions are above the total for Scotland (6.7 tonnes per person) along with Falkirk, Perth & Kinross, Fife, Clackmannanshire, Angus, North Ayrshire, East Lothian and the remote island local authorities.

Performance Indicator	**SOA1308_08 Percentage reduction in emissions from the council's activities and services (transport, non-domestic buildings, external lighting, waste and water).**
Description	As a signatory of Scotland's Climate Change Declaration the Council is committed to setting an example by reducing it's own corporate carbon footprint in line with national climate change targets. This includes emissions reductions from transport (including fleet and business mileage), non domestic buildings, external lighting, waste and water.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Planning and Economic Development(Craig McCorriston)
Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)





Notes on Latest Data Entry

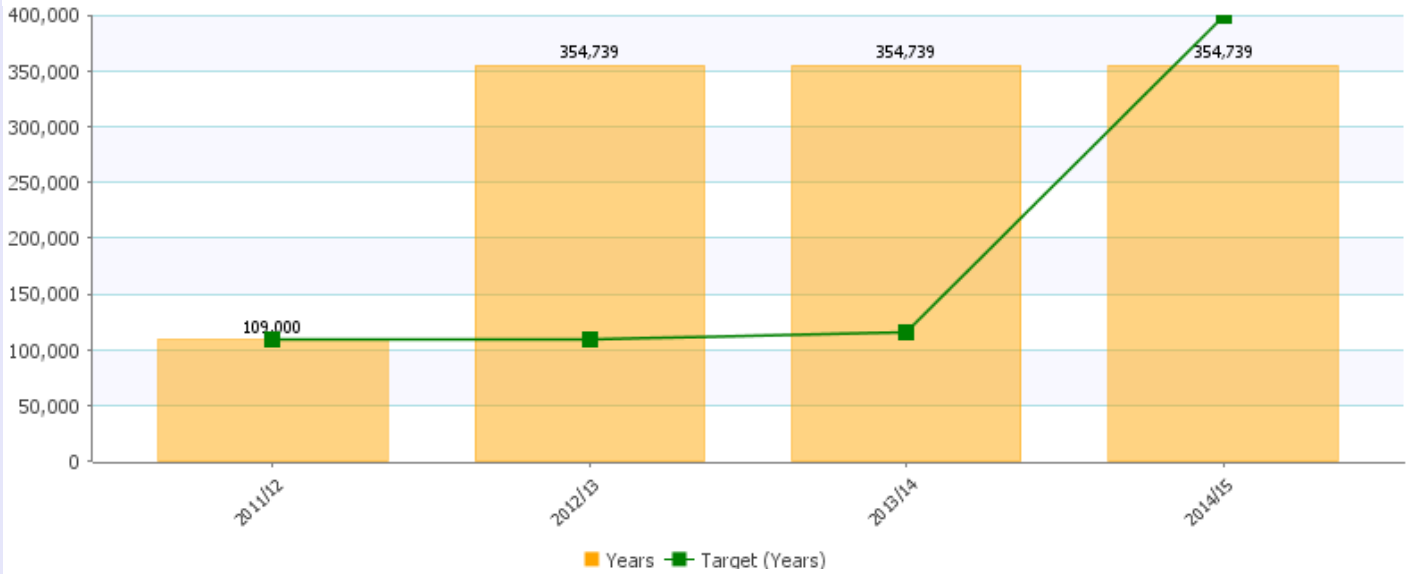
Trend Chart Commentary :

Please note that the baseline has been reviewed so that additional information can be included in the council's carbon footprint in line with best practice. The council's carbon footprint now includes more detailed information for buildings, different waste streams, including recycling and composting, fleet diesel and fleet petrol, business mileage, water consumption and all external lighting. The Council's original 30% target by 2020 relative to a 2007 baseline is currently being reassessed following the revision of the baseline.

Previous year's data is not comparable to the new baseline figure as some of the information now included in the overall carbon footprint isn't available for earlier years. However, it has been possible to calculate the carbon footprint for the previous year using the same data for comparative purposes. The council's carbon footprint for the financial year 2012/13 was calculated to be 64,703 tCO2e. The footprint for 2013/14 was calculated to be 59,967 tCO2e, which is a 7% reduction on the previous year. Activities which have contributed to the reduction include the rationalisation of council buildings, increased recycling rates and less waste going to landfill, the use of building management systems and energy efficiency measures.

Work is ongoing to calculate the council's emissions for 14/15 in preparation for submission to the Scottish Government in October 2015

Performance Indicator	**SOA1308_09 Energy generated as a result of installation of renewables and low carbon technology. kWh of heat produced (Cumulative) Source: WLC, Annual**
Description	The Council's Renewables Strategy outlines the need for heat generation as part of the wider mix of renewables. Increased used of renewable heat technologies reduces the Council's carbon emissions and will contribute to meeting climate change targets.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Planning and Economic Development(Craig McCorriston)
Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers); Peter Rogers

2014/15 result

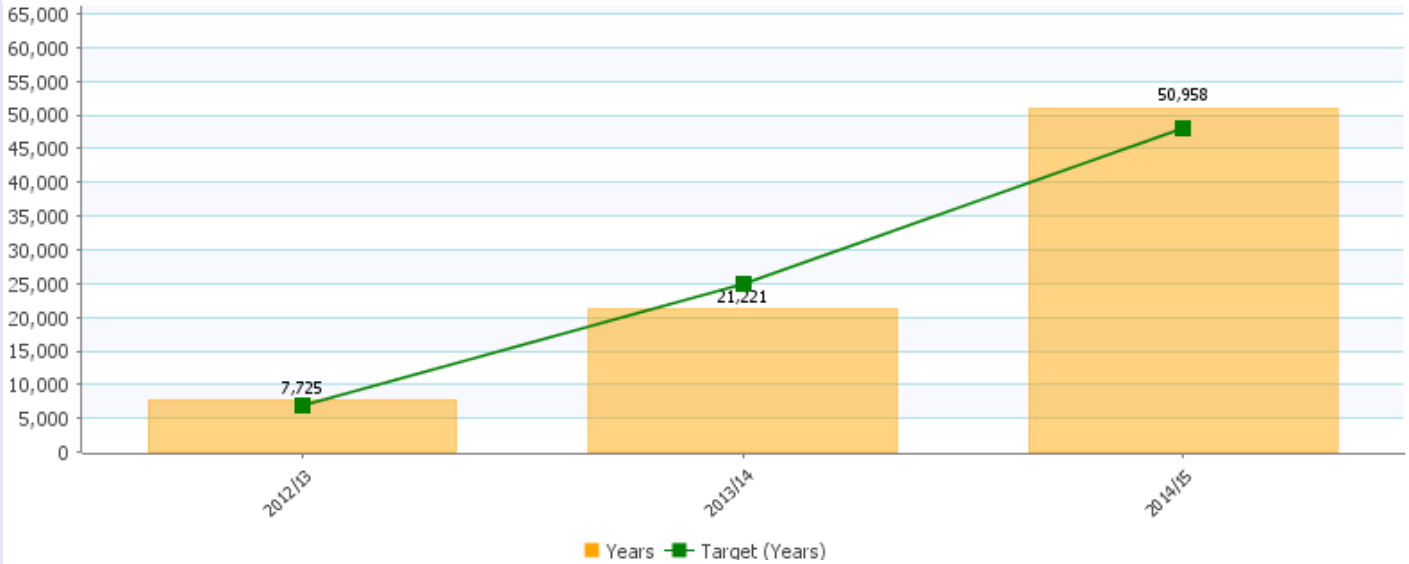
Notes on Latest Data Entry

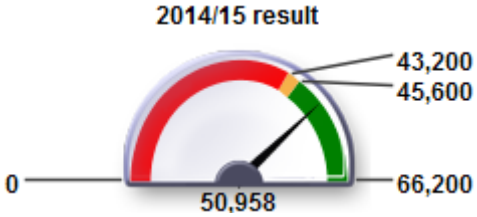
Trend Chart Commentary :

The data is based on estimates of outputs from the range of renewable heat technologies currently installed based on the findings of a review carried out by consultants on behalf of the council. There have been no additional installations in 2014/15 due to delays in the implementation of the biomass project and so the figures have remained the same as previous. Please note the data is based on estimates and the council intends in future to meter all installations, at which point the figures may decrease as data will be based on actual readings rather than estimates.
Plans are in place to introduce a number of low carbon and renewable heating systems across the council in 15/16.

Performance Indicator	**SOA1308_10 Energy generated as a result of the installation of renewables and low carbon technology. kWh of electricity produced (Cumulative) Source: WLC, Annual**
Description	The Council's Renewables Strategy outlines the need for electricity generation as part of the wider mix of renewables. Increased use of renewable technologies reduces the Council's energy consumption and carbon emissions and will contribute to meeting climate change targets.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Planning and Economic Development(Craig McCorriston)
Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers); Peter Rogers

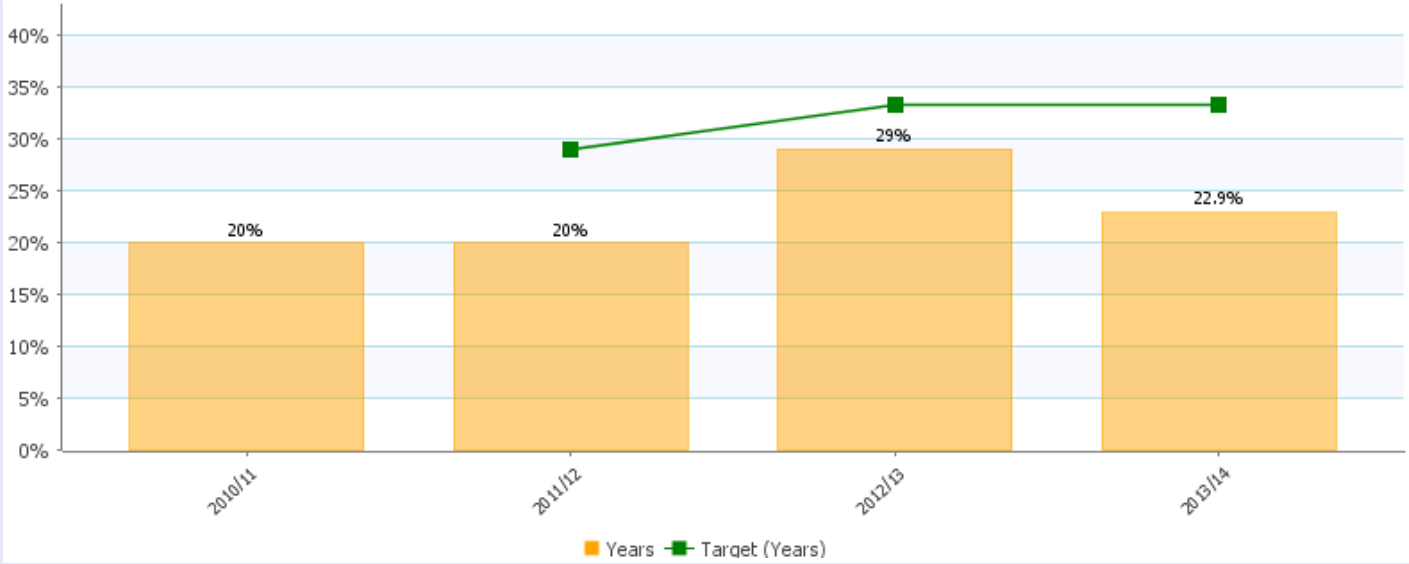




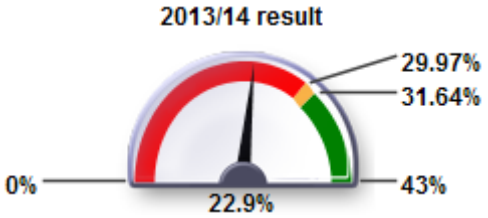
Notes on Latest Data Entry

Trend Chart Commentary :
The data is a combination of the outputs from the photovoltaic (PV) systems which were operational in 2014/15. 14/15 saw the installation of the council's largest PV installation to date at Linlithgow Academy (50kW) and another 30kW at Springfield Primary. Repairs were also carried out at the Civic Centre meaning it is now operating as or better than anticipated. Further installations are due to complete in early April 2015 with other planned for the near future.

Performance Indicator	**SOA1308_11 Percentage of water bodies in West Lothian achieving high or good overall status**
Description	River Basin Management Plans provide the framework for the Council, other public sector bodies, businesses and individuals to work together to protect the environmental quality of the water environment. The water environment includes rivers, lochs, estuaries, coastal waters, artificial waters (such as canals and reservoirs), groundwater and wetlands. Targets have been set in the current River Basin Management Plans for 97% of Scotland's water bodies to achieve good or better status by 2027. For classification purposes rivers with a catchment area of more than 10km2 and lochs which have a surface area greater than 0.5km2.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Planning and Economic Development(Craig McCorriston)
Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)



Notes on Latest Data Entry

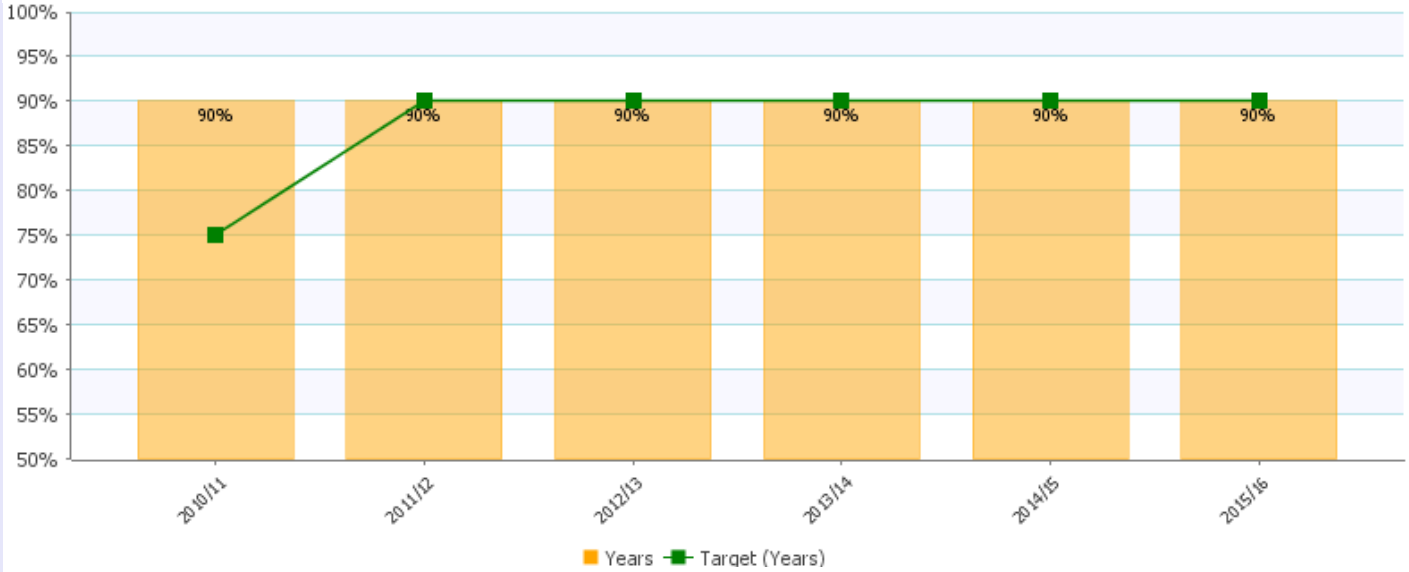
Trend Chart Commentary :

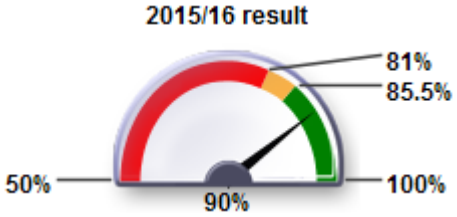
The latest data for 2013 shows that there has been a deterioration in water quality in West Lothian since 2012. In 2012 29% of water bodies were achieving good overall status and in 2013 this figure has dropped to 22.9%. This is still an improvement since 2010 when only 20% of water bodies were at good status. Specific waterbodies that have been degraded are the Brox Burn (by Western Tartraven to Ryal Burn confluence) and the River Avon (Logie Water confluence to the Estuary). The stretch of the Brox Burn from Ryal Burn confluence to the River Almond has improved from poor to moderate status.

The long term target set by Scottish Government is to achieve 97% of waterbodies in Scotland at good overall status by 2027. Revised shorter term local targets will be agreed with SEPA. Classification data is provided annually by SEPA and is available at www.environment.scotland.gov.uk/get-interactive/data/water-body-classification

Performance Indicator	**SOA1308_12 Percentage residents with access to an hourly or more frequent bus service**
Description	This performance indicator measures the number of West Lothian residents who live within 800 metres of an hourly or more frequent bus service. This is a simple accessibility indicator adopted by the council in April 2011. The indicator is defined as the percentage of residents within a 10 minute walk of a bus stop with an hourly, or more frequent, daytime (Monday to Saturday) service. A 10 minute equates to about 800m at a walking speed of 3 miles per hour. The indicator does indicate the level of availability of at least a basic level of public transport in West Lothian.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Public Transport Manager(Ian Forbes)
Data Collection Officer(s)	SOA13_Public Transport Manager(Ian Forbes)





Notes on Latest Data Entry

Trend Chart Commentary:

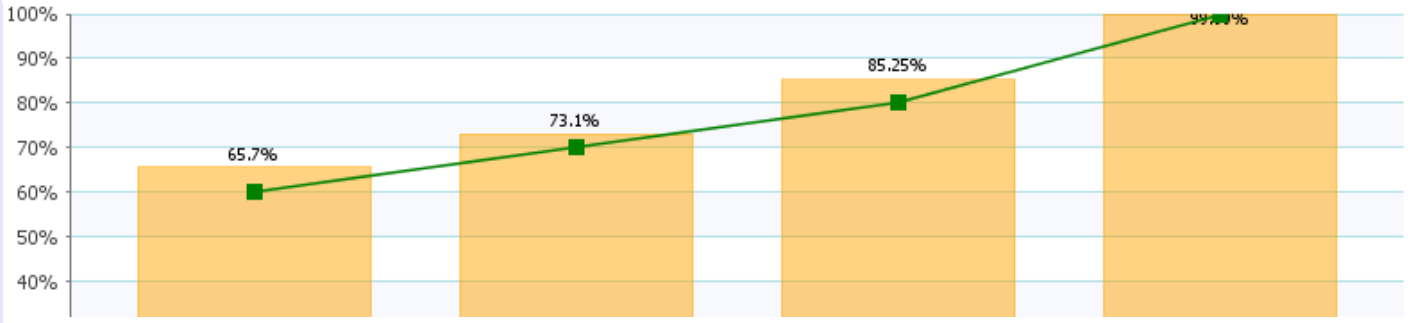
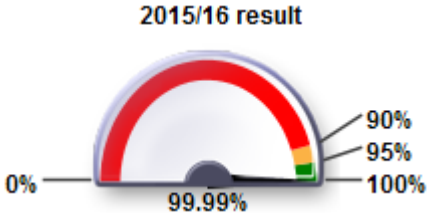
Overall bus service levels remain at the 90% level required by the target for this KPI and have done since 2011/12.

An evaluation model is used to measure this performance indicator and the effect of changes to bus services and the September 2012 KPI measure at 90.0% is the baseline. For future years our target will be to maintain this level of provision as long as there is reasonable stability in commercial bus service provision and continued availability of council resources to provide service subsidies.

The risk of commercial service withdrawal is outside the control of councils and this can adversely affect the KPI. The loss of the commercial Livingston to Dunfermline and Bathgate to Boghall (Saturday) routes in January 2015 indicates that there is a continuing risk of commercial service withdrawal affecting the KPI. In the January 2015 instances contract services were provided at marginally increased overall cost to make good the losses.

The majority of bus services in West Lothian are profitable and operate on a commercial basis without council subsidy. These services need no council approval and the council cannot influence their availability or design. Commercial services tend to be the busiest routes and the busiest times of operation. Councils can only legally provide services they deem to be socially necessary once the extent of the commercial network is known. Council contract bus services build on this commercial core and can increase the number of residents with access to services at the level defined by

the indicator by either providing new bus or Taxibus services to places otherwise unserved or by adding additional subsidised journeys onto otherwise commercial bus services to bring their availability up to the standard to meet the indicator definition.

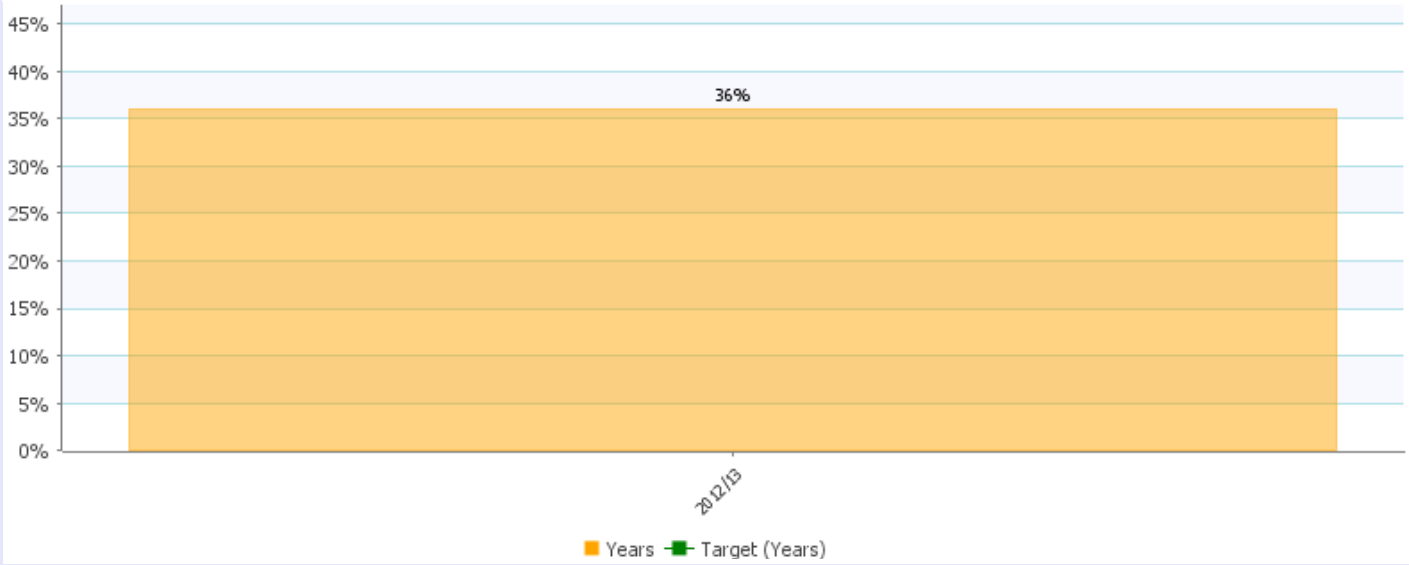
Performance Indicator	**SOA1308_13 Percentage WLC housing stock meeting the Scottish Housing Quality Standard**	**Partner Organisation**	CPP13_West Lothian Council
Description	The Scottish Housing Quality Standard (SHQS) is a legislated housing quality standard meant to ensure that all social tenants should live in reasonably warm, dry and safe houses. We record the condition of all the elements of a house that contribute to its overall condition relative to the SHQS. We hold information on each element of each house in two categories – condition and remaining life. Condition is measured from 0-100, with 100 being total destructive failure. Each different element was given an appropriate industry accepted lifetime initially based on the year of installation of that element, for instance a roof. We record SHQS failure when a house meets any of the following criteria: 1.A required element is missing e.g. cavity wall insulation (where there is a cavity). 2.A single significant element reaches 20% failure (e.g. a roof). 3.A combination of smaller failures combine in proscribed ways. 4.A significant element reaches its nominal end of life based on age. Houses move from failure to pass when: 1.The required missing element is fitted; 2.A repair or replacement to the failing element is made; 3.A repair or replacement to one or other of the constituent smaller failing elements is made; or 4.A suitably qualified technical person reassesses the remaining life of the element. Good Performance in this indicator also ensures that the service meets our statutory requirements set out by the Scottish Housing Regulator. Specifically, this meets indicator 7 of the Scottish Social Housing Charter.	**Responsible Officer(s)**	SOA13_Head of Housing, Building and Construction Services(Alistair Shaw)
		**Data Collection Officer(s)**	SOA13_Special Projects Co-ordinator(Stephen Cunningham)
			
			Notes on Latest Data Entry

Trend Chart Commentary:

The performance chart shows a year on year improvement in the percentage of the housing stock meeting the SHQS. Significant progress has been made each year and at the end of 2014/15, 99.99% of the council housing stock met the SHQS. The council is on target to achieve the Scottish Housing Quality Standard (SHQS) by the target date of 31 March 2015. The one identified failure constitutes one property where remedial works require monitoring over a period of time in order to rectify the issue.

In 2012/13 an additional 12% of the stock now meets the SHQS, with the overall percentage now standing at 85.25%. This is an improvement on our performance between 2010/11 and 2011/12 where the service managed to achieve an additional 7.4% and an additional 9.2% between 2009/10 and 2010/11. The service has managed this improvement in performance by addressing issues relating to energy efficiency and the performance of the insulation sub contractor. In the past this had a disproportionate effect on the progress towards the overall target of 100% of stock meeting the SHQS. The new contactor, employed in 2012, is performing very well and progress is back on track.

Performance Indicator	**SOA1308_14 Percentage of adults making one or more visits to the outdoors per week**
Description	This indicator measures the percentage of adult residents who state that they visit the outdoors at least once per week. The data is collated every three years in the Scottish Recreation Survey published by Scottish Natural Heritage.



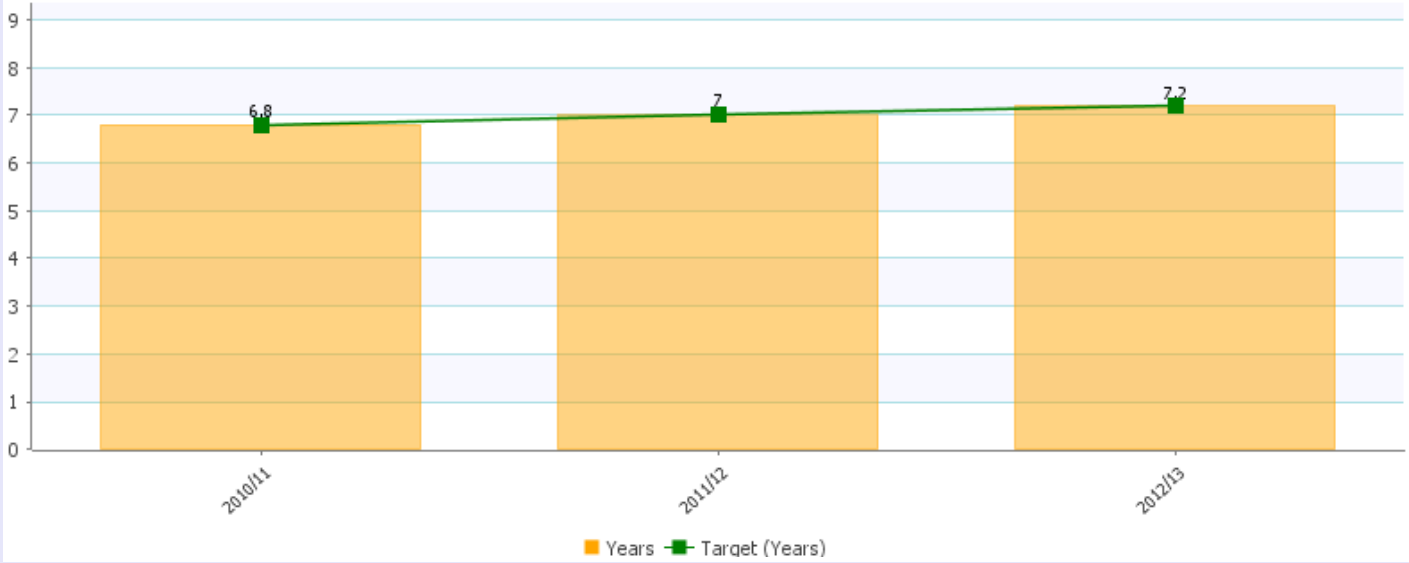
The percentage of adult residents in West Lothian who stated that they visit the outdoors at least once per week in 2009-2011 was 36%. This compares with a Scottish national average of 47%.

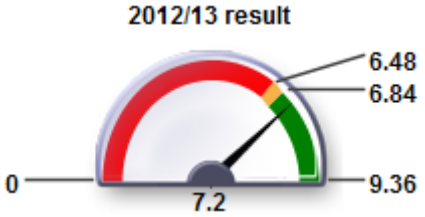
Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Service Manager 2(Andy Johnston)
Data Collection Officer(s)	SOA13_Service Manager 2(Andy Johnston)

Notes on Latest Data Entry

28-Jul-2014 The percentage of adult residents stating that they visit the outdoors at least once per week was 36%. The figure relates to the three year period 2009-2011. The next comparable three year figure is due to be published in 2015. (Data Source: Scottish Recreation Survey: Annual Summary Report 2012, Scottish Natural Heritage, Figure 7 available at: http://www.snh.gov.uk/docs/A1020956.pdf)

Performance Indicator	**SOA1308_15 Average NHER energy rating (all tenures) according to the Scottish Housing Condition Survey**	**Partner Organisation**	CPP13_West Lothian Council
Description	Sustainable communities are those where people can afford to keep adequately warm at a reasonable cost. The NHER (National Home Energy Rating) is a method of assessing the energy performance and fuel cost of a dwelling. It uses a similar data set to SAP (Standard Assessment Procedure) but includes more detail on occupancy, location and appliance use to give a more accurate calculation of CO2 emissions and running costs for a specific dwelling. The NHER of a property is assessed on a scale of 0-10 with ranges of: poor 0-2, moderate 3-7 and good 8-10. The long term target is to ensure an average NHER energy rating across West Lothian of at least 9.5 by 2023.	**Responsible Officer(s)**	SOA13_Head of Planning and Economic Development(Craig McCorriston)
		Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)

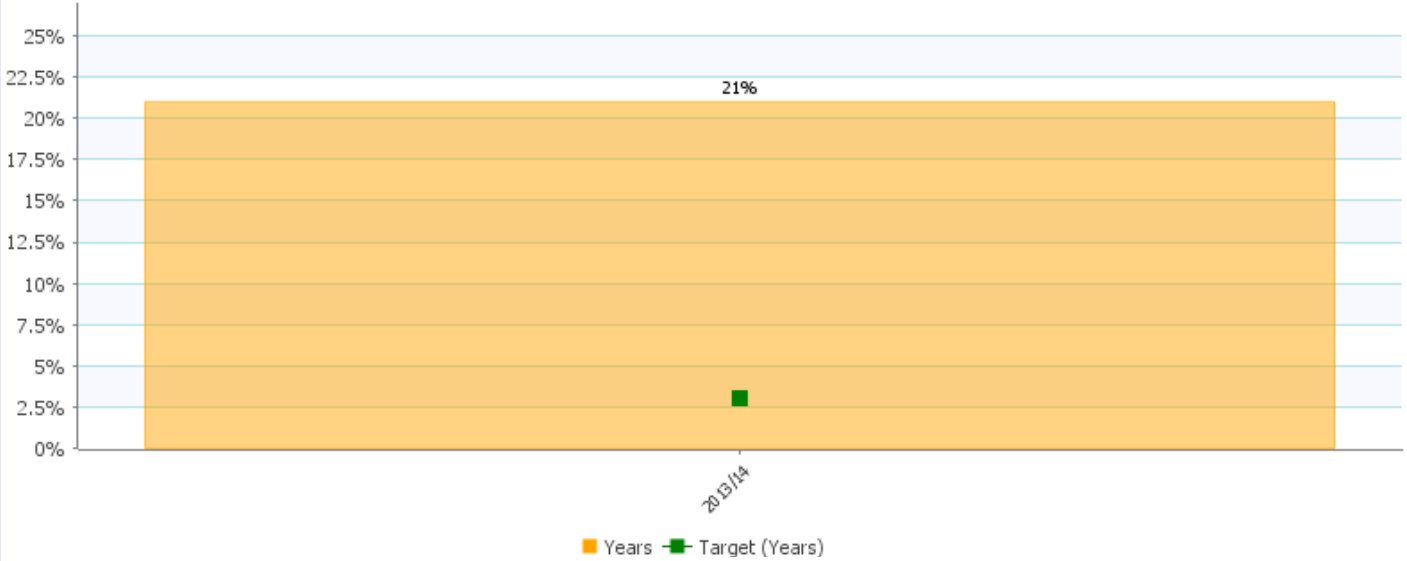




Notes on Latest Data Entry

Trend Chart Commentary :
The trend chart shows that the The average NHER energy rating in West Lothian has increased slightly from 6.7 in 2009/10 7.2 in 2012/13. The medium term target is to achieve an average rating of 7.7 by 2016/17. Data is provided annually by the Scottish Housing Condition Survey. Data is not yet available for 2013/14. The council's Advice Shop provides tailored information and advice to help West Lothian residents improve the energy efficiency of their homes and help reduce fuel poverty. The council's website also provides up to date advice on grants available to residents.

Performance Indicator	**SOA1308_16 Percentage of households in West Lothian offered the opportunity to participate in and install energy efficiency measures through the Home Energy Efficiency Programmes for Scotland: Area Based Schemes**	**Partner Organisation**	CPP13_West Lothian Council
Description	The Home Energy Efficiency Programmes for Scotland (HEEPS) Area Based Schemes is a 10 year commitment from the Scottish Government from 2013 – 2023. The aim is to have covered the whole of Scotland with area based schemes by 2023. The Council and community planning partners have a key role in ensuring that West Lothian householders gain access to the Scheme to make homes warmer, more environmentally friendly and easier and cheaper to heat. The funds are targeted at fuel poor households for the installation of energy efficiency measures such as solid wall, cavity and loft insulation.	**Responsible Officer(s)**	SOA13_Head of Planning and Economic Development(Craig McCorriston)
		Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)



2013/14 result

Notes on Latest Data Entry

09-Feb-2015

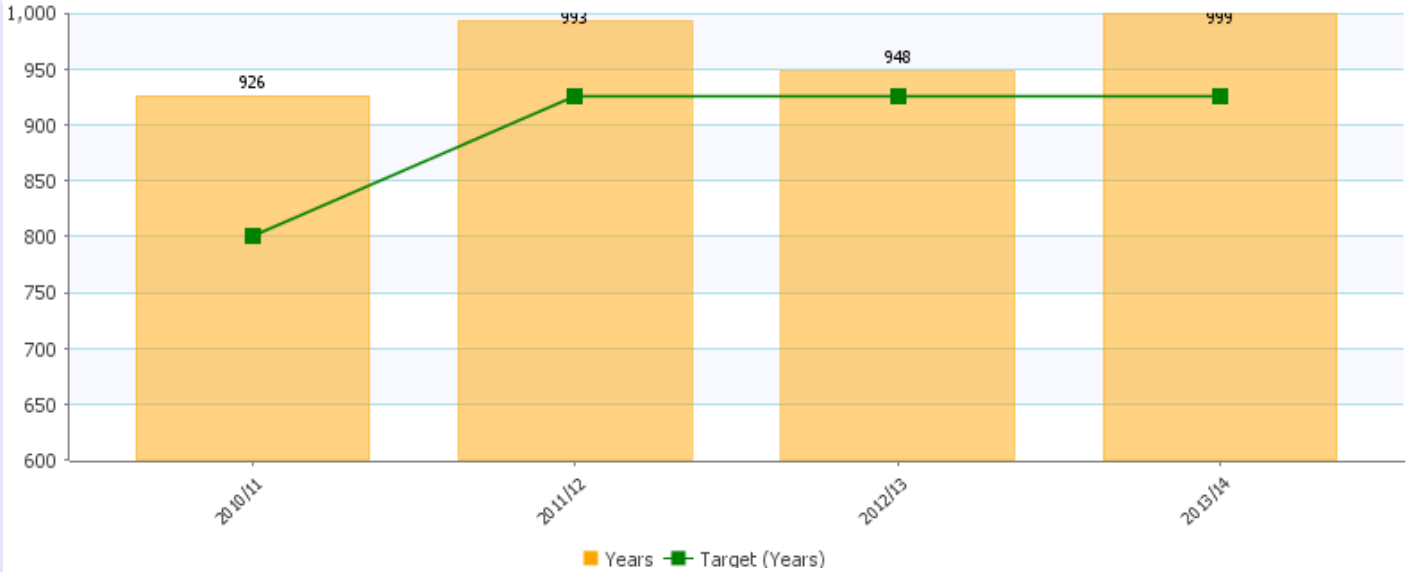
Trend Chart Commentary :

The trend chart shows that during the 13/14 programme 21% of households in West Lothian were targeted as part of the Home Energy Efficiency Programme Scotland – Area Based Schemes (HEEPS:ABS) programme and offered the opportunity to participate in and install energy efficiency measures. As a result 2.7% of the households targeted had an insulation measure installed and many more received free energy efficiency advice through Home Energy Scotland.

The total number of households offered the opportunity to participate in and install energy efficiency measures through HEEPS:ABS in the first year of the scheme far exceeds the initial target of 3%. The long term target is to ensure that all eligible households have gained access to the Scheme by 2023.

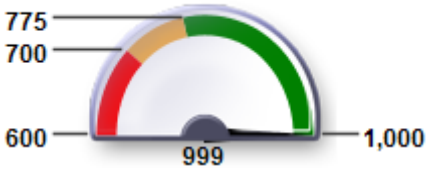
The council was awarded £1,182,816 from the 13/14 HEEPS:ABS allocation. This funding was used to install loft, cavity and external wall insulation benefiting 452 households in the area. In 14/15 an additional £1,723,713 has been allocated with plans to insulated 897 households in line with the Local Authority Local Housing Strategy with a focus on targeting fuel poverty.

Performance Indicator	**SOA1308_17 Number of visits to Council funded or part funded museums per 1000 population**
Description	This indicator counts the visits to and usage of a museum by members of the public, including group visits and school visits, enquiries that mean the public gain knowledge about the museum collections, and outreach visits by museum staff to specific audiences.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Customer Services Development Mgr(Karen Cawte)
Data Collection Officer(s)	SOA13_Library Central Services Co-Ordinator(Jeanette Castle)

2013/14 result



Notes on Latest Data Entry

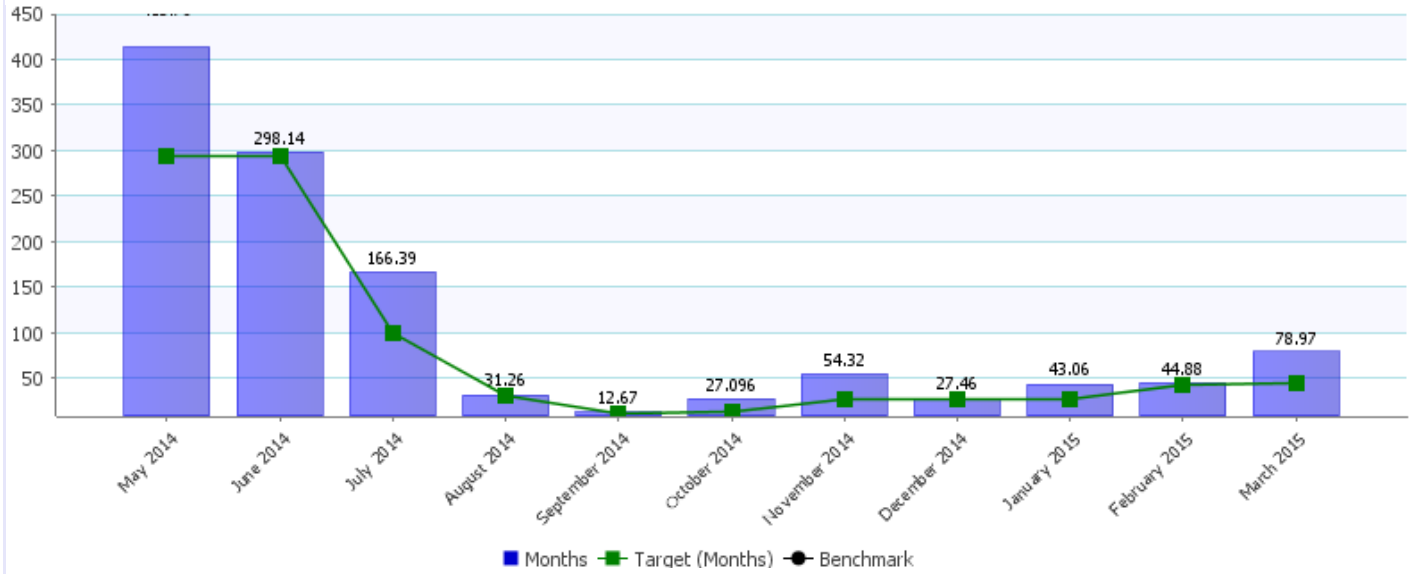
Trend Chart Commentary:

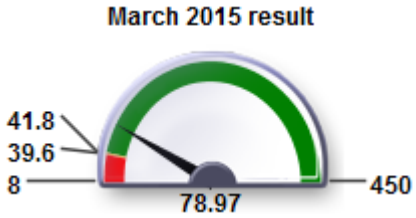
The number of visits to, and usage of, council funded or part funded Museums has increased in 2013/14. Much of this increase is due to the increased use of online information, particularly relating to World War One. Visits to the independent Museums has also increased over this period.

The slight reduction in numbers during 2012/13 is not attributable to any one specific reason. However, factors such as the poor summer will have affected visitor numbers particularly to the independent museums.

Performance Indicator	**SOA1308_18 Number of users engaging with Council funded and part funded heritage services per 1000 population**
Description	This indicator illustrates the levels of engagement with Heritage Services through enquiries, visits (physical and virtual) and outreach activity.

Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Customer Services Development Mgr(Karen Cawte)
Data Collection Officer(s)	SOA13_Library Central Services Co-Ordinator(Jeanette Castle)





Notes on Latest Data Entry

Trend Chart Commentary :

This indicator which gives a measure of engagement with West Lothian Heritage Services, includes virtual visits from April 2014.

2014-2015

The bulk of these visits include views on Flikr of photographs and visits to the Archives blog and website. This has resulted in higher levels of engagement per 1000 population for April, May, June and July 2014. Of particular interest has been materials relating to the first World War.

Due to an issue with the Lothian Lives Archive blog, the numbers visiting this resource has dropped substantially resulting in a dip in visits from July to September 2014. The engagement activity increased in October and November 2014 due to the increased activity around WW1 and a new project to engage with communities to grow our collections around the Miners' Strike of 1984-5. December 2014 experienced a seasonal drop off in engagement but a subsequent rise in January 2015 and a further rise in February and March 2015. The move of the Local History Library to the County Buildings Annex has resulted in an increase in physical visits to the new facility.

A major reason for the drop in number of users engaging with heritage services, is that in 2013-14 there were several major externally funded projects undertaken by Archives :

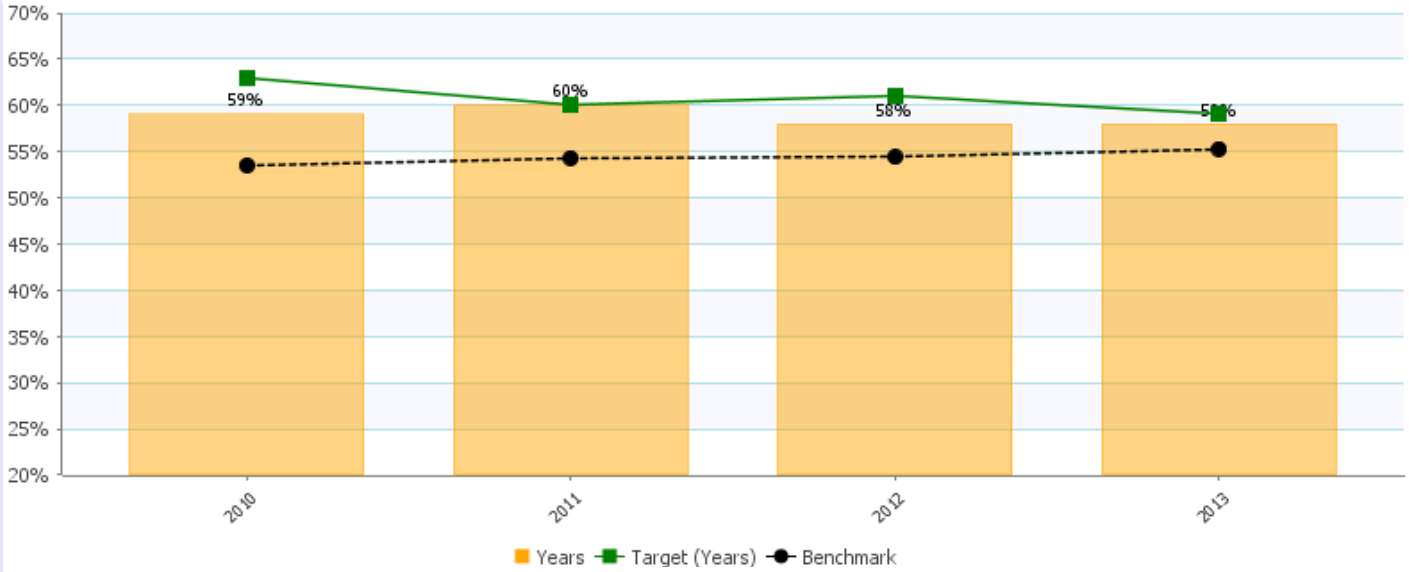
. Heritage Lottery Fund : Life is for Livingston: working with Arts and engaging with a wide range of individuals and school pupils to gather information and reminiscence materials

. National Archives Cataloguing project which concentrated on recording the records of the Livingston Development Corporation, and resulting in a printed guide to the collection and ongoing work in making the collection details available to a wide public audience online. Project staff engaged with Livingston schools to teach pupils about archives and creating their own archives.

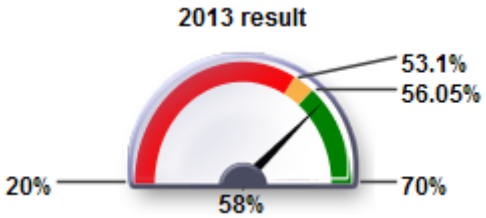
. The service has not counted engagement with the public through the WW1 Twitter feed and this information will be included in the indicator from

now on.
We can seek to improve performance by including the social media engagement through Twitter and when the Archives management system “CALM” is upgraded to have a public interface, the Livingston Development Corporation information will be available to the wider public and engagement with these materials will increase.
The target for this indicator has been reviewed to reflect the scope of the data collection.

Performance Indicator	**SOA1308_19 Percentage of primary school children travelling actively to school**
Description	This indicator shows the percentage of primary school children walking, cycling, scootering or skating to school, as determined by the annual Hands Up Survey undertaken by SUSTRANS.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Education Development(Elaine Cook)
Data Collection Officer(s)	SOA13_Customer & Performance Manager(Andrew Sneddon)

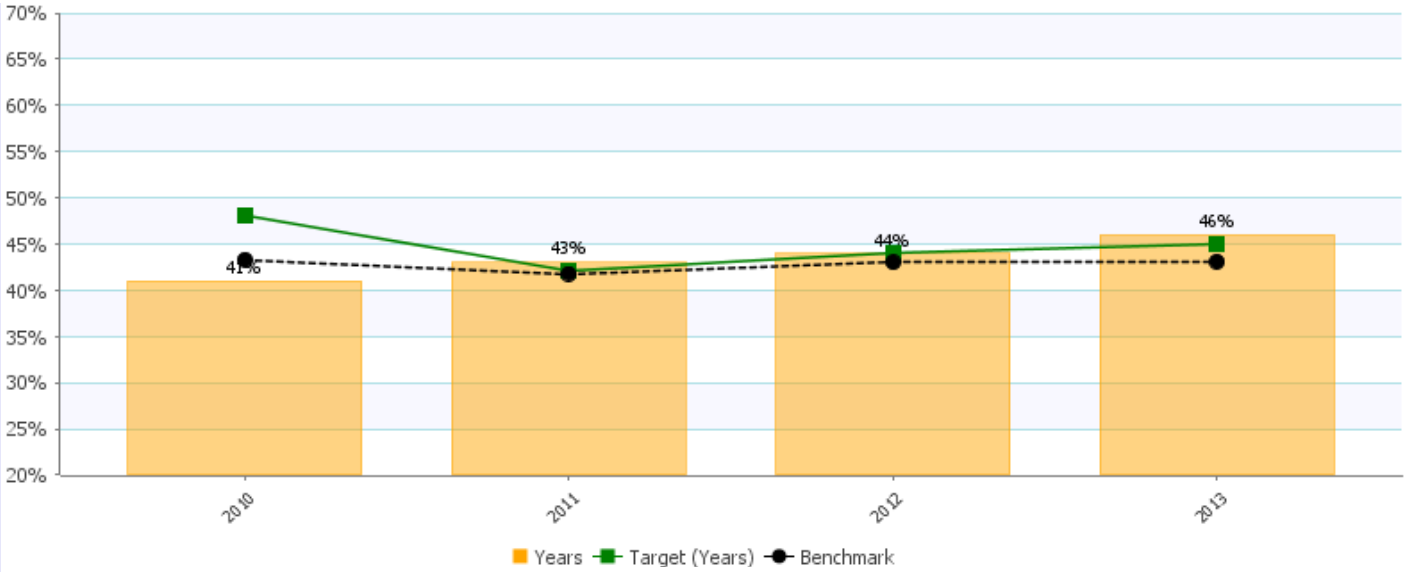


Notes on Latest Data Entry

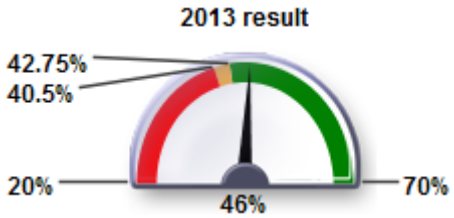
Trend Chart Commentary:

Performance in 2013 (58%) is the same as in 2012. It is down from peak performance in 2009, and below target. It is, however, above the national figure of 55.3%. Target is previous year's performance plus one, 59%, in order to recognise the promotion of physical activity and sustainable transport. The Hands Up Scotland 2013 survey took place between 9th and 13th September 2013.

Performance Indicator	**SOA1308_20 Percentage of secondary school children travelling actively to school**
Description	This indicator shows the percentage of secondary school children walking, cycling, scootering or skating to school, as determined by the annual Hands Up Survey undertaken by SUSTRANS.



Partner Organisation	CPP13_West Lothian Council
Responsible Officer(s)	SOA13_Head of Education Development(Elaine Cook)
Data Collection Officer(s)	SOA13_Customer & Performance Manager(Andrew Sneddon)



Notes on Latest Data Entry

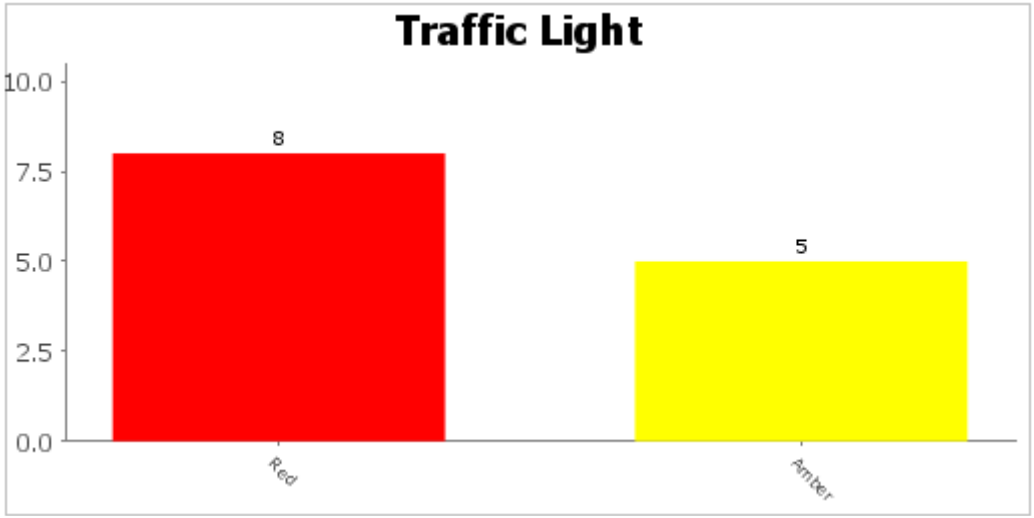
Trend Chart Commentary:

Performance in 2013 (46%) is up two percent on the previous year, and above target. It is above the national figure of 43%. Target is previous year's performance plus one, 47%, in order to recognise the promotion of physical activity and sustainable transport. The Hands Up Scotland 2013 survey took place between 9th and 13th September 2013.

Data Label: Internal Only

2. High Level Steering Group Exceptions Report(grp by Forum)

Report Type: PIs Report
Report Author: Susan Gordon
Generated on: 18 May 2015 10:02

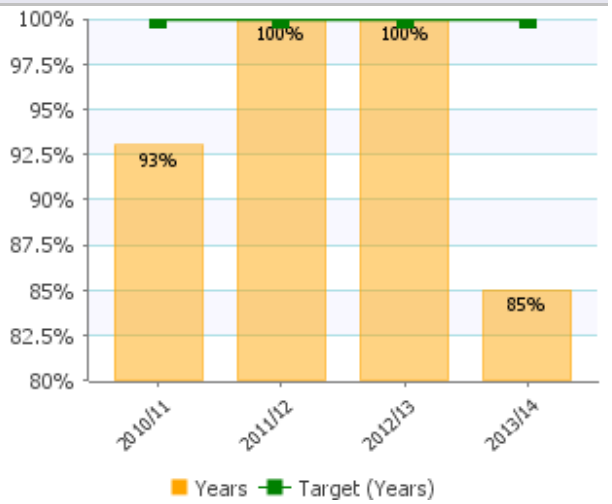


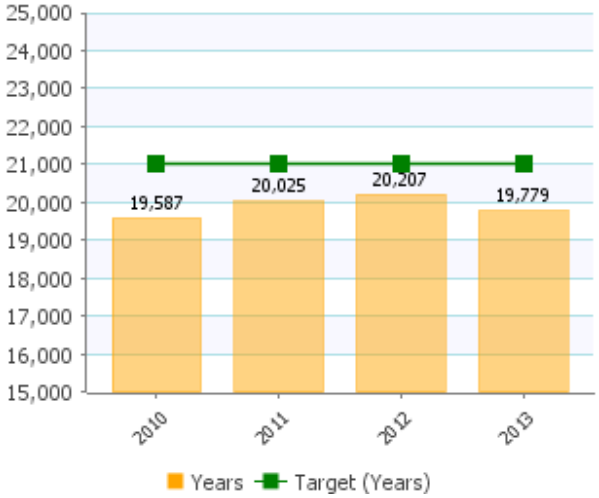
SOA13_Community Safety Forum

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1305_02 Percentage of children entered on the child protection register in the year who had previously been on the register	CPP13_West Lothian Council	SOA13_Senior Manager 3 Social Policy(Tim Ward)	**Trend Chart Commentary:** The range of services working with children at risk aim to have a positive impact on the numbers of children on the child protection register. Effective intervention will lead to fewer children who are re-registered after being removed from the register. The trend relating to this indicator demonstrates a significant drop in 2011-12 followed by a rise in 2012-13. Crisis intervention can lead to fluctuations in figures and small numbers of children can lead to seemingly significant percentage variations. The reduction in 2013-14 to a much improved performance of 10 per cent, meeting the current target, is thought to be due predominantly to an improvement in the quality of CP planning resulting in more focussed work with children and their families to manage risk to children who had previously been on the register. In 2014-15 performance dipped to 14 per cent. This involved 23 children out of a total of 169. Four re-registered children were from one family who had been on the register in another area previously. This had a marked affect on the performance result .The Child Protection Committee will continue to monitor outcomes for children through the work of its	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				Quality Assurance and Self Evaluation Subcommittee.	

SOA13_Economic Forum

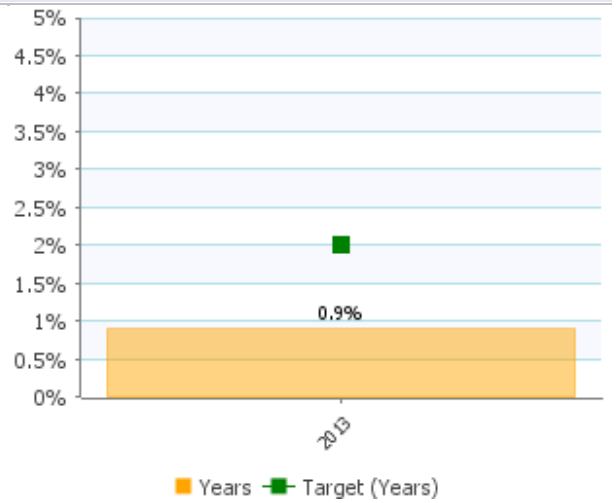
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1302_14 Percentage of primary, secondary, special schools and pre-school establishments receiving positive inspection reports	CPP13_West Lothian Council	SOA13_Customer & Performance Manager(Andrew Sneddon)	**Trend Chart Commentary:** The percentage of schools receiving a positive inspection report from Education Scotland has fallen to 83% from the 100% achieved in the previous two years. 13 Nursery classes or establishments, primary schools and secondary schools were inspected. Knightsridge Early Years Centre and Toronto Primary School did not achieve positive inspection reports. Knightsridge Early Years Centre was found to be weak in Meeting Learning Needs. Toronto Primary School was found to be weak in Improvements in Performance and Meeting Learning Needs In each case an action plan was prepared to improve performance, and submitted for scrutiny to the Education Policy Development and Scrutiny Panel/Education Quality Assurance Sub-Committee. The target will remain at 100% for session	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				2014/5.	
	SOA1303_04 Gross Value Added (GVA) per head (£m)	CPP13_West Lothian Council	SOA13_Economic Development Policy Manager(David Greaves)	**Trend Chart Commentary:** West Lothian's total GVA and GVA per head fell between 2008 and 2009, but increased steadily between 2009 and 2012. However, the 2013 figure shows total GVA to be £3,484m (down £78m on 2012). This equates to £19,779 per head compared with £21,982 for Scotland and £23,755 for the UK. The 2013 figure reduction could in part be explained by the loss in production and jobs associated with the Vion/Halls closure. West Lothian's GVA per head still exceeds that of our non city comparator areas – for example the Fife and Clackmannanshire area has a GVA per head of £15,069, Falkirk £19,509, North Lanarkshire £15,998 and South Lanarkshire £16,261.	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1303_06 Total number of jobs in West Lothian	CPP13_West Lothian Council	SOA13_Economic Development Policy Manager(David Greaves)	**Trend Chart Commentary:** Our longer term target is to increase the number and quality of job opportunities located in the area. With projected job losses in the public sector and wider economic uncertainty however, supporting jobs growth back to pre recession levels of 80,000 is a steep challenge. The latest data for 2013, as anticipated, showed a further net decrease in the employment base. Between 2009 and 2013, the total number of jobs fell by over 7,000 – with the most significant reductions recorded in the manufacturing and construction sectors. Other than a small number of areas, all Scottish Local Authorities have experienced significant job losses over the last 5 years. However, the scale of job losses in West Lothian between 2009 and 13 (at 9%) is greater the net reduction for Scotland as a whole and our benchmark areas). The 2013 figure includes the job losses associated with the closure of Vion which account for the net reduction on 2012.	

SOA13_Environment Forum

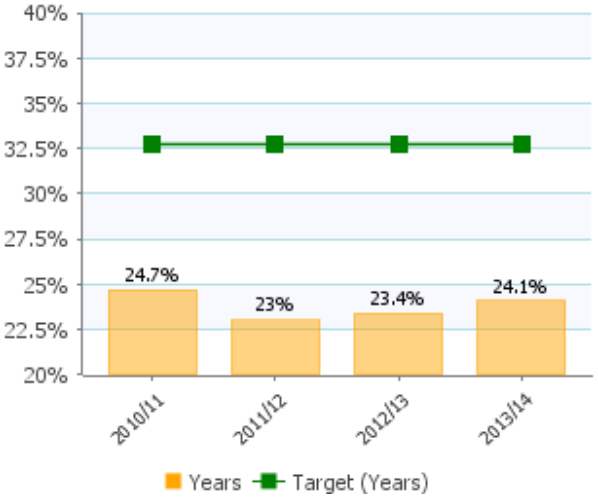
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1308_05 Percentage of material prepared for reuse	CPP13_West Lothian Council	SOA13_Service Manager Waste Services(David Goodenough)	**Trend Chart Commentary :** This is a new indicator which will be populated from 2013. The aim is to increase the percentage of waste that is prepared for reuse in line with the Scottish Governments Zero Waste Plan and associated Regulations. In 2013/14 we reused 966 tonnes of waste in 2013/14. This was primarily from: 380 tonnes of furniture and household goods, 530 tonnes of textiles from Community Recycling Centres (CRC's) and bring sites across West Lothian and the remainder was a mix of books and gas cylinders from our CRC's. We will be measuring this in calendar years from 2014. The 2014 Calendar year data will be updated once the data is verified by SEPA and officially published around the end of September 2015	

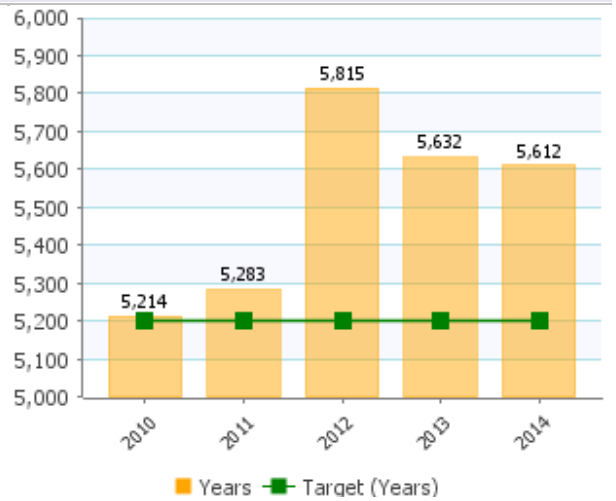
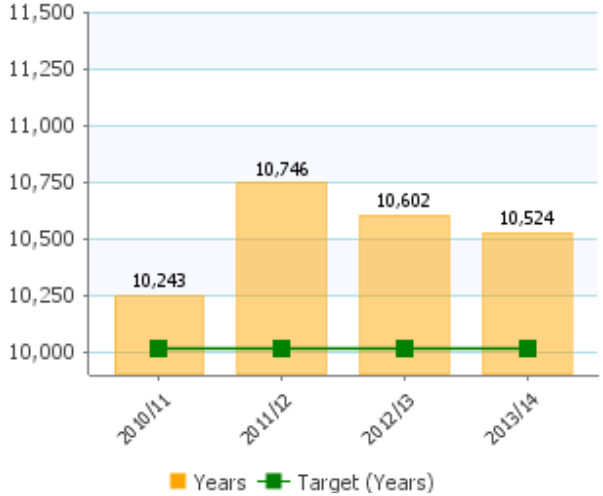
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1308_09 Energy generated as a result of installation of renewables and low carbon technology. kWh of heat produced (Cumulative) Source: WLC, Annual	CPP13_West Lothian Council	SOA13_Head of Planning and Economic Development(Craig McCorriston)	**Trend Chart Commentary :** The data is based on estimates of outputs from the range of renewable heat technologies currently installed based on the findings of a review carried out by consultants on behalf of the council. There have been no additional installations in 2014/15 due to delays in the implementation of the biomass project and so the figures have remained the same as previous. Please note the data is based on estimates and the council intends in future to meter all installations, at which point the figures may decrease as data will be based on actual readings rather than estimates. Plans are in place to introduce a number of low carbon and renewable heating systems across the council in 15/16.	
	SOA1308_11 Percentage of water bodies in West Lothian achieving high or good overall status	CPP13_West Lothian Council	SOA13_Head of Planning and Economic Development(Craig McCorriston)	**Trend Chart Commentary :** The latest data for 2013 shows that there has been a deterioration in water quality in West Lothian since 2012. In 2012 29% of water bodies were achieving good overall status and in 2013 this figure has dropped to 22.9%. This is still an improvement since 2010 when only 20% of water bodies were at good status. Specific waterbodies that have been degraded are the Brox Burn (by Western Tartraven to Ryal Burn confluence) and the River Avon (Logie Water confluence to the Estuary). The stretch of the Brox Burn from Ryal Burn confluence to the	

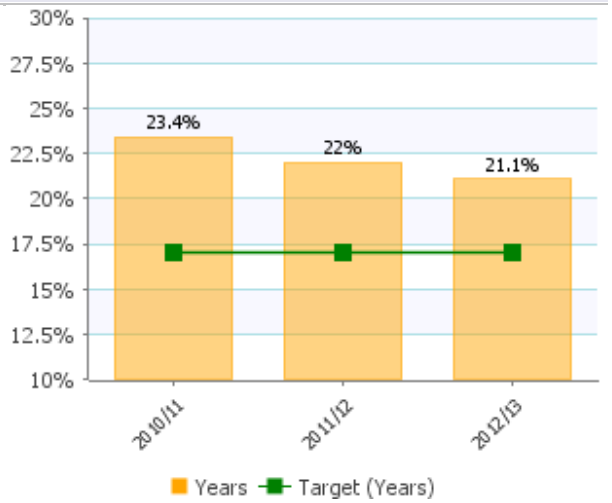
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				River Almond has improved from poor to moderate status. The long term target set by Scottish Government is to achieve 97% of waterbodies in Scotland at good overall status by 2027. Revised shorter term local targets will be agreed with SEPA. Classification data is provided annually by SEPA and is available at www.environment.scotland.gov.uk/get-interactive/data/water-body-classification	

SOA13_Health and Wellbeing Forum

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1301_03 Percentage of newborn children exclusively breast fed at 6-8 weeks	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	**Trend Chart Commentary:** In 2013/14, 33% of babies were breastfed at the 6-8 week review. Within this overall breastfeeding rate 24.1% of babies were exclusively breastfed an increase of 0.8% on the previous year. Intermediate zone data is due to be published later this year which will provide more information in relation to prevalence of breastfeeding and inequalities. In comparison to other areas the rate of breastfeeding is lower than the Scottish average of 37.9% with 27.1%exclusively breastfed and similar to Mid Lothian with 34.7% (23.9% exclusively breastfed) and better than Falkirk with 26.6% (20% exclusively breastfed)	

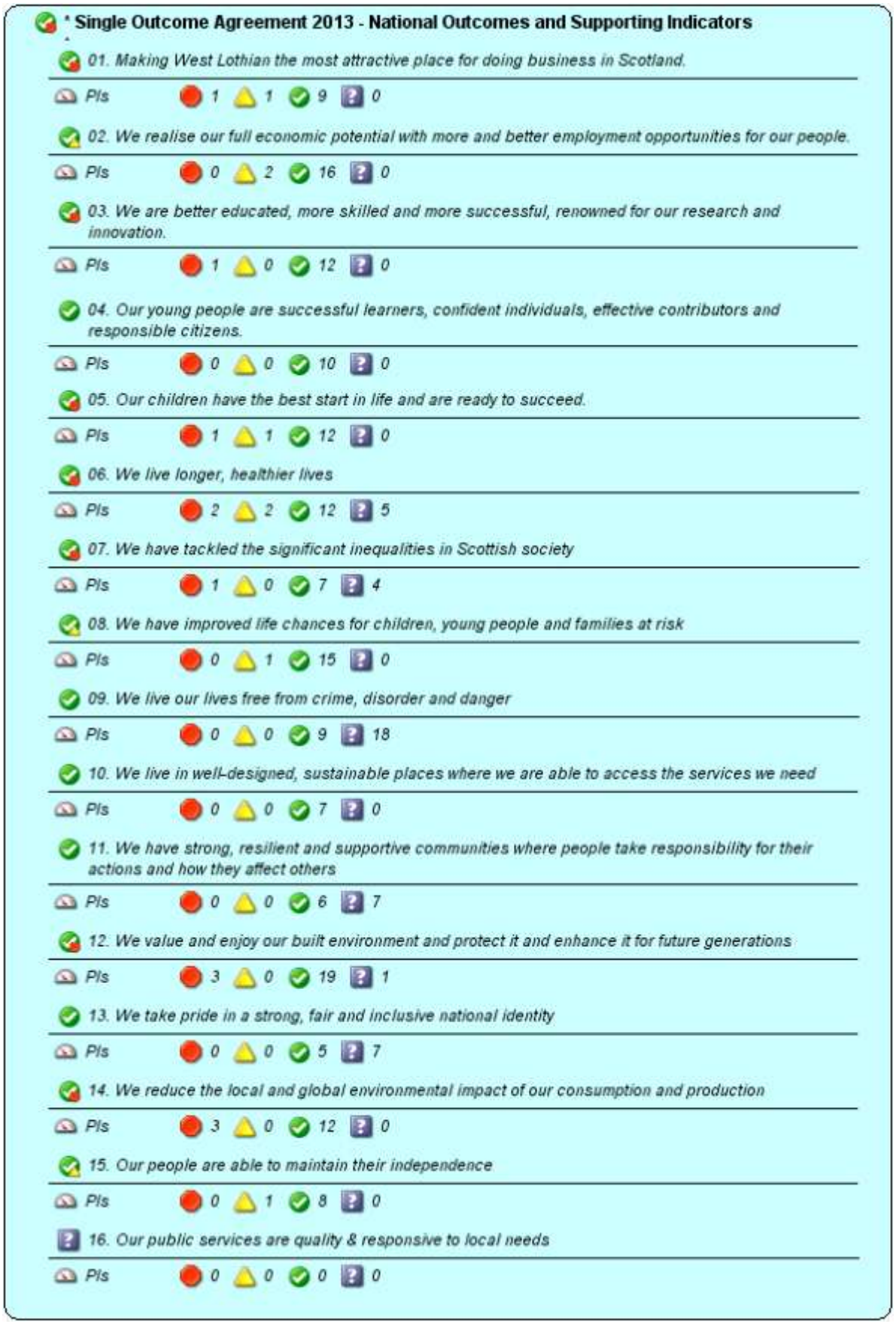
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				Interventions are targeted at breastfeeding support through both professional input and peer support buddies. Work is ongoing regarding wider social acceptability and cultural changes required through education and work with local employers, retail and leisure facilities to support and promote breastfeeding.	
	SOA1301_10 Estimated percentage of children overweight, including obese, in P1	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	Trend Chart Commentary : Based on centile cut-offs on the 1990 UK growth reference charts used for population monitoring purposes, BMI assessment of West Lothian's Primary 1 children in 2013/14 estimated 20.9% were at risk of overweight and obesity combined compared to 22.6% for Scotland 12.8%were at risk of being overweight and 8.1% were at risk of obesity. An overall improvement of 1% on previous year	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1306_09 Rate per 100,000 population of patients aged 65+ with 2+ emergency admissions by financial year	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	**Trend Chart Commentary:** The West Lothian rate per 100,000 for 2013/14 is 5612 compared to 5019 for Scotland. This is is 1% decrease from previous year and is against a 5% increase in the number of over 65s in the West Lothian population from 2011 Interventions are being sustained in relation to improved community care provision for older people and case management approaches are being embedded for those with long term conditions.	
	SOA1307_04 Rate of emergency hospital admissions per 100,000 population	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	**Trend Chart Commentary :** There continues to be a steady reduction in the rate of all age group emergency hospital admissions with 10524 in 2013/14. There is a continued focus on early interventions and improving access in Primary Care to sustain improvements	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1307_06 Percentage of residents who smoke (16+ years)	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	**Trend Chart Commentary :** Smoking prevalence for adults aged 16 and over in West Lothian is estimated to be 21.1% slightly less than Scottish estimate of 23%. Estimated annual smoking cessation service uptake rate (% of total adult smokers) is 10.9% in West Lothian compared to 10.3% in Scotland and 9.9% for Lothian The percentage of smokers reporting a successful quit outcome is 4.7% compared to the Scottish average of 3.9%	
	SOA1307_11 Number of visits to West Lothian Leisure by concessionary card holders in receipt of benefits	CPP13_West Lothian Leisure	SOA13_Chief Executive West Lothian Leisure(Robin Strang)	**Trend Chart Commentary :** Looking back over the past 6 years to 2013/14 there was steady growth in this figure with the exception of 2012/13 which saw a dip (to 10,644). The most likely reason for this was the closure of Whitburn Leisure Centre following the fire. The Centre was closed from 23 July 2011 to 14 April 2013. The number of visits by concessionary card holders in receipt of benefits increased to 13,156 in 2013/14. This was well ahead of the target of 11,176 and so the 2014/15 target was revised to 13,550. 2014/15 concessionary scheme visits were	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				below target at 12,104 visits. We will raise this with colleagues in the council as we think the scheme needs a review to make it more attractive to those aimed at.	

SOA Summary Dashboard (Generated 8 May 2015)



*** Single Outcome Agreement 2013 - West Lothian Outcomes ***

1. Our children have the best start in life and are ready to succeed

PIs 2 0 9 0

2. We are better educated and have access to increased and better quality learning and employment opportunities

PIs 1 0 16 0

3. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business

PIs 0 2 11 0

4. We live in resilient, cohesive and safe communities

PIs 0 0 16 18

5. People most at risk are protected and supported to achieve improved life chances

PIs 0 1 13 0

6. Older people are able to live independently in the community with an improved quality of life

PIs 0 1 8 0

7. We live longer, healthier lives and have reduced health inequalities.

PIs 2 1 12 4

8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.

PIs 3 0 16 1

*** SOA 2013 - Community Safety Forum Performance Indicators ***

PIs 0 1 29 18

*** SOA 2013 - Economic Forum Performance Indicators ***

PIs 1 2 27 0

*** SOA 2013 - Environment Forum Performance Indicators ***

PIs 3 0 16 1

*** SOA 2013 - Health and Wellbeing Forum Performance Indicators ***

PIs 4 2 29 4

Summary Dashboard Tracking

SOA Outcome	August 2014	November 2014	February 2015	April 2015	Changes since last Steering Group
Our children have the best start to life and are ready to succeed	3 0 8 0	3 0 8 0	3 0 8 0	2 0 9 0	Breastfeeding rates and children overweight still Red, LAC with 3+ placements: Red to Green
We are better educated and have access to increased and better quality learning and employment opportunities	1 1 15 0	1 1 15 0	1 1 15 0	1 0 16 0	% schools receiving positive inspection still Red % of working age adults in work: Amber to Green
Our economy is diverse and dynamic and West Lothian is an attractive place for doing business	0 3 10 0	0 3 10 0	0 3 10 0	0 2 11 0	No. businesses with 10-50 employees: Amber to Green GVA per head and Total number of jobs still Amber
We live in resilient, cohesive and safe communities	0 2 21 11	1 1 14 18	0 2 14 18	0 0 16 18	EEI: Amber to Green, Tenant satisfaction: Amber to Green, 18 Police PIs 'Unknown' as no 13/14 targets included on Covalent
People most at risk are protected and supported to achieve improved life chances	2 0 11 0	2 0 11 0	2 0 11 0	0 1 13 0	Previous LAC receiving custodial sentence: Red to Green. Two new Child Protection PIs added (both Green) – replace the previous measure which was Red
Older people are able to live independently in the community with an improved quality of life	0 2 7 0	0 2 7 0	0 1 8 0	0 1 8 0	No change (2+ emergency admissions of 65+ still Amber)
We live longer, healthier lives and have reduced health inequalities	2 2 11 4	2 2 11 4	1 1 13 4	2 1 12 4	16+ smokers still Red; Emergency admissions still Amber; Concessionary West Lothian Leisure visits: Green to Red; Homelessness prevention still Unknown-data due from SG end financial year. 3x Free School Meals PIs to be replaced
We make the most efficient and	1 0 17 2	2 0 16 2	3 0 15 2	3 0 16 1	Water bodies achieving high or

effective use of resources by minimising our impact on the built and natural environment					good status and Energy generated as result of renewables/low carbon technology still Red, household waste recycled: Red to Green; % material prepared for reuse now added (Red); Unknowns: visits to outdoors (targets being identified)

West Lothian College Regional Outcome Agreement 2015-17

1. Purpose of Report

The purpose of the report is to update the Community Planning Partnership Board on West Lothian College's Regional Outcome Agreement (ROA) 2015-17.

As a key Community Partner, West Lothian College's ROA aligns with and contributes to all of West Lothian Council's Single Outcome Agreement's (SOA) clearly stated priority outcomes but, more specifically, to improve the employment position in West Lothian, improve attainment and positive destinations for school children and tackle inequality.

2. Discussion

West Lothian College has set itself aspirational Vision, Mission and Regional Aims for 2015-2017 to meet the Scottish Government's aim of creating a world-class vocational education system. Through these we will deliver five high priority outcomes, all underpinned by needs based, economically informed and managed growth for West Lothian, namely:

- Improve life chances by continuing to increase access for young people aged 16-24 to successfully participate in vocational education opportunities within the region.

- Increase positive destinations for individuals in the region completing vocational programmes into employment or higher level study.

- Contribute to economic growth and success in West Lothian by increasing the skills levels of individuals employed in the workplace and meeting the needs of employers in West Lothian.

- Focused analysis of post-course destinations to evaluate the impact of college delivery on workforce development and increased employment.

- West Lothian will benefit from the provision of sustainable post 16 vocational education supported by the efficiencies of continued embedding of shared services and increasing joint provision with West Lothian Council.

As a key Community Planning Partner, the College's Regional Outcome Agreement (ROA) aligns with and contributes to all of West Lothian's Single Outcome Agreement's (SOA) high priority outcomes, focusing particularly on improving the 4.6% youth unemployment position in West Lothian and, with the youngest and fastest growing population in Scotland, better attainment and positive destinations for school children.

To this end, the College has, since 2011, committed to improving life chances by steadily committing its WSUMs allocation to increasing by eleven the number of full time courses offered to a total of 338 additional full time learners, maintaining an average 50% allocation of our main grant funding to supporting 16-19 year old learners and a consistent 15% allocation of our WSUMs to 20-24 year olds.

The College has furthermore played a key role in improving schools attainment and staying-on rates with a strong suite of part time vocational pathway programmes, available to S4-S6 school students in all eleven local secondary schools, to offer personalisation and choice to fully implement the entitlements of the Senior Phase of a Curriculum for Excellence. The College has also played a key role to increasing positive destinations for school leavers over the past few years, moving from 80.4% in 2006-2007 to 93% in 2013-2014.

We furthermore work closely with the three local Special Schools to provide a range of opportunities for Senior Phase learners with additional needs to access the College on a part time basis. In addition, we offer a suite of full time Assisted Programmes that provide accreditation for progression to mainstream courses and/or into employment. The College is currently working with Enable and the three Special Schools to ensure equality of successful outcomes for students with a disability/additional/complex need to provide job opportunities and progression to mainstream courses for learners registered as disabled.

West Lothian has a smaller percentage of working age residents educated to degree level or above compared with Great Britain and the rest of Scotland. The College is committed to contribute to economic growth and success in West Lothian by increasing the skills levels of individuals employed in the workplace by steadily increasing to 27% our offer of courses at Scottish Credit and Qualification Framework (SCQF) level 7 and above.

With a focus on increasing the number and range of Science Technology Engineering and Mathematics (STEM) related qualifications to provide young people with meaningful work based skills training to meet the industrial challenges of the 21st century, the planned portfolio is a realistic and balanced match for the economy with qualifications available for the retail, hospitality, leisure and service sectors, business and administration functions, computing, design and creative industries, engineering, maths and science occupations, construction and craft occupations plus a suite of programmes to support supply for the health, social care and early years workforce.

Postcode analysis shows demand from all areas of West Lothian, although applications are more concentrated from the Livingston areas and the towns closer to the main transport routes. However, the College has increased participation from some of the most deprived areas. It will continue to further target these through Community Planning Partnership joint working on the recently approved Community Regeneration framework, which seeks to reduce poverty by targeted activities in specific Council Wards including Mayfield, Boghall, Greenrigg and in small areas within Livingston. We are working with the Regeneration and Employability Team to provide learning opportunities in these communities as well as some targeted work in West Calder.

The College is cognisant of its duties under The Children and Young People's (Scotland) Act 2014 in relation to young people in care and care leavers. The College nurtures a positive partnership and close working relationship with West Lothian Children & Families Steering Group in our commitment to further develop and improve the level and quality of the support offered for this cohort and to raise the number of care-experienced students enrolling and

attaining at West Lothian College. This work has seen a rise from 42 individuals in 2012-13 to 75 in 2013-14.

The College is represented on an Occupational Segregation Project Steering Group working with Skills Development Scotland, Jobcentre Plus, West Lothian Council, Mind the Gap and Engender on a pilot to promote a regional wide approach to increase participation and ensure equality of successful outcomes to address gender imbalances where girls and boys face barriers to subject and career choice at school and women and men face barriers to subject choice in college. We are also seeking advice by working with Equate Scotland, which is supported by Scottish Government, Construction Industry Training Board (CITB), The National Lottery and Edinburgh Napier University, to make a positive difference to recruiting and retaining girls into science, engineering, technology and the built environment courses. We have set ourselves a challenging target of recruiting 50% females onto the new NC Civil Engineering Foundation Apprenticeship course starting 2015; a project fully supported by CITB and Civil Engineering Contractors Association (CECA).

The Commission for Developing Scotland's Young Workforce brought forward a range of recommendations designed to improve young people's move into sustainable employment. The College, as an Early Adopter and Pathfinder for a Foundation Apprenticeship (FA) model, supports two groups of S4 pupils from four pilot schools from the most deprived 10% postcode areas to attend College on Tuesday and Friday afternoons over a two year period to achieve NC Manufacturing Engineering and SVQ Performing Engineering Operations. This innovative, joint delivery model includes an agreed structure of the S4 timetables to allow release from two regular timetabled sessions for those who are engaging in the FA programme. Good practice from this model is the pupils' commitment to attend College and placement during their school holidays and we plan to widen this opportunity across the whole of West Lothian by offering this to all schools from 2015.

Recent developments from strategic planning meetings with Education Services and Skills Development Scotland has resulted in agreement that the existing Senior Phase Steering Board and Opportunities for All Steering Board will merge to establish a West Lothian Developing Scotland's Young Workforce Steering Board. This Board will demand representation from Education Services, Economic Planning, the two West Lothian Colleges, Skills Development Scotland, JobCentreplus, employers and Education Scotland to ensure a joined-up approach to strategic planning to provide training and employment opportunities for young people in West Lothian in key sectors such as retail, health, manufacturing, food and drink, IT, life sciences, tourism, electronics, engineering, wholesale, construction and transport and storage. To support this, the College is committed to increase its percentage to 4.5% of total credit allocation to College school partnership delivery by 2016-17.

The College works with a wide range of employers and has grown provision of work based learning in social care, child care, retail and business administration. College Sales staff regularly engages with employers across Scotland to adapt College commercial provision to reflect employer needs and respond to requests for training. Labour market intelligence and employer engagement has been used to support future planning and the growth of programmes with higher level skills in Finance, Logistics, IT and Engineering. These match

the growth of some of the larger scale SME's in West Lothian and also deliver the skills required nationally to meet demand in the areas of computer software development, engineering and manufacturing and design. In order to ensure lecturing and assessor staff skills' base maintains currency, we are planning for a continuing professional development industrial update day during academic year 2015-16.

The College has an active employer network of work placement providers for many of our full time students and especially for those programmes where placement experience is a mandatory part of the course framework. One of the college key targets is to continue to grow work experience opportunities for learners. The College has committed to all full time courses from 2015 to include student exposure to substantial work experiences with business and industry.

We have in 2014-15 exceeded our MA target, from our allocated 59 places, by twenty places and have submitted a bid for 64 direct places for 2015-16 delivery in occupational groupings Sport, Health and Social Care, Retail and Customer Service, Administration, Automotive, Engineering and Energy, Hospitality and Tourism, Food and Drink and Management. We actively seek additional indirect MA places through close partnership working with local authorities, particularly in the sectoral areas of Engineering, Motor Vehicle, Health and Social Care and Early Education. We also work closely with employers in providing World Host qualifications that deliver excellent customer service training.

The College will shortly be working on a new 5-year Carbon Reduction Plan in conjunction with Universities and Colleges Climate Commitment for Scotland (UCCCfS) and is also looking to work with West Lothian Council on participation in the Green Impact Scheme, an NUS led initiative, in its commitment to addressing climate activity.

To ensure that we continue to evidence our priorities, responsiveness to key national policy drivers and, more broadly, our contribution to communities and economies, we will regularly monitor progress towards the delivery of the outcomes set out in the Regional Outcome Agreement and produce a self-assessment report in October each year, which takes account of the progress being made. In addition to this, we will contribute our progress as a Regional College to the appropriate performance indicators in West Lothian Community Planning Partnership's Single Outcome Agreement.

3. Summary of Implications

Relevant SOA outcome (s)	**Name the SOA outcome (s) – if none say None**
We are better educated and have access to increased and better quality learning and employment opportunities People most at risk are protected and supported to achieve improved life chances	
Relevant SOA performance indicator (s)	

Percentage of working age adults in work Percentage of the resident, working age population qualified to SVQ2 and above Percentage of the resident, working age population qualified to SVQ4 and above Percentage of school leavers entering a positive destination Percentage of care leavers entering positive destinations Percentage of West Lothian College full time leavers entering a positive destination	
Resources	
None	
Link to CPP prevention plan/Community Engagement plan	
CPP Prevention Plan to deliver more effective interventions to tackle social inequalities	
Impact on inequalities	
Address gender imbalances in participation in our courses Address the needs of young disabled people, care leavers and black minority ethnic groups	
Key risks	
Failure to: - engage with stakeholders in identifying needs - meet needs efficiently and effectively - meet or exceed Quality Standards - measure impact of service - ensure wellbeing and stewardship of the College - safeguard the College	

4. Consultations

West Lothian College engages proactively with all Community Planning Partners and the Regional Outcome Agreement document was distributed to Economic and Community Planning partners and their comments and feedback are included within the final version.

The College's Student Association was also consulted on and had the opportunity to input to the final version of the document.

Early drafts of the document received feedback and comments from Scottish Funding Council and Scottish Government.

5. Conclusions

The Community Planning Partnership Board is asked to note the five stated priority outcomes within the College's Regional Outcome Agreement 2015-17, which demonstrate a clear understanding of local needs and reflect agreed local priorities, as well as National Performance indicators developed by the Scottish Government.

6. Recommendations

The report is for information.

7. Report written by/contact details/date

Mhairi Harrington, Principal and Chief Executive, West Lothian College

8. References

West Lothian Council Single Outcome Agreement

West Lothian Regional Outcome Agreement 2015-17: http://www.west-lothian.ac.uk/_uploads/Executive_Office/Regional%20Outcome%20Agreement%202015-17%20final%20version%20March%2015.pdf

9. Appendices

None

west lothian college

West Lothian College

Regional Outcome Agreement 2015-2017

west lothian college

Key aspects

ROA aligns with West Lothian's SOA

Delivering Skills and progression which:-

- Improve life chances.
- Increase positive destinations to employment or higher level study.
- Contribute to West Lothian's economic success.
- Tackle inequalities.

west lothian college

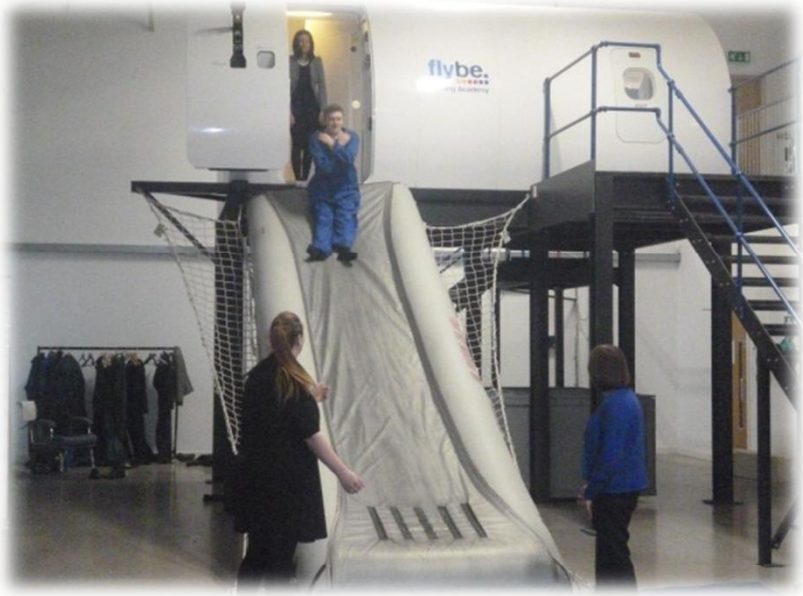
Partnership with schools……

west lothian college

Working with Communities…..

west lothian college

Skills for work and the economy…….



west lothian college

Skills for work and the economy…….

west lothian college

Skills for work and the economy…….

west lothian college

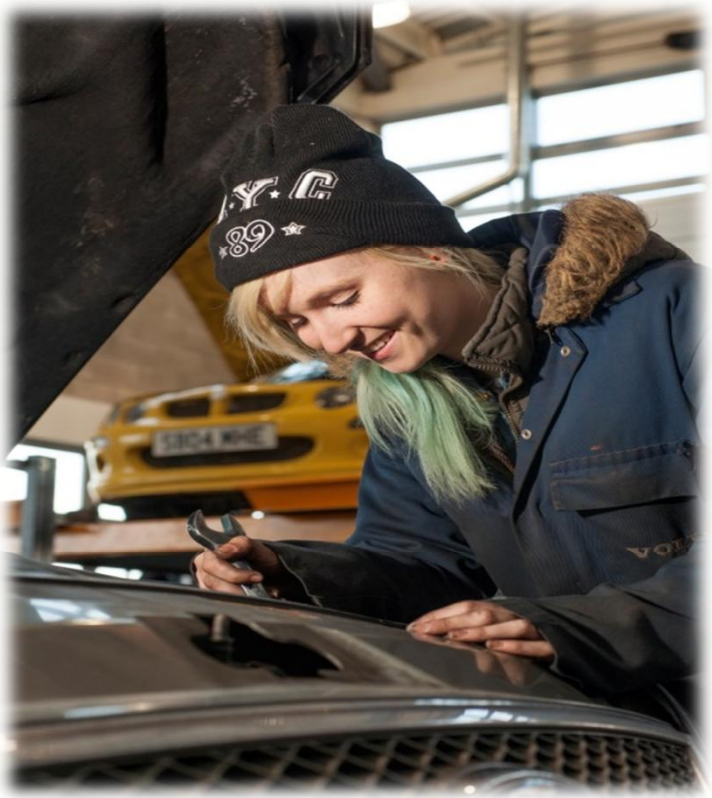
Skills for work and the economy…….

west lothian college

Skills for life and aspiration…….

west lothian college

Tackling inequalities…….



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2015-2016

- Partnership in Developing Scotland's Young Workforce.
- Improve attainment on Further & Higher Education Full Time Programmes to above national averages.
- Improve positive destinations to employment for FE Full Time Learners.
- Increase articulation routes to University from new HE Full Time programmes.

west lothian college

Questions

Community Justice Redesign

Community Planning Partnership Board

25th May 2015

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Background

- Commission on Women Offenders report April 2012 citing poor outcomes for women
- Recommended consideration of national service – 'cluttered landscape'
- Scottish Government Response June 2012
- Consultation December 2012
- Outcome December 2013

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Options

- A - 'Enhanced' Community Justice Authorities with greater powers
- B - Local delivery effectively keeping Criminal Justice Social Work within Local Authorities
- C - Consideration of a National Service
- Option B chosen but with a national body created to provide national leadership

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Local Approach

- Single outcome Agreement highlighted Reducing Reoffending as a priority under 'safer communities'
- SOA also had a further outcome reflecting public protection
- Mature approach within West Lothian

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Strengths

- MAPPA approach well established and effective
- Reducing Reoffending Committee established in January 2013 with agreed partnership approach
- 2013-18 Strategic Plan in place informed by Offender Profile

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Challenges

- Duplication for Community Safety
- Community Justice local delivery will be in statute
- Need to undertake Restructure of Reducing reoffending/Community safety
- Engagement of elected members and other partners

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Community Empowerment

- 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.

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Community Justice Scotland Bill

- Published, 8th May 2015 to take forward the legislative change necessary for a new model for community justice:
- Places responsibility for local planning and delivery of improved outcomes for community justice with a defined set of community justice partners
- Duties on these community justice partners to engage in local strategic planning and be accountable for this

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Community Justice Scotland Bill

- Development of a national strategy and a performance framework for community justice
- Creates a new national body, Community Justice Scotland
- Promotes a focus on collaboration – including the opportunity to commission, manage or deliver services nationally where appropriate.

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Community Justice Partners

- Local Authorities
- NHS boards
- Police Scotland
- Scottish Fire and Rescue Service
- Health & Social Care Integration joint boards
- Skills Development Scotland
- Scottish Courts and Tribunals Service
- Scottish Ministers in their role as the Scottish Prison Service

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Community Justice Scotland

- provide leadership;
- promote innovation, learning and development;
- provide assurance to Scottish Ministers on the delivery of outcomes;
- provide improvement support where needed.

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Milestones

- CPPs commence planning & and capacity building — April 15
- Community Justice Bill introduced — May 15
- CPPs develop local plans by — Jan 16
- Shadow year commences — April 16
- Community Justice Authorities disestablished — Mar 17

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Future Model for Community Justice in Scotland

1. Purpose of Report

This report provides an update to the report provided for the Community Planning Partnership Board on 9th March 2015 regarding the future model for Community Justice in Scotland and supports the presentation being made. It also recommends several steps that are required to ensure the new arrangements are in place within timescales.

2. Discussion

On 8th May 2015, the Scottish Government introduced the Community Justice (Scotland) Bill that formally commenced the creation of a new model for Community Justice in Scotland. This will result in legislative responsibility for the delivery of Community Justice moving from Community Justice Authorities (CJA's) to Community Planning Partnerships. This will also mean changes to local governance arrangements. It is anticipated that CPPs will be able to assume their new responsibilities under the new model in transition from 1 April 2016 and full responsibility being conferred from 1 April 2017. Community Justice Authorities will be formally disestablished on 31 March 2017 and a new national body, Community Justice Scotland, established during the latter part of 2016/17. The responsibilities of the new body are not yet clear but will include grant allocation and national strategic commissioning as well as performance monitoring and improvement on a national performance indicator set.

The Community Safety Strategic Steering Group has now been in place for a number of years as has the joint tasking structure that sits underneath it. The structure had been beneficial in facilitating joint approaches to community safety issues. Over the last two years Reducing Reoffending has been given a high level of national prominence and a Reducing Reoffending Committee has formed that is driving a number of priorities with strong levels of performance underpinned by a Reducing Reoffending Strategic Plan for 2013-18.

The most recent community safety strategic assessment has identified the following priorities-

- Antisocial Behaviour including Hate Crime and Internet Safety
- Road and Home Safety
- Substance Misuse
- Violence

There are other priorities that exist in the current 2013-23 Single Outcome Agreement, particularly serious and organised crime, counter terrorism, domestic abuse, public protection, substance misuse and violent crime. The Reducing Reoffending Committee leads on a number of these areas. It has a number of priorities including

- Domestic abuse
- High Risk Offenders

DATA LABEL: Public

- Women who offend
- Young People who offend
- Short term prisoners
- Persistent Offenders
- Employability
- Housing Needs
- Problematic Substance Misuse
- Difficult to engage offenders

It will be apparent that there are a number of duplications and given the forthcoming legislative requirements it is felt that a review of the work across both community safety and reducing reoffending is required to ensure there is no duplication and the priorities identified within the Single Outcome Agreement are effectively progressed.

It is worthy of note that in the new model the full range of Community Planning Partners will be required to engage in the delivery of Community Justice.

It was agreed at the Board meeting on 9th March proposed that Officers provide a presentation on the relevant changes. It is also suggested that thereafter, relevant staff from community safety and reducing reoffending themed areas undertake to explore how the two areas can be most effectively progressed without duplication and to ensure that positive outcomes in relation to the SOA are maximised. A formal proposal would then be brought back to the CPP Board for approval as soon as possible thereafter.

This would include recommendations for the board to consider regarding any future changes concerning governance arrangements. It is recommended that this be placed on the agenda for the November meeting.

3. Summary of Implications

Relevant SOA outcome (s)	
We live in resilient, cohesive and safe communities. People most at risk are protected and supported to achieve improved life chances.	
Relevant SOA performance indicator (s)	
Percentage of Early and Effective Intervention cases 8 to 15 years who do not reoffend within 12 months of initial referral One year reconviction rate Total number of recorded hate crimes	
Resources	
None at present	

DATA LABEL: Public

Link to CPP prevention plan/Community Engagement plan	
Early intervention in relation to Youth Offending	
Impact on inequalities	
Meets clear focus on reducing inequalities outlined in Reducing Reoffending Strategy	
Key risks	
None anticipated	

4. Consultations

Consultation would take place across partner agencies and would include;

- Community Safety Board
- Lothian and Borders Community Justice Authority
- Community Planning Partnership Board
- NHS Lothian
- Police Scotland
- Scottish Fire and Rescue Service
- Voluntary Sector Gateway
- Reducing Reoffending Committee
- Community Health and Care Partnership
- Council Executive
- Scottish Government (as appropriate)
- Other bodies as appropriate

5. Conclusions

New requirements on Community Planning Partnerships to manage community justice, including statutory responsibilities for criminal justice social work will commence in April 2016 with full responsibility required to be in place by 2017-18. Processes for the range of organisations will require to be reviewed during 2015-16 to ensure this process is robust and effective.

6. Recommendations

1. That the Community Planning Partnership Board consider and support the proposed approach
2. That a development session takes place to include all relevant agencies following the Board on 25th May to develop a revised structure.
3. That a detailed proposal is taken to the CPP Board in November 2015 for approval.

DATA LABEL: Public

Report written by/contact details/date

Tim Ward, Senior Manager Young People and Public Protection

Contact details: tim.ward@westlothian.gov.uk

Date: 25th May 2015

References

None

Appendices

None

DATA LABEL: Public

Report to:

West Lothian Community Planning Partnership Board

SUBJECT: ENGAGEMENT ON THE DEVELOPMENT OF THE SCOTTISH FIRE AND RESCUE SERVICE STRATEGIC PLAN 2016 – 2019

1 INTRODUCTION

1.1 This report seeks to inform, and engage with, the West Lothian Community Planning Partnership Board on the engagement that is currently underway regarding the development of the Scottish Fire and Rescue Service Strategic Plan 2016 - 2019.

2 BACKGROUND

2.1 The Police and Fire Reform Act requires the Scottish Fire and Rescue Service (SFRS) to have in place a 3 year Strategic Plan. The Plan is required to be in place for April 2016 and will run until March 2019. Local Fire and Rescue Plans will be reviewed and revised in 2016 following publication of Strategic Plan 2016 – 19.

2.2 As an overview of the current operating framework of the SFRS;

- SFRS came into being 1st April 2013,
- The 2015/16 SFRS resource budget is £ 259.2m, (which is approximately a 11% cash reduction on the initial 2013/14 budget),

- The 2015 -16 SFRS capital budget is £ 25.3m,
- The SFRS employs 8315 people, (3875 Wholetime Operational, 2952 Retained Duty System, 229 Control, 864 Support and 395 Volunteer),
- The SFRS operates from 357 stations across Scotland.

2.3 The SFRS delivers its services under a broad of framework of legislation including:

- Police and Fire Reform (Scotland) Act 2012 ;
- Fire (Scotland) Act 2005 Part 3 ;
- Fire and Rescue Framework for Scotland 2013 ;
- The Fire (Additional Function) (Scotland) Order 2005 ;
- The Civil Contingencies Act 2004 (Contingency Planning)(Scotland) Regulations 2005 ;
- Local Government Act 2003 ;

2.4 These legislative frameworks provide specific direction on how the SFRS designs and delivers its services through community fire safety prevention and protection activities, fires and other incident type intervention activities, and community planning activities. Working within these frameworks the SFRSs aims to deliver;

- An effective and efficient community safety intervention response,
- Effective and efficient community safety prevention services,

2.5 With the on-going reform of public services, there is increasing emphasis upon working with partners to improve outcomes for local communities. The service on its own, and whilst working in partnership with others, can undertake additional activities that are not traditionally viewed as the role of the Fire and Rescue Service, pilot examples of these activities include:

- OHCA – Out of Hospital Cardiac Arrest response;
- Firefighting at Sea;
- Reducing the occurrences of accidental harm, i.e. slips, trips and falls in the home;
- Working with partners to increase the safety of vulnerable persons in the home.

3 Developing the 2016 - 19 Strategic Plan.

3.1 In developing the 2016 -19 Strategic Plan and assessing the future operating context for the Service, the SFRS will take cognisance of the developing landscape of public sector reform, which includes;

- On-going public sector financial pressures,
- Community Planning Partnership aspirations to deliver better outcomes for all,
- Health & Social Care Integration,
- Enhancing community empowerment,
- Building collaboration and stronger partnerships,
- Using total public service resources better,
- Focus on prevention as opposed to intervention,
- Tackling inequality,
- Promoting social justice and decentralisation.

3.2 The timeline for developing the 2016 – 2019 Strategic Plan is;

May – June 2015	Stakeholder Engagement Period – national and local
September 2015	SFRS Board agree draft Strategic Plan for consultation
October – December 2015	Formal consultation period
February 2016	Submission of Strategic Plan for ministerial approval
March 2016	Strategic Plan laid before Parliament

3.3 In developing the Strategic Plan, the principles around the emerging strategic direction of travel for the Service includes;

- Stronger outcome focused services,
- More integration around partnership/ public service reform agendas,
- More efficient service provider,

- More effective and flexible national/ local service,
- Delivery focused on prevention and responsiveness,
- Enhanced engagement.

3.4 There are a number of key transformational projects that the SFRS is currently developing that will form part of the Strategic Plan. These projects include;

- Retained and Volunteers Duty System Futures Project
    - Work in consultation with part-time employees,
    - Use academic research to assess community risk,
    - Explore opportunities for closer integration,
    - Explore options for alternative delivery models and approaches.

- Emergency Cover Review
    - Build a comprehensive and robust picture of risk,
    - Analysis of fire station locations,
    - Examine service delivery in remote areas.

- Strategic Approach to National Risk Reduction
    - Identify existing and potential risks to communities,
    - Evaluate existing response arrangements,
    - Develop improvement options.

4. Stakeholder Engagement

4.1 In developing the 2016 – 2019 Strategic Plan, the Scottish and Fire and Rescue Service is keen to elicit the views of partners and stakeholders that are key to shaping the priorities of the Service for the coming years. It is anticipated that this bottom up approach will ensure that the services designed and delivered by the SFRS will meet the needs of service users and contribute toward improved outcomes for local communities and beyond.

4.2 To support the desire to seek the views of others on the priorities of the SFRS 2016 – 2019 Strategic Plan, a letter has been drafted that SFRS intends to circulate to relevant key partners, stakeholders and service users. (see Appendix I).

4.3 To assist key partners, stakeholders and service users is making informed decisions on what they think the SFRS 2016 – 2019 Strategic Plan should look like, a copy of the SFRs 2013 -16 Strategic Plan has been included in this report for reference purposes. (see Appendix II).

4.4 Whilst the SFRS is keen to seek any views that key partners, stakeholders and service users may have, 4 key questions have been posed to assist in the engagement process;

- What are the key strengths of the SFRS ?
- As a local partner what are our shared challenges and opportunities ?
- What do you think SFRS can do to help improve matters at local partnership level or nationally ?
- What really matters to our local communities?

5 Recommendations

5.1 The West Lothian Community Planning Partnership Board is invited to note the contents of this report and consider making a response to the request for feedback on the development of the SFRS 2016 – 2019 Strategic Plan.

5.2 The Board is invited to consider and advise of any other local key stakeholders and partners that should be engaged with on the development of the SFRS 2016 – 2019 Strategic Plan.

Gary Laing
Local Senior Officer
Falkirk and West Lothian

May 2015

Appendix I	Scottish Fire and Rescue Service - Strategic Plan 2016 – 2019 development letter.
Appendix II	Scottish Fire and Rescue Service - Strategic Plan 2013 -16.

SCOTTISH

FIRE AND RESCUE SERVICE

Working together for a safer Scotland

Developing the Scottish Fire and Rescue Service Strategic Plan 2016 /19

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FIRE AND RESCUE SERVICE
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Session Overview

- The Scottish Fire and Rescue Service
- The Operating Context
- Developing our Strategic Plan 2016/19
- Key Timelines
- Emerging Direction
- Key Transformation Projects
- Q & A

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Scottish Fire & Rescue Service

- SFR came into being 1st April 2013
- Our 2015/16 resource budget is £259.221m
  - Approximately an 11% cash reduction on our initial 2013/14 budget
- Our 2015/16 capital budget is £25.3m
- We employ 8315 people
  - 3875 Wholetime Operational, 2952 Retained Duty System, 229 Control, 864 Support, 395 Volunteer
- We operate from 357 stations across Scotland

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FIRE AND RESCUE SERVICE
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The Operating Context

- On-going public sector financial pressures
- Delivering better outcomes for all
- Public Sector Reform
  - Community Planning
  - Health & Social Care Integration
- Community Empowerment Bill
  - enhancing community empowerment
  - building collaboration and stronger partnerships
  - using total public service resources better
  - prevention focus

SCOTTISH FIRE AND RESCUE SERVICE
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The Operating Context

- Supporting delivery of the government's programme
  - tackling inequality
  - promoting social justice and decentralisation
- Common challenges requiring strong and effective public service partnership working

Developing Our Strategic Plan 2016/19

- National Fire and Rescue Framework sets Scottish Government priorities and targets for SFRS
- Strategic Plan direction is set by this and agreed by the SFRS Board and Minister for Community Safety and Legal Affairs
- Police and Fire Reform Act requires 3 year Strategic Plan
  - new Plan required for April 2016 – March 2019
- Local Fire and Rescue Plans will be reviewed and revised in 2016 following publication of Strategic Plan 2016/19

SCOTTISH FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Key Timelines

May – June 2015	Stakeholder Engagement Period – national and local
September 2015	SFRS Board agree draft Strategic Plan for consultation
October – December 2015	Formal consultation period
February 2016	Submission of Strategic Plan for ministerial approval
March 2016	Strategic Plan laid before Parliament

Emerging Direction of Travel for SFRS

- Stronger outcome focused service
- More integrated around partnership/ public service reform agendas
- More efficient service provider
- More effective and flexible national/ local service
- Delivery focused on prevention and responsiveness
- Enhanced engagement

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FIRE AND RESCUE SERVICE
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Key Transformation Projects

- Retained and Volunteers Duty System Futures
  - Work in consultation with part-time employees
  - Use academic research to assess community risk
  - Explore opportunities for closer integration
  - Explore options for alternative delivery models and approaches

Key Transformation Projects

- Emergency Cover Review
  - Build a comprehensive and robust picture of risk
  - Analysis of fire station locations
  - Examine service delivery in remote areas

Key Transformation Projects

- Strategic Approach to National Risk Reduction
  - Identify existing and potential risks to communities
  - Evaluate existing response arrangements
  - Develop improvement options

Stakeholder Questions

- What are the key strengths of the SFRS?
- As a local partner what are our shared challenges and opportunities?
- What do you think SFRS can do to help improve matters at local partnership level or nationally?
- What really matters to our local communities?

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Further comments, please contact:

- [Insert LSO contact details]
- SFRS.Strategicplan@firescotland.gov.uk

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SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Scottish Fire and Rescue Service Headquarters
5 Whitefriars Crescent
Perth PH2 0PA

Chief Officer Alasdair Hay

Telephone

E-mail

If phoning or
calling ask for:

Dear

SCOTTISH FIRE AND RESCUE SERVICE - STRATEGIC PLAN 2016 – 2019 DEVELOPMENT

The Scottish Fire and Rescue Service is required by the Police and Fire Reform (Scotland) Act 2012 to produce a new Strategic Plan which will set our strategic direction and outline our priorities. The next 3 year Strategic Plan is to be published by April 2016.

This year, throughout May and June, we will carry out a programme of engagement with our partners and stakeholders to inform and help shape our future ambitions. We would like to extend an invitation to meet with you to present an overview of our current operating environment and to exchange views on local and national priorities, shared areas of interest and mutual challenges.

We intend to release a draft Strategic Plan for formal public consultation between October and December 2015. You are welcome to use this opportunity to provide further feedback on the direction we have taken.

Our Strategic Plan will inform the development of Local Fire and Rescue Plans for each local authority area. During 2016 the existing Local Plans will be reviewed and you will be provided with further opportunity to engage with us in the shaping of our work at a more local level.

If you are unable to meet with us at this time we would still be grateful if you could get in touch. In particular we would be interested to hear about what your expectations of the Scottish Fire and Rescue Service are and how you think we can improve our contributions to improved outcomes on a national and local basis. You can return your response to our local office, contact details as noted above, or you can submit your views online at SFRS.Strategicplan@firescotland.gov.uk

We look forward to hearing from you.

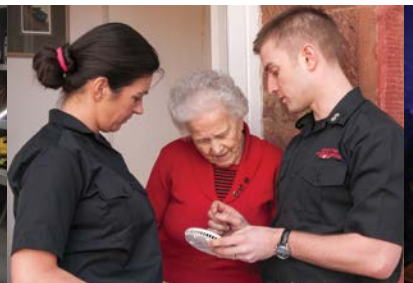
Yours sincerely

Local Senior Officer

Working together for a safer Scotland

STRATEGIC PLAN
2013-2016

SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland



Scottish Fire and Rescue Service Strategic Plan 2013 – 2016 approved by Roseanna Cunningham MSP, the Minister for Community Safety and Legal Affairs on 1 October 2013.

Laid before the Scottish Parliament by the Scottish Fire and Rescue Service under Section 41A(8)(b) of the Fire (Scotland) Act 2005 as amended by the Police and Fire Reform (Scotland) Act 2012 in October 2013. SG/2013/209.

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Foreword

As Chair, it gives me great pleasure to introduce the first strategic plan for the Scottish Fire and Rescue Service.

The 1st of April 2013 was a significant milestone for Scotland's fire and rescue services. Establishing a single national service provides us with a unique opportunity to build on best practice from the previous eight and, through ambition and innovation, develop into a world-leading fire and rescue service.

This first strategic plan sets out how we will develop the service over the three-year period and meet the expectations within the Scottish Government's Fire and Rescue Framework for Scotland. The plan will be formally reviewed in three years' time. However, we will periodically undertake interim reviews to ensure our strategic aims and activities remain fit for purpose. This plan sets the strategic direction for the service and will be complemented with detailed annual operating plans that will focus on our functional and operational priorities for each of the three years.

My colleagues on the board, with our senior managers and staff, are committed to ensuring that the journey of reform meets all of our aspirations. We aim to deliver high quality and cost effective services across Scotland that break down geographical boundaries and reduce complexity. This will enable us to maximise the use of our resources, skills and expertise to better meet the diverse needs of our communities.

Improving the safety of our communities and staff is at the heart of this plan. We will be a modern and outward-looking service that will play a leading role in ensuring community safety. Working alongside our partners across the public, private and voluntary sectors, we want to make Scotland safer and more secure. We want to encourage and support resilient communities, where people are aware of, and prepared for, risks such as fire and flooding. We will work with our local authority and community partners to ensure that the way we deliver our services is fit-for-purpose and flexible so they can meet changing risk and demand. We will also take a proactive approach to engaging with the business community to improve safety, minimise the economic impact of fire and support sustainable economic growth.

Finally, through working in partnership with our staff we will embed a culture of continuous improvement. We will benchmark with other services to identify best practice and we will ensure that we establish sound financial and governance arrangements for our service. In the current and foreseeable economic landscape this will be critical. As we meet the financial challenges ahead, we will develop and test innovative and effective solutions to ensure we provide cost effective and high quality services.

The building blocks for this journey are already in place. We have skilled and motivated staff ready to take up the challenge. Our job now is to galvanise their commitment and support everyone as we work to achieve our common aims.

Our overarching purpose is to improve the safety and wellbeing of people throughout Scotland. Our strategic plan sets out how we will achieve that over the next three years.

Pat Watters CBE
Chair
Scottish Fire and Rescue Service

Introduction

As Chief Officer of the Scottish Fire and Rescue Service, I welcome this, our first strategic plan. In the coming years, I look forward to working with my team and the board to deliver its vision and ambition.

I feel extremely honoured and privileged to lead the service through its formative years. This will undoubtedly be a challenging period of change. However, I know that the people who work within the service are committed to meeting these challenges and will adapt to change in a positive way. As we change, we will put improving our services at the heart of everything they do.

As a strategic leadership team, we are developing a strong working relationship with the board. I am confident that, through constructive challenge, we will develop a service that will improve outcomes for our communities. We will also deliver the expected benefits of reform as set out in the Fire and Rescue Framework for Scotland.

As the chair mentions in his foreword, effective partnership working will be important. Our service is not alone in facing the financial challenges associated with cuts in public spending. I believe that the quality of public services can be sustained and enhanced if we improve the way we work in partnership and adopt an approach that shares our people and financial resources. It is not about focussing on the input from service providers, but on the outcomes we want to achieve by targeting our shared resources to make the improvements we are collectively seeking. Working together for a safer Scotland is much more than simply meeting with partners. It is about true integration of public services to deliver tangible improvements across Scotland.

To enable us to improve outcomes for communities at the local level, we need to develop a better understanding of the diverse needs of our communities. We need to be flexible in our approach to delivering our services so we can adapt what we do to tailor them to meet specific local risk and concerns. No two communities are the same, so we have structured our delivery model in a way that will better take account of the differences. We have established a connection with all 32 local authorities in Scotland through our local senior officer arrangements. They will establish strong local partnerships with public, private and third sector colleagues that will collectively focus on improving outcomes.

I mentioned earlier the key role our people will play in delivering this plan. Our people are our greatest asset. We have established a ground-breaking industrial relations partnership model to ensure their needs are considered. This model will help us all focus on meeting our shared challenges and develop innovative and shared solutions by working together. This approach has already contributed to the successful delivery of fire reform to date. I am committed to continuing this partnership approach as we now focus on developing the service to meet our vision.

Partnership will be the key contributor to delivering success. However, we must never lose focus on what success looks like in the context of this plan.

Success is about improving the safety of our communities and staff and I will ensure that all of the activities we undertake help us to deliver this success.

Alasdair Hay QFSM
Chief Officer
Scottish Fire and Rescue Service

The main purpose of the Scottish Fire and Rescue Service is to work in partnership with communities and with others in the public, private and third sectors on prevention, protection and response to improve the safety and wellbeing of people throughout Scotland.

Section 1: **A Scottish Fire and Rescue Service**

The Scottish Fire and Rescue Service (SFRS) was established on 31 August 2012 when our Chair was appointed. We took on our full range of functions on 1 April 2013. The SFRS replaces the eight previous fire and rescue authorities and joint fire and rescue boards. This major reform of fire and rescue services in Scotland presents a range of opportunities and challenges for the new single service, bringing together the best from the previous services. We will create a service that continues to respond effectively, but has greater flexibility and is free from geographical boundaries. We will also provide more equitable access to our services and resources, such as specialist equipment and teams, across the country.

The primary statutory duties of the service have not changed. Our partners and employees will continue to see a service focused on:

- **protecting our communities by working to encourage people and businesses to take action to prevent fires happening**
- **being equipped and ready to respond to emergencies.**

Audit Scotland and HM Fire Service Inspectorate will audit and inspect us and the services we provide. They have agreed a Memorandum of Understanding. This agreement in principle sets out their distinct powers and responsibilities and outlines how they will work together on certain aspects of their audits and inspections.

How we contribute to the Scottish Government's aims for public services

The Scottish Government publication 'The Fire and Rescue Framework for Scotland 2013) sets out Scottish ministers' expectations for us. It sets out how we should bring together the best from the former eight fire and rescue services, to create a modern, effective and efficient fire service.

It also stresses that this is a continual process.

The Framework sets out 58 priorities for us. These include areas such as:

- working in partnership with local communities and organisations
- **prevention:** for example, identifying people at particular risk of fire and targeting activities to tackle the risk
- **protection:** for example, protecting communities by enforcing fire safety laws and standards
- **response:** for example, working with other agencies to assess the risk of major incidents and how to prepare, plan for, and recover from these.

Our activities also contribute to the following Scottish Government priorities and strategies:

- **Scotland's 16 national outcomes:** These describe what the Scottish Government wants to achieve for Scotland. While we will contribute to all of the Government's national outcomes, the Framework ensures that our focus is on the contribution we can make to the following four:
  - We live our lives free from crime, disorder and danger;
  - We have strong, resilient and supportive communities where people take responsibility for their own actions and the ways in which they affect others;
  - Our public services are high quality, continually improving, efficient and responsive to local needs;
  - We live longer and healthier lives;
- **Corporate expectations:** These set out how Scottish Ministers expect public bodies to continue improving the services they deliver
- **Strategy for justice:** This stresses how public services should work in partnership to continue improving the services they deliver

There are many challenges lying ahead for us as we reform fire and rescue services in Scotland. However, the challenges of meeting increased demand on our services within an ever-tightening financial framework are not unique to fire and rescue. By working together and delivering on the aims of reform, we will reduce the risk to our communities and make Scotland a safer place.

We must understand Scotland's risk profile to help us continuously improve all aspects of our service.

Section 2: **The Scottish operating context**

We must understand Scotland's risk profile to help us continuously improve all aspects of our service.

To do this, we have carried out a comprehensive strategic assessment of risk using a wide variety of information sources including incident data and trend analysis[1]. This is the first step in the process of integrated risk management planning. This process helps us identify and forecast risk in specific communities including economic, demographic and environmental changes. This could include the risk of flooding or properties where frail or elderly people live. We have used this information to develop this strategic plan and are using it to produce the 32 local fire and rescue plans we are developing for each local authority area.

From that assessment we describe the operating context for our service in the following way.

Scotland is a country of contrasts, with a diverse culture and geography. A range of features give Scotland its distinctive risk profile as captured in the Scottish Community Fire Safety Study "Scotland Together" [2] published in 2009. This includes the following features.

The Built Environment

- Densely inhabited towns and cities that present different challenges: a significant proportion of accidental fire deaths occur in single occupancy households and flatted accommodation
- Three major international airports, two operating nuclear power stations, a number of significant petro-chemical complexes, several large sea ports, major road and rail networks, and the home base of the UK's fleet of nuclear submarines offer specific risks.

Geography

- Scotland has very large expanses of rural countryside and remote land. This requires us to work closely with landowners and managers to ensure we and they understand and reduce the fire risks we face.
- While fire incidents in the sparsely populated part of our extensive coastline and inhabited islands are rare, they present a challenge for the service in delivering an appropriate response.

Industry

- Major industries making a significant contribution to the economy of Scotland. The impact of fire in these industries can have immediate and long-term consequences for the local and national economy.

[1] *Strategic Assessment of Scotland*

[2] *Scotland Together (http://www.strathclydefire.org media/42937/Scotland_Together_07_09_09.)*

Communities

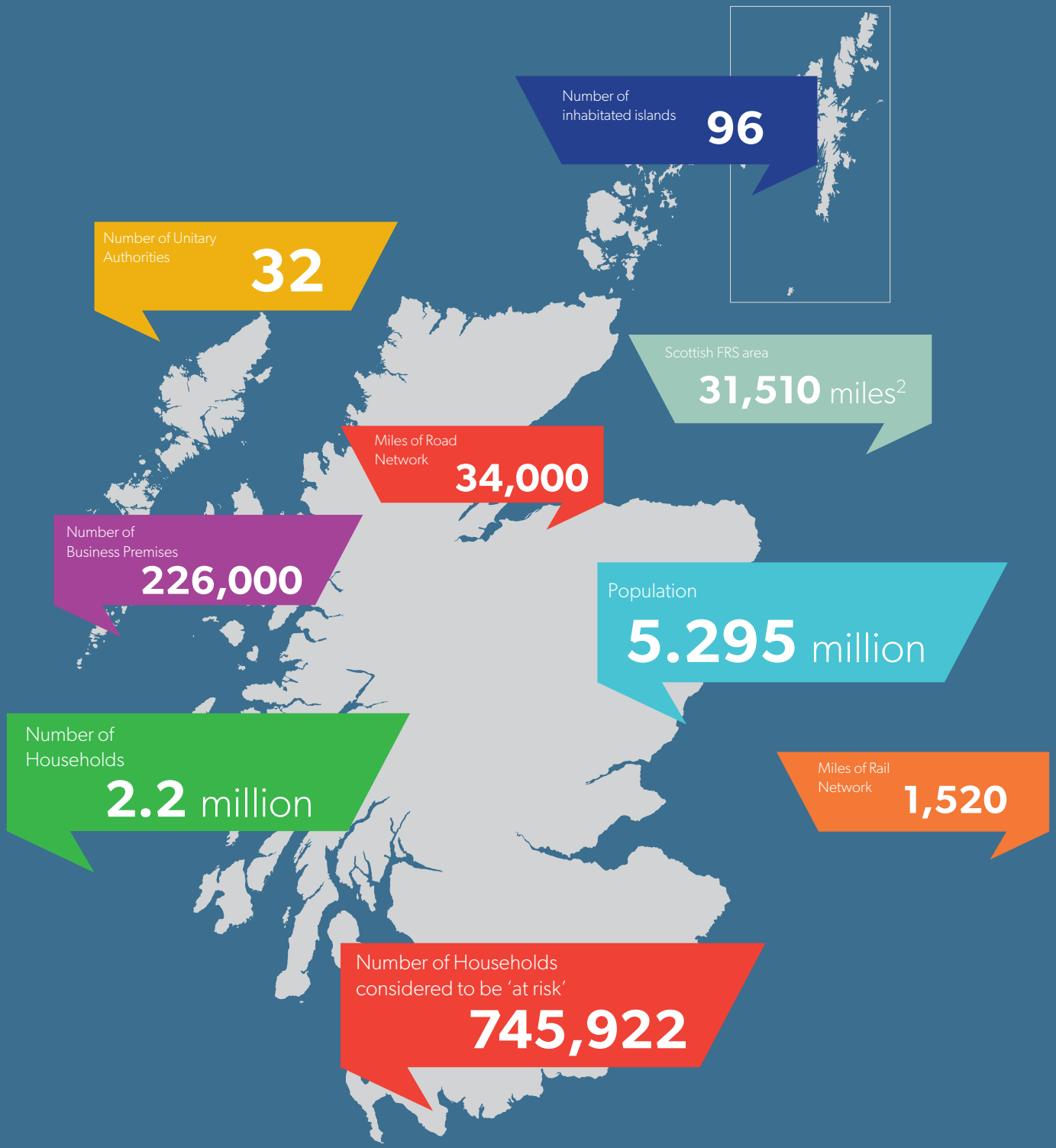
- Our population is diverse in its makeup and widely geographically spread, albeit 70% of our people live in the central belt. Large areas of Scotland are remote and rural, and these locations pose their own challenges in terms of risk and on our ability to provide effective fire and rescue services.

  The Government's Scottish Index of Multiple Deprivation (SIMD) allows us to analyse which geographic areas are the most deprived in the country, in terms of employment levels, average income, health, education, crime levels and a number of other indicators. Using SIMD alongside other information sources will enable us to comprehensively assess the risk so we can target the most vulnerable people in any area.

Scotland's population is growing. This is partly because people are living longer. An increase in age does not in itself increase the risk from fire. However, other contributing factors do, for example, mobility problems, disability, mental health issues and alcohol dependence. Scotland also has an increasing number of people living alone, and levels of drug and alcohol misuse are high compared to neighbouring countries. All these factors may have a bearing on the number of fire deaths and injuries we experience in Scotland.

Tourism

- Because Scotland is an important tourist destination, we must consider the safety of a significant number of visitors throughout the year, but especially at seasonal peak times. The country has numerous buildings of both political and cultural significance and also hosts large sporting and cultural events. Along with other agencies, we play a critical part in protecting our heritage and preparing for large scale events, ensuring that we can respond effectively to any emergency incident if required.


Number of inhabitated islands
96
Number of Unitary Authorities
32
Scottish FRS area
31,510 miles²
Miles of Road Network
34,000
Number of Business Premises
226,000
Population
5.295 million
Number of Households
2.2 million
Miles of Rail Network
1,520
Number of Households considered to be 'at risk'
745,922

We will be a world leading Fire and Rescue Service that others look to because our approach of **working together for a safer Scotland** is delivering real improvements in our communities. As a valued partner we will work with the communities of Scotland to make them safer and stronger; helping them to help themselves; continuously improving our services to meet local needs and responding when required.

Section 3: **Our vision**

Our vision is bold and aspirational. The journey of reform gives us the opportunity to build on best practice and deliver, through our partnerships, real improvements to the health, safety and well-being of Scotland's communities.

A world leading service

Our aim is to deliver the best service we can 24 hours a day, seven days a week and to keep challenging ourselves to continuously improve it. Our people are well trained to very high standards and we continually seek out new approaches to firefighter training so that we can adopt best practice to maintain those standards.

In addition to this, we will be innovative and creative in looking for better ways to do things, in challenging our own thinking and in challenging the thinking of our partners. We will work in partnership with our communities to develop services. By removing geographical boundaries and reducing organisational complexity we will make sure we have the right resources, such as equipment and people, in the right places to manage risk effectively.

We will strive for excellence and explore new ways to help us develop a fire and rescue service that is recognised as a world leader. We will do this, for example, by exploring how we can best use the available technology to improve our service or develop specialist skills in our workforce.

OUR VALUES

We will develop a values framework which fully aligns with our aspirations for the new service. We will work on this with our staff and our partners. Our values will reflect our role as a modern 21st century public service and, with our supporting behaviours, will define how we will work to achieve our vision. In our first strategic plan, we have identified what we believe to be important from the predecessor services' values statements. These are values that have been consistently demonstrated and constantly reinforced.

Safety

The safety of the communities we serve is at the core of our values. We will do our utmost to enhance and preserve it. In doing so, firefighters must often work in dangerous conditions. We also place a very high value on their safety.

Dignity

We will respect the dignity and worth of every individual within both the communities we serve and in our workplaces. We will be sensitive to individuals' circumstances, particularly those who are most vulnerable in our society.

Excellence

We will strive for quality in everything we do and will act reliably and responsibly at all times. We will behave professionally and take pride and ownership in everything we say and do. We will be a learning organisation, taking on board the lessons learned from our own experiences and comparable organisations.

Diversity

We recognise and value the diversity of our workforce and Scotland's communities. We will implement working practices that will be attractive to and meet the needs of those diverse groups. We will take steps to ensure equality of access to our community safety and fire prevention services and equality of impact in the delivery of emergency response. We will encourage participation in public life by engaging with diverse community groups and their representatives.

Fairness

We will treat people fairly and not prejudge any individual or situation. We will be consistent and considerate in the development and implementation of our policies and practices.

Integrity

We will be open and honest in our dealings with colleagues and with the public. We will not compromise on our commitment to act professionally and deliver greater safety and security to the communities we serve.

Equality

We will remove unlawful discrimination, harassment, victimisation and other conduct prohibited in the Equality Act 2010. We will promote equality of opportunity through our employment practices, service delivery and engagement activities. We will ensure that our corporate decision-making processes are used to identify and remove barriers and bias that would prevent equitable access and quality of service.

Respect

We will listen to and respect the communities we serve, as well as each other. We will deal with criticism constructively and respect and value each other's contributions. We will respect the views of partners and members of the public, endeavouring to understand their perspectives to improve our quality of service.

During 2012 we worked closely with the Scottish Government to establish the Scottish Fire and Rescue Service and to develop structures and plans for the reform of the service.

Section 4: **Our aims for the development of the service**

The Scottish Government has identified three benefits of reform for us to deliver. They are:

- to safeguard and improve local services, despite budget reductions, by reducing duplication and maintaining frontline outcomes.

- to create more equal access to specialist support services and national expertise and equipment wherever and whenever they are needed.

- to strengthen the connection between the fire service and the communities it serves by creating a new formal relationship with all 32 local authorities. This will create opportunities for many more councillors to have a formal say in fire and rescue services in their areas. It will also allow for better integration with Community Planning Partnerships.

To deliver our vision, the benefits of reform and meet the expectations set out within the Fire and Rescue Framework, we have developed the following four strategic aims.

1. **Improved safety of communities and staff**
2. **More equitable access to fire and rescue services**
3. **Improved outcomes through partnership**
4. **Culture of continuous improvement**

Strategic aims

Safety of our communities is the single most important strategic aim of the service. Our three further strategic aims help to ensure we deliver this in an efficient, effective and equitable manner.

This period of reform presents some large-scale and exciting challenges for us to:

- **deliver a more equitable fire and rescue service**
- **develop partnerships to help improve outcomes**
- **develop our new service-based on the government's principle of best value.**

As a result, we have established strategic aims in these areas to acknowledge the importance of the work involved and the significant part each will play in realising our vision.

Strategic aim 1

Improved safety of our communities and staff

We will focus on understanding the diverse needs of our communities through aligning our national and local plans with those of key partners. By sharing information and establishing agreements for joint working with partners, we will tailor our approaches in preventing, protecting and responding to incidents and emergencies. This will help us reduce risk across the country, nationally and locally, deliver improved services and reduce organisational complexity. It is also important for us to help communities to help themselves. We will work with communities to help them become more resilient; that is, ready to deal with emergencies. We can do this through education and by giving them access to resources they may need.

An example would be an area that floods each year. We can work with local people to help them better prepare for flooding, for example by making sure they know where to get sandbags when heavy rain is expected. We will continue to focus our education and marketing activities to change people's behaviour. We can do this through effective public safety campaigns, including linking with national campaigns for safer communities and through targeted intervention, such as checking business premises after a fire and providing residents with home safety advice immediately following an incidence of a house fire in their street.

We also have more work to do to ensure safety of our communities and staff when they are responding to emergency incidents. We will deploy our people and equipment in a way that reflects Scotland's risk profile. We have developed this risk profile using information we have about previous incidents and our response to them and from information from other national and international sources.

This risk profile can help us to make decisions about what equipment or number of emergency responders, for example, we need in a particular area. This approach means we can:

- **offer a more flexible and effective response to our communities**
- **develop an audit strategy for our organisation based on these risks**
- **put in place a planning programme that focuses on protecting lives and Scotland's critical assets and heritage.**

We also need to establish national approaches for crewing, mobilising emergency vehicles and resolving emergency incidents. These national approaches will help ensure that when we are called to respond to incidents, we can offer a consistently high level of response across the country.

We are currently developing two strategies on "Prevention and Protection" and "Response and Resilience", which we aim to publish in late 2013. These will set out more detailed information on how we will:

- **work to help people in Scotland prevent and protect themselves from fires by becoming more resilient**
- **respond more effectively to emergencies in the future**

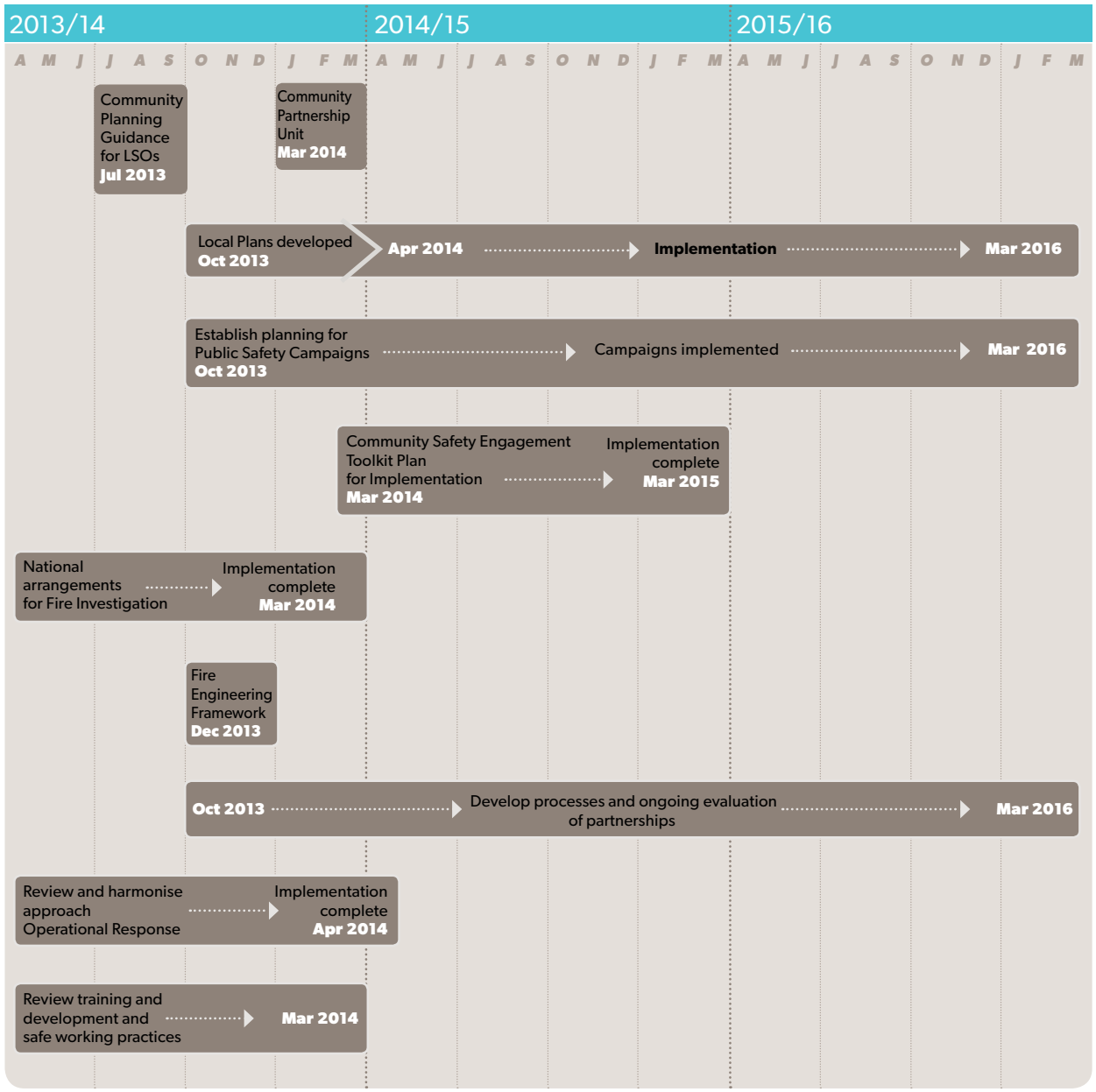
A highly motivated workforce will allow us to service the needs of our communities better. We will ensure that staff are trained to high standards and will continuously work to improve those standards and develop and maintain competence. We will actively encourage a culture of continued professional learning and offer clear pathways for career progression where possible. A development programme will ensure our leaders and managers are capable and confident.

We will develop world-class training facilities to ensure they are a valuable asset to the service. Our performance management and appraisal approaches will recognise and reward good performance and deal fairly and consistently with poor performance. We will also continue to improve the health, safety and wellbeing of our staff.

What we will do:

- Work with our partners in developing safer communities and improved outcomes
- Educate and empower our diverse communities
- Enforce Fire Safety Legislation and Investigation
- Evaluate partnerships
- Ensure a safe and effective response to incidents
- Develop a highly motivated workforce

How we will do it:



Contribution to targets:

- Reduce fire casualties, by 5% each year
- Reduce special services casualties (these are incidents that are not fire-related, for example road collisions)
- Reduce accidental dwelling fires, by 10% each year
- Reduce the number of non-domestic fires
- Reduce firefighter injuries
- Improve staff attendance levels at work

Strategic aim 2

More equitable access to fire and rescue services

By equitable access we mean that, as a single service, we can provide communities with access to skills and services that may not previously have been readily available to them.

We will ensure effective operational arrangements are in place for fire and rescue services in all 32 local authority areas. The LSO will take a lead role in working with partners, including Community Planning Partnerships, to share and gather knowledge. This will ensure that our and our partners' understanding of community requirements is based on evidence. LSOs will develop a local plan flowing from this Strategic Plan for each area to meet local needs and exploit opportunities, for example, working with the Police to reduce wilful fire raising.

Importantly, we will combine this local information with the risk profile of Scotland and our own risk information to determine the most effective location of resources and services, such as staff and specialist equipment.

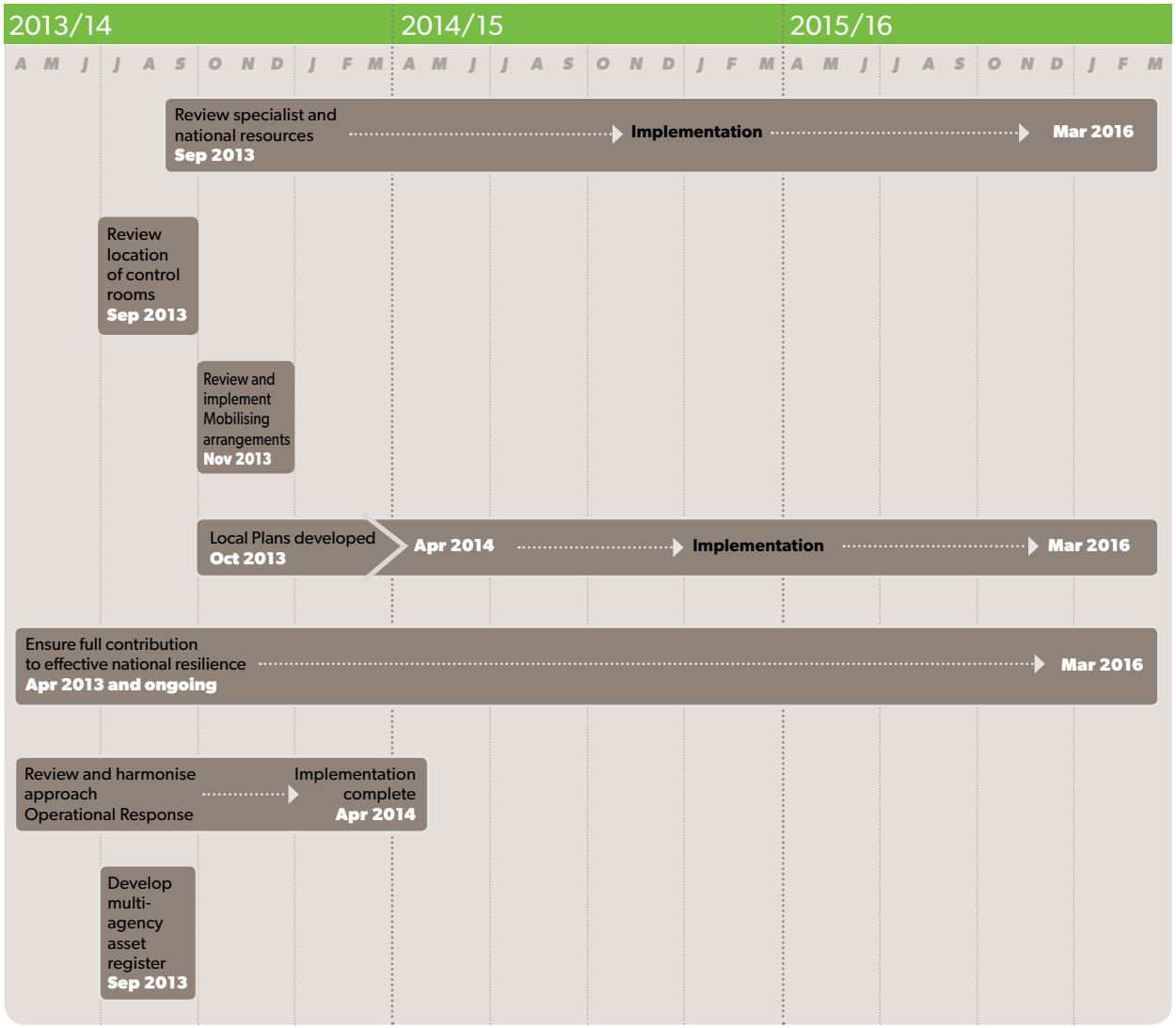
We will be working with the other emergency services and voluntary groups with an interest in specialist rescue. This will allow us to identify resources, such as skills and equipment, available nationally and take a lead role in championing access to specialist rescue services .

This work will ensure we can make good use of resources to provide an effective and equitable standard of response and recovery from emergencies and incidents across the country. This will reduce risk and improve the quality of our services for successful outcomes for local communities.

What we will do:

- Enable access to the right resources based on community risk profile
- Work with our partners for safer communities and improved outcomes
- Work to reduce risk nationally, for example, the risk of fire and non-fire casualties
- Ensure a safe and effective response to incidents

How we will do it:



Contribution to targets:

- Reduce fire casualties, by 5% each year
- Reduce special services, that is, non-fire, casualties, such as people injured in road traffic collisions
- Reduce accidental dwelling fires, by 10% each year
- Reduce the number of non-domestic fires, for example in businesses
- Reduce firefighter injuries
- Improve staff attendance levels at work

Strategic aim 3

Improved outcomes through partnership

At the heart of our vision for the service is a focus on making our communities safer. Achieving our vision will require tailored approaches for fire safety locally, linking those approaches to national priorities, and working with our communities to explore and develop how to achieve improved outcomes.

The role of the Local Senior Officer is critical in this. The LSO will work in a way that will bring people together in the local area and will explore opportunities to work with partners across all sectors in the development of the local plan. In partnership working, members of the SFRS Board will provide support to each LSO. This is unique in the public sector. This joint approach will ensure that the contribution of the fire and rescue service makes a real difference to community outcomes. We will build on the new formal relationship with local authorities and actively seek better integration with Community Planning Partnerships to understand and address the root causes of problems. The local plan will require to be approved by the local authority and through our partnership approach we will work proactively through the development stages of the plan to help facilitate that approval. We expect to be held to account through our local planning mechanisms for our contribution to CPPs and for the delivery and development of new Single Outcome Agreements.

We will involve communities in planning, delivering and evaluating our services, eg through neighbourhood surveys, and public meetings. We will respond positively to ideas from local communities on how the service can better meet their needs.

We will work with the Business Engagement Forum set up by the Chief Fire Officers Association Scotland. It has been established to help the business community in complying with fire safety law, reducing the demand on the fire and rescue service and promoting fire safety awareness. Local Senior Officers will support this work on the ground, working with businesses in their area to benefit economic growth by minimising the economic impact of fire.

Working in partnership also extends to our staff and we will inform, consult and involve our people on issues that affect them. Adopting a partnership approach to employee relations has made a crucial contribution to the reform process and we will continue to build on our partnership work with employee representative bodies.

We will continue to build on our close working relationships with the other emergency services. This includes putting arrangements in place to help them when needed, and to ask for their help if we need it.

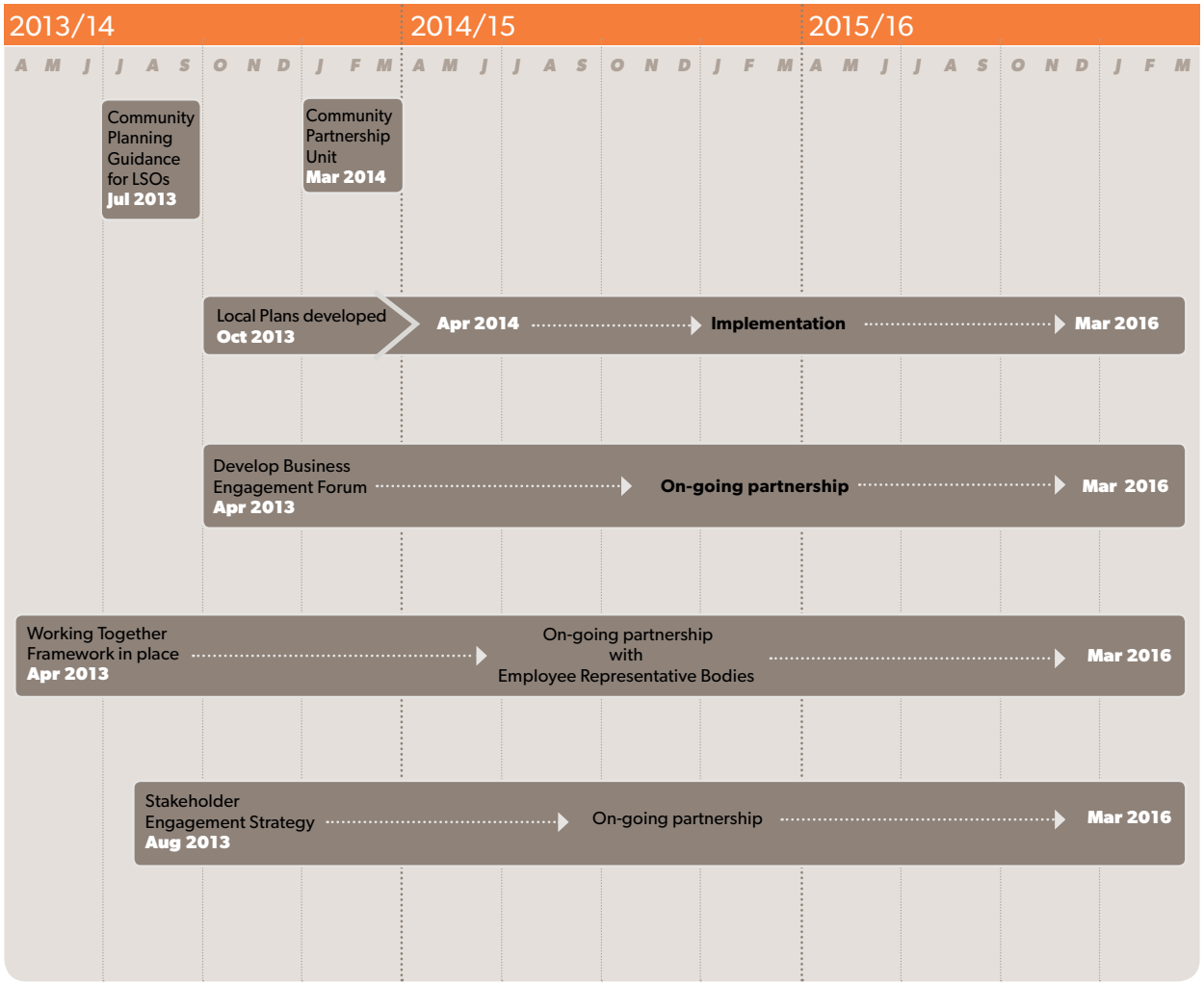
We will also further explore opportunities to share services and assets, to improve both the services we provide and outcomes. We will work with other emergency responders and public agencies in the context of Civil Contingencies legislation to ensure that emergency planning and response arrangements continue to operate effectively and that we are able to:

- **support each other effectively during incidents**
- **act flexibly**
- **communicate quickly.**

What we will do:

- Work in partnership with communities
- Make partnership working an integral part of all of our business
- Develop our approaches and ability to consult, listen to and respond to the public, and communicate with stakeholders

How we will do it:



Contribution to targets:

- Reduce fire casualties, by 5% each year
- Reduce special services, that is, non-fire, casualties
- Reduce accidental dwelling fires, by 10% each year
- Reduce the number of non-domestic fires, for example in businesses
- Reduce firefighter injuries
- Improve staff attendance levels at work

Strategic aim 4

Develop a culture of continuous improvement

The new national Scottish Fire and Rescue Service inherits a track record of strong performance. However, the financial pressures we face are likely to require significant changes to our services. It is, therefore, essential that we establish strong arrangements for governance, for example, how we manage our business, how we perform as an organisation and how we make information available to the public. Similarly we need to manage our resources, deliver change and work effectively with communities and staff. We need these arrangements to ensure that strategic and operational change not only achieve the necessary efficiencies, but result in effective services for our communities.

We will ensure that we use our resources effectively and efficiently by further developing good practice in how we manage our finances and our performance, reducing complexity and duplication in our systems and processes. In doing so, we will adopt processes for research and benchmarking models of best practice, to draw on the best practice available. We will analyse risk, identifying options for change and improvement, developing appropriate and sound business cases in support of any change.

We will create an inclusive workplace: that is, one that values equality and diversity and providing evidence on how we are meeting our statutory obligations in these areas. To build up a highly skilled and motivated workforce, we will ensure our people, policies and procedures all work towards helping us to achieve our vision.

Our workforce strategy will cater for the range of staff roles and working patterns involved in delivering our services. These include whole-time, retained duty, volunteer and non-uniformed staff. We will use this strategy to:

- **build leadership and management skills**
- **put our values at the heart of all that we do**
- **develop open and transparent governance arrangements.**

Importantly, the workforce strategy will set out a new approach to delivering services to remote and rural areas.

We will develop a consistent approach to health, safety and wellbeing of all staff by developing a health and safety policy and associated processes. We will develop an occupational health wellbeing and fitness service.

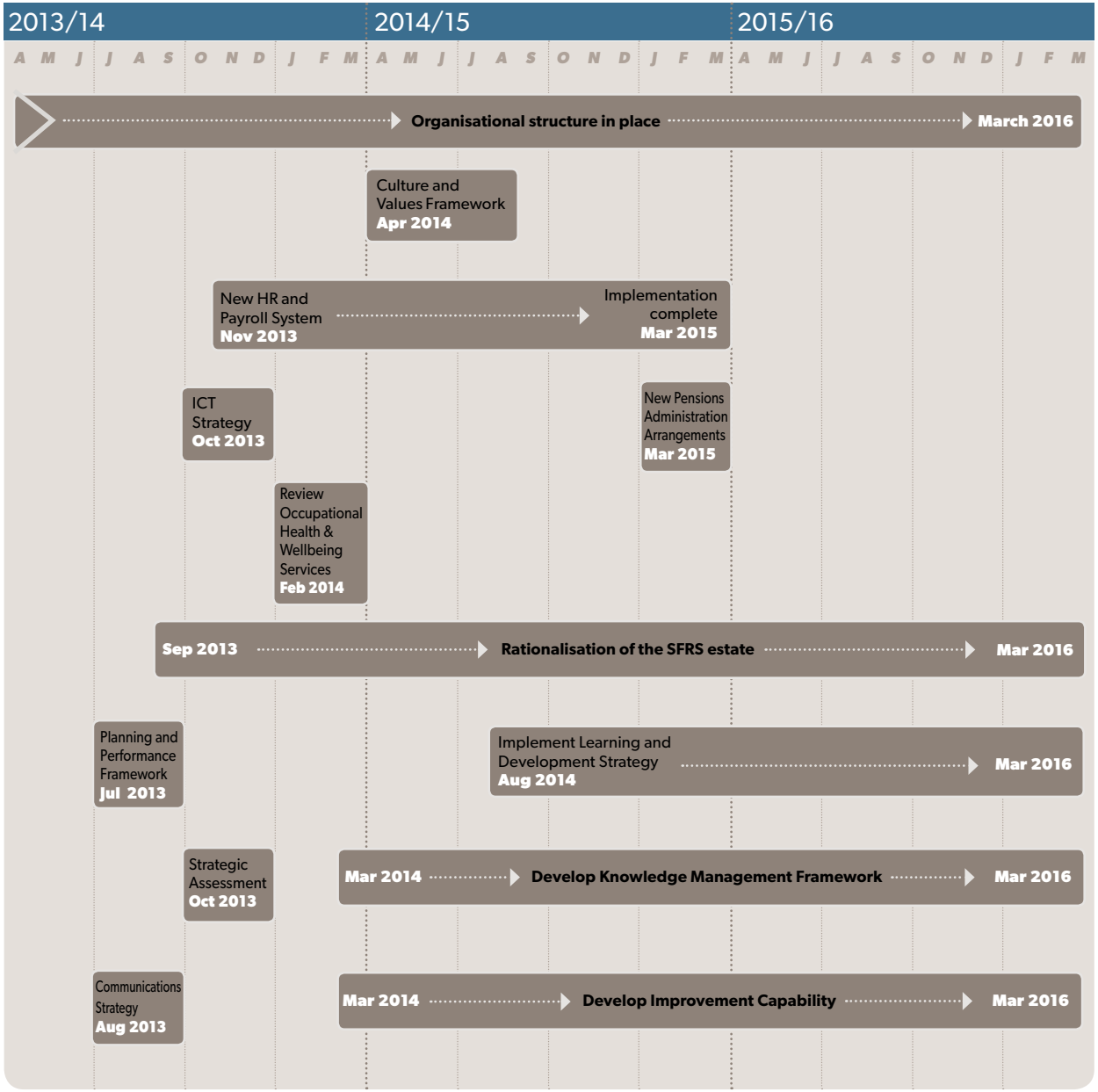
We will develop a comprehensive learning and development strategy that integrates with other workforce strategies and shows our commitment to strategically driven, high quality learning and development for staff.

We will also develop as a learning organisation, ensuring effective knowledge management arrangements are in place to learn from opportunities, encouraging contributions from staff, and helping to ensure we deliver consistently high standards of service across all areas of Scotland.

What we will do:

- Develop an innovative structure that enables us to deliver highly valued and effective services
- Deliver a high performing workforce
- Ensure equal opportunities for our staff and communities
- Improve the quality of our services for successful outcomes
- Minimise the impact of our activities on the environment

How we will do it:



Contribution to targets:

- Reduce fire casualties, by 5% each year
- Reduce special services, that is, non-fire, casualties
- Reduce accidental dwelling fires, by 10% each year
- Reduce the number of non-domestic fires, for example in businesses
- Reduce firefighter injuries
- Improve staff attendance levels at work

Section 5: **Meeting our targets**

We have agreed targets in the following areas, to reflect the range of activities we provide.

- Reduce fire casualties, by 5% each year
- Reduce special services casualties, that is, from non-fire incidents
- Reduce accidental dwelling fires, by 10% each year
- Reduce the number of non-domestic fires
- Reduce firefighter injuries
- Improve staff attendance levels at work

Reducing fire casualties

Since 2004, real progress has been made in reducing the number of fires and casualties in Scotland. Our predecessors used Integrated Risk Management Planning (IRMP), which is a structured approach to identifying risks in communities and prioritising how to use available resources such as staff and equipment. This has helped place an increasing focus on fire prevention. Much of this has taken place in partnership with other public sector bodies, such as police, housing services and schools. Over this period, the number of fires and casualties has steadily reduced, with around 23 per cent fewer house fires and 33 per cent fewer casualties than a decade ago. As a result, around 30 fewer people die in fires each year.

However Scotland still has a higher rate of dwelling house fires than other areas in the UK, and a high number of casualties result from fire in the home[3]. There is a need to identify why this is still the case. We need to further analyse the risk and incident profile of Scotland as a whole to help us understand the cause and effect of these incidents. We can then focus our efforts in working with communities through programmes of increased awareness, education and tailored intervention, for example, fitting sprinklers in vulnerable people's homes. This, in turn, would decrease risk and reduce casualties and deaths. Through continual monitoring and realising opportunities to promote community safety we will strive to maintain an appropriate balance between prevention and intervention.

Reducing special services casualties

Special services is a collective term for the non-fire related incidents the service attends. They include road traffic collisions (RTCs), people who are trapped, rope rescue and water rescue incidents. The trend over the last three years has been for casualties and deaths from RTCs and water incidents to decrease. Although there are no reported fatalities from flooding, the number of incidents is on the increase and will require our attention to reduce the impact on individuals, communities and the economy.

Our priority over the next three years will be to maintain our efforts to reduce the number of special services incidents and casualty rates through joint campaigns and education initiatives with partner organisations. We

[3] *SFRS Strategic Plan Section 2: The Scottish operating context*

will also ensure our staff have the specialist skills they require to deal with these incidents effectively.

We will work with people to develop tailored solutions for community resilience, helping them understand local risks and be better prepared to support each other to respond to them.

Reducing accidental dwelling fires

The number of accidental dwelling fires in Scotland has been steadily decreasing over the last ten years. However dealing with dwelling fires remains a significant area of our work. And as a result, reducing the numbers of accidental dwelling fires and their impact on communities, from year to year, will continue to be a high priority area. We will further develop our education activity in communities and establish a targeted approach for completion of home fire safety visits across the country, prioritising those most at risk.

Reducing the number of non-domestic fires

Non-domestic properties include businesses, schools and hospitals. The Scottish Government has recently started working to develop a greater understanding of the economic cost of fire. This work is still in its early stages and we do not yet have reliable data on financial losses. However we will ensure we continue to work with the business community to reduce the number of non-domestic fires in workplaces and public buildings. The aim is to reduce the impact on the business community and the economy. We will focus on extending a fire advisory service for business and we will work proactively to promote fire safety in the business community.

Reducing firefighter injuries

The number of firefighter injuries in Scotland is currently low. We ensure our firefighters receive high quality training and development throughout their career and that they are issued with high quality personal protective equipment and specialist equipment as required. We will continue to develop our training and development programmes to maintain consistently high levels of knowledge and skills for staff across the country. We will continuously focus on firefighter safety and work toward reducing firefighter injuries further.

Improve staff attendance levels at work

The number of days lost to sickness absence has been reducing significantly over the last three years. We aim to reduce absence through sickness even further through our absence management policies. We also plan to extend support for staff, including developing an occupational health, wellbeing and fitness service.

We aim to be a world leading fire and rescue service delivering real improvements in our communities. We are starting out as a modern, forward-looking organisation with highly skilled staff and we aim to develop and improve to provide the people of Scotland with the best possible fire and rescue service.

Section 6: **Developing and improving the service**

We aim to have the best staff, equipment, systems and technology serving our communities. We will continue to build on our strengths and develop our learning as an organisation, building and using our knowledge and information to help us develop our services for improved community safety.

The current financial climate will require us to make significant savings maintaining and improving the effectiveness of the services we provide. This will focus our attention on:

- **achieving efficiencies and savings**
- **making the best use we can of our resources to improve outcomes for the people we serve.**

We will work in collaboration and consultation with communities and stakeholders, led by the Local Senior Officers, with support from our board members. This will focus on developing an understanding of community priorities and allow us to develop local plans for the services we provide. Along with the risk profile information, this will help us identify the skills and resources required for prevention, protection, resilience and response in each area. This will also help us to identify other areas within communities where we can potentially add value, for example, tackling anti-social behaviour.

Additionally, in looking to improve our services we will develop our research and development skills to improve our knowledge of the work of others to help benchmark best practice.

Our immediate priorities in Year 1 will be to continue the merger and harmonisation of the previous eight services into one, developing a strong foundation for efficiencies and improved practice.

In Year 2, we will continue to change and improve the service, through innovative approaches and removing unnecessary duplication. Year 3 will bring a focus on improving our services.

We will reform the service using a Service Transformation Programme, encompassing the whole service, to deliver the improvements needed for us to achieve the benefits of reform.

Organisational development

We will improve outcomes in how we deliver services and for our communities by consulting with, investing in and involving our people. This will include focusing on the role of retained duty staff and developing our approach to ensure that the system is fit for purpose.

To achieve our goals we will develop the Organisational Development Framework to show how we will:

- **develop and support a culture of continuous improvement through modern and creative approaches to improving the knowledge and skills staff need in their careers**
- **ensure we always act in accordance with a common set of values across the new single service**
- **develop our organisation to increase capacity, capability and accountability.**

Information systems and technology

We already operate with some of the best technology available to us. Over the next few years technology will continue to play a significant part in supporting our services as we continue the transformation from eight services into one. To achieve our goals, we will develop an information and communications technology (ICT) strategy. This will show how we will develop our ICT systems that will help us to continuously improve our services.

Communications and working with stakeholders

Working in partnership to improve the safety of our communities is critical to the success of our strategy. We will develop a communications strategy and a stakeholder engagement strategy to set out how we will:

- consult, listen and respond to our partners and communities
- establish and manage our communications
- raise awareness and keep staff, partners, communities and other stakeholders informed of our messages, plans and progress towards achieving the benefits of our strategic programme
- actively encourage two-way communication with our staff, partners, communities and other stakeholders
- use comments and feedback we receive from staff, partners, communities and other stakeholders
- deliver our prevention message.

Finance

Sound financial and asset management are key operating principles for the SFRS. We will develop our financial systems and processes so that they contribute to best value. We will develop a finance strategy to show how we will:

- ensure sound financial and asset management arrangements are in place
- make best use of the money at our disposal to help us achieve our strategic aims and realise the benefits of reform
- ensure our procurement systems and practices meet best practice standards.

To set the financial context for the service, the budgetary position for the next three years is as follows.

Resource budget

2013/14

Our resource budget covers day-to-day operations; our predecessor organisations used the term "revenue budget". Their revenue budgets totalled £291m. Our

equivalent budget in 2013/14 is £273m. We have also had to absorb cost increases, notably:

- £6.5m to cover the additional cost of VAT caused by losing local authority VAT status
- £1.7m to cover a 1% pay award, which is anticipated for all staff during the year
- £0.2m in contractual pay increments for staff.

The net impact of these is that we have to reduce our operating costs by £26m compared with the final year of previous services.

2014/15 and 2015/16

In 2014/15 the resource budget is set to fall by at least a further £12m to £265m and by a further £7m in 2015/16.

Over our first three years, our resource funding is set to reduce by over 10%. Taking account of foreseeable, unavoidable cost increases, we currently anticipate that we will have to achieve a cumulative cost base reduction of £43.5million, or around 15%.

Capital budget

2013/14

The capital budget pays for assets such as equipment and buildings. Our predecessors' combined capital budgets were £22million in 2012/13, including capital grant of £16.4m. Our capital budget for 2013/14 is £15.3m, a reduction of £1.1m on the capital grant. However this is supplemented by committed reserves of £2.64m carried forward from the predecessor authorities for projects that had started but were not complete by 31 March 2013.

2014/15 and 2015/16

The capital budget is set to rise by £6.9m to £22.2m for 2014/15. This is in line with the Scottish Government's commitment to infrastructure investment. We anticipate a further increase of £1.8m for 2015/16 to £24m.

Governance

In March 2013, the Scottish Government, published a 'Governance and Accountability Framework'[4]. It sets out the broad governance structures within which we will operate.

These structures cover areas including how we are held accountable, how we take decisions and how we perform as an organisation.

The governance infrastructure of the service is developing through the establishment of our Board and its four standing committees:

- Audit and Risk Assurance
- Local and Stakeholder Engagement
- Service Transformation
- Employee Partnership Forum.

We have also set up a committee to deal with staffing issues. It is an ad hoc committee, meeting as and when needed.

We will agree standing orders and an interim scheme of delegation. These will govern how we operate and conduct meetings, and outline the powers, duties and authorisations delegated to specific employees.

[4] *Governance and Accountability Framework http://www.scotland.gov.uk/Publications/2013/03/2213*

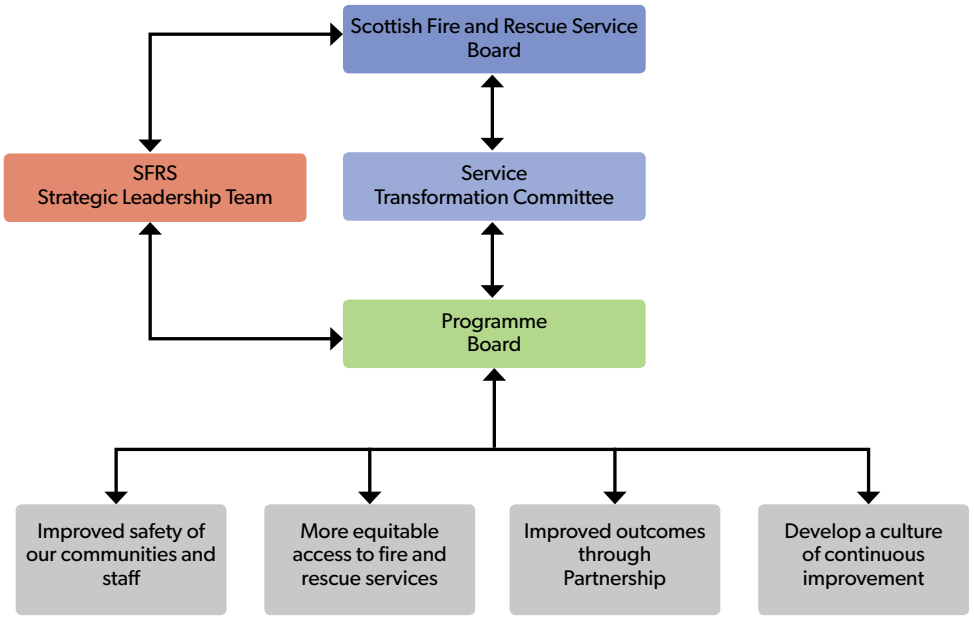
Service Transformation Programme

We will develop our Service Transformation Programme to manage how we achieve the crucial improvements our service is to deliver. It will be the means by which we will ensure we realise the benefits of reform. We will deliver the programme over the next three years through four workstreams, which are in line with our strategic aims. These are as follows:

- Improved safety of our communities and staff
- More equitable access to fire and rescue services
- Improved outcomes through partnership
- Develop a culture of continuous improvement.

A Programme Board, will manage the delivery of the Programme. The Programme Board will report on progress, risk and issues to the Service Transformation Committee. This will ensure oversight and good governance of the programme.

- The Service Transformation Committee will make recommendations to our board;
- Stakeholders will be involved throughout the process of delivering the programme. We will also develop a comprehensive programme of communication and consultation with stakeholders.
- We will publish an annual operating plan with detailed actions.



Audit and Scrutiny

Audit Scotland and HM Fire Service Inspectorate in Scotland (HMFSI) have developed a Memorandum of Understanding, agreeing to co-ordinate their audit and inspection activity of the SFRS. HMFSI has said that it will carry out an inspection in 2013 to:

- assess the impact of transition on how we deliver services
- assess the effectiveness and ability of the new management and supervision arrangements to monitor performance and provide quality assurance
- gauge the extent and with what degree of clarity we have set out our plans to deliver the agreed benefits of reform.

Although this is very early in the life of the new service the service transformation programme will attempt to show that the right structures and processes are in place to track progress against the benefits of reform.

In addition, Audit Scotland conducted a Best Value Review of the previous eight services and has presented us with several challenges to consider including:

- how we will respond to Audit Scotland findings that the cost of providing Scotland's fire and rescue services is relatively expensive compared to the rest of the UK
- standardising approaches to how we deploy the resources available to us
- sharing services with other emergency responders
- better consultation with local communities and the workforce
- better targeted preventative work.

Each of these challenges features in the strategic plan. We will consider each in the context of potential areas where we can improve our services.

SCOTTISH FIRE
AND RESCUE SERVICE

Section 7: **Delivering our strategic aims**

Delivering our strategic aims will require us to have reliable and effective national and local plans in place. These need to ensure partners and everyone in the service understands how we will work together to achieve agreed goals and to manage our performance effectively.

The strategic plan will help us to develop our annual operating plan and individual business unit plans and local plans. These will specify delivery targets in more detail, stating how we will achieve them, in what timescales, and how we will monitor and review our performance.

Our Planning and Performance Management Framework will set out:

- how we will use the strategic plan to help us develop local plans
- how we will monitor and manage plans from year to year
- how we will ensure there is a link with team and personal development plans
- how we will continue to improve organisational performance and effectiveness through using our sophisticated approaches to performance management
- how we will further develop management information systems to help us to manage how we perform, plan and develop our services effectively.

We will develop a performance map linking our strategic aims and delivery targets with expected outcomes. This will set out key performance indicators that we can use to monitor how well we are performing.

Contact us

This Strategic Plan supports the work of the Scottish Fire and Rescue Service in providing the best possible service for our communities and for the people of Scotland. We know that the way in which we deliver our services can have a great impact on the local community, and we value every opinion in striving to achieve the highest of standards.

If you have something to tell us, no matter how important or trivial it may seem, please do not hesitate to get in touch using any of the lines of communication below:

- Use the electronic feedback form on our website.
- Contact your local community fire station. You will find details listed on our website or in your local telephone directory.
- Contact our HQ by telephone or letter at the address below:

  Scottish Fire and Rescue Service HQ
  5 Whitefriars Crescent,
  Perth,
  PH2 0PA
  Tel: 01738 475260
  Email: strategicplan@firescotland.gov.uk

- Our website can be found at **www.firescotland.gov.uk**

Contact details:

If you would like a copy of this document in a different format or a version in another language please contact:

Scottish Fire and Rescue Service HQ
5 Whitefriars Crescent,
Perth,
PH2 0PA
Tel: 01738 475260
Email: strategicplan@firescotland.gov.uk

SCOTTISH FIRE AND RESCUE SERVICE

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FIRE AND RESCUE SERVICE

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Draft CPP Development Plan

1. Purpose of Report

To seek the CPP Board's approval on the most up to date version of the draft CPP Development Plan and to outline plans to continuously improve the CPP.

2. Discussion

A CPP Development Session was held on 4 March 2015 with Community Planning Partners in order to discuss the recommendations of the Audit Scotland report on the West Lothian CPP and to identify potential improvement actions to address the issues raised in the report. Participants divided into groups to discuss areas for improvement, identifying what needs to happen to make this a reality, any risks/costs, when we would want to see the action implemented by, who should have lead responsibility and how we would measure success.

It was noted that this development session was very much a first start at developing actions and that the detail around these should be developed further following consultation with partners. Following the session, participants and Board members unable to attend the session were invited to review and comment on the areas for improvement identified. This then provided the basis for the draft CPP Development Plan.

In order to ensure clear and focused actions, the areas for improvement and associated actions identified at the development session were rationalised and aligned to four key areas: *Governance; Resources, Data & Information and Scrutiny; Culture, Approach and Behaviours; and Delivery Approaches*. The CPP Development Plan takes on board the findings and recommendations from the CPP Audit Report and implementation of the plan is intended to allow the CPP to 'raise its game further' in order to achieve its full potential and improve how it manages resources, reduces the inequalities gap and involves communities in planning and delivering services in their areas.

The CPP Development Plan is a live document. A first draft was discussed at the Community Planning Steering Group meeting on 20 April 2015 and was updated further to incorporate comments from members. The Board are receiving the most up to date version at the 25 May meeting (see Appendix 1). It is intended that, following Board approval, this version will then be discussed at the CPP Event planned for 12 June 2015. The aim of this event is to showcase West Lothian's achievements in Community Planning, to provide an opportunity for the partnership to look at approaches that other CPPs/organisations are taking, to explore how we improve Community Planning in West Lothian, and to confirm and take forward the CPP Development Plan. This is being held in the Linlithgow Burgh Halls and the audience will be wide-ranging.

The Development Plan will be updated to incorporate discussion and feedback from the 12 June session and this version will then be submitted to the Scottish Government in August/September 2015 as part of a package of documents to illustrate the continuous work to improve the CPP (including the SOA Annual Report for 2014/15 and the updated version

of the SOA, currently being developed). These documents will also be sent to Audit Scotland for information.

3. Summary of Implications

Relevant SOA outcome (s)	
ALL	
Relevant SOA performance indicator (s)	
ALL	
Resources	
N/A	
Link to CPP prevention plan/Community Engagement plan	
The Development Plan includes actions around improving prevention and further developing our community engagement approach	
Impact on inequalities	
Implementation of the Development Plan is intended to improve how the CPP reduces the inequalities gap in West Lothian	
Key risks	
That the issues raised in the Audit Report are not addressed and the CPP does not reach its full potential	

4. Consultations

CPP Board members were invited to the CPP Development Session on 4 March to begin to develop improvement actions. Discussions at this session informed the first draft of the CPP Development Plan, discussed at the Community Planning Steering Group on 20 April. The Board are asked to approve the latest version before this is discussed at the 12 June CPP Event.

5. Conclusions

A draft CPP Development Plan has been produced, in order to address the areas for improvement identified in the CPP Audit Report and to allow the CPP to 'raise its game further'. It is important to note that this is a live document and the Board are being asked to approve the most up to date version. It is intended that this will be updated further to incorporate discussion at the 12 June CPP Event and then will be submitted to the Scottish Government and Audit Scotland as part of a package of documents by September 2015.

6. Recommendations

It is recommended that the Board:

- Approves the most up to date version of the draft CPP Development Plan
- Notes that a CPP Event will take place on 12 June 2015 in the Linlithgow Burgh Halls

DATA LABEL: Public

- Notes that the CPP Development Plan will be updated following the 12 June session, as part of an ongoing process to continually develop the CPP
- Notes that the Development Plan will be submitted to the Scottish Government and Audit Scotland by September 2015

Report written by/contact details/date

Lorraine Gillies, Community Planning Development Manager, 01506 281690, May 2015

References

West Lothian CPP Audit Report October 2014: http://www.audit-scotland.gov.uk/docs/central/2014/nr_141023_west_lothian_cpp.pdf

Appendices

1. Draft CPP Development Plan 2015/16 v2 (May 2015)

DATA LABEL: Public

Draft CPP Development Plan 2015/16 v2 (May 2015)

Document Control

Document Title/Version	Reported To	Update Due
Draft CPP Development Plan (20 April 2015)	CP Steering Group	20 April 2015
Draft CPP Development Plan 2015/16 v2 (May 2015)	**CPP Board**	**25 May 2015**
To be developed	*Celebrating CPP Event*	*12 June 2015*
To be developed	*CPP Board/Scottish Government/Audit Scotland*	*August/September 2015 – submitted as part of a package including the SOA Annual Report 2014/15 and Updated SOA*

Development Process

A CPP Development Session was held on 4 March 2015 in order to discuss the recommendations of the Audit Scotland report on the West Lothian CPP and to identify potential improvement actions to address the issues raised in the report.

Participants divided into groups to discuss potential improvement actions and were asked to think about what needs to happen to make this a reality, what are the risks/costs, when would we want to see the action implemented by, who should have lead responsibility and how we would measure success. Following the session, a template was produced and populated with the improvement areas identified from each group discussion. This template was then circulated to development session participants and CPP Board members for comment/additions and provided the basis of the CPP Development Plan.

In order to ensure clear and focused actions, the areas for improvement and associated actions were rationalised and aligned to four key areas:- Governance; Resources, Data & Information and Scrutiny; Culture, Approach and Behaviours; and Delivery Approaches.

A first draft of the CPP Development Plan was discussed at the 20 April 2015 Community Planning Steering Group meeting. This was then circulated again for further comments and an updated version was produced to incorporate feedback.

This is a live document and the Board will receive the most up to date version at the 25 May CPP Board meeting (Version 2 – see Document Control). It is intended that, following Board approval, this will then be discussed at the 12 June CPP Event. The Development Plan will then be updated to incorporate discussion and feedback from this session and this version will then be submitted to the Scottish Government in August/September 2015 as part of a package of documents to illustrate the continuous work to improve the CPP (including the SOA Annual Report for 2014/15 and the updated version of the SOA). This will also be sent to Audit Scotland for information.

DRAFT CPP DEVELOPMENT PLAN v2

AREA FOR IMPROVEMENT *What will success look like?*[1]	ACTIONS	OWNER/LEAD	TIMESCALE
GOVERNANCE			
Clarify CPP governance structures and strengthen understanding of each partners' role and contribution to the CPP - The Board is clear on its own role (particularly in terms of scrutiny) and the role of all the groups that meet across the CPP - There is clarity on the role and remit of each partner organisation and how they contribute to the CPP at each level - Partners are clear on CPP governance arrangements - The Board has oversight of all thematic groups - CPP structures are reviewed to ensure value is added at each level - There is clarity about what is to be reported where – reporting is rationalised and streamlined across the CPP to avoid duplication	• CPP Terms of Reference to be strengthened to clarify governance arrangements, the role and remit of the CPP groups at all levels and scrutiny arrangements • The Public Sector Collaborative Learning (PSCL) has worked with the CPP Team to identify practical actions to support the CPP in relation to governance support and leadership:- - Hold a series of Development Sessions with CPP Board to understand issues, explore Added Value of Board, explore challenge and scrutiny role, understand the role of Board member and what is expected, understand changes to CPP governance arrangements - Strengthen relationships and links between the Board and thematic groups - Review how the Steering Group 'packages' information for the Board and clarify who has the ultimate scrutiny role • The work of the Resource Aligning Group (RAG) will assist in understanding each partners' contribution to the CPP – see RAG implementation plan. RAG Development Plan actions will be discussed and confirmed at a specific RAG workshop at CPP Event on 12th June.	CPP Team CPP Team/PSCL CPP Board members CP Steering Group RAG	By Autumn 2015 By end 2015 Ongoing By Autumn 2015 TBC – RAG Development Plan being developed.
Improve partners' understanding of the changing governance structures coming through	• Relevant items have been included in the CPP Workplan to be discussed at the CPP Board	CPP Team to coordinate	Ongoing throughout 2015

[1] Feedback from CPP Development Session 4 March 2015

AREA FOR IMPROVEMENT *What will success look like?*[1]	ACTIONS	OWNER/LEAD	TIMESCALE
public service reform (e.g. Community Justice redesign, integration of health and social care, CLD regulations)	• A workshop on 'Redrawing the Map' will be held at the 12 June CPP Event	CPP Team and Board members, with Improvement Service support	June 2015
Ensure greater accountability for the Children's Services Plan and Corporate Parenting Plan as laid out in the Children and Young People (Scotland) Act 2014	• Discussion at special Looked After Children meetings in early 2015 has led to development of a paper to be discussed at EMT. Further discussion with the CP Steering Group will follow this.	Jane Kellock / Jo MacPherson	EMT paper to be discussed in May 2015. To be fed back to the CP Steering Group August 2015
Develop a risk register to assist the Board identify and mitigate against risks	• The CPP strategic assessment and horizon scanning processes will be the main route for identifying risk	CPP Analyst	The CPP strategic assessment is due to be refreshed in 2016 and horizon scanning takes place quarterly at the SG/Board
RESOURCES, DATA & INFORMATION AND SCRUTINY			
Improve Resource Allocation and Resource Efficiency - Culture of focusing on the outcome – look at the contributions to each outcome (working backwards from the outcome) - Co-location is maximised - Shared services (back-office)	• RAG Development Plan actions will be discussed and confirmed at a specific RAG workshop at CPP Event on 12th June	RAG	TBC – RAG Development Plan being developed.
Strengthen relationship between CPP Board and RAG - Regular reports from Resource Aligning Group	• RAG Development Plan actions will be discussed and confirmed at a specific RAG workshop at CPP Event on 12th June	RAG	TBC – RAG Development Plan being developed.

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AREA FOR IMPROVEMENT *What will success look like?*[1]	ACTIONS	OWNER/LEAD	TIMESCALE
- All partners have the opportunity to input into resource alignment discussions	• Regular RAG reports have been added to the CPP Workplan	CPP Team	Updates are due to come to the CPP Board in May and November 2015
Further explore Third Sector Resource Allocation (significant Third Sector resources available) - Mechanism required enabling this to happen - Requires an effective workforce to support this - Maximise the potential of resources available in the Third Sector contributing to SOA outcomes	• RAG Development Plan actions will be discussed and confirmed at a specific RAG workshop at CPP Event on 12th June	RAG	TBC – RAG Development Plan being developed.
Reporting to the public - Use of data is improved - There is clarity on what should be reported and who the audience is - Joined up reporting between partners	• The CPP will continue to produce a publicly available SOA annual report, referring to the CPP Community Engagement Plan to ensure appropriate information is included • All CPP Board and Steering Group minutes and performance reports are publically available	CPP Team/Community Engagement Practitioners Network CPP Team	September 2015 Ongoing
CULTURE, APPROACHES AND BEHAVIOURS			
Need for stronger strategic direction and more scrutiny and challenge at Board level - Clarity on the purpose of the Board and on where scrutiny lies – to ensure more relevant and appropriate discussion - The structure of the Board agenda should reflect this (i.e. clarifies what is for	• Strengthen the CPP Terms of Reference as outlined above • The CPP Workplan will allow the Steering Group/Board to prioritise and schedule discussion at meetings to ensure timely discussion • The PSCL will support the CPP Team to deliver a schedule of Development Sessions to implement changes that will positively	CPP Team CPP Team CPP Team/PSCL	By Autumn 2015 Ongoing By end 2015

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AREA FOR IMPROVEMENT *What will success look like?*[1]	ACTIONS	OWNER/LEAD	TIMESCALE
discussion, allows time for discussion, structures discussion around certain themes) - Items come to the Board before they are being signed off – more consultation with partners (not just rubber stamping decisions) - Needs to be a balance with reporting on progress and reporting on challenges (not just reporting on what is going well) - Partners are able to effectively hold each other to account for their contribution to the SOA/CPP through clearer understanding of scrutiny arrangements at each level of CPP	affect behaviours (e.g. Location of meetings, Themed meetings, Key discussion questions on agenda) • Strengthen Board role in local community planning by holding meetings in local area, geographical theme – this will enhance community engagement, visibility of CPP, attach value of 'community'	CPP Team	By end 2015
DELIVERY APPROACHES			
Develop local Community Planning arrangements - Links between SOA/ward action plans/local regeneration plans/locality planning/RAG are explored to improve outcomes in specific local areas - Targeted approach adopted - Resource aligning taken to a local level to enable sharing of resources - Access to data at a locality level - Clarification on what a 'locality' is in this context - Problems are highlighted by datazone - There are clear data sharing principles between partners - Reporting to relevant groups is done at a	• Improve the link between Community Planning/Regeneration/Locality Planning • Progress Local Regeneration Plans • Link joint resourcing work to local 'placemaking' approaches. RAG Development Plan actions will be discussed and confirmed at a specific RAG workshop at CPP Event on 12th June • Clarify 'Localities' • Review the data available and reported on at a local level • Review data sharing arrangements	CPP Team/ Regeneration Team Regeneration Team RAG CPP Team/Integration Joint Board CP Steering Group CP Steering Group	By end 2015 From Summer 2015 TBC – RAG Development Plan being developed. By Autumn 2015 By end 2015 By end 2015

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AREA FOR IMPROVEMENT *What will success look like?*[1]	ACTIONS	OWNER/LEAD	TIMESCALE
'locality' level rather than simply WL average			
Further improve prevention approach - Illustrate impact of early intervention - Share information on prevention/effective interventions - Ensure all services/partners are included in prevention journey - Visualise contribution of whole range of partners and effective coordination - Partners ability to identify vulnerability – use of matrix	The PSCL have worked with the CPP Team to identify practical actions around prevention: • Demonstration of practical prevention work and early action • Increase knowledge and skills on prevention approach and understanding of the national 'big picture' in terms of prevention across the Board • Continue to measure and report on the CPP Prevention Plan	Preventative Interventions Board (PIB) PIB/CPP Board PIB	Ongoing November CPP Board meeting Six monthly updates reported to PIB; annual updates to CP Steering Group/Board
Further develop the community engagement approach - Effective involvement of the community in the CPP - The strategic CPP community engagement approach is linked with local Community Planning	• Rollout Community Engagement Training programme and Engaging Communities Toolkit • Link rollout of Toolkit into community engagement processes relating to Local Regeneration Plans • Review implications of the Community Empowerment Bill on the CPP and communities • Explore other CPP's approaches to community engagement • Further develop the Community Engagement Practitioners Network (CEPN)	CEPN CEPN/Regeneration Team CEPN CEPN CEPN	September 2015 Summer 2015 Ongoing Ongoing Ongoing
Reducing Inequalities	• Improve use of data to target effective interventions *(see above*	CP Steering Group	By end 2015

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AREA FOR IMPROVEMENT *What will success look like?*[1]	ACTIONS	OWNER/LEAD	TIMESCALE
- Collectively, the CPP is working to tackle inequalities through the various actions outlined in this development plan (improved use of data, targeting resources, prevention and community engagement), as well as through established plans and strategies, effective use of the equality forums and a refreshed Life Stages approach	*actions)* • Further move to prevention *(see above actions)* • Targeting resources to reduce inequalities – *(see above RAG and locality planning actions)* • Effectively involve the community in decisions that affect them, particularly those experiencing inequality *(see above actions)* • Continued delivery of the Anti-Poverty Strategy and Regeneration Framework • Develop more effective model for CPP Equality Forums • Refresh the Life Stages Programme	 PIB RAG CEPN Head of Area Services CPP Team/Equality Officer CPP Team	 Ongoing Ongoing Ongoing Ongoing By Autumn 2015 From Summer 2015

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Community Planning Partnership – Resource Aligning Group Update

Report by Head of Finance & Estates, WLC

1. The purpose of the report is to provide the Community Planning Partnership Board with an update on progress of the Resource Aligning Group (RAG).

2. RAG Action Plan

The RAG has previously agreed a number of areas for development which will support information sharing and alignment of resources across the CPP. These areas had been agreed prior to the findings of the Audit Scotland report on the West Lothian CPP. The areas for development are summarised in a RAG action plan and are:

1. Joint Planning Information

Joint Planning Information is to be shared by all RAG partners when it is available to assist with the delivery of the SOA outcomes, this will include local delivery plans and budget consultation.

2. Scenario Planning Exercise

A scenario planning exercise is to be held to focus on the impact of projected demographic change to enable CPP to plan joined up resources.

3. Joint Working

All activities of current or future joint working in the West Lothian area are to be identified. There should be focus on how partner resources are allocated and how it can be improved going forward.

4. CPP Asset Plan

A CPP Asset Plan is to be developed by West Lothian and should include Property, IT & Information Resources and Vehicles. There needs to be discussion on how this information is collected from each of the partners. With partner involvement this will allow the RAG to consolidate this information and produce a map detailing all of West Lothian's Assets.

3. CPP Development Plan

Following the Audit Scotland report on the West Lothian CPP, a number of improvement actions have been identified as part of a CPP Development Plan. It is proposed that responsibility for the development of the following improvement actions is delegated to the RAG and that these actions are merged with the existing RAG action plan to give a revised plan moving forward.

1. Clarify and strengthen the understanding of each partners' role & contribution

The work of the RAG will assist in understanding the role and remit of each partner organisation and how they contribute to the CPP at each level. Clarity is needed in regards to what is to be reported where and reporting needs to be streamlined across the CPP to avoid duplication.

2. Improve Resource Allocation and Resource Efficiency

This will involve focusing on each of the partners contributions to each outcome. Other areas of improvement are maximising co-location and shared services.

3. Strengthen the relationship between the CPP Board and RAG

This will be achieved by regular reports from the RAG to the CPP Board.

4. Further explore Third Sector Resource Allocation

Reviewing available information on third sector resources and maximising the potential resources available in the Third Sector contributing to SOA outcomes.

5. Develop Local Community Planning arrangements

Resource aligning needs to be taken to a local level to enable sharing of resources.

6. Reducing Inequalities

By targeting resources this can lead to reducing inequalities.

4. CPP Conference

The CPP team are finalising arrangements for a CPP conference in the summer of 2015. This event will contribute towards the development and improvement plan actions that have been agreed with Audit Scotland. There will also be a set of workshops that will tackle the improvement areas identified in the audit, but will also enable the continuing development of the CPP. There will be a RAG workshop to discuss the existing RAG actions and CPP development plan actions mentioned above to enable a clear workplan for the RAG to be developed. Between now and the RAG workshop face to face meetings will be held along with other correspondence to work out further information.

Following this workshop, quarterly RAG meetings have been set up to ensure the RAG is progressing on their workplan. The quarterly RAG meetings are to be held on the following dates:

- 22 September 2015
- 16 December 2015
- 29 March 2016

Following each of the quarterly RAG meetings, an update report will be prepared for the next CPP Board meeting.

5. Summary of Implications

Relevant SOA outcome (s)	The purpose of this activity is to develop a resource aligning approach that will link how CPP use resources are targeted at delivering SOA outcomes.
Relevant SOA performance indicator (s)	Not applicable
Resources	Costs will be met from existing resources.
Link to CPP prevention plan/Community Engagement plan	Not applicable
Impact on inequalities	Not applicable
Key risks	Partners do not participate and the task and finish group does not achieve its

aims.

6. Consultations

West Lothian Community Planning Partnership Resource Aligning Group.

7. Conclusions

The report provides the CPP Board with an update on proposed future activity of the RAG.

8. Recommendations

It is recommended that the Board notes the report and agrees the RAG action plan is incorporated into the CPP development plan. If approved the RAG will take forward this plan and will discuss further at the RAG workshop.

9. Background references

None

Appendices/Attachments: None.

Contact Person: Donald Forrest, Head of Finance and Estates

donald.forrest@westlothian.gov.uk Tel No: 01506 281294

Donald Forrest,
Head of Finance and Estates
25 May 2015

Report on the Department for Work and Pensions (DWP) Claimant Commitment and benefit sanction arrangements

1. Purpose of Report

At the Council Meeting of 24 February 2015 a motion was passed noting the national roll out of the DWP's new "Claimant Commitment" and the related benefit sanction regime. Council noted the work being done locally by the council and partners, under the direction of the Anti-Poverty Strategy Development Group, to provide support to people affected by the new arrangements.

To allow for discussion of this matter by all community planning partners, Council asked officers to bring a report on benefit sanctions and their impact on West Lothian citizens to the 25 May 2015 meeting of the Community Planning Partnership Board.

Prior to this, it was agreed that the report should be presented for discussion to the Anti-Poverty Strategy Board in order to benefit from the expertise and knowledge of the members of the Board.

2. Discussion

Sanctions background and history

Sanctions have been a feature of the system of unemployment benefits since 1911. They were introduced in their present form following the introduction of Jobseeker's Allowance (JSA) in 1996.

Claimants of unemployment benefits have to meet certain conditions in order to remain entitled to benefits. If they do not meet these conditions, they will receive a sanction, which results in their benefit being stopped for a variable period of time.

Sanctions can be applied to claimants of Jobseeker's Allowance (JSA) and claimants of Employment and Support Allowance (ESA) who are in the Work Related Activity Group.

Changes to the JSA sanctions regime

The UK Government reformed the system of sanctions and conditionality through the Welfare Reform Act 2012. The new system for JSA was introduced in October 2012 and for Employment Support Allowance (ESA) in December 2012.

The "Claimant Commitment" is a key element of the reforms. This clarifies the responsibilities claimants have to meet to claim benefit and avoid being sanctioned. It replaced the "Jobseeker's Agreement" for new claimants of JSA. By April 2014, the DWP completed the national roll-out of the new "Claimant Commitment" whereby Jobseekers have to account more clearly for their efforts to find work in order to receive their benefit.

New claimants to JSA now need to sign a Claimant Commitment which sets out more fully what they need to do in order to receive state support, building on current support and providing information about the consequences of failing to meet requirements. Additionally, changes were made to benefit conditionality which brought a greater number of people into the sanctions regime. Lone parents and disabled people, in particular, were affected by these changes. For example, lone parents are now required to search/prepare for work if their child is five or older.

Under previous conditionality rules claimants were only expected to attend "work focused interviews" if their child was seven or older.

Disabled people were affected by changes to conditionality for those claiming ESA who are in the Work Related Activity Group. They are now required to take steps to prepare for work whereas, previously, they only had to stay in touch with their DWP advisor.

Types of sanctions

There are three levels of sanctions which determine the duration of sanction imposed. This can vary from four weeks to three years without benefit income.

Breakdown of Sanction referrals by level and reason**.**

Low Level**:**

- Failure to attend or failure to participate in an adviser interview without good reason
- Refusal or failure to comply with a Jobseeker's Direction without good reason
- Failure to participate in a scheme for assisting a person to obtain employment without good reason - Work Programme/Skills Conditionality/Work Experience or Other scheme

Intermediate

- Not actively seeking employment
- Not being available for work

High

- Left employment voluntarily without good reason
- Losing employment through misconduct
- Refusal or failure to apply for, or accept if offered, a job which an employment officer has informed him/her is vacant or about to become vacant without good reason
- Failure to participate in Mandatory Work Activity without good reason

Issues around the Sanction system

Since the new Claimant Commitment and sanction system have been introduced, issues have been raised as to whether there have been instances where claimants have not fully understood the system; or why they have been sanctioned; or have felt pressured to sign up to an unrealistic claimant commitment; and that the circumstances of certain vulnerable groups have not properly been taken into account.

As a result, a number of reviews and enquiries have taken place, examining many of the issues and concerns raised by the operation of the new sanctions regime.

The Oakley Commission Review July 2014

Evidence for the review was collected from a range of sources, including discussions with claimants who had been sanctioned, representative groups, and staff in Jobcentre Plus and providers of back to work schemes. Alongside these discussions, a call for information was launched so that individuals and organisations could provide information to the review.

The Review states that, “Benefit sanctions provide a vital backstop in the social security system for jobseekers. They ensure that, in return for the support provided by the state, claimants are held accountable for doing all they can to take on that support and to move back into work. This is a key element of the mutual obligation that underpins both the effectiveness and fairness of the social security system”.

However, it also states that, "… it is clear that this is a system that can go wrong and, when that happens, individuals and families can suffer unfairly. In this respect, it is easy to see the importance of communication and understanding. No matter what system of social security is in place, if it is communicated poorly, if claimants do not understand the system and their responsibilities, and if they are not empowered to challenge decisions they believe to be incorrect and seek redress, then it will not fulfil its purpose. It will be neither fair nor effective".

It also stated that, "while the system is not fundamentally broken, there are a number of areas where improvements need to be made, particularly for more vulnerable individuals". A total of 17 recommendations were made. The DWP accepted all 17 recommendations and reported to the House of Commons Work and Pensions Committee that it was in the process of improving all sanctions-related communications; where appropriate it was applying the Oakley Review's recommendations across JSA, ESA and Universal Credit; and a new DWP Claimant Communication Unit had already been established. DWP had also published new sanctions fact-sheets for each of the out-of-work benefits, which explain in plain English how claimants can avoid being referred for a sanction; challenge a decision; and apply for hardship payments.

The House of Commons Work and Pensions Committee Inquiry March 2015

Although the Work and Pensions Select Committee welcomed the DWP's acceptance of the Oakley Review findings, and the steps that it has taken towards implementation of the Review's recommendations, they stated that communication and information is only one aspect of the sanctions system that needs to be addressed, and that the terms of the Oakley Review meant that wider concerns about sanctions implementation, and what they describe as "a target-driven culture" were not addressed.

In their report the Work and Pensions Committee states that a full independent review should be established, to investigate whether benefit sanctions are being applied appropriately, fairly, and proportionately, across the Job Centre Plus (JCP) network. The report calls for the independent review also to examine the legislative framework for benefit sanctions policy, to ensure that the basis for sanctioning is well-defined, and that safeguards to protect the vulnerable are clearly set out.

The Chair of the Work and Pensions Committee, said:

"Benefit sanctions are controversial because they withhold subsistence-level benefits from people who may have little or no other income. We agree that benefit conditionality is necessary but it is essential that policy is based on clear evidence of what works in terms of encouraging people to take up the support which is available to help them get back into work. The policy must then be applied fairly and proportionately. The system must also be capable of identifying and protecting vulnerable people, including those with mental health problems and learning disabilities. And it should avoid causing severe financial hardship. The system as currently applied does not always achieve this."

Improvement Service Survey March 2015

The recommendations of the Oakley Review, whilst accepted in full by the DWP, remain a work in progress, and the recommendations of the Work and Pensions Committee, in particular the call for the Government to expedite its planned review, have not yet been fully responded to. In the meantime efforts by local authorities and others are continuing in order to co-ordinate and improve the work on the ground.

As part of these efforts, the Improvement Service undertook a Claimant Commitment and Sanctions Survey of Scottish Local Authorities, on behalf of the Scottish Government and COSLA. The purpose of the survey was to gain a better understanding of the impacts of the Claimant Commitment process and benefits sanctions on claimants of Jobseekers Allowance (JSA) and on local services.

27 of 32 local authorities, including West Lothian Council, responded to the survey. The 27 local authorities who responded accounted for 87% of JSA claimants in Scotland and for 86% of ESA claimants in Scotland.

The survey findings indicate that local authorities are seeing an increase in demand for services as follows:

- Scottish Welfare Fund (96%)
- Debt Advice (84%)
- Welfare Rights (82%)
- Money Advice and Budgeting Support (80%)

Respondents noted a number of interrelated client experiences of the Claimant Commitment and benefit sanctions. The most prominent experiences to emerge from the survey concerned a lack of understanding amongst clients, and issues around a lack of communication, guidance, and flexibility, with individual vulnerabilities or circumstances not being taken into account. Many local authorities had discussed, planned, or delivered a number of responses and actions. Partnership working was identified as a key area. A number of examples were given, including joint staff training with Jobcentre Plus and council staff, establishing local practitioners' networks, and improving links between existing services.

Generally many respondents noted that their local authority had established corporate, and in some cases multi-agency, Welfare Reform groups which had developed action plans, communication plans, and toolkits. In some instances the work of these Welfare Reform groups had been linked to the council's anti-poverty and child poverty strategies. Some local authorities had taken the opportunity to develop new financial inclusion and "digital assistance" strategies linking this to their wider channel shift policies.

With regard to the Improvement Service Survey, regarding some local authorities working together at a local level with DWP/JCP colleagues in order to benefit our mutual customers, this is encouraged in West Lothian. DWP are involved with partners in the anti-poverty agenda at operational and strategic levels and use the forums to discuss welfare reform including the level of sanction activity across the council area. In addition, DWP colleagues delivered Claimant Commitment awareness sessions to front line staff which helped increase Advice Shop and other partners' knowledge of the Claimant Commitment document and the expectations it places on claimants, helping Advice Shop staff to advise their customers on the steps to take to ensure they were able to meet the commitment and minimise the potential application of sanctions.

The DWP have also produced a number of factsheets to assist vulnerable groups and their advisors regarding the Claimant Commitment process and the council will be working with DWP to ensure that these are available and utilised by those who need to make use of the different arrangements their situation requires. For example the DWP "Jobseekers Allowance for Lone Parents" factsheet outlines proposals for limiting a Claimant Commitment during School Holidays.

Number of sanctions in West Lothian

Using the latest figures available from the DWP, the following table shows the number of sanctions in West Lothian and neighbouring authorities (Edinburgh, North and South Lanarkshire, Falkirk and Fife) for the year to September 2014:

The revised sanction regime was introduced in October 2012. For West Lothian the total number of sanctions decreased slightly between year 1 and year 2. This is to be expected as the total number of JSA *claimants* decreased in the same period (from a monthly average of 4,500 in Year one to 3,300 in Year two).

	Year 2 October 2013-Sept 2014		
	Sanctions	Monthly average	As % of claimants
West Lothian	2,348	196	5.9%
Edinburgh	4,246	354	4.3%
Falkirk	2,613	218	6.4%
Fife	6,459	538	7.0%
North Lanarkshire	3,719	310	3.6%
South Lanarkshire	2,874	240	3.5%
West Lothian JCPs:			
Bathgate	1,123	94	5.8%
Broxburn	271	23	5.2%
Livingston	954	80	6.3%

The average number of sanctions as a percentage of claimants remained fairly stable in West Lothian averaging just below 6% per month in both years. The two Lanarkshire authorities have significantly lower rates of sanctions averaging 4% of claimants in year two. Edinburgh also has a lower sanction rate. There is some evidence of seasonal variations in the number of sanctions as can be seen from the table below. October and November seem to be the highest months and there is also an increase in the sanction rate in June and July.

Oct 2013-Sept 2014 sanction data	**Oct-13**	**Nov-13**	**Dec-13**	**Jan-14**	**Feb-14**	**Mar-14**	**Apr-14**	**May-14**	**Jun-14**	**Jul-14**	**Aug-14**	**Sep-14**
Bathgate -	101	131	80	87	106	71	79	77	100	122	95	74
Broxburn -	46	29	19	29	15	25	16	25	22	15	15	15
Livingston -	152	93	77	88	55	86	58	67	75	73	63	67
Total Sanctions	299	253	176	204	176	182	153	169	197	210	173	156
Total claimants	3,553	3,410	3,327	3,648	3,790	3,657	3,508	3,307	3,077	2,970	2,887	2,519
Sanctions as % of claimants	8%	7%	5%	6%	5%	5%	4%	5%	6%	7%	6%	6%

Currently, an analysis of sanctions by levels (low, intermediate, high) is not available. Discussions will continue to ascertain if this information can be obtained, which would help to inform any proposed interventions.

CPP Response

Working with partners locally to mitigate some of the adverse effects of sanctions

As outlined in the report, various reviews at UK level have identified recommendations intended to review, reform, and improve the Claimant Commitment arrangements in order that they achieve the stated objective of assisting people into work. In addition to this, community planning partners in West Lothian are working together to assist people affected, or at risk of being affected by the sanctions regime. The CPP Anti-Poverty and Welfare Reform Development Group is taking the lead in co-ordinating support around:

- increased understanding of claimant commitment,
- better support for vulnerable groups
- ensuring effective uptake of hardship payments, crisis grants and welfare fund applications,
- empowering adults to challenge decisions, and
- raising awareness of the support available to find a job

Increased understanding of claimant commitment

Through discussion with those affected by sanctions, it is clear that more needs to be done to increase awareness and understanding of what is involved in claiming JSA and ESA. In particular, there is a need to better support vulnerable groups. The Advice Shop will develop provision of a "buddy" system to support vulnerable people through the assessment process. Partners from third sector organisations, serving particular client groups and customers, will be involved in this development and the local JCP staff will assist in referring those that require help.

The Anti-Poverty and Welfare Reform Development Group (APSWRDG) will co-ordinate a marketing and publicity campaign to help raise awareness and inform the public of the help and support available.

Increasing uptake of hardship payments, crisis grants and welfare fund applications

At the moment, with regard to the figures for hardship payments, the statistical data held by the DWP/JCP is recorded to district level and is not available at local authority level. However DWP reports that, where claimants are not eligible for hardship payments, they will make them aware of the Scottish Welfare Fund (SWF) and the assistance it can offer, signposting on how to apply for support via this route.

From a sample of 98 cases where a SWF Crisis Grant was paid, ten were as a result of a benefit sanction, just over 10%. Comparing this to the overall number of Crisis Grants paid from 1 April 2014 to 31 December 2014, which was 1964, the estimated number of applications that will be paid in a year due to a sanction is around 260. Information provided on their application forms confirm that the DWP are making customers aware of the Scottish Welfare Fund (SWF). For those that are refused a Crisis Grant we will automatically refer their details to the Advice Shop to explore other options for help and support.

Benefit Centres have been made aware of the Housing Benefit entitlement issues as identified and they have been requested to include a statement on their notifications to the local authorities highlighting that benefit entitlement remains in place. Local DWP managers have engaged with the Bathgate Benefit Centre regarding the notification stencil and asked that they adopt the approach of including a statement on the stencil indicating where benefit entitlement remains in place even if the individual has had a sanction applied to their benefit. At present, further checks are still required by council staff for every notification to see whether the claimant is no longer entitled to benefit or if benefit has ceased due to a sanction. The local DWP have advised that this has been passed to the respective team leaders for their consideration and action.

Empowering adults to challenge decisions

Over the last year 2014/15, just over 2% of appeals undertaken by the Advice Shop were related to challenging sanction decisions. Partners within the West Lothian Advice Network also reported a low uptake to challenge sanction decisions. Rights Advice Scotland report that advice providers across the country are working hard to increase the number of adults who challenge sanction decisions they believe to be wrong.

Through discussion with those affected by sanctions, evidence indicates that adults who are sanctioned at the lower levels tend to 'make do' and borrow money, rely on family and friends, or use their credit card to make ends meet. There is a view that it is "too difficult" and that they "have no chance" of getting a decision reversed.

More work needs to be done to better support individuals to appeal. The West Lothian Advice Network will take the lead in ensuring that advice providers are able to better support customers. Should an adverse decision be made, partners will ensure that the customer is aware of their appeal rights and the contacts who can provide assistance and advocacy where required.

Support to Find A Job

There is a range of provision available to support individuals to find work. Access2employment along with training providers, community education, college and Skills Development Scotland all offer a range of support. Partners have analysed where there are gaps and looked at how best to harness additional resources, for example, DWP has worked in partnership with the Digital Inclusion Development Group to provide extra funding for IT classes.

Better Referrals and Other sources of help

Partners are clear that more can be done to improve referrals and to follow up and better support more vulnerable groups. The APSWRDG will work collaboratively to strengthen partnership arrangements and to build on good practice. Where a sanction has been applied, partners will work to ensure that customers are aware of other sources of assistance available – albeit short term assistance in most cases.

3. Summary of Implications

Relevant SOA outcome (s)	
Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. People most at risk are protected and supported to achieve improved life chances. We live longer, healthier lives and have reduced health inequalities	
Relevant SOA performance indicator (s)	
SOA1302_01: % working age adults in work SOA1302_02: % adults in receipt of key out of work benefits SOA1302_12: Number of unemployed people assisted into work from council operated/funded Employability Programmes SOA1302_13: % population who are income deprived	
Resources	
Link to CPP prevention plan/Community Engagement plan	
Services are targeted at the poorest and most vulnerable in society resulting in West Lothian citizens being less at risk of financial exclusion as a result of having their disposable income maximised.	

Impact on inequalities	
Reducing the inequalities gap and tackling the causes of inequality is at the heart of the Anti-Poverty Strategy. Community Planning partners are working together to mitigate the effects of sanctions.	
Key risks	

4. Consultations

Consultation has taken place with the Improvement Service, the DWP and local Job Centre Plus managers, the Anti-Poverty Strategy Development Group, and a range of third sector partners including local Registered Social Landlords and the Citizens Advice Bureau. Discussions have also taken place with those sanctioned claimants who have approached the council for assistance.

5. Conclusions

Recent Parliamentary inquiries, and other independent reviews, have highlighted issues relating to aspects of the benefit sanctions regime and have called for improvements to be made nationally, particularly on the question of clear communications with customers on their rights and responsibilities. Calls have also been made for a review of the scheme in order to to examine the legislative framework for benefit sanctions policy, to ensure that the basis for sanctioning is well-defined, and that safeguards to protect the vulnerable are clearly set out. Some of these issues are currently being addressed. In the meantime, efforts by the community planning partners are continuing in order to co-ordinate and improve the work on the ground to assist people who have been affected.

6. Recommendations

It is recommended that the Community Planning Partnership Board notes the contents of the Report and the ongoing work of the Welfare Reform and Anti-Poverty Strategy Development Group which aims to further develop local support initiatives which will lead to:

- increased understanding of the claimant commitment and conditionality,
- better support for vulnerable groups,
- increasing uptake of hardship payments, crises grants and welfare fund applications,
- empowering claimants to challenge decisions, and
- raising aware of the support available to find a job

Report written by/contact details/date Donald Forrest, Head of Finance and Estates. donald.forrest@westlothian.gov.uk - Tel No. 01506 281294

References none

Appendices none

Placemaking in Whitburn

1. Purpose of Report

The purpose of the report is to inform the Community Planning Partnership Board of the outcomes to date from the charrette exercise undertaken in Whitburn, as part of the placemaking exercise for the town.

2. Discussion

Funding has been provided by the Scottish Government and the council to undertake a town centre 'charrette' (an intensive planning and community engagement exercise) in Whitburn. This recognised that an approach that looked at the planned and potential investments for the town as a whole was required. A steering group, led by the council and involving Whitburn Community Council (WCC) has been leading this.

The purpose of the charrette was to integrate the various elements of planned investment and activity into a single cohesive masterplan for the area to:

- maximise investment through providing decision-makers with an evidence based, holistic plan for the town to inform resource allocation and attract external funding;
- create a shared vision for the town and wider Whitburn area, in particular, to inform planning for the town centre and partnership centre;
- better link and integrate the Heartlands development and Polkemmet Country Park with the town centre; and
- ensure effective community involvement in regenerating the Whitburn area, and provide a basis for future community engagement for the development of the town.

Following a competitive tendering exercise, Austin – Smith: Lord (ASL) were appointed as the lead contractor to deliver the charrette and the associated outputs following the exercise.

The main part of the charrette took place in the week commencing 30 March. This consisted of the following sessions:

- 30 March: schools presentation, afternoon launch and evening launch;
- 31 March: 'Futurewalk' walkabout, officers and agencies workshops, and business and community workshop;
- 1 April: developer and landowners forum; community regeneration workshop; and
- 2 April: Pin-Up session.

Awareness raising activity involved a number of methods in the fortnight leading up to the charrette. These methods included promoting the charrette programme through social media (utilising the council's Facebook page and a separate Twitter account), a letter drop to parents via primary schools within the town, posters displayed around the town centre and in community facilities, via the local press, and through the creation of a database to keep local community representatives, interested residents and other stakeholders informed. A webpage to raise awareness and allow residents to keep track of progress in the longer term

has been setup on the council's website (www.westlothian.gov.uk/whitburn). A letter-drop of the houses in the Heartlands was undertaken particularly to encourage the participation of new residents.

Street engagement work was undertaken the week prior to the charrette which involved setting up an information stall and large display of a map of Whitburn outside one of the vacant shops at Whitburn Cross. This involved engagement with approximately a hundred residents, many of whom participated in audio interviews which were used as part of the DVD presentations during the week of the charrette.

This followed a large amount of preparatory work which involved the contractor and sub-contractors collating technical data on Whitburn and obtaining other local intelligence with support from community organisations and council services. This was on top of the three Sustainable Placemaking workshops which were facilitated by Architecture and Design Scotland in the preceding winter.

Further feedback sessions were held on 23 April to update on the progress that had been made to date. In total, there were 305 attendances at the workshops (from over 140 different people).

At present, the masterplan is being finalised by the contractor. The steering group for the project is due to meet in late May to discuss feedback following the charrette.

In the meantime, services and organisations have been asked to consider the suggested proposals presented by Austin-Smith:Lord at the 23 April sessions.

Whilst much of the focus of the charrette was around the physical and economic regeneration of the town centre, and informing planned and future resource allocation, there were a number of offshoots from the workshops regarding social / community regeneration.

These issues will be progressed in the longer-term through the planning process for a Regeneration Plan for Whitburn which will be developed in tandem with other areas identified within the council's Regeneration Framework, approved by Council Executive in February 2014.

3. Summary of Implications

Relevant SOA outcome (s)	- Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
Relevant SOA performance indicator (s)	N/A
Resources	Up to £20,000 part funding has been

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	awarded by the Scottish Government. Match funding has been provided from the council's Town Centre Improvement Fund.
Link to CPP prevention plan/Community Engagement plan	The Charrette itself was an intensive community engagement exercise, giving the local community of Whitburn, local organisations, workers and other stakeholders the opportunity to be involved in the process.
Impact on inequalities	**N/A**
Key risks	

4. Consultations

As detailed above, the exercise itself is an intensive consultation to involve all relevant stakeholders from council, partners and the community. However, a report was provided to the Council Executive in October 2014, and reports have been provided to the Whitburn and Blackburn Local Area Committee meetings in November and February, as well as continuous engagement with local partners and other stakeholders.

5. Conclusions

Following months of planning, the charrette exercise was undertaken in Whitburn across March and April 2015. This has raised a number of proposals and areas for further action, which are being considered by the various partners at present. The masterplan for Whitburn will be finalised over the coming weeks. The Regeneration Plan which will be developed for the town will look to progress projects that arise from this.

6. Recommendations

It is recommended that the CPP Board notes the progress to date, in particular:

- that a charrette exercise was undertaken in March and April 2015;
- the outputs of discussions from this exercise are being considered by other services and partners at present;
- the masterplan for the town will be finalised over the coming weeks; and the Regeneration Plan that will be developed for the town will provide a mechanism for further developing projects following the charrette

.

Report written by/contact details/date

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25 May 2015.

References

Report to the Council Executive on 28 October 2014.

Reports to Whitburn and Blackburn Local Area Committee on 24 November 2014 and 23 February 2015.

Appendices

None.

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West Lothian Autism Strategy 2015/2025

1. Purpose of Report

To update the Community Planning Partnership on the development of an Autism Strategy and action plan for West Lothian.

2. Discussion

Background

The Scottish Strategy for Autism was published by the Scottish Government in 2011 and stated that autism is a national priority for progress to be made in delivering quality services across Scotland.

The Strategy notes ten indicators for current best practice in the provision of effective Autism Spectrum Disorder (ASD) services.

West Lothian's position

Our vision in West Lothian is that people of all ages on the autism spectrum are accepted, respected and valued by their local communities and by professionals and volunteers who work with them.

The development of a local strategy and action plan seeks to reflect that vision and is intended to dovetail with our existing Life Stages planning programme.

Local Strategy Outcomes

The West Lothian Autism Strategy has four outcomes which have been designed to meet the ten indicators of best practice;

- Effective implementation of the local strategy and action plan
- Workforce development
- Raising levels of awareness
- Improving co-ordination of services

3. Summary of Implications

Relevant SOA outcome (s)	• Our children have the best start in life and ready to succeed • We are better educated and have access to increased and better quality learning and employment opportunities • People most at risk are protected and supported to achieve positive life chances • Older people are able to live independently in the community with improved quality of life • We live longer, healthier lives and have reduced health inequalities
Relevant SOA performance indicator (s)	
Resources	Fulfilment of the roles for ASD Strategy Group Chair and Lead will be resourced from within Social Policy.
Link to CPP prevention plan/Community Engagement plan	The WL Autism Strategy activities are strongly linked to the Community Planning Partnership's priorities of early intervention, preventative working and community engagement in order to deliver better services for those with ASD. The strategy was developed through engagement with people with ASD, carers and professionals..
Impact on inequalities	ASD can be a hidden condition and those not understanding or familiar with its effects can unintentionally create barriers and discrimination
Key risks	None identified

4. Consultations

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The strategy has been developed by a short life working group made up of representatives from health, social policy and education services. A consultation exercise was undertaken between 23 July 2014 and 17 October 2014 but did not attract any additional comments on the proposed document. Whilst this could be seen as a positive indication that stakeholder groups were in agreement with the strategy, further work will be undertaken by the ASD Strategy Group through the action plan to develop alternative ways of engagement.

5. Conclusions

In response to the Scottish Strategy for Autism it is vital that progress is made in delivering quality services for people with ASD. The development of a local strategy and action plan will enable West Lothian to achieve positive outcomes for people with ASD and their carers in West Lothian.

6. Recommendations

The Board is asked to support the West Lothian Autism Strategy and action plan and note that an annual report on progress will be submitted to the Community Planning Steering Group in June each year.

Report written by/contact details/date

Tim Ward, Senior Manager, Social Policy, 01506 281235, April 2015

References

Scottish Strategy for Autism http://www.gov.scot/Publications/2011/11/01120340/0

Appendices

West Lothian Autism Strategy 2015/25

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West Lothian Autism Strategy

2015/25

West Lothian
COMMUNITY PLANNING PARTNERSHIP

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1 Overview

1.1 Foreword

Our vision in West Lothian is that people of all ages on the autism spectrum are accepted, respected and valued by their local communities and by professional and volunteers who work with them. This strategy seeks to reflect that vision.

Autism Spectrum Disorder (ASD) is a whole life condition. For that reason we have included whole lifespan plans within this document. We hope that this holistic approach is accessible and helpful to everyone.

The plans set out here are intended to dovetail with West Lothian's 'Life Stages' planning programme. ASD needs to be seen as a 'cross-cutting' issue and integral to each 'Life Stage'.

Two key aims are to build on existing local partnerships and good practice and to offer more choice and flexibility in service provision. The implementation of the Self-directed Support framework and the proposed new West Lothian Directories will promote these aspirations.

Our overarching aim is that wherever this meets need, people with ASD should be able to access mainstream services and our job is to support that.

We are grateful to all who have contributed to this strategy and to our consultation process.

Councillor Cathy Muldoon
Chair of West Lothian
Community Planning Partnership

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1.2 Context

The Scottish Strategy for Autism was published by the Scottish Government in 2011. It states that autism is a national priority and that it is vital that progress is made across Scotland in delivering quality services. It is has been written in response to the need for a ten year strategy that addresses the entire autism spectrum and the whole lifespan of people living with ASD in Scotland. In ten years' time there will be:

- meaningful partnership between central and local government and the independent sector
- creative and collaborative use of budgets to meet individual need
- access to assessments of need throughout life
- access to consistent levels of support across the lifespan including into old age

The Strategy notes ten indicators for current best practice in the provision of effective ASD services. These are summarised as follows:

1. A local Autism Strategy developed in co-operation with people with ASD, carers and professionals, ensuring the needs of people are reflected and incorporated within local policies and plans;

2. Access to training and development to inform staff and improve understanding among professionals;

3. A process for ensuring easy access to useful information and local action, to improve communication;

4. A training plan to improve knowledge and skills;

5. A process for data (information and statistics) collection to inform planning;

6. A multi-agency care pathway for assessment, diagnosis and intervention to improve support and remove barriers;

7. A framework and process for seeking stakeholder feedback;

8. Services that are multi-agency and co-ordinated effectively;

9. Clear multi-agency procedures and plans to support people through transitions; and

10. A self-evaluation framework for each local area.

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1.3 What is Autism?

Autism is a lifelong developmental condition often referred to as ASD (Autism Spectrum Disorder) or ASC (Autism Spectrum Condition). Sometimes 'condition' is used rather than 'disorder' as some people on the autism spectrum say they may be different, but do not have a disorder. We understand the term ASD is not universally accepted, however this strategy document includes it on the basis that it is the most commonly used term and is used throughout The Scottish Strategy for Autism.

ASD affects each person individually. Many adults live independently but others need support. People with ASD usually have problems with social interaction and communication such as the need for conversation to be two way and also understanding what someone else may be thinking or feeling, including use and comprehension of voice and facial expression.

Some people with ASD also have learning disabilities and need specialist support throughout their lives. Others have average or above average intelligence. Those with ASD may have repetitive or restrictive routines which can be inhibiting and distressing for them (these can also provide comfort and reassurance at times of stress) and their family and friends. The stress of daily life may impact on the emotional wellbeing of people with ASD and those close to them.

ASD can be a hidden condition. Those not understanding or unfamiliar with its effects on the daily life of a person can unintentionally create barriers and cause extra stress and discrimination.

ASD is thought to be at least three times more common in males than in females, although recent diagnosis rates may change this ratio. A rate of around 90 in 10,000 people is the best current estimate (Source: The Scottish Strategy for Autism, November 2011). It is thought that around **1,560 people of all ages in West Lothian** have autism or ASD.

1.4 Strategy Development

The Local Autism Strategy for West Lothian has been produced in conjunction with a short-life working group, made up of representatives from health, social policy and education. The group's remit was to support the production of a document and an action plan which could then be consulted on more widely.

The consultation period lasted from 23 July 2014 – 17 October 2014. Both paper and electronic copies of the draft strategy were made available to agencies, forums and groups operating with a remit for autism within West Lothian. In addition, the strategy was hosted on the West Lothian CHCP website and hard copies were made available in all West Lothian Public Libraries.

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1.5 Ownership and Scope of the Strategy

Implementation of West Lothian's Local Autism Strategy will be the responsibility of all key partners and stakeholders. The Autism Spectrum Disorder Strategy Group will provide the oversight and leadership for the subsidiary groups responsible for specific tasks relating to the development and delivery of any work identified as part of the annual action plan.

Overall governance of the Local Autism Strategy rests with the West Lothian Community Planning Partnership Board, with the Autism Spectrum Disorder Strategy Group reporting to the Board via existing arrangements.

Governance		
Group	Governance/Scrutiny Role	Reporting Frequency
Community Planning Partnership Board	Will receive an annual report on progress	Annually
Health and Care PDSP	Updates on the action plan will be reported annually to the Health and Care PDSP	Annually
Scottish Government	Identified lead person in West Lothian will work alongside the Local Autism Co-ordinator from the Scottish Government	As required

2 Community Planning Partnership Priorities and SOA outcomes

Achieving Positive Outcomes is the West Lothian Community Planning Partnership's Single Outcome Agreement for 2013 – 2023. These outcomes, delivered through a focus on 3 overarching themes, represent all the vital activities that the Community Planning Partnership will undertake in order to achieve positive outcomes for West Lothian.

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Figure 1 illustrates where the West Lothian Autism Strategy will *directly* contribute to a Community Planning Partnership outcome or overarching theme.

CPP Priorities	Autism Strategy
1. Our children have the best start in life and are ready to succeed	✓
2. We are better educated and have access to increased and better quality learning and employment opportunities	✓
3. People most at risk are protected and supported to achieve positive life chances	✓
4. Older people are able to live independently in the community with an improved quality of life	✓
5. We live longer, healthier lives and have reduced health inequalities	✓
Enablers	
Tackling inequality	✓
Prevention	✓
Community Engagement	✓

Figure 1: CPP Priorities and Enablers

3 Strategy Outcomes

Vision

Our vision in West Lothian is that people of all ages on the autism spectrum are accepted, respected and valued by their local communities and by professionals and volunteers who work with them. Their families and carers are similarly respected and valued. Our aim is that people who have Autism Spectrum Disorder have fulfilling lives, reaching their full potential, including achieving economic wellbeing.

Values and Principles

Values are the belief that something is important, worthwhile and worth striving for, whilst principles provide the foundation for values. The following values and principles, now enshrined in law, underpin the Local Autism Strategy and work with people with ASD and their carers in West Lothian.

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Values

- Respect
- Fairness
- Freedom
- Safety – safe and secure without being over protected
- Independence

Principles

- Involvement
- Informed Choice
- Collaboration
- Participation and dignity to promote independence and self-respect

Local Strategy Outcomes

The West Lothian Autism Strategy has been designed with the ten indicators for current best practice in the provision of ASD services in mind. These indicators provide the basis for some of the overarching outcomes we aim to achieve in West Lothian.

In summary the strategy outcomes are:

- Effective implementation of the local strategy and action plan
- Workforce development
- Raising levels of awareness
- Improving the co-ordination of services

3.1 Outcome Benefits

There are a number of benefits that will be delivered through the strategy

3.1.1 Benefits to those with autism and their families

- Experiences are enhanced by employees who are empowered and have the knowledge, confidence and discretion to deal appropriately with requests.
- Access to high quality services provided by skilled, motivated and informed employees.
- Services are provided by professionals that are responsive, flexible and empathetic.

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- Access to services is improved through increased levels of awareness, knowledge and skills of those working within front-line services.

- People with autism and their parents/carers views and preferences are reflected in service planning, design and delivery through improved and ongoing consultation and appropriate representation at various levels.

3.1.2 Benefits for employees

- All employees have access to appropriate learning and development opportunities that will improve their job-related skills, knowledge and experience.

- Employees are aware of the importance of inclusion and fair and equal treatment for all those accessing front-line and targeted services.

- Employees feel more supported and are more confident in dealing with customers with autism and their families.

3.1.3 Benefits to the Community Planning Partnership

- Single Outcome Agreement performance is improved by more effective engagement and communication

- Commitment to inclusion, diversity and equality is promoted

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Outcome 1: Implementation of the local strategy and action plan

Purpose

Having developed the strategy we will ensure that it is implemented effectively and that all relevant parties are involved, retain ownership and are accountable. Going forward particular attention needs to be paid as to how people with autism and their parents and carers can meaningfully engage in the process on a regular and ongoing basis.

Activities

The main activities that will be undertaken to achieve this priority outcome are:

- Identify a senior manager responsible for leading on implementation
- Establish the Autism Spectrum Disorder (ASD) Strategy Group with appropriate representation and terms of reference and governance arrangements to oversee and provide direction for the implementation and the work of existing, and any subsequently developed, subsidiary/short-life working groups.

- Identify a lead officer with appropriate experience and levels of knowledge to support implementation and service the ASD Strategy Group
- Identify, develop and support appropriate forums for people with autism and their parents and carers in order that they can be both consulted with and represented.
- Identify and support leaders within the community who are able to represent and advocate on behalf of those people with autism.

Performance

The following performance indicators will be used to monitor progress in the outcome for the life span of the strategy:

Performance			
Performance Indicator Name	2015/16 Performance	2025 Target	Responsible Officer
Local strategy launch June 2015	Successful launch event delivered; attended by people with autism, their families and carers and other representatives from both the public and voluntary sectors	N/A	Chair of West Lothian CPP and Chair of ASD Strategy Group
ASD Strategy Group annual report and action plan produced and published	Implementation structures developed and arrangements in place to monitor progress	Outcomes achieved and principles embedded across the CPP	Chair of ASD Strategy Group
People with autism are involved in the design, development and review of services	People with autism, their parents and/or carers are represented on ASD Strategy Group and any subsidiary groups or short-life working groups	Mature processes for stakeholder engagement and feedback	Chair of ASD Strategy Group
Percentage of people with autism and their parents and carers will feel listened to, consulted with and respected regarding ongoing developments for autism	To be benchmarked in 2015/16	Target to be agreed once benchmark for 2015/16 is available	All CPP partner agencies

Outcome 2: Workforce development

Purpose

It is widely acknowledged that there is a requirement to improve levels of awareness, knowledge and skills across a range of agencies and service areas in order to more effectively support people with autism. A co-ordinated approach to delivering training needs to be established in order to support staff in both front-line and specialist services to further develop their knowledge and experience around autism. A national training framework for staff at all levels has been drawn up by NHS Education Scotland and was launched in November 2014, covering three key areas:

- Identification, Screening, Assessment and Diagnosis
- Management, Support and Intervention
- Managing Autism across the Lifespan: Transitions and Changes.

Activities

The main activities that will be undertaken to achieve this priority outcome are:

- The ASD Strategy Group will be responsible for co-ordinating the development of a training plan that incorporates both local and national developments.
- A subsidiary group of the ASD Strategy Group with appropriate membership is to be established to support the development and promotion of annual training plans.
- Annual training plans will be produced and promoted accordingly.
- Appropriate recording and evaluation mechanisms will be developed to support developments.

Performance

The following performance indicators will be used to monitor progress in the outcome for the life span of the strategy:

Performance			
Performance Indicator Name	2015/16 Performance	2025 Target	Responsible Officer
Training plan for service areas incorporate adequate provision around autism and are produced and disseminated	All services have access to local training plan, with a range of training to meet needs of all staff	As 2015/16	Chair of ASD Strategy Group
Staff professional development plans identify specific requirements around the area of autism	Autism training requirements specified within staff development plans	As 2015/16	Managers/Staff across all partners

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Staff have greater levels of knowledge and awareness	Positive experiences reported by people with autism and their families due to increased awareness about autism	As 2015/16	Chair of ASD Strategy Group and all partner agencies

Outcome 3: Raising levels of awareness

Purpose

There is a requirement to increase levels of awareness and increase knowledge around autism at all levels. Whilst workforce development will ensure staff are equipped with the skills and knowledge they need to deliver services, there is clearly a need to develop knowledge base and understanding with the general public and the wider business community. A greater level of understanding and acceptance around autism will lead to a more support and improved services and access to those services.

Activities

The main activities that will be undertaken to achieve this priority outcome are:

- Launch the strategy and action plan.
- Participate in World Autism Awareness Week.
- Develop a communications strategy that incorporates awareness raising and access to information, advice and effective signposting.

Performance

The following performance indicators will be used to monitor progress in the outcome for the life span of the strategy:

Performance			
Performance Indicator Name	2015/16 Performance	2025 Target	Responsible Officer
Local strategy launch June 2015	Greater levels of awareness amongst the whole population	N/A	Chair of ASD Strategy Group

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Members of the public and staff will have increased awareness and knowledge of autism and services through participation in World Autism Awareness Week	Greater levels of awareness amongst the whole population around autism and the services working with people, their families and carers	As 2015/16	Chair of ASD Strategy Group
Members of the public and staff will have increased access to information, advice and signposting	Positive experiences reported by people with autism and their families due to increased access to relevant information, advice and signposting	To be agreed once 2015/16 baseline is available	Chair of ASD Strategy Group

Outcome 4: Co-ordination of services

Purpose

There is a wide range of activity across various service areas and sectors in relation to delivering services to people with autism, their parents and carers. As indicated in The Scottish Strategy for Autism there is a requirement to review and consolidate existing practice as well as improve practice and identify opportunities for further partnership work and to avoid any unnecessary duplication.

Activities

The main activities that will be undertaken to achieve this priority outcome are:

- The ASD Strategy Group membership will be representative of the range of activity across West Lothian and provide a strategic overview to any work and guidance to subsidiary groups work.
- An ASD Strategy Group annual report will be produced, highlighting work and sharing practice from across service areas and sectors, providing an update on implementation priorities and publishing an improvement/action plan.
- Provide joined-up timely support services to meet the needs of people with autism and their families.
- Ensure that transition plans take account of the needs of people with autism and their families.
- Provide support for people with autism to access and/or remain in further and higher education, employment and training.
- Strengthening links with voluntary sector.

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Performance

The following performance indicators will be used to monitor progress in the outcome for the life span of the strategy:

Performance			
Performance Indicator Name	2015/16 Performance	2025 Target	Responsible Officer
Joint working arrangements revisited/established to ensure best use of resources and development of services	Families experience a seamless joined up approach support service	To be developed	Managers of all partner agencies
Integrated transition plans developed for people with autism at the various life stages	Recognisable benefits experienced by people with autism and their families when transitioning between services	To be developed	Chairs of Life Stages Planning Groups
People with autism are aware of available support to access and/or remain in: -Further Education -Higher Education -Employment -Training	People with autism report accessing adequate support to enable them to access/remain in: -Further Education -Higher Education -Employment -Training	To be developed	Chairs of Life Stages Planning Groups, Heads of Education and Principal of West Lothian College
Through strengthening links between service providers in public services & voluntary sector, services currently unavailable in WL are developed.	Services for people with autism are more readily available and accessible within the local area.	To be developed	All CPP partners

Appendix A

Action Plan						
Action	Description	Planned Outcome	Owner	Start	End	Status (Planned, Active, Complete)
Development of an Autism Strategy Group and terms of reference.	Strategy group developed with appropriate membership and representation and links to existing Life Stages and other Planning groups.	Actions identified will be delivered within timescales. Links will be made with all Life Stages and other Planning Groups.	Strategic Lead of West Lothian Local Autism Strategy.	June 2015	June 2015	Planned
Develop Forums for consultation, involvement, service development and support.	Forums will be developed offering people with autism, their parents and carers an opportunity to be more meaningfully engaged in the planning of services and implementation of the strategy.	Forums are developed and supported to meet on a regular basis in order that they can contribute to planning processes and provide a means for ongoing consultation and representation.	Strategic Lead of West Lothian Autism Strategy.	June 2015	December 2015	Planned
Development of local training plan.	Local training plans are developed and disseminated that incorporate local and national developments.	Staff across all service areas have access to a range of appropriate training opportunities (including the roll-out of basic awareness raising training).	Lead Officer for West Lothian ASD Strategy Group	July 2015	Annual	Planned
Development of local communication plan	A plan that improves access to information, advice, support and signposting.	Access to information is improved and people with autism, their families and staff know where to access this.	Lead Officer for West Lothian ASD Strategy Group	August 2015	Annual	Planned

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Joint triage between CAMHS, CHH and SALT to carry out multi-disciplinary ASD diagnostic assessments.	A pathway for integrated assessment will ensure consistent service across Lothian.	Develop more autism assessment clinics. Reduction in waiting times for ASD assessment and diagnosis and to provide support closer to home where possible.	NHS Lothian.	January 2015	Ongoing	Planned
Additional Support Needs Review within Education Services.	Proposals to establish primary special classes (for provision of primary education for children with ASD) and integrate pupils from existing specialist provision.	Building capacity within mainstream schools to meet the needs of pupils with additional support needs and other benefits associated with integration.	Head of Education Services.	August 2015	August 2018	Planned
Development of Transition project/work.	Review of existing transition services with a view to establishing support beyond the current term of the funded project.	To provide support to people with autism and their families around transition from school into further education/ employment in order to meet educational and vocational needs identified.	Head of Social Policy and Principal of West Lothian College	April 2015	Ongoing	Active
Build on existing partnership working	Autism Strategy Group to identify and prioritise areas of work to be developed and delivered.	More effective partnership working will result in more efficient and accessible services being delivered in West Lothian and a reduction of any duplication of services.	Autism Strategy Group	July 2015	Annual	Active

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Production of service directories, including information on all services across the service areas for people with autism and for those wishing to access mainstream services.	Comprehensive directories will be produced that will be accessible and provide information for the public and practitioners.	There will be greater levels of awareness around the range of services and these directories will support more effective signposting.	Lead Officer for West Lothian ASD Strategy Group	Ongoing	December 2015	Active
Identification of unmet need and service gaps through provision of improved quantity of social work assessments.	Adult Autism Assessment Team increase capacity to continue to carry out assessments of need for people with autism in West Lothian.	Gaps are identified and opportunities for further developments highlighted. e.g. Peer Support and Mentoring.	Head of Social Policy	Ongoing	Ongoing	Active
Implementation of GIRFEC approach across all services for children.	Children with identified wellbeing needs and outcomes (SHANARRI) will be supported by a Named Person/Lead Professional and where appropriate will have a Single Child's Plan to meet those outcomes.	Embedding principles of GIRFEC approach into all aspects of services working with children in line with the requirements of The Children and Young People (Scotland) Act 2014.	GIRFEC Implementation Group and Heads of Services (Education, Social Policy and Health).	Ongoing	August 2016	Active
Implementation of Self-directed Support (SDS) approach across Social Care Services.	All those with assessed needs and meeting eligibility criteria are offered more choice and control of their support through SDS.	Identified outcomes are met through one or more of the four options as part of the Self-directed Support approach.	Head of Social Policy.	Ongoing	March 2018	Active

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west lothian community planning partnership

West Lothian Autism Strategy 2015 / 25

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April 2015

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