

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 25 MAY 2015.

Present -

|                              |                                  |
|------------------------------|----------------------------------|
| Councillor Cathy Muldoon     | West Lothian Council             |
| Councillor John McGinty      | West Lothian Council             |
| Councillor Tony Boyle        | West Lothian Council             |
| Councillor Peter Johnston    | West Lothian Council             |
| Graham Hope, Chief Executive | West Lothian Council             |
| Margaret Clark               | Voluntary Sector Gateway         |
| Alison McCallum              | NHS Lothian                      |
| Mhairi Hattington            | West Lothian College             |
| Gill Imery                   | Police Scotland                  |
| Fiona Young                  | Community Justice Authority      |
| Mike Neilson                 | Scottish Government              |
| Gary Laing                   | Scottish Fire and Rescue Service |

In Attendance -

|                   |                      |
|-------------------|----------------------|
| Graeme Struthers  | West Lothian Council |
| Lorraine Gillies  | West Lothian Council |
| Jane Kellock      | West Lothian Council |
| Donald Forrest    | West Lothian Council |
| Craig McCorriston | West Lothian Council |
| Tim Ward          | West Lothian Council |
| Ian Hepburn       | West Lothian Council |

Apologies –

|                               |                      |
|-------------------------------|----------------------|
| Councillor Angela Moohan      | West Lothian Council |
| Department of Work & Pensions |                      |
| Job Centre Plus               |                      |

1. ORDER OF BUSINESS

The Chair welcomed all the partners to the meeting. The Chair suggested that Agenda Item 13 (Department of Work and Pension (DWP) Claimant Commitment and Benefit Sanction Arrangements) be deferred to the next meeting as there was no representative in attendance to speak to the report.

2. DECLARATIONS OF INTEREST

Agenda Item 9 – Community Justice Redesign – 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.

Councillor Boyle also declared a non-financial interest in that he was an ordinary member of Unite and of its Regional Political Committee.

3        MINUTE

The Board confirmed the Minute of its meeting held on 9 March 2015. The Minute was thereafter signed by the Chair.

4.        MINUTE OF COMMUNITY PLANNING STEERING GROUP

The Board noted the Minute of the meeting of the Community Planning Steering Group held on 20 April 2015.

5.        MINUTES OF THEMATIC FORUM MEETINGS -

- a) The Board noted the Minute of the Community Safety Board meeting held on 8 December 2014.
- b) The Board noted the Minute of the West Lothian Economic Forum meeting held on 4 March 2015.
- c) The Board noted the Minute of the CHCP Sub-Committee meeting held on 18 December 2014.
- d) The Board noted the Minute of the Climate Change Working Group meeting held on 30 March 2015.

6.        SOA PERFORMANCE REPORTING -

- a) The Board noted the high level indicators report.
- b) The Board noted the Environment Thematic Report.
- c) The Board noted the SOA Exceptions report.
- d) The Board noted the Summary Dashboard.

7.        WEST LOTHIAN COLLEGE REGIONAL OUTCOME AGREEMENT 2015-17

The Board were provided with an overview of the West Lothian College Regional Outcome Agreement (ROA) 2015-17, by Mhairi Harrington, Principal of West Lothian College noting that as a key community partner the ROA aligned with and contributed to all of West Lothian Council's

Single Outcome Agreement (SOA) with the vision and aim to improve the employment position in West Lothian.

West Lothian College had set itself aspirational Vision, Mission and Regional Aims for 2015-17 to meet the Scottish Government's aim of creating a world class vocational education system. Through this the college aimed to deliver five high priority outcomes, all underpinned by needs based, economically informed and managed growth for West Lothian and included the following :-

- Improve life chances;
- Increase positive destinations to employment or higher level study;
- Contribute to West Lothian's economic success;
- Focused analysis of post-course evaluations; and
- Tackle inequalities.

It was noted that since 2011 the college had been committed to improving life chances by steadily committing its WSUM's 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 the main grant funding to supporting 16-19 year olds learners and 15% of the grant funding to supporting 20-24 year olds.

The presentation continued that the college had played a key role in improving school attainment and staying-on rates with a strong suite of part-time vocational pathway programmes available to S4-S6 school students in all eleven secondary schools throughout West Lothian. Work was also carried out with the three special schools to provide a range of opportunities for Senior Phase learners with additional needs.

The college was 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 nurtured a positive partnership and close working relationship with West Lothian Children & Families Steering Group in their 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 attending at West Lothian College.

It was noted that West Lothian College had engaged 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 were included within the final version. The College's Students Association had also been consulted on and had had the opportunity to input to the final version of the document. Early drafts of the document had also been shared with the Scottish Funding Council and the Scottish Government.

The presentation concluded with details of the work that would continue in 2015-16 including improving attainment on further and higher education full

time programmes to above national averages, increase articulation routes to university from new higher education programmes and improve positive destinations to employment from further education full time learners.

The Chair thanks Mhairi for the very informative presentation.

#### Decision

Noted the contents of the presentation and the accompanying report.

### 8. COMMUNITY JUSTICE REDESIGN

The Board were provided with an overview of the future model for Community Justice in Scotland, by Tim Ward, Senior Manager, West Lothian Council, noting that on 8 May 2015 the Scottish Government had introduced the Community Justice (Scotland) Bill that formally commenced the creation of a new model for Community Justice in Scotland.

This new model would result in legislative responsibility for the delivery of Community Justice moving from Community Justice Authorities (CJA's) to Community Planning Partnerships. This would also mean changes to local government 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 and would take full responsibility from 1 April 2017. Additionally Community Justice Authorities would be formally disestablished on 31 March 2017 and a new national body, Community Justice Scotland, would be established in the latter part of 2016-17.

The presentation continued to explain the process that had been followed locally in West Lothian in recent years noting that reducing reoffending had been given a higher level of national prominence and which linked into the priorities contained within the Single Outcome Agreement. It was however noted that there existed a number of duplications and given the new legislation being introduced it was proposed that a review of work undertaken across both community safety and reducing reoffending was required. Once the review had been completed a formal proposal would be brought forward to the Board for approval; this proposal would include and future changes concerning governance arrangements.

The presentation concluded that all Community Planning Partners would be required to engage in the delivery of Community Justice and a timetable of what would happen over the next two years was summarised for the Board members.

The Chair thanked Tim for the very informative presentation.

#### Decision

Noted the contents of the presentation and the accompanying report.

### 9. SCOTTISH FIRE AND RESCUE SERVICE STRATEGIC PLAN 2016-2019

The Board were provided with an overview on the development of the Scottish Fire & Rescue Service Strategic Plan 2016-19, a copy of which had been circulated by Gary Laing, Scottish Fire and Rescue Service.

The Board were advised that the Police and Fire Reform Act required that the Scottish Fire and Rescue Service (SFRS) had in place a three-year Strategic Plan. Therefore a Plan was required to be in place for April 2016 and would run until March 2019.

With ongoing reform of public services there was an increasing emphasis on working with partners to improve outcomes for local communities. The service on its own and whilst working in partnership with others, could undertake additional activities that were not traditionally viewed as the role of the Fire and Rescue Service and including firefighting at sea and reducing the occurrences of accidental harm

Therefore in developing the 2016-19 Strategic Plan and assessing the future operating context for the Service, the SFRS would take cognisance of the developing landscape of public sector reform. The timetable for developing the plan was also outlined in the presentation. In developing the Strategic Plan the principles around the emerging strategic direction of travel were also provided along with a number of key transformational projects that would need to be developed.

The presentation continued by providing details of the engagement that would be undertaken with stakeholders on the emerging strategic plan noting the contents of the four specific questions that were being asked during the course of the engagement.

The Chair thanked Tim for the very informative presentation.

### Decision

Noted the contents of the presentation and the accompanying report.

## 10. DRAFT CPP DEVELOPMENT PLAN

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager, West Lothian Council, seeking approval of the most up-to-date draft CPP Development Plan, a copy of which was attached to the report.

The Board were advised that 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 in order to identify potential improvement actions to address the issues related in the report. It was noted that the development session was very much a first start in developing actions and that the details around these would 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 area identified for improvement.

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. These being – *Governance, Data & Information and Scrutiny, Culture, Approach & Behaviours and Delivery Approaches*. The CPP Development Plan took on board the findings and recommendations from the CPP Audit Report and implementation of the plan was intended to allow the CPP to “raise its game further” in order to achieve its full potential.

The CPP Development Plan was considered to be a live document with the first draft having been discussed at the Community Planning Steering Group meeting on 20 April 2015 with further updates following comments from members. It was intended that following approval of the latest version, this would be discussed in further detail at the CPP Event planned for 12 June 2015. Feedback from the session on 12 June would then be incorporated into the final version for onward submission to the Scottish Government and Audit Scotland in August/September 2015.

It was recommended that the Board :-

- Approve the most up-to-date version of the draft CPP Development Plan;
- Note that a CPP Event would take place on 12 June 2015 in Linlithgow Burgh Halls;
- Note that the CPP Development Plan would be updated following the 12 June session as part of the ongoing process to continually develop the CPP; and
- Note that the Development Plan would be submitted to Scottish Ministers and Audit Scotland by September 2015.

#### Decision

To approve the terms of the report and agree that the final version of the Development Plan be forwarded to Scottish Ministers and Audit Scotland at the appropriate time.

### 11. RESOURCE ALIGNING GROUP UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Finance and Estates, West Lothian Council providing an update on progress with the Resource Aligning Group (RAG) noting that the RAG had previously agreed a number of areas for development which would support information sharing and alignment of resources across the CPP.

The areas for development had been summarised in a RAG Action Plan and were :-

- ❖ Joint Planning Information

- ❖ Scenario Planning Exercise
- ❖ Joint Working
- ❖ CPP Asset Plan

Following the Audit Scotland report on the West Lothian CPP a number of improvement actions had been identified as part of the CPP Development Plan and it was therefore proposed that responsibility for the development of the following improvement actions be delegated to the RAG :-

- Clarify and strengthen the understanding of each partners' role and contribution
- Improve resource allocation and resource efficiency
- Strengthen the relationship between the CPP Board and the RAG
- Further explore Third Sector Resource Allocation
- Develop local community planning arrangements
- Reduce inequalities

The Head of Finance and Estates further advised that the CPP Team were finalising arrangements for a CPP conference in the summer of 2015 and that that event would contribute towards the development and improvement plan actions that had been agreed with Audit Scotland. At the event there would be series of workshops including one for the RAG which would discuss existing RAG actions and the CPP Development Plan.

Following the workshop, quarterly RAG meetings were scheduled to ensure that the RAG was progressing their workplan. Following each RAG meeting an update report would be prepared for the CPP Board.

It was recommended that the Board note the contents of the report and agree that the RAG Action Plan was incorporated into the CPP Development Plan noting that the RAG would take forward its plan for further discussion at the RAG Workshop event taking place in the summer of 2015.

#### Decision

To approve the terms of the report.

#### 12. DEPARTMENT FOR WORK AND PENSIONS (DWP) CLAIMANT AND BENEFIT SANCTION ARRANGEMENTS

The Board agreed to defer this item of business until the next meeting.

#### 13. PLACEMAKING IN WHITBURN

The Board considered a report (copies of which had been circulated) by the Head of Area Services providing an update on the outcomes to date from the charrette exercise undertaken in Whitburn, as part of the placemaking exercise for the town.

The Head of Area Services recalled that funding had 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 the approach that looked at planned and potential investments for the town as a whole. The purpose of the charrette was to integrate the various elements of planned investment and activity into a single cohesive masterplan for the area.

Following a competitive tendering exercise, Austin-Smith:Lord (ASL) were appointed as the lead contractor to deliver the charrette and associated outputs following the exercise. The main part of the charrette took place in week commencing 30 March 2015 and included school presentations, walkabouts, workshops, a developer and landowner forum and a pin-up session. A series of stakeholder and resident engagement events were also undertaken including the use of social media so residents could keep track of progress in the long term.

As a result of the exercise the masterplan was being finalised by the contractor with the Steering Group due to meet again in late May to discuss feedback following the charrette.

Whilst much of the focus of the charrette was around the physical and economic regeneration of the town centre, there were a number of offshoots from the workshops regarding social and community regeneration. These issues would be progressed in the longer term through the planning process for a Regeneration Plan for Whitburn which would be developed in tandem with other areas identified within the council’s Regeneration Framework, approved by the Council Executive in February 2014.

The report concluded that following months of planning, the charrette exercise had been undertaken in Whitburn across March and April 2015 and this had raised a number of proposals and areas for further action with the masterplan being finalised in the coming weeks.

It was recommended that the Board note the progress to date and in particular :-

- That a charrette exercise was undertaken in March and April 2015;
- The outputs of discussion from the exercise were being considered by other services and partners;
- The masterplan for the town would be finalised over the coming weeks and the Regeneration Plan would be developed for the town which would provide a mechanism for further developing projects following the charrette.



Decision

To note the contents of the report

14. WEST LOTHIAN AUTISM STRATEGY 2015-2025

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the development of an Autism Strategy and Action Plan for West Lothian.

The report recalled that the Scottish Strategy for Autism had been published by the Scottish Government in 2011 and stated that autism was a national priority for progress to be made in delivering quality services across Scotland. The strategy noted ten indicators for best practice in the provision of effective Autism Spectrum Disorder (ASD) Services.

With regards to West Lothian the vision was that people of all ages on the autism spectrum were accepted, respected and valued by their local communities and by professionals and volunteers who worked with them.

A copy of the West Lothian Autism Strategy was attached to the report at Appendix 1, and it was noted that it had four outcomes which had been designed to meet the ten indicators of best practice. The four outcomes were as follows :-

- Effective implementation of the local strategy and action plan;
- Workforce development;
- Raising levels of awareness; and
- Improving co-ordination of services

The strategy had been developed by a short life working group made up of representatives from health, social policy and education services. A consultation exercise was also undertaken between 23 July 2014 and 17 October 2014 but this did not attract and additional comments on the proposed strategy.

In conclusion it was vital that progress was made in delivering quality services for people with ASD and that the development of a local strategy and action plan would enable West Lothian to achieve positive outcomes for people with ASD and their carers.

The Board were asked to support the West Lothian Autism Strategy and action plan and note that an annual report on progress would be submitted to the Community Planning Steering Group in June each year.

Decision

To note the contents of the report.

