

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian COUNCIL held within COUNCIL CHAMBERS, WEST Lothian CIVIC CENTRE, on 16 NOVEMBER 2015.

Present –

Councillors Cathy Muldoon (Chair)
Councillor John McGinty
Councillor Harry Cartmill
Councillor Tom Conn
Graham Hope, Chief Executive
Angus McInnes
Mhairi Harrington
Gary Laing
Donald Lumsden
Des Martin
Mike Neilson
Dr Alison McCallum
William Boyle

West Lothian Council
West Lothian Council
West Lothian Council
West Lothian Council
West Lothian Council
Police Scotland
West Lothian College
Scottish Fire & Rescue
Skills Development Scotland
Oatridge College
Scottish Government
NHS Lothian
WL Voluntary Sector Gateway

In Attendance –

Lorraine Gillies
Graeme Struthers
Jim Forrest
David Maule
Tim Ward
Elizabeth Butters
Steve Field
Craig McCorrison
Scott McKillop
Susan Gordon
Margaret Clarke

West Lothian Council
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West Lothian Council
West Lothian Council
West Lothian Council
West Lothian Council
WL Voluntary Sector Gateway

Apologies –

Councillor Tony Boyle
Linda Scott
Julie McDowell

West Lothian Council
WL Chamber of Commerce
NHS Lothian

Absent –

Councillor Peter Johnston

West Lothian Council

1. DECLARATIONS OF INTEREST

Councillor Willie Boyle wished the Board to note that he was attending the meeting in his capacity as the Chair of the Voluntary Sector Gateway and not as an elected member.

2. MINUTE

The Board confirmed the Minute of its meeting held on 17 August 2015. The Minute was thereafter signed by the Chair.

3. MINUTE OF MEETING OF THE COMMUNITY PLANNING STEERING GROUP HELD ON 2 NOVEMBER 2015

The Board noted the Minute of the Community Planning Steering Group held on 2 November 2015.

4. MINUTES OF THEMATIC FORUMS -

- a) The Board noted the Minute of the Community Safety Board meeting held on 22 June 2015; and
- b) The Board noted the Minute of the Economic Partnership Forum held on 17 June 2015

5. SOA PERFORMANCE REPORTING -

- a) The Board noted the high level indicators report;
- b) The Board noted the SOA Community Safety Report;
- c) The Board noted the SOA Exceptions Report; and
- d) The Board the Summary Dashboard.

6. CONTEST PRESENTATION BY INSPECTION ANGUS MACINNES, POLICE SCOTLAND

The Board were provided with an overview of CONTEST which was a UK Government strategy for counter terrorism and how it linked into the partner's activity in West Lothian.

The Board were advised that the UK was currently at a threat level of Severe which meant that an attack was highly likely. The threat stemmed from a number of sources including Al Qaeda, Islamic State, Northern Ireland related terrorism, animal rights and the far left/far right wing.

The CONTEST strategy had been in place since 2003 with the aim to reduce the risk from terrorism so that people could go about their lives freely and with confidence. CONTEST had been reviewed and revised in 2011 to reflect the changing terrorist threat and to also incorporate new Government policies following a change of Government in 2010.

The purpose of the strategy was to prevent and stop people from becoming or supporting terrorists including challenging ideologies, supporting vulnerable institutions and protect vulnerable individuals.

A local CONTEST Implementation Plan had been devised by Police Scotland and would support delivery of the Strategic Plan and would be amended to suit local need. Additionally Police Scotland had set up a Lothian & Borders Multi Agency CONTEST Group which would include

senior points of contact and partner governance structures.

There then followed a questions and answer session noting that the Board's role in the implementation of the local Strategic Plan was building and maintaining resilience within West Lothian communities and was to include working closely with Registered Social Landlords.

The Board were also advised by the council's appointed member to the strategic group, the council's Depute Chief Executive Graeme Struthers that a Community Safety Strategy was being developed for West Lothian and would be presented to the Board in due course.

The Chair thanked Angus for the very informative presentation.

Decision

- 1) To note the contents of the presentation;
- 2) To note that the key to success was building and maintaining resilience in West Lothian communities and that this was to include Registered Social Landlords; and
- 3) To note that a Community Safety Strategy was being developed for West Lothian and would be presented to the Board in due course.

7. WEST LOTHIAN ALCOHOL AND DRUGS PARTNERSHIP ANNUAL REPORT 2014-15

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing a copy of the Alcohol and Drug Partnership (ADP) Annual Report 2014-15, a copy of which was attached to the report.

The Board were advised that the West Lothian Alcohol and Drug Partnership was a multi-agency strategic partnership, taking responsibility for addressing substance misuse problems and co-ordinating local action and priorities on alcohol and drug use.

A new delivery plan for 2015-18 was submitted to the Scottish Government in June 2015 and subsequent annual reports would provide updates in accordance with this plan.

A key aspect of this year's Annual Report was a self-assessment of local performance against national and local outcomes and included the following :-

- Sustained performance against the HEAT A11 Waiting Times Standard
- Increased coverage of take home naloxone to 25%
- Compliance with HEAT H4 Alcohol Brief Intervention Standard

- Increase in data compliance across national databases
- Implement the Quality Principles as outlined in “Quality Principles : Standard Expectations of Care and Support in Drug and Alcohol Services”.
- Respond to the needs of prisoners affected by drugs and alcohol;
- Improve identification and prevention activities around new psychoactive substances (NPS)
- Increase reach and coverage of the take home naloxone programme.

A summary of implications for the Single Outcome Agreement were summarised in the report.

Partners within the ADP had been consulted and involved with the production of the report and the development of the Joint Delivery Plan 2015-2018.

It was recommended that the Board note the contents of the Annual Report

Decision

To note the contents of the report.

8. WEST LOTHIAN ALCOHOL AND DRUGS PARTNERSHIP WORKFORCE DEVELOPMENT

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the ADP Workforce Development project that had been conducted in partnership with Scottish Training on Drugs and Alcohol (STRADA).

The Board were advised that the Joint Scottish Government and COSLA statement “Supporting the development of Scotland’s Alcohol and Drug Workforce” set the aim of identifying a range of actions that were required to ensure that Scotland had a confident, competent drug and alcohol workforce which had a shared value base that was focused on improving the outcomes for individuals, families and communities.

In May 2014 this work was endorsed by the Community Planning Partnership Board and included an additional strand of activity under the Public Sector Collaborative Learning leadership programme.

West Lothian ADP had completed stage one and two of the workforce development plan and a summary of each of these stages was provided for in the report.

The Head of Social Policy continued to explain that WLADP had

commenced stage three in January 2015 with a planned completion for August 2015. However STRADA had experienced a change in funding and had therefore not been in a position to continue with the work which had resulted in a significant delay.

STRADA had since devised a more streamlined and solution focused approach to completion of the work and which would hopefully recoup some of the time lost during the delay period. Appendix 3 attached to report also provided further details of how stage three would be taken forward.

A summary of implications for the Single Outcome Agreement was summarised in the report.

Partners within the ADP had been consulted, had noted the progress to date and had approved the new streamlined model for forwarding onto the CPP Board.

It was recommended that the Board :-

1. Note the progress of the WLADP workforce development group and acknowledge the delay to the project's completion;
2. Approve the new streamlined model as outlined in Appendix 2 attached to the report; and
3. Nominate key strategic people from those partner organisations represented on the Board to participate in the ADP Workforce Development working group due to commence in January 2016.

Decision

1. To approve the recommendations of the report; and
2. Agreed that partner organisations provide Elizabeth Butters with details of a suitable representative who could participate in the ADP Workforce Development Working Group.

9. WHITBURN CHARRETTE

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

The Head of Area Services explained that the Scottish Government and the council had provided funding to undertake a charrette which was an intensive planning and community engagement exercise in Whitburn. 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. The charrette

exercise then took place in April 2015 and consisted of a number of workshops which were attended by over 140 different people.

A masterplan, a copy of which was attached to the report, had since been produced and this was now out for consultation with partners and community groups with the deadline for responses being Sunday 15 November 2015. Any responses would be taken into consideration before the masterplan was finalised and presented to the council's Development and Transport Policy Development Scrutiny Panel on 14 December 2015.

Moving forward the extensive work that had been involved in developing the masterplan would provide a sound basis for developing a Regeneration Plan for the town which would be a more "live" plan that would be community-led.

A summary of implications for the Single Outcome Agreement was detailed in the report.

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

1. That a charrette exercise had been undertaken in April 2015;
2. That outputs of discussions from the exercise were being considered by other services and partners; and
3. 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 terms of the report.

10. COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager advising of the key messages of the Community Empowerment (Scotland) Act 2015 and its implications for the Community Planning Partnership (CPP).

The Community Empowerment Bill was passed by the Scottish Parliament on 17 June and received Royal Assent in July 2015. The Act provided a legal framework to promote and encourage community empowerment and participation by creating new rights for community bodies and placing new duties on public authorities. The measures in the Act strengthened community planning to ensure that local service providers worked together even more closely with communities to meet the demand of the people who used them.

The Act would therefore put Community Planning on a statutory basis and would place specific duties on CPP's around improving local priority

outcomes and acting with a view to tackling inequalities. CPP's must prepare and publish a local outcomes improvement plan (LOIP) as well as locality plans for the areas where communities experienced the poorest outcomes.

Tackling Inequalities was already the key theme of the CPP and partners were working together to achieve this. The local outcomes improvement plan was the equivalent of the ten-year Single Outcome Agreement that the CPP already had in place, which was formed by a robust assessment of local need and community consultation.

There were some areas that would require further development in order to fully take forward the new Community Planning processes and these were summarised in the report.

The Scottish Government was about to begin consultation on the guidance that would accompany the Act. There was more work to be done on guidance on localities and an attempt would be made to keep regulations as light as possible allowing scope for local variation. It was likely that different parts of the Act would come into force at different times and it was anticipated that the Community Planning elements would come into effect by the Summer of 2016.

Four short-life work streams were being set-up to take forward the four themes of the West Lothian CPP Development Plan; Governance; Resources, Data & Information; Culture, Approach & Behaviour; and Delivery Approaches. These work streams would meet for around six months from November 2015 and would pick up the areas for development relating to the Act as outlined in the report and in Appendix 1.

A summary of implications for the Single Outcome Agreement were summarised in the report.

The key messages of the Act had previously been presented to partners at the Celebrating Community Planning conference and the CPP Board meeting in August 2015. Partners would also be involved in the four work streams.

It was recommended that the Board note the contents of the report and its appendix.

Decision

To note the contents of the report.

11. GIRFEC UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on multi agency progress toward implementation of the Getting it Right for Every Child (GIRFEC) aspects of the Children and Young People (Scotland) Act 2014, specifically the Named Person service and role, the single Child's Plan

and the Use of Wellbeing indicators.

The Children and Young People (Scotland) Act 2014 embedded the Getting it Right for Every Child approach into the legislation. The main GIRFEC elements of the Act would come into force in August 2016.

To support readiness for full implementation in August 2016, a local project management group was meeting regularly, having discussions with the third sector and sharing practice experience across the Lothians. There was also ongoing collaboration involving the Scottish Government and local authority GIRFEC lead officers to support the agenda of change.

The report then provided an overview of the Named Person Role, Wellbeing and Child's Plan noting that for the effective operation of both the Named Person service and the Child's Plan, processes would be best supported by seamless electronic transfer of agreed child wellbeing concern information between agencies.

A summary of implications for the Single Outcome Agreement were summarised in the report.

In terms of consultation West Lothian's multi agency partners had been working on the implementation of GIRFEC for some years and the wellbeing indicators were well embedded into practice. The project management group also included representatives from NHS Lothian, education and social policy services.

It was recommended that the Board note progress on implementing the new legal duties imposed by the Children and Young People (Scotland) Act 2014.

Decision

To note the contents of the report.

12. RESOURCE ALIGNING GROUP UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Finance and Estates providing an update on the Resource Aligning Group (RAG).

The Board were advised that the West Lothian Community Planning Partnership Resource Aligning Group was the lead group established to progress resource mapping across the partnership as outlined in the partnership development plan. The RAG would consider how the West Lothian CPP could work together to identify the totality of resources deployed across the partnership to ensure delivery of each of the Single Outcome Agreements and to develop an agreed framework to improve the partnership's capacity to target and align resources for better impact.

The RAG had previously agreed a number of areas for development which would support information sharing and alignment across the CPP. These areas had been agreed prior to the findings of the Audit Scotland

report on the West Lothian CPP. It had now been agreed by the Board that the areas for development previously agreed by the RAG would be integrated with those actions attributed to the RAG in the CPP Development Plan.

The RAG action plan was split into four sections; these being Governance, Aligning Resources & Resource Efficiency, Asset Management Planning and Scenario Planning.

A RAG questionnaire had been completed by partners to ascertain services provided by their organisation and included information on geographical spread, funding sources and the number of years the funding confirmed for, revenue and capital budgets, people resources and budget links to the SOA.

RAG officers from the council would, by the end of December 2015, visit partner members of the RAG to reinforce the purpose and importance of the RAG activities and to gather information on partners' budgets and resources. Monthly highlight reports on progress would be provided to RAG members and regular meetings of the group would be held.

Details of the RAG action plan were attached to the report at Appendix 1.

A summary of implications for the Single Outcome Agreement was summarised in the report.

It was recommended that the Board note the report and agree that the RAG progresses with the activities set out in the RAG Action Plan.

Decision

- 1) To approve the terms of the report; and
- 2) Agreed that the themes contained within the Anti-poverty strategy would be taken into consideration as part of the RAG Section on "Aligning Resources and Resource Efficiency".

13. VOLUNTARY SECTOR GATEWAY WEST LOTHIAN UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Executive providing an update on the circumstances in relation to the West Lothian third sector interface and the Community Planning Partnership.

The Chief Executive advised that the role of the third sector interface (TSI) was to provide an effective single point of access for support and advice for the third sector within a local area. It was expected that the TSI would provide a strong and cohesive conduit between the third sector and the local authority and Community Planning Partners and that it would be well managed, governed and effective.

The TSI operating in West Lothian was the Voluntary Sector Gateway West Lothian (VSGWL) and they were a member of the Community

Planning Partnership Board. They received grant funding from the Scottish Government Third Sector Unit and from West Lothian Council.

A number of concerns had come to the attention of senior council officers in relation to the operation of the VSGWL and these had been raised with their Board. To date these issues remained outstanding. The Scottish Government Third Sector Unit was aware of these circumstances and following a discussion with senior officers of the council had commissioned a report to consider the operation of the TSI for West Lothian.

The Scottish Government then advised that the report and the response from the Board of the VSGWL were under consideration and that the next steps would be determined soon. However at the meeting of Council Executive held on 15 September 2015 a motion was approved which instructed the Depute Chief Executive to write to Scottish Government formally seeking release of the review.

The Scottish Government's response, dated 21 October 2015 stated that the council's request was being treated as a Freedom of Information request and that they would be refusing that request citing a number of reasons including it could prejudice the conduct of personal affairs, prejudice substantially the administration of justice, prejudice the exercise by a public authority of its function and contravene the Data Protection Act in relation to the disclosure of personal information.

The council was entitled to ask the Scottish Government to carry out an internal review of its response. This had to be made within 40 working days of the receipt of the Scottish Government's letter and this then had to be dealt with by the Scottish Government within 20 days of receipt of any review request. Given the ongoing impact on the third sector, the Community Planning Partnership and West Lothian communities of the current impasse, the council's Depute Chief Executive had written to the Scottish Government requesting that an internal review be undertaken.

The Chief Executive then advised that Board that the council had heard back from the Scottish Government following the request for an internal review and that this had been refused and therefore the only other option available to the council was to approach the Information Commissioner.

It was recommended that the Board note the current situation regarding the Voluntary Sector Gateway.

Decision

To note the contents of the report

14. COMMUNITY JUSTICE REDESIGN IMPLEMENTATION PROCESS

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the proposed model and implementation process that would be followed by West Lothian for the Scottish Government Community Justice Redesign, with further details

contained in Appendix 1 attached to the report.

The Head of Social Policy advised that West Lothian was now in the early stages of planning the details of the transition towards the new arrangements noting that there was a major challenge in ensuring that all relevant local bodies were kept informed and could have their reviews represented in the final agreement.

A number of actions had been taken to date and included the following :-

- The setting up of the West Lothian Reducing Reoffending Committee structure in early 2013;
- Discussions in various forums about the future shape of governance for Community Justice Redesign; and
- The first meeting of the Community Justice and Community Safety Implementation Group

Consultation to date had included the full range of justice and planning partners including direct contact with the staff delivering services. Consideration was also being given on how best to raise public awareness of the changes ahead.

A summary of implications for the Single Outcome Agreement were summarised in the report.

It was recommended that the Board agree the following :-

1. That the draft Transition Plan be circulated electronically for consultation by the beginning of December 2015;
2. That any comments arising from the consultation were considered by the Community Justice and Community Safety Implementation Group and where relevant were incorporated into the final draft of the Transition Plan;
3. That the Transition Plan and an accompanying report be presented to the meeting of the Social Policy Policy Development and Scrutiny Panel on 14 January 2016 for ratification; and
4. That the final version of the report be signed off by the Leader of the Council in his role as Chair of the Community Safety Board and by the Chair of the Community Planning Partnership Board.

Decision

To approve the terms of the report

15. ANTI-POVERTY STRATEGY UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Area Services providing an update on the work undertaken by

the Welfare Reform and Anti-Poverty Development Group between April 2014 and March 2015.

The Welfare Reform and Anti-Poverty Development Group had developed an annual plan each year since the development of the Better Off : West Lothian Anti-Poverty Strategy in 2012. The action plan was thematically comprised of 15 outcomes relating to seven priorities to tackle poverty. Key achievements over the period were summarised in the report and included Income Maximisation, Employability, Preventing Homelessness, Raising Awareness of poverty related issues and the provision of Additional Support.

A summary of implications for the Single Outcome Agreement were detailed in the report.

It was recommended that the Board note the contents of the report and note the work of Anti-Poverty Strategy and Welfare Reform Development Group in 2014-15.

Decision

To note the terms of the report

16. COMMUNITY ENGAGEMENT PLAN UPDATE

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager providing an update on activity related to the Community Engagement Plan.

The report recalled that West Lothian's Community Engagement Plan was developed to support the Single Outcome Agreement and CPP's had a responsibility to ensure that SOA's were delivered with a high level of community engagement.

At a local level, West Lothian Community Planning Partnership was fully committed to the principles and practice of community engagement and recognised that there needed to be a better understanding of communities to be able to provide genuine opportunities to involve them in meaningful ways.

The Community Engagement Practitioners Network (CEPN) was set up in 2013 to help take forward activity related to the Community Engagement Plan. This multi-agency group of practitioners met on a quarterly basis and was responsible for progressing the practical actions that would help achieve the outcomes in the Community Engagement Plan.

The report also provided a narrative on the Engaging Community Toolkit and the Engaging Communities Training Programme

The Community Planning Development Manager continued to explain that as part of the Scottish Government's programme to support Participatory Budgeting in Scotland, West Lothian CPP had been successful in securing a 4 day package of support to help develop participatory

budgeting in West Lothian.

It was also noted that following on from the recent review of the SOA the Community Engagement Plan would undergo a review to ensure that it reflected recent policy developments around community engagement both nationally and locally.

A summary of implications for the Single Outcome Agreement were included in the report.

It was recommended that the Board note the content of the report.

Decision

To note the terms of the report.

17. DATES OF NEXT MEETINGS

The Board noted the dates of future meetings of the Community Planning Partnership Board. These being :-

- 15 February 2015
- 9 May 2015
- 22 August 2015 (provisional date)
- 21 November 2015 (provisional date)