



West Lothian  
Council

## ***Community Planning Partnership Board***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

4 May 2016

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 9 May 2016 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 15 February 2016 (herewith).
5. Note Minute of Meeting of the Community Planning Steering Group held on 25 April 2016 (herewith)
6. Minutes of Thematic Forums -
  - (a) Community Safety Board, 7 December 2015 (herewith)
  - (b) Economic Partnership Forum, 4 March 2016 (herewith)
  - (c) Climate Change Working group, 18 April 2016 (herewith)

7. SOA Performance Reporting -
  - (a) SOA Exceptions Report (herewith)
  - (b) Environment Thematic Report (herewith)
8. West Lothian College Regional Outcome Agreement 2016-17 - Presentation by Mhairi Harrington, Principal, West Lothian College (herewith)
9. SFRS Services Planning - Presentation by Gary Laing, Local Senior Officer, SFRS (herewith)
10. West Lothian Play Strategy - Report by Head of Social Policy (herewith)
11. Resource Aligning Group Update - Report by Head of Finance and Property Services (herewith)
12. Mitigating the Effects of In Work Poverty - Report by Head of Finance and Property Services (herewith)
13. SOA Indicators Review - Report by Community Planning Development Officer (herewith)
14. Proposal to Adopt the Single Outcome Agreement as the CPP's Local Outcomes Improvement Plan - Report by Community Planning Development Officer (herewith)
15. Community Empowerment (Scotland) Act 2015 : Consultation on the Draft Community Planning Guidance and Regulation - Report by Community Planning Development Officer (herewith)

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NOTE      **For further information please contact Val Johnston, Tel No.01506 281604 or email [val.johnston@westlothian.gov.uk](mailto: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 15 FEBRUARY 2016.

Present –

Councillor Cathy Muldoon (Chair)	West Lothian Council
Councillor John McGinty	West Lothian Council
Councillor Tony Boyle	West Lothian Council
Councillor Tom Conn	West Lothian Council
Councillor David Tait	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
Eddie Ritchie	Scottish Fire & Rescue
Sandy Milne	Voluntary Sector Gateway WL
Gill Imery	Police Scotland
Alison McCallum	NHS Lothian
Lindsay Seywright	West Lothian College
Grant McDougall	Skills Development Scotland

In Attendance –

Lorraine Gillies	West Lothian Council
Graeme Struthers	West Lothian Council
Jim Forrest	West Lothian Council
Steve Field	West Lothian Council
Alistair Shaw	West Lothian Council
Joanna Anderson	West Lothian Council

Apologies -

Mhairi Harrington	West Lothian College
Douglas Westwater	Voluntary Sector Gateway WL
Julie McDowell	NHS Lothian
Martin Riach	Scottish Fire & Rescue
Gary Laing	Scottish Fire & Rescue

1. DECLARATIONS OF INTEREST

Agenda Item 13 (Community Justice Transition Plan) – Councillor Tony Boyle declared a non-financial interest in that he was a council appointed member of the Criminal Justice Authority.

2. MINUTE

The Board confirmed the Minute of its meeting held on 16 November 2015. The Minute was thereafter signed by the Chair.

3. MINUTE OF MEETING OF THE COMMUNITY PLANNING STEERING GROUP HELD ON 1 FEBRUARY 2016

The Board noted the Minute of the Community Planning Steering Group held on 1 February 2016.

4. MINUTES OF THEMATIC FORUMS -

- a) The Board noted the Minute of the Community Safety Board held on 21 September 2015;
- b) The Board noted the Minute of the West Lothian Economic Forum meetings, held on 9 September and 2 December 2015; and
- c) The Board noted the Minute of the Climate Change and Sustainability Working Group held on 21 January 2016.

5. SOA PERFORMANCE REPORTING -

- a) The Board noted the High Level Indicators report;
- b) The Board noted the Health and Wellbeing Thematic Report;
- c) The Board noted the SOA Exceptions Report; and
- d) The Board noted the Summary Dashboard.

6. OPERATION WHITECROSS - PRESENTATION BY CHIEF SUPERINTENDENT, GILLIAN IMERY, POLICE SCOTLAND

The Board were provided with an overview of Operation Whitecross by Chief Superintendent Gill Imery who explained that the current Operational Policing Model which had been implemented across J Division on 4 March 2015 had been subject of a six month review in September 2015. The introduction of the model had led to a re-distribution of the resources across Response and Community roles.

The Chief Superintendent explained that the review team led by Inspector O'Connor had initially carried out an internal review in the form of staff surveys and workshops and then externally by engaging with partners in each of the local authority areas including the holding of workshops involving elected members and representatives of the community.

The review found that there was a need for change to the current policing model to meet demand and objectives. Therefore on 23 November 2015 the Divisional Commander instructed that an implementation team (Operation Whitecross) consider the recommendations of the review and decide which of those were suitable for implementation in a New Policing Model for J Division.

Based on the findings of the review and the engagement process there was a desire to rebalance the ratio of Response and Community Officers. This provided an opportunity to ensure that Response Officers dealt with incidents arising daily and reduced the abstraction of Community Officers from their core role, allowing them to support an increased focus on public engagement and the prevention of crime and anti-social behaviour.



Additionally Response Hubs would be increased from two to four, allowing for a greater distribution of officers across the county thus affording a greater presence in the community and more efficient call attendance.

The presentation continued by noting that it was recognised that the existing and previous model had presented challenges in meeting call demand and facilitating such community focussed activities but it was hoped that the proposed model would allow for more consistent police participation in local forums, such as Community Council meetings, and a renewed drive to have Community Officers focus on creating sustainable solutions to local issues.

The presentation continued by providing details of similar models that had been successfully operating in both East and Mid Lothian noting that for West Lothian the new model would allow for the creation of two distinct Community Action Teams, one in the east and the other in west and which would create significant opportunities for police officers and the WLC Neighbourhood Response teams to work even more closely together.

Finally the presentation explained that the three School Link Officers operating in West Lothian would be increased to six in recognition of the excellent work carried out in prevention and diversionary tactics.

The presentation concluded by advising that as part of the continued engagement and review process a letter would be sent out to all elected members seeking opinions on the effectiveness of the change. This would be then followed up after a period of 10 months with a similar letter and this would allow Police Scotland to assess the viability of the new policing model over a period of time.

#### Decision

1. To note the contents of the presentation; and
2. Welcomed the opportunity to participate in the review of the new policing model that was being introduced across West Lothian.

#### 7. FAULDHOUSE CHARETTE

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager advising of the successful application to the Scottish Government's Charrette Mainstreaming Programme 2015-16 to carry out a charrette in Fauldhouse.

The Board were advised that an application had been submitted to the Scottish Government's Charrette Mainstreaming Programme 2015-16 for funding to deliver a charrette in Fauldhouse. The Scottish Government had recently advised that the application had been successful.

The first town centre charrette had been carried out in Whitburn in March

2015 and by delivering a charrette in Fauldhouse the Community Planning Partnership would have an opportunity to test the knowledge and experience gained in Whitburn.

The charrette exercise for Fauldhouse would take place in Spring 2016 and from this a masterplan would be produced for Fauldhouse.

Whilst physical regeneration would be one focus of the charrette there would also be an opportunity to focus on a number of other key issues which had been identified. These included below average health outcomes for Fauldhouse residents, poor levels of satisfaction with Fauldhouse as a place to live and improving the village's economic position.

Community Planning partners would be involved to ensure that the emerging designs and other outputs from the process aligned to the agreed wider priorities of partners.

Key timescales for the project were detailed in the report.

Consultation had already taken place with Planning and Economic Development, Finance and Estates and the Fauldhouse Community Development Trust. Further consultation would also take place with the community and partners throughout the project.

It was recommended that the Board note :-

1. That a successful application had been made to the Scottish Government allowing a second charrette to be carried out in West Lothian;
2. The timescales for delivery of the project; and
3. That progress would be forwarded to Fauldhouse and the Breich Valley Local Area Committee and the Community Planning Partnership Board.

### Decision

To note the contents of the report.

## 8. VOLUNTARY SECTOR GATEWAY WEST LOTHIAN - UPDATE

The Board considered a report (copies of which had been circulated) by the Chair of the Voluntary Sector Gateway providing an update on circumstances in relation to the West Lothian Third Sector Interface (TSI) with the Community Planning Partnership (CPP) which was provided by the Voluntary Sector Gateway West Lothian.

The role of the TSI was to provide an effective single point 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 the Community Planning

Partnership and was well managed, governed and effective.

The TSI operating in West Lothian was the Voluntary Sector Gateway West Lothian and who were a member of the CPP. The Voluntary Sector Gateway received funding from the Scottish Government Third Sector Unit, West Lothian Council and from external funders.

Concerns had been raised by senior officers of the council in relation to the operation of the Voluntary Sector Gateway and an update report on that matter was presented to the CPP Board at its meeting on 16 November 2015.

On the 14 December 2015 the Voluntary Sector Gateway held an AGM which was well attended by representatives of the third sector, members and community planning partners. During that meeting a number of concerns were raised including a review which had been carried out by the Scottish Government. Particular concerns were also raised with regards to the annual accounts for 2014-15 and the current financial position and the accounts were not accepted or approved by the membership.

During the election process for the board all of the present Board of Directors stood down. Therefore under the stewardship of an independent solicitor the membership elected four members to act as a new Board of Directors for the Voluntary Sector Gateway West Lothian. Within days of this action a further three members were co-opted onto the Board.

Since this time a number of actions had taken place and these were summarised in the report and included a review of all policies and procedures, engagement with West Lothian Council internal audit to undertake a detailed 4 year financial audit of the organisation and significantly amended and signed off the accounts.

The next steps to be taken by the organisation were as follows :-

- Member and sector open meeting on 10 February 2016;
- Secure funding from Scottish Government for an external change manager;
- Recruit CEO;
- Research and write strategic action plan for 2016-17; and
- Secure funding arrangements for the next 12 months.

The report concluded that there was now a new interim board for the third sector interface in West Lothian and that the Scottish Government and the council were working with the new board to support development of a new fit for purpose organisation which fulfilled its funded objectives.

It was recommended that the Board :-

1. Note the significant changes made to the Voluntary Sector

Gateway West Lothian;

2. Note the progress made by in the interim board; and
3. Consider how their organisation could support the continued development of the third sector interface.

#### Decision

To note the contents of the report

### 9. DRAFT CPP WORKPLAN 2016

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager providing a copy of the CPP Workplan, a copy of which was attached to the report.

The workplan had been developed in order to prioritise and schedule discussion at Community Planning Steering Group and Community Planning Board meetings in 2016.

Having a workplan in place would provide partners with an opportunity to suggest agenda items and allow the CPP to plan ahead to ensure all relevant items were discussed. The draft workplan incorporated upcoming strategies, plans, consultations and items for discussion at each of the CPP Steering Group and Board meetings scheduled for 2016.

Partners were invited to contribute agenda items to the CPP workplan and Board members were encouraged to provide appropriate additional items for inclusion.

It was recommended that Board Members consider any additional agenda items to be included in the workplan by 26 February 2016.

#### Decision

1. To note the contents of the draft workplan; and
2. To note the deadline of 26 February 2016 for the inclusion of any additional items for inclusion on the workplan.

### 10. EARLY YEARS AND EARLY INTERVENTION CHANGE FUND

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the activities and progress within the Early Years and Early Intervention Change Fund and the 2014-15 annual return to Scottish Government.

The Board were advised that the Early Years and Early Intervention Change Fund supported a portfolio of projects which had a key focus on the following :-

- Early Intervention
- Evidence based working
- Preventative approaches
- Tackling social inequalities; and
- Effective management of change

Attached to the report was a copy of the annual return for 2014-15 that had been made to the Scottish Government providing progress and spend information on ongoing activities funded by the Change Fund as well as the broader activity in the Community Planning partnership.

The report also provided a summary of the implications for the relevant Single Outcome performance measures.

The Board were asked to note the 2014-15 return to the Early Years task Force.

#### Decision

To note the contents of the report

### 11. COMMUNITY JUSTICE TRANSITION PLAN

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the Community Justice Redesign Transition Plan noting the continuing consultation and reporting to a range of committees and boards which had resulted in the preparation and submission of the formal Transition Report to the Scottish Government, a copy of which was attached to the report.

The Transition Plan had to be submitted to the Scottish Government by 31 January 2016. The final version of the report was 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.

The Transition Report was primarily intended to outline the steps that had already been taken and would be taken in the next few months to implement the redesign in West Lothian. It focussed strongly on governance rather than on the achievement of specified outcomes; these would be addressed during the transitional year through the production of separate and more detailed plans, which would be submitted to the Scottish Government.

Consultation to date had involved the full range of justice and planning partners, carried out both directly with staff delivering services and in a range of cross-organisational groups. The Community Justice Redesign Implementation Group was also considering ways of both increasing public awareness of the organisational changes and encourage

community participation in the hope that community representatives would be able to attend a formal launch event being considered for June 2016.

The Board was asked to note the content of the Transition Plan

Decision

To note the contents of the report.

## **Minute**

**Present:** Graeme Struthers (Chair), Tim Ward, Gary Laing, Dave Greaves, Craig McCorriston, Alison McCallum, Bryan Rodgers, Joanna Anderson, Susan Gordon, Michael Davis, Mhairi Harrington, Siobhan Mullen, Jo MacPherson, Jennyfer McNiven, David Maule

**Apologies:** Graham Hope, James Cameron, Carol Bebbington, Donald Forrest, Jane Kellock, Alistair Shaw

### **1. Welcome and Apologies**

### **2. Minute of Previous Meeting**

The minute was agreed.

### **3. Matters Arising**

- The Development Plan work streams activity has been put on hold as the Community Planning team has made the transition to Planning, Economic Development and Regeneration; however there is a commitment for these to progress again soon. A meeting with the work stream chairs and Craig McCorriston is to be arranged.
- A piece of work has been carried out to get a clearer picture of the various localities defined across West Lothian and has informed discussion at the Delivery Approaches work stream. This is an ongoing process; however it was agreed that this would be shared with the Steering Group.
- Alison McCallum and Dave Greaves have discussed how to improve links between employability and health and social care. Alison is to provide names of Health representatives to be invited to join the Working Together Employability Group. The Developing Young Workforce group has identified mental health as an issue and Health and Social Policy colleagues are to attend the next meeting to discuss support available, gaps in provision and potential funding. A verbal update on this activity is to be provided at the August Steering Group.
- Bryan Rodgers advised that positive internal feedback has been received on Operation Whitecross and that Police Scotland would welcome feedback from partners and the community on the focus on community policing. It was suggested that Elected Members are engaged on this in the next cycle of LACs.

### **4. SOA Performance Reports**

#### **a. Environment Thematic Report**

- Of the 20 Environment PIs, 15 are currently Green, 1 is Amber and 4 are Red and there is generally a positive picture. In terms of the Exceptions, improvements are being made against some of these; however not at the rate anticipated. The work of the Climate Change Working Group and Climate Change Strategy will focus attention on these areas.

- For SOA1308\_03 (% household waste recycled), performance has slightly increased but the indicator is below target. Performance has decreased for SOA1308\_05 (% material prepared for reuse) and this is due to a reduction in the material being delivered to recycling centres. A number of actions are in place to address this, for example 'skinny bins'. It was noted that there should be more detail on actions and impact included within the next Environment Thematic Report. It was noted that as 'skinny bins' are more transportable, this may lead to an increase in wheelie bin fires. This will be monitored.
- It was noted that there is a lag in much of the data where this is collected and prepared nationally.
- SOA1308\_08 (% reduction in emissions from the council's activities and services): Despite seeing reduction in consumption of gas and electricity, the council's emissions have increased. This is due to the conversion rate applied on how energy and heat is generated. There was an increase in 'dirtier' fuel types (e.g. from Longannet power station).
- It was noted that current performance of Environment indicators is in line with the longer term Climate Change Strategy targets.
- There was some discussion around whether we need to better capture air quality management. Craig McCorriston agreed to discuss this with Environmental Health colleagues.

**b. Exceptions Report**

- Police Scotland is currently carrying out a review of performance. SCOMIS is not currently operational and so there is no up to date information available. 2015/16 end of year data is expected by June 2016, when Covalent will be updated.
- It was noted that it would be useful to have sight of data relating to use of e-cigarettes when this becomes available.
- The Steering Group requested further information on how many West Lothian Leisure concessionary card holders there are.

**5. SOA Indicators Review**

The Steering Group has agreed to regularly review the SOA outcome indicators to ensure the right performance measures are in place. The indicators have recently been reviewed and the Steering Group were presented with a number of proposed changes. The following decisions were made:

- It was agreed that the target for voter turnout for both the UK and Scottish Parliamentary elections should be changed to 72%.
- It was agreed that the Eco-Schools indicator should be removed, as long as there is confidence that eco practices in schools are being captured elsewhere.
- It was agreed that the proposed new indicator, 'Percentage WLC housing stock compliant with Energy Efficiency Standard for Social Housing', should replace the NHER and HEEPs indicators until there is a better understanding of the new HEEPS system and a new indicator is developed that will capture energy efficiency of all tenures. It was



also agreed that the indicator, 'Percentage WLC housing stock meeting the Scottish Housing Quality Standard' should be reviewed as performance is at 99.99%.

- The Steering Group were happy to approve the proposed additional indicators in principle; however more detail on the indicators, including targets and indicative data, would be circulated for formal agreement.
- All other proposed changes in Appendix 1 were agreed.

The Steering Group also approved the proposal to change ownership of indicators in the SOA to the relevant officers' title rather than their name and noted that this paper would also be presented to the CPP Board on 9 May.

#### **6. Community Empowerment (Scotland) Act 2015 – Draft Community Planning Guidance and Regulation**

As part of the development of guidance on the Community Empowerment Act, the Scottish Government has released a consultation on the draft Community Planning guidance and regulation. The Steering Group noted that a draft CPP response was being developed, to be reported to the CPP Board on 9 May, and that members could still submit comments on the consultation by close of play on Wednesday 27 April.

The paper also outlined the requirement for CPPs to have a Local Outcomes Improvement Plan (LOIP) and locality plans and included a proposal to adopt the current Single Outcome Agreement (SOA) as the CPP's LOIP. It was noted that the document would not be rebranded but would still be referred to as the SOA. A statement would be included in the document to highlight that it is the CPP's LOIP. This is consistent with the approach being taken by other CPPs. Members noted that the CPP Development Plan work streams are currently considering the CPP's locality planning process and will make recommendations on the process by August 2016; however these are likely to be the local regeneration plans currently being developed. The Steering Group approved the approach but agreed that the Board paper should be expanded to include further information around LOIPs and locality plans.

#### **7. Corporate Parenting**

The Steering Group received an update on the work currently being undertaken to ensure compliance with the Corporate Parenting responsibilities detailed within Part 9 of the Children and Young People (Scotland) Act 2014. The purpose of Part 9 of the Act is to establish a common understanding of the principles and duties which constitute Corporate Parenting, and to oblige a range of publicly funded bodies to consider what more they each can do to improve the lives of looked after children and care leavers. The Corporate Parenting Strategic Group has taken the lead in preparing for the development of the Corporate Parenting Plan and associated tasks. A draft Corporate Parenting Plan has been considered by the Strategic Group and an action plan is in place detailing the key tasks to be undertaken (attached as Appendix 1). It was noted that an update would be taken to the Corporate Management Team. The Steering Group noted the update.

**8. Mitigating the Effects of In Work Poverty**

This report advised the Steering Group that West Lothian Council has become an accredited Living Wage employer; that the council has made a further commitment to de-stigmatising poverty by signing up to the Poverty Alliance's 'Stick Your Labels' campaign; and that a 'Better Off: In Work Poverty' seminar is taking place at Howden Park Centre on 9 May 2016. Steering Group members were encouraged to become Living Wage accredited organisations; to sign up to the 'Stick Your Labels' Campaign and to consider that West Lothian works towards becoming a Living Wage accredited region.

There was some discussion on whether partners around the table pay their employees the Living Wage. Ensuring sub-contractors are paid the Living Wage is more challenging. It was agreed that there should be more work around becoming a Living Wage accredited region following the 9 May seminar. There was also some discussion around encouraging private sector employers to become Living Wage accredited organisations. There is evidence that businesses that pay the Living Wage have better motivated employees and lower turnover. This could encourage more businesses to become accredited. There could also be more work to encourage those businesses already paying the Living Wage to become accredited. It was noted that there is a large low-pay sector in West Lothian, e.g. retail. Craig McCorriston and Dave Greaves agreed to consider activity with these sectors, potentially involving the Chamber of Commerce. The Steering Group noted the paper and noted that this would also be taken to the CPP Board on 9 May.

**9. Proposal for Joint Development Activity with the Falkirk CPP**

The Steering Group received a proposal to establish engagement at an officer level between the West Lothian and Falkirk CPPs, to provide an opportunity to learn from each other through the sharing of good practice and to allow us to benchmark against a neighbouring CPP. The West Lothian and Falkirk CPPs have both been through CPP audits and are currently progressing with development plans. This engagement activity would be built into the CPP Development Plan and would support the CPP work streams. The Community Planning team would facilitate engagement and would involve colleagues and partners as required, with a view to potentially including the Board in future development activity. The proposal was approved and it was agreed that the Steering Group would receive updates on this activity.

**10. Draft Agenda for CPP Board 9 May 2016**

- The draft agenda was approved.
- It was agreed that the SOA performance reports would be for information only. Covering reports are to be developed for each report.

**Dates of Next Meeting (all 2-4pm)**

**Monday 8 August 2016** – Economic Thematic Focus (Conference Room 3)

**Monday 7 November 2016** – Community Safety Thematic Focus (Conference Room 3)

### **Summary of Actions**

<b>No.</b>	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Update (to be completed by August Steering Group)</b>
<b>3. Matters Arising</b>				
1	A meeting with the chairs of the work streams and Craig McCorriston is to be arranged	CPP Team	By end May 2016	
2	Localities work to be shared with the Steering Group	CPP Team	By end April 2016	
3	A verbal update is to be provided at the August Steering Group on activity to improve links between health and social care and employability	Dave Greaves/ Alison McCallum	Update to be provided at 8 August 2016 Steering Group meeting	
<b>4a. Environment Thematic Report</b>				
4	Craig McCorriston to discuss air quality management with Environmental Health colleagues	Craig McCorriston	Update to be provided at 8 August 2016 Steering Group meeting	
<b>4b. Exceptions Report</b>				
5	Further information to be circulated on West Lothian Leisure concessionary card holders	Joanna Anderson to liaise with Robin Strang	By 6 May 2016	
<b>5. SOA Indicators Review</b>				
6	'Percentage WLC housing stock meeting the Scottish Housing Quality Standard' indicator to be reviewed.	Joanna Anderson to liaise with Housing colleagues	By 2 May 2016	
7	Further detail on the proposed new indicators, including targets and indicative data, to be circulated for formal Steering Group agreement	Joanna Anderson/Dave Greaves	By 8 August 2016 Steering Group meeting	
<b>6. Community Empowerment (Scotland) Act 2015 – Draft Community Planning Guidance and Regulation</b>				
8	Community Planning Guidance Board paper to be expanded to include further information around LOIPs and	Joanna Anderson	By 2 May 2016	

	locality plans.			
<b>8. Mitigating the Effects of In-Work Poverty</b>				
9	Consider activity with the private sector around the Living Wage, potentially involving the Chamber of Commerce	Craig McCorriston/ Dave Greaves	Update to be provided at 8 August 2016 Steering Group meeting	
<b>9. Proposal for Joint Development Activity with Falkirk CPP</b>				
10	Steering Group to receive updates on engagement activity with the Falkirk CPP	Joanna Anderson	Added to the CPP workplan	
<b>10. Draft agenda for CPP Board 9 May 2016</b>				
11	Covering reports are to be developed for the two performance reports	Joanna Anderson/Craig McCorriston	By 2 May 2016	

MINUTE of MEETING of the COMMUNITY SAFETY BOARD of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, LIVINGSTON , on 7 DECEMBER 2015.

Present – Councillors John McGinty (Chair), Dave King (substituting for Cathy Muldoon) and Anne McMillan; Graeme Struthers (Depute Chief Executive, WLC), Alistair Shaw (Head of Housing, Construction and Building Services, WLC), Yvonne Beresford (Policy & Performance Officer, WLC), Tim Ward (Senior Manager, Health & Care Partnership, WLC) Audrey Park (Addiewell Prison), Inspector Brian Auld (Police Scotland), Sergeant John Jackson (Police Scotland) and Eddie Ritchie (Scottish Fire & Rescue Service)

Apologies – Councillors Peter Johnston and Cathy Muldoon; Fiona Young (Criminal Justice Authority)

Absent – Councillor Frank Anderson

1. MINUTES -

- a) The Board confirmed the Minute of its meeting held on 21 September 2015; and
- b) The Board noted the Minute of the meeting of the Community Planning Steering Group held on 2 November 2015.

2. COMMUNITY SAFETY QUARTERLY STRATEGIC 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 Manager, WLC provided an overview of some of the main performance measures contained within the report, highlighting some of the issues surrounding Youth Calls and Vandalism noting the work that were being carried out in the community in terms of diversion activities for young people.

The Chair then invited Eddie Ritchie to comment on those indicators pertaining to the Fire Service noting that bin fires were still continuing to cause concern in the community and that the fire service were working closely with the council on the types of materials used in the manufacture of household bins.

The Board were advised that the Fire Service along with the council and Police Scotland were working together to engage with the young people in the community on the creation of diversion activities and to monitor those young people who were most at risk at causing harm in the community.

The Chair then invited Inspector Brian Auld to comment on those

indicators pertaining to Police Scotland. It was reported that a spike in Hate Crime incidents had been expected on the back of the recent terror incidents in Paris but fortunately this had not occurred. It was explained that Police Scotland felt that Hate Crime was being under reported and had been running a campaign to encourage residents to report such incidents.

In relation to Hate Crime incidents Councillor McMillan enquired to such incidents perpetrated against staff at St John's Hospital. The Inspector explained that very often such incidents were alcohol related and not necessarily targeted to individual members of staff.

The Chair concluded by commending all the partners on their partnership working noting that the indicators were heading in the right direction which was a testament to that partnership working.

### Decision

To note the contents of the report

### 3. WEST Lothian COMMUNITY SAFETY STRATEGIC PLAN 2015-2018

The Board considered a report (copies of which had been) and to which was attached the West Lothian Community Safety Strategic Plan 2015-18.

However prior to further consideration of the Strategic Plan it was noted that the Plan had been further updated since the agenda had been circulated and this was provided in presentation format to the Board.

The Community Safety Strategic Plan 2015-18 highlighted the priorities for the West Lothian Community Safety Partnership with the overall aim to protect the wellbeing of people living in West Lothian and help them to feel safe in strong, inclusive communities.

The West Lothian Community Safety Partnership had established strong and effective joint working arrangements that were already addressing and preventing crime. Each partner was committed to priorities contained within the Strategic Plan and would continue to work to reduce antisocial behaviour, crime and negative trends within communities within West Lothian, making it a safe place to stay, work and visit.

The Strategic Plan comprised of the six priorities; these being Substance Misuse, Home, Fire & Road Safety, Antisocial Behaviour & Hate Crime, Violence, Serious & Organised Crime & Counter Terrorism and Financial Harm, noting that each priority would have a set of performance indicators and an Action Plan. The Strategic Plan was an evolving document and it anticipated that it would be refreshed on an annual basis.

A summary of implications for the Single Outcome Agreement were detailed in the report and it was recommended that the Community Safety Board provide any comments for consideration whilst the plan was in draft format and to recommend that the plan be submitted to the Community

Planning Partnership Board for partnership approval.

It was noted that the Strategic Plan contained some targets that had already been achieved and therefore the refresh would have to take this into account so that targets remained challenging.

The Chair also raised a question with regards to public consultation on the document noting that whilst the views of the public and the partners had been taken into consideration in the preparation of the document it would still be helpful to ensure that this was included and acknowledged in the final version of the plan.

The Chair also requested that given that the plan had recently been updated that this version be circulated to the partners for comment.

It was recommended that the Board note the contents of the updated Strategic Plan and agree that it be submitted to the Community Planning Partnership Board for approval.

#### Decision

- 1) Noted the contents of the update version of the Strategic Plan;
- 2) Agreed to consider targets that had already been achieved and how these could be made more challenging in future plans;
- 3) Agreed to include a paragraph within the Strategic Plan on what community engagement had been undertaken in formulating the plan; and
- 4) Agreed to circulate the revised plan to members of the Board for comment.

#### 4. SCOTTISH GOVERNMENT COMMUNITY JUSTICE REDESIGN - WEST LOTHIAN PROPOSED MODEL FOR COMMUNITY JUSTICE AND COMMUNITY SAFETY

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 and 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

#### 5. POLICE SCOTLAND YOUTH VOLUNTEERS UPDATE

The Board considered a report (copies of which had been circulated) providing an update on the Police Scotland Youth Volunteers programme in West Lothian.

The Board were advised that when recruitment started in West Lothian a total of 226 application forms were issued to young people who had expressed an interest. Of these 61 forms were returned and from those 24 volunteers were selected.

The 24 volunteers had now undergone the basic training programme which was primarily carried out during the summer holidays and allowed for the compulsory 12 week training programme to be completed. The training included team building exercises, workshops on rules and expectations, learning the phonetic alphabet, radio procedure, notebook procedure and standards as well as drill practice for the passing out



parade.

The completion of the compulsory training was marked with a “Pass Out” parade at West Lothian Civic Centre on 3 October 2015 when they were formally inspected and congratulated by Police Superintendent Andrew Clark and Leader of the Council Councillor John McGinty.

The volunteers were now ready to start a three year training programme developed at the Scottish Police College. They would also be given opportunities to volunteer at events both locally and nationally which would allow them to develop confidence and leadership skills while helping in local communities and further afield. It would also enable them to work towards their Saltire award which would assist them with future applications for employment, college or university.

Sergeant Jackson also reported that since the report had been compiled the volunteers had been provided with Mental Health & Autism training and had started to be deployed as volunteers on passenger commuter trains.

In relation to a question asked by Councillor McMillan to the roll out of the programme Sergeant Jackson explained that the 24 volunteers in West Lothian was the maximum that would be recruited to the programme for this area and that Police Scotland efforts would be concentrated on those areas in Scotland that had yet to recruit any volunteers

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

It was recommended that the Community Safety Board welcome and support the programme development.

#### Decision

1. To note the terms of the report; and
2. Recorded a note of congratulations to Police Scotland on the development of the programme.

#### 6. PROPOSED COMMUNITY SAFETY MEETING DATES FOR 2016

The Board considered a report (copies of which had been circulated) advising of the proposed dates for meetings of the Community Safety Board in 2016. Dates for the Community Safety Strategic Steering Group were also detailed in the report.

The proposed meeting dates for the Community Safety Board in 2016 were as follows :-

- Monday 21 March 2016
- Monday 13 June 2016

- Monday 19 September 2016
- Monday 12 December 2016

The following dates were also proposed for meetings of the Community Safety Strategic Steering Group in 2016 :-

- ❖ Tuesday 23 February 2016
- ❖ Tuesday 17 May 2016
- ❖ Tuesday 23 August 2016
- ❖ Tuesday 14 November 2016

It was recommended that the Community Safety Board approve the dates for its meetings in 2016 as outlined in the report.

#### Decision

To approve the terms of the report

### 7. CLOSING REMARKS

Eddie Ritchie wished to record a note of thanks on behalf of the Scottish Fire and Rescue Service to all the partners for their assistance with a recent inspection and the positive comments received from the partners which contributed greatly to the outcome.

## **WEST LoTHIAN ECONOMIC PARTNERSHIP FORUM MEETING MINUTES**

**Barbour Room, West Lothian College, Livingston**

**Thursday 10 March 2016 at 14.00**

**Present:** Cllr Cathy Muldoon, West Lothian Council (Chair)  
Graham Hope, West Lothian Council  
Ian Blewett, Scottish Enterprise  
Frank Beattie, Scottish Enterprise  
Alice Mitchell, West Lothian Council  
Jim Henderson, West Lothian Council  
Elaine Cook, West Lothian Council  
Craig McCorriston, West Lothian Council  
George Hotchkiss, West Lothian College  
Chris Norman, West Lothian Council  
Phil Ford, Skills Development Scotland  
David Greaves West Lothian Council  
Gordon Henderson, Federation of Small Businesses

**Apologies:** Des Martin, SRUC Oatridge campus  
Linda Scott, West Lothian Chamber  
Donald Lumsden, Skills Development Scotland  
Martin Murray, Shin-Etsu  
Alistair Shaw, West Lothian Council  
Lindsay Geddes, DWP

**1) Welcome and Introductions**

Cathy Muldoon welcomed all to the meeting.

**2) Minutes of Last Meeting**

Minutes of the meeting held on 2 December 2015 were read and agreed.

**3) Matters Arising**

**Update on EU Funding**

DG gave a verbal update. Approval of the Operational Applications submitted to Scottish Government was anticipated by the end of March 2016. The delay in approval had presented challenges and uncertainty. Cllr Muldoon had submitted a letter to the responsible minister to request a resolution and approval letter.

DG also indicated that Scotland Europa had been approached to provide a briefing on wider EU funding and development opportunities. However, as the council is not a member of Scotland Europa, this would need to be formalised via Scottish Enterprise.

DG to liaise with FB to formalise request to Scotland Europa.

#### **4) West Lothian Economic Growth Plan and Business Gateway update – Jim Henderson**

Jim Henderson gave a verbal update.

The mid-term evaluation report on the Economic Growth Plan by Ekos has been largely completed. Final comments have been provided to EKOS and the finalised report will be made available to Forum members.

#### **5) Update on Planning – Chris Norman**

CN provided an update on recent, current and prospective business planning applications highlighting in particular:

- 800 housing completions over 2015/16, the highest number since 2007.
- Further development of renewables, most notably the Levenseat – waste-to-energy.
- A recent consent had been granted for a supermarket in Linlithgow.
- A number of science/knowledge based business applications.

#### **6) Scottish Enterprise – Future activity Updates**

IB circulated a list of potential briefing topics for future discussion. The focus of the briefings would be on current issues, trends and opportunities.

All agreed that the list of topics were extremely relevant and interesting.

It was agreed that the briefing for the June 2016 EPF meeting would be on the Oil and Gas sector.

In addition, there would be an opportunity to deliver briefings of this sort to wider groups of stakeholders including the business sector through the annual economic conference which the WL Chamber will be co-ordinating.

#### **7) West Lothian Regional Skills Assessment**

Phil Ford, Skills Lead from SDS, presented the key findings of the RSA for West Lothian. PF outlined the background to the RSA - the changes from the previous version and the fact that a West Lothian specific RSA was available for the first time.

The Skills Assessment would help inform the development of Skills Investment Plans and help partners to plan their strategic investment in skills. RSAs would inform the planning and contracting arrangements for national training programmes, MA expansion plans, and the development of College ROAs.

The additional data in the 2016 RSAs include additional information on deprivation, migration data, employment projections and local intelligence on investment plans.

PF Key RSA findings for West Lothian highlighted in the presentation included the following:

- Legacy of manufacturing job losses in a reduction in GVA and GVA per head between 2012 and 2013;

- Average earnings below the Scottish level;
- Business base growing at a faster rate than Scotland;
- Higher levels of investment in business research and development;
- Employment growth at more than twice the Scottish rate of increase
- Strong representation in health, construction, ICT, wholesale, motor trades, retail and business admin
- Continued growth in population and core workforce cohort (45-54 year olds)
- Sustained reduction in unemployment and youth unemployment
- Increase in school leavers progressing into Further Education rather than HE
- Gender bias in MA participation e.g. males dominating construction and engineering, females dominating business and administration.

The RSA analysis highlighted that over 20% of employers have identified skills gaps in their existing workforce across most occupational areas including skilled trades, care, leisure, sales and customer services.

Key future trends identified included:

- Continuing population growth above the Scottish and UK levels;
- Employment growth particularly in information technology and health and social care;
- Replacement demand being more important than expansion demand
- West Lothian experiencing an aging population and reduction in the core working age group (35-49 year olds).

PF indicated that SDS could support the development of a Skills Investment Plan which would address the findings of the RSA and provide an action plan for future skills investment and initiatives in West Lothian.

A number of points were raised in discussion including:

1. It was agreed that the production of a Skills Plan for West Lothian would be a positive development;
2. The need to ensure that West Lothian's location and connections to job markets across central Scotland including western neighbouring authorities are reflected in the plan;
3. The reduction in the number of MA numbers needs to be investigated and addressed;
4. The skills investment plan should be primarily driven by local/regional business needs and opportunities.

It was agreed that PF and Council Economic Development team would work up proposals for the West Lothian Skills Investment Plan.

## **8) Update on West Lothian Regional Skills Outcome Agreement – George Hotchkiss WL College**

George Hotchkiss outlined the progress to date in the development of the latest version of the WL Regional Outcome Agreement between WL College and the Funding Council. The ROA sets out the college's priorities for the next academic year onwards and has been informed by the Regional Skills Assessment and other labour market information on West Lothian and the wider area.

GH indicated that the ROA would be unlikely to incorporate major changes from the current version and will include:

- A core focus on vocational provision for 16 to 24 year olds,

- Part-time programmes in response to employer and employee up-skilling needs,
- Addressing gender imbalance women into science and technology
- Ensuring access for residents in deprived post codes and under-represented groups.

GH indicated that he would circulate an advanced draft of the ROA for comment and views to EPF members.

**9) For Information**

- a) CPP Steering Group Minutes February 2016
- b) CPP Board Minutes February 2016

**10) Dates of Future Meetings**

- a) Wednesday 8 June 2016 - 10.30 – venue to be confirmed
- b) Wednesday 7 September 2016 at 10.30 – venue to be confirmed
- c) Tuesday 6 December 2016 at 13.30 – venue WL Civic Centre – CR1

DRAFT

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

**18/4/2016**

**ACTION NOTE**

Present – Craig McCorriston; Peter Rogers; Graeme Hedger; Joanna Anderson; Louise Andrews; Louise Evison; Andy Johnston; Douglas West; Caroline Burton, Deborah Paton; Anne Wood

Apologies – Chris Alcorn; Nahid Hanif; Joanne Dunn; Grant Taylor; Christine Leese-Young

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.	<b>Apologies</b>	Note apologies as outlined above.	<b>None</b>	<b>N/A</b>	<b>N/A</b>
2.	<b>Action note from last meeting</b>	<ul style="list-style-type: none"> <li>Links to Climate Change Strategy and Carbon Management Plan had been circulated to the group. 15/16 Reporting Template not yet available – PR to circulate once issued.</li> </ul>	<b>PR to issue new reporting template when available.</b>	<b>31 May 16</b>	
3.	<b>Climate Change and Sustainability Update</b>	<p>There have been some significant moves forward in 15/16. Key highlights included:</p> <p><b>Fleet (DW)</b></p> <ul style="list-style-type: none"> <li>Early indications are that fleet mileage for 15/16 has reduced by approximately 350,000 miles and now stands at around 2.4M, down from 3M. All services bar 1</li> </ul>			

**DATA LABEL - PROTECT: PRIVATE/CONFIDENTIAL**

Item	Title	Decision	Action	Completion Date	Update on Actions
		<p>reduced their mileage.</p> <ul style="list-style-type: none"> <li>• 17/18 target is to be below 2M</li> <li>• Council has recently added 7 new electric cars and 3 electric vans to its fleet</li> <li>• Potentially funding available for additional EV charging hubs with a combination of normal and rapid chargers.</li> </ul> <p><b>Operational Services (AJ):</b></p> <ul style="list-style-type: none"> <li>• Open Space Strategy 2015-20 is being assessed and evaluated – ready by August 2016</li> <li>• Concerns that there is currently no indicator for % green space which needs to be addressed</li> <li>• 2 sites have been identified as areas for biodiversity with use as wildflower meadows</li> <li>• New Beecraigs Visitors Centre opening in July</li> <li>• Cleaner Communities – 2 dedicated Engagement Officers as part of restructure to deal with householders, schools, communities and businesses</li> </ul> <p><b>Economic Development (LE):</b></p> <ul style="list-style-type: none"> <li>• Attending All Energy exhibition in May to keep up to date with new technologies and developments</li> <li>• Council offering 50% funding (to a maximum of £5k) to local businesses for environmental consultancy. Aims to reduce energy use and waste.</li> </ul>			



Item	Title	Decision	Action	Completion Date	Update on Actions
		<p><b>Emergency Planning (CB):</b></p> <ul style="list-style-type: none"> <li>• Awaiting feedback on resilient communities from last winter (particular relevance from Borders)</li> </ul> <p><b>Advice Shop (AW):</b></p> <ul style="list-style-type: none"> <li>• Continuing to make referrals for insulation measures etc</li> <li>• Developing an Energy Forum with Housing to work together to measure real impacts of assistance given.</li> </ul> <p><b>Operational Services (DP):</b></p> <ul style="list-style-type: none"> <li>• Active Travel Plan to be presented to Council Executive later this month</li> <li>• Number of projects underway and seeking funding for others</li> <li>• Walking route plans for WL towns now available on walkit.com</li> <li>• Now have 6 cycle friendly schools, with Sustrans funding for more cycle parking facilities on selected school sites</li> <li>• Car Club feasibility work now complete</li> </ul> <p><b>Education (LA):</b></p> <ul style="list-style-type: none"> <li>• LA will request information on school specific activities and report at next meeting</li> </ul> <p><b>Operational Services (GH):</b></p> <ul style="list-style-type: none"> <li>• Flood Risk Management Plan at final draft stage – to be submitted to next available PDSP</li> <li>• Surface Water Management Plans for four key areas approved and adopted</li> </ul> <p><b>Estates (PR):</b></p> <ul style="list-style-type: none"> <li>• 5 of the 6 planned biomass installations</li> </ul>			

Item	Title	Decision	Action	Completion Date	Update on Actions
		<p>now complete with the final installation at JYHS to be finished in mid-May</p> <ul style="list-style-type: none"> <li>• Work underway for climate change reporting 2015/16</li> <li>• Reviewing possible opportunities for larger scale solar PV projects</li> </ul>			
4.	<b>Implementing the Climate Change Strategy</b>	<ul style="list-style-type: none"> <li>• Initial discussion around the background and relevance of the CCS. Outlined Council's responsibilities under the Climate Change (Scotland) 2009 and re-iterated that the CCS is now an approved council strategy.</li> <li>• Group opinion was that there needed to be more awareness and recognition of this at a higher level. PR/CMcC to consider report to CAMB in near future – links to Sustainability priority of Corporate Asset mgmt. Strategy.</li> <li>• PR to prepare a "mid-term report" on the strategy. Consideration to what has (and hasn't) been done so far, what we still need to do and anything we are no longer able to complete.</li> </ul>	<p><b>PR/CMcC – report to CAMB?</b></p> <p><b>PR to prepare report</b></p>		
5.	<b>Mandatory climate change reporting</b>	<ul style="list-style-type: none"> <li>• Mandatory Climate Change Reporting is now in place, with the first report (for 2015/16) to be submitted in November. PR will send out requests for information as per previous year.</li> <li>• PR to circulate copy of the feedback from 2014/15 trial year reporting</li> </ul>	<p><b>PR Send out information and copy of template</b></p> <p><b>PR to circulate feedback form</b></p>		
6	<b>New Community Planning Partners</b>	<ul style="list-style-type: none"> <li>• JA highlighted the new CPP partners – SNH, SEPA, Sport Scotland, HES &amp; Visit Scotland</li> </ul>			

Item	Title	Decision	Action	Completion Date	Update on Actions
		<ul style="list-style-type: none"> <li>Requested feedback from group regarding existing relationships with the new partners <ul style="list-style-type: none"> <li>GH advised that of existing partnerships with SNH (statutory), SEPA and SNH (Linlithgow Loch lead partner)</li> <li>Highlighted that SNH are responsible for the SEA gateway process</li> <li>DP advised that SNH were consultees on the Active Travel Plan – other links through CSGN/CSFT. Links to Sport Scotland through Active Schools</li> <li>LE discussed link with SEPA's VIBE awards which are promoted by Economic Development</li> <li>AJ highlighted links to SNH for woodland regeneration, open space projects etc</li> <li>CMcC advised regular contact/partnerships and input into major plans.</li> </ul> </li> </ul>			
7.	<b>Review of Environmental Performance Indicators</b>	<ul style="list-style-type: none"> <li>JA talked the group through some proposed changes to the PI's. Some discussion around 2 main areas – the suggested removal of the PI relating to the percentage of Eco Schools (it was recommended by the group that this should remain, but wording could be amended to better reflect current situation) and the use of the Citizens Panel Quality of Life survey in place of the Scottish Household survey for visits to open space PI. AJ recommended that we continue to use the SHS data and this</li> </ul>			

Item	Title	Decision	Action	Completion Date	Update on Actions
		was agreed by the group.			
9.	Environmental Monitoring	<ul style="list-style-type: none"> <li>JA provided an update to the group</li> </ul>			
10.	AOB and DONM (to be in advance of CPP Steering Groups meetings)	<ul style="list-style-type: none"> <li>DP discussed possibility of an Active Travel/Low Carbon Hub – potentially 60% ERDF match funding available</li> <li>PR to confirm Date of next meeting</li> </ul>	PR to send out next meeting date		

Performance Report Summary



## SOA Exceptions Report

There are currently 10 indicators that are Red and 7 that are Amber. The following points should be noted in relation to the some of these indicators:

### 1. Community Safety

- Police Scotland is currently carrying out a review of performance. SCOMIS (national performance system) is not currently operational and so there is no up to date information available. 2015/16 end of year data is expected by June 2016, when Covalent will be updated.
- **SOA1304\_30 (% Early and Effective Intervention cases 8 to 15 years who do not reoffend within 12 months of initial referral):** This drop may be due the fact that from March 2015 EEI has started to take on higher tariff offending as the remit was extended. In addition to this there was a review of the systems in place and this has resulted in more robust analysis of the figures. The numbers of EEI referrals are increasing and we are recording more detailed information within this new system. EEI is increasing the number of higher tariff cases being dealt with.
- **SOA1305\_07 Percentage of care leavers entering a positive destination):** It is important to recognise that only a small number of looked after Children leave school each year (5 in total for 2013-14). So 80% represents 4 out of the 5 leavers. West Lothian Council will continue to work with all children about to leave school to ensure they move on to positive destination. The Youth Inclusion Project is also working with looked after children.

### 2. Environment

See Item 7a.

### 3. Health & Wellbeing

- **SOA1301\_03 (Percentage of newborn children exclusively breast fed at 6-8 weeks):** The focus remains on making West Lothian baby friendly. 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):** A number of health and social care services are focusing on encouraging healthy eating for children and families.
- **SOA1307\_11 (West Lothian Leisure- Number of visits by concessionary card holders in receipt of benefits):** The scheme is to be refreshed to make it more attractive and accessible for people who qualify, to be implemented from 1 July 2016.

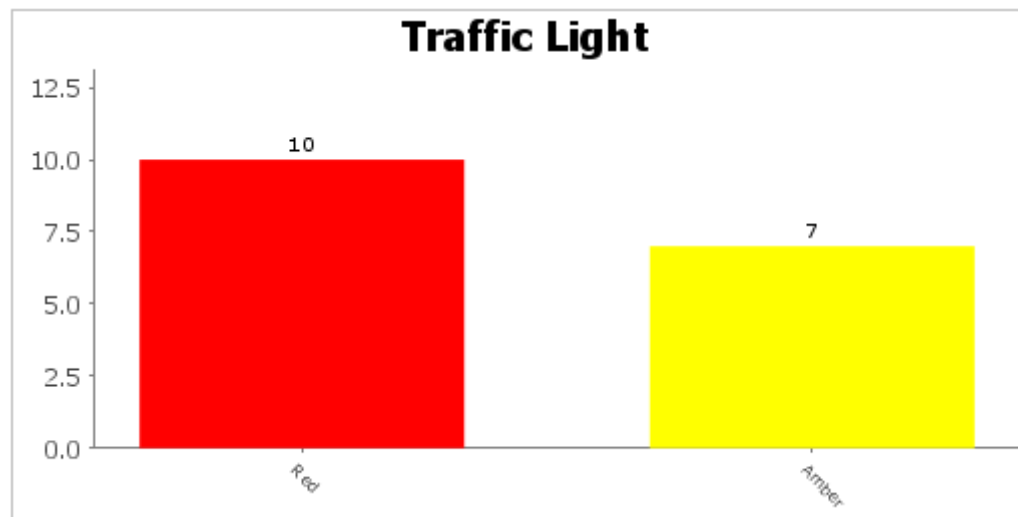
## 2. High Level Steering Group Exceptions Report(grp by Forum)

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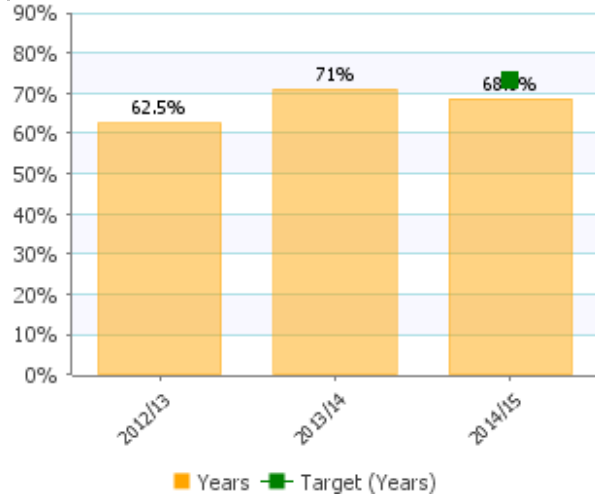

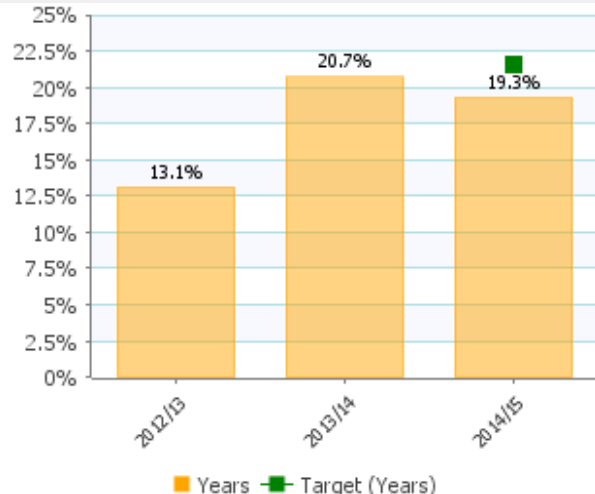
**Report Type:** PIs Report

**Report Author:** Joanna Anderson

**Generated on:** 18 April 2016 16:26



## SOA13\_Community Safety Forum

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart												
	SOA1304_02 Detection rate for sexual offences	CPP13_Police	SOA13_Area Commander(Chief Inspector Stephen Dolan)	<p>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.</p> <p>The level of historical crimes in YTD was 39% compared to 31.9% in PYTD.</p> <p>The target is to increase detection rate for sexual offences (Group 2 crime) by 1% – Target of 73.3% not achieved by 16 crimes.</p>	 <table><thead><tr><th>Year</th><th>Years</th><th>Target (Years)</th></tr></thead><tbody><tr><td>2012/13</td><td>62.5%</td><td>-</td></tr><tr><td>2013/14</td><td>71%</td><td>-</td></tr><tr><td>2014/15</td><td>68.9%</td><td>73.3%</td></tr></tbody></table>	Year	Years	Target (Years)	2012/13	62.5%	-	2013/14	71%	-	2014/15	68.9%	73.3%
Year	Years	Target (Years)															
2012/13	62.5%	-															
2013/14	71%	-															
2014/15	68.9%	73.3%															
	SOA1304_07 Proportion of positive stop and searches for drugs	CPP13_Police	SOA13_Area Commander(Chief Inspector Stephen Dolan)	<p><b><u>Trend Chart Commentary :</u></b></p> <p>The percentage of positive searches for drugs in YTD is 19.6% compared to a level of 20.8% PYTD. Fewer searches have been carried out with more focused and intelligence led searching being employed.</p> <p>The target is to increase the proportion of positive stop and searches for drugs by 1% – The target of 21.5% positive drugs searches has not been achieved.</p>	 <table><thead><tr><th>Year</th><th>Years</th><th>Target (Years)</th></tr></thead><tbody><tr><td>2012/13</td><td>13.1%</td><td>-</td></tr><tr><td>2013/14</td><td>20.7%</td><td>-</td></tr><tr><td>2014/15</td><td>19.3%</td><td>21.5%</td></tr></tbody></table>	Year	Years	Target (Years)	2012/13	13.1%	-	2013/14	20.7%	-	2014/15	19.3%	21.5%
Year	Years	Target (Years)															
2012/13	13.1%	-															
2013/14	20.7%	-															
2014/15	19.3%	21.5%															



SOA1304\_08 Number of CPP13\_Police  
licensed premises visits  
(on/off sales premises)

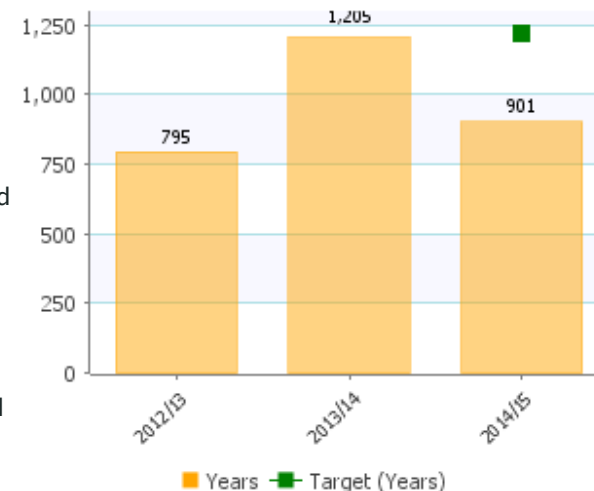
SOA13\_Area  
Commander(Chief  
Inspector Stephen  
Dolan)

#### Trend Chart Commentary :

The number of licensed premises visits has totalled 901 YTD compared to 1411 PYTD.

Premises continue to be monitored robustly and identified issues are addressed promptly. Problematic premises remain the focus and interventions are delivered in partnership with the support of Licensing Standards Officers.

The target of increasing the number of licensed premises visits by 1% has not been achieved.



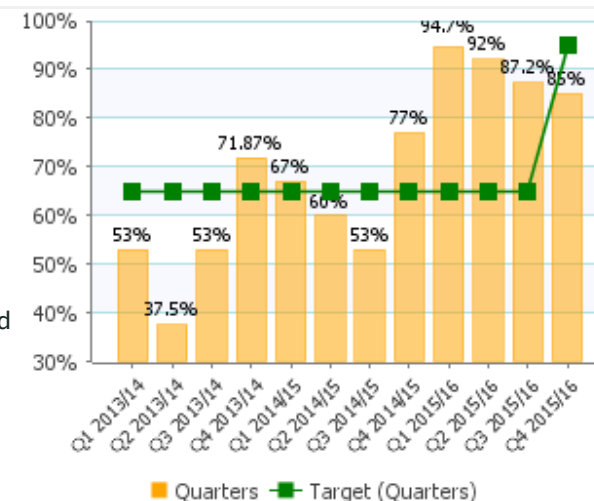
SOA1304\_30 Percentage of Early and Effective Intervention cases 8 to 15 years who do not reoffend within 12 months of initial referral

CPP13\_West  
Lothian Council

SOA13\_Criminal  
Justice Team  
Manager(Norma  
Paterson);  
SOA13\_Senior  
Manager 3 Social  
Policy(Tim Ward)

#### 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. This increased to 94.7% in quarter 1 and fell only slightly to 92% in quarter 2 of 2015–16. This related to 18 out of 19 who did not re-offend and 23 out of 25 who did not re-offend respectively. In quarter 3 of 2015–16 the figure dropped slightly again to 87.2 per cent. This represented 34 out of 39 young people not reoffending. Quarter 4 of 2015–16 dropped again slightly to 85% representing 17 out of 21 who did not re-offend. Nevertheless, the target for Quarter 4 has been increased to 95% to reflect previous positive results.

This drop may be due the fact that from March 2015 EEI has started to take on higher tariff offending as the remit was extended. In addition to this there was a review of the systems in place and this has resulted in more robust analysis of the figures. The numbers of EEI referrals are increasing and we are recording more detailed information within this new system. EEI is increasing the number of higher tariff cases being dealt with.

Close monitoring is taking place to ensure that both the target and performance are

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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.



SOA1304\_33 Percentage of tenants satisfied with the management of the neighbourhood they live in

CPP13\_West Lothian Council

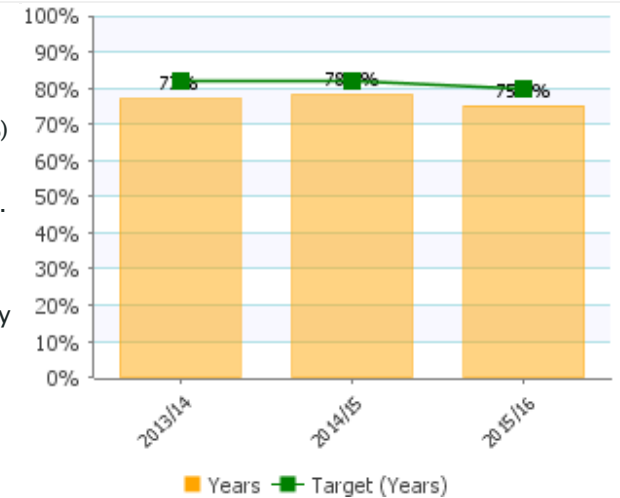
SOA13\_Performance and Change Manager(Sarah Kelly)

#### Trend Chart Commentary :

In 2015/16, of the 1388 responses received, 487 (35.1%) were very satisfied and 557 (40.1%) were fairly satisfied with the landlord's management of the neighbourhood they live in. Of the remaining responses ; 156 (11.2%) were neither satisfied nor dissatisfied; 117 (8.4%) were fairly dissatisfied and 71 (5.12%) were very dissatisfied. As we did not achieve our target, we will continue to work on improving our customer satisfaction and the 2016/17 target will remain at 80%.

In 2014/15, of the 690 responses received, 256 were very satisfied and 284 were fairly satisfied with the landlord's management of the neighbourhood they live in. Of the remaining responses ; 72 (10.5%) were neither satisfied nor dissatisfied; 52 (7.6%) were fairly dissatisfied and 26 (3.7%) were very dissatisfied.

In 2013/14, 77% of tenants (who responded to the annual Tenant Satisfaction Survey) advised that they were either satisfied or very satisfied



with the management of their local area.

Of the 548 responses received, 199 were very satisfied and 223 were fairly satisfied. Of the remaining responses ; 67 (12.2%) were neither satisfied nor dissatisfied; 37 (6.8%) were fairly dissatisfied; and 22 (4%) were very dissatisfied. We will be able to benchmark with other social landlords once the Scottish Housing Regulator publishes the 2013/14 Housing Charter results.



SOA1305\_07 Percentage of care leavers entering a positive destination

CPP13\_West Lothian Council

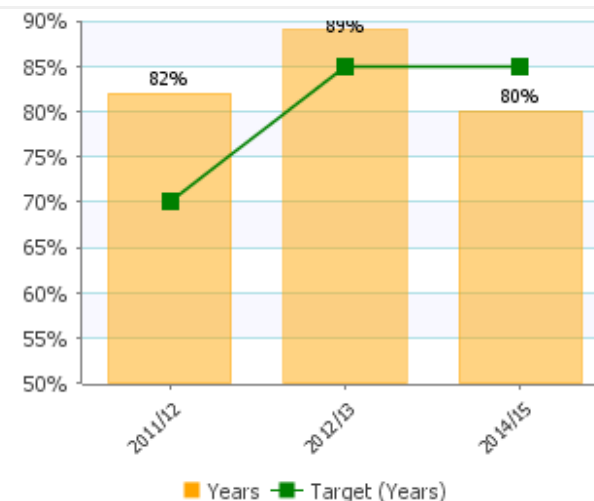
SOA13\_Economic Development Policy Manager(David Greaves)

#### Trend Chart Commentary :

The percentage of looked after children leaving school and entering a positive destination was 80% for the 2013/14 academic year leaver group. It is important to recognise that only a small number of looked after Children leave school each year (5 in total for 2013-14). So 80% represents 4 out of the 5 leavers.


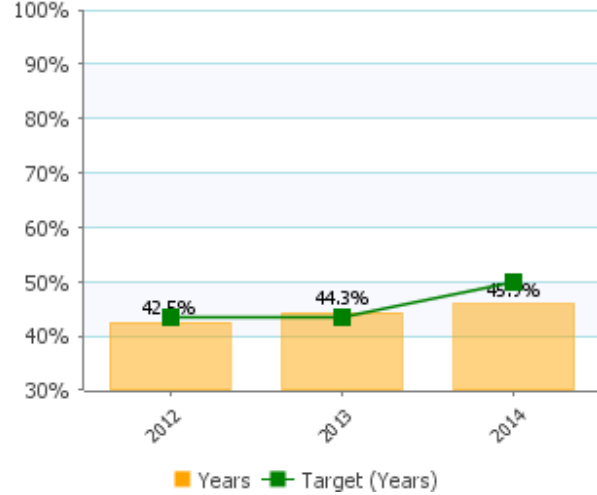
Looked after children receive targeted support via key worker provision to give them the best chance of finding a positive destination. This has been an important factor in achieving this increase.

West Lothian Council will continue to work with all children about to leave school to ensure they move on to positive destination. The Youth Inclusion Project is also working with looked after children to ensure they enter positive




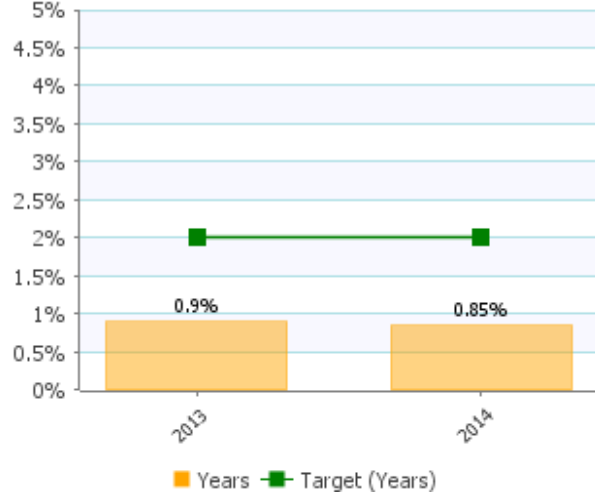
destinations when they leave school.


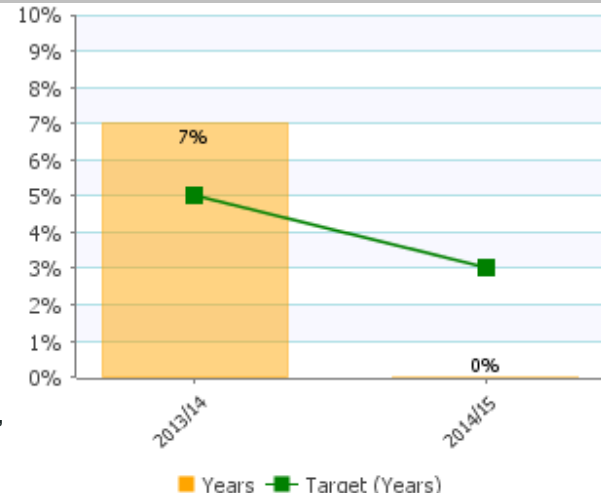
## SOA13\_Environment Forum

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart								
	SOA1308_03 Percentage of household waste recycled	CPP13_West Lothian Council	SOA13_Service Manager Waste Services( David Goodenough)	<p>Please note that this is reported in Calendar Years as required by our statutory return to the Scottish Environment Protection Agency.</p> <p>In comparing 2013 to 2014 the main differences in materials recycled are as follows:</p> <p><b>Kerbside Collections:</b></p> <p>Decrease in blue bin (-520t)</p> <p>Increase in bulky waste (135) and brown bin (1600t) probably due to the growing conditions in 2014.</p> <p>The new food waste collection service was introduced to approximately another 52,000 households in October 2014 resulting in another 900t of food waste being recycled in 2014.</p> <p><b>Materials recycled through our Community Recycling Centres and Recycling Sites:</b></p>	 <table><caption>Percentage of household waste recycled</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2012</td><td>42.5%</td></tr><tr><td>2013</td><td>44.3%</td></tr><tr><td>2014</td><td>45.7%</td></tr></tbody></table> <p>Legend: Years (Orange bars), Target (Years) (Green line)</p>	Year	Percentage	2012	42.5%	2013	44.3%	2014	45.7%
Year	Percentage												
2012	42.5%												
2013	44.3%												
2014	45.7%												


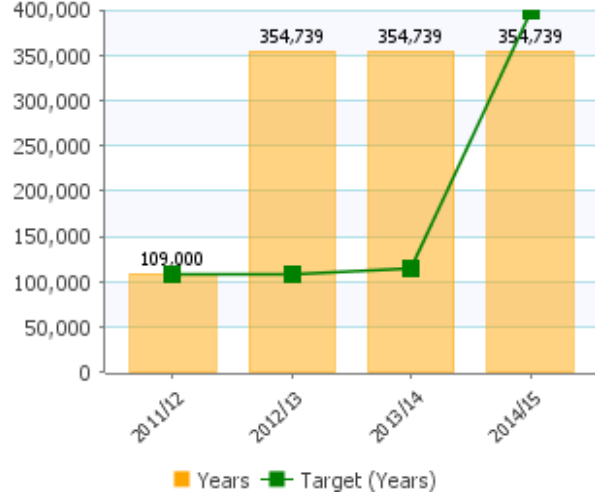
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				<p>Decrease in Metal (-50t) and textiles (-15t)</p> <p>Increase in rubble (190t), wood (120t), green waste (300t) and our new soil skips increased the amount of soil collected by 230t.</p> <p>There was an increase of 90t of glass due to the roll out of further recycling sites throughout the area</p> <p><b>Diversion from landfill:</b></p> <p>Instead of being landfilled, another 600t of waste was used to produce Energy from Waste or was otherwise diverted from landfill (400t).</p> <p>The overall tonnage of household waste collected increased in 2014 compared to 2013 by approximately 2900t.</p> <p>The above has increased the household recycling rate from 44.3% in 2013 to <b>45.9%</b> This was mainly due to an increase in material recycled and composted of 2400t and a 500t drop in material landfilled.</p> <p>To increase the amount of waste recycled, the council continues to work towards Scotland's Zero Waste Targets in partnership with our residents and local businesses. Research has shown more that 50% of what people put in</p>	


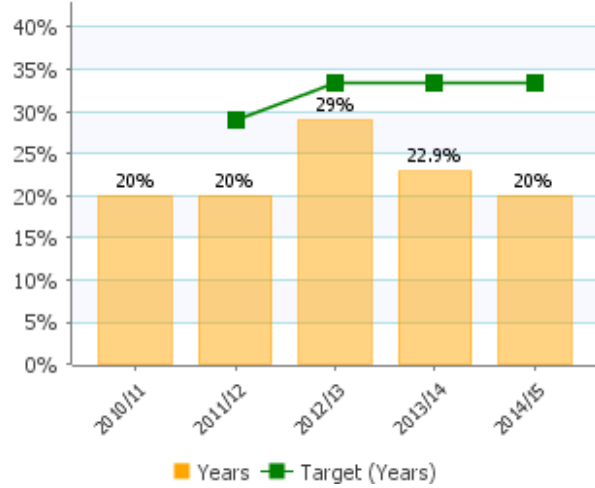
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				<p>their grey bin could have been recycled and been placed in one of the other bins at their house. In an average grey bin, 23% of material could have gone in the blue bin and 28% could have gone into the food waste caddy.</p> <p>We are therefore investigating the effect of managing residual waste capacity in other local authorities that have introduced this and its effectiveness in reducing waste to landfill and increasing recycling to decide whether this should be introduced in West Lothian and how. A report on this is progressing through the committee process</p> <p>West Lothian is contributing to the development of a national "Household Recycling Charter" and Code of Practice which, if agreed, will introduce its aims to promote a more consistent household recycling service across Local Authorities, to increase recycling participation, quantity and quality and support the circular economy opportunities in Scotland.</p>	

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)	<p><b><u>Trend Chart Commentary :</u></b></p> <p>There was a slight decrease in the amount of material reused in 2014 from 966 tonnes in 2013 to 873 tonnes in 2014. This was primarily due to the following:</p> <p>320 tonnes of furniture and household goods were collected, 60 tonnes less and</p> <p>470 tonnes of textiles from Community Recycling Centres (CRC's) and bring sites across West Lothian a reduction of 60 tonnes.</p> <p>The remainder was a mix of books and gas cylinders from our CRC's which saw a small increase and we started recycling bikes at our community recycling centres, 18 tonnes were collected.</p> <p>We plan to start collecting electrical items and garden tools at our CRC's to increase our reuse of materials.</p>	 <table><tr><th>Year</th><th>Percentage</th></tr><tr><td>2013</td><td>0.99%</td></tr><tr><td>2014</td><td>0.85%</td></tr><tr><td>Target (Years)</td><td>2%</td></tr></table>	Year	Percentage	2013	0.99%	2014	0.85%	Target (Years)	2%
Year	Percentage												
2013	0.99%												
2014	0.85%												
Target (Years)	2%												




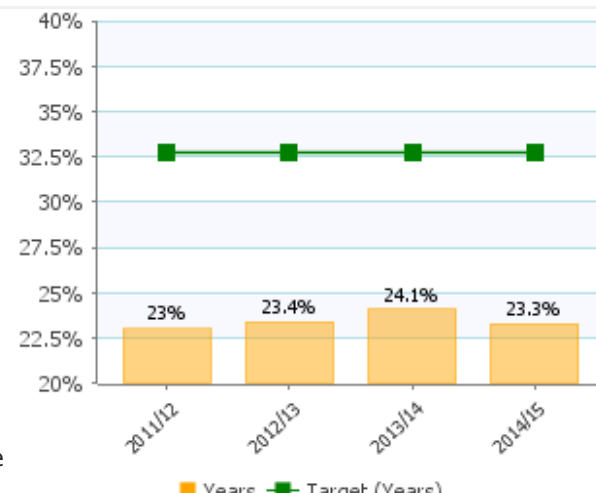
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart						
	SOA1308_08 Percentage reduction in emissions from the council's activities and services (transport, non-domestic buildings, external lighting, waste and water).	CPP13_West Lothian Council	SOA13_Head of Planning and Economic Development(Craig McCorriston)	<p><b><u>Trend Chart Commentary :</u></b></p> <p>Despite seeing significant reductions in consumption of gas &amp; electricity, a drop in the amount of waste to landfill and and improvements in several other key areas, the council's emissions increased fractionally from 2013/14 to 2014/15.</p> <p>The key factor in this increase has been a significant uplift of the emissions factor allocated by DECC for grid generated electricity, mainly down to an increase in "dirtier" fuel types such as coal and gas used in generation. The emissions factor is due to drop again for 2015/16, although it is anticipated that there will be a significant increase in the emission factor for waste to landfill which again could have a significant impact on the council's footprint.</p> <p>Data for 2015/16 will be available in Oct/Nov 2016.</p>	 <table><caption>Trend Chart Data</caption><thead><tr><th>Year</th><th>Percentage Reduction</th></tr></thead><tbody><tr><td>2013/14</td><td>7%</td></tr><tr><td>2014/15</td><td>0%</td></tr></tbody></table> <p>Legend: Yellow bar = Years, Green line with square = Target (Years)</p>	Year	Percentage Reduction	2013/14	7%	2014/15	0%
Year	Percentage Reduction										
2013/14	7%										
2014/15	0%										



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)	<p><b><u>Trend Chart Commentary :</u></b></p> <p>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.</p> <p>The councils biomass boiler project is nearing completion and 2016/17 will show the first full year of heat production across all sites. There has been some biomass heat provided in 2015/16 from those already commissioned.</p> <p>2015/16 Data will be available in May 2016</p>	 <table><thead><tr><th>Year</th><th>Years (kWh)</th><th>Target (Years) (kWh)</th></tr></thead><tbody><tr><td>2011/12</td><td>109,000</td><td>109,000</td></tr><tr><td>2012/13</td><td>354,739</td><td>109,000</td></tr><tr><td>2013/14</td><td>354,739</td><td>109,000</td></tr><tr><td>2014/15</td><td>354,739</td><td>354,739</td></tr></tbody></table>	Year	Years (kWh)	Target (Years) (kWh)	2011/12	109,000	109,000	2012/13	354,739	109,000	2013/14	354,739	109,000	2014/15	354,739	354,739
Year	Years (kWh)	Target (Years) (kWh)																		
2011/12	109,000	109,000																		
2012/13	354,739	109,000																		
2013/14	354,739	109,000																		
2014/15	354,739	354,739																		

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart												
	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)	<p><b><u>Trend Chart Commentary :</u></b></p> <p>21/1/16 The latest data available is that for 2014 which showed a deterioration in water quality in West Lothian since 2013. In 2013 22% of water bodies were achieving good overall status and in 2013 this figure has dropped to 20%. The issue has been caused by a shift in the Pardovan/Haugh/Riccarton Burn catchment moving from good status to poor.</p> <p>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 <a href="http://www.environment.scotland.gov.uk/get-interactive/data/water-body-classification">www.environment.scotland.gov.uk/get-interactive/data/water-body-classification</a></p>	 <table><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2010/11</td><td>20%</td></tr><tr><td>2011/12</td><td>20%</td></tr><tr><td>2012/13</td><td>29%</td></tr><tr><td>2013/14</td><td>22.9%</td></tr><tr><td>2014/15</td><td>20%</td></tr></tbody></table> <p>Legend: Years (Orange bars), Target (Years) (Green line)</p>	Year	Percentage	2010/11	20%	2011/12	20%	2012/13	29%	2013/14	22.9%	2014/15	20%
Year	Percentage																
2010/11	20%																
2011/12	20%																
2012/13	29%																
2013/14	22.9%																
2014/15	20%																

## SOA13\_Health and Wellbeing Forum

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart															
	SOA1301_01 Infant mortality rate per 1000 live births	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	<p><b><u>Trend Chart Commentary :</u></b></p> <p>Infant mortality rate per 1000 live births in 2013/14 was 3.4 which compares favourably with Scottish rate of 3.6</p>	 <table><tr><th>Year</th><th>Years</th><th>Target (Years)</th></tr><tr><td>2011/12</td><td>2.4</td><td>3</td></tr><tr><td>2012/13</td><td>3</td><td>3</td></tr><tr><td>2013/14</td><td>3.4</td><td>3</td></tr></table>	Year	Years	Target (Years)	2011/12	2.4	3	2012/13	3	3	2013/14	3.4	3			
Year	Years	Target (Years)																		
2011/12	2.4	3																		
2012/13	3	3																		
2013/14	3.4	3																		
	SOA1301_03 Percentage of newborn children exclusively breast fed at 6-8 weeks	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	<p><b><u>Trend Chart Commentary:</u></b></p> <p>In 2014/15, 33.1% of babies were breastfed at the 6-8 week review. Within this overall breastfeeding rate 23.3% of babies were exclusively breastfed a decrease 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.</p> <p>In comparison to other areas the rate of breastfeeding is lower than the Scottish average of 38% with 27.3%exclusively breastfed, is worse than Mid Lothian with 40.1% ( 28.4% exclusively breastfed) and better than Falkirk</p>	 <table><tr><th>Year</th><th>Years</th><th>Target (Years)</th></tr><tr><td>2011/12</td><td>23%</td><td>32.5%</td></tr><tr><td>2012/13</td><td>23.4%</td><td>32.5%</td></tr><tr><td>2013/14</td><td>24.1%</td><td>32.5%</td></tr><tr><td>2014/15</td><td>23.3%</td><td>32.5%</td></tr></table>	Year	Years	Target (Years)	2011/12	23%	32.5%	2012/13	23.4%	32.5%	2013/14	24.1%	32.5%	2014/15	23.3%	32.5%
Year	Years	Target (Years)																		
2011/12	23%	32.5%																		
2012/13	23.4%	32.5%																		
2013/14	24.1%	32.5%																		
2014/15	23.3%	32.5%																		

with 28.3% (19.9% 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. Midlothian is showing an improvement of 5% overall and we will undertake review with them to see if there is any additional activity that has accounted for this change.



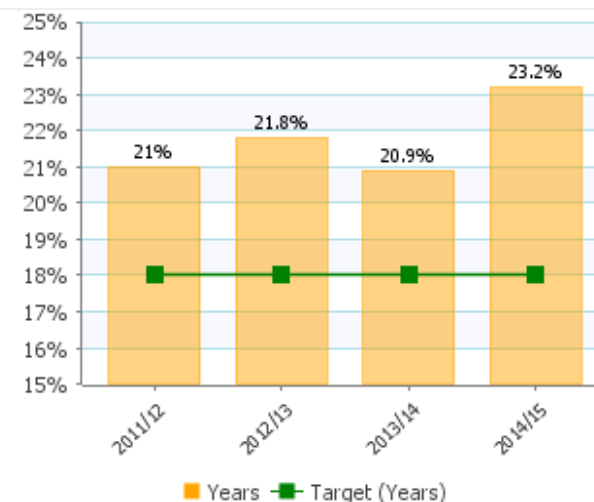
SOA1301\_10 Estimated percentage of children overweight, including obese, in P1

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 2014/15 estimated 23.2% were at risk of overweight and obesity combined compared to 21.8% for Scotland





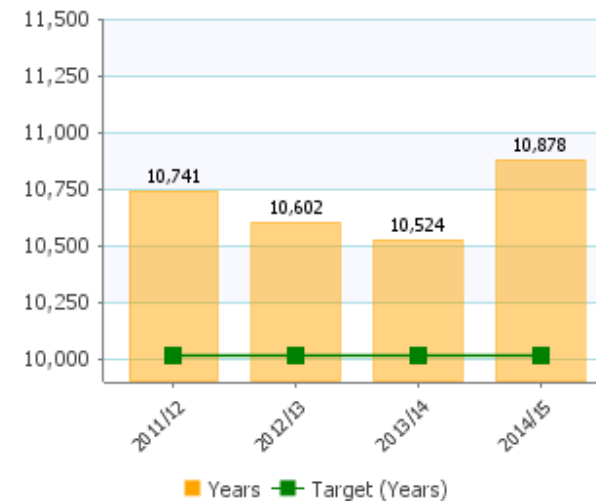
SOA1307\_04 Rate of emergency hospital admissions per 100,000 population

CPP13\_NHS

SOA13\_Primary Care Manager(Carol Bebbington)

#### Trend Chart Commentary :

There has been a slight increase in the rate of all age group emergency hospital admissions with provisional data reporting rate per 100,000 at 10878.up 3% from 2013/14. There is a continued focus on early interventions and improving access in Primary Care



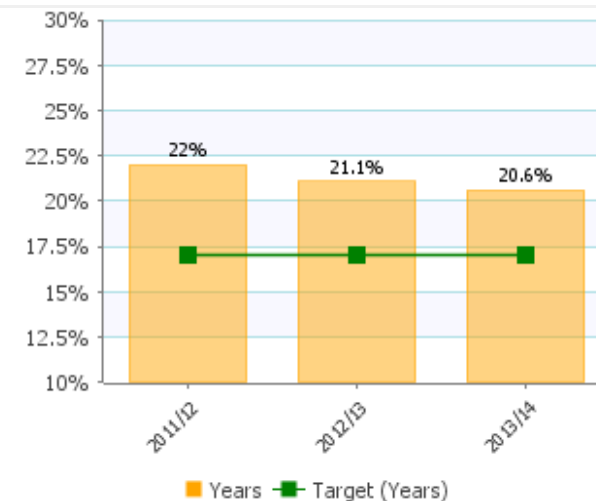
SOA1307\_06 Percentage of residents who smoke (16+ years)

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 20.6% which is similar to Scottish estimate of 20.2%.The percentage of male adults who smoke is estimated at 24.8% and female adults at 16.6%





SOA1307\_11 West  
Lothian Leisure–  
Number of visits by  
concessionary card  
holders in receipt of  
benefits

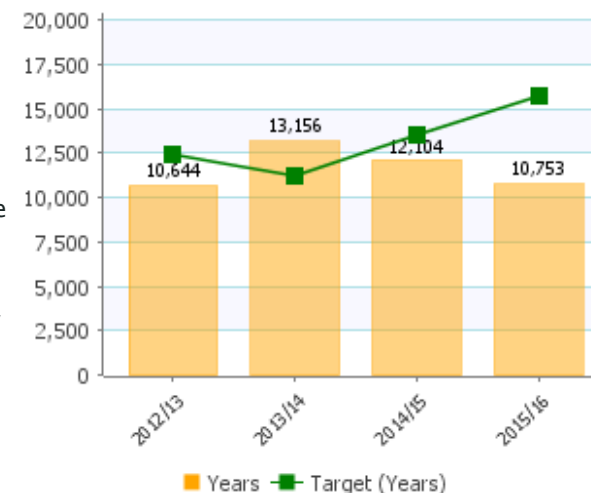
CPP13\_West  
Lothian Leisure

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 below target at 12,104 visits.

The total concession visits for 2015/16 was 10,753. This is well below our target of 15,706. We are refreshing the scheme to make it more attractive and indeed more accessible for people who qualify. The new scheme will be implemented from 1 July 2016.



Performance Report Summary



**Environment Thematic Report**

- Of the 20 Environment PIs, 15 are currently Green, 1 is Amber and 4 are Red and there is generally a positive picture. In terms of the Exceptions, improvements are being made against some of these; however not at the rate anticipated. The work of the Climate Change Working Group and Climate Change Strategy will focus attention on these areas. Current performance of Environment indicators is in line with the longer term Climate Change Strategy targets. There is a lag in some of the data where this is collected and prepared nationally, for example for recycling rates.
- **SOA1308\_01 (Percentage of residents stating they are satisfied with their neighbourhood):** Neighbourhood satisfaction levels have increased. The next Quality of Life Survey will be carried out towards the end of 2016. Covalent will be updated following analysis of results.
- **SOA1308\_02 (SPI measuring Street Cleanliness):** Performance has improved due to the implementation of various service initiatives, e.g. adding to fleet of HGV sweepers.
- **SOA1308\_03 (% household waste recycled):** Performance has slightly increased but the indicator is below target. 2015 results will be available from SEPA in September/October 2016.
- **SOA1308\_04 (% municipal waste recycled):** The recycling rate has increased slightly from 46.7% in 2013 to 46.9% in 2014. 2015 results will be available from SEPA in September/October 2016.
- **SOA1308\_04 (% of material prepared for reuse):** Performance has decreased due to a reduction in the material being delivered to recycling centres. A number of actions are in place to address this, for example 'skinny bins' and starting to collect electrical items and gardens tools at Community recycling Centres.
- **SOA1308\_06 (% schools achieving Eco-Schools Scotland accreditation):** *This PI is under review. See agenda item 14*
- **SOA 1308\_07 Tonnes of CO<sub>2</sub> Emission per capita for the West Lothian District:** West Lothian's per capita emissions for 2013 (the most recent available data) is 7.2 tonnes of CO<sub>2</sub>, a reduction of 0.3 tonnes from 2012. The figures from 2005 to 2013 show an overall decrease in carbon emissions across West Lothian (from 8.9 tonnes). Overall emissions reductions since 2005 are in the industrial, commercial and domestic sectors, while road transport has remained relatively static. West Lothian's per capita emissions are above the total for Scotland (6.6 tonnes per person).
- **SOA 1308\_08 Percentage reduction in emissions from the council's activities and services (transport, non-domestic buildings, external lighting, waste and water):** There was a small increase in emissions for the 2014/15 period, despite a reduction in

consumption of gas and electricity and a reduction of waste to landfill. The principal reason for this increase was a rise in the emissions factor for grid electricity due to the increased use of “dirty” fuels such as coal and gas for generation. The emissions factor for 2015/16 has reduced almost back to 13/14 levels. 2015/16 emissions figures will be available in Oct/Nov 2016 and will form part of our mandatory reporting under the Public Bodies Duties of the Climate Change Act (Scotland) 2009.

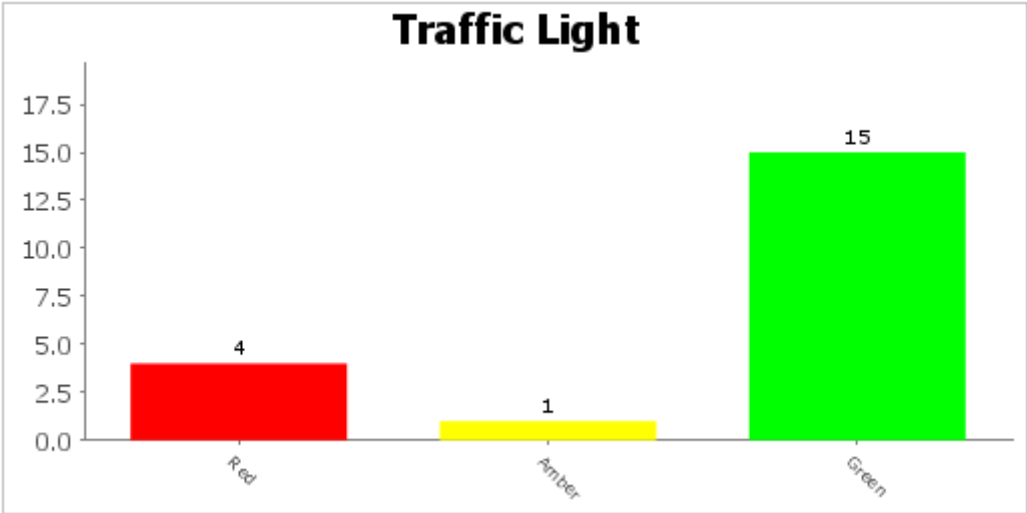
- **SOA1308\_09 (Energy generated as a result of installation of renewables and low carbon technology. kWh of heat produced):** There have been no additional installations in 2014/15 due to delays in the implementation of the biomass project and so the figures have remained the same as previous. Please 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. The council’s biomass boiler project is nearing completion and 2016/17 will show the first full year of heat production across all sites. There has been some biomass heat provided in 2015/16 from those already commissioned. 2015/16 Data will be available in May 2016
- **SOA1308\_10 (Energy generated as a result of installation of renewables and low carbon technology. kWh of electricity produced):** The data is a combination of the outputs from the councils installed solar photovoltaic (PV) systems. 2015/16 saw a number of new systems completed across the council's buildings, leading to a total installed capacity of around 300kW. All systems installed are performing as, or better than expected.
- **SOA1308\_11 (Percentage of water bodies in West Lothian achieving high or good overall status):** *This PI is under review. See agenda item 14.*
- **SOA1308\_12 (Percentage residents with access to an hourly or more frequent bus service):** This indicator continues to perform positively, at 90%.
- **SOA1308\_13 (Percentage WLC housing stock meeting the Scottish Housing Quality Standard):** *This PI is under review. See agenda item 14.*
- **SOA1308\_14 (% adults making one or more visits to the outdoors per week):** 36% of adults visited the outdoors at least once per week in 2009-2011. This was previously measured every three years in the Scottish Recreation Survey and will now be measured from the Scottish Household Survey.
- **SOA1308\_15 (Average NHER energy rating):** *This PI is under review. See agenda item 14.*
- **SOA1308\_16 (% households offered the opportunity to participate in and install energy efficiency measures through HEEPS):** *This PI is under review. See agenda item 14.*
- **SOA1308\_17 (Number of visits to council funded or part funded museums per 1000 population):** Performance decreased in 2015/16 but was still above target.



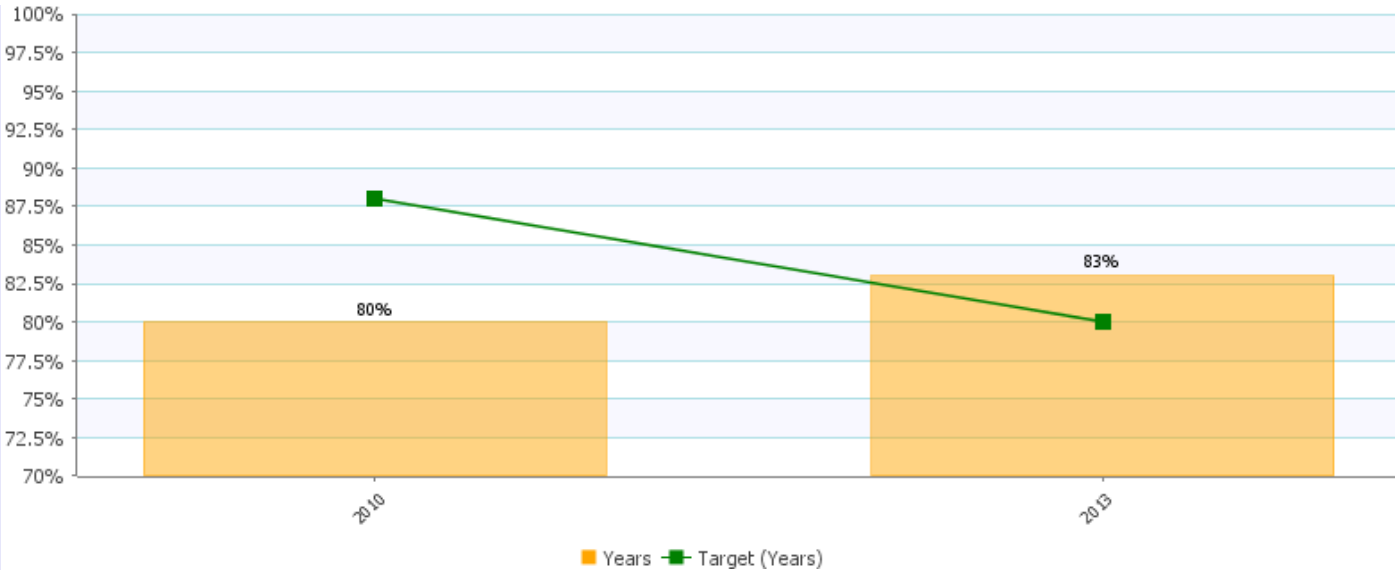

- **SOA1308\_18 (Number of users engaging with council funded and part funded heritage services per 1000 population):** Performance has remained above target over 2015/16.
- **SOA1308\_19 (% primary school children travelling actively to school):** Performance in 2014 remained the same as 2013. 2015 results are due in May 2016.
- **SOA1308\_19 (% secondary school children travelling actively to school):** Performance in 2014 was lower than in 2013. 2015 results are due in May 2016.



SOA13: R12.3:\_Environment Forum : Compliance Report

Generated on: 18 April 2016 16:21



## SOA13\_Environment Forum

<b>Performance Indicator</b>	<b>SOA1308_01 Percentage of residents stating they are satisfied with their neighbourhood</b>	<b>Partner Organisation</b>	CPP13_West Lothian Council						
<b>Description</b>	<p>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.</p>	<b>Responsible Officer(s)</b>	SOA13_Community Planning Development Manager(Lorraine Gillies)						
		<b>Data Collection Officer(s)</b>	SOA13_Community Planning Development Officer 1(Susan Gordon); SOA13_Community Planning Development Officer 2(Joanna Anderson)						
 <table border="1"><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2010</td><td>80%</td></tr><tr><td>2013</td><td>83%</td></tr></tbody></table> <p>Legend: Years (Orange bar), Target (Years) (Green line)</p>		Year	Percentage	2010	80%	2013	83%	 <p>2013 result</p> <p>76% 72% 70% 83% 100%</p>	
Year	Percentage								
2010	80%								
2013	83%								
<b>Trend Chart Commentary:</b> 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.		<b>Notes on Latest Data Entry</b>							

<b>Performance Indicator</b>	<b>SOA1308_02 SPI measuring Street Cleanliness</b>	<b>Partner Organisation</b>	CPP13_West Lothian Council
<b>Description</b>	<p>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 used to provide the annual figure.</p> 	<b>Responsible Officer(s)</b>	SOA13_Service Manager 2(Andy Johnston)
	<p><b>Trend Chart Commentary:</b></p> <p>The breakdown of results for the year 2011/12 was:</p> <p>Internal (4 per year): April 2011= 77; June 2011 = 77; October 2011= 74; December 2011 = 70</p> <p>External (2 per year): August 2011= 71; February 2012 = 70</p> <p>Validation (1 per year): Jan 2012 = 75</p>	<b>Data Collection Officer(s)</b>	SOA13_Service Manager 2(Andy Johnston)
			
			<b>Notes on Latest Data Entry</b>

<p>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</p> <p>Reprioritised cleansing operations towards weaker performing areas Implemented a new shift (Thursday – Monday) for temporary staff to increase our weekend staffing levels</p> <p>In 2011/12, West Lothian Council was ranked 22nd out of 32 Scottish Local Authorities for this indicator</p> <p>.</p>	
	<p>22-Apr-2015 -- Standard check.</p> <p>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.</p> <p>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.</p> <p><b>Target 15/16:</b> 77 to achieve an improvement based on the additional investment in the service.</p>



Increase in bulky waste (135) and brown bin (1600t) probably due to the growing conditions in 2014.

The new food waste collection service was introduced to approximately another 52,000 households in October 2014 resulting in another 900t of food waste being recycled in 2014.

**Materials recycled through our Community Recycling Centres and Recycling Sites:**

Decrease in Metal (-50t) and textiles (-15t)

Increase in rubble (190t), wood (120t), green waste (300t) and our new soil skips increased the amount of soil collected by 230t.

There was an increase of 90t of glass due to the roll out of further recycling sites throughout the area

**Diversion from landfill:**

Instead of being landfilled, another 600t of waste was used to produce Energy from Waste or was otherwise diverted from landfill (400t).

The overall tonnage of household waste collected increased in 2014 compared to 2013 by approximately 2900t.

The above has increased the household recycling rate from 44.3% in 2013 to **45.9%** This was mainly due to an increase in material recycled and composted of 2400t and a 500t drop in material landfilled.

To increase the amount of waste recycled, the council continues to work towards Scotland's Zero Waste Targets in partnership with our residents and local businesses. Research has shown more that 50% of what people put in their grey bin could have been recycled and been placed in one of the other bins at their house. In an average grey bin, 23% of material could have gone in the blue bin and 28% could have gone into the food waste caddy.

We are therefore investigating the effect of managing residual waste capacity in other local authorities that have introduced this and its effectiveness in reducing waste to landfill and increasing recycling to decide whether this should be introduced in West Lothian and how. A report on this is progressing through the committee process

West Lothian is contributing to the development of a national "Household Recycling Charter" and Code of Practice which, if agreed, will introduce its aims to promote a more consistent household recycling service across Local Authorities, to increase recycling participation, quantity and quality and support the circular economy opportunities in Scotland.

22-Oct-2015 In comparing 2013 to 2014 the main differences in materials recycled are as follows:

**Kerbside Collections:**

Decrease in blue bin (-520t)

Increase in bulky waste (135) and brown bin (1600t) probably due to the growing conditions in 2014.

The new food waste collection service was introduced to approximately another 52,000 households in October 2014 resulting in another 900t of food waste being recycled in 2014.

**Materials recycled through our Community Recycling Centres and Recycling Sites:**

Decrease in Metal (-50t) and textiles (-15t)

Increase in rubble (190t), wood (120t), green waste (300t) and our new soil skips increased the amount of soil collected by 230t.

There was an increase of 90t of glass due to the roll out of further recycling sites throughout the area

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Instead of being landfilled, another 600t of waste was used to produce Energy from Waste or was otherwise diverted from landfill (400t).

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The above has increased the household recycling rate from 44.3% in 2013 to **45.9%** This was mainly due to an increase in material recycled and composted of 2400t and a 500t drop in material landfilled.



<b>Performance Indicator</b>	<b>SOA1308_04 Percentage of municipal solid waste recycled</b>	<b>Partner Organisation</b>	CPP13_ West Lothian Council										
<b>Description</b>	<p>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.</p> <p>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.</p>	<b>Responsible Officer(s)</b>	SOA13_Service Manager Waste Services( David Goodenough)										
		<b>Data Collection Officer(s)</b>	SOA13_Waste Strategy Officer(Karen King)										
<table><thead><tr><th>Year</th><th>Percentage Recycled</th></tr></thead><tbody><tr><td>2011</td><td>44.6%</td></tr><tr><td>2012</td><td>45.7%</td></tr><tr><td>2013</td><td>46.7%</td></tr><tr><td>2014</td><td>46.9%</td></tr></tbody></table>		Year	Percentage Recycled	2011	44.6%	2012	45.7%	2013	46.7%	2014	46.9%	<p><b>2014 result</b></p> <p>44.65% 42.3% 30% 46.9% 100%</p>	
Year	Percentage Recycled												
2011	44.6%												
2012	45.7%												
2013	46.7%												
2014	46.9%												
<b><u>Trend Chart Commentary:</u></b> The recycling rate has increased in 2013 from <b>46.7% to 46.9%</b> in 2014 (calendar year - new reporting period)													
In comparing 2014 to 2013 the main differences in materials recycled are as follows:													
<b>Kerbside Collections:</b>													
Decrease in blue bin (-520t)		<b>Notes on Latest Data Entry</b>											

<p>Increase in bulky waste (135t) and brown bin (1600t) probably due to the growing conditions in 2014.</p> <p>The new food waste collection service was introduced to approximately another 52,000 households in October 2014 resulting in another 900t of food waste being recycled to the end of 2014.</p> <p><b>Materials recycled through our Community Recycling Centres and Recycling Sites:</b></p> <p>Decrease in Metal (-90t), textiles (-90t)</p> <p>Increase in rubble (320t), and green waste (520t), wood (210t) and our new soil skips increased the amount of soil collected by 420t.</p> <p>There was an increase of 110t of glass due to the roll out of further recycling sites throughout the area</p> <p><b>Other Collections:</b></p> <p>There was a decrease in the amount of council green waste collected of 1270t</p> <p>The overall tonnage of Local Authority Collected Municipal Waste collected increased in 2014 compared to 2013 by approximately 1500t.</p> <p>Overall the recycling rate has increased slightly from 46.7% in 2013 to <b>46.9%</b> in 2014.</p>	
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<p>22-Oct-2015 In comparing 2014 to 2013 the main differences in materials recycled are as follows:</p> <p><b>Kerbside Collections:</b></p> <p>Decrease in blue bin (-520t)</p> <p>Increase in bulky waste (135t) and brown bin (1600t) probably due to the growing conditions in 2014.</p> <p>The new food waste collection service was introduced to approximately another 52,000 households in October 2014 resulting in another 900t of food waste being recycled to the end of 2014.</p> <p><b>Materials recycled through our Community Recycling Centres and Recycling Sites:</b></p> <p>Decrease in Metal (-90t), textiles (-90t)</p> <p>Increase in rubble (320t), and green waste (520t), wood (210t) and</p>
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our new soil skips increased the amount of soil collected by 420t.

There was an increase of 110t of glass due to the roll out of further recycling sites throughout the area

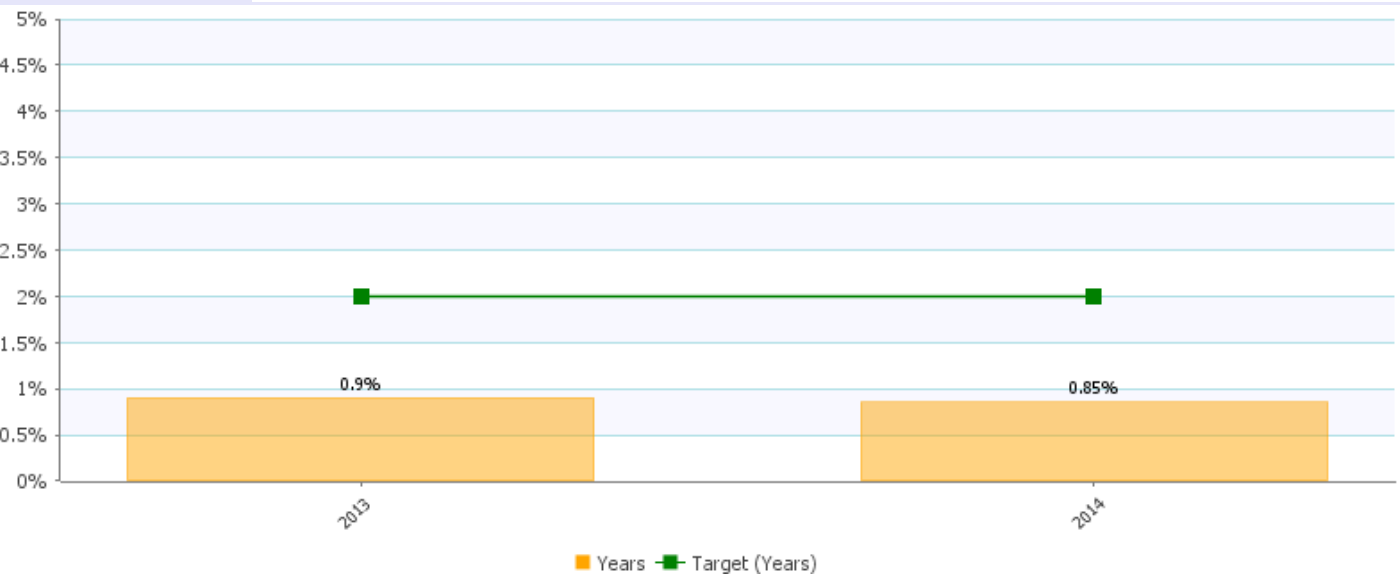

**Other Collections:**

There was a decrease in the amount of council green waste collected of 1270t

The overall tonnage of Local Authority Collected Municipal Waste collected increased in 2014 compared to 2013 by approximately 1500t.

Overall the recycling rate has increased slightly from 46.7% in 2013 to **46.9%** in 2014.

Please note SEPA have requested our co-operation in not circulating this data to any parties outside our authority prior to publication as the 2014 calendar year data will not be released by SEPA until late September 2015.

<b>Performance Indicator</b>	<b>SOA1308_05 Percentage of material prepared for reuse</b>	<b>Partner Organisation</b>	CPP13_ West Lothian Council						
<b>Description</b>	<p>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</p> <p>The aim is to increase the percentage of waste that is reused.</p>	<b>Responsible Officer(s)</b>	SOA13_Service Manager Waste Services( David Goodenough)						
		<b>Data Collection Officer(s)</b>	SOA13_Waste Strategy Officer(Karen King)						
 <table><caption>Percentage of material prepared for reuse</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2013</td><td>0.9%</td></tr><tr><td>2014</td><td>0.85%</td></tr></tbody></table>		Year	Percentage	2013	0.9%	2014	0.85%		
Year	Percentage								
2013	0.9%								
2014	0.85%								
<b><u>Trend Chart Commentary :</u></b> <p>There was a slight decrease in the amount of material reused in 2014 from 966 tonnes in 2013 to 873 tonnes in 2014. This was primarily due to the following:</p> <p>320 tonnes of furniture and household goods were collected, 60 tonnes less and</p> <p>470 tonnes of textiles from Community Recycling Centres (CRC's) and bring sites across West Lothian a reduction of 60 tonnes.</p>		<b>Notes on Latest Data Entry</b>							

The remainder was a mix of books and gas cylinders from our CRC's which saw a small increase and we started recycling bikes at our community recycling centres, 18 tonnes were collected.

We plan to start collecting electrical items and garden tools at our CRC's to increase our reuse of materials.

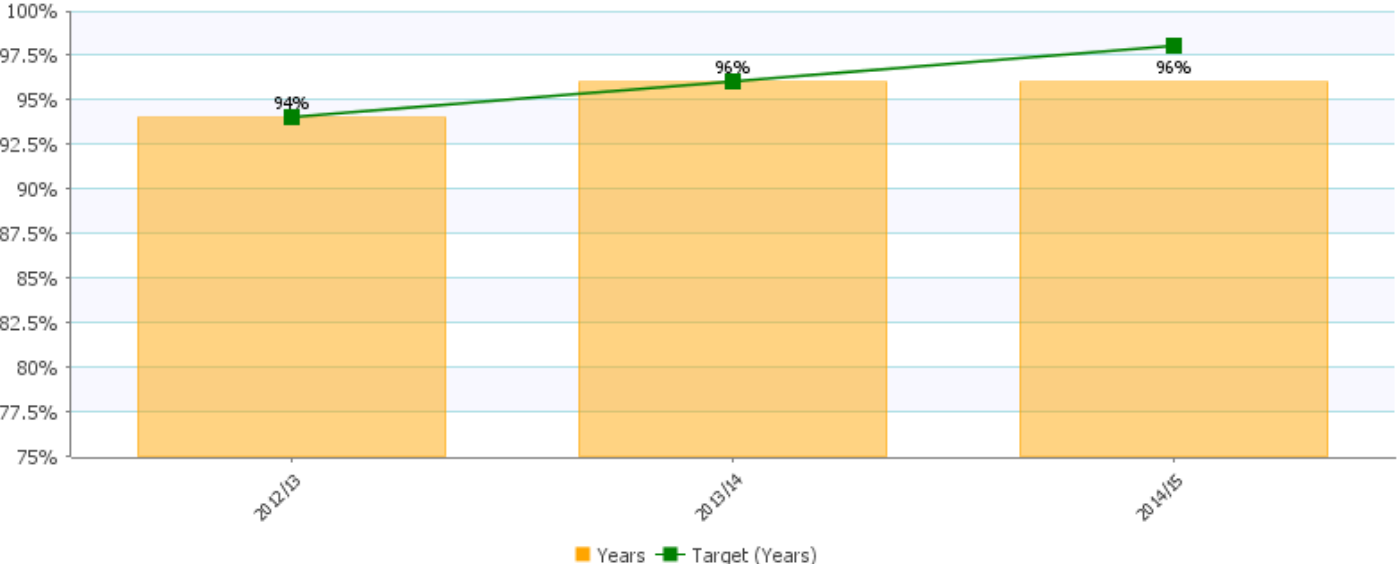

22-Oct-2015 There was a slight decrease in the amount of material reused in 2014 from 966 tonnes in 2013 to 873 tonnes in 2014. This was primarily due to the following:

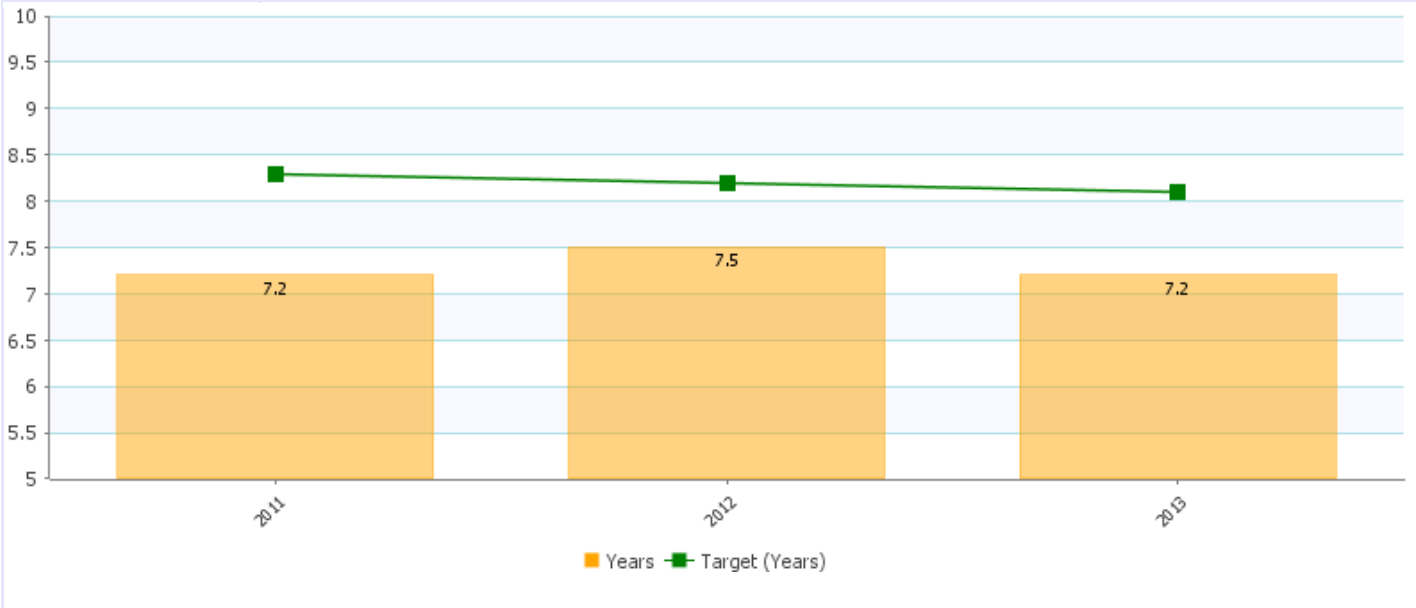

320 tonnes of furniture and household goods were collected, 60 tonnes less and

470 tonnes of textiles from Community Recycling Centres (CRC's) and bring sites across West Lothian a reduction of 60 tonnes.

The remainder was a mix of books and gas cylinders from our CRC's which saw a small increase and we started recycling bikes at our community recycling centres, 18 tonnes were collected.

We plan to start collecting electrical items and garden tools at our CRC's to increase our reuse of materials.

<b>Performance Indicator</b>	<b>SOA1308_06 Percentage of schools achieving Eco-Schools Scotland accreditation at Bronze, Silver and Green</b>	<b>Partner Organisation</b>	CPP13_West Lothian Council								
	<p>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:-</p>										
<b>Description</b>	<p>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 &amp; 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</p>	<b>Responsible Officer(s)</b>	SOA13_Customer & Performance Manager(Andrew Sneddon)								
		<b>Data Collection Officer(s)</b>	SOA13_Customer & Performance Manager(Andrew Sneddon)								
 <table><caption>Percentage of schools achieving Eco-Schools Scotland accreditation</caption><thead><tr><th>Year</th><th>Percentage</th></tr></thead><tbody><tr><td>2012/13</td><td>94%</td></tr><tr><td>2013/14</td><td>96%</td></tr><tr><td>2014/15</td><td>96%</td></tr></tbody></table>		Year	Percentage	2012/13	94%	2013/14	96%	2014/15	96%	 <p>2014/15 result</p> <p>75% 88.2% 93.1% 96% 100%</p>	
Year	Percentage										
2012/13	94%										
2013/14	96%										
2014/15	96%										
<b>Trend Chart Commentary :</b> <p>Currently 88 out of 92 schools, or 96% of schools, in West Lothian have achieved accreditation at Bronze, Silver and Green.</p> <p>Following a change in Eco-Schools rules 8 schools have lost Eco-Schools accreditation following a decision not to resubmit for assessment.</p> <p>Target is set as current year plus two percentage points to reflect efforts to encourage all schools to achieve eco-schools.</p>											
		<b>Notes on Latest Data Entry</b>									

<b>Performance Indicator</b>	<b>SOA1308_07 Tonnes of CO2 emissions per capita for the West Lothian District</b>  <b>Description</b> 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.	<b>Partner Organisation</b> CPP13_West Lothian Council												
		<b>Responsible Officer(s)</b> SOA13_Head of Planning and Economic Development(Craig McCorriston)												
	 <table border="1"> <thead> <tr> <th>Year</th> <th>Actual (Years)</th> <th>Target (Years)</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>7.2</td> <td>8.3</td> </tr> <tr> <td>2012</td> <td>7.5</td> <td>8.2</td> </tr> <tr> <td>2013</td> <td>7.2</td> <td>8.1</td> </tr> </tbody> </table>	Year	Actual (Years)	Target (Years)	2011	7.2	8.3	2012	7.5	8.2	2013	7.2	8.1	<b>Data Collection Officer(s)</b> SOA13_Climate Change Policy Officer(Peter Rogers)
Year	Actual (Years)	Target (Years)												
2011	7.2	8.3												
2012	7.5	8.2												
2013	7.2	8.1												
<b>Trend Chart Commentary:</b>  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 2013, the latest available year of the dataset, is 7.2 tonnes of CO2. The figures from 2005 to 2013 show an overall decrease in carbon emissions across West Lothian (from 8.9 tonnes). Overall emissions reductions since 2005 are in the industrial,		<div data-bbox="1503 699 1870 917"> <p>2013 result</p>  </div> <p><b>Notes on Latest Data Entry</b></p>												


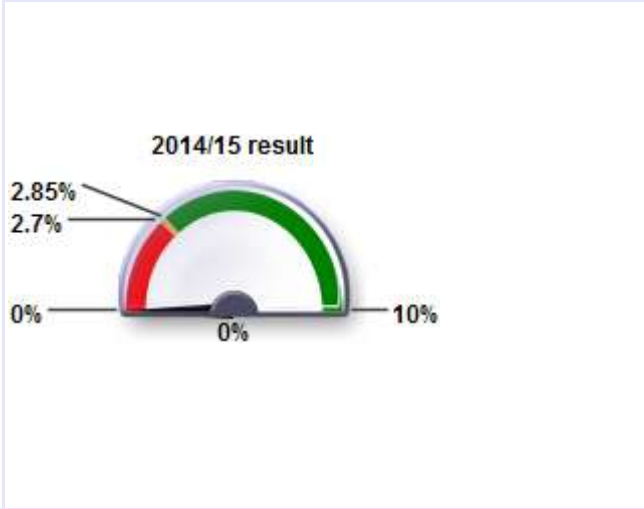
commercial and domestic sectors, while road transport has remained relatively static.

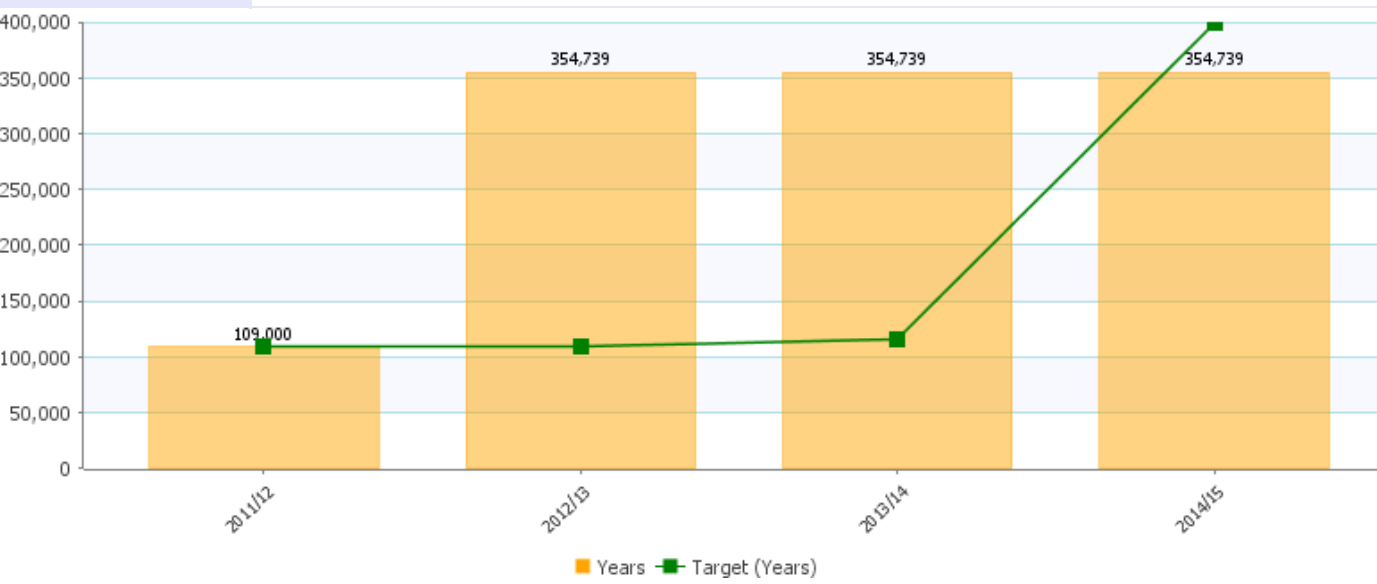
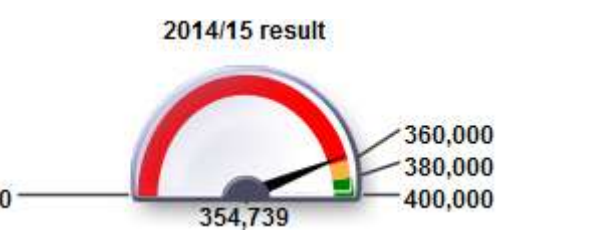
West Lothian's per capita emissions are above the total for Scotland (6.6 tonnes per person).

2014 data is likely to be available in June 2016.

21-Jan-2016 Decc Data published 25th June 2015 - no new data available at 21/1/2016



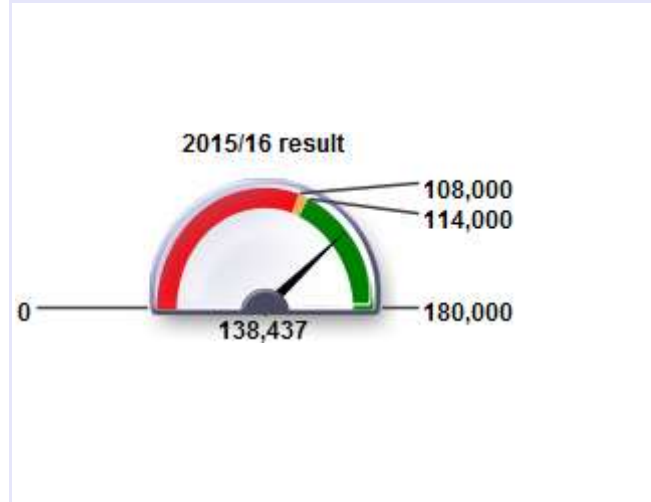
Performance Indicator	SOA1308_08 Percentage reduction in emissions from the council's activities and services (transport, non-domestic buildings, external lighting, waste and water).	Partner Organisation	CPP13_West Lothian Council
Description	As a signatory of Scotland's Climate Change Declaration the 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)
 <p>2013/14 2014/15</p> <p>7% 0%</p> <p>Years Target (Years)</p>		 <p>2014/15 result</p> <p>2.85% 2.7% 0% 0% 10%</p>	
<p><b>Trend Chart Commentary :</b></p> <p>Despite seeing significant reductions in consumption of gas &amp; electricity, a drop in the amount of waste to landfill and and improvements in several other key areas, the council's emissions increased fractionally from 2013/14 to 2014/15. The key factor in this increase has been a significant uplift of the emissions factor allocated by DECC for grid generated electricity, mainly down to an increase in "dirtier" fuel types such as coal and gas used in generation. The emissions factor is due to drop again for 2015/16, although it is anticipated that there will be a significant increase in the emission factor for waste to landfill which again could have a significant impact on the council's footprint. Data for 2015/16 will be available in Oct/Nov 2016.</p>		Notes on Latest Data Entry	

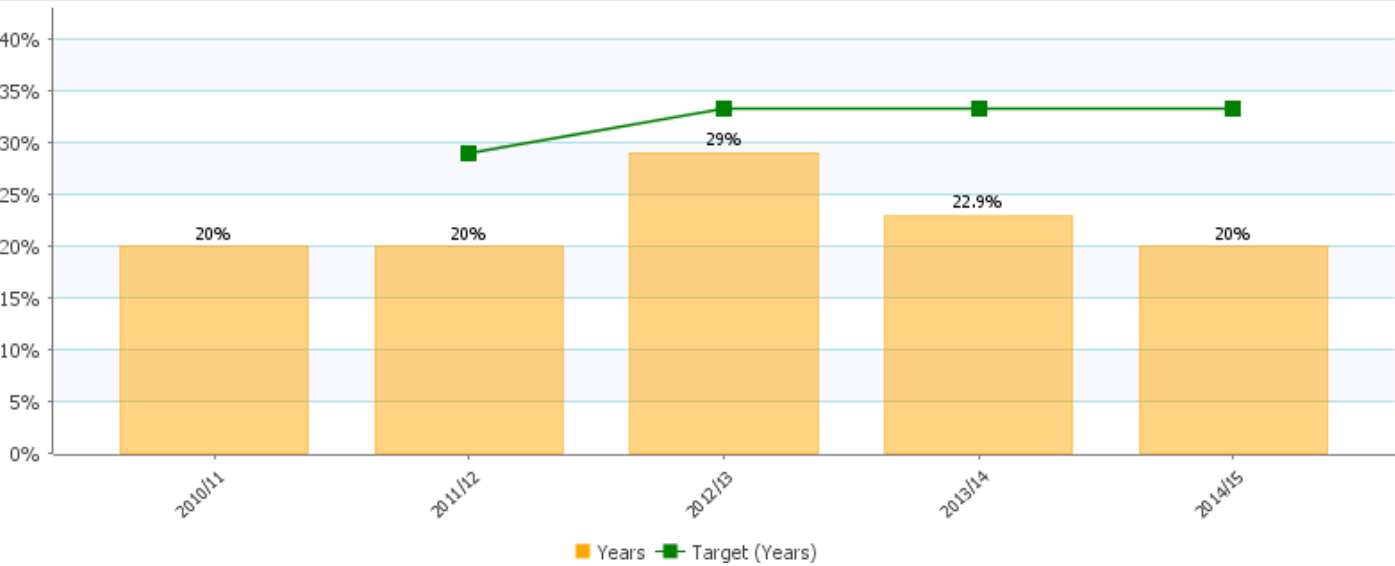

Performance Indicator	SOA1308_09 Energy generated as a result of installation of renewables and low carbon technology. kWh of heat produced (Cumulative) Source: WLC, Annual		Partner Organisation	CPP13_West Lothian Council										
Description	The Council's Renewables Strategy outlines the need for heat 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.		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										
<div><table><thead><tr><th>Years</th><th>Target (Years)</th></tr></thead><tbody><tr><td>2011/12</td><td>109,000</td></tr><tr><td>2012/13</td><td>354,739</td></tr><tr><td>2013/14</td><td>354,739</td></tr><tr><td>2014/15</td><td>354,739</td></tr></tbody></table></div>					Years	Target (Years)	2011/12	109,000	2012/13	354,739	2013/14	354,739	2014/15	354,739
Years	Target (Years)													
2011/12	109,000													
2012/13	354,739													
2013/14	354,739													
2014/15	354,739													
<div><p><b>Trend Chart Commentary :</b></p><p>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.</p></div>														
<div><p><b>2014/15 result</b></p><p>354,739</p><p>360,000 380,000 400,000</p></div>														
Notes on Latest Data Entry														

The councils biomass boiler project is nearing completion and 2016/17 will show the first full year of heat production across all sites. There has been some biomass heat provided in 2015/16 from those already commissioned.

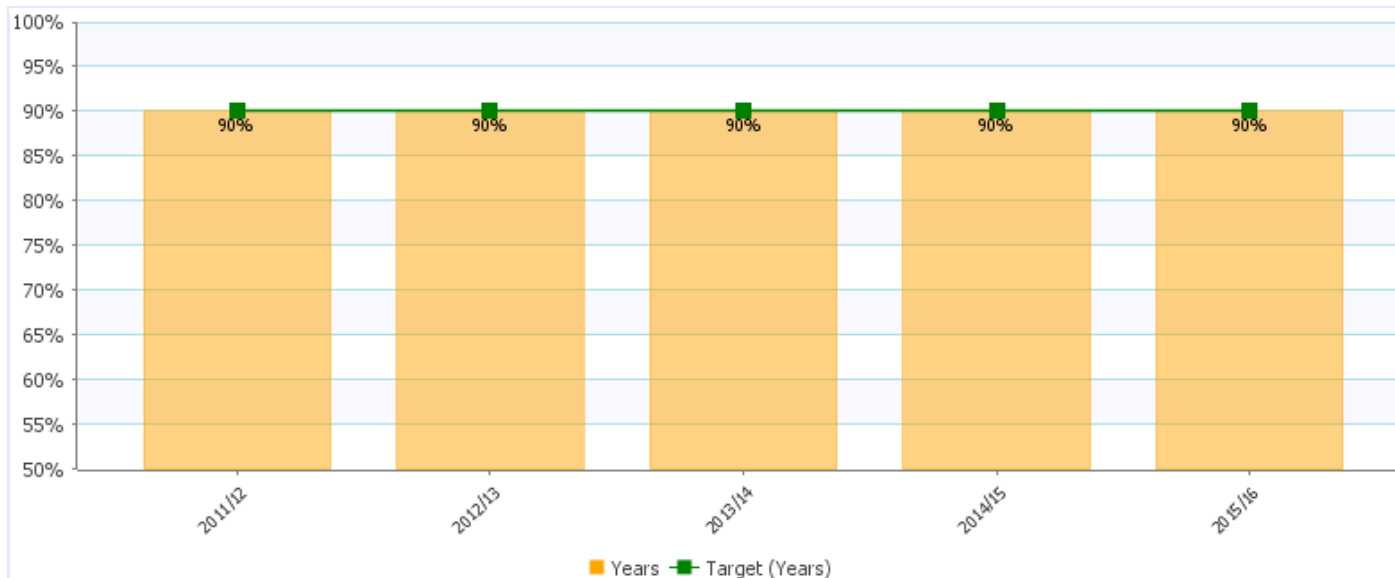
2015/16 Data will be available in May 2016



<b>Performance Indicator</b>          <b>Description</b>	<b>CP:SOA1308_10 Energy generated as a result of the installation of renewables and low carbon technology. kWh of electricity produced (Cumulative) Source: WLC, Annual</b>  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.	<b>Partner Organisation</b> CPP13_West Lothian Council  <b>Responsible Officer(s)</b> SOA13_Head of Planning and Economic Development(Craig McCorriston)  <b>Data Collection Officer(s)</b> SOA13_Climate Change Policy Officer(Peter Rogers); Peter Rogers															
 <table border="1"> <caption>Electricity Production Data (kWh)</caption> <thead> <tr> <th>Year</th> <th>Actual Production (kWh)</th> <th>Target (kWh)</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>7,725</td> <td>7,725</td> </tr> <tr> <td>2013/14</td> <td>21,321</td> <td>21,321</td> </tr> <tr> <td>2014/15</td> <td>50,958</td> <td>50,958</td> </tr> <tr> <td>2015/16</td> <td>138,437</td> <td>114,000</td> </tr> </tbody> </table>		Year	Actual Production (kWh)	Target (kWh)	2012/13	7,725	7,725	2013/14	21,321	21,321	2014/15	50,958	50,958	2015/16	138,437	114,000	 <p><b>2015/16 result</b></p> <p>138,437</p> <p>114,000</p> <p>108,000</p> <p>180,000</p> <p>0</p>
Year	Actual Production (kWh)	Target (kWh)															
2012/13	7,725	7,725															
2013/14	21,321	21,321															
2014/15	50,958	50,958															
2015/16	138,437	114,000															
<b>Trend Chart Commentary :</b>  The data is a combination of the outputs from the councils installed solar photovoltaic (PV) systems. 2015/16 saw a number of new systems completed across the council's buildings, leading to a total installed capacity of around 300kW. All systems installed are performing as, or better than, expected.		<b>Notes on Latest Data Entry</b>															

<b>Performance Indicator</b>	SOA1308_11 Percentage of water bodies in West Lothian achieving high or good overall status		<b>Partner Organisation</b>	CPP13_ West Lothian Council																		
<b>Description</b>	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.		<b>Responsible Officer(s)</b>	SOA13_Head of Planning and Economic Development(Craig McCorriston)																		
 <table border="1"><caption>Percentage of water bodies in West Lothian achieving high or good overall status</caption><thead><tr><th>Year</th><th>Actual (%)</th><th>Target (%)</th></tr></thead><tbody><tr><td>2010/11</td><td>20%</td><td>29%</td></tr><tr><td>2011/12</td><td>20%</td><td>29%</td></tr><tr><td>2012/13</td><td>29%</td><td>29%</td></tr><tr><td>2013/14</td><td>22.9%</td><td>29%</td></tr><tr><td>2014/15</td><td>20%</td><td>29%</td></tr></tbody></table>			Year	Actual (%)	Target (%)	2010/11	20%	29%	2011/12	20%	29%	2012/13	29%	29%	2013/14	22.9%	29%	2014/15	20%	29%	<b>Data Collection Officer(s)</b>	SOA13_Climate Change Policy Officer(Peter Rogers)
			Year	Actual (%)	Target (%)																	
2010/11	20%	29%																				
2011/12	20%	29%																				
2012/13	29%	29%																				
2013/14	22.9%	29%																				
2014/15	20%	29%																				
<b>Trend Chart Commentary :</b> <p>21/1/16 The latest data available is that for 2014 which showed a a deterioration in water quality in West Lothian since 2013. In 2013 22% of water bodies were achieving good overall status and in 2013 this figure has dropped to 20%. The issue has been caused by a shift in the Pardovan/Haugh/Riccarton Burn catchment moving from good status to poor.</p> <p>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 <a href="http://www.environment.scotland.gov.uk/get-interactive/data/water-body-classification">www.environment.scotland.gov.uk/get-interactive/data/water-body-classification</a></p>			 <p><b>2014/15 result</b></p> <p>0% 20% 29.97% 31.64% 43%</p>																			
			<b>Notes on Latest Data Entry</b>																			

<b>Performance Indicator</b>	<b>SOA1308_12 Percentage residents with access to an hourly or more frequent bus service</b>	<b>Partner Organisation</b>	CPP13_West Lothian Council
<b>Description</b>	<p>This Key Performance Indicator (KPI) 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 walk 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.</p> <p>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 the 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.</p>	<b>Responsible Officer(s)</b>	SOA13_Public Transport Manager(Ian Forbes)
	<p>The target for this KPI was adopted as the minimum proportion of residents having access to public transport and who are therefore able to travel for a range of journey purposes.</p>		



**Data Collection Officer(s)** SOA13\_Public Transport Manager(Ian Forbes)



#### **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.

**Notes on Latest Data Entry**

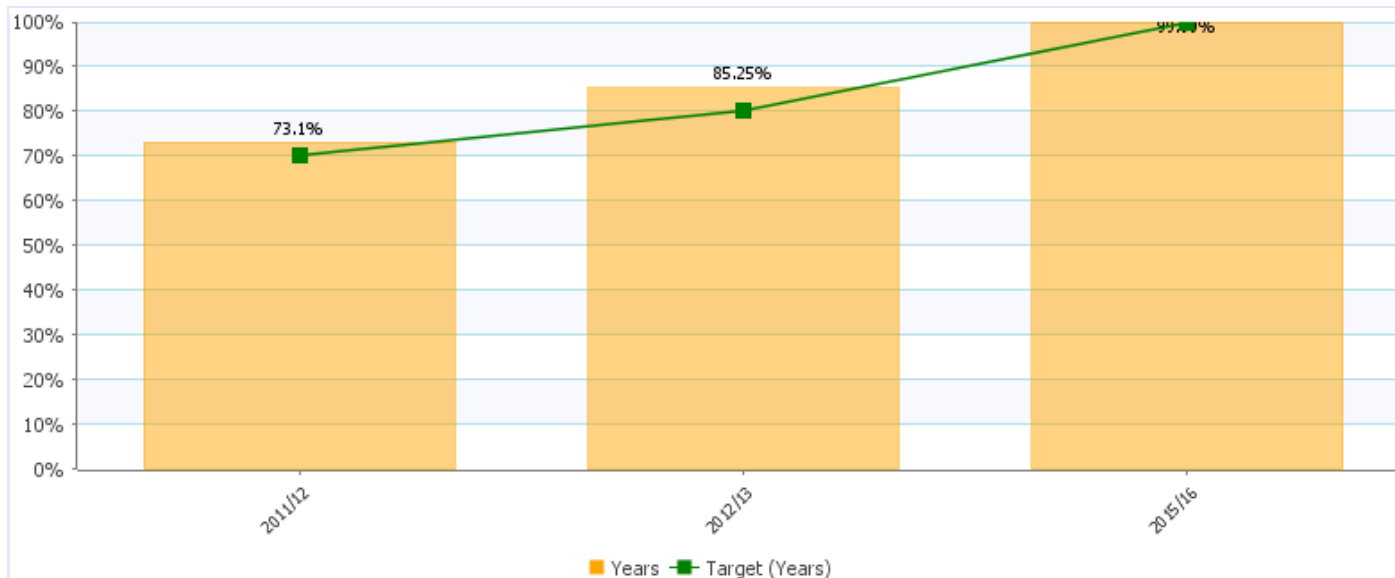
22-Feb-2016 90% of residents continue to have access to an hourly or better bus services. There has been little change to commercial bus services on the past year and consequently few changes to council contract services.

The new West Lothian Council Public Transport Strategy was approved in June 2015 and contract bus services have been redesigned along the principles contained within it. New service contracts commence in April 2016 replacing all existing contract services. Additional services for Newton are being investigated as the revisions affect the service provided for this community which would otherwise reduce the KPI.

To fully validate the KPI the West Lothian Service Evaluation model will be updated with the new network of services in place and re-run.



<b>Performance Indicator</b>	<b>SOA1308_13 Percentage WLC housing stock meeting the Scottish Housing Quality Standard</b>	<b>Partner Organisation</b>	CPP13_West Lothian Council
<b>Description</b>	<p>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.</p> <p>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.</p> <p>We record SHQS failure when a house meets any of the following criteria:</p> <ol style="list-style-type: none"> <li>1.A required element is missing e.g. cavity wall insulation (where there is a cavity).</li> <li>2.A single significant element reaches 20% failure (e.g. a roof).</li> <li>3.A combination of smaller failures combine in proscribed ways.</li> <li>4.A significant element reaches its nominal end of life based on age.</li> </ol>	<b>Responsible Officer(s)</b>	
	<p>Houses move from failure to pass when:</p> <ol style="list-style-type: none"> <li>1.The required missing element is fitted;</li> <li>2.A repair or replacement to the failing element is made;</li> <li>3.A repair or replacement to one or other of the constituent smaller failing elements is made; or</li> <li>4.A suitably qualified technical person reassesses the remaining life of the element.</li> </ol> <p>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.</p>		SOA13_Head of Housing, Customer and Building Services(Alistair Shaw)



**Data Collection Officer(s)** SOA13\_Special Projects Co-ordinator(Stephen Cunningham)




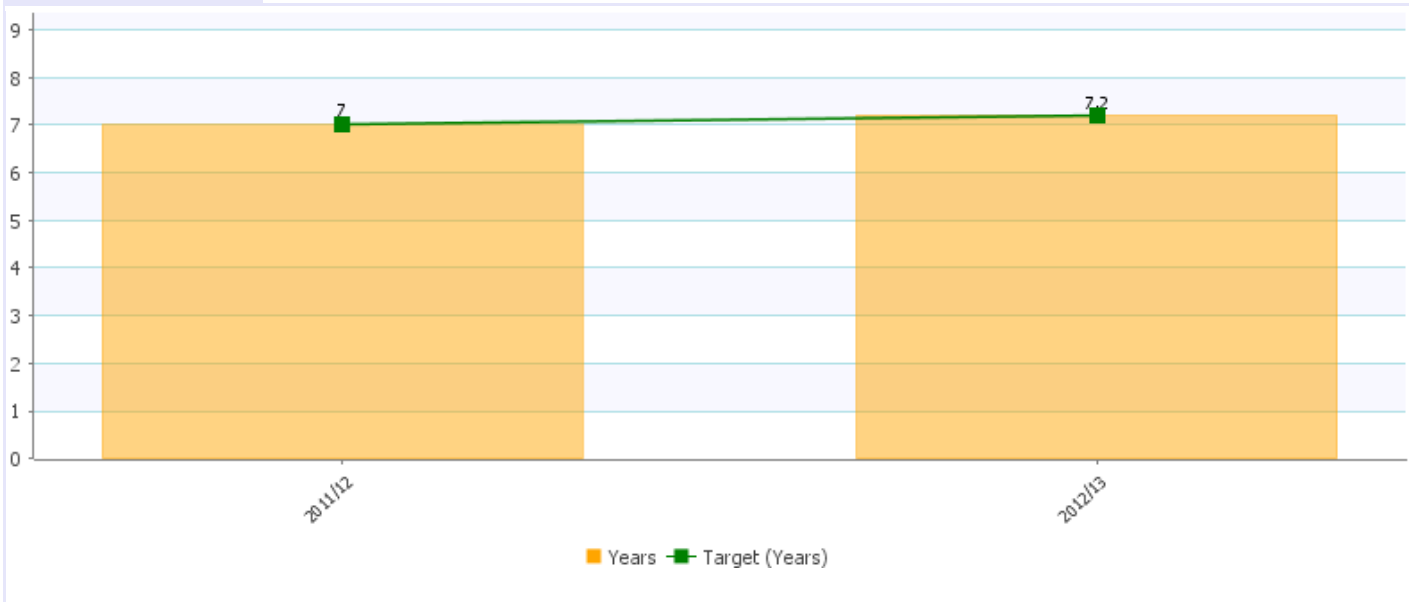
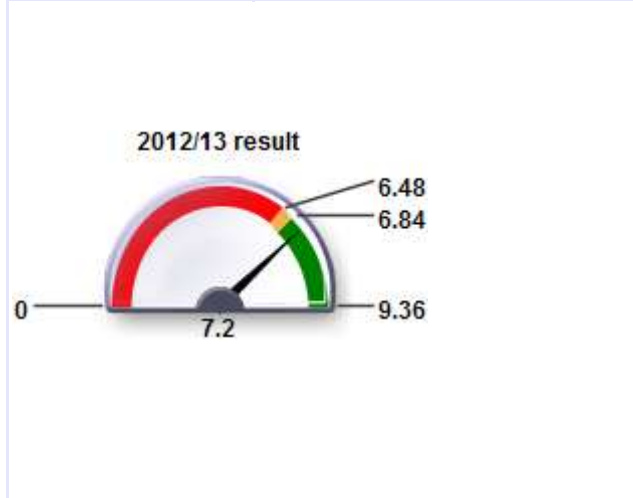
#### Trend Chart Commentary:

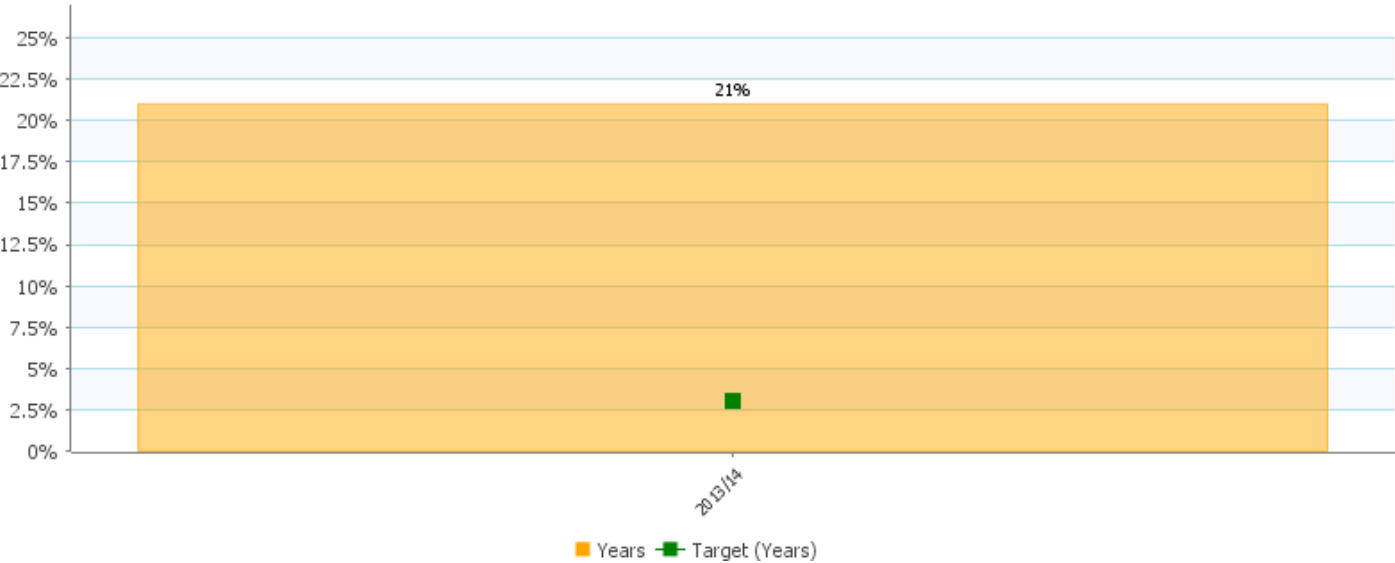

The performance chart shows a year on year improvement in the percentage of the housing stock meeting the SHQS. Significant progress has been made each year and at the end of 2014/15, 99.99% of the council housing stock met the SHQS. The council is on target to achieve the Scottish Housing Quality Standard (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.

**Notes on Latest Data Entry**

<b>Performance Indicator</b>	<b>SOA1308_14 Percentage of adults making one or more visits to the outdoors per week</b>	<b>Partner Organisation</b>	CPP13_West Lothian Council
<b>Description</b>	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.	<b>Responsible Officer(s)</b>	SOA13_Service Manager 2(Andy Johnston)
	 <p>2012/13 result</p> <p>36%</p> <p>0% 5% 10% 15% 20% 25% 30% 35% 40% 45%</p> <p>2012/13</p> <p>Years Target (Years)</p>	<b>Data Collection Officer(s)</b>	SOA13_Service Manager 2(Andy Johnston)
	<p>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%. This data is only published every three years. A target of 40% has been set for the period 2012-2014 which aims at achieving a 10% improvement in visitor numbers.</p>	<b>Notes on Latest Data Entry</b>	<p>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: <a href="http://www.snh.gov.uk/docs/A1020956.pdf">http://www.snh.gov.uk/docs/A1020956.pdf</a>)</p>

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)
			
<p><b>Trend Chart Commentary :</b> 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.</p> <p>2013 data was published in early 2015, so it is likely that 2014 data will not be available until 2016 at the earliest.</p>		Notes on Latest Data Entry	

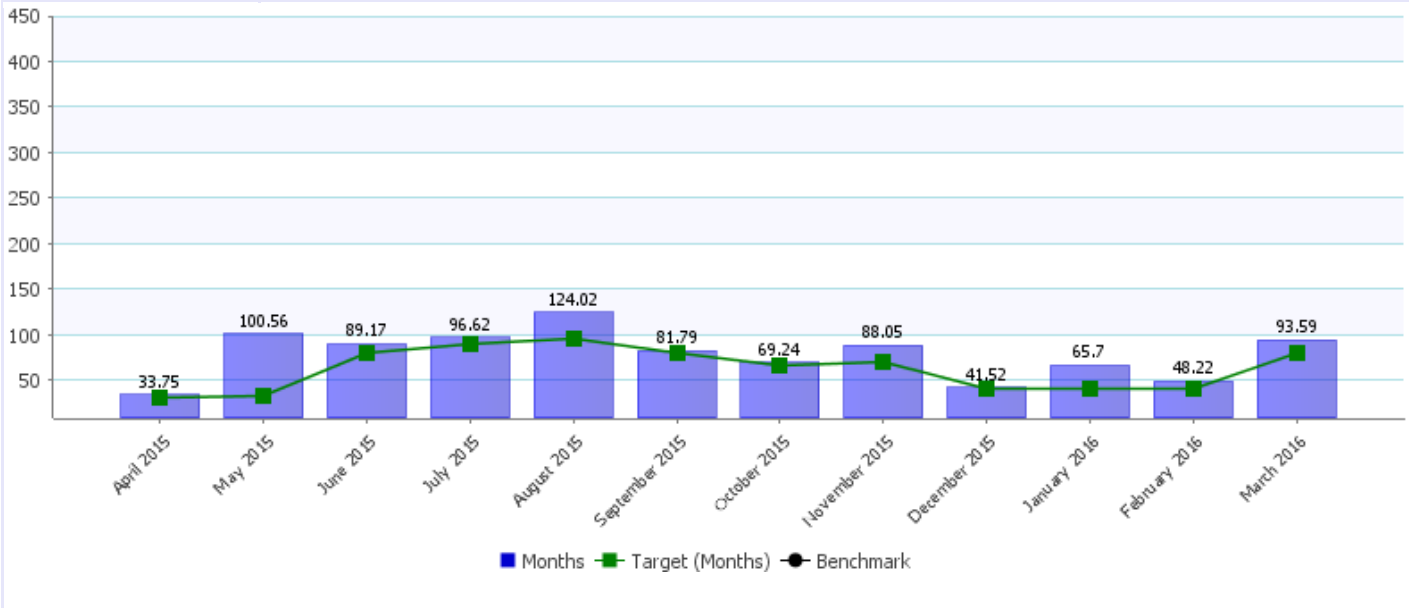
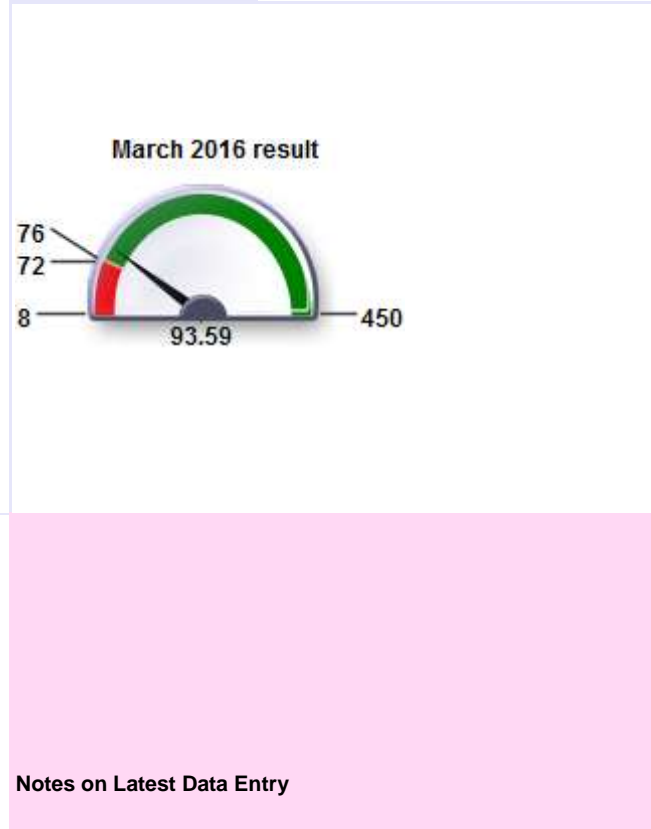
Performance Indicator	SOA1308_16 Percentage of households in West Lothian offered the opportunity to participate in and install energy efficiency measures through the Home Energy Efficiency Programmes for Scotland: Area Based Schemes	Partner Organisation	CPP13_West Lothian Council
	<p>The Home Energy 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.</p>		Responsible Officer(s)
		Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)
			
<p><b><u>Trend Chart Commentary :</u></b></p> <p>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</p>		<p><b>Notes on Latest Data Entry:</b></p>	

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		Partner Organisation	CPP13_West Lothian Council																		
Description	<p>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.</p>		Responsible Officer(s)	SOA13_Customer Services Development Mgr(Karen Cawte)																		
			Data Collection Officer(s)	Anne-Marie Vance																		
<table><thead><tr><th>Year</th><th>Years</th><th>Target (Years)</th></tr></thead><tbody><tr><td>2011/12</td><td>993</td><td>930</td></tr><tr><td>2012/13</td><td>948</td><td>930</td></tr><tr><td>2013/14</td><td>999</td><td>930</td></tr><tr><td>2014/15</td><td>1,065</td><td>1,000</td></tr><tr><td>2015/16</td><td>1,015</td><td>1,000</td></tr></tbody></table>			Year	Years	Target (Years)	2011/12	993	930	2012/13	948	930	2013/14	999	930	2014/15	1,065	1,000	2015/16	1,015	1,000		
Year	Years	Target (Years)																				
2011/12	993	930																				
2012/13	948	930																				
2013/14	999	930																				
2014/15	1,065	1,000																				
2015/16	1,015	1,000																				
<p><b>Trend Chart Commentary:</b></p> <p><b>2015-2016</b> Performance decreased in 2015/16 to 1,052 but was still above target. This reflects the change to the opening hours of the facilities the museums are located within. If we look at the trend in the graph, it also suggests that rather than there been a dip last year there was an artificial rise in 2014-15 which was related to events at museums (across the country including West Lothian) to coincide with the anniversary of WW1.</p> <p><b>2013/2014</b> 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.</p>			<p><b>Notes on Latest Data Entry</b></p>																			

<b>Performance Indicator</b>       <b>Description</b>	<b>SOA1308_18 Number of users engaging with Council funded and part funded heritage services per 1000 population</b>  This indicator illustrates the levels of engagement with Heritage Services through enquiries, visits ( physical and virtual) and outreach activity.	<b>Partner Organisation</b> CPP13_West Lothian Council
		<b>Responsible Officer(s)</b> SOA13_Customer Services Development Mgr(Karen Cawte)
		<b>Data Collection Officer(s)</b> Anne-Marie Vance
 <p>■ Months ■ Target (Months) ● Benchmark</p>		
<p><b><u>Trend Chart Commentary :</u></b></p> <p>This indicator which gives a measure of engagement with West Lothian Heritage Services, includes virtual visits from April 2014.</p> <p><b><u>2015-2016</u></b></p> <p>Performance in April remained increased with another significant increase in performance in May 2015. This was due to a increase in engagement through the Local History facebook page generated by a post on the local connections to the Quintinshill rail disaster. The service are trying to encourage this momentum to continue. Engagement levels remain high with engagement very active through museum and local history talks and workshops but also with the high levels of engagement through social media platforms. June, July and August levels show rising engagement but again this is mostly due to wider engagement through social media platforms. Engagement levels dropped slightly in September as heritage staff</p>		
		<p><b>March 2016 result</b></p>  <p><b>Notes on Latest Data Entry</b></p>



dealt with the move to the new facility. Local History engagement remained very high with 217 physical visits, 91 outreach attendees and 193 enquiries. Engagement levels dipped in October and again in December but remain stable in November and January. There was a slight dip in February in performance but the trend is stable over the months following the relocation of Archives, RM and Museums to the Kirkton Campus. Performance in March increased to 93.59 against a target of 80. The Easter weekend is typically one of the busiest period of the year for the independent museums. The weather also starts to improve in March so more people will visit attractions like Almond Valley.

#### **2014-2015**

The bulk of these visits include views on Flickr 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.

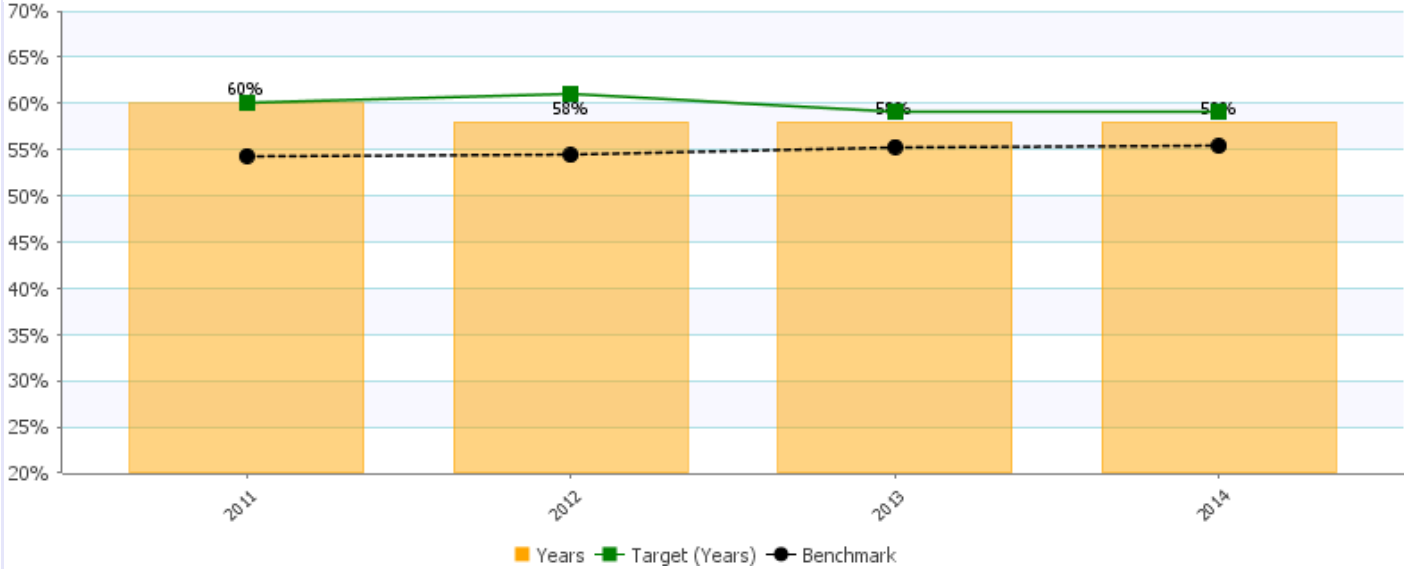

Due to an issue with the Lothian Lives Archive blog, the numbers visiting this resource has dropped substantially resulting in a dip in visits from July to September 2014. The engagement activity increased in October and November 2014 due to the increased activity around WW1 and a new project to engage 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	Partner Organisation	CPP13_West Lothian Council																				
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.	Responsible Officer(s)	SOA13_Head of Education Development( D McMaster )																				
		Data Collection Officer(s)	SOA13_Customer & Performance Manager(Andrew Sneddon)																				
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2014	58%	58%	55%																				
<p><b>Trend Chart Commentary:</b></p> <p>Performance in 2014 is the same as the previous year.</p> <p>Target is 59%. This is previous year's performance plus one in order to recognise the promotion of physical activity and sustainable transport.</p> <p>13988 pupils took part in 2014, up from 10,786 in 2013.</p> <p>The Hands Up Scotland 2014 survey took place in September 2014. The Hands Up Scotland 2015 survey will take place between 7 and 11 of September 2015 - with results due to be published in May 2016.</p>																							
 <p><b>2014 result</b></p> <p>53.1% 56.05% 70% 58% 20%</p> <p><b>Notes on Latest Data Entry</b></p>																							

Performance Indicator	SOA1308_20 Percentage of secondary school children travelling actively to school	Partner Organisation	CPP13_ West Lothian Council																				
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.	Responsible Officer(s)	SOA13_ Head of Education Development( D McMaster )																				
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<table><thead><tr><th>Year</th><th>Years (%)</th><th>Target (Years) (%)</th><th>Benchmark (%)</th></tr></thead><tbody><tr><td>2011</td><td>43%</td><td>43%</td><td>43%</td></tr><tr><td>2012</td><td>44%</td><td>44%</td><td>44%</td></tr><tr><td>2013</td><td>46%</td><td>46%</td><td>46%</td></tr><tr><td>2014</td><td>45%</td><td>46%</td><td>45%</td></tr></tbody></table>		Year	Years (%)	Target (Years) (%)	Benchmark (%)	2011	43%	43%	43%	2012	44%	44%	44%	2013	46%	46%	46%	2014	45%	46%	45%	<p>2014 result</p> <p>44.65%</p> <p>42.3%</p> <p>20% 45% 70%</p>	
Year	Years (%)	Target (Years) (%)	Benchmark (%)																				
2011	43%	43%	43%																				
2012	44%	44%	44%																				
2013	46%	46%	46%																				
2014	45%	46%	45%																				
<b>Trend Chart Commentary:</b> <p>Performance in 2014 is 1% lower than the previous year, following a 4 year period of incremental rises.</p> <p>Target is 46% This is previous year's performance plus one in order to recognise the promotion of physical activity and sustainable transport and the previous incremental rises.</p> <p>8640 pupils took part in 2014, up from 7,212 in 2013.</p> <p>The Hands Up Scotland 2014 survey took place in September 2014. The Hands Up Scotland 2015 survey will take place between 7 and 11 of September 2015 - with results due to be published in May 2016.</p>		<b>Notes on Latest Data Entry</b>																					



# West Lothian College

## Regional Outcome Agreement 2016 - 2017

# Alignment with Single Outcome Agreement

The overall aim of West Lothian Community Partnership's Single Outcome Agreement (SOA) updated August 2015 is:

*'Tackling Inequality' through working together to make sure that West Lothian is the best place possible to live, work and do business in.'*

As a key Community Partner, West Lothian College's Regional Outcome Agreement (ROA) 2016/17 aligns with and enables shared priorities and actions to reduce the inequalities gap and tackle the causes of inequality.

# Priority Outcomes



**Improve life chances by increasing access for 16-24 year olds, to vocational opportunities.**

**Increase positive destinations from vocational programmes into employment or higher led study.**

**Contribute to economic success by increasing the skills levels of individuals in the workplace.**

**Build sustainable shared services and joint provision with key partners to enhance learning opportunities.**

# Students Studying Qualifications

**2,049 Full Time Students (65%FE / 35%HE)**  
**3,696 Part Time Students (90% FE / 10% HE)**

**58% Female**  
**42% Male**

## **Full Time Students**

54% age 15-19  
16% age 20-24  
30% age 25 +

## **Equalities**

6% of college activity delivered to SIMD 10%  
47% of college activity delivered to SIMD 40%  
5% learners with a declared disability  
3% learners from black minority ethnic  
background (BME)





# Key Highlights 2015

- Full Time FE & HE attainment increased to 64% and 71%
- Attainment from SIMD10 learners at 73%
- Attainment Black Minority Ethnic learners at 77%
- College/School DYW, FA, STEM partnership working strong.
- Community ESOL links good.
- Regional DYW Group set up and funded (employer led).
- International opportunities for learners 'Excellent Practice'.
- Learner engagement and satisfaction key strength.
- Destinations for FE/HE amongst the best in Scotland to higher level study and employment.
- 78% of University Applications successful
- Breadth of programmes extended and some areas of stunning success
- Successful Education Scotland Full Review January 2016

# Challenges

**Improving attainment at FE level in general  
and specifically for young males  
(10% gap compared to females)**

**Addressing gender imbalances in  
participation in our courses**

**Expanding the scope and volume of DYW  
activity with schools**

**Addressing inequalities and providing  
enough additional support**

**Expanding work experience across all full  
time programmes**

**Meeting government priorities and legislative  
requirements**

**Ensuring growth to meet needs of West  
Lothian**



## Support from CPP

- **Develop joined up approaches to foster best practice in working with young males at risk of not achieving**
- **Encourage earlier interventions on occupational gender segregation**
- **Are we addressing inequalities as effectively as we can**
- **Improving referrals from partners for best progression**
- **Building knowledge and awareness of partners aims, outcomes and challenges**



# West Lothian Community Planning Partnership

## Scottish Fire and Rescue Service Service Planning

Area Commander Gary Laing  
Local Senior Officer for Falkirk and West Lothian & Falkirk

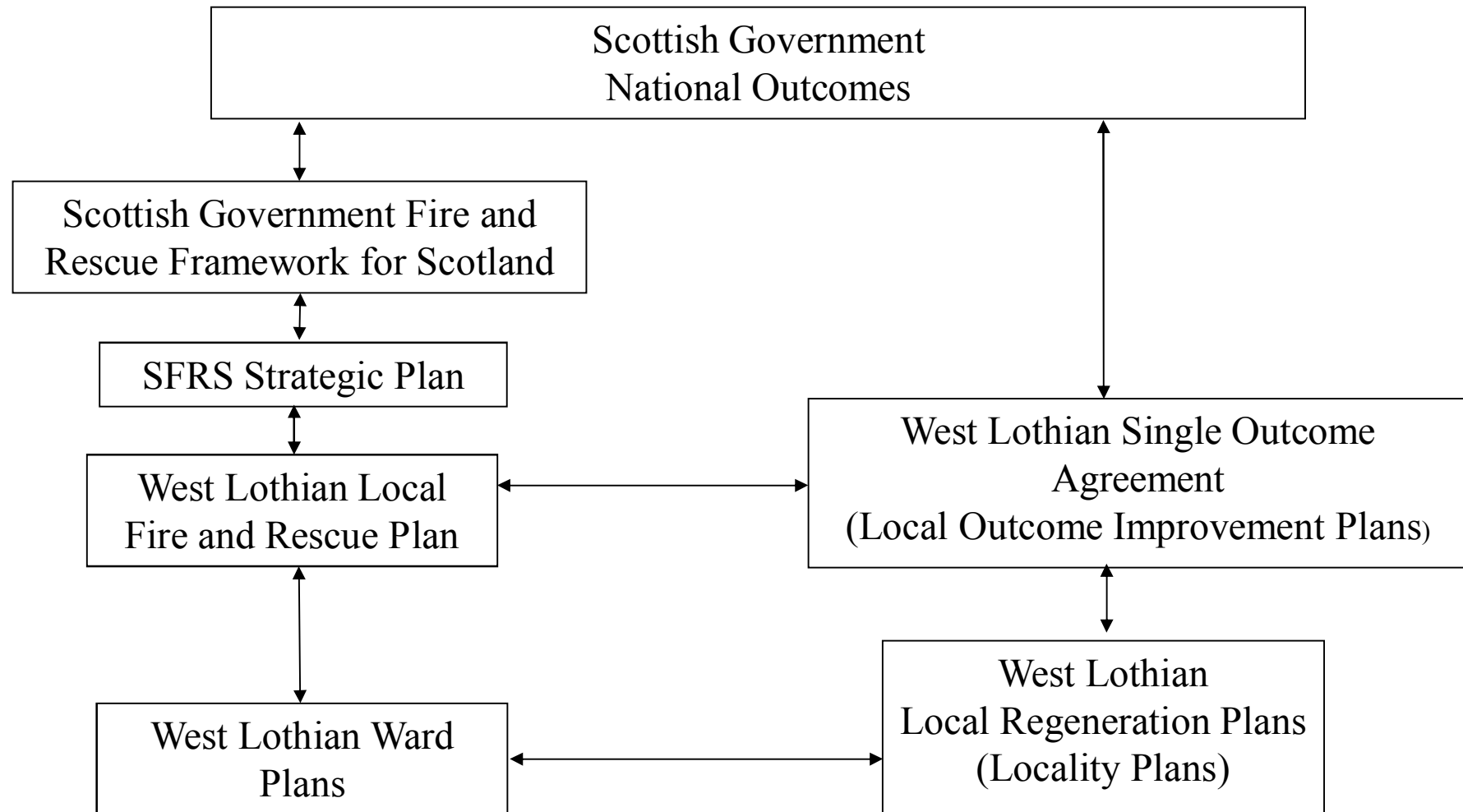


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FIRE AND RESCUE SERVICE

Working together for a safer Scotland



# Joined Up Planning



**SCOTTISH**  
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Working together for a safer Scotland



# Fire and Rescue Framework for Scotland 2016

## Sets out Ministers expectations of the SFRS

- Protecting Communities: Risk, Prevention and Response, Safety, Well-being and Prevention, Response and Resilience, Partnership Working,
- Evolving Role of the Scottish Fire and Rescue Service, Service Transformation, Modernising Response, Unwanted Fire Alarm Signals,
- Governance, Accountability and Performance, Effective Governance and Performance Measures, People.



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**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland





# SFRS Strategic Plan 2016-19

- Meet expectations of Scottish Government
- Priorities and objectives currently being developed to be agreed
- Consultation and Engagement

(Strategic Plan 2016-19 consultation – May to August 2016, published in October 2016)



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**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland





# West Lothian Local Fire Plan

- Supports priorities and objectives of the SFRS Strategic Plan,
- Supports priorities and objectives of the West Lothian Single Outcome Agreement,
- Assists in meeting the key challenges our local community face.



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Working together for a safer Scotland



# Local Plan Development

- Report on Local Plan 2014-17, Review by end of 2016.
- 2018 (and beyond) Local Plan based on
  - Local priorities, (SFRS and CPP)
  - Evidence based,
  - Emerging threats,
  - What's important to communities,
- Work with local stakeholders to prepare new Local Plan by end of 2017 (May be staggered)



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# Local Plan Development Consultation and Engagement

## Key Questions

- What are the key challenges our local community faces ?
- Beyond our traditional fire related activities where can we work with you to address these ?
- Are there other areas where SFRS can help make a local difference ?



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# QUESTIONS



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## **West Lothian Play Strategy**

### **1. Purpose of Report**

The purpose of the report is to:

- i. Inform the Community Planning Partnership Board of the development of a West Lothian Play Strategy and action plan; and
- ii. Ask the Community Planning Partnership Board to note and consider commitment to the principles contained in the newly published Play Strategy for Scotland-Play Map: a resource for Community Planning Partnerships published 2015.

### **2. Discussion**

#### **Background**

In June 2013 the Scottish Government published the Play Strategy for Scotland: Our Vision, and an accompanying action plan setting out the practical steps toward realising the strategic aims and vision.

The national Play Strategy recognises the essential role of play in our lives and the importance of play, from the early stages of brain development and bonding with parents and carers, through to promoting independence and autonomy in the teenage years.

In response to both the national strategy and action plan, the West Lothian multi-agency play strategy working group was established and a temporary Play Strategy Development Officer employed to take forward the development of a West Lothian Play strategy and action plan.

In addition, Play Scotland, a national play organisation has developed a resource for Community Planning Partnerships, the Play Map. The Play Map has been developed to support Community Planning Partnerships (CPPs) build play into their strategic plans and objectives to support the wellbeing of children, young people and their families across communities.

The Play Map includes recommendations to consider:

- Supporting play at home – so that all children and young people have plentiful play opportunities appropriate to their age, stage, needs and preferences
- Supporting play in nurseries and schools (and other early learning and childcare settings) – so that children and young people have high quality play opportunities every day, particularly outdoors.
- Supporting play in communities – so that children and young people have sufficient time and space for playing and are welcomed in their communities

- Ensuring positive support for play – through commitment to play across all sectors and services and within communities.

The Play Map aims to support CPPs to:

- Commit to principles which support a child's right to play;
- Provide leadership through developing strategic priorities and appointing Play Champions;
- Listen to children, young people, families, and communities so that their views inform CPPs;
- Map existing provision and explore gaps in current services and opportunities;
- Consider effective approaches to developing play in communities and share effective practice and
- Review the contribution of play to CPP's locality plans.

Partners in West Lothian deliver some of the best play in Scotland and have achieved national recognition and awards. The development of a West Lothian Play Strategy will provide the opportunity to build on these strong foundations to bring partners together in a single strategy to ensure widespread understanding of play in the context of their own agency/service and how they can best support West Lothian's children, young people and families.

### 3. Summary of Implications

<b>Relevant SOA outcome (s)</b>	
<ul style="list-style-type: none"> <li>• Our children have the best start in life and are ready to succeed</li> </ul>	
<b>Relevant SOA performance indicator (s)</b>	
None	
<b>Resources</b>	
Play strategy development officer post £37,000 p.a. over two years (£74,000)	
<b>Link to CPP prevention plan/Community Engagement plan</b>	
The Play Strategy aligns well with the CPP priorities of early intervention, preventative working and community engagement. A stakeholder event held in August 2015 included staff from Education, NHS and voluntary sector. The action plan and strategy are being developed with professionals, parents /carers and young people.	
<b>Impact on inequalities</b>	
Whilst the strategy will impact on play for all children, there is focus on those with disabilities and those who may be more at risk of health inequalities	

<b>Key risks</b>	
None anticipated	

#### **4. Consultations**

A stakeholder event was held in August 2015 which included staff from Education services, NHS Lothian and the Third Sector. The local action plan and strategy are being developed with professionals, parents /carers and young people.

#### **5. Conclusions**

In response to the National Play Strategy, a local action plan and strategy for West Lothian are being developed and implemented. The Play Map is a resource to support CPPs build play into their strategic planning processes.

#### **6. Recommendations**

The Community Planning Partnership Board is asked to consider how they may commit to the development of a West Lothian Play strategy and action plan and to note the Play Map guidance developed to support CPPs embed play within their strategic planning processes.

#### **Report written by/contact details/date**

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Interim Senior Manager, Children and Early Intervention

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28<sup>th</sup> April 2016

#### **References:**

Play strategy: <http://www.gov.scot/resource/0043/00437132.pdf>

Play Map: <http://www.gov.scot/Publications/2015/12/6702>

**Appendices:** None





## **Community Planning Partnership – Resource Aligning Group Update**

### **Report by Head of Finance & Property, 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. Discussion**

The RAG has previously agreed a number of areas for development which will support information sharing and alignment of resources across the CPP to improve the CPP's capacity to target and align resources for better impact across the Single Outcome Agreement (SOA) priorities. An action plan has been developed and this report will provide an update on the progress of the action plan along with proposed activities to be undertaken to further develop the action plan to assist in the delivery of the SOA.

It has been agreed that the focus of the RAG will be on anti-poverty with actions being refined to link to the anti-poverty theme. Proposals on how this might be taken forward are set out in this report, including how the proposals will link in with the existing action plan.

#### **3. Aligning Resources and Resource Efficiency**

##### **Action – All CPP partners to link budgets to SOA**

A questionnaire was issued to RAG members to ascertain the 2016/17 revenue budgets, with an initial exercise undertaken to collate and align the budgets to the SOA. Appendix 1 provides an example of the information on the 2016/17 revenue budgets and how they are being linked to the SOA. The information requires further refinement and areas where information has yet to be provided needs to be completed; however this exercise will allow the group to identify the total budget available within West Lothian against the eight SOA priorities. This information will be used as a base to understand the activities undertaken within each SOA and used to develop increased partnership working focussing on the SOA priorities which link to anti-poverty.

Also as part of this exercise the group has looked to identify current and future funding pressures, which will be used to recognise common funding pressures and discuss any options available to overcome or alleviate the pressures. Examples of the funding pressures facing members of the RAG are set out below:

- Uncertainty over future government settlements
- Pay award
- Increased pension contributions
- Inflation
- Procurement contract renewals
- Demographic pressures – ageing population, increasing population
- Welfare reform
- Demand pressures

- Reduced focus on preventative initiatives

**Action - Clarify and strengthen the understanding of each partner's role and contribution**

Building on the alignment of budgets to the SOA and to further strengthen the partnership working that already takes place, it is proposed that a Scenario Planning Event takes place over two half days on 30 August 2016 14:00 – 17:00 and 6 September 2016 09:00 – 12:00. The event will focus on the period of the remaining SOA to 2023 and the following future ten years to 2033.

Scenario Planning can be used to look at future challenges from a different perspective. This approach will help the CPP understand the changes that are likely to occur in the future, identify new trends that are likely to impact on West Lothian and potentially develop services to respond to these changes in a cohesive and effective manner. This will include looking at aligning resources, assets and priorities.

This event will give partners an opportunity to identify, explore and make sense of the main factors driving change in West Lothian which will enable the CPP to effectively plan for the future of West Lothian. More specifically, it will help to;

- Identify common challenges
- Learn about the impact of new trends/challenges on each partner organisation
- Build a shared understanding of how complex changes taking place in West Lothian are likely to affect partners activities
- Identify opportunities to work together to respond to future changes
- Explore information and data sharing methods to maximise understanding of future challenges.
- Learn about what other partners do with regards to scenario planning.

The first day will focus on setting the scene and identifying the key drivers that will affect West Lothian over the coming years, areas of focus would be:

- Demographic forecasts
- Health forecasts
- Development Planning
- Housing
- Education
- Skills, labour market
- Poverty and deprivation

The second day will focus on how the CPP can work together to respond to the changes, including preventative initiatives and budget alignment.

The Community Planning Team is currently working with Economic Development, Development Planning and other colleagues to further develop the content of this event.

**Action - Improve resource allocation and resource efficiency**

At a previous meeting, The RAG agreed to focus on anti-poverty. The CPP 'Better Off: West Lothian Anti-Poverty Strategy' aims to help minimise the impact of poverty on the people of West Lothian. Its object is to ensure that people are equipped to cope with the challenges they currently face, in terms of their disposable income, and the impact that this has on their health, education and community involvement. West Lothian's

Community Planning Partnership recognises that for real improvements to be made for communities and individuals, we need to reduce the inequalities gap and tackle the causes of inequality. This translates into targeted services for the poorest and most vulnerable in society. With the greatest impact of the welfare reforms on these groups, more are likely to suffer from poverty and financial/ digital exclusion, putting even greater demands on support services. This means that we are starting at a lower point and makes it all the more important that we look to pool and target resources where they are most needed and effective. The existing Anti-Poverty Strategy 'Better Off: West Lothian Anti-Poverty Strategy' runs until 2017.

This creates an opportunity for members of the RAG to work together to take responsibility, and provide expertise and support to hold public conversations with their service users who face the impact of poverty. Each partner engages with various sections of the West Lothian community and by having conversations with communities we would be able to understand better what individuals and families, who are experiencing poverty, need and want from public services in order to mitigate the effects of poverty. This will allow facts and figures to be collected and allow specific actions for cross-working to be identified and included in an updated Anti-Poverty Strategy.

The current Anti-Poverty Strategy focuses on seven priority areas:

- Economy/ Income
- Employability/ Economic Development
- Education
- Health
- Housing
- Community
- Inequality

It is proposed that a lead organisation is assigned to each of the seven priority areas based on their area of expertise in relation to the priorities. It would be for the lead organisation, with input and assistance from other group members, to engage with service users and the community to gather information on what can be done to help communities overcome poverty and the impact of poverty. Once the data gathering exercise is complete the RAG could look to identify and agree its key priority groups and would then be able to identify what resources could be aligned to assist in the delivery of the strategy focussing on those priority groups.

It is considered that this would make an excellent contribution to the Anti-Poverty Strategy and would demonstrate partnership working to assist those in need throughout West Lothian.

**Action - Resource aligning taken to a local level to enable sharing of resources**

At the RAG meeting March 2016 it was agreed that Participatory Budgeting (PB) would be investigated as a potential way of taking forward the sharing of resources at a local level. Work has been carried out by the council's CPP team to investigate options for PB, and look at how this might work for West Lothian. An option to take forward PB on a thematic basis is currently being further explored. Potential options being looked at relate to activities for disabled children or people on the autistic spectrum having opportunities to engage socially.

Option 1 – Use a PB process to give disabled young people, their parents and carers opportunities to influence the provision of social and leisure services. Currently, a limited number of providers are used to provide social and leisure activities for young people with disabilities. Young people with disabilities would be able to decide on which providers and services they felt offered the best opportunities for them.

Option 2 – Use PB to better meet the training needs of parents, carers, local groups and other stakeholders with regard to autism. The process would engage a range of individuals in identifying what their training needs are and how these could be best be met. Training providers would be invited to pitch their ideas and young people, parents, carers and other stakeholders would decide on what training would receive funding. Ultimately, this process would result in better support for those with autism, and more informed community through raised awareness of autism and how we can aim to be a more autism friendly authority.

This type of PB activity would involve young people (or specific groups in our communities – depending on the nature of the project) in deciding how specific funds are allocated, and help service providers think differently about how they design and develop services. It would also ensure that partner organisations were involved in the process, expanding the approach beyond the Council.

Work is also ongoing to develop West Lothians own 'brand' for Participatory Budgeting. To maximise the effectiveness of our PB process, it is important that it has an identifiable brand. Examples in other areas include, City of Edinburgh's 'Canny wi' cash' and 'Leith Decides', Newcastle City Councils 'Udecide', Oldham Councils 'Up2Us'. The CPP Team is working with Corporate Communications to develop this.

It is proposed that the options mentioned above (or other suitable options) are further progressed over the coming months, including the design of West Lothian specific branding, in conjunction with partners, and a further update provided to the board in Autumn 2016 which will set out a detailed proposal on the options available, including an outline on the form of communication and participation with the public and key groups.

#### **Action – Identify additional sources of income open to RAG members**

West Lothian has been identified by the Frontline Funders Forum as a funding cold spot meaning that external funds available to the area are not being accessed by the public, private or voluntary sectors to the levels that would be expected. The type of external funds that are readily available can be used to support a wide range of services and activity which contribute to the CPP SOA, for example, health and social care; alleviation of poverty and exclusion; education; skills development and employability; environmental projects; and capacity building.

The potential sources of funding are numerous and the mechanisms for identifying them are equally varied. In addition, making sense of different funders' criteria, target groups and deadlines and matching these to service delivery needs or aspirations can be immensely time consuming and the application process complex and drawn out. However, this needs to be weighed up against the benefits of increasing resources.

The Third Sector is currently a big deliverer of public services and this could increase in the future partly as a means of achieving efficiencies. While some services are provided through formal procurement processes and contracts, others are financed through the award of grants from public bodies many of which are being diminished as public

spending is constrained. Organisations in the sector are facing dramatic reductions in their funding with the inevitable consequence on service delivery. To maintain services organisations and their public sector partners need to find new ways of funding desired activity.

Within the setting of decreasing budgets across all sectors there is a requirement for the CPP to become more pro-active in identifying and accessing available funds and to work smarter to maximise success.

The key to being more pro-active and working smarter to maximise success, is the need to reduce duplication and to be more strategic about targeting specific funds to meet our priorities. It is proposed that to address these two issues effectively and efficiently requires the development of a systemised and collaborative approach across all sectors in West Lothian.

It is therefore proposed to establish a West Lothian Funding Forum and to develop an External Funding Strategy for the area. Appendix 2 sets out the detailed proposal for a West Lothian Funding Forum which would develop a co-ordinated and systemised approach to the identification of and application to appropriate funding sources, including the investigation of subscribing to an external funding database. The appendix also sets out the proposal for an External Funding Strategy which would support and underpin the corporate approach to external funding and would act as a framework for working in partnership with others.

#### **4. Asset Management Planning**

The appropriate use of property assets in the right location can make the difference between good and poor service delivery. Property assets are high in our community's perception of the public and voluntary sector and the services we deliver from them. It is therefore essential that we look after property assets and ensure that they are fit for purpose so that they continue to support service delivery and are sustainable to benefit future generations. The RAG has proposed, as part of its action plan, to develop a Community Planning Partnership Property Asset Management Plan.

The key starting point when considering any partnership approach to property asset management is establishing the key principles that should be adopted at a strategic level and what assets are involved.

##### Proposed Partnership Property Asset Management Principles

The key principles to developing and implementing a successful integrated approach to Property Asset Management are as follows:

- Developing and adopting flexible approaches to service delivery including integration, co-location, collaboration and complimentary approaches;
- Ensure there is a senior level corporate commitment to working with partners to deliver property assets that support service delivery and meet community aspirations and needs;
- Ensuring governance arrangements are in place to facilitate joint decision making and delivery;
- Identifying resources over the longer term required for delivery of the agreed projects;

- Clearly identifying benefits; demonstrating best value and outcomes that will be achieved; and monitoring performance through the life of an asset;
- Establishing property asset management models that are fit for purpose and meet all partner requirements from development through to ongoing facilities management.

#### Property Asset Mapping

To establish a joint approach to Property Asset Management it is also appropriate to evaluate the assets involved in terms of location, size and quality (condition, suitability etc). To aid the development of the plan, an initial mapping exercise has been undertaken by the council using EPIMS (an on-line public sector record of property assets managed by the Scottish Futures Trust) and the council's Geographical Information System (GIS). An example of the mapping exercise is set out in appendices 3a and 3b. The exercise has identified and mapped partner properties throughout West Lothian based on the data contained within EPIMS and GIS, the mapping of property assets will be further developed to include all partner properties which will be facilitated via the RAG.

Once all the properties have been mapped, including the tenure of the assets, it is proposed that the assets are then evaluated and by following the proposed property asset management principles a CPP Property Asset Management Plan created.

## **5. Summary of Implications**

<b>Relevant SOA outcome (s)</b>	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.
<b>Relevant SOA performance indicator (s)</b>	Not applicable
<b>Resources</b>	Costs will be met from existing resources.
<b>Link to CPP prevention plan/Community Engagement plan</b>	Not applicable
<b>Impact on inequalities</b>	Not applicable
<b>Key risks</b>	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 the work of the Resource Alignment Group and sets out future activities which are contained in a RAG Action Plan.



## **8. Recommendations**

### **It is recommended that the CPP Board:**

- Notes the activities undertaken to align partner budgets to the SOA priorities.
- Agrees that a scenario planning event should take place in late summer 2016 for all partners to attend, to research what West Lothian will look like in the future and identify how we can work together to deliver services.
- Agrees that members of the RAG will undertake an exercise as part of the Anti-Poverty refresh to engage with communities to identify resources that could be aligned to assist in the delivery of the Anti-Poverty Strategy.
- Agrees the principle of Participatory Budgeting is further explored and that a detailed paper is prepared which will set out how this will be taken forward.
- Agrees that a West Lothian Funding Forum is to be established.
- Agrees that an External Funding Strategy should be developed.
- Notes the work already undertaken to identify and map partner property assets.
- Agrees the principle of the development of a Community Planning Partnership Property Asset Management Plan.

## **9. Background references**

None

Appendices/Attachments: Appendix 1 2016/17 West Lothian Revenue Budget  
Appendix 2 Additional Sources of Income  
Appendix 3a West Lothian Public Services  
Appendix 3b Armadale Properties

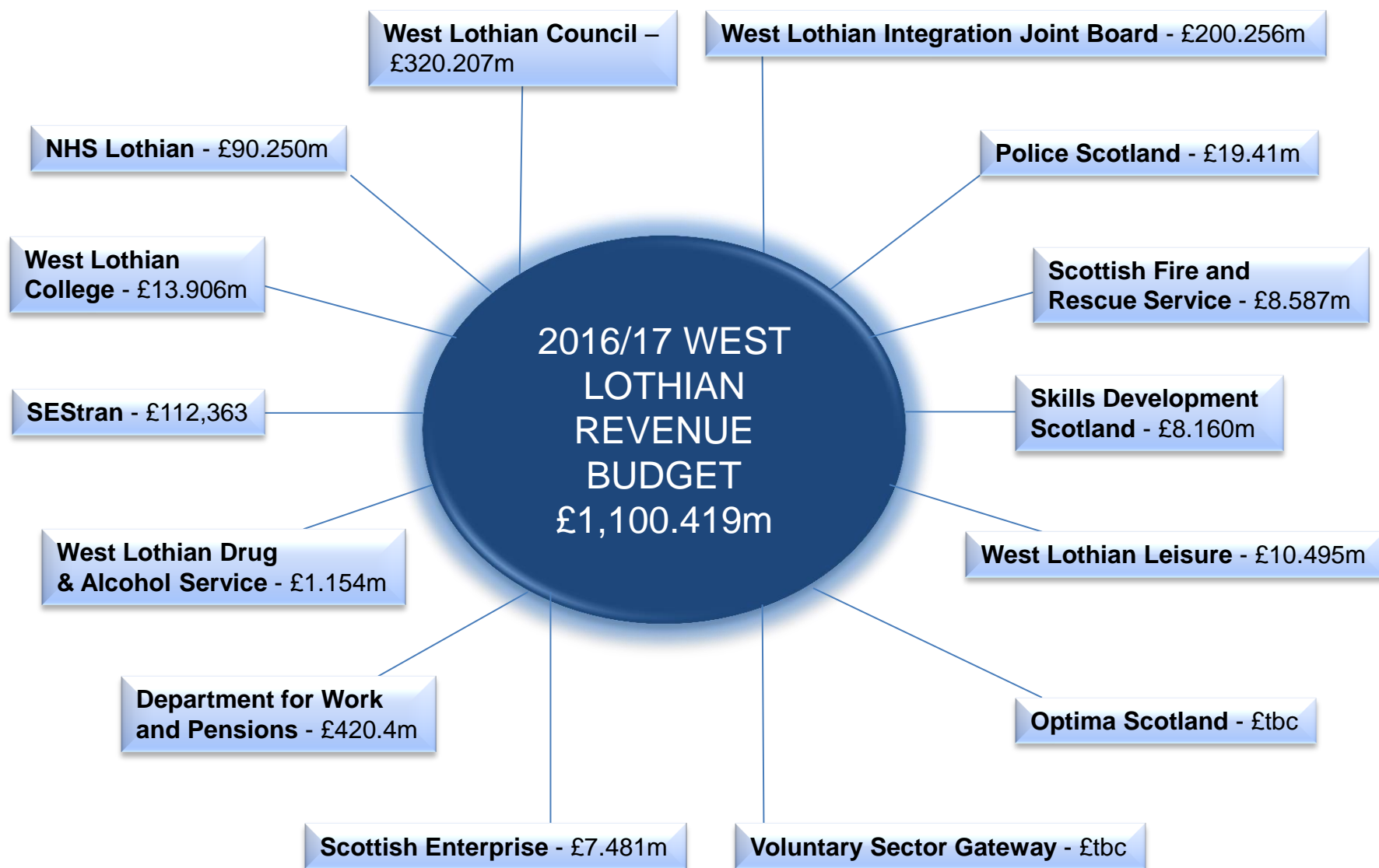
Contact Person: Donald Forrest, Head of Finance and Property

[donald.forrest@westlothian.gov.uk](mailto:donald.forrest@westlothian.gov.uk) Tel No: 01506 281294

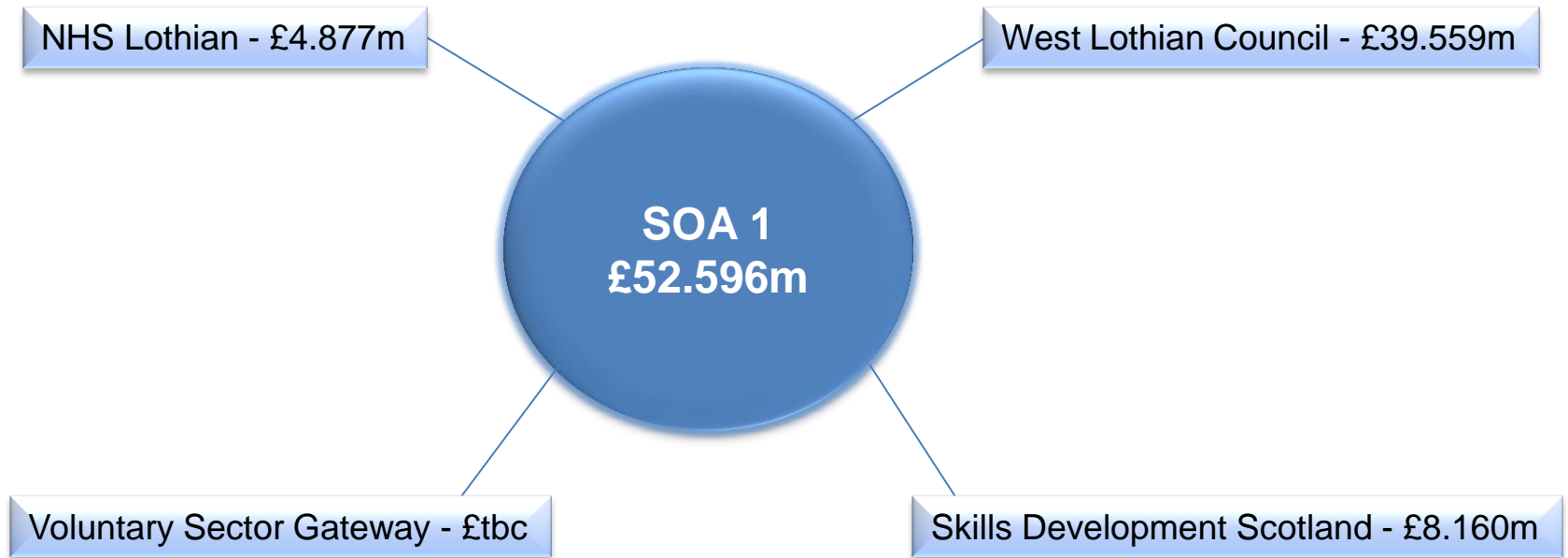
**Donald Forrest,  
Head of Finance and Property  
9 May 2016**



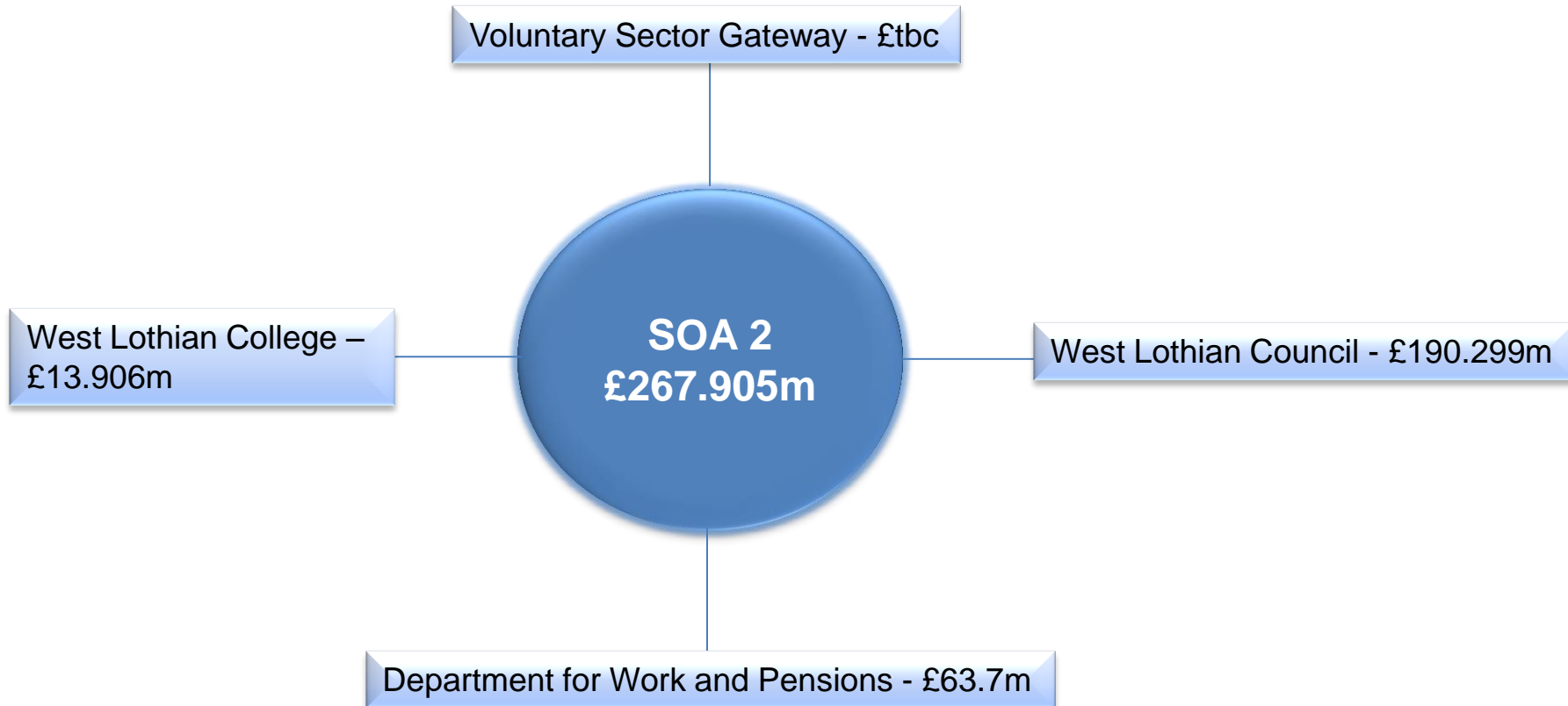




# SOA 1 – OUR CHILDREN HAVE THE BEST START IN LIFE AND ARE READY TO SUCCEED



## SOA 2– WE ARE BETTER EDUCATED AND HAVE ACCESS TO INCREASED AND BETTER QUALITY LEARNING AND EMPLOYMENT OPPORTUNITIES





## **Appendix 2**

### **Additional Sources of Income**

#### **Funding Forum**

In the first instance it is suggested that this consists of a central core of key officers from each CPP member. Additionally the third sector would be represented by Voluntary Sector Gateway and West Lothian Social Enterprise Network. Over time this may be expanded to include officers leading specific projects from community planning partners and other community or voluntary organisations. Key officers should have a strategic focus and responsibility for the development of services and/or budgets.

The key objective for the Funding Forum will be to develop a co-ordinated and systemised approach to the identification of and application to appropriate funding sources. Specifically, the Funding Forum will be responsible for;

- Agreeing priorities for funding with Senior Management from all CPP members;
- Identifying funding sources appropriate to the service and specific activity;
- Circulating information on funding sources throughout service areas and with key delivery partners;
- Developing and maintaining a comprehensive funding database;
- Developing project ideas and co-ordinating the writing and submission applications possibly in partnership with external partners or delivery organisations;
- Acting as the interface between the CPP and external funding sources;
- Evaluating funding applications and analysing feedback;
- Developing the External Funding Strategy;
- Administering all Council Grant programmes.

The Forum will act as a single point of access regarding available funding streams. In addition the Forum will facilitate the link between the CPP and regional/national funding fora. This will help to ensure that local issues are represented in policy changes and that a level of expertise is developed around funding issues.

#### **External Funding Strategy**

In addition to establishing the Funding Forum, it is suggested that the CPP develop an External Funding Strategy. This will both support and underpin the corporate approach and will act as a framework for working in partnership with others.

Potential aims of the Strategy would include:

- To guide, influence and align resources to maximise external funding to achieve strategic priorities; and
- To put in place strategies and actions to secure external funding for the continuation of strategic priorities.

The External Funding Strategy should be closely aligned to delivery of the Single Outcome Agreement and the eight strategic priorities in the current Council Corporate Plan.

The strategy should take account of the prevailing economic conditions and the context of public sector spending reductions and the changing funding context for Third Sector

Organisations. The strategy also needs to dovetail with other existing and planned strategies and government policies, including, but not exclusively:

- The Economic Strategy
- Business Development Framework
- An Enterprising Third Sector Framework
- The Regeneration Framework
- Community Engagement Framework
- Community Learning Framework
- Sustainable Procurement
- Community Benefits in Public Procurement/ Commissioning Improvement Plan

### **Progress to Date**

A funding support framework has been prepared as part of developing the Enterprising Third Sector Framework and can be accessed through the West Lothian Social Enterprise Network (WLSN) website. Additionally an online “Valuing Community Assets” toolkit has been prepared to assist both CPP and third sector organisations place a value on outcomes arising from the social impact the services they provide.

The CPP has been represented on a number of regional and national funding fora, including SLOG and the local LEADER programme. The Council in partnership with WLSN have also developed proposals for the 2014/20 European Funding Programme around strategic objectives 23,24 & 25 with applications expected to be called for late in 2016 or early 2017 this could be expanded to take on board all relevant CPP partners.

Most recently the council has received positive responses from East and Mid Lothian Councils in relation to a potential application to the new Armed Forces Covenant Fund for consortium applications from local authorities.

### **Next Steps**

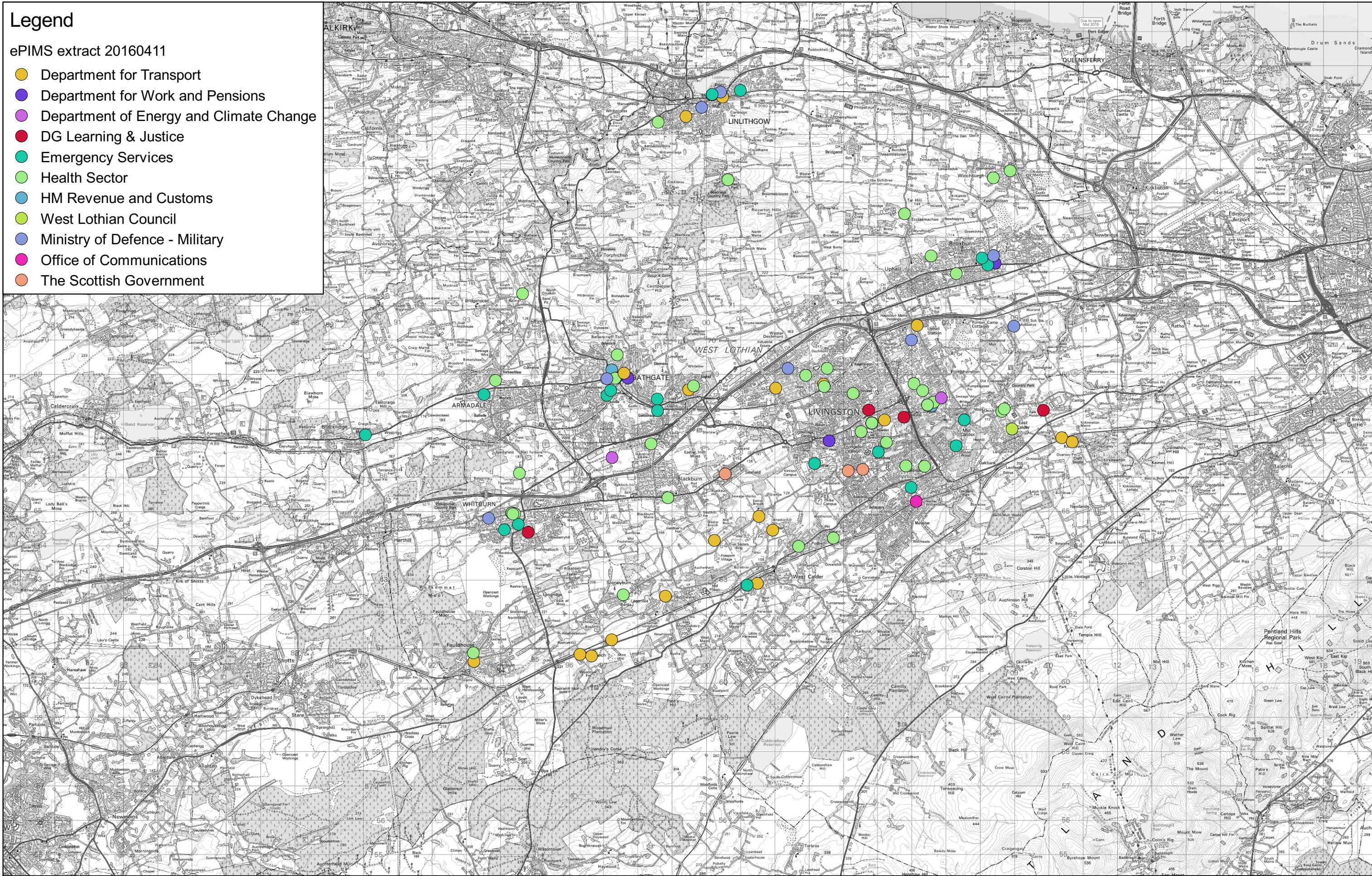
1. Circulate briefing paper to senior management from CPP and secure nominations for the Funding Forum.
2. Funding Forum to meet and agree Action Plan.
3. Investigate options for an external funding database, including costed options appraisal to be presented to CPP RAG.
4. Baseline to be established
  - a. Sources of information available
  - b. Range and value of current external funding sources
  - c. Applications submitted in last 12 months; value; no. and value those successful; analysis of unsuccessful
5. Continue discussions between West Lothian Council, West Lothian Social Enterprise Network and Voluntary Sector Gateway West Lothian and extend to CPP.
6. Continue discussions with Mid and East Lothian Councils re Armed Forces Covenant Fund application.
7. Liaise with Scottish Government European unit re European Funding Programme application/s.



Legend

ePIMS extract 20160411

- Department for Transport
- Department for Work and Pensions
- Department of Energy and Climate Change
- DG Learning & Justice
- Emergency Services
- Health Sector
- HM Revenue and Customs
- West Lothian Council
- Ministry of Defence - Military
- Office of Communications
- The Scottish Government



West Lothian  
Council

Public Services within the West Lothian Region

Property Management and Development, West Lothian Civic Centre, Livingston, EH54 6FF

1:100,000



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WARD	AREA LOCATION	SETTLEMENT	BUILDING ADDRESS	USE	G EXT A. Sq.m.	Site A. Ha
9		Armadale				
	1	ARMADALE	ST ANTHONYS PRIMARY	P SCHOOL	1298	0.87
	2	ARMADALE	ARMADALE PRIMARY & NURSER	P SCHOOL	2204	1.507
	3	ARMADALE	EASTERTOUN PRIMARY	P SCHOOL	1626	1.475
	4	ARMADALE	EASTERTOUN NURSERY	N SCHOOL	174	0.094
	PPP A	ARMADALE	ARMADALE ACADEMY	S SCHOOL	8895	6.204
	5	ARMADALE	ARMADALE COMMUNITY CENTRE	COMMCENTRE	1837	0.381
	6	ARMADALE	ARMADALE LIBRARY	LIBRARY	227	0.057
	7	ARMADALE	ARMADALE AREA OFFICE	OFFICE	233	0.049
	8	ARMADALE	ARMADALE SWIMMING POOL	POOL	1574	0.157
	A	ARMADALE	Armadale	POLICE		
	B	ARMADALE	Armadale Group Practice	SURGERIE		



## **Mitigating the Effects of In Work Poverty**

### **1. Purpose of Report**

The purpose of the report is to update the Community Planning Partnership Board that:

- West Lothian Council has become an accredited Living Wage employer;
- West Lothian Council has made a further commitment to de-stigmatising poverty by signing up to the Poverty Alliance's 'Stick Your Labels' campaign; and
- A 'Better Off: In Work Poverty' seminar is taking place at Howden Park Centre on 9 May 2016.

The purpose of the report is also to encourage all Community Planning partners to:

- become Living Wage accredited organisations;
- sign up to Poverty Alliance's 'Stick Your Labels' Campaign; and
- agree that West Lothian works towards becoming a Living Wage Accredited region.

### **2. Discussion**

#### Background

West Lothian Community Planning Partnership's 'Better Off: West Lothian Anti-Poverty Strategy', aims to mitigate the effects of poverty and the changes in welfare provision. The Anti-Poverty Strategy Board has responsibility for the direction and delivery of an annual action plan. It has focussed activity on a number of key priorities and, in particular:

- in work poverty and low pay; and
- negative attitudes towards those experiencing poverty.

#### In Work Poverty and Low Pay

There are three key factors influencing in-work poverty: the hourly rate of pay; the number of hours worked (work intensity); and income gained and lost through the welfare and tax systems. The majority (52%) of working age adults in poverty in Scotland are in 'in-work poverty' i.e. they are living in households with at least one adult in employment. The experience of living in poverty can impact on many areas of life. It goes beyond having to live on a low income and can affect access to services, right to participation in society, health, educational attainment and overall life chances. Growing up in poverty can have a profound and lasting impact on children's outcomes; income poverty and material deprivation are strongly associated with poorer outcomes for children. More than half of all children in poverty in Scotland live in families where at least one adult is in work.

Given the changes to the quality and nature of work (zero hour contracts, part-time, temporary work), employment is not a guaranteed route out of poverty. Low pay and job insecurity are key factors in the existence of in-work poverty. The Living Wage is calculated using the Minimum Income Standard (MIS) for the UK. This research looks in detail at what households need in order to have a minimum acceptable standard of living and includes items such as food, clothing, rent, council tax, fuel for heating your home and childcare (if applicable). Employers choose to pay the Living Wage on a voluntary basis while the National Minimum Wage is statutory and must be paid by all employers.

The Scottish Living Wage Accreditation scheme is an initiative which provides employers with the opportunity to become accredited. The accreditation is a fair trade mark and it shows that the employer is committed to the living wage, and that all staff are paid at least the living wage.

### Living Wage Accreditation

The Living Wage accreditation applies to all staff over the age of 18 that work regularly on the employer's premises. This includes directly employed staff, contracted staff and subcontracted staff. Regularly is defined in the accreditation scheme as two or more hours in any given day for eight or more consecutive weeks of the year. The Living Wage accreditation does not require employers to provide the Living Wage to apprentices and interns. The accreditation also does not require a business's supply chain to pay the Living Wage, unless they are regularly delivering a service on the businesses premises. The Living Wage Accreditation licence application requires organisations to set out a phased implementation plan for paying the living wage to all applicable contracted services. Council officers had detailed discussions with the Poverty Alliance to determine the appropriate milestones that are required in the council's implementation plan.

The council's application contained the following milestones:

- Confirmation that the council will pay the Scottish Local Government Living Wage Rate of £8.33 an hour to all council employees from 1 April 2016;
- Confirmation that the council will introduce a scheme enabling apprentices to move to the living wage during their apprenticeship;
- Confirmation that the council will work with West Lothian Leisure (WLL) to introduce the Living Wage Foundation rate of £8.25 to WLL employees from 1 April 2016;
- Confirmation that all contracted suppliers who deliver a service to the council on the council's premises for at least two hours per day have been identified and contacted, and their responses have been used to develop milestones of when these contracts will include the payment of the Living Wage Foundation (LWF) Living Wage;
- Introducing payment of the LWF Living Wage to social care workers in the independent and third sectors from 1 October 2016.

The Poverty Alliance approved the council's accreditation to the Scottish Living Wage Accreditation Initiative with effect on 1 April 2016, when the council increased its current Living Wage from £7.97 an hour to £8.33 an hour, in line with the agreed local government pay settlement in Scotland.

#### Negative Attitudes towards those experiencing poverty

Recent years have seen considerable negative commentary towards people on benefits and on low incomes even although more than 900,000 people in Scotland live in low income households. With further reductions in the welfare budget planned in the years ahead, the number of families who are affected will increase.

The 'Every Voice Matters' initiative worked with groups of adults to ensure that the development of the Community Planning Partnership's Better Off: Anti-Poverty Strategy was informed by their views. There is evidence from focus groups, seminars and questionnaires of the stigmatising affect that having a limited income places on individuals and their families. A core component of the strategy has been to ensure that the voices of those experiencing poverty are heard and to inform the development of an annual action plan.

#### Stick Your Labels Campaign

The idea of the campaign emerged from a working group set up by the Poverty Alliance, which involved people with direct experiences of poverty, who produced a series of statements which they hoped would help organisations and individuals to recognise the stigmatisation of those who are on benefits or low incomes. The main aim of the campaign is to highlight the negative impact of attitudes around poverty.

In West Lothian, through working collaboratively, work has already been undertaken to raise awareness of poverty by:

- Delivering an annual Money Week since 2011; the main aim of which is to engage with people in West Lothian who may be affected by poverty.
- Delivering a series of seminars with high profile, key-note speakers addressing poverty and its impacts on health, well-being, crime and attitudes.

The 'Stick Your Labels' campaign was relaunched in the Scottish Parliament in May 2015 with the aim of encouraging political parties, public sector organisations, voluntary organisations and private companies to commit to a series of anti-stigma statements. The campaign asks organisations to sign up to the following pledges:

- Poverty is not inevitable.
- Attitudes matter.
- Actions change attitudes.

At its meeting on 16 February 2016, the Council Executive agreed that West Lothian Council would sign up to the Stick Your Labels campaign. An action plan has been

developed with the aim of engaging with people facing poverty and local media and social media will be used regularly to highlight the reality of poverty in a positive way, using non-stigmatising language.

### Better Off: In Work Poverty Seminar

The Welfare Reform and Anti-Poverty Development Group has taken the lead in delivering seminars to raise awareness, encourage discussion and support collaborative working between partners. A key focus of activity within the 2015/16 action plan has been around actions to address in-work poverty. The latest seminar will be on 9 May 2016 at Howden Park Centre. Peter Kelly, Director of the Poverty Alliance will give the key note speech on in-work poverty. Dr Richard James from Heriot Watt University will share the findings of their research on individual and families' experiences of in-work poverty and there will be an opportunity to participate in workshops which will consider the use of language and the stigma of poverty.

### 3. Summary of Implications

<b>Relevant SOA outcome (s)</b>	
All	
<b>Relevant SOA performance indicator (s)</b>	
N/A	
<b>Resources</b>	
N/A	
<b>Link to CPP prevention plan/Community Engagement plan</b>	
A core component of the Anti-Poverty Strategy has been to ensure that the voices of those experiencing poverty are heard and to inform the development of an annual action plan.	
<b>Impact on inequalities</b>	
The Anti-Poverty Strategy focuses on key priorities including in work poverty and low pay and negative attitudes towards those experiencing poverty.	
<b>Key risks</b>	
N/A	

### 4. Consultations

The Welfare Reform and Anti-Poverty Development Group on 29 September 2015 and the Anti-Poverty Strategy Board Meeting 20 October 2015 alongside Corporate Communications were consulted about the Stick Your Labels Campaign.

A report on the Living Wage was considered by the Partnership and Resources Policy Development and Scrutiny Panel (PDSP) in August 2015 and subsequently agreed by Council Executive on 25 August 2015. The Council Executive agreed that

the council should proceed with an application for Living Wage Accreditation, and that officers should prepare a further report for Council Executive which would consider the implications and costs of introducing payment of the living wage to craft and modern apprentices. HR Services; Legal Services; Economic Development; and the Advice Shop were also consulted about Living Wage accreditation. Council Executive agreed the application to the Scottish Living Wage Accreditation Initiative and to signing up to the Stick Your Labels campaign at its meeting on 16 February 2016.

The Community Planning Steering Group discussed and agreed the recommendations contained in this paper at its meeting on 25 April 2016.

## **5. Conclusions**

The report sets out work that is being progressed at both local and national level to tackle low pay including the Living Wage. The council has become a Living Wage accredited employer through the Scottish Living Wage Accreditation Initiative, based on the proposals set out in this report.

The council is taking the lead in tackling the stigmatisation of low income. It would greatly add to the impact of the initiative in West Lothian if community planning partners agreed to become a Living Wage accredited employer and to sign up to the Stick Your Labels Campaign.

## **6. Recommendations**

It is recommended that the Community Planning Partnership Board notes:

- West Lothian Council has become an accredited Scottish Living Wage employer;
- the work that has taken place to incorporate workforce matters within the quality evaluation of council contracts;
- the action being taken in relation to paying the living wage in social care contracts;
- the introduction of a scheme that will enable all apprentices to progress to the living wage during their apprenticeship;
- the council's commitment to the Stick Your Labels campaign; and
- the Better Off: In-Work Poverty Seminar on 9 May 2016 to raise awareness of in-work poverty and to look at ways in which partners can work collaboratively to mitigate the effects of stigmatisation of low income.

It is further recommended that the Community Planning Partnership Board agrees to:

- endorse the Stick Your Labels campaign and encourages community planning partners to sign up to the Poverty Alliance's campaign;
- support the Living Wage Accreditation scheme by encouraging community planning partners to apply for accreditation; and

- agrees that West Lothian works towards becoming a Living Wage Accredited region.

**Report written by/contact details/date**

Donald Forrest, Head of Finance and Property Services

**References** Living Wage – Report to Council Executive by the Head of Finance and Estates on 16 February 2016. Stick Your Labels – Report to Council Executive by Head of Area Services on 16 February 2016. Mitigating the Effects of In Work Poverty – Report to Community Planning Steering Group on 25 April 2016 by Head of Finance and Property Services.

**Appendices** none



## **SOA Indicators Review**

### **1. Purpose of Report**

To inform the CPP Board of the recent review of SOA indicators and to advise of proposed changes for approval.

### **2. Discussion**

In August 2015 the Community Planning Steering Group agreed to regularly review the indicators in the SOA to ensure that the right measures are in place to monitor performance against SOA outcomes and to ensure that the SOA is moving with local and national direction of travel. The last indicator review was in August 2015.

The indicators within the current SOA have been reviewed again in consultation with responsible officers to ensure that indicators and targets remain meaningful, relevant and up to date. A number of changes have been proposed.

Appendix 1 outlines the proposed changes and rationale for these changes, for Board approval. This includes a review of the new national indicators in the National Performance Framework. It is also proposed that rather than identifying a named responsible officer against each indicator, the relevant officers' title is provided. Ownership regularly changes and so this will ensure that the document will not need to be updated as frequently. There will still be a named officer assigned to each indicator on Covalent.

The Community Planning Steering Group approved the changes at the 25 April 2016 meeting. Following approval from the Board, the Corporate Communications team will update the current SOA.

### **3. Summary of Implications**

<b>Relevant SOA outcome (s)</b>	
N/A	
<b>Relevant SOA performance indicator (s)</b>	
All PIs have been reviewed	
<b>Resources</b>	
N/A	
<b>Link to CPP prevention plan/Community Engagement plan</b>	
N/A	
<b>Impact on inequalities</b>	

N/A

**Key risks**

That the SOA does not include the right indicators to track progress against our outcomes

#### **4. Consultations**

All responsible officers for SOA indicators have been consulted on this review. The Community Planning Steering Group have approved the changes set out in Appendix 1.

#### **5. Conclusions**

The SOA indicators have been reviewed to ensure that the CPP continues to have the right performance measures in place to track progress in achieving our outcomes. A number of changes have been proposed and the Board are asked to approve these. The SOA will then be updated by the Corporate Communications team to incorporate the changes.

#### **6. Recommendations**

It is recommended that the Board approve the proposed changes to SOA indicators and ownership.

#### **Report written by/contact details/date**

Joanna Anderson, Community Planning Development Officer, 01506 281086, May 2016

[joanna.anderson1@westlothian.gov.uk](mailto:joanna.anderson1@westlothian.gov.uk)

#### **References**

Single Outcome Agreement 2013-2023 ('Achieving Positive Outcomes'):  
[http://www.westlothian.gov.uk/media/9466/Single-Outcome-Agreement-August-2015/pdf/Single\\_Outcome\\_Agreement\\_2013-2023\\_\(updated\\_version\\_Aug\\_2015\).pdf](http://www.westlothian.gov.uk/media/9466/Single-Outcome-Agreement-August-2015/pdf/Single_Outcome_Agreement_2013-2023_(updated_version_Aug_2015).pdf)

#### **Appendices**

1. Proposed Changes to SOA Indicators

**SOA Review April/May 2016 – Proposed Changes to SOA Indicators**

	Performance Indicator	Proposed Change	Reason for Change
1	<b>SOA1304_13:</b> Number of deliberate fires per 100,000	Change to <i>“Number of deliberate fires per 10,000”</i> .  The baseline will be 30.85 per 10,000 (2014/15)	To align to the measure in the Community Safety Strategic Plan 2015-2018.
2	<b>SOA1304_14:</b> Number of accidental dwelling fires per 100,000	Change to <i>“Number of accidental dwelling fires per 10,000”</i>  The baseline will be 8.69 per 10,000 (2014/15)	To align to the measure in the Community Safety Strategic Plan 2015-2018.
3	<b>SOA1304_20:</b> Percentage voter turnout at national elections	The next UK Parliamentary Election will be in 2020. It is proposed that the target is increased from 62% to 72% for this Election.	Given that voter turnout at the May 2015 UK Parliamentary Election (70%) and the 2014 Referendum (86.2%) was higher than the long term targets set (62%), it is proposed that the targets for voter turnout at the next elections are increased to 72%.  However; it should be noted that there has been little research into the factors which influence turnout, and the Returning Officer is limited in what they can do. Most council activity under the increasing participation duty is aimed at increasing registration rates, particularly amongst young people. It is unclear if the higher turnout in May 2015 was due to the proximity to the Referendum or if the increased level of engagement with the democratic process will be sustained.
4	<b>SOA1304_21:</b> Percentage voter turnout at Scottish Parliamentary Elections	The next Scottish Parliamentary Election will be in May 2016. It is proposed that the target is also increased to 72% for this Election. The target for the 2021 Scottish Parliamentary Election will be	As above.

		reviewed following the 2016 elections.	
5	<b>SOA1304_30:</b> Percentage of Early and Effective Intervention cases 8 to 15 years who do not re-offend within 12 months of initial referral	It is proposed that this indicator is changed to annual reporting.	This is a duplicate indicator and is already reported on a quarterly basis.
6	<b>SOA1305_01:</b> Percentage of MAPPA cases where level of risk has been contained or reduced	It is proposed that this indicator is changed to annual reporting.	This is a duplicate indicator and is already reported on a quarterly basis.
7	<b>SOA1305_03:</b> Percentage of children re-referred to the Domestic and Sexual Assault Team	It is proposed that the target is changed from 11% to 4%.	It is proposed that the target is reduced due to positive results being achieved.
8	<b>SOA1305_04:</b> Percentage of women who report that they feel safer as a result of intervention by the Domestic and Sexual Assault Team	It is proposed that this indicator is changed to annual reporting.	This is a duplicate indicator and is already reported on a quarterly basis.
9	<b>SOA1305_11:</b> Average tariff score of Looked After Children	It is proposed that this indicator is removed from the SOA.	The Scottish Government have advised that they no longer report on average tariff scores. Instead the Scottish Government's publications based on educational attainment have focussed on the highest SCQF levels achieved and no information on tariff scores has been released. The Scottish Government are unclear on whether they will report on these in the future. Therefore it is suggested that this indicator is removed. There is no relevant indicator to replace this.
10	<b>SOA1306_01-09</b> (all indicators under the Older People outcome), <b>SOA1307_04</b> and <b>SOA1307_05</b> (see separate table on page 6)	It is proposed that all of the indicators under the Older People outcome and two of the indicators under the Health Inequalities outcome are replaced. These are set out separately in the table on page 6,	A core suite of indicators has been developed to support integration of health and social care. There should be consistency in reporting health and social care outcomes for the Integration Joint Board and the Community Planning Partnership. The

		along with baseline data and proposed targets. The short term targets are agreed by the Integration Joint Board. The long term targets are aspirational and may need refined over time as we get more data on the new indicators and can see trends.	recommended adjustments to the existing SOA indicators are designed to ensure consistency in reporting performance and progress and to assist in the overall planning of services for the population of West Lothian and enable comparison with other areas.
11	<b>SOA1308_06:</b> % of schools achieving Eco-Schools Scotland accreditation at Bronze, Silver and Green	It is proposed that this is removed from the SOA.	This indicator is no longer particularly relevant as schools have embedded sound eco practices through participation in the programme to the extent that continued re-accreditation is seen by many as an unnecessary expense and burden. The measure counts all those who have reached the required standard even though they no longer seek re-accreditation. Over time fewer will seek reaccreditation. Eco-practices have really become part of the delivery of curriculum for excellence and all schools are required to deliver on these.
12	<b>SOA1308_08:</b> Percentage reduction in emissions from the council's activities and services	Targets have been added:  2016/17: 9% 2023: 27%	Medium and long term targets have now been identified for this indicator. These tie in with the expectations from the council's Carbon Management Plan.
13	<b>SOA1308_09:</b> Energy consumption of operational buildings as a result of installation of renewables and low carbon technology. kWh of heat produced.	Change the indicator title to <i>"Energy generated as a result of installation of renewables and low carbon technology. kWh of heat produced"</i>	To align to how the indicator is measured on Covalent. The title of the indicator is currently different in the SOA document and on Covalent.
14	<b>SOA1308_10:</b> Energy consumption of operational buildings as a result of installation of renewables and low carbon technology. kWh of electricity produced.	Change the indicator title to <i>"Energy generated as a result of installation of renewables and low carbon technology. kWh of electricity produced"</i>	To align to how the indicator is measured on Covalent. The title of the indicator is currently different in the SOA document and on Covalent.

15	<b>SOA1308_11:</b> Percentage of water bodies in West Lothian achieving high or good overall status	<i>Note: Discussions are ongoing around this indicator but further consideration is required. This will be included in the next indicator review.</i>	
16	<b>SOA1308_13:</b> Percentage WLC housing stock meeting the Scottish Housing Quality Standard	<i>Note: Discussions are ongoing around this indicator as the long term target has been achieved. This will be included in the next indicator review.</i>	
17	<b>SOA1308_15:</b> Average NHER energy rating (all tenures) according to the Scottish Housing Condition Survey	It is proposed that this indicator is removed from the SOA.	The NHER score is no longer reproduced from the Scottish Household Condition Survey. The proposed new indicator below will capture home energy efficiency until a new HEEPS indicator is identified.
18	<b>SOA1308_16:</b> 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	It is proposed that this indicator is removed from the SOA and replaced with the following indicator:  <i>“Percentage WLC housing stock compliant with Energy Efficiency Standard for Social Housing”</i>	The nature of HEEPS has changed and the current long term target of 100% is unlikely to be achieved. The programme is changing in 2018 and it is proposed that this indicator is removed until there is a better understanding of the new system. This will be kept under review. The proposed replacement indicator will measure home energy efficiency in the meantime. This indicator is currently being looked at by Housing and targets will be identified.

**Proposed Additional SOA Indicators**

<b>SOA Outcome</b>	<b>Proposed New Indicator</b>	<b>Reason for Inclusion</b>	<b>Owner</b>
Our economy is diverse and dynamic and West Lothian is an attractive place for doing business	Percentage of employees earning less than the Living Wage.  <i>Targets to be developed.</i>	This is a new national indicator included in the National Performance Framework. Local data can be obtained for West Lothian ( <i>further information is provided on page 7</i> )	David Greaves
Our economy is diverse and dynamic and West Lothian is an attractive place for doing business	Gap between median pay for men and women working full time  <i>Targets to be developed.</i>	This is a new national indicator included in the National Performance Framework. Local data can be obtained for West Lothian ( <i>further information is provided on page 7</i> )	David Greaves
We make the most efficient and effective use of resources by minimising our impact on the built and natural environment	Percentage of adults within 5 minutes walking distance of their nearest local greenspace  <i>Targets to be developed.</i>	This is a new national indicator included in the National Performance Framework. Data is available locally.	Andy Johnston

**New Health and Wellbeing Indicators**

<b>Current SOA Indicator</b>	<b>New SOA Indicator</b>	<b>Baseline</b>	<b>16/17 Target</b>	<b>2023 Target</b>
% time in last 6 months of life spent at home or in a community setting	<b>Proportion of last 6 months of life spent at home or in a community setting</b>	91.1%	91%	95%
% adults needing care receiving personal care at home or direct payments for personal care	<b>% of adults able to look after their health very well or quite well</b>	94%	94%	95%
Patients whose discharge from Hospital is delayed to an appropriate setting	<b>Number of days people spend in hospital when they are ready to be discharged (Crude rate per 1000 total population)</b>	60	56	30
	<b>Percentage of people who are discharged from hospital within 72 hours of being ready</b>	42.9%	45%	75%
% of community care service users feeling safe	<b>Percentage of adults supported at home who agree they felt safe.</b>	83%	86%	90%
% community care service users and carers satisfied with their involvement in the design of care packages	<b>% of adults supported at home who agree that they had a say in how their help, care or support was provided</b>	80%	84%	90%
% of community care service users satisfied with opportunities for social interaction	<b>% of adults receiving any care or support who rate it as excellent or good</b>	80%	84%	90%
% carers who feel supported and able to continue in their role as carer	<b>Percentage of carers who feel supported to continue in their caring role.</b>	48%	50%	75%
Rate of emergency inpatient bed days for people 75+ per 1000 population	<b>Rate of emergency bed days for adults (Crude Rate per 100,000 population)</b>	56647	56647	56000
Rate per 100,000 population of patients aged 65+ with 2+ emergency admissions by financial year	<b>Rate of emergency admissions for adults (Crude rate per 100,000 population)</b>	10878	10436	10100
Number of emergency hospital admissions per 100,000 population				
Gap in life expectancy of the most deprived 15% and the average life expectancy in West Lothian	<b>Premature mortality rate. (European Age Standardised Rate per 100,000 population &lt;75)</b>	411.2	411	400



## REVIEW OF THE ADDITIONAL INDICATORS IN THE NATIONAL PERFORMANCE FRAMEWORK INDICATOR SET

### 1) Work and Employment

PROPOSED NEW NATIONAL INDICATOR	MEASURE	SOURCE	PROVIDER
Underemployment	% of working population who are underemployed	Labour Force Survey (LFS) secondary analysis	ONS/ SG
Living Wage	% of employees earning less than the Living Wage	Annual Survey of Hours and Earnings (ASHE)	ONS
Gender Pay Gap	Gap between median pay for men and women working full time	ASHE	ONS

**Underemployment** – The sample size for the LFS in West Lothian is too small to produce reliable data for this metric.

**Living Wage** – A local estimate can be obtained for West Lothian (and other local authorities) using the ASHE dataset. The latest estimate for 2015 reveals that:

- Approximately 22% of employees working in West Lothian earn an hourly rate at or below the Living Wage
- Approximately 21% of West Lothian residents irrespective of where they work earn an hourly rate at or below the Living wage
- Comparable figures being 22% for Scotland and 24% for GB.

The living wage level is £8.25 as defined by the Living Wage Foundation rather than the National Living Wage for over 24s).

**Gender Pay Gap** – Again, a local estimate can be obtained for West Lothian (and other local authorities) using the ASHE dataset. The latest estimate for 2015 reveals that:

- The median F/T wage level is £12.63 per hour for men compared with £12.15 for women.
- The West Lothian gender wage gap is therefore £0.48 per hour (or approximately 4%).
- Comparable wage gap figures being 9% for Scotland and 10% for GB – (although the median wage for men and women is higher for both Scotland and GB).

### Conclusion

**Relatively robust indicators on both low pay and gender gap are available for West Lothian and could be introduced as additional SOA indicators.**



## **Proposal to Adopt the Single Outcome Agreement as the CPP's Local Outcomes Improvement Plan**

### **1. Purpose of Report**

The purpose of this report is to outline a proposal to adopt the current Single Outcome Agreement as the CPP's Local Outcomes Improvement Plan.

### **2. Discussion**

The Community Empowerment (Scotland) Act 2015 requires CPPs to prepare and publish a Local Outcomes Improvement Plan (LOIP), setting out local priority outcomes and how the CPP will improve these outcomes. CPPs must consult local communities and take account of local needs and circumstances in preparing and developing the LOIP. CPPs must regularly review whether it is making progress in improving local outcomes and must publish an annual progress report. Each CPP should have signed off their LOIP by October 2017.

As part of the development of guidance on the 2015 Act, the Scottish Government has released a consultation on the draft Community Planning guidance and Regulation. This draft guidance sets out further detail on the requirements of LOIPs.

The guidance states that "...the CPP should consider whether their existing SOA meets the statutory requirements and expectations in guidance for LOIPs. If the CPP is satisfied that the content of the SOA and the way in which it has been developed fully meet these requirements and expectations, then it may adopt the current SOA as its new LOIP. In this case, the CPP's statutory partners should sign off the current SOA as the new LOIP."

Some work has been carried out to test whether the current Single Outcome Agreement (SOA) meets the requirements of a LOIP (see Appendix 1). It is proposed that the current SOA does meet these requirements and so a new document will not need to be developed.

If the Board are satisfied that the current SOA meets all the requirements of a LOIP, it is proposed that when the SOA is updated to incorporate revised outcome indicators following the April/May 2016 review, the opportunity is taken to adopt the current SOA as the LOIP. Minor changes would be made to the document, for example to include information on the Act and update the list of statutory partners; however the majority of the content and our priorities and outcomes would remain unchanged. The document would not be rebranded as a LOIP but would continue to be referred to as the SOA; however there should be a statement in the document to

highlight that the SOA has been adopted as the CPP's LOIP (the statutory plan). This approach is consistent with the approach taken by other CPPs across Scotland.

The updated document would then be signed off as the CPP's LOIP by the CPP Board. An annual report will be produced by August/September 2016 as normal, using the same template as previous SOA annual reports but with more focus on community participation within Community Planning. As the LOIP is to be reviewed 'from time to time' it is also proposed that there is further consultation on the document in summer 2017.

CPPs are also required to prepare and publish locality plans, also to be signed off by October 2017. The CPP Development Plan work streams are currently considering the CPP's locality planning process and there have been discussions around adopting the local regeneration plans, which are currently being developed, as the CPP's locality plans. The work streams will make their final recommendations by August 2016.

### 3. Summary of Implications

<b>Relevant SOA outcome (s)</b>	
There will be no change to current SOA outcomes.	
<b>Relevant SOA performance indicator (s)</b>	
All indicators will be reviewed in April 2016.	
<b>Resources</b>	
N/A	
<b>Link to CPP prevention plan/Community Engagement plan</b>	
There will be no change to the current Prevention Plan or Community Engagement Plan.	
<b>Impact on inequalities</b>	
LOIPs are to focus on reducing inequalities. This is the key theme of the current SOA.	
<b>Key risks</b>	
That the CPP does not fulfil the requirement of the Community Empowerment Act to have a LOIP.	

#### **4. Consultations**

The Community Planning Steering Group approved the proposal to adopt the SOA as the CPP's LOIP at the 25 April 2016 meeting.

#### **5. Conclusions**

The Community Empowerment (Scotland) Act 2015 requires CPPs to prepare and publish a LOIP. Some work has been carried out to test whether the current SOA meets the requirements of this statutory plan. It is proposed that it does and that the current SOA should be adopted as the CPP's LOIP.

#### **6. Recommendations**

It is recommended that the Board approves the proposal to adopt the current SOA as the CPP's LOIP.

#### **Report written by/contact details/date**

Joanna Anderson, Community Planning Development Officer, May 2016

01506 281086

[Joanna.anderson1@westlothian.gov.uk](mailto:Joanna.anderson1@westlothian.gov.uk)

#### **References**

N/A

#### **Appendices**

1. Local Outcomes Improvement Plan Test



**Local Outcomes Improvement Plan Test**

Local Outcomes Improvement Plan (LOIP) Requirement	Does the SOA meet this requirement?	Comments
<b>LOIP Content</b>		
<p>The LOIP must demonstrate a clear, evidence-based and robust strong understanding of local needs, circumstances and aspirations of local communities – with an understanding of how these vary for different places and population groups in the area. The LOIP should set out which communities (geographical and/or communities of interest) experience significantly poorer outcomes. The LOIP should demonstrate how participation with local communities, business and third sector helped develop and influence this understanding.</p>	✓	<p>The SOA was informed by a CPP strategic assessment – a robust data gathering and analysis exercise across the partnership which identified a number of local priorities. All partners were involved in the strategic assessment, as well as the community and the business and third sectors. The exercise provided a clear, evidence based understanding of West Lothian. Information on the strategic assessment process and the resulting priorities is included in the SOA. The SOA has also been integrated with the Community Plan, which was informed by robust community consultation which identified the community’s vision and aspirations. The SOA also includes an Area Profile providing an overview of local demographics and data relating to the local population.</p> <p>The theme of ‘tackling inequality’ is threaded throughout the SOA and both the strategic assessment and SOA include a recognition that needs vary for different places and groups; however more detail could be included on which specific places/population groups experience poorer outcomes.</p>
<p>The LOIP must set out the CPP’s priorities and must demonstrate a robust link to the CPP’s understanding of local needs, circumstances and aspirations. The LOIP should show how local outcomes relate to one or more of the National Outcomes.</p>	✓	<p>The SOA sets out the local priority areas, based on analysis of evidence and data gathered through the strategic assessment, and demonstrates how these were translated into our local outcomes (which are aligned to the relevant National Outcomes).</p>
<p>The LOIP should state what will be different for communities as long term outcomes in 10 years – and the contributory</p>	✓	<p>The SOA sets out 8 local outcomes to be achieved in 10 years. Below each outcome are a number of performance indicators (PIs) and</p>

outcomes, indicators and targets by which progress against these will be demonstrated over the short (1 year) and medium (3 years) terms.		targets which have been identified to measure progress in achieving the outcomes. Short (1 year), medium (3 year) and long term (10 year) targets have been identified.
The CPP should set out what steps will be undertaken over the medium term, either in the LOIP or in publicly accessible supporting documentation – this should show how partners are deploying resources in support of agreed outcomes, especially in ways which promote prevention, the reduction of inequalities and the building of community capacity.	✓	Partners' plans and strategies have been aligned to the SOA. Against each outcome there is a list of the relevant plans and strategies that sit below the SOA, each of which outline more detail on activities being taken in the medium term to improve outcomes. The SOA also outlines the SOA enabling documents – the Prevention Plan, Anti-Poverty Strategy and Community Engagement Plan.
<b>Engagement with Community Bodies</b>		
<p>The LOIP should be clearly based on active participation by communities and community bodies. Consultation on the draft LOIP is a specific duty for the CPP.</p> <p>The CPP should define as appropriate for consultation any community body which it considers to contribute to Community Planning (e.g. residents or businesses located in the area), particularly persons who experience inequalities.</p> <p>The CPP must then analyse the feedback and take account of it (to the extent the CPP considers appropriate) in finalising the LOIP.</p>	✓	<p>The Community Plan (Towards 2020) was based on robust community engagement (based on both geographic and communities of interest) to determine the wider vision for the area in 2020 and the community's aspirations, as well as broad areas of work that was needed to be progressed together. A range of communication methods were used and the National Standards for Community Engagement were used as the framework for monitoring and evaluating the engagement activity. The findings were analysed and informed the CPP's vision and 6 Community Plan 'aspirations'.</p> <p>The Community Plan visions and aspirations were integrated into the SOA to produce 'Achieving Positive Outcomes' (2013-2023). The CPP Strategic Assessment, which helped set the priorities for the SOA, was also informed by community consultation.</p>
<b>Signing Off</b>		
Each CPP should have its LOIP in place and signed off for 1 October 2017. <i>The guidance advises that the CPP can adopt the current SOA as its new LOIP if it is satisfied whether it meets statutory requirements and expectations for LOIPS. Statutory partners should sign off the current SOA as the new LOIP.</i>	N/A	If the CPP is satisfied that the current SOA meets the requirements of a LOIP then the document can be adopted as the LOIP. All partners must agree and should sign off the current SOA as the LOIP.



<p>The local authority and every community planning partner listed in Schedule 1 of the Act should agree its content. By agreeing the LOIP, partners are jointly responsible for ensuring the CPP delivers on commitments in the plan.</p>		
<b>Reviewing and Updating</b>		
<p>The CPP must ensure that its LOIP remains up to date and appropriate for delivering improvement. CPPs are required to review the LOIP from time to time and may revise the LOIP where it considers appropriate.</p>	<p>✓</p>	<p>The CPP Steering Group is responsible for scrutinising performance in relation to SOA outcomes. The group monitors progress against the SOA PIs at quarterly meetings in order to assess progress in achieving the local outcomes. SOA annual reports also allow the CPP to reflect on performance over the year.</p> <p>The SOA PIs were reviewed in August 2015 to ensure that these remain a relevant measure of the SOA outcomes. A revised SOA was then published and it is intended that PIs will now be reviewed on a regular basis.</p>
<p>CPPs must publish annual reports which describe progress made towards ambitions in the LOIP and locality plans. The annual progress report should also include an assessment of how the CPP has participated with community bodies during the assessment year and how effective this has been in enabling community bodies to shape and influence community planning. These reports should be published within 4 months following the end of the reporting year (<i>Timescale TBC following guidance consultation</i>).</p>	<p>✓</p>	<p>An SOA annual report is produced each year and reviewed by the CPP. This is submitted to the Scottish Government and is made publicly available.</p> <p>The annual reports highlight key achievements over the reporting year, using high-level performance information, good practice examples and case studies. Annual reports also demonstrate how the CPP has planned and delivered for our local outcomes (in relation to prevention, use of data, targeted resources, local Community Planning, tackling inequalities and community engagement). Future annual reports will include more information on how communities have participated in Community Planning. The 2015/16 annual report is due to be developed by August 2016.</p>



## **Community Empowerment (Scotland) Act 2015: Consultation on the Draft Community Planning Guidance and Regulation**

### **1. Purpose of Report**

The purpose of this report is to present the draft West Lothian CPP response to the Community Empowerment (Scotland) Act 2015 consultation on the draft Community Planning Guidance and Regulation, for CPP Board approval.

### **2. Discussion**

As part of the development of guidance on the Community Empowerment (Scotland) Act 2015, the Scottish Government has released a consultation on the draft Community Planning guidance and Regulation.

The statutory guidance seeks to provide a renewed vision for Community Planning, which builds on the provisions in the 2015 Act. The guidance supersedes the 2012 COSLA and Scottish Government Statement of Ambition and the policy statements issued since then by the National Community Planning Group, Scottish Ministers and COSLA Leaders.

The Act sets out the statutory duties on CPPs and partners; however the guidance acknowledges that effective Community Planning requires more than simply complying with these duties. The guidance therefore sets out the nine principles of effective Community Planning which should be applied to make a difference to communities (shared leadership; governance and accountability; community participation and co-production; understanding of local communities' needs, circumstances and opportunities; focus on key priorities; focus on prevention; tackling inequalities; resourcing improvement; and effective performance management). The guidance also includes specific guidance on the statutory plans (the local outcomes improvement plan and locality plans) and the Draft Regulation for Locality Planning (which sets out that a locality must be an electoral ward or a geographic area with a population under 30,000).

The expectations in the guidance are intended to be ambitious and challenging. CPPs and Community Planning partners should understand how their performance matches the expectations set out in the guidance and should have a clear understanding of the nature and extent of improvement and support required. CPPs and all statutory partners are expected to have regard to the guidance in undertaking Community Planning. The guidance will be considered by the CPP work streams.

The Scottish Government is inviting responses to this consultation by 13 June 2016. All partners were invited to contribute to the West Lothian CPP response. A draft CPP response is set out in Appendix 1. Following CPP Board approval, this will be submitted to the Scottish Government via the Scottish Government's consultation platform, Citizen Space. It is anticipated that the guidance will be finalised by the Scottish Government between June-September 2016 and that this part of the Act will come into force in September 2016.

The Scottish Government has also released separate consultations on the Community Empowerment Act in relation to:

- Part 3: Participation Requests (deadline 15 June)
- Part 4: Community right to buy (deadline 20 June)
- Part 5: Asset Transfer (deadline 20 June)

West Lothian Council is preparing separate response to the above consultations. Partner organisations may be preparing their own responses.

### 3. Summary of Implications

<b>Relevant SOA outcome (s)</b>	
N/A	
<b>Relevant SOA performance indicator (s)</b>	
N/A	
<b>Resources</b>	
N/A	
<b>Link to CPP prevention plan/Community Engagement plan</b>	
The guidance sets out effective principles of Community Planning, including around prevention and community participation and coproduction.	
<b>Impact on inequalities</b>	
The guidance sets out effective principles of Community Planning, including around tackling inequalities.	
<b>Key risks</b>	
N/A	

### 4. Consultations

All partners were invited to contribute to the CPP's response to the draft Community Planning Guidance and Regulation.

## **5. Conclusions**

As part of the development of guidance on the Community Empowerment (Scotland) Act 2015, the Scottish Government has released a consultation on the Draft Community Planning Guidance and Regulation. A draft CPP response has been developed for CPP Board approval.

## **6. Recommendations**

It is recommended that the Board approves the draft West Lothian CPP response to the consultation on the Community Planning guidance.

### **Report written by/contact details/date**

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### **References**

N/A

### **Appendices**

1. Draft West Lothian CPP Response to the Consultation on the Draft Community Planning Guidance and Regulation