

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 9 MAY 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
Gary Laing	Scottish Fire & Rescue
Ann Pike	Voluntary Sector Gateway WL
Andrew Clark	Police Scotland
Lindsay Geddes	Dept of Work & Pensions
Mhairi Harrington	West Lothian College
Grant McDougall	Skills Development Scotland

In Attendance –

Graeme Struthers	West Lothian Council
Jim Forrest	West Lothian Council
Craig McCorriston	West Lothian Council
Alistair Shaw	West Lothian Council
Susan Gordon	West Lothian Council
Joanna Anderson	West Lothian Council

Apologies -

John Reid	Dept of Work & Pensions
Douglas Westwater	Voluntary Sector Gateway WL
Julie McDowell	NHS Lothian

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Board approved the Minute of its meeting held on 15 February 2016. The Minute was thereafter signed by the Chair.

3. MINUTE OF MEETING OF THE COMMUNITY PLANNING STEERING GROUP HELD ON 25 APRIL 2016

The Board noted the Minute of the Community Planning Steering Group held on 25 April 2016.

4. MINUTES OF THEMATIC FORUMS -

a) The Board noted the Minute of the Community Safety Board held

on 7 December 2015;

- b) The Board noted the Minute of West Lothian Economic Partnership Forum meeting held on 4 March 2016; and
- c) The Board noted the Minute of the Climate Change Working Group meeting held on 18 April 2016.

5. SOA PERFORMANCE REPORTING -

- a) The Board noted the SOA Exceptions report; and
- b) The Board noted the Environment Thematic Report.

6. WEST LOTHIAN COLLEGE REGIONAL OUTCOME AGREEMENT 2016-17 - PRESENTATION BY MHAIRI HARRINGTON, PRINCIPAL, WEST LOTHIAN COLLEGE

The Board were presented with an overview of West Lothian College's Regional Outcome Agreement 2016-17 and how it aligned with the Single Outcome Agreement (SOA) with regards to shared priorities and actions to reduce the inequalities gap and tackle the causes of inequalities.

Mhairi Harrington, Principal of West Lothian College explained that the priority outcomes for the college were :-

- Improve life chances by increasing access for 16-24 year old, to vocational opportunities;
- Increase positive destinations from vocational programmes into employment or higher level study;
- Contribute to economic success by increasing the skill levels of individuals in the workplace; and
- Build sustainable shared services and joint problems with key partners to enhance learning opportunities.

Mhairi then went on to explain how the college was going about achieving these priority outcomes by providing a profile of the qualifications being achieved by students across the spectrum, including those in full time or part time education.

Some of the key highlights from 2015 were also summarised but it was noted that challenges remained and these too were outlined in the presentation.

Mhairi concluded by explaining how support from the Community Planning Partnership Board could best be provided in helping the college go forward.

There then followed a questions and answer session and concluded with

the Chair thanking Mhairi but the very informative presentation.

Decision

1. To note the contents of the presentation;
2. To note that there would be further discussions between West Lothian College and Skills Development Scotland with regards to the continued development of foundation apprenticeships; and
3. To note that the West Lothian College Board would soon be hosting an away day to which CPP partners would be invited and at which discussions would be had on how the CPP could best support the college with its future challenges.

7. SFRS SERVICES PLANNING - PRESENTATION BY GARY LAING, LOCAL SENIOR OFFICER, SCOTTISH FIRES AND RESCUE SERVICE

The Board were provided with an overview of the planning process that would be followed by the Scottish Fire and Rescue Service whilst they developed their Fire and Rescue Framework for Scotland 2016.

Gary Laing explained that Scottish Ministers had set out expectations for the Scottish Fire and Rescue Service (SFRS) which included :-

- Protecting communities;
- Evolving roles of the Scottish Fire and Rescue Service
- Governance, accountability and Performance.

This framework would then be used to establish the Strategic Plan. This in turn would lead to the development of the West Lothian Local Fire and Rescue Plan which would link into the Single Outcome Agreement. West Lothian Local Plans which would link to Local Regeneration Plan would also be developed.

The development of local ward plans would require consultation and engagement with local communities and the SFRS would soon begin this process noting that it was anticipated that much focus would be placed on those communities that had encountered difficulties in the past.

The Chair thanked Gary for the very informative presentation.

Decision

To note the contents of the presentation.

8. WEST LOTHIAN PLAY STRATEGY - REPORT BY HEAD OF SOCIAL POLICY

The Board considered a report (copies of which had been circulated) by

the Head of Social Policy, West Lothian Council advising of the development of a West Lothian Play Strategy and Action Plan.

The report recalled that 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 recognised 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.

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 had developed a resource for Community Planning Partnerships, the Play Map. The Play Map had been developed to help CPP's build play into their strategic plans and objectives to support the wellbeing of young children, young people and their families across communities.

The Play Map aimed to support CPP's to :-

- Commit to principles which supported 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 informed CPP's;
- 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 had delivered some of the best play in Scotland and had achieved national recognition and awards. The development of a West Lothian Play Strategy would 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 could best support West Lothian's children, young people and families.

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

The report concluded by asking the CPP Board to consider how they could commit to the development of a West Lothian Play Strategy and Action Plan and to note the Play Map guidance which had been developed to support CPP's embed play within their strategic planning process.

Decision

1. To note the contents of the report; and
2. To note that a further report along with an Action Plan would be brought back to a future meeting of the Board.

9. RESOURCE ALIGNING GROUP UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Finance and Property Services, West Lothian Council providing an update on progress of the Resource Aligning Group (RAG).

The Board were reminded that the RAG had previously agreed a number of areas for development which would support information sharing and alignment of better 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 had also been developed and details of this were provided in the report.

It has also been previously agreed that the focus of the RAG would be on anti-poverty with actions being linked to the anti-poverty theme.

The report then provided a summary on each of the actions and how these would be take forward and included a narrative on each of the following :-

- All CPP Partners to link budgets to SOA;
- Clarify and strengthen the understanding of each partner's role and contribution;
- Improve resource allocation and resource efficiency;
- Resource alignment to be taken to a local level to enable sharing of resources; and
- Identify additional sources of income open to RAG members.

The Head of Finance and Property also explained that the appropriate use of property assets in the right location could make a difference between good and poor service and therefore the RAG, as part of its Action Plan, were proposing to develop a Community Planning Partnership Asset Management Plan. To establish a joint approach to Property Asset Management it was also appropriate to evaluate the assets involved in terms of location, size and quality. To aid the development of the plan an initial mapping exercise had been undertaken by the council and details of this were attached to the report as a series of appendices.

The report concluded with a summary of the implications for the relevant Single Outcome Agreement performance measures.

It was recommended that the CPP Board :-

- Notes the activities undertaken to align partner budgets to the SOA priorities;
- Agree that a scenario planning event should take place in late Summer 2016 for all partners to attend, to research what West Lothian would look like in the future and identify how we could work together to deliver services;
- Agree that members of the RAG would undertake an exercise to identify 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;
- Agree that the principle of Participatory Budgeting was further explored and that a detailed paper was prepared which would set out how this would be taken forward;
- Agree that a West Lothian Funding Forum was established;
- Agreed that an External Funding Strategy was developed;
- Note the work already undertaken to identify and map partner property assets; and
- Agree the principle of the development of a Community Planning Partnership Property Asset Management Plan.

Decision

1. To approve the terms of the report;
2. To agree that representation be made to the Scottish Government with regards to guidance on this matter, going forward, to ensure there was consistency of approach across all local authorities in Scotland.

10. MITIGATING THE EFFECTS OF IN WORK POVERTY

The Board considered a report (copies of which had been circulated) by the Head of Finance and Property Services, West Lothian Council providing an update on the following :-

- West Lothian Council had become an accredited Living Wage employer;
- West Lothian Council had 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 that would be taking place

in Howden Park Centre on 9 May 2016.

The Board were advised that West Lothian Community Planning Partnership's "Better Off: West Lothian Anti-Poverty Strategy, aimed to mitigate the effects of poverty and the changes in welfare provision. The Anti-Poverty Strategy Board had responsibility for the direction and delivery of the action plan and had recently focused on a number of key priorities and in particular :-

- In work poverty and low pay; and
- Negative attitudes towards those experiencing poverty.

The report continued by providing an narrative on what constituted in work poverty and low pay noting that the majority (52%) of working age adults in poverty in Scotland were "in-work" poverty i.e. they were living in households with at least one adult in employment. It was also noted that given the changes to the quality and nature of work, such as zero hour contracts, employment was not a guaranteed route out of poverty.

The Head of Finance and Property Services continued to explain and provide details of the council's living wage accreditation, the initiatives about negative attitudes towards those experiencing poverty and the Stick your Labels campaign.

Finally it was proposed that the Welfare Reform and Anti-Poverty Development Group take the lead in delivering seminars to raise awareness, encourage discussion and support collaborative workings between partners. The latest seminar would take place on 9 May 2016 at Howden Park Centre, with Peter Kelly, Director of the Poverty Alliance delivering the key note speech.

It was recommended that the Community Planning Partnership Board notes :-

- West Lothian Council had become an accredited Scottish Living Wage employer;
- The work that had 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 would 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 could work collaboratively to mitigate the effects of stigmatisation of low income.

It was further recommended that the Community Planning Partnership Board agree to:-

- Endorse the Stick your Labels campaign and encourage 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
- Agree that West Lothian work towards becoming a Living Wage Accredited region.

Decision

1. To approve the terms of the report; and
2. To agree that partners needed to work with the private sector with regards to West Lothian becoming a Living Wage Accredited region.

11. SOA INDICATORS REVIEW

The Board considered a report (copies of which had been circulated) by the Community Planning Development Officer, advising of the recent review of SOA indicators and to seek approval of proposed changes.

The report recalled that in August 2015 the Community Planning Steering Group agreed to regularly review the indicators in the Single Outcome Agreement (SOA) to ensure that the right measures were in place to monitor performance against SOA outcomes and to ensure that the SOA was moving with the local and national direction of travel. The last indicator review was in August 2015.

Therefore the current indicators within the SOA had been reviewed in consultation with responsible officers to ensure that the indicators and targets remained meaningful, relevant and up to date.

Appendix 1 attached to the report outlined the proposed changes and the rationale for these changes. This included a review of the new national indicators in the National Performance Framework. It was also proposed that rather than identifying a named responsible officer against each indicator, the relevant officers' title would be provided. This was because ownership regularly changed and so this would ensure that the document would not need to be updated as frequently.

The Community Planning Steering Group had reviewed and approved the changes at its meeting on 25 April 2016. Following Board approval the Corporate Communication Team would be asked to update the current SOA.

It was recommended that the Board approve the proposed changes to the

SOA indicators and their ownership.

Decision

To approve the terms of the report

12. PROPOSAL TO ADOPT THE SINGLE OUTCOME AGREEMENT AS THE CPP'S LOCAL OUTCOMES IMPROVEMENT PLAN

The Board considered a report (copies of which had been circulated) by the Community Planning Development Officer outlining a proposal to adopt the Single Outcome Agreement (SOA) as the CPP's Local Outcomes Improvement Plan (LOIP).

The Board were advised that the Community Empowerment (Scotland) Act 2015 required CPP's to prepare and publish a LOIP setting out local priority outcomes and how the CPP would improve these outcomes. CPP's were to consult local communities and take account of local needs and circumstances in preparing and developing the LOIP.

As part of the development of guidance on the 2015 Act, the Scottish Government had released a consultation on the draft Community Planning Guidance and Regulation stating that the CPP should consider whether their existing SOA met the statutory requirements and expectations for LOIPs. Therefore if the CPP was satisfied that the content of the SOA and the way in which it had been developed fully met these requirement and expectations then it could adopt the current SOA as its new LOIP.

Some work had been carried out to test whether the current SOA met the requirements of the LOIP details of which were contained in Appendix 1 attached to the report. It was proposed that the current SOA did meet these requirements and so a new document would not need to be developed.

Therefore if the Board were satisfied that the current SOA met all the requirements of the LOIP, it was proposed that when the SOA was updated to incorporate revised outcome indicators following the April/May 2016 review, the opportunity would be taken to adopt the current SOA as the LOIP. Whilst minor changes would be made to the SOA the document would not be rebranded as a LOIP and would continue to be referred to as the SOA. However the SOA would contain a statement to highlight the fact that the SOA had been adopted as the CPP's LOIP.

An annual report would 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. Also as the LOIP was to be reviewed from "time to time" it was proposed that there would be no further consultation on the document until the Summer of 2017.

The Board were further advised that CPP's were also required to prepare and publish locality plans, also to be signed off by October 2017. The

CPP Development Plan work streams were currently considering the CPP's locality planning process and there had been discussions around adopting the local regeneration plans, which were currently being developed, as the CPP's locality plans. The work streams would make their final recommendations by August 2016.

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

Decision

To approve the terms of the report

13. COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 :
CONSULTATION ON THE DRAFT COMMUNITY PLANNING
GUIDANCE AND REGULATION

The Board considered a report (copies of which had been circulated) by the Community Planning Development Officer advising of a draft response, that had been prepared on behalf of the CPP, to a Scottish Government consultation on Community Empowerment (Scotland) Act 2015 draft Community Planning Guidance and Regulation.

It was explained that the statutory guidance sought to provide a renewed vision for Community Planning which would build on the provisions in the 2015 Act. The guidance would supersede the 2012 COSLA and Scottish Government Statement of Ambition.

The Act set out the statutory duties on CPP's and partners however the guidance acknowledged that effective community planning required more than simply complying with these duties. The guidance therefore set out nine principles of effective community planning which were to be applied to make a difference to communities.

The expectations in the guidance were intended to be ambitious and challenging. CPPs and Community Planning partners should understand how their performance matched the expectations set out in the guidance and should have a clear understanding of the nature and extent of improvement and support required.

The Scottish Government were inviting responses to the consultation by 13 June 2016 and all partners were being invited to contribute to the draft response, a copy of which was attached to the report at Appendix 1. Following submission of the response it was anticipated that the guidance would be finalised by the Scottish Government between June and September 2016 and that this part of the Act would come into force in September 2016.

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

- Part 3 – Participation Requests

- Part 4 – Community right to buy
- Part 5 – Asset transfer

West Lothian Council was preparing separate response to each of these consultations.

It was being recommended that the Board contribute to the draft West Lothian CPP response to the consultation on the Community Planning guidance and submit it to the Scottish Government.

Decision

1. To approve the terms of the report; and
2. To agree that the draft response would be circulated to the partners to afford them a further opportunity to comment on the proposed response noting that it required to be submitted to the Scottish Government by the deadline of 13 June 2016.