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West Lothian Council

Community Planning Partnership Board

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

15 August 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 22 August 2016** at **10:00am**.

V. Johnston

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence

2. Order of Business, including notice of urgent business

3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.

4. Confirm Draft Minutes of Meeting of Community Planning Partnership Board held on Monday 09 May 2016 (herewith)

5. Note Minute of Meeting of the Community Planning Steering Group held on 8 August 2016 (herewith)

6. Minutes of Thematic Forums -

   (a) Community Safety Board, 21 March 2016 (herewith)

   (b) Economic Partnership Forum, 8 June 2016 (herewith)

7. SOA Performance Reporting -

(a) Economic Thematic Report (herewith)

(b) SOA Exceptions Report (herewith)

8. Placemaking in Fauldhouse - Report by Economic Development Manager (herewith)

9. Voluntary Sector Gateway West Lothian - Update - Report by Chief Executive, Voluntary Sector Gateway West Lothian (herewith)

10. West Lothian Local Development Plan - Report by Development Planning and Environment Manager (herewith)

11. Better Off - West Lothian Anti-Poverty Strategy End of Year Report 2015-16 and Proposed Action Plan for 2016-17 - Report by Head of Finance and Property Services (herewith)

12. Draft Single Outcome Agreement Annual Report 2015-16 - Report by Community Planning Development Officer (herewith)

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

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

Community Planning Steering Group Conference Room 3, 14:00-16:00	8 August 2016

Minute

Present: Graeme Struthers (Chair), Tim Ward, Gary Laing, Dave Greaves, Bryan Rodgers, Joanna Anderson, Susan Gordon, Mhairi Harrington, James Cameron, Carol Bebbington, Donald Forrest, Karen Cawte

Apologies: Graham Hope, Jane Kellock, Alistair Shaw, Craig McCorriston, Alison McCallum, Rachel Sunderland

1. Welcome and Apologies

2. Minute of Previous Meeting

The minute was agreed.

3. Matters Arising

- **Action 3:** An update had previously been circulated to the Steering Group outlining actions to improve links between health and employability. Dave Greaves agreed to check how the figure of 50% ESA claimants with mental and behavioural disorders compares to other local authority areas. Carol Bebbington agreed to share the report with Elaine Duncan, chair of the Primary Care and Community Forum and to ask that Dave be invited along to present to the forum. An update is to be provided to the November Steering Group meeting.
- **Action 4:** Discussions have been held with Environmental Health around developing an air quality management PI. A new PI, 'Air quality – the percentage change in particulate matter' will be applied at each monitoring station (Broxburn, Newton and Linlithgow) and will be built on Covalent.
- **Action 8:** Any further comments on the updated SOA are to be submitted to Joanna Anderson by Friday 12 August.
- **Action 9:** An update had previously been circulated to the Steering Group outlining actions to promote the Living Wage to the private sector. It was agreed proposals should be taken to Councillor Muldoon. There was some discussion around partners and the Living Wage. SFRS and Police Scotland require a national decision. West Lothian College pay the Living Wage but won't be going for accreditation. The NHS is fully compliant with Living Wage and is looking to implement this with social care providers. The Chamber of Commerce is aware of work around Living Wage and are co-hosting the Economic Development Conference in September. The Steering Group noted progress and the forthcoming events.

4. SOA Performance Reports

a. Economic Thematic Report

Dave Greaves provided a summary of the Economic performance report. The following points were discussed:

- School exam results were embargoed until 9 August; however James Cameron advised that results had improved again in relation to accumulative tariff score of lowest attaining 20% and percentage S5 pupils in S5 attaining 5+ qualifications at level 6. The narrative

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for these PIs is to be updated on Covalent as the publication dates have changed and there is no appeals service.

- Business survival rate has returned to pre-recession levels. Dave Greaves agreed to circulate information around patterns of types of business more likely to flourish.
- There has been a significant increase in total number of jobs. Some of this could be due to over-reporting in the construction sector.
- Number of new homes completed annually is at the highest level since 2006/07 and is mainly in the private sector.
- There was some discussion around ensuring consistency in reporting, for example the total number of jobs PI is measured as a head count whereas the report provided tourism jobs as FTE.
- There was some discussion around large scale funding for tourism projects. The Steering Group were not aware of any proposals. This led to a discussion around measuring tourist/visitor numbers. A visitor survey was carried out a few years ago and included the shopping centre.

b. <u>Exceptions Report</u>

- **SOA1304_33 (% tenants satisfied with management of neighbourhood):** The survey sample size doubled last year and so the response is based on more answers. The survey is to be moved to a two yearly basis to sustain the larger sample size.
- **SOA1305_07 (% care levers entering a positive destination):** This PI is based on very small numbers each year. A great deal of effort is put into sustaining care leavers in positive destinations. This is a snapshot survey and it was noted that the figure may fluctuate throughout a young person's career. It was agreed that this PI should be revisited and that there should be an additional PI developed to measure sustainable destinations of care leavers.
- **SOA1308_11 (% water bodies achieving high or good status):** External funding is being applied to in order to address issues around water quality. A report is going to Environment PDSP in September and an update from this will be provided to the Steering Group.
- **SOA1301_03 (% newborn babies exclusively breastfed):** It was noted that there is no longer a national target for this and that a new local target will be developed by autumn.
- **SOA1301_10 (% children overweight):** 2015/16 data is due in autumn. There was some discussion around family learning at preschool and opportunities to focus efforts on healthy eating. There is no nationally collected data for child weight in preschool; a bespoke request has to be made. School by school data has previously been circulated to the Steering Group to review patterns by areas of deprivation. It was agreed that this data will be requested, reviewed and shared with the Steering Group.
- **SOA1306_15/17:** These PIs are based on the Health and Social Care Survey carried out every two years with a 4% GP practice population sample. There is currently ongoing work to look at the sample size to supplement survey data. A needs assessment for commissioning of older people and adult mental health services is also being carried out.
- **SOA1307_11 (West Lothian Leisure – number of concessionary card holders in receipt of benefits):** Joanna Anderson agreed to find out and circulate further information behind the reduced numbers and to get an update on the new scheme.

5. Draft SOA Annual Report 2015/16

Joanna Anderson presented the draft SOA annual report for 2015/16. The group reviewed the document and a number of proposed changes were discussed. The draft document will be updated for the CPP Board on 22 August. It was agreed that further comments should be sent to Joanna by close of play on Wednesday 10 August. It was also agreed that the 'accumulative tariff score for lowest attaining 20%' PI would be revisited by Joanna Anderson and James Cameron to ensure there is a more meaningful PI in place.

6. Quality of Life Survey 2016

Susan Gordon provided an overview of the refresh of the Citizens Panel and development of the Quality of Life Survey 2016. A draft question set is currently being developed and will be discussed at EMT and circulated to the CPP. The survey will be issued in September 2016 and it is anticipated that an initial high-level results report will be available by the end of the year. It was noted that 55% of users access the council's website by tablet or smartphone. The survey should therefore be accessible on these devices. Over 1000 panel members have not provided an email address. It was noted that this is a very high proportion (out of 3000 members) and Susan agreed to follow this up with Research Resource. It was also suggested that the EMT paper should highlight which SOA PIs are informed by the survey results and how other results are being used. Susan agreed to discuss with Rebecca Kelly. It is important to encourage partners to use the results. It was also noted that it would be useful to test how long it will take to complete the survey.

7. Youth Justice Strategy 2016-2021

Tim Ward provided an overview of the new Youth Justice Strategy 2016-2021 and action plan. It was noted that the performance framework is to be refreshed. Tim agreed to check that the key areas of focus outlined on page 14 are included in the strategy. It was agreed that Tim and Graeme Struthers would discuss the inclusion of PIs, the format and reporting of the strategy. The item is to be removed from the CPP Board agenda.

8. Draft Agenda for CPP Board 22 August 2016

- A verbal update on when the updated SOA will be circulated to partners is to be provided when reporting on the SOA annual report.
- Item 15 (Advice Shop Contribution to the Anti-Poverty Strategy) is to be incorporated as an appendix to the Anti-Poverty Strategy report, rather than have this as a separate item.

9. Date of Next Meeting

Monday 7 November 2016 (2-4pm) – Community Safety Thematic Focus (Conference Room 3)

Community Planning Steering Group Conference Room 3, 14:00-16:00	8 August 2016

West Lothian COMMUNITY PLANNING PARTNERSHIP

Summary of Actions

No.	Action	Who	When	Update *(to be updated for November 2016 meeting)*
3. Matters Arising				
1	Dave Greaves to circulate information on how the figure of 50% ESA claimants with mental and behavioural disorders compares to other local authority areas.	Dave Greaves	By end August 2016	
2	Carol Bebbington to share the Employability/Health report with Elaine Duncan, chair of the Primary Care and Community Forum and ask that Dave be invited along to present to the forum. An update is to be provided to the November Steering Group meeting.	Carol Bebbington/ Dave Greaves	Update to be provided at November 2016 Steering Group	
3	Any further comments on the updated SOA are to be submitted to Joanna Anderson by Friday 12 August.	All	12 August 2016	
4	Living Wage proposals are to be taken to Councillor Muldoon.	Dave Greaves	By end August 2016	
4a. Economic Thematic Report				
5	The narrative for Education qualification PIs is to be updated.	James Cameron	By 15 August 2016	
6	Dave Greaves to circulate data around business survival rates and types of business.	Dave Greaves	By end August 2016	
4b. Exceptions Report				
7	SOA1305_07 to be revisited, considering an additional PI to measure sustainable destinations of care leavers.	Dave Greaves/ Joanna Anderson	By end August 2016	
8	Update on actions to improve water quality to be provided to the Steering Group from Environment PDSP report.	Craig McCorriston	Following September 2016 Environment PDSP meeting	

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9	Child health preschool data and data by school to be requested, reviewed and shared with the Steering Group.	Carol Bebbington	By November 2016 Steering Group meeting	
10	Further information behind the reduced numbers of concessionary card holders in receipt of benefits and an update on the new scheme is to be circulated.	Joanna Anderson	By end August 2016	
5. Draft SOA Annual Report 2015/16				
11	Further comments on the draft report to be sent to Joanna Anderson by close of play on Wednesday 10 August.	All	10 August 2016	
12	The 'accumulative tariff score for lowest attaining 20%' PI is to be revisited.	Joanna Anderson/ James Cameron	By end August 2016	
6. Quality of Life Survey 2016				
13	Susan Gordon to follow up with Research Resource on the high number of members with no email address.	Susan Gordon	By end August 2016	
14	Susan Gordon to discuss how the Quality of Life results are being used with Rebecca Kelly.	Susan Gordon	By end August 2016	
7. Youth Justice Strategy 2016-2021				
15	Tim Ward and Graeme Struthers to discuss the format and reporting of the Youth Justice Strategy.	Tim Ward/ Graeme Struthers	By end August 2016	
8. For CPP Board 22 August 2016				
16	Changes to be made as discussed.	Joanna Anderson	By 15 August 2016	

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MINUTE of MEETING of the COMMUNITY SAFETY BOARD of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 21 MARCH 2016.

Present – Councillors John McGinty (Chair), Anne McMillan and Cathy Muldoon; Graham Hope (Chief Executive, WLC), Alistair Shaw (Head of Housing, Construction and Building Services, WLC), Yvonne Beresford (Policy & Performance Officer, WLC), Lorraine Gillies (Community Planning Development Manager), Tim Ward (Senior Manager, Health & Care Partnership, WLC), Chief Superintendent Stephen Healy (Police Scotland), Superintendent Bryan Rodgers (Police Scotland), Inspector Andrew Elliot (Police Scotland) and Gary Laing (Scottish Fire & Rescue)

Apologies – Fiona Young (Community Justice Authority) and Audrey Park (Addiewell Prison)

Absent – Councillors Frank Anderson and Peter Johnston

1. WELCOME AND ORDER OF BUSINESS

In welcoming partners to the meeting the Chair ruled that Agenda Item 10 (Police Scotland presentation) would be considered immediately following consideration of the Minutes.

The Chair also advised the Board that Audrey Park, Scottish Prison Service representative had recently moved to a new role in the Prison Service and therefore would no longer be the representative on the Board. The Chair therefore wished to note a record of thanks to Audrey and requested that the Chief Executive write a letter of thanks to Audrey.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. MINUTES

a) The Board confirmed the Minute of its meeting held on 7 December 2015; and

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

4. SERIOUS AND ORGANISED CRIME - PRESENTATION BY POLICE SCOTLAND

The Board were provided with an overview of the partnership working between Police Scotland and West Lothian Council in relation to Serious and Organised Crime.

The presentation looked at the methods being deployed to tackle serious and organised crime in local communities from a national perspective and local perspective noting that the vision and aim for the national strategy was to Divert, Deter, Detect and Disrupt

From a local perspective there were two Serious and Organised Crime Groups within West Lothian with a focus on drug supply, threats and violence noting that West Lothian was experiencing a significant threat from cannabis cultivation. Geographically speaking West Lothian was located within an area with good transport links which made it more vulnerable to risks and threats from Edinburgh and further West.

The Chief Superintendent continued to explain that each Local Authority within J Division would receive an annual SOC threat Assessment which in turn would lead to an Action Plan. The Action Plan for West Lothian was well developed and this would be the model used for other local authority areas. The Action Plan would include such activities as providing training to council staff to recognise SOC and early and effective intervention. Joint key performance indicators would be developed and a governance structure would be put in place to monitor the delivery of sustainable outcomes for communities.

The Chief Superintendent then provided a summary of the emerging threats and included significant increase in cannabis cultivation, increase in high value vehicle crime, high value fraud/internet based crime, drug deaths and increased use of social media to commit many crimes.

The presentation concluded with a summary example of the successful partnership working that had already taken place on a number of operations.

There then followed a questions and answer session.

The Chair thanked Chief Superintendent Stephen Healy for the very informative presentation and looked forward to the partnership working going from strength to strength.

Decision

To note the contents of the presentation

5. 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 for West Lothian Council provided an overview of some of the main performance measures contained within the report. The Board were also advised that the nature

of performance reporting would be changing from the June meeting due to the advent of the new strategic priorities.

The Chair then invited Gary Laing, Scottish Fire and Rescue Service to comment on those statistics pertaining to the Fire Service

The Chair then invited Superintendent Bryan Rogers comment on those statistics pertaining to Police Scotland.

Decision

1. To note the contents of the report; and

2. Recorded a note of thanks for the continued partnership working with was clearly having a positive effect on West Lothian communities.

6. COMMUNITY JUSTICE TRANSITION PLAN

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an overview of the Community Justice Transition Plan from West Lothian Council which outlined the changes being implemented in order to support the Scottish Government's request to move from Community Justice Authority (CJA's) to Community Planning Partnerships (CPP's).

The legislative responsibility for the delivery of Community Justice to CPP's had created a change to local governance arrangements. In order for West Lothian CPP to assume their new responsibilities under the new model from 1 April 2016 and to be fully responsible from 1 April 2017 there had been changes to the governance structure for Reducing Reoffending and Community Safety Streams.

With the new national body, Community Justice Scotland, being established during the latter part of 2016-17, West Lothian Council was preparing to have set up a performance monitoring and improvement procedure consisting of local performance indicator sets that would be able to respond to national data requirements.

Over the last two years Reducing Reoffending had been given a high level of national prominence and a Reducing Reoffending Committee had been formed that was driving a number of priorities with strong levels of performance underpinned by a Reducing Reoffending Strategic Plan for 2013-18.

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

The relevant officers from community safety and reducing reoffending themed areas had been developing how the two areas could be most effectively progressed without duplication and to ensure that positive outcomes in relation to the Single Outcome Agreement were maximised.

Reporting formats and working agenda styles including the taking of minutes and updating the action plans and performance indicators had been extensively developed to suit the working practices of the Community Safety Strategic Steering Group.

The report provided a list of actions that would be undertaken in an effort to report on the community safety agenda.

The report concluded that new requirements on Community Planning Partnerships to manage community justice, including statutory responsibilities for criminal justice social work would commence in April 2017. This requirement had provided West Lothian with the opportunity to look at what improvements could be achieved and the Implementation Plan had provided details of the process to be followed to ensure that the new reporting structures would be robust and effective.

It was recommended that the Community Safety Board consider and support the proposed approach and welcome the first report from the newly formed Safer Communities Strategic Planning Group to the June meeting of the Board.

Decision

To note the contents of the report.

7. VIOLENCE REDUCTION PLAN

The Board considered a report (copies of which had been circulated) by Inspector Drew Elliot providing an overview of Police Scotland's response to tackling and reducing violence in West Lothian, especially in the night time economy.

The Board were advised that violent crime impacted upon all members of society and was not limited by age, sex or ethnic origin. It caused fear amongst people such as the elderly and vulnerable and had a damaging effect on communities.

The excessive consumption of alcohol often increased the likelihood of both perpetrating and being the victim of violent crime. Misuse of alcohol was an obvious "golden thread" and featured as a priority within the West Lothian Community Planning Partnership.

There was a continuing commitment to delivering tangible outcomes via well-established multi-agency strategies. These strategies focused on the problems caused by alcohol and drugs across all communities and tackled town centre violence and disorder through a policy of early intervention and joint working alongside partners.

Typically the partnership working on policing the night time economy included :-

- Dedicated night time economy police deployments;

- Taxi marshals;
- Public space CCTV;
- Street Pastors;
- Pub Watch;
- SIA enforcement activity;
- CAV days (campaign against violence); and
- Offender and location management

A summary of the relevant Single Outcome Performance indicators were provided in the report and it was noted that consultation had taken place across of a number of partners including elected representatives, Bathgate Street Pastors, business and commerce representative and the Community Safety Board.

Decision

1. To note the contents of the report; and
2. To note that it was the intention of Police Scotland to roll out some of the initiatives to other communities in West Lothian.

8. COMMUNITY SAFETY FUNDING 2016-17

The Board considered a report (copies of which had been circulated) by the Policy and Performance Officer advising of the proposed funding for 2016-17.

The report explained that partners within the Community Safety Partnership carried out community safety prevention initiatives in order to combat crime, antisocial behaviour and where possible prevent incidents from occurring in the first instance.

Community safety partners had applied for funding over previous years for a variety of community safety initiatives and it was hoped to maintain funding in 2016-17 where possible.

The report continued that there had already been top-slice funding towards the Domestic Abuse Sexual Assault Team (DASAT) to the amount of £50k per year. Also the Risk Factory was considered another crucial aspect of teaching young people about safety in a very interactive way and therefore it was proposed that funding for this also continue. And finally Westdrive, the West Lothian Safety Event involving senior pupils from secondary schools would continue to be funded to the sum of £10k per year.

All other community safety funding was based on targeted areas of work

and for specific reasons within the communities of West Lothian. Funding was always provided following assessments of the submitted evaluations from previous funding provided and any new applications for new or continued funding.

The report provided a summary of funding across all the proposed projects noting that if these were all approved there would be £7,424 remaining from the overall budget of £148,424 for 2016-17.

It was proposed that the funding applications would be subject to discussion at the Safer Community Strategic Planning Group to ensure that they met the appropriate criteria.

Decision

1. To approve the terms of the report; and

2. To agree that future meetings of the Board receive presentations from some of the projects that had been benefitting from community safety funding.

9. CLOSING REMARKS

The Chair advised the Board that Chief Superintendent Gill Imery would soon be leaving for pastures new and therefore wished to record a note of thanks for all Gill's contributions at previous meetings of the Board.

The Chair also advised the Board that this would be Lorrain Gillie's last attendance at the Board as Lorraine was going on a two year secondment to Audit Scotland and therefore wished to record a note of thanks to Lorraine.

Public

WEST LOTHIAN ECONOMIC PARTNERSHIP FORUM MEETING MINUTES

Barbour Room, West Lothian College, Livingston

Wednesday 8 June 2016 at 10.30

Present:

Cllr Cathy Muldoon, West Lothian Council (Chair)
Graham Hope, West Lothian Council
Ian Blewett, Scottish Enterprise
Fiona Watson, Scotland Europa
Alice Mitchell, West Lothian Council
Jim Henderson, West Lothian Council
Elaine Cook, West Lothian Council
Craig McCorriston, West Lothian Council
Chris Norman, West Lothian Council
David Greaves West Lothian Council
Des Martin, SRUC - Oatridge Campus
Tom Smith, Federation of Small Businesses
Ian Hanson, Skills Development Scotland
Linda Scott, West Lothian Chamber
Jacqueline Smith, DWP

Apologies:

Phil Ford, Skills Development Scotland
Frank Beattie, Scottish Enterprise
Alistair Shaw, West Lothian Council
Lindsay Geddes, DWP
George Hotchkiss, West Lothian College
Gordon Henderson, Federation of Small Businesses

1) **Welcome and Introductions**
Cathy Muldoon welcomed all to the meeting.

2) Minutes of Last Meeting
a) Minutes of the meeting held on 10 March 2016 were read and agreed.

3) Matters Arising

a) **West Lothian Regional Skills Assessment** – Phil Ford had provided a note on the proposal for development of a West Lothian Skills action Plan. This was circulated to attendees. It was agreed that comments on the proposed approach and involvement of key partners should be provided to DG who would liaise with Phil Ford (SDS).
A progress update would be provided at the September EPF meeting.

b) **Edinburgh and South East Scotland City Region Deal** – Alice Mitchell provided a short verbal update on the development of the City-Deal package and the negotiations underway with UK and Scottish governments.

4) Scotland Europa - European Programmes – Fiona Watson

FW delivered a presentation on the main EU funding instruments. (Presentation slides circulated).

FW highlighted the key features of the 2014-2020 EU funding landscape – particularly the renewed emphasis on enterprise, smart specialisation and potential for businesses to obtain funding directly.

Having outlined the 2014-2020 Scottish Structural and Investment Funds, which are managed in Scotland through the Scottish government, FW outlined how a number of funding programmes that operate across borders (Interreg) or are managed at an EU level and are subject to competitive bidding/applications.

FW specifically highlighted the following programmes as being potentially relevant in a West Lothian context:

- Horizon
- COSME (Competitiveness and SMEs)
- Erasmus+
- Creative Europe
- EaSI
- Life

Further details could be obtained from the Scottish EU funding Portal http://www.funding-portal.eu/

DG indicated that he and colleagues had been reviewing potential opportunities, particularly focussing on the themes of Environment, support for SMEs and Education.

5) West Lothian Economic Growth Plan update – Jim Henderson

JH gave a verbal update.

The mid-term evaluation report on the Economic Growth Plan by Ekos has been completed. The finalised report will be made available to Forum members.

Informed by the evaluation, the remaining period for the Growth Fund would see a particular focus on supporting exports, responding to oil and gas sector impact, capacity building and skills.

6) Update on Planning – Chris Norman

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

- Substantive interest from a major distribution company in J4M8;
- Potential investment in technology sector at Oakbank;
- Further development of renewables, most notably the Levenseat – waste-to-energy now under construction and five windfarm proposals.
- Specific SME activity;
- Continued implementation of council's housing investment and pivate house building activity.

7) Scottish Enterprise - Oil & Gas Sector Activity Update – Ian Blewett

IB gave a wide ranging update on the state of play within the sector. He highlighted the challenges facing the sector and its supply-chain and the industry's response in terms of efficiencies, process innovation, skills and collaboration.

IB also outlined some of the key public sector actions to support the sector which includes the City Deal for Aberdeen and Aberdeenshire and Skills Investment Plan for energy and engineering.

8) LEADER Programme – Des Martin, Chair West Lothian LEADER

DM provided an overview on the recently launched West Lothian LEADER Programme 2015-2020.

He highlighted the partnership arrangements that had been established via the Local Action Group (LAG) to oversee the programmes delivery. A total budget of £2.17m had been allocated to West Lothian to support innovative rural development activity as specified in the Local Development Strategy.

A number of changes had been introduced from the 2007-13 programme included ring fenced budget and increased emphasis on supporting rural enterprises and promoting farm diversification.

DM highlighted the specific themes and outcomes that have been agreed and included in the West Lothian LEADER development Strategy. The launch event in March has been followed up with local workshops across West Lothian. A number of Expressions of Interest have been received and the list of these potential projects was circulated for information. The list included proposals for tourism development, sports provision and green infrastructure.

Further updates on the development of the LEADER programme and specific projects would be provided to future meetings of the Economic Partnership Forum.

9) For Information

a) Update Report on Employability Activity in NHS Lothian

10) Dates of Future Meetings

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

DRAFT

Date: 22 Aug 2016 Item:	Community Planning Partnership Board
Performance Report Summary	

Economic Thematic Report (SOA1302 & 03)

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

The following PIs have been updated recently.

SOA1302_01 Percentage of working age adults in work: The latest figures for 2015 show that the estimated employment rate has fallen from 77.4% in 2014 to 73.3%. This is a puzzling decrease as during the same period the number of unemployed has decreased suggesting more people are obtaining employment. It is estimates from 73.2% in 2013 to 77.4%. The 2015 employment rate is based on an estimated 86,100 West Lothian residents being in employment compared with 90,500 in 2014 and 84,800 in 2013. There are a number of potential explanations including older workers taking redundancy packages or early retirement whilst young people continuing in education rather than enter the job market. Note: Statistical health warning re sampling error.

SOA1302_02 Percentage of adults in receipt of key out of work benefits: The latest data for Quarter 4 (November) 2015, shows 12,090 people or 10.5% of the 16-64 year old population in receipt of key out of work benefits. The rate is below that for Scotland (10.7%). The West Lothian number and rate represents a further decrease from the previous quarter level of 10.8%. The November 2015 figure continues the downward trend in the number of claimants. Further reductions in the number and rate will only be achieved if employability programmes are successful in connecting jobless claimants with more complex barriers to employment.

SOA1302_10 Percentage of 18 -24 year olds claiming Job Seekers Allowance and Universal Credit: The latest figure is for Quarter 2 - June 2016, with a rate of 3.2%. West Lothian's level of youth unemployment was the same as the Scottish level (3.2%). This is positive news as historically West Lothian has had a significantly higher level of youth unemployment than Scotland. The latest rate also demonstrates a sustained reduction from 9.9% in September 2011 and is below the 3.9% recorded in June 2015.

Education: Attainment has achieved or exceeded the target for all school qualification indicators. Attainment remains above the national average and above the virtual benchmark grouping. The long term positive trend has been recognised by Education Scotland.

DATA LABEL: PUBLIC

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

SOA1303_01 Percentage survival rate of VAT/PAYE businesses after 3 years: The 2014 survival rate increased to 65% - back to pre-recession levels, and slightly ahead of the Scottish average of 62.8%. In 2013, the West Lothian survival rate had declined to 57.4%. (i.e. 57.4% of new businesses registered in 2010 were still trading in 2013). Scotland and GB also experienced a decline.

SOA1303_02 VAT/PAYE business stock per 10,000 adults: The latest data release by ONS for 2014 showed 4,565 active businesses operating in West Lothian. The adult population has also continued to grow. Nevertheless, the number of businesses per 10,000 has increased from the 2013 figure of 309 to 321 - this represents significant progress.

SOA1303_06 Total number of jobs in West Lothian: This PI was reviewed previously, but is worth further analysis in light of the recent construction redundancy announcement. The 2014 data with the total jobs base of 78,200 showed a very significant increase of 5,100 from 2013. The scale of increase was much higher than expected, particularly in the construction sector. Some of this increase may be due to construction sector jobs being reported against the operational base of companies with HQs, offices or depots located in West Lothian, rather than the actual location of building sites. Nevertheless, the net increase in West Lothian based jobs generally is positive news.

SOA1303_07 Number of new homes completed annually: This PI has been updated to include draft figures for housing completions over the period 2014/15 (775 completions).

SOA1303_11 Total visitor numbers to 4 key attractions: The total number for 2015 of 376,000 for the four key attractions was a very significant increase of 52,000 (16%) on the 2013 and 2014 figures. The main factor was the growth in visitor numbers to the Five Sisters Zoo which attracted 123,000 visitors in 2015.

SOA1303_12 Total value (£) of tourism to the local economy: The latest data is for 2015 and shows the economic value of tourism to be £168.56 million. It is also estimated that this scale of economic activity supported total employment within the local economy of 2,834 fte jobs. This represents a modest increase from 2,797 in 2012.

Conclusion

The suite of economic indicators under both outcomes paints a generally positive picture of increased levels of jobs, reducing unemployment and increasing visitor numbers to key attractions. However, the PIs generally are historic and predate the EU referendum and the local supply chain impact of oil and gas sector problems.

SOA13: R11.3:_Economic Forum : Compliance Report

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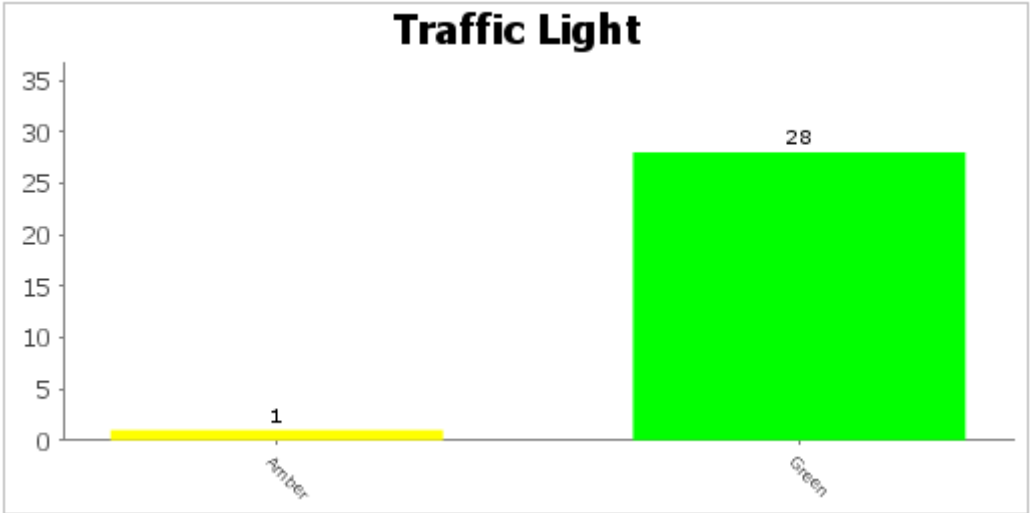
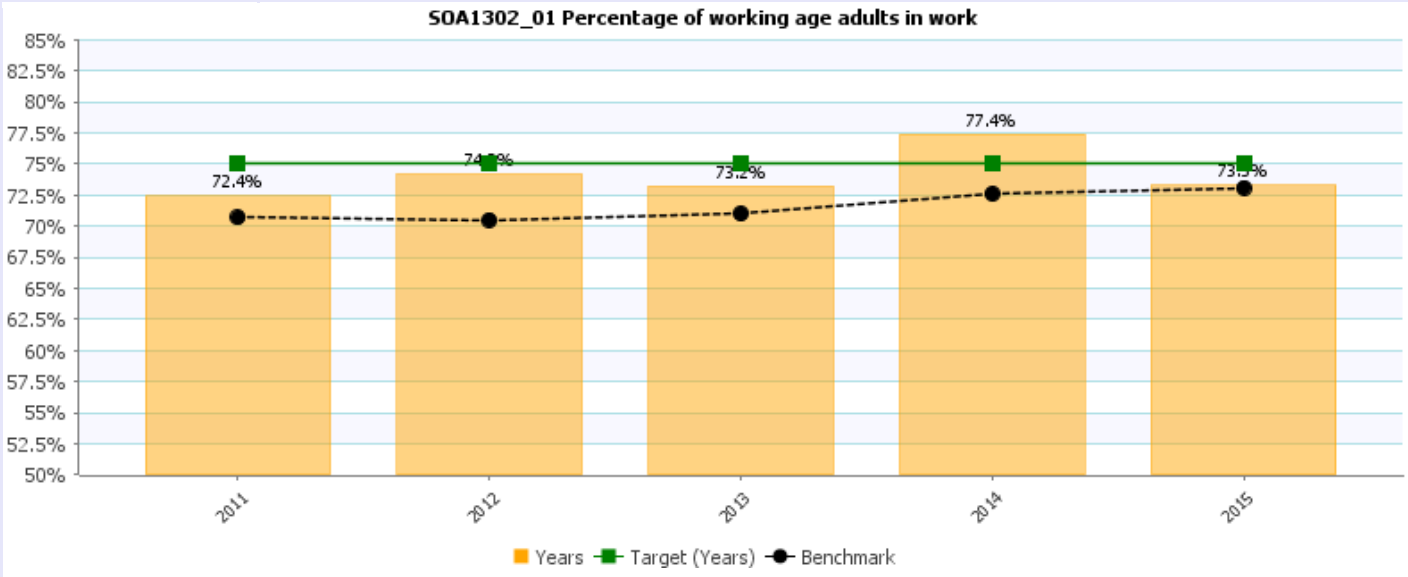


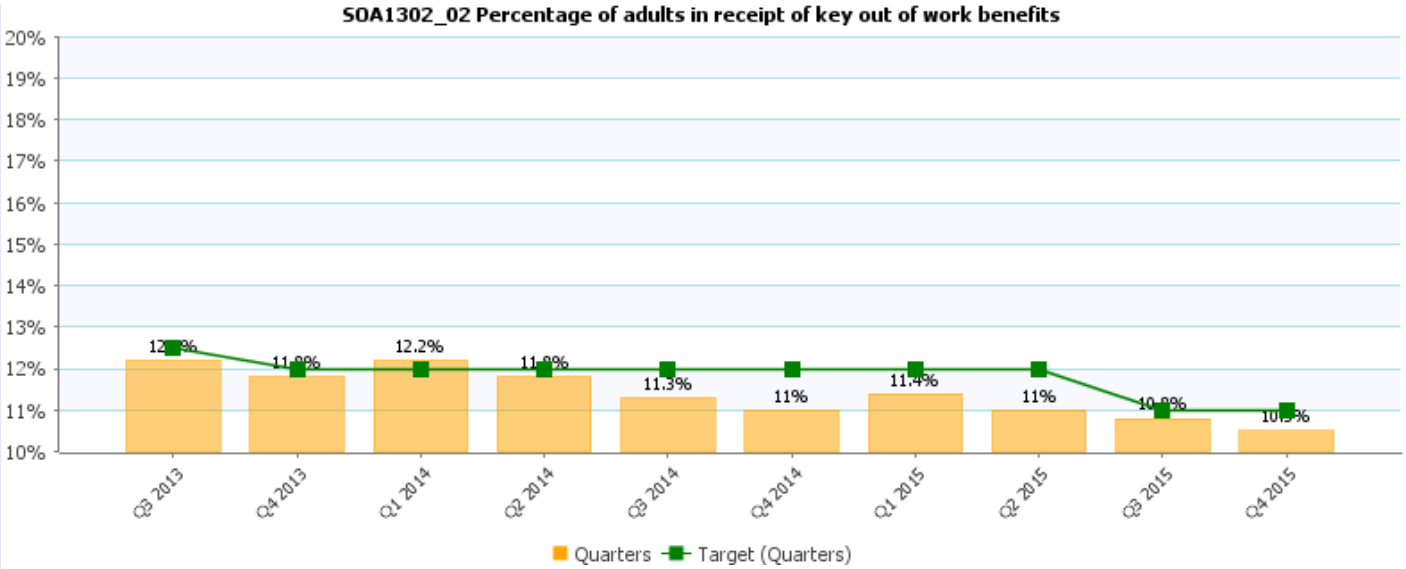
SOA13_Economic Forum

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



Trend Chart Commentary: The latest figures for 2015 show that the estimated employment rate has fallen from 77.4% in 2014 to 73.3%. This is a puzzling decrease as during the same period the number of unemployed has decreased suggesting more people are obtaining employment. It is estimates from 73.2% in 2013 to 77.4%. The 2015 employment rate is based on an estimated 86,100 West Lothian residents being in employment compared with 90,500 in 2014 and 84,800 in 2013. There are a number of potential explanations including older workers taking redundancy packages or early retirement whilst young people continuing in education rather than enter the job market. However, it needs to be borne in mind that the estimate is drawn from a sample survey (ie the Office of National Statistics annual population survey). The sample size for West Lothian is relatively small and subject to sampling error. The 2014 estimate has a margin of error of plus or minus 2.7%. So the increase from 2013 to 2014 and decrease to 2015 might have been less acute than the chart shows.	**Notes on Latest Data Entry**

Performance Indicator	**SOA1302_02 Percentage of adults in receipt of key out of work benefits**	**Partner Organisation**	CPP13_West Lothian Council
Description	This is a high level indicator showing how well the economy is performing and how effective public agencies have been at tackling economic exclusion by reducing the number of individuals claiming out of work benefits. The Department of Work and Pensions provides this data on a quarterly basis. The data includes claimants on all types of benefit (Job Seekers Allowance, Incapacity Benefit/Employment Support Allowance, Income support). So, the indicator provides a much more comprehensive picture of the number of working age jobless who are dependent on state benefits than the monthly reported claimant unemployment rates (which only include Job Seekers Allowance). **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local authorities. The next update based of data for November 2015 will be released in May 2016.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)



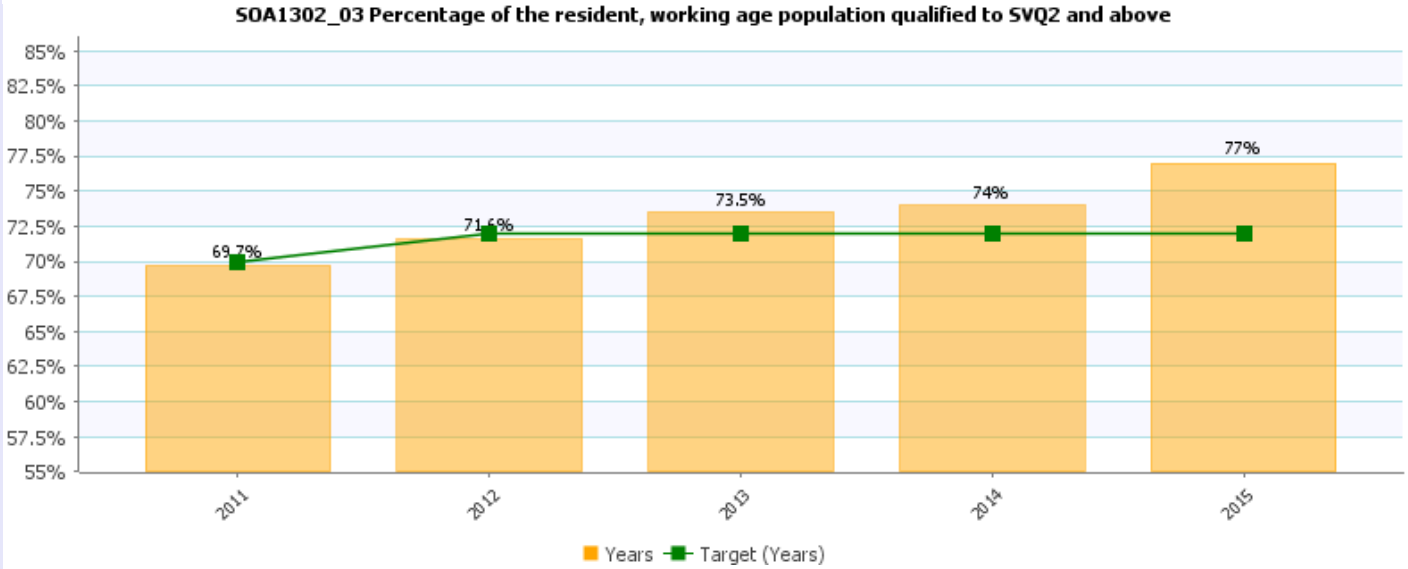
Trend Chart Commentary:

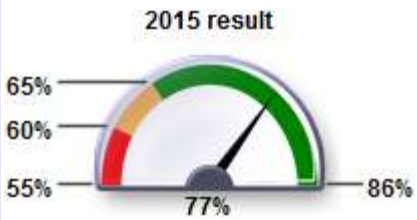
The latest data for Quarter 4 (November) 2015, shows 12,090 - 10.5% of the 16-64 year old population in receipt of key out of work benefits. The

Notes on Latest Data Entry

rate is below that for Scotland (10.7%). The West Lothian number and rate represents a further decrease from the previous quarter level of 10.8%. The November 2015 figure continues the downward trend in the number of claimants. There was a spike in the data in early 2013 reflecting the Vion closure and resultant increase in Job Seekers allowance claimants for that time period. Nevertheless, the longterm downward trend shows that there are more employment opportunities and actions to connect benefit claimants to these opportunities are bearing fruit. However, further reductions in the number and rate will only be achieved if employability programmes are successful in connecting jobless claimants with more complex barriers to employment. A high proportion (60%) of the remaining claimant group have been jobless for 2 or more years. Many experience multiple barriers including limiting health conditions.	

Performance Indicator	**SOA1302_03 Percentage of the resident, working age population qualified to SVQ2 and above**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator is a measure of the overall level of qualifications/skills within the resident population. It is an economic health check indicator, in that the local data very much reflects the composition of the resident population. West Lothian has historically had a relatively low skill/qualification base reflecting its industrial legacy. However, improved school and Further Education (FE) exam performance, and changes in the resident population as a result of in-migration should eventually be reflected in a gradual improvement. The target was set to move towards the Scottish level. (Source: Office for National Statistics Annual Population Survey). **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local partners. 2016 annual figure will be updated in April 2017.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)





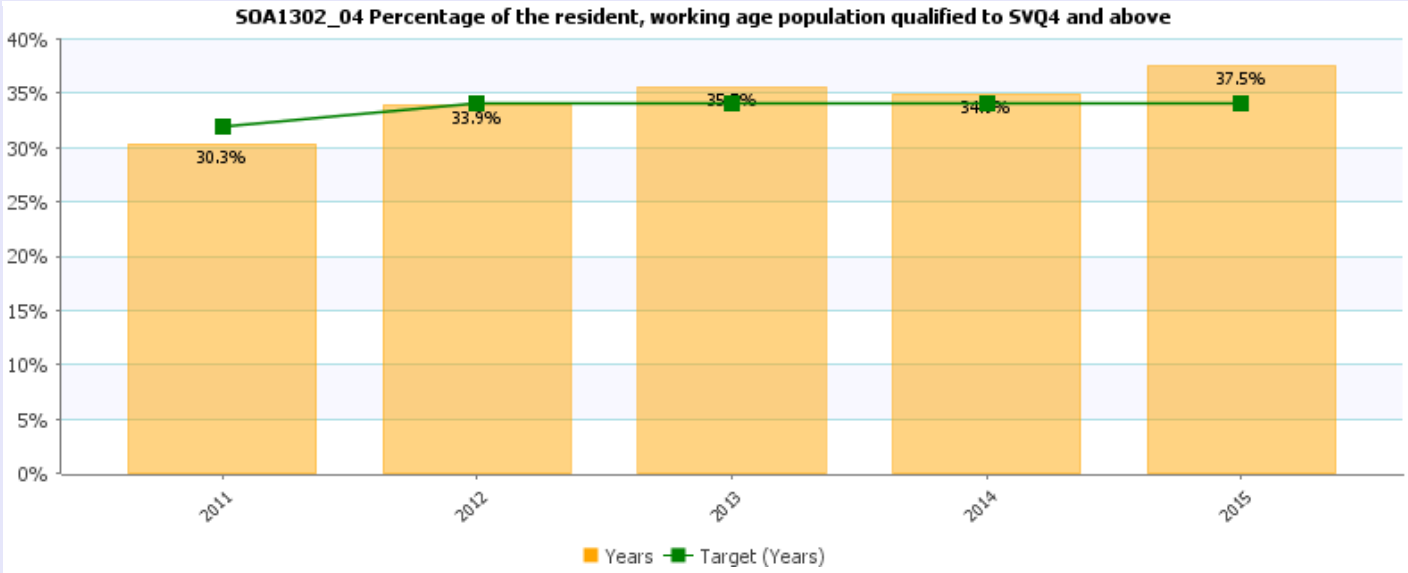
Trend Chart Commentary:

This indicator is based on a sample survey of the population.

Notes on Latest Data Entry

The upward trend over the last 4 years has continued with the 2015 data showing an increase to 77.0%, from 71.6% in 2012. So West Lothian has exceeded the "target" of 72%. The Scottish level has also improved and now stands at 75.9%. Given the sampling error associated with this PI, West Lothian can therefore be regarded as being at the Scottish level, compared with an historic trend of being 2-3 percentage points below the Scottish level. The increase for West Lothian and Scotland may be due to a number of interlinked factors - demographic change, in-migration, investment in lifelong learning, improvements in educational attainment at schools' level and increased participation in further and higher education.	

Performance Indicator	**SOA1302_04 Percentage of the resident, working age population qualified to SVQ4 and above**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator is a measure of the overall level of qualifications/skills within the resident population. It is an economic health check indicator, in that the local data very much reflects the composition of the resident population. West Lothian has historically had a relatively low skill/qualification base reflecting the industrial legacy. However, improved school and Further Education (FE) exam performance and changes in the resident population as a result of in-migration should eventually be reflected in a gradual improvement. The target has been set to reflect the Scottish level. (Source: ONS annual population survey) **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual Local Authority Single Outcome Agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local authorities. 2016 annual figure will be updated in April 2017.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)

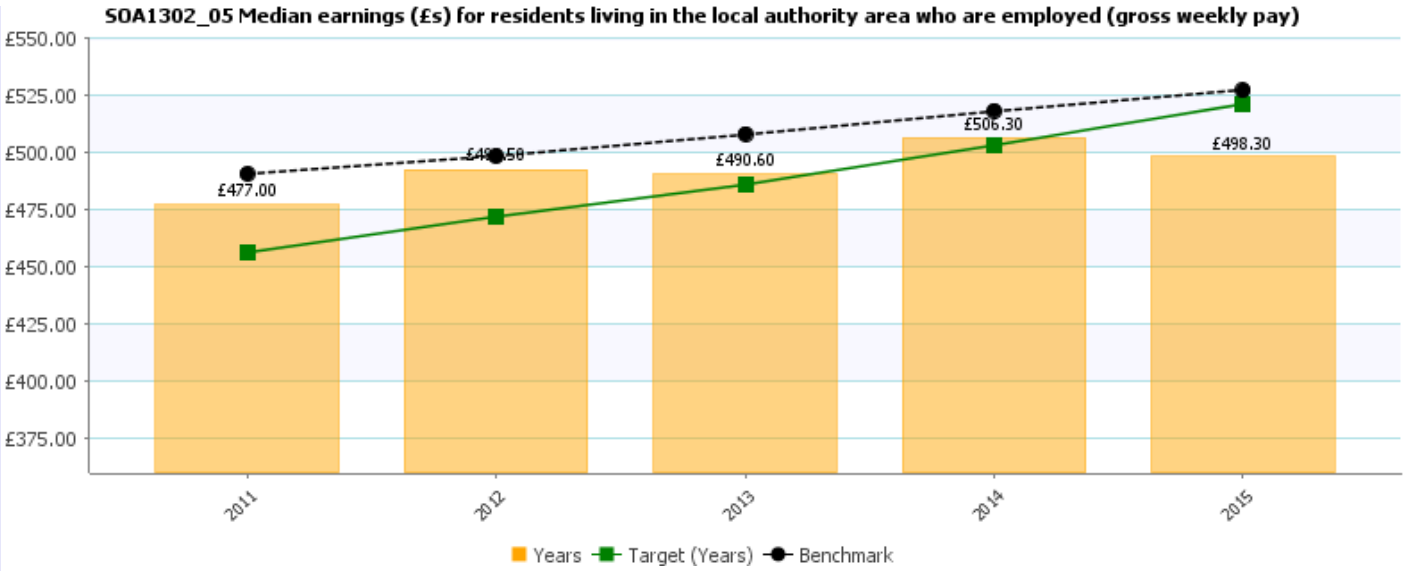


Trend Chart Commentary: The 2015 figure of 37.5% represents an increase from 35.5% in 2013 and 34.9% in 2014. However, as this indicator is based on a sample survey, the increase from 2014 may not be quite as significant. The long term trend has nevertheless been positive, given that

Notes on Latest Data Entry

the estimate in 2010 and 2011 was at 30%. The Scottish level has nevertheless also improved and now stands at 42.5%. The increase for West Lothian and Scotland may be due to a number of interlinked factors - demographic change, in-migration, investment in lifelong learning, improvements in educational attainment at schools' level and in particular increased participation in further and higher education.	

Performance Indicator	**SOA1302_05 Median earnings (£s) for residents living in the local authority area who are employed (gross weekly pay)**	**Partner Organisation**	CPP13_West Lothian Council
Description	The median earnings for the residents of the local authority area are a measure of the skills and earnings of West Lothian people. This indicator relates to full-time employees who live in West Lothian irrespective of where they work. Successful local economies tend to have higher overall levels of pay with residents being employed in a range of occupations including knowledge based sectors, technology based manufacturing, and professional services for example. These sectors also tend to provide graduate level employment opportunities. The survey does not cover the self-employed. (1) The residence based data provides a more appropriate measure of local economic prosperity; whilst (2) the workplace based data will be affected by out-commuting and the mobility of better qualified residents. **Statistical note:**The Median (i.e. the middle value of the sample) is the standard measure used by government statistical agencies as the most appropriate method of quantifying average earnings (rather than the Mean) as it eliminates any distortion that could be potentially caused by very high earners within the sample survey. **This is an economic health-check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local authorities. 2016 provisional figure will be released in December 2016.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)



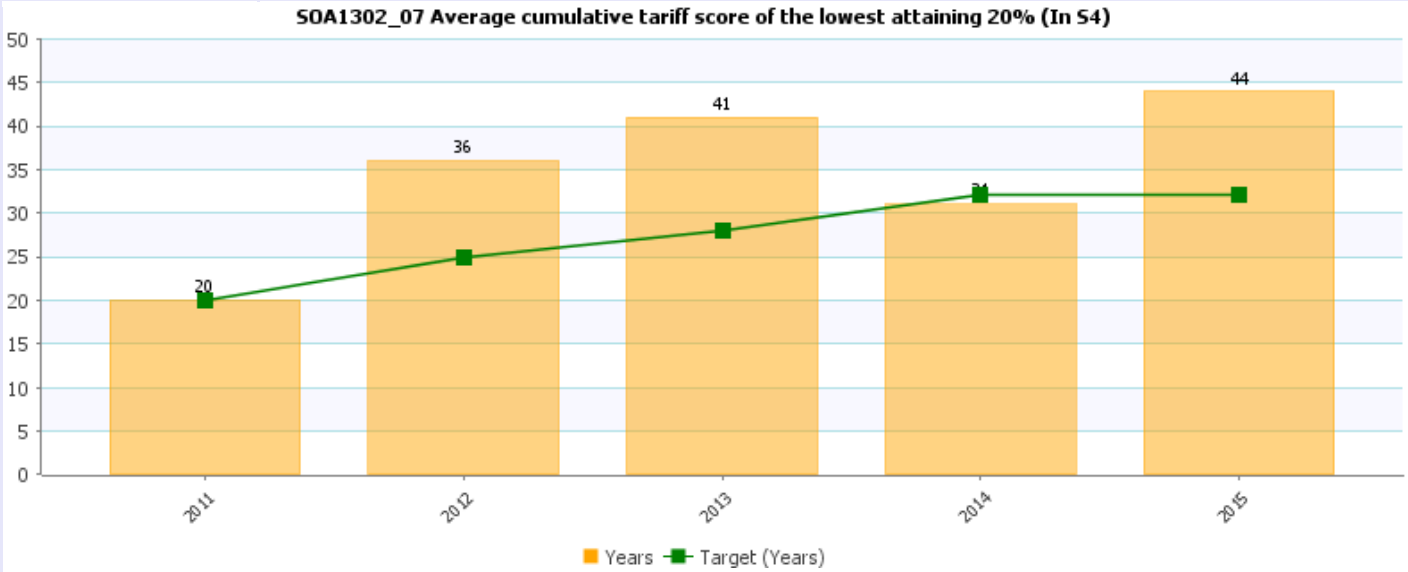
Trend Chart Commentary:

A target was set in 2009 to increase the overall level of wages relative to the Scottish average. The latest data for 2015 shows an decrease on 2014 from £503.40 to £498.30. The gap between West Lothian and the Scottish figure has increased in the last year. West Lothian wage levels were 10% below the Scottish level in 2009. By 2012 the gap had closed to 1.7%, but widened again to 3.7% in 2013. In 2015 the % gap is 5%. The 2015 Scottish figure is £527.00 (Scottish data is used as the benchmark data on the chart).

The fall in the West Lothian median between 2014 and 2015 may be as a result of the increase in overall employment levels and the reduction in unemployment through recruitment in relatively lower paid entry-level jobs. However, it is also important to note that the yearly change at a local authority level may also be caused by sample variation. It is therefore more appropriate to consider the long term general trend rather than focusing on annual change. The general picture seems to point to West Lothian following the Scottish trend and the gap closing but very slowly.

Notes on Latest Data Entry

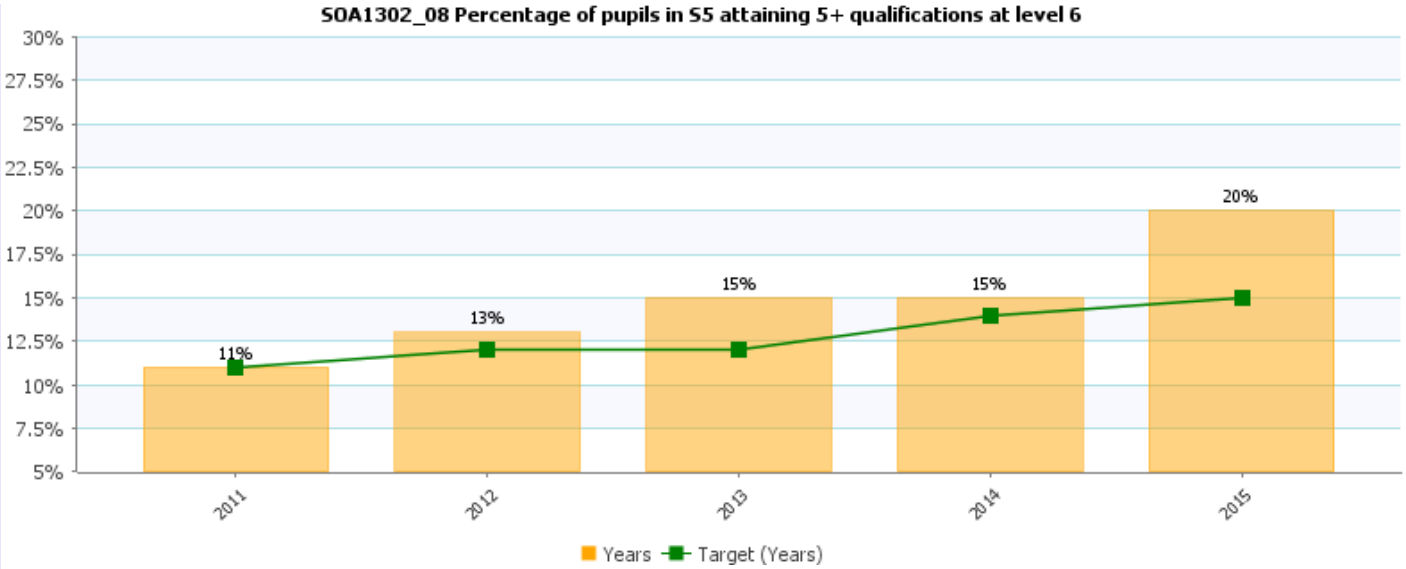
Performance Indicator	**SOA1302_07 Average cumulative tariff score of the lowest attaining 20% (In S4)**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator shows the average tariff score of the lowest attaining 20% by the end of their fourth year of secondary education (S4). All Scottish Qualifications Authority (SQA) awards are allocated a points value according to the SCQF framework (Scottish Certification and Qualifications Framework). The lowest 20% will normally include pupils with Additional Learning Needs, Looked After Children, and chronic non-attenders. All SQA awards carry a point's value. The average points score of the lowest 20% is calculated by the Scottish Government. SQA results in September are pre-appeal and are updated in January of the following year as a result of appeals. With the introduction of the New National Qualifications in 2013/14, new points scores have been allocated to all awards at all levels. The Scottish Government have recalculated average tariff scores back to 2010. The introduction of the new benchmarking tool INSIGHT in session 2013/14 removed the authority family comparison. Schools/authorities are now benchmarked against a Virtual Community. This PI measures performance in the school/academic year.	**Responsible Officer(s)**	SOA13_Head of Service (Education)(James Cameron); SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)
		Data Collection Officer(s)	SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)



Trend Chart Commentary: The lowest 20% of pupils will comprise pupils with additional support needs, pupils in care or pupils that are chronic non attenders. Performance in this indicator is volatile due to the make up of the group and has increased over the five year period and between 2014 and 2015 after decreasing between 2013 and 2014, the performance in 2015 was above the performance recorded in 2013. Performance in 2013, 2014 and 2015 was above the virtual comparator which West Lothian is now benchmarked against and also well above the national average for these three sessions.

Notes on Latest Data Entry

Performance Indicator	**SOA1302_08 Percentage of pupils in S5 attaining 5+ qualifications at level 6**	**Partner Organisation**	CPP13_West Lothian Council
Description	Indicator shows the percentage of pupils achieving 5 or more Scottish Qualifications Authority (SQA) awards at level 6 (higher grade) or above. Data is provided by Scottish Government statisticians. SQA results are updated later in the year in December as a result of requests for re-marking. This PI measures performance in the school/academic year.	**Responsible Officer(s)**	SOA13_Head of Service (Education)(James Cameron); SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)
		Data Collection Officer(s)	SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)

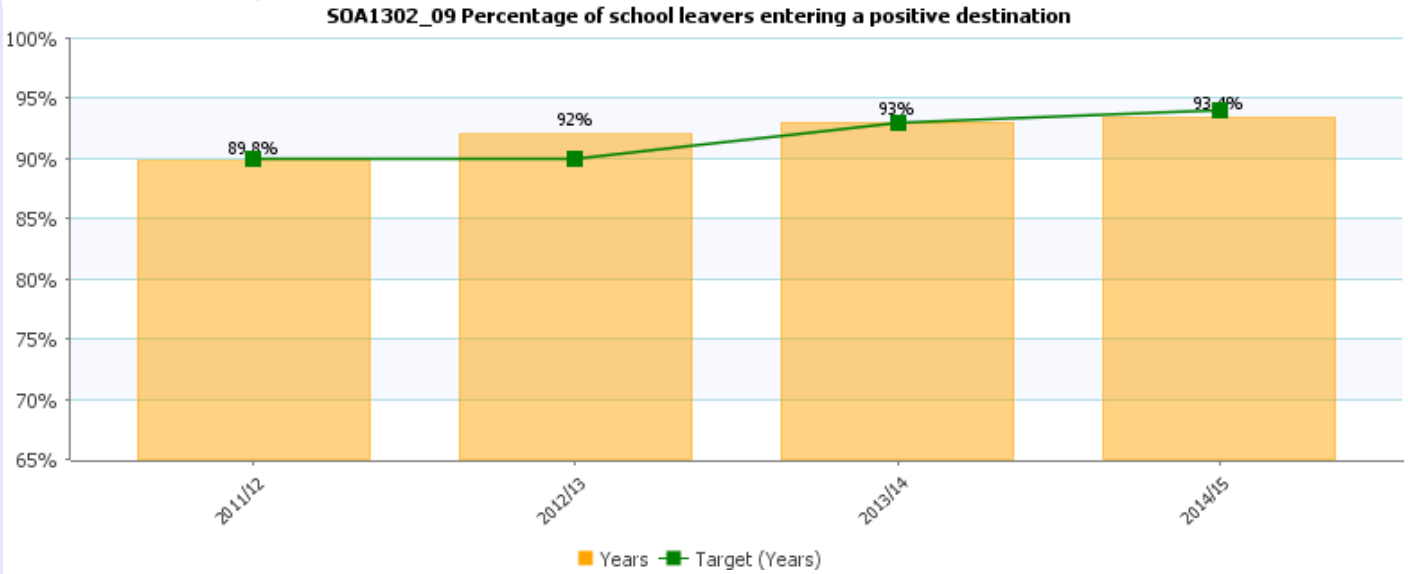


Trend Chart Commentary: Over the five year period, the percentage of pupils in S5 achieving five or more qualifications at level 6 or above, by the end of S5, has risen from 11% to 20%. Attainment has exceeded the target (15%). Performance in this measure in school session 2014/15 is at it's highest over the last 11 years and is 5% above the national figure (15%) and 4% above the virtual authority (16%).

Intervention and support from the Quality Improvement Team and the implementation of the West Lothian Attainment Strategy have been a major factor in the improvements seen in this indicator. The work of the Quality Improvement Team will continue in support of further improvements. Schools are now working more collaboratively to support and challenge each other within their secondary hubs to raise attainment. The target for 2015/16 is set at 21% which will be achieved through targeted, proportionate and responsive support to ensure highest impact. August figures do not include data from the results service and will be updated in January of each year. Figures may change as the result of appeals and college results are known.

Notes on Latest Data Entry

Performance Indicator	**SOA1302_09 Percentage of school leavers entering a positive destination**	**Partner Organisation**	CPP13_West Lothian Council
Description	This is a key indicator for measuring the progress of young people on leaving school. West Lothian and other South East Scotland local authority areas have historically under performed with low levels of progression into training opportunities in particular with negative destinations at 19% in 2007/08. Considerable progress has been made in addressing this challenge. A revised targets of 93% agreed for the 2013/14 leavers. This has been met. Targets of 94% for 2014/15 and 95% for 2015/16 have been proposed. A revised method of collecting this data was introduced in 2015 with Skills Development Scotland (SDS) and partner organisations collaborating in tracking all school leavers using the Insight online database. Annual figure for the 2015/16 leaver group should be available in December 2016 or January 2017.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)



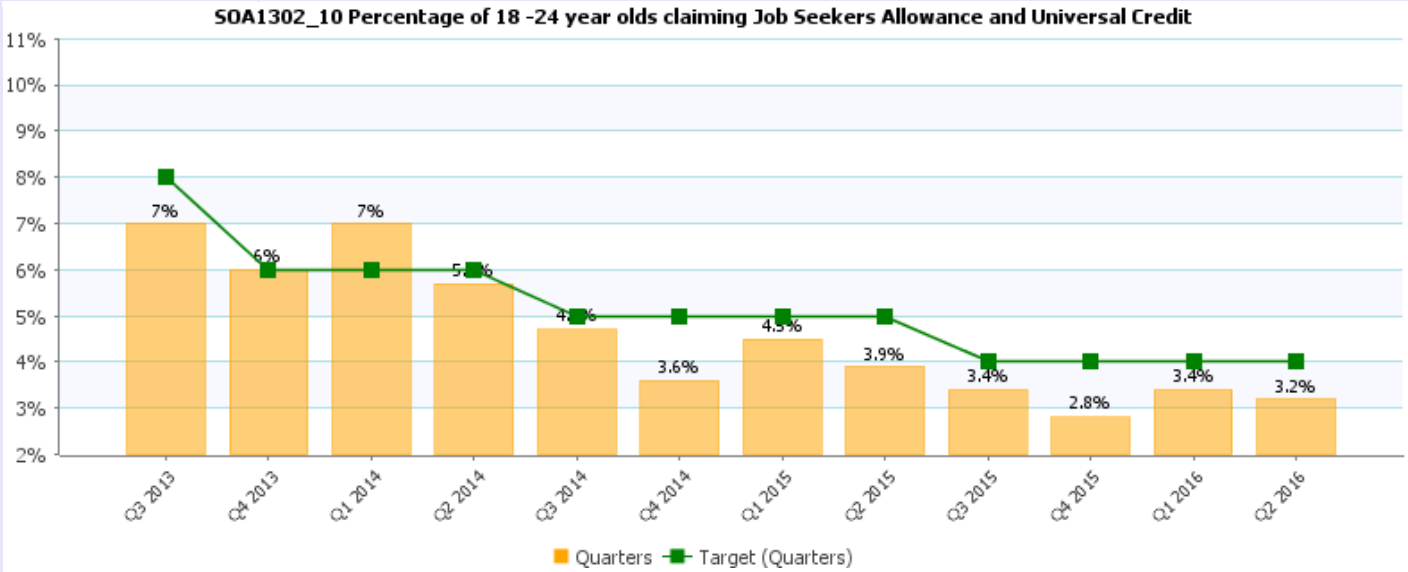
Trend Chart Commentary:

Over the last nine years, West Lothian has seen continued improvements in the levels of school leavers achieving a positive destination. The latest figures for 2014/15 leavers show 93.4% of young people have entered a positive destination (higher education, further education, training, volunteering or employment) - a slight increase on 2012/13. Since 2007/08, positive destinations have increased by more than 12 percentage points.

Notes on Latest Data Entry

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

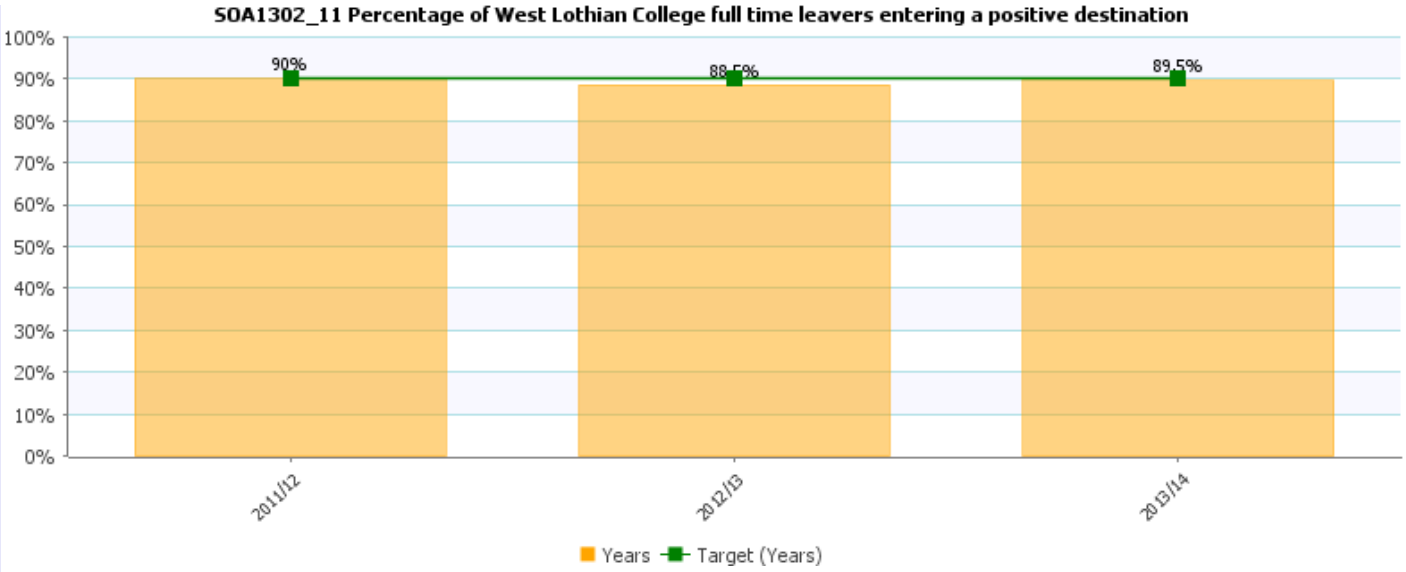
Performance Indicator	**SOA1302_10 Percentage of 18 -24 year olds claiming Job Seekers Allowance and Universal Credit**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator provides information on youth unemployment within West Lothian. This is of particular relevance due to the relatively high percentage of young people in need of More Choices and More Chances in West Lothian over a number of years. The data is sourced from the Claimant Count - age and duration data set and includes both JSA and Universal Credit claimants who are unemployed. The % rate is the number of persons claiming as a proportion of resident population of the 18-24 age group. Because of recent revisions to the population estimates resulting from the 2011 Census, the reported rates for 2010 and 2011 have been revised slightly upwards for West Lothian. The target was set in July 2012 by the West Lothian Working Together partnership group to reduce the level of youth joblessness by one quarter over the 2.5 years. This would translate into a reduction in the JSA rate for 18 to 24 year olds to 8% by mid 2013 and 6% by end of 2014. However, the progress over the last year means that the reduction to below 6% was achieved in mid 2014. The revised target of 5% by mid 2015 has also been met.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)



Trend Chart Commentary: The latest figure is for Quarter 2 - June 2016, with a rate of 3.2%. West Lothian's level of youth unemployment was the same as the Scottish level (3.2%). This is positive news as historically West Lothian has had a significantly higher level of youth unemployment than Scotland. The latest rate also demonstrates a sustained reduction from 9.9% in September 2011 and is below the 3.9% recorded in June 2015. Tackling youth unemployment continues to be one of the key challenges for West Lothian and this is reflected in the current economic strategy - and the range of national and local initiatives that have been developed to create opportunities for young people.

Notes on Latest Data Entry

Performance Indicator	**SOA1302_11 Percentage of West Lothian College full time leavers entering a positive destination**	**Partner Organisation**	CPP13_West Lothian College
Description	The College's PI in relation to positive destinations defines these as student progression to employment or further study. This PI comprises Higher National and National Qualification students. Data is collected by the College through a phone study as part of a national pilot with the Scottish Funding Council.	**Responsible Officer(s)**	SOA13_West Lothian College Principle and Chief Executive(Mhairi Laughlin)
		Data Collection Officer(s)	SOA13_West Lothian College Principle and Chief Executive(Mhairi Laughlin)



Trend Chart Commentary 2011/12 was marked by a significant rise in HNC/D students progressing to University study (97%). This trend has been occasioned by improved progression routes and limited employment opportunities. 83% of National Qualification students progressed to positive destinations and further study.

Figures for 2012/13 evidence a levelling out of HNC/D students progressing to University study, at 94% (part of an increased sample group). National Qualification students progressing to positive destinations and further study remained unchanged at 83%. The College are to carry out detailed analysis if the results.

In 2013/14, 97% of Higher National students were in positive destinations and further study as part of an increased sample group. 82% of National Qualification students were in positive destinations and further study. The Colleges PIs in relation to positive destinations defines these as student progression to employment or further study. Data was collected by the College through a phone study and as part of a national pilot with the Scottish Funding Council.

Notes on Latest Data Entry

Performance Indicator	**SOA1302_12 Number of unemployed people assisted into work from Council operated / funded Employability Programmes**	**Partner Organisation**	CPP13_West Lothian Council
Description	Council operates a number of training and work preparation programmes aimed at preparing individuals for job opportunities and responding to the recruitment needs of employers in West Lothian. The main focus in recent years has been to provide targeted training and associated support to young adults (16 to 24 year olds). Alongside this, the council delivers specialist training - for example in core employability skills, literacy, numeracy and IT (Information Technology). The initial target was set based on the current performance of European Funded training packages. Progress will be reported annually and the target will be reviewed to take account of all provision delivered by or commissioned by council. Next update April 2017 for year 2016-17 data.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Policy Performance Monitoring Officer 1(Cara Gill)

Trend Chart Commentary :

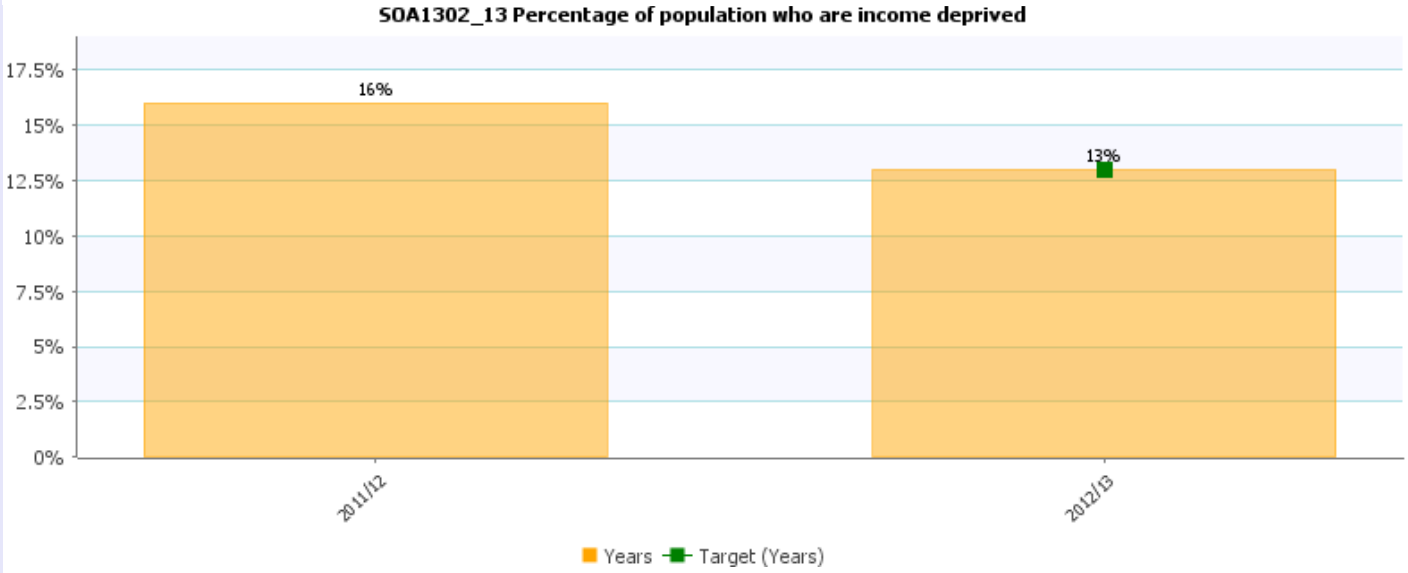
The initial target was based on the 2012-13 performance of European Funded training packages. In 2013-14 a significantly higher level of outcomes were reported increasing from 370 to 712. This was due to a number of factors notably the improved economic and labour market and the provision of additional support including recruitment incentives to small businesses.

In 2014-15 a total of 657 individuals were supported into employment. The reduction on 2013-14 was expected as the number of job ready

Notes on Latest Data Entry

unemployed people has declined in number. The focus of intervention shifted to individuals requiring more intensive assistance to enable them to find employment. In 2015-16, 686 individuals were supported into work. This figure included a significant number of clients who were economically inactive rather than unemployed on registration. In addition, and not included in the overall total of 686, an increasing number of individuals (86 in total) have been helped to improve the quality or their employment - ie move into more suitable, higher skilled or longer hours jobs.	

Performance Indicator	**SOA1302_13 Percentage of population who are income deprived**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator measures the number of income deprived people in West Lothian expressed as a % of the adult population. Income deprived is generally defined through qualification for a range of DWP benefits - including out of work benefits, pensioner credits and in work benefits. Changes to the benefit system may necessitate a review of this indicator and target. Current target is to reduce the level by 0ne percentage point per year. The next update of this indicator will become available with the release of the 2016 Scottish Index of Multiple Deprivation in late summer of 2016.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 2(Andrew Cotton)

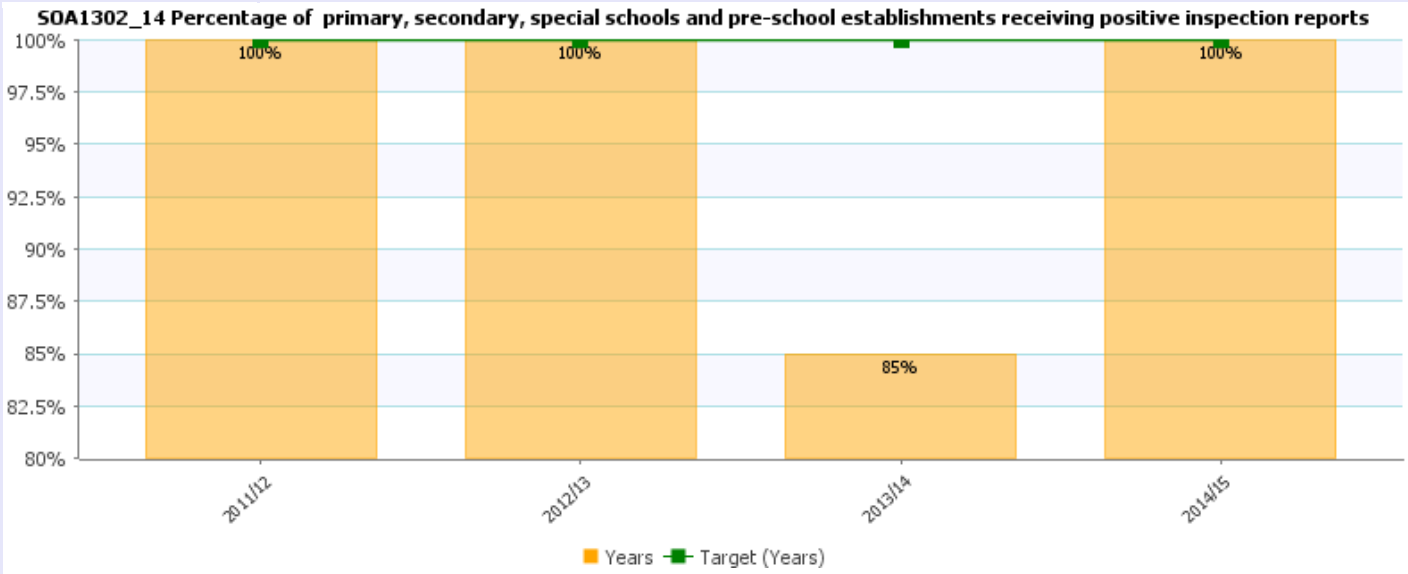


Trend Chart Commentary :

This is a new indicator. A target has been set to achieve a one percentage point reduction per year.

Notes on Latest Data Entry

Performance Indicator	**SOA1302_14 Percentage of primary, secondary, special schools and pre-school establishments receiving positive inspection reports**	**Partner Organisation**	CPP13_West Lothian Council
Description	Indicator shows the percentage of Primary, Secondary and Special Schools and Pre-School Education Establishments receiving a positive inspection report. A positive inspection report from Education Scotland is defined in the 'Scotland Performs' National Performance Framework as the three reference quality indicators being evaluated as satisfactory or above.	**Responsible Officer(s)**	SOA13_Customer & Performance Manager(Andrew Sneddon)
		Data Collection Officer(s)	SOA13_Customer & Performance Manager(Andrew Sneddon)



Trend Chart Commentary:

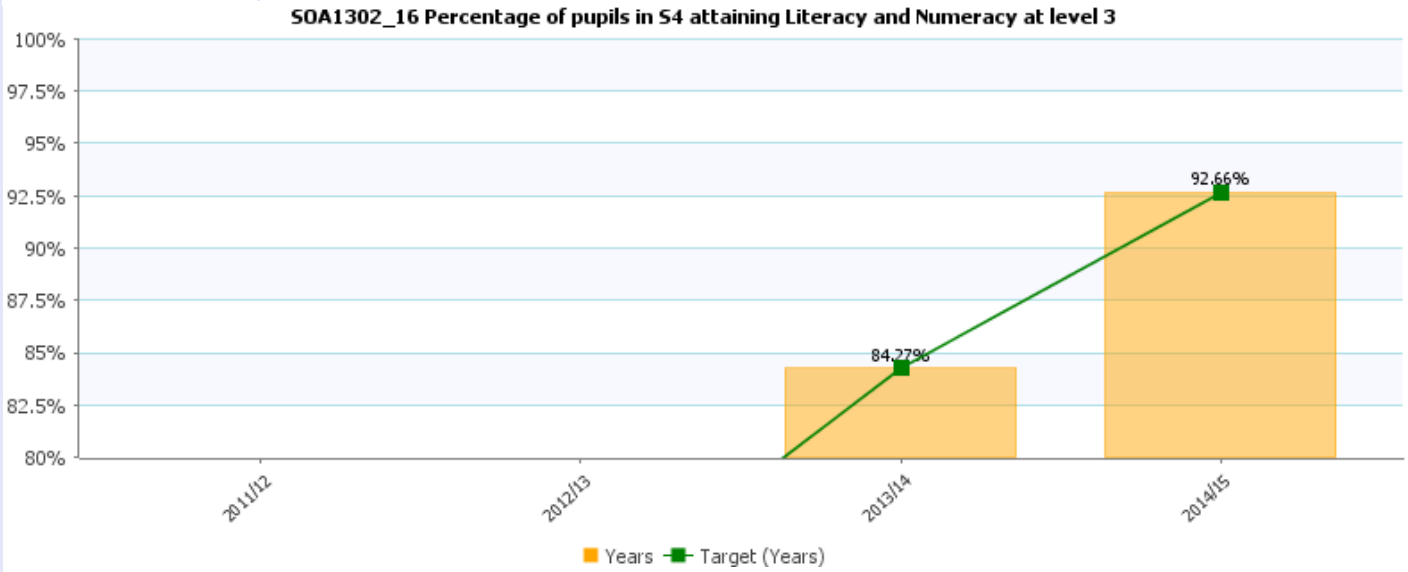
The percentage of schools receiving a positive inspection report from Education Scotland has increased from 85% to 100% between 2013/14 and 2014/15. Four primary schools were inspected and reports published in 2014/15 (St Paul's PS, Our Lady of Lourdes PS, Bridgend PS and Boghall PS).

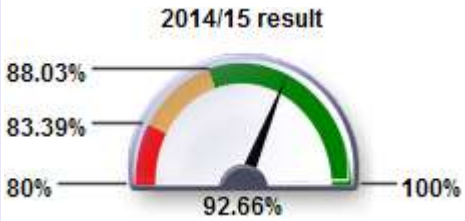
Where performance in an indicator is evaluated as negative an action plan will be prepared to improve performance, and submitted for scrutiny to the Education Policy Development and Scrutiny Panel/Education Quality Assurance Sub-Committee.

The target will remain at 100% for session 2014/5.

Notes on Latest Data Entry

Performance Indicator	**SOA1302_16 Percentage of pupils in S4 attaining Literacy and Numeracy at level 3**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator shows the percentage of pupils achieving national qualifications at level 3 in literacy & numeracy combined. Pupils are presented for national qualifications at a number of different levels. This indicator will be influenced by the presentation policy in schools. The online benchmarking tool (Insight) allows schools and authorities to compare their performance against national levels and a virtual comparator. The virtual comparator is made of pupils from schools in other authorities who have similar characteristics to pupils in the school/authority being compared. The virtual comparator is based on matching pupils based on gender, additional support needs, latest stage and Scottish Index of Multiple Deprivation (SIMD). Almost all qualifications gained by pupils in West Lothian schools are accredited by the Scottish Qualifications Authority (SQA). SQA is the national accreditation and awarding body in Scotland. This PI measures performance in the school/academic year.	**Responsible Officer(s)**	SOA13_Head of Service (Education)(James Cameron); SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)
		Data Collection Officer(s)	SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)



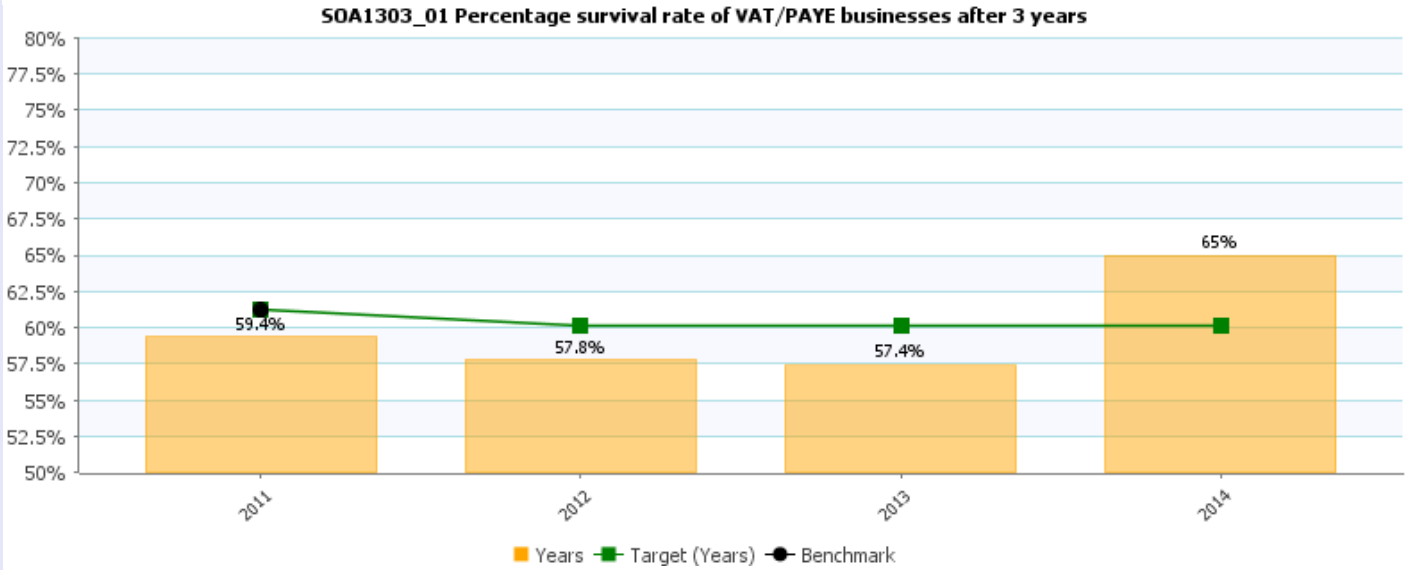


This indicator has shown a rising trend since 2010/11. In 2010/11 West Lothian was below the virtual comparator (WL 64.74% vs Virt Comparator 77.66%). In 2014/15 West Lothian is now above the virtual comparator (W Lothian 92.66% vs 91.59%). There has been a rising trend over the last 5 years as schools have been advised at attainment meeting to ensure that as many students as possible leave school with literacy and numeracy

Notes on Latest Data Entry

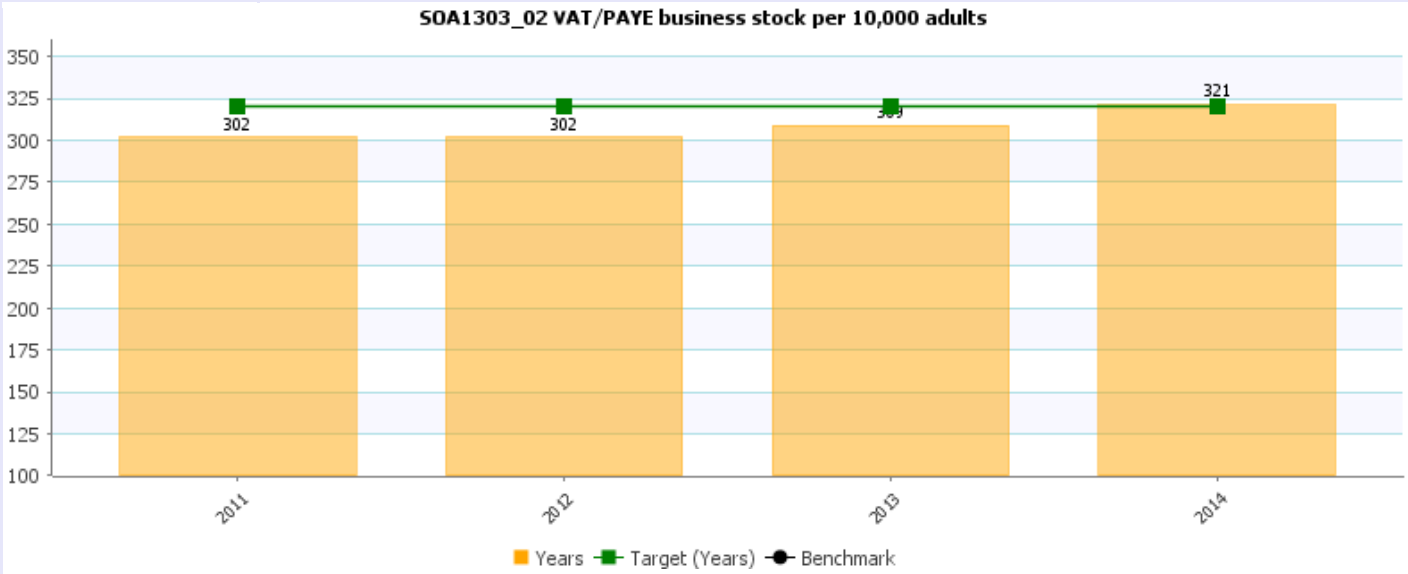
qualifications at level 3. Intervention and support from the Quality Improvement Team and the implementation of the West Lothian Attainment Strategy have been a major factor in the improvements seen in this indicator. The work of the Quality Improvement Team will continue in support of further improvements. Schools are now working more collaboratively to support and challenge each other within their secondary hubs to raise attainment. The target for 2015/16 is set at 94% which will be achieved through targeted, proportionate and responsive support to ensure highest impact. This is a new indicator and as such no historical data exists for the target.	

Performance Indicator	**SOA1303_01 Percentage survival rate of VAT/PAYE businesses after 3 years**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator measures the durability of businesses that are starting up in the West Lothian area. As such, it provides a health check on the state of the local economy. The data is produced annually and allows comparisons to be made with other local authority areas. It provides a measure of the sustainability of new businesses in an area, expressed as a percentage of the businesses that survive for at least three years. Targets have been set for this indicator to exceed the Scottish average. This dataset was first introduced in 2008. It supersedes the VAT dataset, and provides a more comprehensive picture of the business base. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local partners. Figures for each year are collated in December for the previous year. The 2014 data was released in December 2015 and the next update will be December 2016 (for the 2015 data). Link to data source: http://www.ons.gov.uk/ons/rel/bus-register/business-demography/2011/stb-business-demography-2012.html	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)



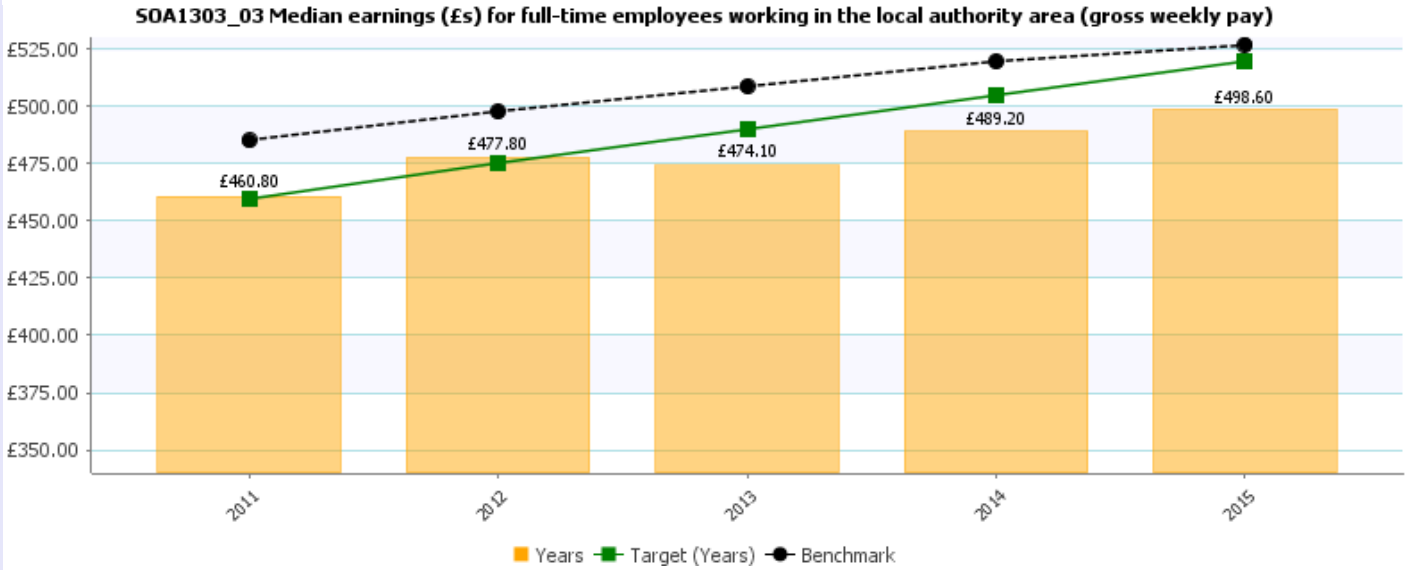
Trend Chart Commentary: This chart shows a real improvement between 2013 and 2014, with the survival rate increasing to 65% - back to pre recession levels, and slightly ahead of the Scottish average of 62.8%. In 2013, the West Lothian survival rate had declined to 57.4%. (i.e. 57.4% of new businesses registered in 2010 were still trading in 2013). Scotland and GB also experienced a decline. The latest West Lothian figure is also higher than most of the benchmark group of local authorities - including Fife, Edinburgh and North and South Lanarkshire. The increase in survival rates reflects the improving economic climate faced by start-up businesses over the last three years.	**Notes on Latest Data Entry**

Performance Indicator	**SOA1303_02 VAT/PAYE business stock per 10,000 adults**	**Partner Organisation**	CPP13_West Lothian Council
Description	The indicator measures the overall level of business active within the West Lothian area. As such, it provides a health check on the state of the local economy and the level of entrepreneurship. The data is produced annually by the Office for National Statistics and allows comparisons to be made with other local authority areas. It provides a measure of the number of businesses per head of population (businesses per 10,000 adult residents). Targets have been set by the West Lothian Economic Partnership to move towards the Scottish average. This dataset was first introduced in 2008 (and included retrospect data for 2006 and 2007). It supersedes the VAT dataset, and provides a more comprehensive picture of the business base. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of partner organisations. The 2014 VAT/PAYE data was released in December 2015 and the next update will be December 2016 (for the 2015 data). Revised mid-year population estimate figures have been released based on the 2011 census data. This resulted in slightly revised figures for 2010 and 2011 on those previously reported.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)



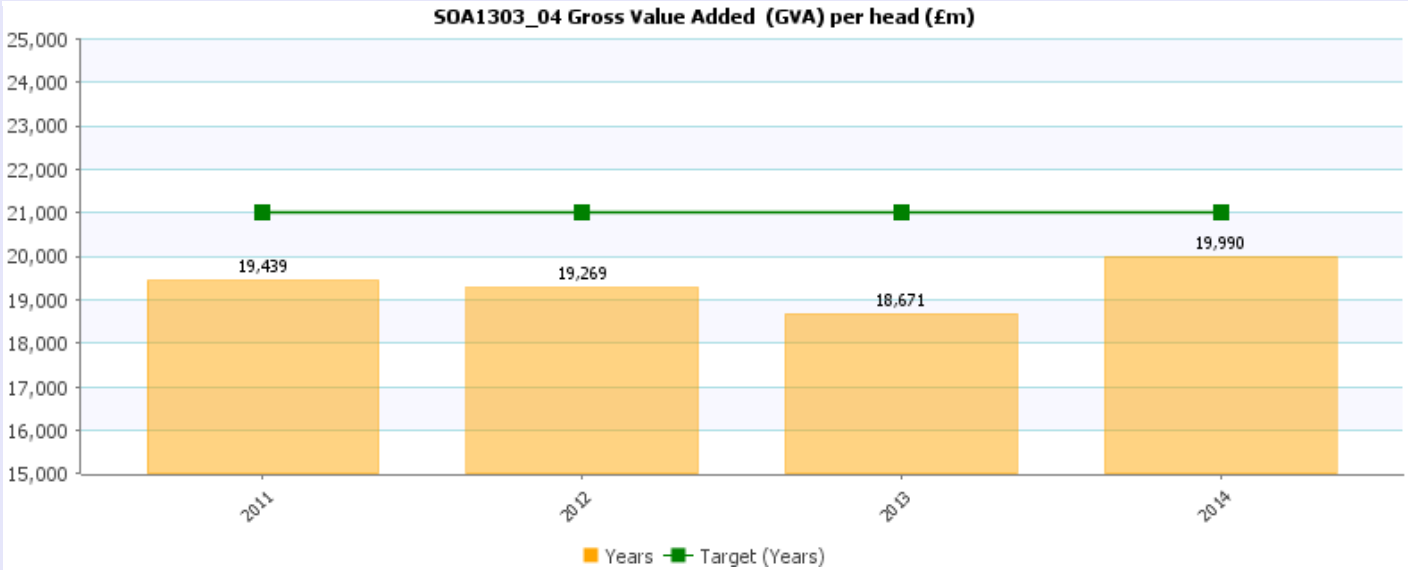
Trend Chart Commentary: The latest data release by ONS for 2014 showed 4,565 active businesses operating in West Lothian. The adult population has also continued to grow. Nevertheless, the number of businesses per 10,000 has increased from the 2013 figure of 309 to 321 - this represents significant progress. West Lothian is still some way away from achieving the Scottish rate of businesses per 10,000, which is currently 378. Businesses per head of population tend to be highest in in city or rural local authority areas. West Lothian's business stock per 10,000 adults is higher than other local authorities with similar economic characteristics and settlement structures - Fife, Falkirk and North Lanarkshire, but lower than Midlothian and South Lanarkshire.	**Notes on Latest Data Entry**

Performance Indicator	**SOA1303_03 Median earnings (£s) for full-time employees working in the local authority area (gross weekly pay)**	**Partner Organisation**	CPP13_West Lothian Council
Description	The average earnings for the workforce based in the local authority area are a measure of wage levels within the local economy - the businesses and other employers that operate from West Lothian addresses. Successful local economies tend to have higher overall levels of pay based around knowledge based sectors, technology based manufacturing, and professional services for example. These sectors also tend to provide graduate level employment opportunities. The survey does not cover the self-employed. The figure used is for ***gross average earnings per week***. The aspirational target was set in 2009 to move West Lothian towards the Scottish median. **Statistical note:** The Median (i.e. the middle value of the sample) is the standard measure used by government statistical agencies as the most appropriate method of quantifying average earnings (rather than the Mean) as it eliminates any distortion that could be potentially caused by very high earners within the sample survey. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local authorities and partners. The provisional figure for 2016 will be updated in December 2016.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)



Trend Chart Commentary: This target was initially set in 2009 to increase the overall level of wages relative to the Scottish median. In 2010 workplace the rate of increase was similar to that for Scotland as a whole and, as a consequence, the wage levels in West Lothian were 10% behind the Scottish level. From 2010 until 2012 the wages gap between WL and Scotland narrowed. The 2012 figure for West Lothian was 4% behind the Scottish level. In 2015 West Lothian's median wage level has increased to £498.60, whilst Scotland as a whole recorded an increase to £519.60. So the gap is 5%. It is also important to note that the yearly change at a West Lothian level may be caused by sample variation. It is therefore more appropriate to consider the long term general trend rather than focusing on an individual year's data. The general picture seems to point to West Lothian following the Scottish trend and the gap closing but very slowly. A number of interlinked factors might account for the persistence of a gap between West Lothian and Scotland - the local economy is now predominantly based on service sector employment.	**Notes on Latest Data Entry**

Performance Indicator	**SOA1303_04 Gross Value Added (GVA) per head (£m)**	**Partner Organisation**	CPP13_West Lothian Council
Description	Gross valued added (GVA) measures the total monetary value of an economy's output, and can be expressed as a proportion of the total or working age population to enable comparisons between areas. GVA estimates are published annually in December. Provisional results are available 11 months after the reference year. Publication of final results takes place 18 months after the reference year. GVA per head data is used to enable comparison with other local areas. This is only available at NUTS 3 Level, which groups some smaller local authority areas together e.g. Midlothian with East Lothian and are combined into one NUTS3 area. West Lothian is however a NUTS3 area in its own right. The latest GVA data was released by the Office for National Statistics in December 2015 and provided 2014 GVA figures for each area and revised the historic data to reflect changes in the methodology for estimating total GVA and updated mid year population estimates. (See notes). *Note: Nomenclature of Units for Territorial Statistics (NUTS) - NUTS was created by the European Office for Statistics (Eurostat) as a single hierarchical classification of spatial units used for statistical production across the European Union. NUTS 3 level refers to geographic areas defined at a level where reliable data can be supplied. Smaller local authorities are combined with neighbouring authorities.* **This is an economic health-check indicator** - The economic health check indicators are essentially headline indicators designed to provide an indication of the overall performance of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local partners.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)



Data Collection Officer(s) SOA13_Economic Development Officer 1(Kenny Wheeler)

Trend Chart Commentary:

West Lothian's total GVA and GVA per head fell between 2008 and 2009, but increased steadily between 2009 and 2012. After a net fall between 2012 and 2013, the 2014 figure shows total GVA to be £3,541m (an increase of £236m on 2013). This equates to £19,990 per head compared with £23,102 for Scotland and £24,958 for the UK.

West Lothian's GVA per head exceeds that of our non city comparator areas - for example the Fife and Clackmannanshire area has a GVA per head of £17,444, Falkirk £17,524, North Lanarkshire £18,273 and South Lanarkshire £17,413.

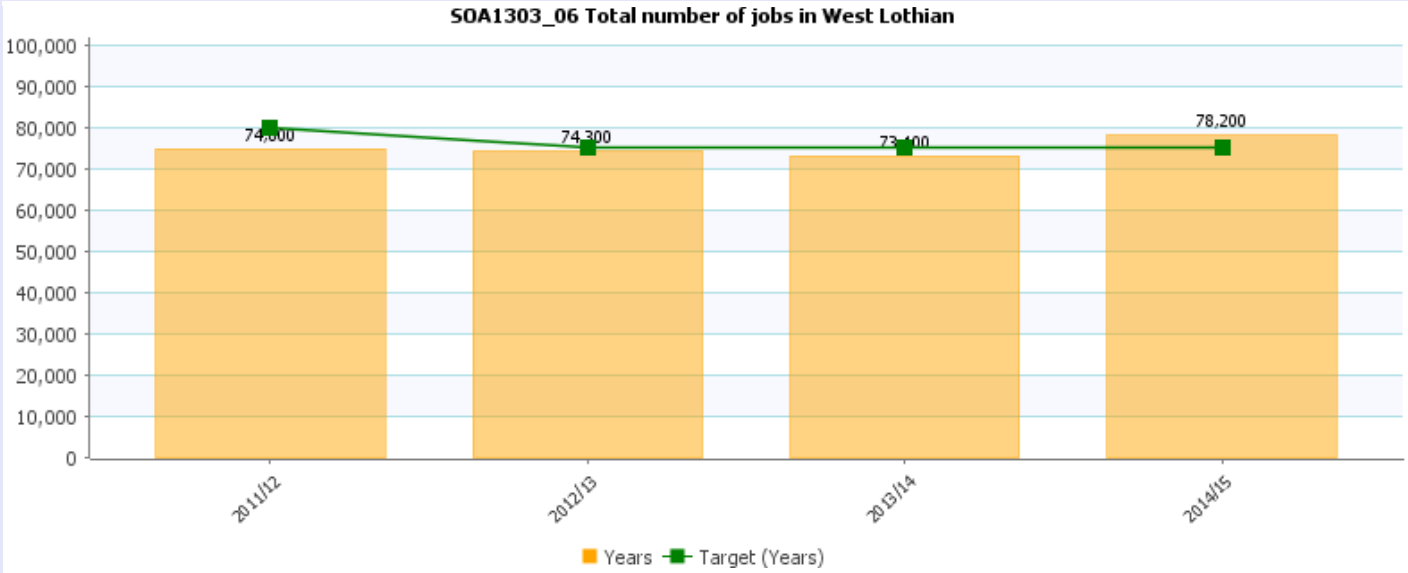
Notes on Latest Data Entry

Performance Indicator	**SOA1303_05 Business outcomes resulting from partner interventions (Companies supported by Business Gateway and Scottish Enterprise in West Lothian)**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator has been revised to provide a measure of combined number of businesses receiving significant levels of support through West Lothian Council Business Gateway Service and Scottish Enterprise Account Managed Company provision. (source: West Lothian Council - Economic Development).	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler); SOA13_Policy Performance Monitoring Officer 2(Linzi Winton)

Trend Chart Commentary: In 2012-13 the total number of businesses supported was lower than target, but this reflected the fact that due to the economic climate a more intensive package of support was required for the businesses engaged. Support was targeted on assisting businesses with the most significant business and employment growth potential or where jobs under threat might be safeguarded. In addition, a major effort was focused on responding to the Vion closure. The West Lothian Economic Growth Plan became fully operational in 2014 and strengthened the range of services on offer to businesses with growth potential. This is reflected in the increased number of firms supported in 2013/14. In 2014/15 a very substantial increase in the number of firms supported was recorded, with 685 businesses obtaining assistance - an increase of 93 on 2013/14. The latest figure for 2015-16 is 638 - a reduction on 2014/15 but still well above the target level.

Notes on Latest Data Entry

Performance Indicator	**SOA1303_06 Total number of jobs in West Lothian**	**Partner Organisation**	CPP13_West Lothian Council
Description	This performance indicator measures the number of jobs in West Lothian is an indicator of the overall level of economic activity in the area, and underpins other SOA objectives, for example: the proportion of working age adults in work. Increasing the positive destinations for young people, is both dependent on a wide a range of job opportunities locally. **This is an economic health-check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local partners. The revised target of growing the employment base to 75,000 by 2016/17 was set in recognition of the additional resources and effort that is being focused on supporting business growth and investment in West Lothian over the next 5 years. Indicator information is published retrospectively in September of each year e.g. the 2014 figure became available in September 2015.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)

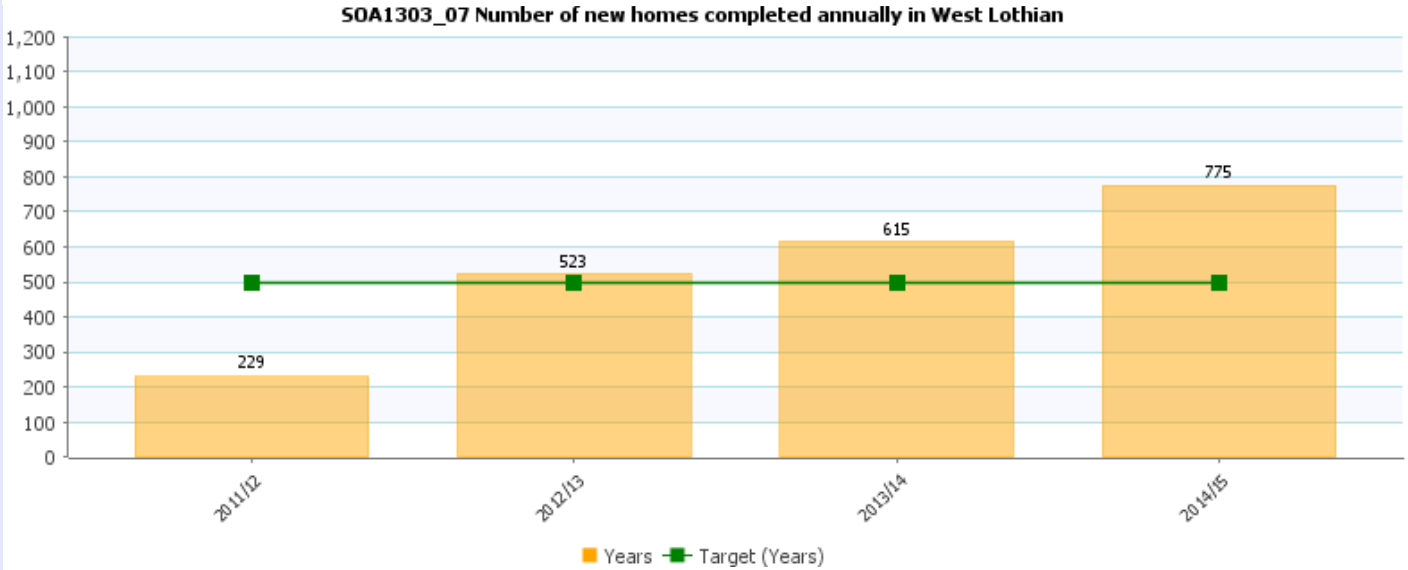


Trend Chart Commentary: Our longer term target is to increase the number and quality of job opportunities located in the area. With a reduction in the public sector and wider economic uncertainty however, supporting jobs growth back to pre recession levels of 80,000 is a steep challenge. So an

Notes on Latest Data Entry

interim target of 75,000 was agreed. The data for 2013 showed a significant net decrease in the employment base (including the Vion/Halls closure job-losses). Between 2009 and 2013, the total number of jobs fell by over 7,000 - with the most significant reductions recorded in the manufacturing and construction sectors. However, the 2014 data shows a very significant increase of 5,100 from 2013. Total employment for 2014 stands at 78,200. A modest increase in employment for 2014 was anticipated based on the information gathered from businesses and the jobs growth supported through the West Lothian Economic Growth Plan. However, the scale of increase is much higher than expected. Some of this increase may be due to employment growth in the construction sector being reported against the operational base of building companies located in West Lothian rather than the actual location of building sites. Nevertheless, the net increase in West Lothian based jobs is excellent news.	

Performance Indicator	**SOA1303_07 Number of new homes completed annually in West Lothian**	**Partner Organisation**	CPP13_West Lothian Council
Description	The annual Housing Land Audit provides a comprehensive description of the current housing land supply in West Lothian at the end of each financial year. Every potential housing site with a capacity of 5 or more units is included in the housing land audit. Also included is information on tenure and planning status. All sites are mapped. For every site, an assessment is made of likely completions over the next 7 years. Homes for Scotland is consulted each year on the Housing Land Audit. The number of houses needed in West Lothian is set out in the Strategic Development Plan for Edinburgh and South East Scotland (SDP) and SESplan supplementary planning guidance on housing land. The Strategic Development Plan was approved by Scottish Ministers in June 2013. The supplementary guidance on housing land was approved by Scottish Ministers on 18 June 2014 and requires land to be provided for 18,010 houses over the period 2009 – 2024, an average of 1,800 house completions per annum. The requirements of the Strategic Development Plan are being taken forward via the West Lothian Local Development Plan. In September 2015 the council has published the West Lothian Local Development Plan (Proposed Plan) which seeks to provide for housing land requirements over the period 2014 - 2024. The Local Development Plan is not anticipated to be adopted by the council until early 2017 at the latest.	**Responsible Officer(s)**	Fiona McBrierty
		Data Collection Officer(s)	SOA13_Building Standards Manager(Jim McGinley); SOA13_Senior Building Standards Officer(Chris Rae)



Trend Chart Commentary:

The ‘credit crunch’ had a profound and unprecedented effect on the housing market. The reduced supply of mortgages, the lack of consumer confidence in the housing market and economic uncertainty resulted in a significant slowdown in house sales and house building. This had the effect of severely reducing the five-year effective land supply. The failure to meet completion targets in 2010/11 and 2011/12 are attributable to the general downturn in the house building industry at this time and can be linked to the economic recession and the availability of mortgage finance. Since then, there are signs of a recovery with house completions increasing in 2012/13 and 2013/14 from the levels achieved in 2010/11 and 2011/12. This can be attributable to economic recovery and incentives available to those seeking to purchase property. Housing completions for 2014/15, and the established housing land supply, will not be confirmed until the 2015 Housing Land Audit is agreed. The draft 2015 Housing Land Audit indicates that 775 house completions were achieved during 2014/15. Comments on the 2015 draft Housing Land Audit have recently been received from Homes for Scotland which will be assessed and responded to prior to publication of the final 2015 Housing Land Audit. This is anticipated towards the autumn of 2016 after which preparation of the 2016 Housing Land Audit will commence.

To meet housing requirements set out in the Strategic Development Plan supplementary guidance on housing, annual house completions will need to significantly increase over previous completion rates. This will be challenging as some 1800 completions will be required per annum for Strategic Development Plan targets to be met. Housing completions over the period 2010/11 – 2014/15 have averaged 530 completions per annum.

On this basis the target of 500 completions per annum continues to remain appropriate. Housing completion figures for the period 2010/11 – 2014/15 are as follows:

2010/11 - 530

2011/12 - 229

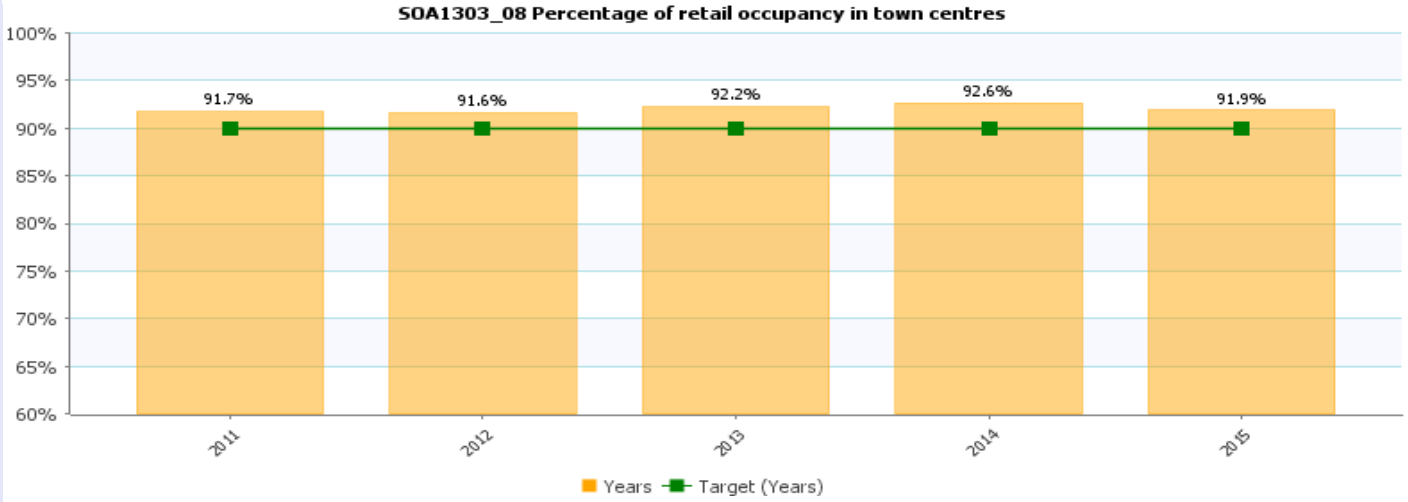
2012/13 - 523

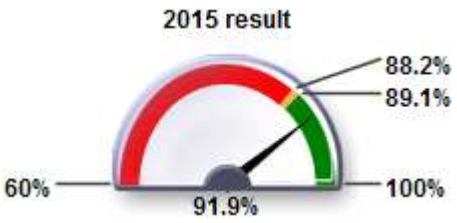
2013/14 - 615

2014/15 - 775

Notes on Latest Data Entry

Performance Indicator	**SOA1303_08 Percentage of retail occupancy in town centres**	**Partner Organisation**	CPP13_West Lothian Council
Description	There are six, quarterly town centres surveys for West Lothian (Armadale, Bathgate, Broxburn, Linlithgow, Whitburn and Almondvale (Livingston)). This performance indicator measures the combined average for the six town centres. Healthy and vibrant town centres greatly to the overall economic performance of an area. **This is an economic health check indicator** - The economic health check indicators are essentially headline performance indicators designed to provide an indication of the overall health of the economy and reflect the strategic economic outcomes from each of the individual local authority single outcome agreements. As economic outcomes are subject to wider economic forces, it is important to recognise that these cannot solely be attributed to the intervention efforts of the local authorities.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Officer 1(Kenny Wheeler)





Trend Chart Commentary: The trend shows the latest annual figure for 2015 to be 91.9% mark. Occupancy levels in West Lothian appear to be holding up well and have been consistently above 91% for the last 5 years. The latest comparable figure for Scotland is 89.4% and UK 87.0% (July 2015 figures). The fact that West Lothian's shopping centres have sustained high levels of occupancy on a consistent basis could be explained by a number of linked factors including:

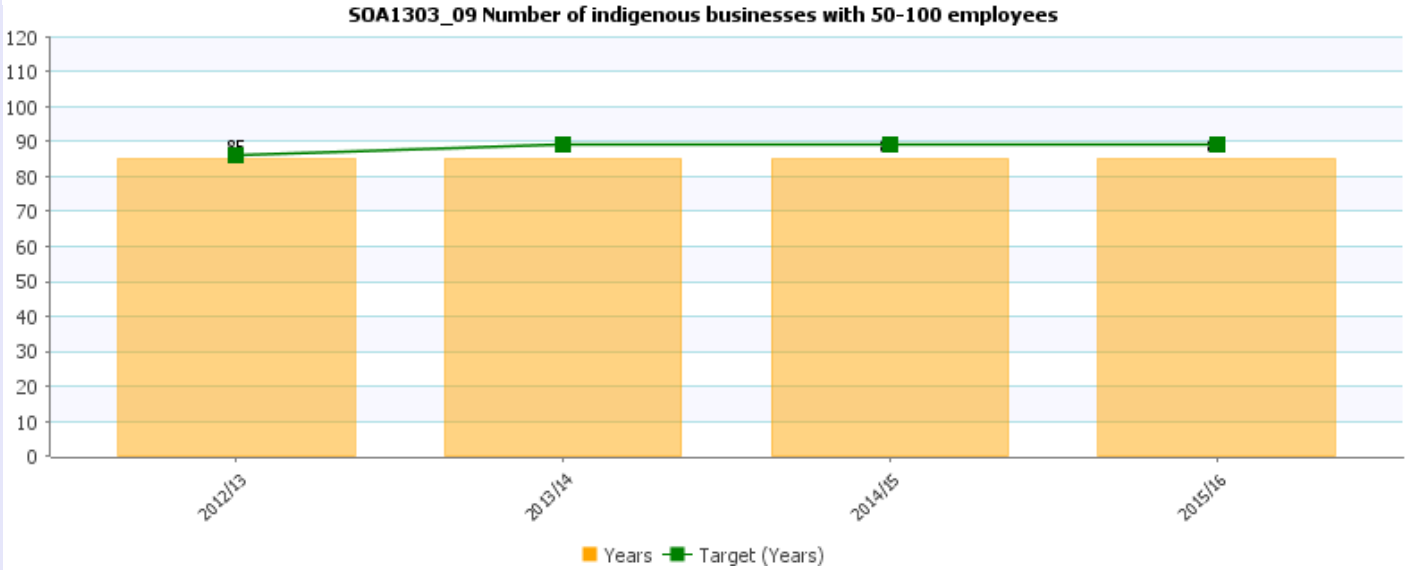
1) Local population growth supporting consumer demand

2) Investment in Livingston centre

3) Policy interventions to support town centres including BID status and shop front improvement schemes

Notes on Latest Data Entry

Performance Indicator	**SOA1303_09 Number of indigenous businesses with 50-100 employees**	**Partner Organisation**	CPP13_West Lothian Council
Description	The number of businesses in this size category represents a measure of the economic wellbeing of the area. This is the core group of small and medium size enterprises which might generate additional wealth and employment in West Lothian. Targeted support is available to encourage businesses ion this size band to grow further. The data on these businesses is sourced from the UK Business Count - Enterprises dataset. Annual updates will be undertaken in the spring of each year.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Information Officer 1(Amanda Lamb)



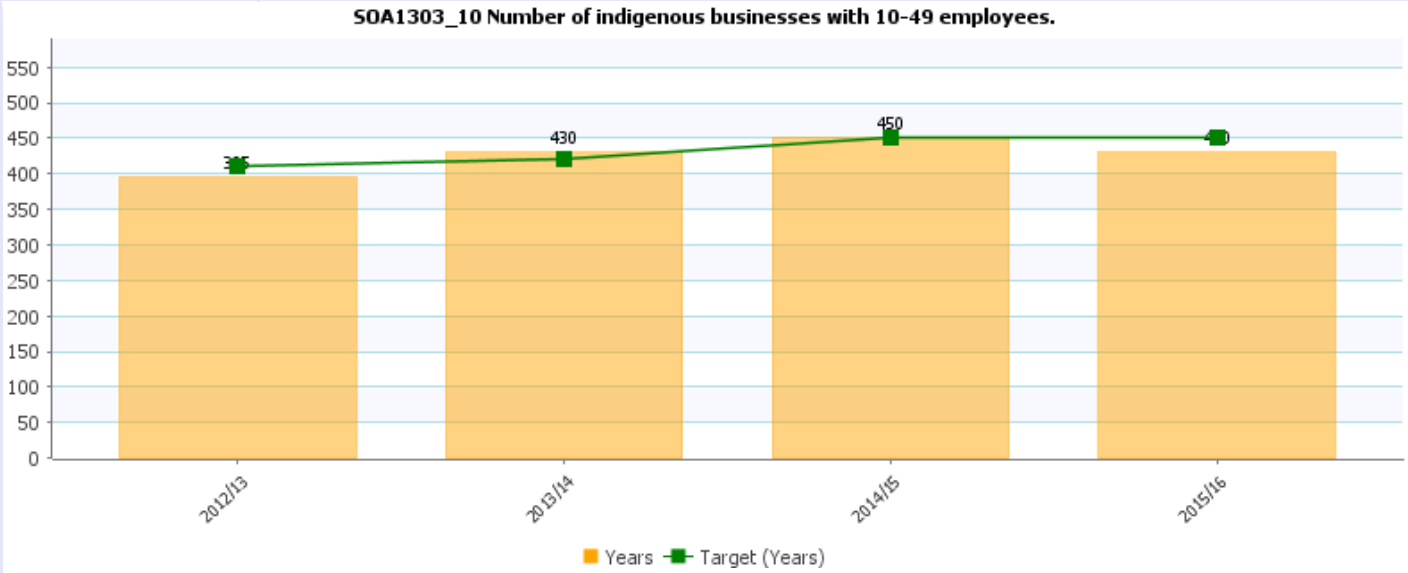
Trend Chart Commentary :

This indicator was revised in 2015 to make use of the UK Business Count data set. The trend over the last 4 years shows that the number of businesses in the business size band has remained stable at 85. (Note: the figures are rounded to the nearest 5 so the actual number may have changed slightly during this period).

Notes on Latest Data Entry

40

Performance Indicator	**SOA1303_10 Number of indigenous businesses with 10-49 employees.**	**Partner Organisation**	CPP13_West Lothian Council
Description	The number of businesses in this size category represents a measure of the economic wellbeing of the area. This is the core group of small enterprises which have the capacity to contribute to wealth and employment creation in West Lothian. Targeted support is available to encourage businesses in this size band to grow further. The data on these businesses is sourced from the UK Business Count - Enterprises dataset. Annual updates will be undertaken in the spring of each year.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Information Officer 1(Amanda Lamb)



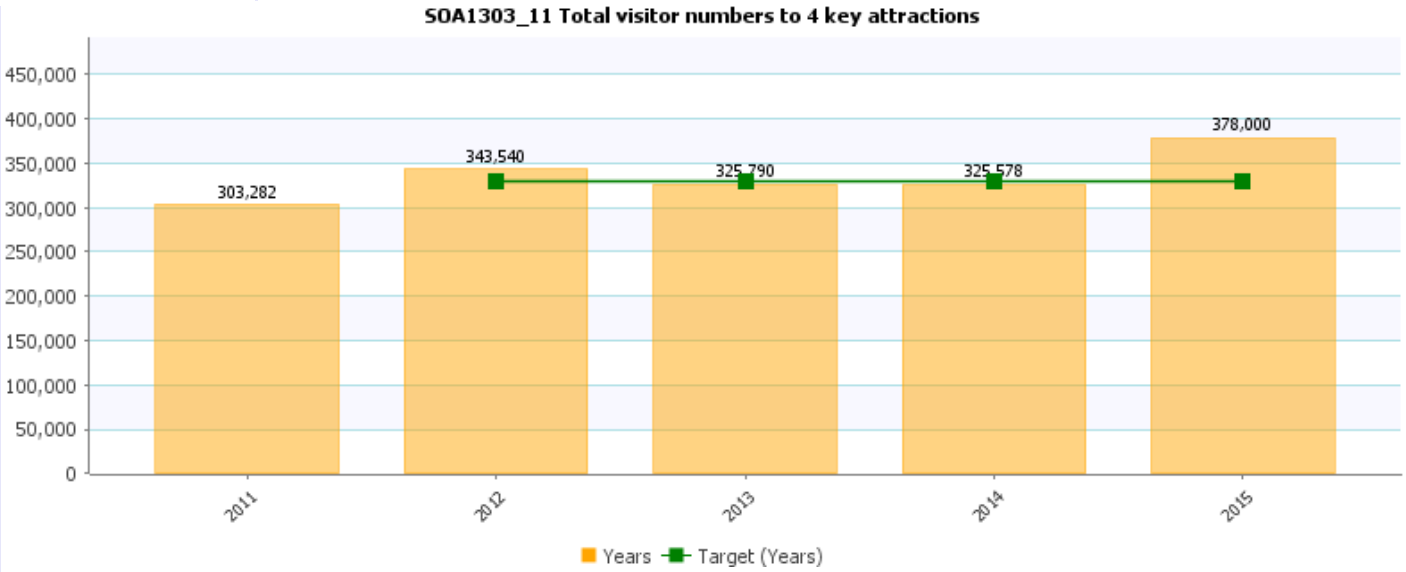
Trend Chart Commentary :

This indicator was revised in 2015 to make use of the UK Business Count data set. The trend over the last 5 years showed a steady increase in the number of businesses up to 450 in 2014. However the latest figure for 2015 showed a net reduction to 430.

(Note: the figures are rounded to the nearest 5 so the actual change from 2014 to 2015 was in the -10 to -30 range).

Notes on Latest Data Entry

Performance Indicator	**SOA1303_11 Total visitor numbers to 4 key attractions**	**Partner Organisation**	CPP13_West Lothian Council
Description	The indicator measures the number of visitors to the top 4 paid attractions in West Lothian from Jan to Dec each year. The data is sourced from the four attractions via Visit West Lothian. The objective is to increase the number of visitors and tourism spend to West Lothian across all attractions. This group of heritage and family oriented attractions provides a measure over time of how the visitor sector is performing. The target for 2013 was recalibrated to recognise that the fire at the Five Sisters Zoo has impacted on total visitors. 2016 figures will be available in Feb 2017.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Economic Development Policy Manager(David Greaves)



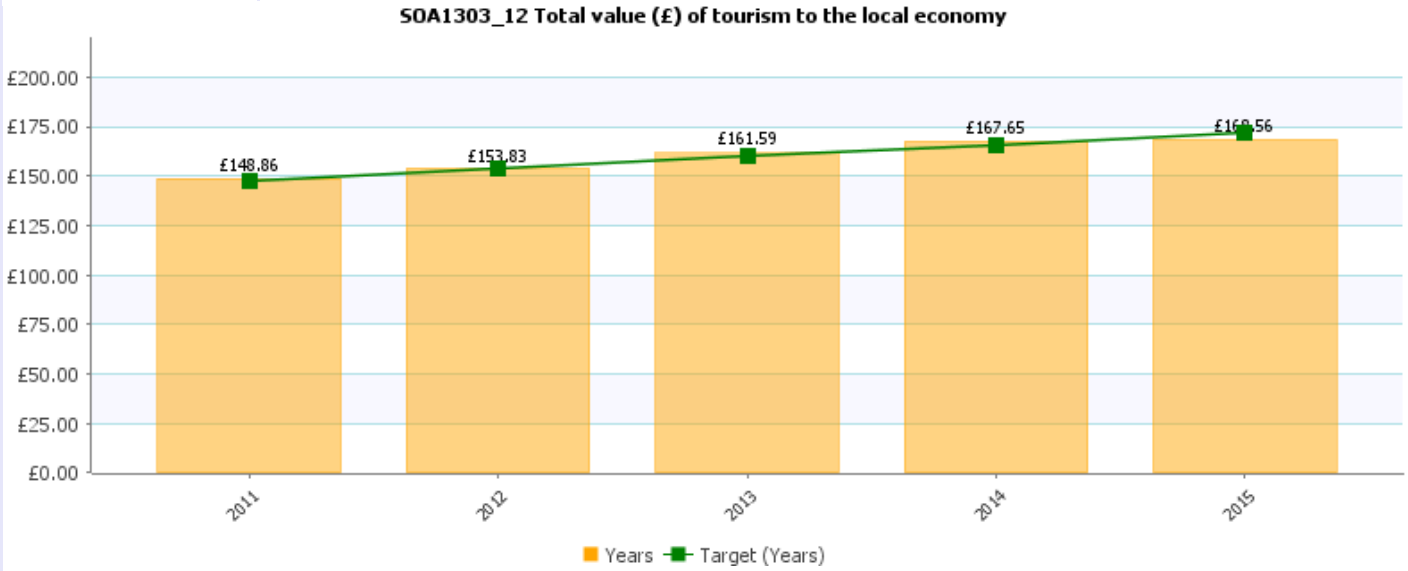
Trend Chart Commentary:

The trend since 2010 has been positive. The four attractions have achieved significant net increases. The increased visitor numbers reflects the resource committed by the Council and others to attract visitors to West Lothian and the development and marketing of specific attractions.

The total number for 2015 of 376,000 for the four key attractions was a very significant increase of 52,000 (16%) on the 2013 and 2014 figures. The main factor was the growth in visitor numbers to the Five Sisters Zoo which attracted 123,000 visitors in 2015.

Notes on Latest Data Entry

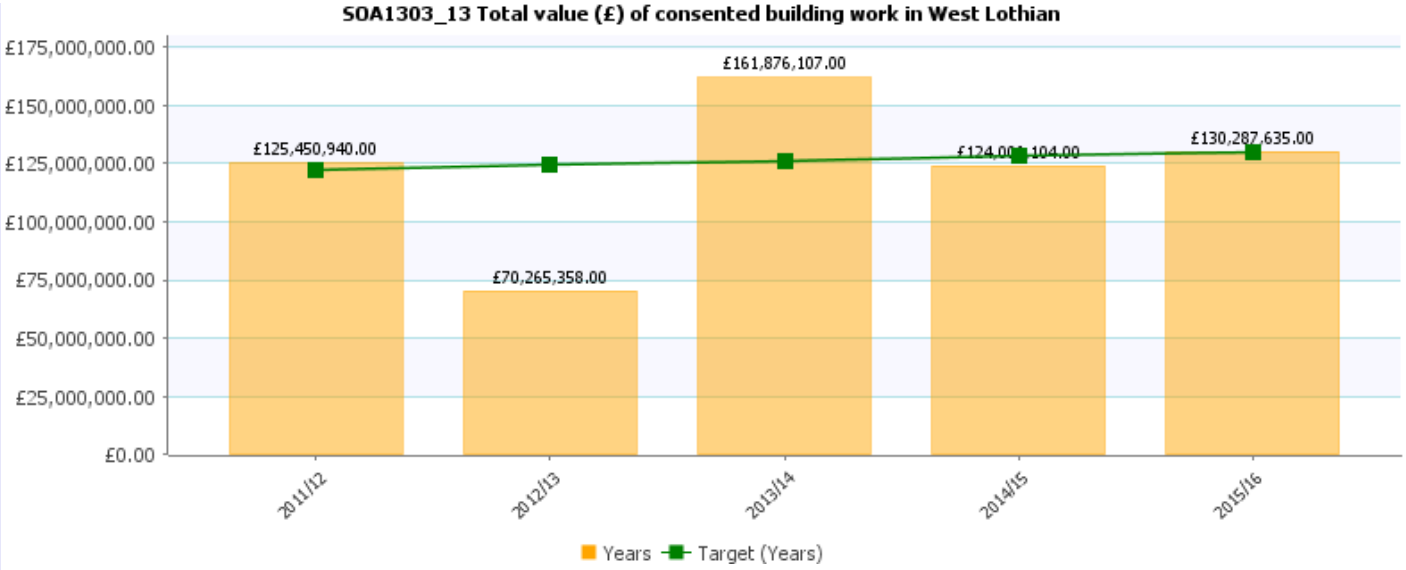
Performance Indicator	**SOA1303_12 Total value (£) of tourism to the local economy**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator provides a measure of the economic value of the tourism sector to the local economy, measured in £millions. Scottish Tourism Economic Assessment Model indicator (STEAM) has been developed to provide an estimate of the overall economic impact of tourism taking account of day visitors and overnight stays and the spend pattern of visitors on accommodation, food and drink, shopping, recreation and transport. As well as providing an estimate of the local economic impact of tourism, the STEAM model also generates an estimate of employment supported by tourism activity. The STEAM data is produced by independent consultants (Global Tourism Solutions UK) and draws on a detailed analysis of regional and local attraction visitor numbers and accommodation occupancy data. Information is supplied on an annual basis, with the 2016 information released in spring of 2017.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves)
		Data Collection Officer(s)	SOA13_Tourism Executive(Anna Young)



Trend Chart Commentary : The trend chart shows a steady increase over the last 5 years in the value of tourism to the local economy. Between 2011 and 2012, the net value of tourism increased by 3.3%. The increase between 2012 and 2013 was estimated to be 5% to £161.59 million. The 2014 estimate of £165.67 million represents a 3.8% increase on 2013. The latest data is for 2015 and shows the economic value of tourism to be £168.56 million. t is also estimated that this scale of economic activity supported total employment within the local economy of 2,834 fte jobs in 2015. This represents a modest increase from 2,797 in 2012.

Notes on Latest Data Entry

Performance Indicator	**SOA1303_13 Total value (£) of consented building work in West Lothian**	**Partner Organisation**	CPP13_West Lothian Council
Description	This indicator measures the value of work consent through the Council's Building Standards Service. Each building warrant application submitted has a total project value identified. Total value of consented work is an aggregation of these values for all building warrants issued in the financial year.	**Responsible Officer(s)**	SOA13_Building Standards Manager(Jim McGinley)
		Data Collection Officer(s)	SOA13_Building Standards Manager(Jim McGinley)



Trend Chart Commentary :

The trend shows that the 2015/16 performance of £130,287,635 of consented building warrant able works was higher than the 2014/15 performance of £123,999,104.

This indicator is calculated by summing the declared value of works for all building warrants approved in a financial year.

The value of consented work for 2012/13 shows a reduction over the preceding year. This was indicative of a general slowdown in construction activity but will also be, at least in part, a reflection of reduced costs of construction as construction price inflation had been a negative value.

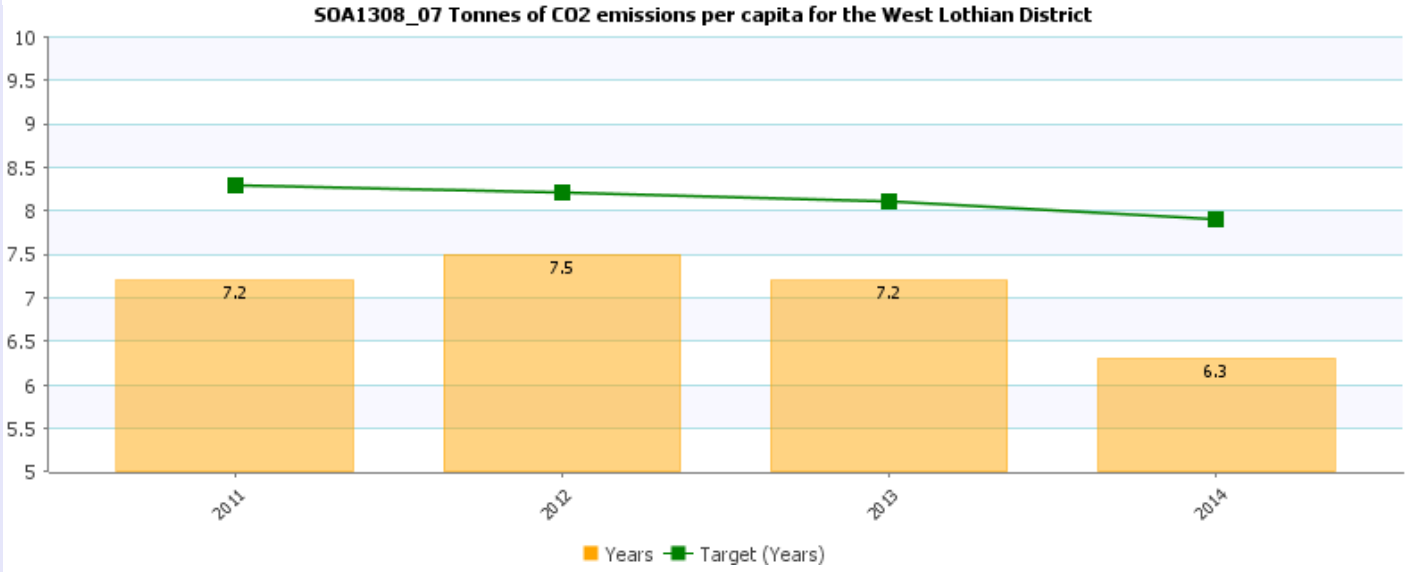
The value of consented work for 2013/14 shows an increase. Although there was still a slowdown in construction activity this was offset by a legislative change that occurred in 2012 which resulted in a spike in the number of applications received prior to this date which were then approved

Notes on Latest Data Entry

in 2013/14. For information and comparison, the number of building warrant approved for each financial year was as follows: 2015/16 (1320), 2014/15 (1307), 2013/14 (1265), 2012/13 (1384), and 2011/12 (1545)	

SOA13_Environment Forum

Performance Indicator	**SOA1308_07 Tonnes of CO2 emissions per capita for the West Lothian District**	**Partner Organisation**	CPP13_West Lothian Council
Description	Under the Climate Change (Scotland) Act 2009 public bodies have a duty, in exercising their functions, to contribute to the delivery of the Act's emissions reduction targets. Working with community planning and other partners is essential to reducing area wide carbon emissions.	**Responsible Officer(s)**	SOA13_Climate Change Policy Officer(Peter Rogers)
		Data Collection Officer(s)	SOA13_Climate Change Policy Officer(Peter Rogers)



Trend Chart Commentary:

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

Notes on Latest Data Entry

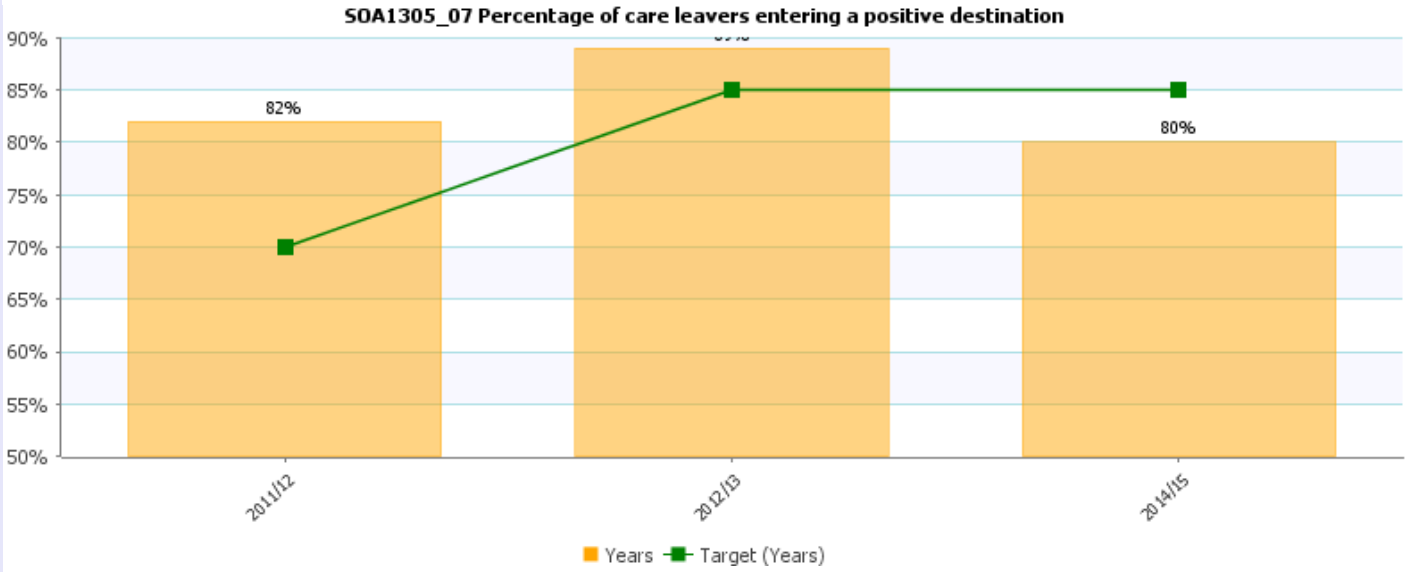
West Lothian's per capita emissions for 2014, the latest available year of the dataset, is 6.3 tonnes of CO2, a significant reduction from the figure of 7.2 in 2013. The figures from 2005 to 2013 show an overall decrease in carbon emissions across West Lothian (from 8.9 tonnes). Overall emissions reductions since 2005 are in the industrial, commercial and domestic sectors, while road transport has remained relatively static.

West Lothian's per capita emissions are still above the total for Scotland (5.7 tonnes per person).

2015 data is likely to be available in June 2017. It is possible that there will be an increase in emissions in 2015 as some key emissions conversion factors increased - particularly grid electricity. Any impact of this will be offset by lower factors in 2016.

SOA13_Community Safety Forum

Performance Indicator	**SOA1305_07 Percentage of care leavers entering a positive destination**	**Partner Organisation**	CPP13_West Lothian Council
Description	The School Leaver Destination Return (SLDR) is a statistical return undertaken by Skills Development Scotland (SDS) annually. The cohort of young people reported in this indicator left school between August and December and this is referred to as "Initial Survey". A follow up survey is also carried out in March each year. Results are based on the looked after children who could be linked to the Skills Development Scotland (SDS) destination surveys using their Scottish Candidate Number (SCN). SDS carry out the analysis of destinations using data recorded about leavers from publicly funded mainstream secondary schools held in their customer record system. A positive destination for a pupil is defined as Higher Education, Further Education, Training, Employment, Voluntary Work or Activity Agreement. This PI measures performance in the school/academic year.	**Responsible Officer(s)**	SOA13_Economic Development Policy Manager(David Greaves); SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)
		Data Collection Officer(s)	SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)



Trend Chart Commentary :

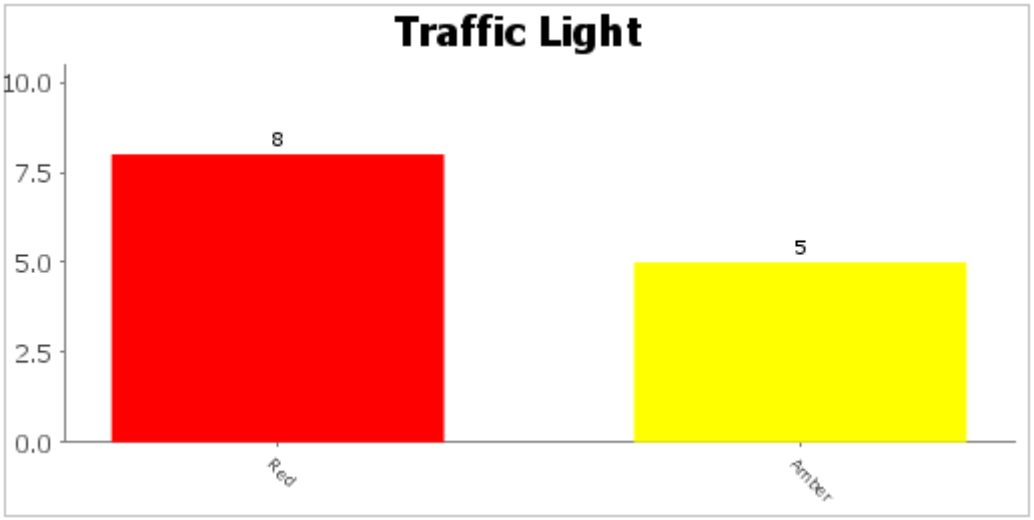
The percentage of looked after children leaving school and entering a positive destination was 80% for the 2014/15 academic year leaver group. It is

Notes on Latest Data Entry

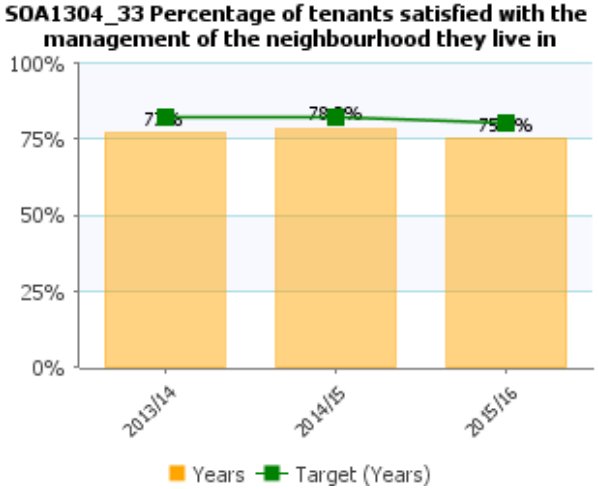
important to recognise that only a small number of looked after Children leave school each year (5 in total for 2013-14). So 80% represents 4 out of the 5 leavers. Looked after children receive targeted support via key worker provision to give them the best chance of finding a positive destination. This 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.	

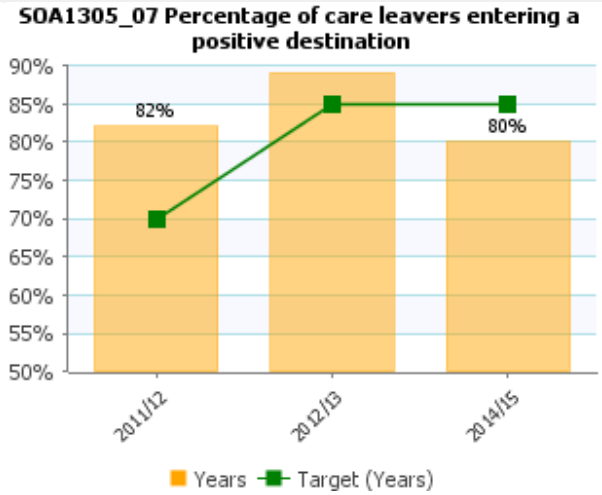
2. High Level Steering Group Exceptions Report(grp by Forum)

Report Type: PIs Report
Report Author: Joanna Anderson
Generated on: 12 August 2016 10:57

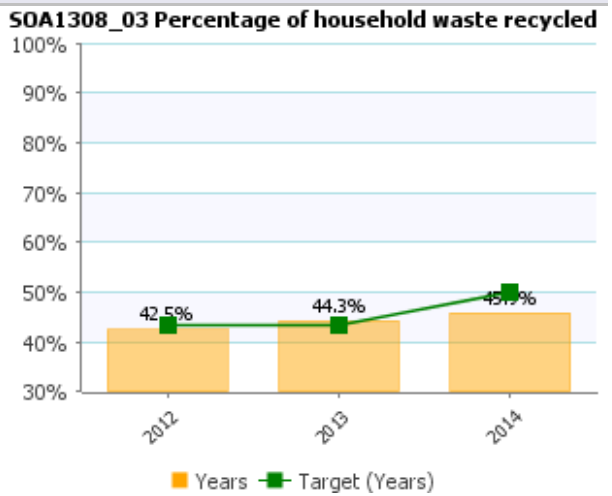


SOA13_Community Safety Forum

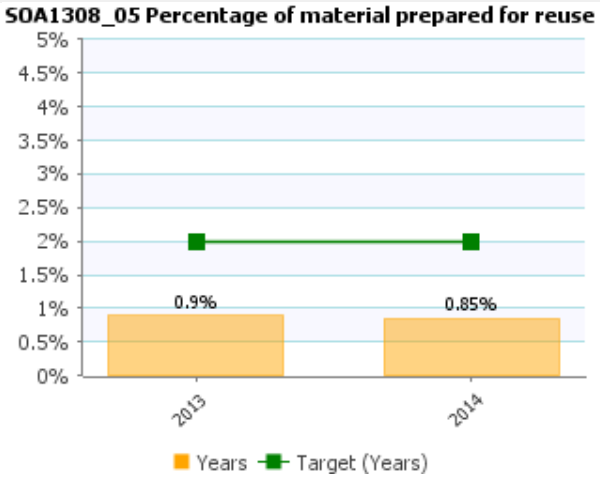
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1304_33 Percentage of tenants satisfied with the management of the neighbourhood they live in	CPP13_West Lothian Council	SOA13_Performance and Change Manager(Sarah Kelly)	<u>Trend Chart Commentary</u> : In 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	

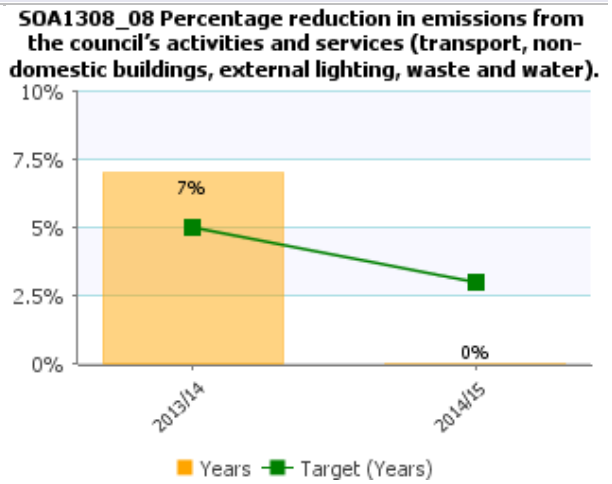
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				satisfied and 223 were fairly satisfied. Of the remaining responses ; 67 (12.2%) were neither satisfied nor dissatisfied; 37 (6.8%) were fairly dissatisfied; and 22 (4%) were very dissatisfied. We will be 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); SOA13_Performance and Information Officer(Education)(Michael Davis and Steven Arthur)	Trend Chart Commentary : The percentage of looked after children leaving school and entering a positive destination was 80% for the 2014/15 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.	

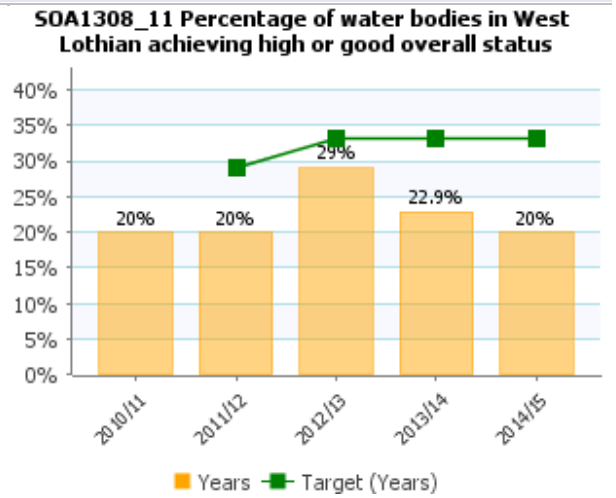
SOA13_Environment Forum

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)	Please note that this is reported in Calendar Years as required by our statutory return to the Scottish Environment Protection Agency. 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 **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).	

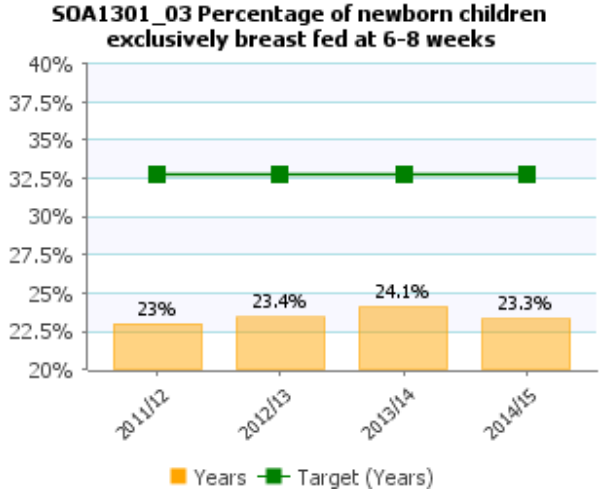
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				The overall tonnage of household waste collected increased in 2014 compared to 2013 by approximately 2900t. The above has increased the household recycling rate from 44.3% in 2013 to **45.9%** This was mainly 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	

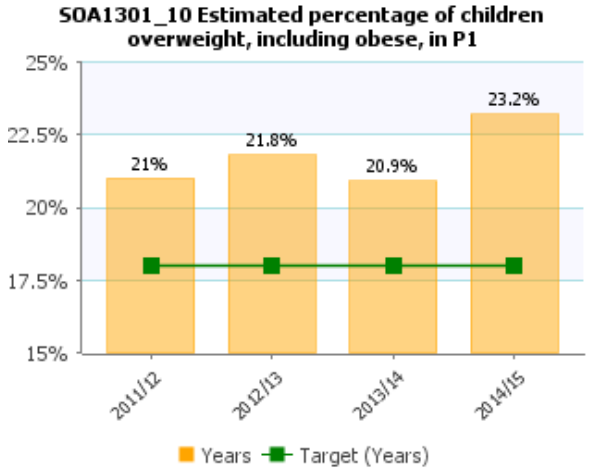
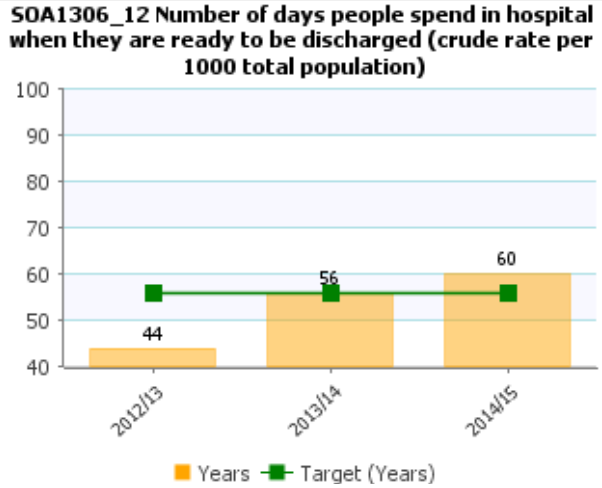
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				of a national "Household Recycling Charter" and Code of Practice which, if agreed, will introduce its aims to promote a more consistent household recycling service across Local Authorities, to increase recycling participation, quantity and quality and support the circular economy opportunities in Scotland.	
	SOA1308_05 Percentage of material prepared for reuse	CPP13_West Lothian Council	SOA13_Service Manager Waste Services(David Goodenough)	<u>Trend Chart Commentary</u> : 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.	

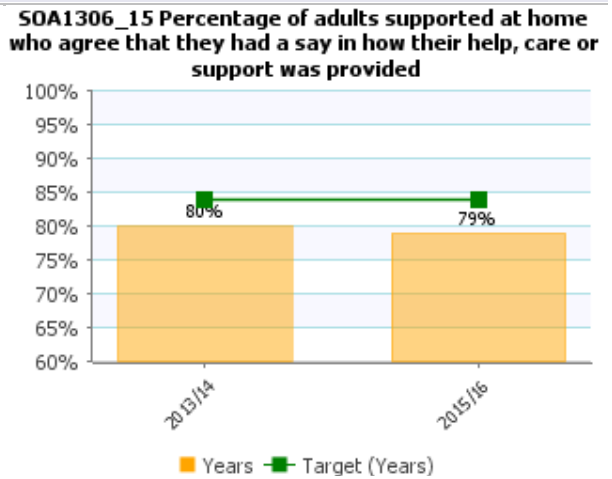
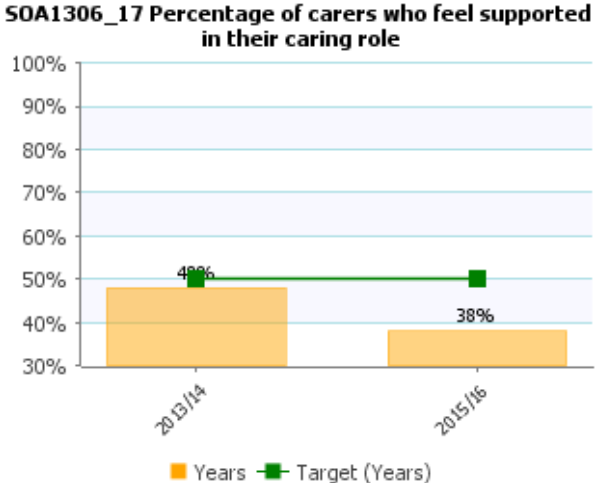
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1308_08 Percentage reduction in emissions from the council's activities and services (transport, non-domestic buildings, external lighting, waste and water).	CPP13_West Lothian Council	SOA13_Head of Planning, Economic Development and Regeneration(Craig McCorriston)	Trend Chart Commentary : Despite seeing significant reductions in consumption of gas & 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.	

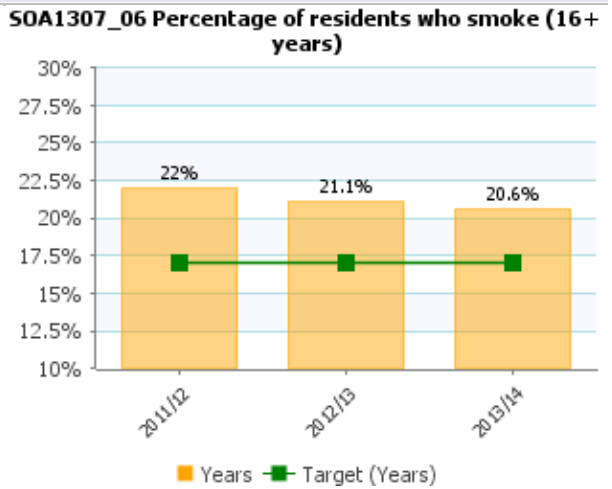
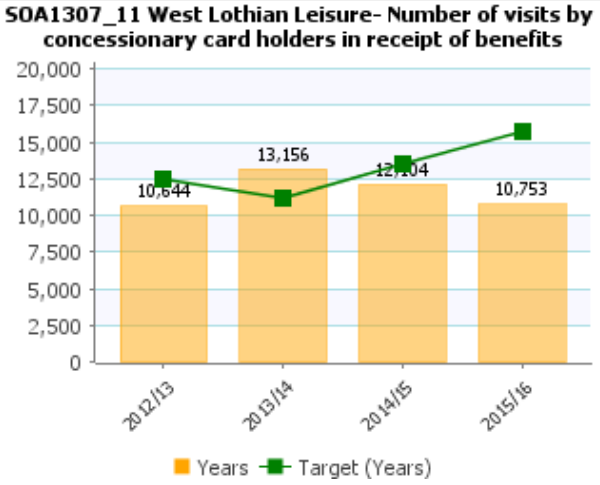
Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1308_11 Percentage of water bodies in West Lothian achieving high or good overall status	CPP13_West Lothian Council	SOA13_Head of Planning, Economic Development and Regeneration(Craig McCorriston)	<u>Trend Chart Commentary</u> : 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. The long term target set by Scottish Government is to achieve 97% of waterbodies in Scotland at good overall status by 2027. Revised shorter term local targets will be agreed with SEPA. Classification data is provided annually by SEPA and is available at www.environment.scotland.gov.uk/get-interactive/data/water-body-classification	

SOA13_Health and Wellbeing Forum

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1301_03 Percentage of newborn children exclusively breast fed at 6-8 weeks	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	<u>Trend Chart Commentary: due for update Autumn 2016</u> 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. 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 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.	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	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	
	SOA1306_12 Number of days people spend in hospital when they are ready to be discharged (crude rate per 1000 total population)	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington); Joanna Anderson	Trend Chart Commentary : Although the bed day rate is increasing (currently 60) this is still low compared to Scottish rate of 117. It is anticipated the new care at home contract (fully implemented in April 2016) and the other work within the Frailty Programme will have a positive impact on this over time	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1306_15 Percentage of adults supported at home who agree that they had a say in how their help, care or support was provided	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington); Joanna Anderson	Trend Chart Commentary : Data from the Health and Social Care Survey indicates that 79% of service users agreed they had a say in how their help,care or support was provided. This is slightly lower than previous result of 80% and on par with rest of Scotland – also at 79%	
	SOA1306_17 Percentage of carers who feel supported in their caring role	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington); Joanna Anderson	Trend Chart Commentary : Data from the most recent Health and Social Care Survey indicates 38% of carers feel supported in their caring role. This is significantly lower than previous report of 48% and is 3% lower than Scottish rate. We are investigating data further and developing an improvement plan in conjunction with our key partners to agree priorities and actions fro improvement	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
	SOA1307_06 Percentage of residents who smoke (16+ years)	CPP13_NHS	SOA13_Primary Care Manager(Carol Bebbington)	Trend Chart Commentary : Smoking prevalence for adults aged 16 and over in West Lothian is estimated to be 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.	

Status	Performance Indicator	Partner	Responsible Officer	Trend Chart Commentary	Trend Chart
				We are refreshing the scheme to make it more attractive and indeed more accessible for people who qualify. The number of visits by concessionary card holders for April to June 2016 was 3,074, slightly behind our target of 3,212. The new (improved) scheme became operational from 4 July (this was a soft launch so that we can make any final tweaks if necessary, and a full launch will be in September. We should then see numbers picking up again).	

Placemaking in Fauldhouse

1. Purpose of Report

The purpose of this report is to inform the CPP Board of the progress to date of the charrette in Fauldhouse.

2. Discussion

Background

In February 2016, the CPP Board were informed of the successful application to the Scottish Government's Charrette Mainstreaming Programme 2015/16 to carry out a charrette in Fauldhouse.

Following the approval of the charrette being awarded to consultants PAS, it was agreed with the charrette steering group that the charrette would be known as Fauldhouse Focus and would run from Wednesday 11 May to Saturday 14 May 2016.

A series of events and workshops took place over the four days of the charrette. The output from these discussions and conversations will result in a community oriented action plan. A total of 108 school children engaged with the consultants during their pre-charrette work and over 100 local people contributed their views during the four days of the event.

Feedback Sessions

On Wednesday 8 June, four weeks after the charrette took place, feedback sessions were held throughout the day in Fauldhouse Partnership Centre, Fauldhouse Community Development Trust Hub and the village green, where information was given to the local community on the progress already made on some projects, along with displays showing how some of the other suggestions could take shape.

Some potential projects identified during the charrette include:-

- Better pedestrian access to the railway station and bus/cycle access.
- Pedestrian priority in the centre.
- Options for developing vacant shops and sites.
- Better access to social housing.
- Support for new businesses.

The feedback sessions provided another opportunity for the community to have their say on the options that they think will best shape the future of Fauldhouse. A total of 74 local people engaged with the consultants during these sessions

3. Summary of Implications

Relevant SOA outcome (s)	
Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. We live in resilient, cohesive and safe communities	
Relevant SOA performance indicator (s)	
N/A	
Resources	
£20,000 part funding has been awarded by the Scottish Government Charrette Mainstreaming Programme. Match funding has been provided from the council's Village Improvement Fund.	
Link to CPP prevention plan/Community Engagement plan	
A charrette is an intensive community engagement exercise. The resulting action plan is informed by robust community engagement.	
Impact on inequalities	
Key risks	
N/A	

4. Consultations

Significant consultation took place with partners and the community throughout the charrette process.

5. Conclusions

Fauldhouse Focus created the opportunity to employ a placemaking approach within the village. At the feedback sessions on 8 June information was given on the progress of projects/ideas generated during the charrette and further opportunity was

provided for the community to agree on options for their village and help to shape an action plan to take forward. A full report detailing the findings of the charrette is currently being prepared by the consultants.

6. Recommendations

It is recommended that the Board note that:

- All community engagement associated with the charrette has now been carried out; and
- A full report detailing the findings from the charrette is currently being collated by the consultants

Report written by/contact details/date

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Laura Wilson, laura.wilson2@westlothian.gov.uk, 01506 281085

August 2016

References

N/A

Appendices

N/A

Voluntary Sector Gateway West Lothian – Update

1. Purpose of Report

The purpose of this report is to update the Community Planning Partnership on progress relating to the role of the West Lothian Third Sector Interface (TSI), Voluntary Sector Gateway West Lothian (VSGWL) in relation to representing Third Sector interests to the Community Planning Partnership (CPP).

2. Discussion

The TSI operating in West Lothian is the Voluntary Sector Gateway West Lothian (VSGWL). The VSGWL is a member of the West Lothian CPP. VSGWL receives funding from the Scottish Government Third Sector Unit, West Lothian Council (WLC) and from external funders.

The role of the Third Sector Interface (TSI) VSGWL to:

- Provide a 'broker' role for volunteers and organisations in West Lothian.
- Be the organisation that 'knows the experts' rather than trying to be the expert on everything.
- Deliver the VSGWL Social Enterprise outcomes through a contracted partnership with WLSEN.
- To build capacity in the Third Sector through support for thematic networks, provision of learning events, expert led training and the brokering of peer to peer support.
- Facilitating genuine Third Sector representation within Community Planning.

The TSI will also be well managed, governed and effective.

Since the last briefing for the CPP, on January 15th 2016, the VSGWL Board has made significant progress. WLC provided dedicated officer support and the Board appointed a Change Manager funded by the Scottish Government to assist. A Chief Executive Officer was appointed from June 1st 2016.

Significant progress has been made:

- Rebuilding of the relationship and restarting partnership working between WLC, CPP and VSGWL.
- Open and positive communication links with WLC and elected members.
- The implementation of recommendations from the WLC audit.
- Renewed positive relationship with Scottish Government, agreement of the 2016/17 Work Plan and the reinstatement of funding support.
- Mapping of the Sector and aligning to existing CPP forums and groups.

- VSGWL engaging with CPP to facilitate the sector, initially through the Chief Executive.
- Relaunch of the Third Sector Strategy Group (TSSG) with new terms of Reference to be transparent, open and inclusive. The TSSG has worked with the TSI to review and update the Voluntary Sector Forum.
- Development of a communications plan.
- Involvement with developing the Community Toolkit; mapping organisations to SOA.
- Contract with WLSEN to deliver VSGWL Social Enterprise Outcomes; this contract is the first of its kind.
- Review of the Volunteer of the Year Awards in partnership with the Volunteer Network and West Lothian College.
- Links forged with Integration Joint Board, Health and Inequalities Alliance, Public Protection Committee, Business Gateway and the wider sector.
- Recruitment of external auditors.
- Internal organisational review.

Next Steps

- Continue with internal plans to create an organisation 'fit for purpose'.
- Open and transparent recruitment of new board members.
- Refresh Governance documents including policies and procedures.
- Develop support for volunteering and support volunteer involving organisations. Celebrate volunteering in partnership with other organisations and the Third Sector.
- Work in partnership with and through WLSEN to deliver Social Enterprise Outcomes.
- Work in partnership with the CPP and WLC on the RAG, Anti-Poverty Board, Funding Forum, Participatory Budgeting sub-group etc.
- Build capacity in the Third Sector through the development of themed workshops, expert led events, surveys, forums, focus groups, training and peer support.
- Develop a portal encompassing website/social media/print to be hosted by the TSI but shaped and used by the Sector.
- Produce cross-sector information briefings and facilitate the communication of policy briefings from other organisations.
- Develop the sector mapping to inform engagement with CPP, to identify and fill gaps and to be sustainable.
- Support the TSSG to develop both as facilitator for the Sector and advisor and guide to the TSI.
- Develop EFQM, and evaluation.

The Chief Executive Officer would like to thank WLC and CPP for the warmth and support with which she has been greeted. This has made what could have been a difficult start a productive and enjoyable one.

3. Summary of Implications

Relevant SOA outcome (s)	**The third sector contributes to all Single Outcome Agreement outcomes.**
Relevant SOA performance indicator (s)	**ALL**
Resources	**West Lothian council grant to the TSI is £60,090 per annum. The Scottish government resource to support a change manager will continue on a project basis for the residue of the grant which stands at £8,000. West Lothian Council have committed dedicated officer support on a time limited basis to help the TSI on immediate actions.**
Link to CPP prevention plan/Community Engagement plan	**The third sector are vital links to delivering on prevention and supporting community engagement**
Impact on inequalities	**The third sector support dialogue with equalities groups.**
Key risks	**Risks include the time that it will take to turn around the organisation means that the sector may not see significant change fast enough.**

4. Consultations

Council officers and CPP partners have been very supportive in facilitating the new Chief Executive to take up an active role on a number of Boards, Strategy groups and forums in advance of identifying Third Sector representation. This will be supported by VSGWL staff following internal review and recruitment.

The Third Sector through the TSSG is advising the VSGWL. VSGWL is also taking the advice of the Volunteer Network sub-group with regard to the Volunteer of the Year Awards 2016. These examples indicate a new approach to the Sector from VSGWL, one which goes beyond consultation to include real engagement, involvement and empowerment.

The Voluntary Sector Forum will also be seeking input from the Sector on a wide range of topics from their key needs and themes to how they would like to access information/receive communications.

5. Conclusions

Much progress has been made to pick up the TSI and to set it on the road to recovery. Support from WLC and CPP has made it possible for VSGWL to re-establish relationships and begin to deliver real change not only in what the TSI does but in the way that it operates. No longer is it an exclusive organisation, the expert on all matters, but an open and inclusive organisation there to engage, support, facilitate and signpost. It is now an organisation that works in partnerships, formal and informal, to build capacity, resilience and coherence across the Third Sector to achieve outcomes, address inequalities and improve the quality of people's lives.

6. Recommendations

The community planning partnership is recommended to –

- Note the significant changes made in and by the VSGWL since January
- Note the planned direction of travel
- Consider how their organisation can support the continued development of the third sector interface

Report written by/contact details/date Bridget Paterson, Chief Executive Officer, 09 August 2016

References

None

Appendices

None

WEST LOTHIAN LOCAL DEVELOPMENT PLAN

1. Purpose of Report

The purpose of this report is to advise the Board of progress on the preparation of the West Lothian Local Development Plan (LDP).

2. Discussion

Preparation of a development plan is a statutory requirement under the terms of the Planning etc (Scotland) Act 2006. The development plan sets out how places should change and what they could be like in the future. They set out what type of development should take place and where, and which areas should not be developed. They also give an indication as to when development is anticipated to be delivered, inform decisions on investment in infrastructure e.g. schools and roads, and are used to inform decisions on planning applications. Development plans must be reviewed every five years.

The current development plan for West Lothian comprises the Strategic Development Plan for Edinburgh and South East Scotland (SDP), approved by Scottish Ministers in June 2013 and the West Lothian Local Plan (WLLP), adopted by West Lothian Council in January 2009. The plan is also supported by a range of supplementary guidance.

The WLLP is in the process of being replaced by the West Lothian Local Development Plan (LDP), and when the CPP was last advised of the progress being made (in August of 2015) the LDP had just completed the first formal stage, preparation and consultation on the *Main Issues Report* (MIR).

Since then, significant progress has been made. The LDP *Proposed Plan* was published for consultation in October 2015 and was informed by the responses received on the MIR. It set out where new developments were proposed and the policies that would guide decision-making on planning applications. The LDP covers a ten year period from 2014 – 2024 but also provides an indication of longer term planning strategies. The Proposed Plan can be viewed at http://www.westlothian.gov.uk/proposedplan

Following approval by the Council Executive on 15 September 2015, consultation was carried out with all interested parties including community councils, key agencies such as Scottish Natural Heritage (SNH), NHS Lothian and the Scottish Environment Protection Agency (SEPA), in addition to landowners, their agents and the development industry and a series of publication consultation events were held.

This consultation resulted in 728 submissions being received, 36% relating to Linlithgow, the highest proportion of comments from any single community.

Details of the submissions, together with the Council's proposed response, were reported to the council's Development and Transport Policy Development and Scrutiny Panel on 6 June 2016 and to the Council Executive on 29 June 2016.

In responding, the Council has grouped the representations by issue and is required to respond in a standardised format known as a Schedule 4 (Schedule 4 of the Town and Country Planning (Development Planning) (Scotland) Regulations 2008). These Schedule 4s contain a summary of all unresolved issues/representations received to the LDP, details of any modifications sought by the respondent, the council's response to these and any changes that the council would be prepared to support to the LDP.

A list of the proposed Schedule 4 documents is appended as Appendix 1 to this report. There are 188 Schedule 4s in total. In addition, the council has received requests for new sites to be included in the LDP which had not previously been intimated to the council.

Of all submissions received, a number related to requests for re-consideration of sites which were submitted at MIR stage in 2014 but which were not subsequently allocated in the *Proposed Plan* published in October 2015.

The representations made in relation to all these sites have been assessed and the council's response has been set out in the relevant Schedule 4s. The conclusion arrived at was that the council did not propose to alter the LDP to include any of these sites.

In the event, the submissions received to the LDP constitute 'unresolved representations' which will require to be determined by the reporter appointed to examine the LDP. The examination process is regarded as the most appropriate vehicle for dealing with unresolved representations i.e. those matters on which the council does not propose to change the LDP. It also allows for the council to advise the Reporter of those representations where there may be merit in changing the LDP.

A key consideration for the new LDP has been the approach to Linlithgow. The Proposed Plan allocates a number of sites in the town for development following a sequential approach. These allocations and the approach to development in the town have attracted most comment as has proposed residential development sites in Broxburn and Livingston. The proposed response to these submissions is set out in the relevant Schedule 4s. In all cases it is proposed to maintain the approach set out in the LDP which is considered robust and defendable, and not to make any substantive changes to the LDP or the spatial strategy.

Notwithstanding this, there are a small number of instances where there may be merit in altering the plan but without these having any significant impact on the

council's settled position. Where this is the case, these have been identified in the Schedule 4s with the protocol being to advise the Reporter that if he/she was to see merit in changing the LDP, then the council would not object to the revision. In addition, changes to correct drafting errors and omissions in the document are considered to be sufficiently inconsequential so as not to require further public consultation.

In order to assist in the examination process, a number of *Position Statements* have also been prepared which set out the background and justification for the council's position in relation to major land use issues such as housing land, countryside belts and landscape protection, and education.

In terms of housing land, this position statement advises that the scale of housing development proposed is set by the approved SDP1 and its associated Supplementary Guidance for Housing (SG) which sets the housing land requirement for the area. A Housing Needs and Demand Assessment (HoNDA 1) also informed the SG. It was HoNDA 1 which formed the basis of the housing requirements set out in SDP1 and the SESplan Supplementary Guidance on Housing. The Housing Needs and Demand Assessments can be accessed on www.sesplan.gov.uk.

While the LDP must conform to the SDP, it should also take account of material circumstances which update elements of the SDP strategy.

Since publication of the MIR and adoption of the SESplan Supplementary Guidance on Housing, a new Housing Needs and Demand Assessment (HoNDA 2) has been published to inform the preparation of SDP2. The Proposed Plan for SDP2 was considered by the SESplan Joint Committee on 30 May 2016. HoNDA 2 incorporates the 2012 Based Household Projections, as opposed to the 2010 based projections which were the basis of HoNDA 1. The Proposed Plan for SDP2 indicates a shift in the scale of housing land and tenure that will be required across the SESplan area over the period 2018-2030. This will have an impact on the content of the next iteration of the LDP.

For this reason the LDP continues to meet the housing requirements set out in the SDP in full. Indeed the LDP exceeds the SDP requirements and in doing so provides for further flexibility and generosity. However, the LDP has begun to address the changing demand for housing both in terms of tenure and scale flagged up by HoNDA 2. In particular the most up to date demand figures will be used to calculate the five year housing land requirement in the context of a revised housing land audit process which will compare supply and demand in each sector rather than as a single figure as has been the case until now.

In terms of education, the LDP is predicated on the delivery of new education provision at primary and secondary school level, principle amongst these is the

delivery of secondary schools associated with development of the core development areas. The requirement for developer contributions for the delivery of education provision remains.

The LDP is supported by a draft Action Programme. The Action Programme sets out the proposals in the LDP together with responsible authority and anticipated timeframe for delivery. The Action Programme is a live document which is updated every two years.

A Habitats Regulations Appraisal (HRA) was also prepared in support of the LDP Proposed Plan, including appropriate assessment. Scottish Natural Heritage (SNH) has advised that the HRA meets the requirements of the Conservation (Natural Habitats, &c) Regulations 1997 (as amended).

The meeting of the Council Executive on 29 June 2016 concluded that the *Proposed Plan* should be submitted for Examination by a Scottish Government Reporter and arrangements are in hand to effect this instruction as soon as practicable. At the conclusion of the Examination a report will be prepared by the Reporter and submitted to the council. The Reporters findings are, in all but exceptional cases, binding on the council and adoption of the LDP is anticipated in late 2016/early 2017.

3. Summary of Implications

Relevant SOA outcome (s)	**Outcome 1** - Our children have the best start in life and are ready to succeed. **Outcome 2** - We are better educated and have access to increased and better quality learning and employment opportunities. **Outcome 3** - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. **Outcome 4** - We live in resilient, cohesive and safe communities. **Outcome 8** - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
Relevant SOA performance indicator (s)	N/A

Resources	Existing Planning Services budget.
Link to CPP prevention plan/Community Engagement plan	Engagement has already taken place with communities and will continue.
Impact on inequalities	The West Lothian LDP is the subject of a Health and Equalities impact Assessment.
Key risks	Requests for further information from the DPEA and the convening of Hearings could introduce delays in the adoption of the LDP, further extending the period of time West Lothian is without an up to date development plan and rendering it vulnerable to challenge by developers.

4. Consultations

There has been extensive consultation with regard to the Local Development Plan at every stage of its preparation and the responses and inputs received have informed the Plan as it has progressed.

The representations which have been received, and which the council has been unable to resolve, will be examined and adjudicated upon by a reporter appointed by the Scottish Government in advance of the Plan being finally adopted.

5. Conclusions

The West Lothian LDP is a key land use planning document which will inform and direct development patterns in West Lothian over the next 5-10 years. Although the plan is land use focused, it is a corporate document setting out the council's land use vision for the area and sets out how that land use vision can be used to support a number of the outcomes agreed by community planning partners.

6. Recommendations

It is recommended that the Board:

1. Notes the progress on the West Lothian LDP; and

2. Notes that following consideration by the Council Executive on 29 June 2016 the LDP Proposed Plan is to be submitted for examination to Scottish Ministers at the earliest opportunity.

Report written by Steve Lovell, Principal Planning Officer, Development Planning, Tel 01506 282430, email steve.lovell@westlothian.gov.uk

22 August 2016

References

West Lothian Local Development Plan Main Issues Report, August 2015

West Lothian Local Development Plan Proposed Plan, October 2015

Report to West Lothian Council Development and Transport Policy Development and Scrutiny Panel, 23 April 2015

Report to West Lothian Council Development and Transport Policy Development and Scrutiny Panel, 6 June 2016

Report to West Lothian Council Executive, 21 June 2016.

Report to West Lothian Council Executive, 29 June 2016.

Appendices

Appendix 1- Schedule 4 submissions

APPENDIX 1: CONTENTS PAGE

WEST LOTHIAN LOCAL DEVELOPMENT PLAN – PROPOSED PLAN, SCHEDULE 4 SUBMISSIONS BY SETTLEMENT

Schedule 4 Reference	Topic
2A	Addiewell proposed development sites H-AD 4 (Loganlea Crescent Place), PJ-003, E-AD 1 – Addiewell West
3A	Allocation of land for residential development in Armadale H-AM3 Nelson Park
3C	Armadale CDA sites H-AM1, H-AM 2, H-AM 5, H-AM 6, H-AM 7, H-AM 11, H-AM 14 and H-AM 15
3D	Promotion of site for housing on land east of Armadale (EOI-0127)
3E	Allocation of land for residential development in Armadale H-AM 17 Drove Road
4A	Allocation of land for residential development in Bathgate H-BA 5 – Napier Avenue
4B	Allocation of land for mixed use development in Bathgate H-BA 26 – Blackburn Road
4C	Allocation of land for residential development in Bathgate H-BA 27 – Whitburn Road
4D	Allocation of land for residential development in Bathgate H-BA 24 – Guildiehaugh Depot
4E	Allocation of land for residential development in Bathgate HB-A 28 – Mid Street – MIRQ-LATE 4
4F	Allocation of land for residential development in Bathgate H-BA 6 – Easton Road
4G	MIRQ-0172 – Eastoun Farm - Promotion of site for housing
4I	MIRQ-0134
4J	Allocation of land for residential development in Bathgate H-BA 2
4K	Allocation of land for residential development in Bathgate H-BA 11
4L	Allocation of land for residential development in Bathgate H-BA 18
4M	EOI-0126 - Dykeside Farm
4N	Allocation of land for residential development in Bathgate H-BA 23
40	Land to north of Bathgate Golf Club
4P	EOI-0136 - Seafield Road
4R	Allocation of land for residential development in Bathgate H-BA 3 – Standhill Site A
4S	Allocation of land for residential development in Bathgate H-BA 4 – Standhill Site B
4T	Allocation of land for residential development in Bathgate H-BA 11 – Wester Inch Phase 3
5A	Blackburn proposed development sites H-BB 3 & H-BB 4 – West Main Street, Land west of Blackburn and H-BB 8
5B	E-BB 2, E-BB 5b & E-BB 5d Whiteside Industrial Estate
6A	Blackridge proposed development sites H-BL 4 – Craiginn Terrace, H-BL 1, H-BL 2, H-BL 3,, Blackridge General & H-BL 5, Woodhill Road
7A	Breich proposed development sites H-BR 2 – Woodmuir Road West; H-BR 3 – Woodmuir Road East; H-BR 5 – Former Woodmuir Primary School; H-BR 6 & 1A – Blackhill Farm
8A	Bridgend proposed development sites H-BD 1 – Willowdean, Site A; H-BD 2 – Willowdean, Site B; H-BD 3 – Willowdean, Bridgend Golf Course; H-BD 5 – Bridgend Farm
9A	Broxburn proposed development sites H-BU 11 – Church Street Depot
9B	Broxburn proposed development sites H-BU 12 – Hillview Avenue
9C	Broxburn proposed development sites H-BU 1 – Greendykes Road

Schedule 4 Reference	Topic
9D	Broxburn proposed development sites E-BU 6 – Greendykes House
9E	Broxburn MIRQ-0049 & EOI-0138 – Promotion of site for development
9F	Broxburn proposed development sites Broxburn CDA
9G	Broxburn proposed development sites H-BU 13 –Kirkhill North
9H	Broxburn proposed development sites H-BU 10 – Westwood
9I	Broxburn proposed development sites H-BU 4 - Albyn
9J	Broxburn proposed development sites H-BU 5 - Candleworks
9K	Broxburn EOI-0115 – Kilpunt Promotion of site for mixed use development
10A	Dechmont and Bangour proposed development sites H-DE 1 – Bangour Village Hospital, H-DE 2 - Main Street and H-DE 3 – Bangour Village Hospital Reserve Site
11A	East Calder proposed development sites H-EC 5 – Raw Holdings
11B	East Calder proposed development sites H-EC 9
11C	East Calder proposed development sites East Calder CDA & P-28
11D	East Calder promotion of site for development E01-0113 – Langton Road
11E	East Calder promotion of site for development E01-0104/MIRQ-0078 – Oakbank
12A	Fauldhouse proposed development sites MIRQ-0044 & MIRQ=0238 – Croftfoot Farm, H-FA 9 – Main Street, H-FA 11 – Lanrigg Road, H-FA 1 – Eastwood Park (East), H-FA 2 – Meadow Crsecent, H-FA 3 – Former Victoria Park Colliery, H-FA 4 –Shotts Road, H-FA 5 – Breich Water Place, H-FA 6 - Sheephousehill (North), H-FA 7 - Lanrigg Road 3, H-FA 8 - Eldrick Avenue, H-FA 10 – Eastfield Recreation Ground
13A	Kirknewton proposed development sites H-KN 2 – Station Road East; H-KN 4 – Station Road South; Kirknewton - General Issues; H-KN 1 – Braekirk Gardens; and promotion of site for development LATE-0002; Proposal P-31
14A	Landward promotion of site for development MIRQ-0164 - Freeport
14B	Landward promotion of site for development MIRQ-0125 – South Queensferry and proposed development sites H-LW 4, H- LW 5, H- LW 1 and H- LW 3
15I	Linlithgow Retail
15J	Linlithgow promotion of site for development Oracle site, Blackness Road - Promotion of site for housing and also objection to sites referenced 15A to 15H
15K	Linlithgow promotion of site for development EOI-0165 - Kingsfield Farm
15A	Linlithgow proposed development sites, H-LL 3 – Boghall East, H-LL 4 – Land east of Manse Road, H-LL 5 – Falkirk Road, H-LL 7 – Clarendon House, H-LL 10 – Clarendon Farm, H-LL 11 Wilcoxholm Farm/Pilgrims Hill, H-LL 12 – Preston Farm, H-LL 6 – Mill Road, H-LL 2 – Westerlea Proposal P-43
15B	Linlithgow promotion of sites for development EOI- 0016 Springfield West, Linlithgow & EOI- 0054 Kettilstoun Mains,EOI-0016 – Springfield WEST – Promotion of site for housing, EOI-0054 – Brookfield – Promotion of site for housing
15L	Linlithgow promotion of site for development St Michael's Lane – Promotion of settlement boundary change
15N	Linlithgow promotion of site for development EOI-0103 – Burghmuir – Promotion of site for housing
15O	Linlithgow proposed development site E-LL 2 – Land at Burghmuir
16A	Livingston proposed development site H-LV 3 – Tarbert Drive
16B	Livingston promotion of site for development MIRQ-0123 – Brotherton – Promotion of site for housing
16C	Livingston proposed development site E-LV 47 – Almond South , Gavieside, E-LV 49 – Almond North, Gavieside, Proposal P104

Schedule 4 Reference	Topic
16F	Livingston promotion of sites for development MIRQ-0153 – Balmoral Gardens – Promotion of site for housing
16G	Livingston proposed development site H-LV 5 – Ettrick Drive
16H	Livingston proposed development site H-LV 24 – Eagle Brae Depot
16I	Livingston proposed development site E-LV 13 & E-LV 14 – Appleton Parkway
16J	Livingston proposed development site H-LV 31 – Murieston Valley Road
16K	Livingston promotion of site for development Simpson Parkway – Alternative Development Policy EMP1
16L	Livingston promotion of sites for development Fleming House, Simpson Parkway – Alternative development/Policy EMP 1
16M	Livingston promotion of site for development Craigshill Road – Promotion of site for housing
16N	Livingston promotion of site for development Wellhead Farm – Promotion of site for housing
160	Livingston Open space designations at Murieston Valley
16P	Livingston proposed development sites E-LV 8 & E-LV 9 - Caputhall Road
16Q	Livingston Town Centre Boundary/Policy TCR 2
16R	Livingston General - Mapping, Housing, General Infrastructure, Retail Provision, Allotment Provision, Fracking
16S	Livingston – issues raised by Murieston Community Council and Livingston Village Community Council
16T	Livingston promotion of site for development for housing E-LV 33 & E-LV 35 – East & West Gregory Road
16U	Livingston proposed development sites MU1 to MU9
16V	Livingston CDA
16W	Livingston proposed development site E-LV 1
16X	Livingston proposed development site E-LV 11
16Y	Livingston proposed development site E-LV 15
16Z	Livingston proposed development site E-LV 16
16Aa	Livingston proposed development site E-LV 17
16Ab	Livingston proposed development site E-LV 23
16Ac	Livingston proposed development site E-LV 24
16Ad	Livingston proposed development site E-LV 25
16Ae	Livingston proposed development site E-LV 34
16Af	Livingston proposed development site E-LV 36
16Ag	Livingston proposed development site E-LV 42
16Ah	Livingston proposed development site E-LV 43
16Ai	Livingston proposed development site E-LV 45
16Aj	Livingston proposed development site E-LV 46
16Ak	Livingston proposed development sites H-LV 9, H-LV 29
16Al	Livingston proposed development site H-LV 29
16Am	Livingston Proposal P-55
16An	Livingston proposed development site H-LV 4
16Ao	Livingston promotion of site for development EOI-0111 - Balgreen Farm
16Ap	Proposal P-101 – South Murieston Distributor Road

Schedule 4 Reference	Topic
16Aq	Livingston promotion of site for development EOI-0110– Murieston Castle Farm
16Ar	Livingston proposed development site H-LV 23 – Houston Road North
16As	Livingston proposed development site H-LV 22 – Former Buchanan House
16At	Livingston proposed development site E-LV 39 – Linhouse
16Au	Livingston proposed development site E-LV 44– Deerpark
17A	Fauldhouse proposed development sites H-LR 2 – Fauldhouse Road; H-LR 3 – Land at Back O Moss and Main Street; H-LR 4 – Longridge Park; H-LR 1 – Curling Pond Land
18A	Pumpherston promotion of site for development EOI-0035 – Pumpherston Farm – Promotion of site for housing 1A 1L
18B	Pumpherston proposed development sites H-PU 1; H-PU 2
19A	Stoneyburn proposed development sites H-SB 6 – Meadow Road/Church Gardens; H-SB 1 – Stoneyburn Farm (East); Stoneyburn General
20A	Uphall and Uphall Station promotion of site for development MIRQ-0058/LATE-0011,proposed development sites E-UH 1 – Stankards South; E-UH 1 – Land at Uphall Industrial Estate (North); E-UH 1 – Land at Uphall Industrial Estate (South), EOI-0216 – Uphall West
20C	Uphall and Uphall Station promotion of site for development MIRQ-0147 – Beechwood Grove Park;
20D	Uphall and Uphall Station promotion of site for development LATE-0010
21A	West Calder proposed development sites H-WC 1 - Mossend/Cleughbrae, H-WC 5 – Burngrange Cemetery, E0I-0052 – Land at Hartwood Road, H-WC 2 – Mossend, Phase 1 Site A, H-WC 3 – Mossend, Phase 1 Site B, H-WC 4 – Mossend (Remainder) and promotion of site for development LATE-0009
22A	Whitburn E-WH 1
22B	E-WB 4 - Cowhill
22C	H-WH 1, H-WH2 & H-WH 3 - Polkemmet
22D	Whitburn promotion of site for development MIRQ-0148/EOI-0123 – Whitburn South – Promotion of site for housing
22E	Whitburn promotion of site for development MIRQ-0060/EOI-0135 – Hens Nest Road – Promotion of site for housing
22F	Whitburn Charette
22G	Whitburn General
23A	Wilkieston proposed development sites H-WI 2 – East Coxydene Farm
24A	Winchburgh proposed development sites H-WB 2 – Dunn Place
24B	Winchburgh proposed development sites H-WB 15 – Glendevon Regeneration site
24C	Winchburgh proposed development sites H-WB 12 – Glendevon North
24D	Winchburgh proposed development sites H-WB 18 – Adjacent to Niddry Mains House
24E	Winchburgh proposed development sites H-WB 17 – West of Niddry Castle
24F	Winchburgh CDA
24G	Winchburgh proposed development sites E-WB 2
24H	Winchburgh proposed development sites H-WB 1
24I	Winchburgh proposed development sites H-WB 10
24J	Winchburgh proposed development sites H-WB 4
24K	Winchburgh Proposal P-99 – Extension to Winchburgh PS Winchburgh Proposal P-100 – Extension to Holy Family PS
24M	Winchburgh proposed development sites H-WB 16 – Land east of Ross's Plantation
24N	Winchburgh – promotion of sites for development EOI-0193, EOI-0202, EOI-0203 and

Schedule 4 Reference	Topic
	EOI-0204
25A	Westfield South Logie Nursery – Promotion of site for housing
27A	Polbeth proposed development sites H-PB 2; H-PB 1
28A	Philpstoun proposed development sites H-PH1 – Philpstoun Bowling Club
30A	Torphichen promotion of site for development Land north of Cathlaw Lane
31A	Seafield promotion of site for development EO1-0009
32A	Threemiletown
33A	Newton promotion of site for development MIRQ0157 and MIRQ0158, Newton, Whitequarries

WEST LOTHIAN LOCAL DEVELOPMENT PLAN – PROPOSED PLAN, SCHEDULE 4 SUBMISSIONS BY POLICY/OVERARCHING ISSUE

Schedule 4 Reference	Topic
1A	Housing Land Supply/Housing Need & Demand, HOU 1 , HOU 2 & CDA 1
1B	Countryside Belts & Other Landscape Designations
1C	The Spatial Strategy, Vision and Aims
1E	Supplementary Guidance
1F	Infrastructure & Developer Contributions
1H	Affordable Housing
1I	Linlithgow Transport Matters
1J	Education Infrastructure
1K	SEA
1L	Miscellaneous
1M	Appendices to the LDP
1O	Climate Change & Renewables
1P	Economic Development Strategy
1S	The LDP Action Programme
1T	The Strategic Flood Assessment
1U	Sites referenced by SEPA (but excluding the 64 highlighted)
1W	ENV 26
1X	Snagging post print
26A	Employment Issues and Policies
26C	Telecom policies
26F	ENV 21 / Open space issues
26G	HOU 3
26H	HOU 4
26I	HOU 8
26J	ENV1
26K	ENV4
26L	ENV7
26M	ENV 8 – Green Network
26N	ENV 11
26O	ENV 15
26P	ENV 18

26Q	ENV 31
26R	ENV32
26U	Policy EMG 1 - Water Environment Improvement, Policy EMG 2 – Flooding, Policy EMG 3 - Sustainable Drainage
26V	Transport across West Lothian Excluding Linlithgow
26W	ENV 6
26X	ENV 9
26Y	ENV 10
26Z	ENV 13 & ENV 14
26Aa	ENV 17
26Ab	DES 1/ Design
26Ac	CDA 1
26Ad	ENV 22
26Ae	EMG 6
26Ag	ENV 24
26Ah	ENV 28 & / Affecting Listed Buildings & Ancient Monuments
26Ai	Town Centres & Retailing
26Aj	Development in the Countryside
26Al	Minerals and Waste MRW 2, MRW 3, MRW 4, MRW5, MRW 7, MRW 8 & MRW 9
26Am	EMG 4
26Ap	Other Environmental Policies (i.e. not specified above)

BETTER OFF: WEST LOTHIAN ANTI-POVERTY STRATEGY: END OF YEAR REPORT 2015/16 AND PROPOSED ACTION PLAN FOR 2016/17

1. Purpose of Report

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

- Progress made towards alleviating poverty and mitigating the impact of welfare reform between April 2015 and March 2016; and,
- Planned activity to address key concerns in the 2016/17 period, including child poverty, in work poverty and welfare reform.

2. Discussion

Background

The Better Off: West Lothian Anti-Poverty Strategy aims to alleviate poverty and mitigate the impact of welfare reform through partnership working and targeted activity to help those most at risk of poverty in West Lothian.

The Welfare Reform and Anti-Poverty Development Group has developed an annual action plan each year since the development of the strategy in 2012. The action plan is comprised of 14 outcomes and a range of key partners deliver on individual actions, reporting on progress on a quarterly basis.

Following a review of activity linked to the anti-poverty action plan, 42 individual actions were undertaken by partners during the 2015/16 period. The action plan was streamlined with actions now considered to be part of mainstream service delivery removed and activity undertaken by several partners in relation to similar outcomes grouped together and reported cumulatively.

In total, 88% of actions met targets set for the period April 2015 to March 2016 and 12% of actions were identified as requiring further attention in the 2016/17 period. Appendix 1 shows the completed action plan for 2015/16. The development group have been successful in:

Improved Access to Advice Services

The Anti-Poverty Strategy aims to promote equality by removing barriers to appropriate financial advice and assistance. A public consultation exercise was carried out in 2014 to survey opinions about travel and transport links to access advice services in West Lothian. Analysis of the survey responses determined that affordability and suitability of routes and timetables were the main barriers faced by respondents.

In order to improve access to advice, the West Lothian Advice Network was formed in 2015 and has successfully mapped availability of advice services throughout West Lothian. New outreach advice sessions have been launched in areas across West Lothian including Whitburn, Fauldhouse and Broxburn.

Between April 2015 to March 2016, 3814 appointments were booked at local outreach advice sessions delivered by West Lothian Advice Network partners. This represents a 94% increase in the number of people accessing local advice from the same period in 2014/15. Furthermore, non-attendance has been low at only 7% of all pre-booked appointments.

Income Maximisation and Money Advice

Income maximisation is a key priority of the anti-poverty strategy in order to improve financial security for West Lothian residents. Between April 2015 to March 2016, individuals had their income maximised by a total of £29,979,000 with help and support from advice services.

The Anti-Poverty Strategy is committed to tackling inequalities for particularly vulnerable groups through targeted activity with key groups. Between April 2015 and March 2016, 386 pregnant women and new mothers received advice and had income maximised by £521,600 and a further 44 young parents engaged with ongoing money and debt advice through dedicated projects to improve financial capability.

The issue of benefit sanctions was a key concern during 2015/16, as statistics from DWP indicated that the average percentage of Jobseekers Allowance sanctions had increased between 2014 and 2015. In response to this, the West Lothian Advice Network produced a guide aimed at both claimants and frontline staff to raise awareness of assistance available in the event of a sanction. The latest available information from DWP shows that the rate of sanctions as a percentage of claims has fallen. Furthermore, the Advice Shop has reported an increase in JSA appeals since the launch of a publicity campaign to raise awareness of options for people facing a sanction.

Homeless Prevention

Ensuring that tenants are able to secure and sustain affordable and suitable housing is a priority of the anti-poverty action plan. The West Lothian Court Advice Project has worked with tenants facing eviction to maximise income and negotiate affordable and sustainable arrangements to address rent arrears, resulting in 760 evictions prevented between April 2015 and March 2016. In total, 1572 claims for Housing Benefit and four successful Mortgage to Rent applications have been made with support from advice agencies.

Further support for tenants has been provided through the delivery of energy advice. Overall energy advice has resulted in a saving of £286,213 and 10.6% of customers recorded reduced consumption of energy following efficiency advice home visits.

Employability

Tackling unemployment has been a focus of the Anti-Poverty Strategy since initial development in 2012. In the last year 1326 people received employability support resulting in 783 moving into positive destinations. Activity to address youth unemployment has been successful in the 2015/16 period with 191 wage subsidy opportunities, 15 West Lothian Jobs Fund placements, 11 graduate work placements and 15 non-trade apprenticeships created through the Steps N2 Work programme. Additionally, 128 young people were supported into self-employment, 24% of whom were previously unemployed.

Additional Support

Five actions did not meet their targets for 2015/16. The overall income maximisation activity target has been partially met; although there has been a decrease in the number of people with income maximised, the value of this income has increased. This may be attributed to the ongoing agenda of welfare reform which introduced stricter criteria for many welfare benefits.

Similarly, the target for energy advice savings has not been met for 2015/16. The West Lothian energy advice forum has identified a gap in service provision for home visits to provide energy efficiency advice. This will be addressed in 2016/17 with the appointment of an energy advisor to deliver a home visit service in connection with the HEEPS: Area Based Scheme which provides external wall insulation measures for residents of properties unsuitable for cavity wall insulation.

The Welfare Reform and Anti-Poverty Development Group aimed to consult with local communities about issues of importance to them, however planned consultation attracted a limited response. It is proposed that the Community Planning Partnership Resource Alignment Group takes the lead on community consultation by assigning a lead partner to each of the seven priority areas of the Anti-Poverty Strategy responsible for engaging with communities to hold conversations and gather evidence to review the Anti-Poverty Strategy priorities beyond 2017.

Priorities for 2016/17

Appendix 2 shows the proposed activity in the 2016/17 action plan which has a continued focus on child poverty. Raising awareness of poverty related issues and support for families on a low income has been prioritised. A series of poverty awareness seminars will be developed and offered to all probationary teaching staff.

These sessions will aim to increase awareness of the impact that low income may have for students on the cost of the school day.

In order to address food insecurity during school holiday periods for children entitled to free school meals, holiday lunch and activity clubs will be delivered during summer, autumn and spring breaks targeted to key areas.

Digital inclusion is another key area and activity during 2016/17 will focus on improving access to online services by monitoring and encouraging use of public access PCs and wi-fi within council partnership centres. Work to support residents to improve their IT skills ahead of the Universal Credit full digital service rollout will also be monitored and a 'Digital Summit' event will be held to raise awareness of the support available.

There will be a focus on support with budgeting, particularly for Universal Credit claimants, and a range of activity has been included in the 2016/17 action plan to address this. Personal budgeting support will continue to be delivered for Universal Credit claimants with partnership work being prioritised in order to offer claimants support at an appropriate level. The Adult Learning Team will deliver 'Cash Confident' short courses and West Lothian Financial Inclusion Network will run a series of financial capability workshops. One to one budgeting support and financial advice will continue to be delivered by the Advice Shop, Citizens Advice Bureau and the Bridge Community Project.

West Lothian Council became a Living Wage accredited employer in April 2016. This has involved a commitment to paying the living wage to all council employees and also to action to enable the living wage to be paid in social care contracts and apprenticeships. In 2016/17, activity has been agreed to promote the Living Wage, including supporting and encouraging local employers to move towards the living wage through awareness raising events and building the profile of West Lothian Council as a living wage accredited employer.

Appendix 3 outlines in more detail the contribution of the Advice Shop in taking forward the Anti-Poverty Strategy.

3. Summary of Implications

Relevant SOA outcome (s)	
Relevant SOA performance indicator (s)	
Resources	

Link to CPP prevention plan/Community Engagement plan	
Impact on inequalities	
Key risks	

4. Consultations

Consultation has taken place with the Welfare Reform and Anti-Poverty Development Group and the Anti-Poverty Strategy Board.

5. Conclusions

Progress has been made in several key areas towards alleviating poverty and mitigating the impact of welfare reform in West Lothian. The work undertaken by a range of key partners has led to positive outcomes relating to income maximisation, employability and homeless prevention during the period April 2015 to March 2016.

Moving into the 2016/17 period, the draft action plan reflects the changing nature of poverty and key issues of concern relating to welfare reform, financial and digital inclusion. Activity and targeted intervention is underway and on target to achieve successful outcomes for the period between April 2016 and March 2017.

6. Recommendations

It is recommended that the Community Planning Partnership Board notes the content of the report and the work of the Welfare Reform and Anti-Poverty Development Group between April 2015 and March 2016.

It is further recommended that the Community Planning Partnership Board agrees to endorse the draft action plan for the period April 2016 to March 2017.

Report written by: Elaine Nisbet, Anti-Poverty and Welfare Advice Manager, Finance and Property Services. 01506 282936 elaine.nisbet@westlothian.gov.uk

References: West Lothian Community Planning Partnership ‘Better Off: Anti-Poverty Strategy 2014- 2017’

Appendices: Appendix One: Anti-Poverty Action Plan 2015/16 – End of Year Report
Appendix Two: Anti-Poverty Action Plan 2016/17
Appendix Three: Contribution of the Advice Shop to the Anti-Poverty Strategy

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Income and Financial Inclusion					
Outcome 1: West Lothian Citizens are less at risk of poverty and financial exclusion as a result of having their disposable income maximised					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcome April 15 - March 16**
Residents have access to advice and assistance to maximise disposable income	1.1	Advice provision is mapped and access available across West Lothian	West Lothian Advice Network mapping exercise complete Ward reports are produced and reported to Local Area Committees	Mapping exercise complete by May 2015 Ward reports produced annually	Outreach advice sessions for all WLAN members mapped. Graduate work experience position created and filled to map scope of other advice throughout West Lothian. To be completed by Sept 2016
	1.2	Local advice and advocacy services assist residents to improve their financial position through identification and take up of welfare benefits	Number of people with income maximised following engagement with local advice services Total value of income maximised	7% of working age population have income maximised per year	Total number who had income maximised: 8133 £29,979,252 7.07% of working age population of West Lothian have maximised income with support from advice providers
Child poverty is reduced in West Lothian	1.3	Early intervention to provide families with babies and young children with advice and information to help increase income and prevent poverty	Number of pregnant women who engage with PIMAP project Total value of increased income through PIMAP project Number of parents who engage with financial advice and support through money advice project with Children 1st	300 pregnant women engage with PIMAP 20 parents engage with ongoing support provided through Children 1st money advice project	386 PIMAP £521,634 44 parents have engaged with ongoing money advice and support through Children First project
	1.4	Monitor the impact of the range of activity delivered by key partners in West Lothian to reduce child poverty	Percentage of children in West Lothian in poverty	No more than 22% of children live in poverty in West Lothian	21% *figure obtained from CPAG, update due Autumn 2016

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Income and Financial Inclusion					
Outcome 2: West Lothian adults are empowered to make responsible financial decisions and be more economically active					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcome April 15 - March 16**
People are able to save and borrow money at fair rates of interest	1.5	Alternatives to short term payday loans are available and linked with financial advice	CDFI feasibility study completed Decisions on implementation agreed	Business case complete by September 2015	Business case produced, next stage approval from Council
	1.6	Local Credit Unions offer a range of saving and lending options	Number of new accounts opened through Credit Unions Number of loans issued to members per annum	Maintain or increase number of new Credit Union members per annum Baseline - 865 new members each year	567 new members 949 loans issued (total value £1,208,795) £1,405,089 saved by members
People have access to appropriate advice to help them avoid falling into the spiral of debt and assistance to deal with existing debts	1.7	Appropriate advice and assistance is provided to allow people to successfully manage existing debt	Amount of debt managed and percentage successfully managed	£10 million per year managed, 60% successfully managed	£11,551,165 debt managed 68% successfully managed
	1.8	West Lothian Council develop and deliver a corporate approach to debt	Application of a corporate approach to debt is considered following a pilot exercise	Reports on progress delivered by December 2015	Substantial work has been covered to progress this work. On the 25/8/15 a report on the proposed delivery arrangements was agreed as was a Corporate Debt Policy which set out the aims and objectives of the new approach. Substantial development work has been done on a single system to view multiple debts and on cross-service processes. Going forward a phased roll-out has been agreed starting 16/5/16 & plans are on target for this. The roll-out will allow best practice to be established.

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Income and Financial Inclusion					
Outcome 2: West Lothian adults are empowered to make responsible financial decisions and be more economically active					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcome April 15 - March 16**
The impact of welfare reform is mitigated in West Lothian	1.9	Actions developed to mitigate the impact of introduction of Universal Credit in West Lothian	Universal Credit action plan developed and delivered	Universal Credit Operational Delivery Group formed by September 2015 to consider an action plan	Operation delivery group meet monthly Personal Budgeting Support delivered by Advice Shop, referrals made by DWP and WLC Housing Officers - 36 claimants referred for support since Nov 2016 Universal Credit information briefings delivered to 200 frontline staff - 97% attendees gave positive feedback
	1.10	Continue to monitor and evaluate any additional developments in welfare reform. Raise awareness among key frontline workers.	Universal Credit information sessions delivered % attendees indicated they feel better informed as a result of attending	Information sessions will be delivered in each of the 3 Jobcentre Plus areas	6 Universal Credit information briefings delivered to frontline staff and elected members 3x level 1 basic information sessions - 100% of attendees agreed that the training covered all issues and would be helpful in their job 3x level 2 intermediate sessions - 99.3% of attendees agreed that the training covered all issues and would be helpful in their job

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Employability and Economic Development					
Outcome 1: West Lothian residents have the ability to secure and sustain employment					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcome April 15 - March 16**
Support is available to people looking for work in West Lothian	2.1	Adults are supported to manage their benefits and appeal unfair decisions whilst they are looking for work	Number of Jobseekers Allowance sanctions Number of successful reconsiderations and appeals against sanction decisions	Reduction in number of benefit sanctions per quarter	Jobseekers Allowance sanction decisions in West Lothian: February 2015 - 313 May 2015 - 270 August 2015 - 204
	2.2	Practical employability advice and support is available to people looking for work	Number of clients who register with employability projects Percentage of clients who progress to a positive destination	1400 clients register with Access2Employment service per annum 700 progress into a positive destination (50%)	1326 received employability support 783 customers progressed into a positive destination (59%)
People in employment can secure sufficient earnings to enable an adequate standard of living	2.3	West Lothian Council will work towards achieving Living Wage accreditation			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.
Opportunities are created to help unemployed young people move into education, work or training	2.4	Job opportunities are created for young people through the Steps N2 Work programme University graduates have access to job opportunities created through the Steps N2 Work programme	Number of positions created and filled Number of opportunities for graduates created and filled Percentage who progress to a positive destination	In 2015/16 the Steps N2 Work Programme will create: 150 Wage Subsidy places 20 West Lothian Jobs Fund opportunities 20 non Trade Modern Apprenticeship 12 graduate places to be created in 2015/16 80% to progress into a positive destination	191 Wage Subsidy positions were created within West Lothian SME's 82% of young people who finish their subsidy progress onto a positive destination 15 West Lothian Jobs funds opportunities were created 11 Graduate work experience opportunities were created 15 Non Trade Apprenticeships

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Employability and Economic Development					
Outcome 1: West Lothian residents have the ability to secure and sustain employment					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcome April 15 - March 16**
	2.5	Unemployed young people receive support to move into self-employment	Number of unemployed young people who move into self-employment with support from Business Gateway	Maintain or increase the number of young people supported into self employment per annum Baseline - 125 p.a.	128 young people under 30 were supported into self- employment This represents 31% of all business start-ups, increased from 26% in 2014/15 31 out of 128 moved from unemployment to self-employment
School leavers receive information and support to progress to a positive destination	2.6	Career Information and Guidance service interventions provided with secondary school pupils and unemployed school leavers age 15-19	Number of CIAG interventions Percentage of school leavers followed up through School Leaver Desination Report Percentage of school leavers who progress to a positive destination	3 800 individual engagements delivered 100% school leavers followed up 87% progress to positive destination	6156 face to face CIAG interventions delivered 100% of school leavers followed up 93.4% of 2014/15 leavers progressed to a positive destination

Housing					
Outcome 1: People in West Lothian can find a sustainable place to live and have affordable, quality housing options available to them that are sustainable in the long term					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
Householders have access to advice and advocacy to enable them to remain in their homes.	3.1	Intervention takes place to prevent homelessness	Number of evictions prevented Number of successful Mortgage to Rent applications	560 evictions prevented per annum	760 evictions prevented through West Lothian Court Advice Project 4 successful applications to the Mortgage to Rent scheme allowed owners to remain in their homes by becoming tenants
	3.2	Social housing tenants receive advice and assistance to better afford their housing costs	Number and value of Housing Benefit claims made with assistance from advice services Number and value of DHP awarded Number of tenants engaged with new build project and total value of income maximised as a result of intervention	All prospective tenants of new build WLC housing are offered a referral for pre-tenancy financial advice 80% of prospective tenants engage with financial advice	1572 claims for Housing Benefit made with assistance from advice agencies No WLC new build completions during 2015/16. Phase 1 and 2 of new build programme complete. New programme of 1000 houses by April 2017 now underway. Dedicated advisor in post to provide financial advice to prospective new build tenants.
Housing condition is improved in the social rented sector	3.3	West Lothian Council and partners will provide affordable new build housing	Number of new affordable homes built in West Lothian	1000 new build completions by 2017	No WLC completions 2015/16 5 RSL completions
	3.4	All West Lothian Council housing stock will meet Scottish Housing Quality Standard	Number and percentage of WLC housing stock that meets SHQS	100% of WLC stock meets SHQS by 2015	99.9% of West Lothian Council housing stock complies with Scottish Housing Quality Standards

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Housing					
Outcome 1: People in West Lothian can find a sustainable place to live and have affordable, quality housing options available to them that are sustainable in the long term					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
People have an improved knowledge and understanding of energy issues	3.5	Householders save money on fuel costs as a result of advice on heating use, available grants, better tariffs and payment options	Total amount of money saved following energy advice	£310,000 saved per year through heating and tarriff advice, grants, and associated savings	£286,213 saved through energy advice
	3.6	Knowledge and good practice is shared among energy advice providers in West Lothian	Action plan produced by West Lothian energy advice forum Link energy advice forum with West Lothian Advice Network	Referrals between energy advice providers improved	Co-ordinated referral route established January 2016. 38 referrals made between energy forum partners to date.
Householders have access to appropriate measures to improve the energy efficiency of their home	3.7	All social housing stock will have at least 100mm of loft insulation, lagged hot water tanks/pipes and cavity wall insulation	Percentage of social housing stock compliant with Scottish Housing Quality Standard criteria for energy efficiency	100% compliance with Scottish Housing Quality Standard by 2015	All surveyed properties comply with insulation requirements, no outstanding inefficient heating systems 99.9% West Lothian Council housing stock compliance with SHQS measures for energy efficiency

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Health					
Outcome 1: People have access to affordable food options					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
Households in financial difficulty have access to affordable food options	4.1	People in crisis can access emergency food packages and are supported to improve their financial outlook	Number of food packages issued Number of Food Bank customers who engage with drop in advice provision Number of Foodbank customers who enagage with further advice and support upon reaching 3 voucher limit	All customers requiring a 4th or further food voucher within rolling 6 month period referred to the Advice Shop for support	69 customers engaged with drop in advice provision within foodbank locations at Whitburn and Dedridge distribution centres 47 people requiring a 4th or further voucher were referred to the 3 or More project Of these, 18 were referred on for further support from partner agencies, 16 cases involving benefit delays have been resolved and 21 are pending decisions on benefit claims
	4.2	The feasibility of setting up a social supermarket in West Lothian is explored	Report produced on feasibility of a social supermarket in West Lothian	Report completed by end of year	Anti-Poverty Board agreed that more information required about the extent and nature of food poverty in West Lothian before actions can be developed to mitigate impact. Mapping exercise being undertaken by Insight Collective on behalf of FPWG to be reported early 2016

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Health					
Outcome 1: People have access to affordable food options					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
Children in West Lothian are well fed	4.3	All primary school children and secondary school pupils entitled to free school meals have access to Breakfast Clubs	Percentage uptake of free breakfast Percentage uptake of free breakfast among pupils also entitled to free school meals	Maintain or increase uptake of breakfast club provision	PS – Total Uptake 18.7% PS – FSM entitlement 7.0% SS – Total Uptake 65.3% SS – FSM entitlement 65.3% HS – Total Uptake 55.2% We do not have the analysis to get HS uptake against those with FSM entitlement only
	4.4	Uptake of Healthy Start vouchers is improved to help parents on a low income buy fresh fruit, vegetables, milk and vitamins	% eligible women in receipt of Healthy Start vouchers % eligible women and children in receipt of Healthy Start vitamins % increase in uptake of HS vouchers	Maintain or increase uptake of Healthy Start vouchers	March 2016: 1606 women and children eligible for Healthy Start vouchers for milk and fresh fruit/veg. Uptake: 1142 (71.1%.) Vitamins are ordered and stockpiled. April - Sept 2015: 420 Oct 15 - Mar 16: 694
Outcome 2: Adults have the confidence and ability to live a healthy lifestyle on a budget for themselves and their children					
Adults have the knowledge and skills to provide a healthy and balanced diet	4.5	Cooking by Numbers' designed to improve literacy skills and teach skills for healthy eating on a budget, will be delivered to target populations	Number of courses delivered Number of participants	3 courses delivered per annum Maintain or increase participation (baseline - 10 participants)	3 Cooking by Numbers courses delivered to 17 participants
	4.6	'Get Cooking' and 'Wean the Weans' courses delivered in four locations and ready for delivery in three other locations	Percentage of families aware of healthy lifestyles and nutritious diet and have the means to provide both Number of attendees	4 weaning groups held per annum, maintain or increase participation (baseline - 30 participants) 10 cooking groups per year, maintain or increase participation (baseline - 90 paticipants)	19 cooking groups delivered to 77 people (through HIT) 8 cooking groups delivered to 40 people (run through partners trained in delivering cooking groups by HIT) 2 wean the weans to 9 people Weaning training has been rolled out to health visitors and midwives. Weaning drop in sessions have been set up in 2 areas Boghall and Craigshill.

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Health					
Outcome 3: People live longer, healthier, more independent and fulfilling lives					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
People with long term health conditions or disabilities are supported to improve their financial position	4.7	Advice and support is targeted towards key groups at risk of financial exclusion as a result of physical and mental health issues	Number of people who engage with dementia campaign and total income maximised Number of people who engage with Macmillan advice team and total income maximised Number of people who engage with substance misuse and mental ill health campaign and total income maximised	140 customers receive advice and support through the dementia campaign, extra income gained £150,000 per annum 1300 customers receive assistance from the Macmillan advice team, extra income gained £3,000,000 per annum 175 customers engage with advice for ex-offenders, people with substance misuse and long term mental health issues	118 people with dementia engaged with advice Total income maximised through dementia campaign - £279,857 592 people with cancer received income maximisation advice and financial support through Macmillan Advice Team Total income maximised through Macmillan advice - £3,972,999 249 ex-offenders and/or people with substance misuse or long term mental health issues engaged with advice Total income maximised through campaign - £825,715
Older people are supported to fully participate in their communities	4.8	Vulnerable older people in West Lothian increase their disposable income	Number of people over 60 with increased income following advice Total value of extra income for people over 60	People over 60 have income maximised by £6,000,000 per year	1224 people over 60 years of age had income maximised following advice and support to claim benefit entitlement Total value of income maximised - £7,664,044

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Education					
Outcome 1: Parents and carers receive the necessary support to ensure their children are ready to start nursery and school					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
Parents and carers are aware of practical support available	5.1	Entitlement to grants and financial support to help towards the cost of attending school is promoted	Number of claims made for school clothing grants and free school meals Total value of grants	Maintain or increase number of claims for school clothing grants (baseline 4200 claims with net worth £680,000)	Total of 10,230 pupils entitled to Free School Meals 3,374 pupils in receipt between P4 and S6. 6,856 P1-P3 pupils qualify through Universal Support provision 6,300 pupils received School Clothing Grants (3891 primary, 2409 secondary), total expenditure - £626,286
	5.2	Parents of eligible 2 year olds are aware of free childcare provision	Uptake of childcare provision for eligible 2 year olds	Maintain or increase uptake (baseline - 70% of eligible families take up free childcare places)	190 applications for eligible 2 year old childcare provision 187% increase in applications from same period previous year Increased percentage successful applications from 77% in 2014/15 to 83% in 2015/16
Outcome 3: Adult life chances are maximised by improving their educational achievement					
Adults have the essential skills to allow them to live an independent and fulfilling life	5.3	Awareness of ILA funding to help towards the cost of studying is promoted	Number of people who apply for ILA funding	Maintain take up rate of ILA (baseline - 1900 per annum)	1259 learners accessed ILA funding to help with the cost of learning between April 2015 - December 2015 (latest available figures)
	5.4	Adults improve skills relating to; literacy and numeracy, spoken and written English for speakers of other languages, and financial literacies	Number of students attending Adult Basic Education Percentage of students with access to accredited learning who achieve an initial qualification	450 adults attend ABE per year 22% achieve an initial qualification	823 students attended Adult Basic Education 23% achieved a qualification

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Community					
Outcome 1: Information is effectively communicated to West Lothian residents to enable people to manage their financial affairs					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
West Lothian communities are able to access information they require	6.1	West Lothian communities are more easily able to access the advice and assistance they require through sessions delivered in local communities in conjunction with key partners	Number of areas with dedicated advice sessions Number of customers advised through outreach sessions	Maintain or increase the number of customers advised at local outreach advice sessions (baseline - 1700 customers per annum)	3545 customers accessed advice services through local outreach sessions. Total 3814 appointments booked for customers - 92.2% engagement rate
	6.2	Key workers are given access to seminars and workshops to raise awareness of support available for key groups	Number of attendees at seminars Percentage of attendees who rate events as good or excellent Percentage of attendees who indicate seminars will help them in their job	3 seminars delivered between April 2015 - March 2016	Challenging Perceptions of Poverty seminar held October 2015 - 50 attendees, 100% rated event as good or excellent Help in Crisis Information Event held March 2016 - 106 attendees , average rating of 5 (1 being poor - 6 being excellent), 100% agreed the event content would be beneficial to their job
People in West Lothian are able to have their say on issues of importance to them	6.3	Individuals have access to an appropriate forum to voice their opinion on poverty related issues	Number of consulation exercises Number of participants in consultation Feedback from focus group participants	4 focus groups held between April 2015 - March 2016	Appeals focus group organised - no takeup
	6.4	The Anti-Poverty Strategy and Welfare Reform Development Group will work with Heriot Watt to contribute to research regarding in-work poverty with a view to reducing stimga surrounding poverty	APWRDG contribute to research undertaken by Heriot Watt University into in- work poverty An event is delivered in West Lothian to highlight outcomes of research	Research complete December 2015 Event delivered by March 2016	Participation in Heriot Watt research was facilitated for partners through the APSDG Report on initial findings delivered to APSDG, seminar planned for May 2016 cancelled due to poor takeup

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Community					
Outcome 2: Communities are able to do more for themselves					
Goal	**Ref**	**Activity**	**Indicator**	**Target**	**Outcomes April 2015 - March 2016**
Communities are empowered to do more for themselves	6.5	Residents have access to help and support to improve digital inclusion	Number of people supported to improve their IT skills % usage of PCs in digital hubs	Increase number of people supported Increase usage of public access PCs	219768 hours available on 83 public access PCs across 9 digital hubs 83637 hours used - 38% of total availability 723 people received support to improve their IT skills through community classes and groups
	6.6	Financial inclusion activities are delivered throughout West Lothian during Money Week	Money Week is redeveloped Number of participants in Money Week Percentage of attendees who rate event as good or excellent Follow up with participants	Maintain or increase Money Week participation levels	Streamlined approach to Money Week 2015 resulted in fewer, more targeted events 514 people attended 9 targeted events - average 57 participants per event (23% increase from 2011) 76 people signed up for a free budgeting toolkit (14% of all Money Week participants, increased from 7% in 2014)

Appendix 1 – Anti-Poverty Action Plan - End of Year Report

Monitoring and Evaluation			
Progress of the Anti-Poverty Strategy and action plan is monitored and evaluated on a regular basis	7.1	A report on progress of the Anti-Povetry action plan will be delivered to the Anti-Poverty Strategy Development Group on a quarterly basis	Reports delivered: July 2015
	7.2	A report on progress of the Anti-Poverty action plan will be delivered to the Anti-Poverty Board every six months	Progress reports produced in October 2015 and April 2016
	7.3	An end of year report on progress of the Anti-Poverty Action Plan delivered to the Community Planning Partnership Board annually	End of year report delivered in April 2016
Awareness of the Better Off: West Lothian Anti-Poverty Strategy is imporved through co-ordinated marketing and publicity	7.4	Web content is developed to promote the Better Off: West Lothian Anti-Poverty Strategy	Content developed by September 2015

Appendix 2 – Anti-Poverty Action Plan 2016/17

Income and Financial Inclusion				
Outcome 1: West Lothian Citizens are less at risk of poverty and financial exclusion as a result of having their disposable income maximised				
Goal	Ref	Activity	Indicator	Target
Residents have access to advice and assistance to maximise disposable income	1.1	Access to advice is improved through:		
		Mapping availability of advice services	West Lothian Advice Network mapping exercise complete	Mapping exercise complete by September 2016
		Raising awareness through multiple channels	Ward reports are produced and reported to Local Area Committees Publicity and marketing using social and traditional media outlets and partner publications	Reports produced annually
		Minimising travel and transport barriers by increasing oureach advice services	Number of areas with dedicated advice sessions Number of customers advised through outreach sessions	Maintain or increase availability of local advice
	1.2	Local advice and advocacy services assist residents to improve their financial position through identification and take up of welfare benefits	Number of people with income maximised following engagement with local advice services Total value of income maximised	7% of working age population have income maximised per year
Child poverty is reduced in West Lothian Also see ref;	1.3	Prevention Intervention and Money Advice project will work with pregnant women and families with children up to and including one year old to offer advice regarding maternity rights, financial capability and income maximisation	Number of pregnant women who engage with PIMAP project Total value of increased income through PIMAP project	300 pregnant women engage with PIMAP
		Intensive one to one financial support for young parents with children up to the age of 8 is provided in partnership with Children First	Number of parents who engage with financial advice and support through money advice project with Children 1st	40 parents over the 18 month programme ending September 2016 engage with ongoing support provided through Children 1st money advice project
	1.4	Monitor the impact of the range of activity delivered by key partners in West Lothian to reduce child poverty	Percentage of children in West Lothian in poverty	No more than 22% of children live in poverty in West Lothian

Appendix 2 – Anti-Poverty Action Plan 2016/17

Income and Financial Inclusion				
Outcome 2: West Lothian adults are empowered to make responsible financial decisions and be more economically active				
Goal	Ref	Activity	Indicator	Target
People are able to save and borrow money at fair rates of interest	1.5	Feasibility of setting up a Community Development Financial Institution in West Lothian is explored	More people have access to affordable credit	Business case completed and decision made by Council officials
		Local Credit Unions offer a range of saving and lending options	Number of new adult members Number of new junior members Total value of savings Total value of loans	Maintain or increase number of new Credit Union members per annum Baseline - 865 new members each year
People have access to appropriate advice to help them avoid falling into the spiral of debt and assistance to deal with existing debts	1.6	Claimants of Universal Credit are provided with personal budgeting support	Number of Universal Credit claimants referred for Personal Budgeting Support	Maintain or increase number of referrals for personal budgeting support (baseline 4 per month)
		Residents struggling to understand budgeting have access to appropriate level of support	Number of customers referred for budgeting advice Number of people who attend financial capability workshops	All Advice Shop staff will be trained to deliver first level budgeting advice Customers report increased confidence in managing their finances
	1.7	Advice and assistance is provided to allow people to successfully manage existing debt	Number of people supported to manage debt. Amount of debt managed and percentage successfully managed	£10 million per year managed, 60% successfully managed
	1.8	West Lothian Council develop and deliver a corporate approach to debt	Corporate approach to debt will be rolled out across Council area	Corporate approach to debt phased rollout throughout 2016/17 with target completion date of 31/03/17
The impact of welfare reform is mitigated in West Lothian	1.9	Raise awareness of ongoing welfare reform amongst key frontline workers	Information sessions delivered % attendees indicated they feel better informed as a result of attending Online resources developed and updated regularly including development of a quarterly e-newsletter	Information sessions will be delivered in each of the 3 Jobcentre Plus areas Increase hits to welfare reform pages of WLC website by 10%
		Develop activity to mitigate the impact of benefit changes	Number of working age adults who access IT learning opportunities % usage of public access PCs Number of people who access support with Universal Credit through advice agencies All households affected by the overall benefit cap contacted and offered support % of benefit cap households engage with support Publicity campaign developed for new State Pension	Develop actions to mitigate the impact of Universal Credit digital service roll out Frontline staff are aware of benefit changes and understand how to refer for specialist support Those affected by changes to State Pension are aware of support available

Appendix 2 – Anti-Poverty Action Plan 2016/17

Employability and Economic Development				
Outcome 1: West Lothian residents have the ability to secure and sustain employment				
Goal	Ref	Activity	Indicator	Target
Support is available to people looking for work in West Lothian	2.1	Adults are supported to manage their benefits and appeal unfair decisions whilst they are looking for work	Number of Jobseekers Allowance sanctions Number of customer supported with reconsiderations and appeals against benefit decisions % successful reconsiderations and appeals Publicity campaign to promote awareness of 'yellow card' sanctions warning system	Reduction in number of benefit sanctions per annum Customers are aware of the 'yellow card' santion warning system
	2.2	Practical employability advice and support is available to people looking for work	Number of clients who register with employability projects Percentage of clients who progress to a positive destination Number of women who complete Women N2 Work course per year	1400 clients register with Access2Employment service per annum 700 progress into a positive destination (50%) 24 women complete Women N2 Work course per year
Outcome 2: Young people increase their participation in employability programmes and are able to engage effectively in employment and training programmes				
Opportunities are created to help unemployed young people move into education, work or training	2.4	Job opportunities are created for young people through the Steps N2 Work programme University graduates have access to job opportunities created through the Steps N2 Work programme	Number of positions created and filled Number of opportunities for graduates created and filled Percentage who progress to a positive destination	167 Wage Subsidy positions created with West Lothian SME 12 Graduate Work experience positions created 80% progress onto a positive destination
	2.5	Unemployed young people receive support to move into self-employment	Number of unemployed young people who move into self-employment with support from Business Gateway Number of frontline staff who have recevied training and support with Universal Credit	Frontline staff who are working with young people are aware of Universal Credit criteria relating to self-employment
School leavers receive information and support to progress to a positive destination	2.6	Career Information and Guidance service interventions provided with secondary school pupils and unemployed school leavers age 15-19	Number of CIAG interventions Percentage of school leavers who progress to a positive destination	3 800 individual engagements delivered 93% progress to positive destination
	2.7	Young people are supported to move into positive destinations	Number of 16-19 year olds in learning, training or work Number of Modern Apprentices in training Number of Employability Fund starts	80% of 16-19 year olds in learning, training or work 1000 Modern Apprentices in training 300 Employability Fund starts

Appendix 2 – Anti-Poverty Action Plan 2016/17

Housing				
Outcome 1: People in West Lothian can find a sustainable place to live and have affordable, quality housing options available to them that are sustainable in the long term				
Goal	Ref	Activity	Indicator	Target
Householders have access to advice and advocacy to enable them to remain in their homes.	3.1	Intervention takes place to prevent homelessness	Number of evictions prevented Number of successful Mortgage to Rent applications	560 evictions prevented per annum
	3.2	Social housing tenants receive advice and assistance to better afford their housing costs	Number and value of Housing Benefit claims made with assistance from advice services Number and value of DHP awarded Number of new tenant benefit health checks for people moving into a new tenancy	Maintain the number of new tenant benefit checks carried out per annum
	3.3	West Lothian Council and partners will provide affordable new build housing	Number of new affordable homes built in West Lothian Number of tenants engaged with new build project and total value of income maximised as a result of intervention	1000 new build completions by 2017 All prospective tenants of new build WLC housing are offered a referral for financial advice 80% engage with financial advice
Outcome 2: West Lothian residents are less at risk of fuel poverty through increased knowledge and understanding of energy issues and support to budget better				
People have an improved knowledge and understanding of energy issues	3.5	Householders save money on fuel costs as a result of advice on heating use, available grants, better tariffs and payment options	Total amount of money saved following energy advice Number of disconnections prevented Number of people supported to reconnect supply	£260,000 saved per year through heating and tarriff advice, grants, and associated savings Disconnections/reconnections baseline target to be agreed end of 2016/17
	3.6	Families in West Lothian live in warm, energy efficient homes	Percentage WLC housing stock compliant with Energy Efficiency Standard for Social Housing	100% compliance by 2020
	3.7	Energy providers in West Lothian will co-ordinate activities and develop actions to support reduction of fuel poverty and extreme fuel poverty	Number of referrals between Energy Forum partners Number of training opportunities undertaken through Energy Forum Number of people supported to apply for the Warm Home Discount Total value of Warm Home Discount awards	Referrals between energy advice providers improved Embed Winter Warm campaign as an annual activity

Appendix 2 – Anti-Poverty Action Plan 2016/17

Health				
Outcome 1: People have access to affordable food options				
Goal	Ref	Activity	Indicator	Target
Households in financial difficulty have access to affordable food options	4.1	People in crisis can access emergency food packages and are supported to improve their financial outlook	Number of food packages issued Number of Foodbank customers who enagage with further advice and support upon reaching 3 voucher limit	All customers requiring a 4th or further food voucher within rolling 6 month period referred to the Advice Shop for support
	4.2	The nature and extent of food poverty in West Lothian is profiled	Number of adults awarded Scottish Welfare Fund payments and foodbank vouchers by ward area	Study to map food poverty in West Lothian is completed by December 2016 Profile of people in food poverty is montiored annually
Children in West Lothian are well fed	4.3	Primary school children entitled to free school meals have access to activity and lunch clubs during school holidays	Number of children who access school holiday lunch clubs	Holiday lunch provision is targeted to highest SIMD areas during summer, October and spring breaks
	4.4	All primary school children and secondary school pupils entitled to free school meals have access to Breakfast Clubs	Percentage uptake of free breakfast Percentage uptake of free breakfast among pupils also entitled to free school meals	Maintain or increase uptake of breakfast club provision
	4.5	Uptake of Healthy Start vouchers is improved to help parents on a low income buy fresh fruit, vegetables, milk and vitamins	% eligible families in receipt of Healthy Start vouchers % eligible families in receipt of Healthy Start vitamins % increase in uptake of HS vouchers	Maintain or increase uptake of Healthy Start vouchers

Appendix 2 – Anti-Poverty Action Plan 2016/17

Health				
Outcome 2: Adults have the confidence and ability to live a healthy lifestyle on a budget for themselves and their children				
Goal	Ref	Activity	Indicator	Target
Adults have the knowledge, skills and ability to provide a healthy and balanced diet	4.5	Cooking by Numbers' designed to improve literacy skills and teach skills for healthy eating on a budget, will be delivered to target populations	Number of courses delivered Number of participants	3 courses delivered per annum Maintain participation (baseline - 10 participants)
	4.6	'Get Cooking' and 'Wean the Weans' courses delivered in four locations and ready for delivery in three other locations	Percentage of families aware of healthy lifestyles and nutritious diet and have the means to provide both Number of attendees	4 weaning groups held per annum, maintain or increase participation (baseline - 30 participants) 10 cooking groups per year, maintain or increase participation (baseline - 90 paticipants)
	4.7	People are aware of grants, other funding and practical support to enable a healthy diet	Number of Scottish Welfare Fund awards for white goods/ other kitchen items Number of people who attend Help in Crisis: Food Poverty event % of attendees who agree information from event will be helpful in their job role	Frontline staff are made aware of the help and support available for their customers through attending Help in Crisis event
Outcome 3: People live longer, healthier, more independent and fulfilling lives				
People with long term health conditions or disabilities are supported to improve their financial position	4.8	Advice and support is targeted towards key groups at risk of financial exclusion as a result of physical and mental health issues	Number of people who engage with dementia campaign and total income maximised Number of people who engage with Macmillan advice team and total income maximised Number of people who engage with substance misuse and mental ill health campaign and total income maximised Number of people referred for advice via St John's Hospital eating discorder unit	100 customers receive advice and support through the dementia campaign, extra income gained £200,000 per annum 500 customers receive assistance from the Macmillan advice team, extra income gained £3,000,000 per annum 175 customers engage with advice for ex-offenders, people with substance misuse and long term mental health issues 6 people referred from eating disorder unit per month
Older people are supported to fully participate in their communities	4.9	Advice and support is targeted towards older people at risk of financial exclusion	Number of people over 60 with increased income following advice Total value of extra income for people over 60 Number of people who attend Help for Older People event % of attendees who agree information from event will be helpful in their job role	Maintain or increase the number of people over age 60 who receive advice and assistance to increase disposable income 1200 customers over 60 gain extra income worth £6,000,000 per annum Frontline staff are made aware of the help and support available for their customers through attending Help in Crisis event

Appendix 2 – Anti-Poverty Action Plan 2016/17

Education				
Outcome 1: Parents and carers receive the necessary support to ensure their children are ready to start nursery and school				
Goal	Ref	Activity	Indicator	Target
Parents and carers are aware of practical support available	5.1	Entitlement to grants and financial support to help towards the cost of attending school is promoted	Number of claims made for school clothing grants and free school meals Total value of grants Take up of Education Maintenance Allowance % of parents aware of various sources of financial support towards school costs	Increase number of claims for school clothing grants in line with school roll Increase % of parents aware of financial support towards school costs
	5.2	Parents of eligible 2 year olds are aware of free childcare provision	Uptake of childcare provision for eligible 2 year olds	Maintain or increase uptake through monitoring applications for places
	5.3	Consider a range of activities to support parents to feel more confident in their role	Number of parents who participate in parenting courses % who report increased confidence Number of probationary teachers who attend poverty awareness sessions % of attendees who agree information will be helpful in their role	All probationary teaching staff are offered the opportunity to participate in poverty awareness sessions
Outcome 2: Adult life chances are maximised by improving their educational achievement				
Adults have the essential skills to allow them to live an independent and fulfilling life	5.4	Awareness of ILA funding to help towards the cost of studying is promoted	Number of people who apply for ILA funding	Maintain take up rate of ILA
	5.5	Adults improve skills relating to; literacy and numeracy, spoken and written English for speakers of other languages, and financial literacies	Number of students attending Adult Basic Education Percentage of students with access to accredited learning who achieve an initial qualification	700 adults attend ABE per year 23% achieve an initial qualification
	5.6	Adults are supported to become digitally included	Number of adults supported to improve their IT skills	Maintain number of adults supported to improve digital skills

Appendix 2 – Anti-Poverty Action Plan 2016/17

Community				
Outcome 1: Information is effectively communicated to West Lothian residents to enable people to manage their financial affairs				
Goal	Ref	Activity	Indicator	Target
West Lothian communities are able to access information they require	6.1	Key workers are given access to seminars and workshops to raise awareness of support available for key groups	Number of attendees at seminars Percentage of attendees who rate events as good or excellent Percentage of attendees who indicate seminars will help them in their job	3 seminars delivered between April 2016 - March 2017
	6.2	Information and advice is available across a range of channels	Number of Advice Shop website hits Number of people signed up to e-newsletter Number of people who indicate that they are more able to manage their finances	4000 hits to website per month 4 e-newsletters published each year 2 new self-help guides developed
People in West Lothian are able to have their say on issues of importance to them	6.2	Individuals have access to an appropriate forum to voice their opinion on poverty related issues	Number of consulation exercises Key target groups participate in consultation opportunities (diability, lone parents, SIMD areas)	4 consultations will be held during 2016/17 on a range of topics to help to inform the Anti-Poverty Strategy 2017 onwards and support the work of the Resource Alignment Group
Outcome 2: Communities are able to do more for themselves				
Communities are empowered to do more for themselves	6.5	Residents have access to resources to get online	% usage of PCs in digital hubs Number of people who access public access WIFI in Council buildings Number of people who register for e-book access through libraries	Increase number of people supported Increase usage of public access PCs
	6.6	Residents can access financial capability workshops to improve confidence in managing budgets	Number of West Lothian residents over 16 attending one or more workshops	350 per annum
	6.7	Financial inclusion activities are delivered throughout West Lothian during Money Week	Number of participants in Money Week Percentage of attendees who rate event as good or excellent Follow up with participants	Maintain or increase Money Week participation levels

Appendix 2 – Anti-Poverty Action Plan 2016/17

Monitoring and Evaluation			
Progress of the Anti-Poverty Strategy and action plan is monitored and evaluated on a regular basis	7.1	A report on progress of the Anti-Povetry action plan will be delivered to the Anti-Poverty Strategy Development Group on a quarterly basis	Reports delivered: July 2016 October 2016 January 2017 April 2017
	7.2	A report on progress of the Anti-Poverty action plan will be delivered to the Anti-Poverty Board every 6 months	Progress reports produced in October 2016 and April 2017
	7.3	An end of year report on progress of the Anti-Poverty Action Plan delivered to the Community Planning Partnership Board annually	End of year report delivered in August 2017
	7.4	Reports to appropriate committess on key aspects of Anti-Poverty Strategy which have been delivered	Reports as an when required

Appendix 3

CONTRIBUTION OF THE ADVICE SHOP TO THE ANTI-POVERTY STRATEGY

The Advice Shop has the lead responsibility for co-ordinating and developing the Anti-Poverty Development Group's annual action plan which contributes to the outcomes of the Community Planning Partnership's *Better Off: West Lothian Anti-Poverty Strategy 2014-2017*.

This note informs the Community Planning Partnership Board of the work undertaken by the Advice Shop from April 2015 to March 2016 which evidences the contribution and impact it makes in supporting West Lothian residents to maximise their income, keep warm, remain in their homes, manage debt, become financially included and to be "better off".

The Advice Shop's Annual Report covering the period April 2015 to March 2016 highlights a range of projects and initiatives but does not cover all the activity the Advice Shop undertakes.

The Anti-Poverty Strategy is clear about the 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 resulting in West Lothian citizens being less at risk of financial exclusion as a result of having their disposable income maximised. The Advice Shop has made sure that resources are targeted at those most in need. It has continued to identify gaps in provision, raise awareness of entitlement, develop campaigns and ensure that those seeking advice have their needs met, where possible, at first point of contact.

Consequently, the Advice Shop has improved the financial circumstances of West Lothian residents by over £27million. Income has been maximised through detailed benefits work to reduce the levels of financial hardship, stress and isolation. There has been targeted work with Kinship carers, on-going support to offenders at Addiewell Prison and additional resource allocated to help young families through our partnership with Children 1st.

The Anti-Poverty Strategy aims to ensure that people are equipped to cope with the challenges they currently face and that West Lothian adults are empowered to make responsible financial decisions. The Advice Shop has advised, educated and empowered customers to access financial and other support by providing information and advice. As well as face-to-face advice at Bathgate Partnership Centre, the service has increased its presence in the community. There are sessions at MacMillan Palliative Care Centre and in Ward 17 alongside general information sessions four times a week, all held at St John's Hospital in Livingston. For some of the most vulnerable customers, it is important the Advice Shop improves access and there are specific outreach sessions at the premises of a range of partners including

Alzheimer's Scotland, Carers of West Lothian and Cyrenians. The Advice Shop also supports work around rent arrears. Working alongside colleagues, the service has engaged with customers to help maximise their income, support individuals to manage their debt and begin to pay their arrears. In total, the service supported 760 families to remain in their homes. It has helped customers manage almost £10 million of debt.

With the on-going welfare changes there has been a 90% increase in the number of appeals against decisions made by the Department of Work and Pensions which customers think are wrong. The Advice Shop has shared practice with Dundee, Perth and Kinross and Edinburgh Councils to make improvements to delivery and has invested in a range of on-going training, coaching and mentoring to build on staff skills. Over the reporting period, the Advice Shop has won 70% of appeals which compares to a benchmark council which won 49% of appeals.

The Advice Shop offers a number of volunteer placements including: support to attend a medical appointment, IT buddies, communication assistants to support the Polish session, and support to complete Personal Independent Payment and Disability Living Allowance forms. Volunteer opportunities are marketed through multi-media channels, recruited in line with the Volunteer Standards and, there is a considerable training commitment. Over the reporting period, the Advice Shop has recruited 17 new volunteers and in total has worked with 46 volunteers. Volunteers add considerable value through one-to-one support and a listening ear and contributed over 2,000 hours of volunteering.

Draft Single Outcome Agreement Annual Report 2015/16

1. Purpose of Report

The purpose of this report is to present the draft Single Outcome Agreement (SOA) annual report for 2015/16 to the CPP Board for approval.

2. Discussion

The Community Empowerment (Scotland) Act 2015 requires Community Planning Partnerships (CPPs) to regularly review whether it is making progress in improving local outcomes and to publish a publicly available annual progress report.

The West Lothian CPP has always produced an annual progress report highlighting progress in achieving our eight SOA outcomes. This is a publicly available document and is generally also submitted to the Scottish Government for information; although it should be noted that the Scottish Government no longer directly requests these reports from CPPs.

A draft progress report has been prepared for 2015/16. As agreed at the May CPP Board, a similar template has been used as previous years to highlight key achievements over the last year. The report provides high level performance information against each outcome and illustrates good practice examples of Community Planning in practice. Examples of how the community has participated in service design and delivery are also threaded throughout the report. The Community Planning Steering Group discussed the draft annual report at the 8 August 2016 meeting and proposed changes have been incorporated into the final draft version in Appendix 1.

Following Board approval, it is anticipated that the annual report will be widely circulated to Community Planning Partners, the voluntary sector and community groups and will be uploaded to the Community Planning website.

3. Summary of Implications

Relevant SOA outcome (s)	
ALL	
Relevant SOA performance indicator (s)	
ALL	
Resources	
N/A	

Link to CPP prevention plan/Community Engagement plan	
The SOA annual report highlights the CPP's progress in relation to prevention and community engagement.	
Impact on inequalities	
The SOA annual report highlights the CPP's progress in relation to tackling inequalities.	
Key risks	
N/A	

4. Consultations

Officers responsible for SOA indicators were consulted with to ensure the annual report contained up to date and accurate data. Key partners were consulted in relation to identifying good practice examples. The draft report was discussed at the Community Planning Steering Group meeting on 8 August 2016.

5. Conclusions

CPPs are required to review whether they are making progress in improving local outcomes and to prepare and publish annual progress reports. A draft annual report has been prepared for 2015/16 and is being presented to the CPP Board for approval.

6. Recommendations

It is recommended that the CPP Board approves the draft SOA annual report and agrees to the plans for circulation.

Report written by/contact details/date

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References

N/A

Appendices

1. Draft SOA Annual Report 2015/16

west lothian community planning partnership

Achieving Positive Outcomes

West Lothian Single Outcome Agreement 2013-2023

Annual Report 2015/16

West Lothian
COMMUNITY PLANNING PARTNERSHIP

Introduction

Welcome to the West Lothian Community Planning Partnership (CPP) Single Outcome Agreement (SOA) annual report for 2015/16. The SOA ('*Achieving Positive Outcomes 2013-2023*') outlines the eight outcomes we want to achieve in West Lothian. It sets out how the CPP will plan and deliver for these outcomes to make West Lothian the best place to live, work and do business. This annual report highlights progress in delivering the SOA over the last year. Part one of the report provides high-level performance information as well as good practice examples of how we are achieving our outcomes, demonstrating 'Community Planning in practice'. These include case studies of specific targeted interventions, community participation and good partnership working (in blue boxes), as well as service updates and relevant plans/strategies (in orange boxes).

Part two of the report focuses on how we are planning for and delivering these outcomes in the current context of Community Planning. There has been a great deal of local and national activity in relation to Community Planning in the last year. The most significant development is the Community Empowerment (Scotland) Act 2015, which aims to strengthen Community Planning and to give communities more of a voice in decisions that matter to them. The Act requires CPPs to develop a Local Outcomes Improvement Plan (LOIP) by October 2017. The West Lothian CPP Board is satisfied that the current SOA meets the requirements of a LOIP and agreed in May 2016 that, following a minor update, the current SOA would be adopted as the CPP's LOIP. However; it is important to note that to ensure consistency and to avoid confusion, this document will still be referred to as the SOA. Other ongoing public service reform processes and local reforms include the integration of health and social care, community justice redesign and reshaping of children's services. The CPP has considered the local implications of these reforms and is aware of what we need to do to meet new requirements.

Part 1: Achieving Our Outcomes

Notes on Performance Information: The CPP has identified a suite of performance indicators and targets below each of the eight SOA outcomes in order to monitor how we are progressing towards achieving our outcomes in the short, medium and long term. A number of these indicators are included in the performance tables throughout this report to demonstrate recent progress. The tables highlight the most recent available data, the target that was set for that year and an indication of the performance trend. 2015/16 data is provided where available; however, where there is a lag in data availability, the latest available data is included and the year this refers to is indicated.

Targets have been identified for each of the performance indicators in order to give a clear sense of what we are aiming for and to allow the CPP to assess whether we are making as much progress as we should be. SOA targets are set to be achievable and realistic. Some are set nationally, some are based on maintaining or improving on previous year(s) performance and some are set locally to reach the Scottish average. The targets indicated in this report refer to the year of the data provided (i.e. where 2015/16 data is provided, the target refers to that which had previously been set for 2015/16), in order to demonstrate whether this was met.

1.1. Health and Wellbeing

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

Performance Indicator	Data	Target	Trend
% children of a healthy weight in P1	76.1% (2014/15)	80%	Reduced from 2013/14 level (78.1%) to below target, linked to increase in children estimated to be overweight/obese (which has increased from 20.9% to 23.2% in 2014/15 and is now above the target of 18%).
% of children in P1 with no obvious dental decay experience	67.5% (2014)	70%	Positive trend – increasing rates since 2009 (57.1%).
% of children in poverty	21% (2013/14)	22%	Slight increase between 2012/13 (18%) and 2013/14 but still below national average (target is set at national level).
% of Looked After and Accommodated Children with 3 or more placements	5.19% (2015)	5.9%	Positive, sustained reduction since 2010 (7.3%) and performing better than the national average (6%).

The **Children and Young People (Scotland) Act 2014** is a key national strategy for making Scotland the best place to grow up and encourages preventative measures, rather than crisis responses. The Act establishes a new legal framework for implementing Getting It Right For Every Child (GIRFEC) where services are to work together in support of children, young people and families. **West Lothian's Reshaping Children's Services programme** commenced in January 2014 to modernise our approach to how our services are delivered. One of the main priorities of this programme is to reduce the use of secure care and residential schools with a view to maintain children and young people within their own communities supported by a range of services and resources where appropriate.

Child Poverty

Experiencing child poverty can undermine the health, wellbeing and educational attainment of children. Child poverty is caused by a range of factors which work together and result in inadequate household resources. Mitigating the effects of child poverty has been a key action in West Lothian and a number of partnership projects have been developed to increase the uptake of benefits and to target the most vulnerable families:

Prevention and Intervention Money Advice Project (PIMAP): This Citizen Advice Bureau (CAB) project provides early advice and support for pregnant mothers through income maximisation, money and budgeting advice. Referral pathways have been developed through midwives, health visitors and the maternity ward within St John's Hospital. 549 pregnant women have engaged with the PIMAP project, with a total value of £720,818 increased income. Women engaging with the project are also eligible to receive a 'baby box' of baby essentials.

Registration Project: A partnership project between the Advice Shop and colleagues in the Registration Service, parents are offered the opportunity to be referred to the Advice Shop to

ensure that families have their incomes maximised and have access to all the help and support that they may be entitled to. In 2015/16, 80 families were supported with money advice.

Kinship Care: Children who can no longer live with their parents due to various reasons are often placed in kinship care with family or friends. It is important for these families to access the right help and support whilst the child is in their care. The Advice Shop works with Social Work Family Placement team, Psychology of Parenting Project and 'We Kin Care' support group to increase the disposable income of the families especially during the assessment period and to help them to make informed decisions about accepting the Kinship Care Allowance so that they are better off. In 2015/16, the project worked with 29 families.

Young Parents Project: In partnership with Children First and based in the Chill Out Zone in Bathgate, this project works with young parents and children up to the age of eight years and aims to improve the outcomes and life chances for families through tackling money worries, maximising income and providing one-to-one support on a long term basis. In 2015/16, 44 parents engaged with ongoing money advice and referrals were made to Social Work Addictions team, Women's Aid and Sure Start for those families with more complex needs. Young parents have been receiving support to become job ready and one young mum now has a part-time job.

Whole Family Support: A multi-agency project which works with the most vulnerable families who require intensive, long-term support. A key element is access to benefits advice, supporting families to manage their debt and to understand and manage their budget and financial priorities. In 2015/16, 33 families were supported to gain £163,868 in extra income.

The Dale Hub

Local Health Visitors use the Dale Hub in Armadale for children's 15 month checks on speech and language twice a month, with a turnout of over 90%. To compliment this service, The Hub provides play sessions for the parents and children while they are waiting to be seen and during this they promote speech and language play. This enhances children & parents' experience of the checks as well as introducing them to the Hub staff and programme. On alternate Tuesdays The Hub offers a Stay and Play session, with the focus on speech and language through play, singing and storytelling. The Health Visitors promote these sessions to parents and this facilitates more targeted work by Hub staff with local parents and children. This partnership working benefits both partners and especially local children and families.

West Lothian Play Strategy: The Health Improvement Team, Family and Community Development West Lothian, NHS Lothian, Surestart and Education, have been developing a West Lothian Play Strategy which will be launched in the summer of 2016. A play strategy development worker has been appointed and a multi-agency working group has been established. West Lothian partners deliver some of the best play in the country, which has won national recognition and awards. This is an opportunity to build on our strong foundations to bring all of our partners together in a single strategy which ensures that everyone understands play in the context of their own agency/service and how they can best support West Lothian's children and families.

Older People are able to live independently in the community with an improved quality of life

Performance Indicator	Data	Target	Trend
Emergency hospital admissions (per 100,000)	10,878 (2014/15)	10,436	Slightly higher emergency admission rate than Scotland (10436), increasing in 2014/15 after 3 year downward trend.
Emergency bed day rate (per 100,000)	56,647 (2014/15)	56,647	Although bed day rate has increased from 55,048 in 2013/14, it is still well below Scottish average (73,597).
% adults able to look after their health very well or quite well	94% (2015/16)	95%	Maintained at 94%, consistent with the Scottish average (94%).
Proportion of the last six months of life spent at home or in a community setting	91.1% (2013/14)	91%	Steady, positive increase over time, rising from 87.8% in 2008, whilst the national average has remained static between 90 and 91%.

It has been recognised both nationally and locally that whilst the health and social care needs of individuals are closely intertwined, the services put in place to meet those needs can be disjointed and not as well coordinated as they could be. The **Public Bodies (Joint Working) (Scotland) Act 2014** establishes the legal framework for integrating health and social care in Scotland and sets out the requirements for public service reform and a bottom-up, outcomes-based approach to improve performance and reduce costs. An **Integration Joint Board** has been established in West Lothian, responsible for delivery of a substantial range of adult health and social care services in West Lothian. Recent improvement in performance demonstrates a shift in the balance of care from institutional to community care provision and we will continue to build on this in order to deliver on priority outcomes for health and social care.

REACT & OPACT

REACT provides a hospital@home service for older people as an alternative to hospital admission for those who wish to remain at home during an acute episode of illness, where safe to do so, and to facilitate an earlier discharge for those who may require to remain in hospital for a prolonged time to complete a period of rehabilitation. The multi-disciplinary team of doctors, nurses and allied health professionals have developed specialised skills to deliver care normally delivered in a hospital within a patient's own home and work closely alongside partners, including third sector organisations such as Carers of West Lothian, to achieve positive outcomes. The service evaluates well and has positive feedback from patients, their families and carers and is contributing to reducing emergency hospital admissions and delays in hospital discharge. The **older people's acute care team (OPACT)** provides short term intensive home treatment as an alternative to hospital inpatient care for older adults who have a functional mental health issue or a degenerative organic dementia. The service aims to ensure individuals and their carers are supported with appropriate interventions, such as coping/distraction strategies, medication reviews, behaviour management and signposting to appropriate support services, to enable them to maintain their independence and to sustain this for as long as possible.

Ageing Well

Funded by NHS in partnership with Xcite @ West Lothian Leisure, Ageing Well aims to improve, maintain and promote the physical and mental health and wellbeing of older people in West Lothian through a programme of activities delivered at many community locations, ranging from Tea Dances to Walking Football to Singing Groups. In 2015/16 there were over 33,000 visits to Ageing Well activities. Care homes residents are encouraged by the Ageing Well Team to exercise regularly and through the Care Activity Network (CAN) this culminates in the CANAlympics, an annual event at which a team from each care home takes part in a series of activities designed to be physically and mentally challenging to determine the 'Care Home of the year'.

Buddy Walks

The Buddy Walks programme is a free referral only based scheme that provides one to one support to help people increase their physical activity and independence by walking more in their local area. As part of the scheme a volunteer Buddy (trained by the Health Improvement Team) accompanies a referred person on an appropriate, short one-to-one health walk with the aim of promoting independent physical activity in a welcoming, safe, responsible and enjoyable way. The Buddy supports, encourages and motivates an individual who may lack confidence to take the first crucial steps to becoming more independently active through walking. This service is not long term and will take place over an agreed number of sessions. Put Your West Foot Forward continue to coordinate a programme of volunteer led group health walks across West Lothian (see page 8).

We live longer, healthier lives and have reduced health inequalities

Inequalities in health outcomes between the most affluent and disadvantaged members of society are longstanding, deep-seated and difficult to change. The physical, mental and social wellbeing of the local population is influenced by the wider determinants of health; including material deprivation, employment/unemployment, education, housing and the environment. Although overall health has improved, health inequalities remain a significant and longstanding problem. Tackling this priority area is a core theme for the CPP and relies on partnership working across all Community Planning Partners.

Performance Indicator	Data	Target	Trend
Premature mortality per 100,000 (deaths under the age of 75)	411.2 (2014)	411	Significant improvement – rate has reduced by 15% over 5 years, whilst the Scottish rate has reduced by 9.5% to 423.2
Female life expectancy **Male life expectancy**	80.5 77.9		Bigger improvement in life expectancy in the last decade compared to Scotland. Female life expectancy has increased by 3.3% and male life expectancy by 4.9%. Nationally, life expectancy for females is 81 and for males is 77.1.However; there remain differences in life expectancy within West Lothian, with life expectancy for women ranging from 87 years in

			Linlithgow to 76.6 years in Dedridge and for men from 82.6 years in Linlithgow to 74.9 years in Breich.
% of residents who smoke (16+ years)	20.6% (2013/14)	17%	Reducing rates since 2010/11 (23.4%), now similar to Scottish average of 20.2%. There has been a sustained reduction in 15 years olds who smoke (6.8% in 2013/14, compared to 8.7% nationally).
Alcohol related hospital admissions (per 100,000)	642.8 (2014/15)	687 per 100,000	Sustained, positive reduction, comparing favourably against Scottish rate of 671.7 per 100,000.
Drug related hospital admissions (per 100,000)	103.6 (2014/15)	121 per 100,000	Sustained, positive reduction, significantly better than Scottish rate of 133.4 per 100,000.
% of Citizens Panel members who engage in physical activity 5 or more times per week	26% (2013)	17%	Significant and positive increase from 17% in 2010.
Number of applicants where homelessness is prevented	696 (2015/16)	260	Slight reduction on 746 in 2014/15 but still performing better than the target set.
Number of potential evictions successfully prevented by the Advice Shop (Court Advice Project)	760 (2015/16)	560	Continuing to exceed target.

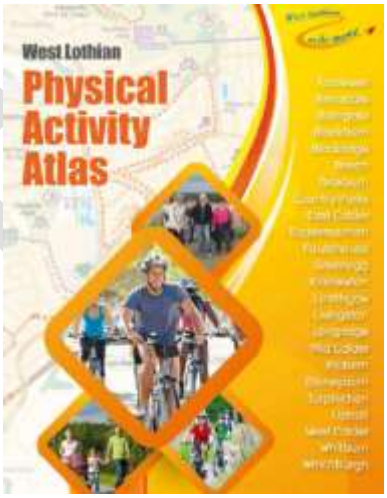
West Lothian Alcohol and Drug Partnership (WLADP) includes partners from West Lothian Council, Police Scotland, NHS Lothian, the voluntary sector and HMP Addiewell and commissions services and develops local policies to address substance misuse harm by either acting early with specific groups to prevent harm or by providing evidence based treatment and recovery opportunities for those who have developed problematic use. One of the objectives of the ADP three year delivery plan is to improve health and prevent premature death for those experiencing substance misuse. WLADP commissions most of the addiction recovery services within West Lothian. All services work to promote and sustain recovery from substance misuse for the individual, their families and children and their community. The co-ordinated partnership working employed by these services under the commissioning body of the ADP is likely to be a contributory factor in the improvement for hospital admissions.

Encouraging physical activity:

- NHS Lothian and West Lothian Council have developed the **West Lothian on the Move** (WLOTM) programme to increase levels of physical activity across the population, establish sustainable partnerships, increase education and training opportunities for those involved in the promotion of health enhancing physical activity and to ensure the inclusion of physical activity through the Community Planning process and plans. As a result of establishing sustainable relationships and the inclusion of physical activity in other service plans, WLOTM

have encouraged changes to reduce barriers for people being physically active, including additional seating in parks, widening of paths for ease of access for people with mobility issues, adequate lighting, user friendly signage and reduction of overhanging vegetation.

- From this work **'Put your West Foot Forward'** (PYWFF) has been developed to increase activity levels by promoting walking in particular, by recruiting and training volunteers to lead walks within the local community, developing materials to promote walking including maps (e.g. West Lothian Physical Activity Atlas), providing information and practical tools to those working with people on a daily basis to encourage walking as part of everyday life and bikeability and cycle training.
- A number of **bike lending libraries** have been developed in partnership with and run by local communities, enabling people to make use of bikes who otherwise may not be able to access them. Bikes can be borrowed for up to two months or just for a few hours and are currently located in community facilities across West Lothian. An **All Ability Cycling pilot project** using adaptive bikes was also developed, with sessions delivered to individuals requiring additional mobility support. In 2015/16, this project was further developed to ensure wider access to these adaptive bikes and cycling sessions across West Lothian.



First and Further STEP's

Xcite West Lothian Leisure works with a number of partners to improve health outcomes for local people. **First STEP's (Supported Targeted Exercise Programme) to health and wellbeing** is a primary care exercise referral pathway offering 12 weeks physical activity intervention to patients with long term conditions, to introduce people with a variety of mental and physical health conditions to regular, structured physical activity to accompany or act as an alternative to conventional treatment (e.g. medication). Most participants are referred by their GP and priority is given to people from areas of higher social deprivation. **Further STEP's** is a similar programme for referrals from acute care services (primarily from physio and cardiac rehab). Currently (on average) 213 patients are referred onto the First and Further STEP's programmes each month.

Food Poverty

The Advice Shop's **Food Bank –3 or More Project** works in partnership with West Lothian Food Bank to engage with customers experiencing persistent food poverty. Often families with complex and enduring financial difficulties exceed the three Food Bank voucher limit while their crisis remains unresolved. The project aims to alleviate food poverty both in the immediate and longer term by providing an emergency food parcel when visiting customers in their own home. One-to-one support is provided to help the family to maximise their income, resolve any outstanding problems and refer them on for additional support. In 2015/16, 58 people were referred to the 3 or More project. In Scotland, the number of families accessing Food Banks has increased; however, in West Lothian this has decreased. The project has been cited as an example of good practice and this is being cascaded to other Food Banks. The **Food Poverty Working Group** brings together a range of partners including The Food Train, Health

Improvement Team, Advice Shop and Food Banks to consider how best to work together to reduce food insecurity. The Group is undertaking a study to map food availability within West Lothian, to better understand the causes of food poverty and to gain insight from those who have experienced being hungry. The food insecurity feasibility study has already spoken to over 50 people and 8 groups and will report its findings in the autumn 2016.

Self-harm guidance tool

The tool was developed to help staff, mainly in schools, to provide support to young people who were self-harming. Awareness raising sessions on self-harm are already available and well attended; however staff felt they needed something they could refer to on an on-going basis. A multi-agency working group was created to write a guidance document on self-harm which is flexible and meets the needs of both statutory and voluntary services and complements the self-harm raising awareness sessions. Membership of the group included the Health Improvement Team, Educational Psychology, Children and Young People Team, Child and Adolescent Mental Health Team and Education. Partnerships within the members of the group have grown significantly and some have attended the training for trainers course that has been developed, increasing the amount of staff that can access the awareness sessions across the county.

1.2. Safer Communities

We live in resilient, cohesive and safe communities

Performance Indicator	Data	Target	Trend
Number of deliberate fires	748 (42.5 *per 10,000*) (2015/16)	*Continuous improvement*	A five year low was realised in 2015/16.
Number of accidental dwelling fires	129 (7.88 *per 10,000*) (2015/16)	*Continuous improvement*	Positive, downward trend over the last five years.
Detection rate for domestic abuse	82% (2015/16)	*1% increase (met)*	Positive increase of 2.9% on the 2014/15 rate (78.9%).
Number of anti-social behaviour incidents	10,077 (2015/16)	*1% reduction (met)*	Positive, decreasing trend has continued, with a decrease of 3.5% incidents compared to 2014/15.
Level of violent crime	174 (2015/16)	*1% reduction (not met)*	Level has increased by 27 additional crimes.[1] Detections remain high.
One year reconviction rate	26.6% (2015/16)	23%	Performance has improved and West Lothian perfoms better than the Scottish average and neighbouring authorities.

[1] High detection rate and ongoing targeting may be impacting on the volume of crime committed. Increase can partly be contributed to a change in the Scottish Crime Recording Standards which has led to some crimes previously considered as minor assaults being reclassified as serious assaults.

Percentage of Early and Effective Intervention cases 8-15 years who do not reoffend within 12 months of initial referral	89.7% (2015/16)	95%	Very encouraging trend – over the course of 2015/16 this figure increased to its highest performance.
% of residents who feel we have an inclusive society	56% (2013)	52%	Increased from 52% in 2010.

Scottish Fire and Rescue Service (SFRS) – Targeting Activity and Partnership Working

SFRS have developed reciprocal referral processes with partners to ensure vulnerable members of our community are given priority. The Home Fire Safety Visit has evolved into Home Safety Visit, aligning with the Safer Communities programme to reduce unintentional injury in homes (slips/trips and falls). The reduction in accidental dwelling fires correlates with the Home Safety Visit initiative and partner referral process which has ensured early detection in homes. SFRS have engaged with partners in reducing deliberate fires across West Lothian. Whilst there is a five year low realised in this year, there are occasional spikes in activity in various wards. Bespoke action plans are in place and education and a partnership approach are key to addressing this issue (e.g. working with partners in NETS and Land Services to issue guidance to owners of wheelie bins). SFRS is currently revamping youth engagement to educate young people within our communities and have a targeted approach in acquiring attendees (working with the TAC and Early and Effective Intervention partners). SFRS also work in partnership delivering the West Drive initiative, augmented by road safety education within schools.

Through **Out of Hospital Cardiac Arrest (OHCA)**, SFRS resources (fire appliances and crews) are mobilised and attend incidents where members of the community have suffered cardiac arrest. The competencies and specialist equipment held on fire appliances can be used to render immediate life-saving treatment until specialist medical teams attend the incident. Trials are currently being run at Bathgate, Livingston and Linlithgow Fire Stations.

Armadale – Community Week of Action

The main aim of the Community Week (organised by the Community Safety Partnership) was to bring services, partners and stakeholders together with the community to deliver an intensive period of co-ordinated activity to tackle some of the key issues and areas of concern to some local communities in Armadale, including Fire-raising, Antisocial Behaviour (ASB), community perceptions of and actual committed crime and providing an understanding of how services are delivered to meet the needs of the communities. A number of outcomes were achieved. The community clean-up saw the community and partners work together to remove rubbish from gardens and streets. 200 people attended the 'fun day'. Misuse of Drugs intelligence gathering over the week led to over 10 intelligence entries being submitted in relation to MDA activities and nominals involved locally. In terms of Road Safety, Hand Held Radar checks were carried out and Cycle Safety advice and demonstrations were given to youths and adults. Intervention visits were also carried out to the home addresses of several persons known to be involved locally in ASB. The Scottish Fire and Rescue Service received 24 Home Safety Visit requests from their visits to

the community house and Colinshiel Court and trained some members of the public and staff at the community centre on CPR. Some adults have now re-engaged with supporting service providers and some have joined a cookery project. On a Friday afternoon, local residents can now engage with activities such as bootcamp, an art project and a cookery group.

Through positive engagement during the Community Week there was a reduction in crime and ASB. This was in part due to preventative spend strategies such as talks and information disseminated to the community. The 'Community Week' approach is a valuable tool in tackling identified issues such as ASB and is being considered as a model for other areas. Partner and community buy-in to the project is key as a joint approach can lead to short term positive results, as has been demonstrated in targeted areas. A platform has been created which could lead to long term positive outcomes for the communities involved.

West Lothian has a well-established partnership approach to reducing reoffending, including a **Reducing Reoffending Strategic Plan** which is seen as influential. Partners include West Lothian Council, NHS Lothian, Police Scotland, HMP Addiewell, Victim Support and the West Lothian Drug and Alcohol Service (WLDAS). This plan will be reviewed as part of the development of the new West Lothian Community Justice arrangements which will include a requirement to submit a Community Justice Outcomes Improvement Plan to a new national body, Community Justice Scotland. The revised strategy will be co-produced with communities, victims, staff and those who have convictions.

The West Lothian Youth Justice Strategy 2016-2021 and the Youth Justice Sub-Committee Action Plan 2016-2017 have been completed. The West Lothian Youth Justice Strategy incorporates the priorities of the Scottish Government's recent strategy 'Preventing Offending Getting it Right for Children and Young People' 2015 to 2020 – advancing the whole system approach, improving life chances and developing capacity and improvement. Key Youth Justice partners include West Lothian Council, Police Scotland, Scottish Children Reporter's Administration, Scottish Prison Service, residential schools, secure care providers, Procurator Fiscal Service, NHS Lothian and third sector providers (including WLDAS, Youth Action Project).

ilLuminate Night Walk

This was an intergenerational project managed by West Lothian Council's Community Arts as part of the nationwide Luminate Creative Aging Festival. It aimed to bring groups to together; create partnerships and enhance the community spirit in the Craigshill area of Livingston. Participants from Craigshill Good Neighbourhood Network; Youth Action Project and WYCA worked with three artists, over six weeks, to create film, photographs, animations and digital content that were projected onto buildings around the Craigshill area creating stunning art and a fantastic community event. This culminated in a Night Walk where the wider community were invited to walk around the area and view the artwork which was projected onto Riverside Community wing, the gable end of a house in Hobart Street and onto

the distinctive spire of St Andrew's Church. 100% strongly agreed or agreed that they would become more active in the community as a result of participating in this activity. 100% strongly agreed or agreed that their wellbeing has been improved as a result of participating in this activity.

Tenant Participation

West Lothian Council has a long standing record of working in partnership with tenants and service users to improve service delivery. Some recent achievements include:

- Introduction in 2015/16 of an Assisted Decoration Scheme, for West Lothian Council tenants who are either senior citizens or of limited physical capacity, who are unable to decorate their home without assistance. Over 300 tenants have benefited.
- At the recent Tenant Information Services National Excellence Awards, our Tenants Panel members were presented with the 'Most Inspiring Scrutiny Group' award for their work on financial scrutiny of the Housing Revenue Account.
- Launch of a new Facebook Group to help promote Tenant Participation and inform and involve West Lothian Council tenants in improving housing and related services.
- Revision of the current Tenant Participation Strategy with a working group of tenants and council staff, which will be launched at a new Tenants Conference in October 2016.
- The Homeless Housing Network is a working group of tenants and service users (supported by housing staff) who have experienced the difficulties of homelessness. They use their own experience of our homeless services to look at ways of improving this for others.

The Volunteer Network

The network is a partnership of twelve organisations including Barnardos, Cyrenians, Voluntary Sector Gateway and the Advice Shop, which work together to promote the benefit of volunteering and the difference it makes to peoples' lives. The network has been awarded £9,300 from Awards for All to increase the number of people who volunteer in West Lothian, help small organisations promote their volunteering opportunities and to celebrate the difference volunteers make as part of the annual Volunteering Week. In June, over 200 volunteers came together to receive a certificate of thanks at a Celebration of Volunteering.

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

Performance Indicator	Data	Target	Trend
% children looked after and accommodated who report they feel safer as a result of intervention or support	100% (2015)	80%	Consistently high rates.
% attendance at school for Looked After Children	93% (2014/15)	90%	Positive increase from 2013/14 rate of 88%, now above national average of 92%.
% of young people under the age of 22 who were previously Looked After	9% (2015/16)	7%	Continuing trend of improvement from 2011/12 (13%).

who go on to receive a custodial sentence			
% of women reporting that they felt safer as a result of an intervention by the Domestic and Sexual Assault Team (DASAT)	99% (2015/16)	90%	Positive trend since 2011/12, consistently above 90%.
% children entered on child protection register who had previously been on the register	8.4% (2015/16)	10%	Positive reduction from 14% in 2014/15.

Youth Justice

One of the worst outcomes for young people is that they receive a custodial sentence. The likelihood of this is increased if young people were previously Looked After. Through the development of the 'Whole System Approach' and other services for Looked After Children, better transitions and services will hopefully mean young people can be kept out of the justice system (*for key Youth Justice partners, see page 11*). Key achievements and developments have included: further development and implementation of Early and Effective Intervention (EEI) to extend this to include 16 and 17 year olds; reduction in the use of residential schools and secure accommodation; all Social Work Reports on under 18 year olds being completed by the Youth Justice Service with Community Payback Order's being case managed by the Youth Justice Service; increased use of Diversion from Prosecution for under 18 year olds; more robust planning processes to improve the effectiveness of community re-integration of young people leaving HMP Polmont; the offer of support to under 18 year olds appearing in Court; development of intensive packages to target young people who pose a medium/high risk of re-offending or harm; and the development of the Young Almond Project which aims to address the gender specific needs of young women and girls who pose a risk to themselves (there was a slight increase in young women and girls offending in 2013/14 and it is hoped this trend will decrease). Overall, during this period there has been a continued positive trend in relation to young people and offending.

Corporate Parenting: Part 9 of the Children and Young People (Scotland) Act 2014 Act puts the concept and policy of 'Corporate Parenting' onto a statutory basis in Scotland and came into force in April 2015. It establishes a framework of duties and responsibilities for relevant public bodies, requiring them to be systematic and proactive in their efforts to meet the needs of Looked After Children and care leavers. In West Lothian the multi-agency Corporate Parenting Strategic Group has taken the lead in preparing for the development of the Corporate Parenting Strategy and associated tasks to ensure compliance with the requirements of the Act and will report through the CPP structures on progress and performance. An action plan is in place detailing the key tasks to be undertaken across the partnership.

Domestic Abuse

West Lothian is one of the first areas in Scotland to endorse the **Safe and Together™ model**. This is a field-tested, best practice approach to helping partner agencies make good decisions for children affected by domestic abuse perpetrators. The model encourages partnership working, partnership with protective parents and a move away from the emphasis on the victim's 'failure to protect', which can result in families disengaging and increased risk. The model considers the range of ways in which domestic abuse can impact on children, rather than just focusing on individual incidents of physical abuse. The perpetrator of domestic abuse is held accountable for their parenting choice to abuse the other parent and the strengths and efforts of the non-abusing parent are recognised. Thirty-eight staff from Social Work, Education, Early Years, Addictions Services, Health and Police have completed four days' training to champion this approach in West Lothian. These champions will brief staff in their respective agencies and service areas and offer support and consultation to colleagues in order to roll out this approach across West Lothian to improve outcomes for children and the non-abusing parent.

Child and Adult Protection: A **Public Protection Committee** has been created to enable more learning across different strands of public protection. There has been investment in resources to improve the ability of services to manage risk. This includes the Young Almond Project that focuses on the most vulnerable teenage girls and helps avoid the risk of them entering secure care. There continues to be low numbers of children who stay on the register for two years or more or return to the register having been removed. There is now a strong Adult Protection performance framework in place, overseen by the Public Protection Committee. High numbers of adults report that they feel safer as a consequence of multi-agency plans.

1.3. Economic

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

Performance Indicator	Data	Target	Trend
% of pupils in S5 attaining 5+ qualifications at level 6	20% (2015/16)[2]	15%	This is the highest level over the last 11 years and is above the national figure (15%) and the virtual authority (16%).
% school leavers achieving a positive destination	93.4% (2015/16)[3]	94%	Continued improvement over the last 9 years.
% working age adults in work (number of residents in employment)	73.3% (2015/16) (86,100)	75%	Estimated employment rate has fallen (from 77.4% in 2014); however the number of unemployed has decreased suggesting more people are obtaining employment.
% of adults in receipt of key out of work benefits	10.5% (Nov 2015)	11%	Long-term, positive downward trend,

[2] Data refers to pupils sitting exams in 2014/15
[3] Data refers to the 2014/15 leaver group

			below Scottish average (10.7%).
% of 18 -24 year olds claiming Job Seekers Allowance and Universal Credit	2.8% (Q4 2015/16)	4%	Sustained, positive reduction from 9.9% in September 2011.

Steps N2 Work

The **Steps N2 Work programme**, launched in 2013, provides a range of interventions aimed at supporting young people aged 16-24 years. The programme creates opportunities such as wage subsidies, paid placements with West Lothian Council, Modern Apprenticeships and a Graduate Work Experience programme. Overall, the Steps n2 Work **Wage Subsidy Programme** has created 819 wage subsidy opportunities in West Lothian businesses employing less than 50 employees and 32 opportunities within the voluntary sector. Once young people complete the period of subsidy they are supported to ensure they remain in a positive destination. Of the 423 programme completions 298 have remained in a positive destination with the majority of those being offered permanent contacts with their wage subsidy employer.

Foundation Apprenticeship

19 students from four West Lothian secondary schools became among the first in Scotland to receive their **Foundation Apprenticeship (FA)** certificates. Two groups of S4 pupils from Armadale Academy, St Kentigern's Academy in Blackburn, Livingston's James Young High School and Whitburn Academy have been involved in an innovative FA pilot programme, delivered over a two year period. The course has been especially developed to equip the young people with the knowledge, skills and experience that they need and employers want for a successful progression pathway on leaving school at the end of S5. The partnership between West Lothian College and Education Services, West Lothian Council, saw the students receive certification in NC Manufacturing Engineering Level 5 and SVQ Level 2 Performing Engineering Operations. The majority now plan to continue their studies at either school, college or university, with others taking up apprenticeship positions. Some S6 pupils have also successfully completed Higher National Certificates (HNC) in either Computing or Engineering Systems at West Lothian College while still at school. These 20 students, who were the second cohort of young people in West Lothian to have successfully completed an HNC as part of their senior phase school curriculum, have all successfully secured articulation to a range of Universities and degree programmes.

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

Performance Indicator	Data	Target	Trend
VAT/PAYE business stock per 10,000	321 (2014)	320	Significant progress, from 309 businesses per 10,000 in 2013.
Total number of jobs	78,200 (2014/15)	75,000	Significant, positive increase from 2013/14 (73,100).

Median earnings (£s) for full-time employees working in the local authority area (gross weekly pay)	£498.60 (2015)	£520.00	The general picture seems to point to West Lothian following the increasing Scottish trend and the gap closing but very slowly.
% of retail occupancy in town centres	91.9% (2015/16)	90%	Occupancy levels have been consistently above 91% for the last 5 years. The Scottish average was 89.4% in July 2015.
Number of new homes completed annually	775 (2015/16)	500	Positive increase – far in excess of the 229 completions in 2011/12.

Economic Growth Plan

The Economic Growth Plan, launched in 2014, is a major partnership based initiative by Scottish Government, West Lothian Council and Scottish Enterprise. It strengthens the range of services on offer by partners to businesses with growth potential. It offers practical assistance to businesses including training and job grants, enterprise area status covering key sites, enhanced Business Gateway services particularly in Broxburn and support for community based initiatives. With a total budget of £29m, the primary object is to create 3,010 additional jobs. In 2015/16, West Lothian Council and Scottish Enterprise supported a total of 638 businesses.

Investing in West Lothian

The latest statistics reveal spending on Business Research and Development in West Lothian is £683 per head of population, compared to the Scotland average of £169. Only Aberdeen City has the highest level of spend than West Lothian. Linlithgow based Express Microbiology, were awarded £45,000 from the West Lothian Economic Growth Plan towards investment in a new chemistry lab which will create up to 15 additional jobs. Express Microbiology was set up in 2003 and specialises in the testing of food and environmental samples. It now employs 41 full-time staff, with customers across the UK and Europe. Bathgate based Dacoll Limited, received a grant of £60,000 from West Lothian Economic Growth Plan to support its ambitious expansion initiatives that are forecast to create 12 additional jobs within the business. Since 1969 Dacoll has worked to become the largest independent provider of IT services in Scotland and the wider UK. The company is investing heavily in software, hardware and training for its staff in order to ensure systems are in place to sustainably support this growth. It is also implementing various ISO security and quality standards across the business and aims to be compliant with Investors In People (IIP) Gold Award during the coming years. More than 12% of the current skilled workforce started in Modern Apprenticeship roles within the business.

Living Wage

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 staff over 18 years that work regularly on the premises are paid at least the Living Wage. This includes directly employed staff, contracted staff and subcontracted staff. The Poverty Alliance has approved West Lothian Council's accreditation

to the Scottish Living Wage Accreditation Initiative with effect on 1 April 2016, when the council increased its current Living Wage to £8.33 an hour. The council has promoted this to encouraging partners and businesses to become Living Wage accredited organisations, working towards ensuring West Lothian becomes a Living Wage Accredited region.

1.4. Environment

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

Performance Indicator	Data	Target	Trend
Tonnes of CO_2 emissions per capita	6.3 (2014)	7.9	Significant, positive reduction from the 2013 figure (7.2). Figures from 2005-2013 show an overall decrease in carbon emissions.
% reduction in emissions from the council's activities and services (transport, non-domestic buildings, external lighting, waste, water)	0% (2014/15)	3%	Emissions increased fractionally from 2013/14 due to a significant uplift of the emissions factor allocated by the Department of Energy and Climate Change for grid generated electricity.
Energy generated as a result of installation of renewables and low carbon technology. Heat produced (Cumulative)	981.11 MWh (2015/16)	800	Significant, positive increase – data includes heat from first three biomass boiler installations. All systems are now in operation and should provide around 10,000 MWh of heat in 2016/17.
Energy generated as a result of installation of renewables and low carbon technology. Electricity produced (Cumulative)	138,437 kWh (2015/16)	120,000 kWh	Data is a combination of the outputs from the council's installed solar photovoltaic (PV) systems. All systems installed are performing as, or better than, expected.
% household waste recycled	45.9% (2014)	50%	Positive increase from 2013 rate of 44.3%.
% municipal solid waste recycled	46.9% (2014)	47%	Slight but positive increase from 46.7% in 2013.

Change Strategy 2015-2020 and a Carbon Management Plan: In November 2015, the council approved new a new Climate Change Strategy 2015-2020 and a Carbon Management Plan covering the same period. These documents set out the council's targets and priorities for the next five years, including setting an emissions reduction target of 20% by 2020 from a 2013/14 baseline, and how the council will work together with partners. A number of projects to reduce emissions were implemented in 2015/16. One of the most significant contributions to lowering the council's emissions came from the continued rollout of LED street lighting. Over 5,000 lamps were replaced, saving around 650 tonnes of carbon each year.

Increasing recycling rates

A number of actions are being rolled out by West Lothian Council to increase recycling rates: Glass recycling points increased from 38 to 180 across the county and we have started garden tool reuse at our community recycling centres through the Tool Shed charity; 'Slim bins' are being introduced to increase the amount of waste that is recycled and minimise the waste landfilled, as on average more than 50% of what people put in their grey bin could have been recycled; food waste has been introduced to a further 50,000 households, with 3,400 tonnes of food waste being recycled in 2015; we are reviewing our Service Standards to suit the current service provision and take recognition of the national "Household Recycling Charter" and Code of Practice, which 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; 250+ council buildings have received internal recycling bins with some primary schools and community centres scheduled for roll out in the immediate future; the council continues to promote the WarpIt tool to promote reuse of office furniture and equipment; Waste Officers conducted a range of waste minimisation and recycling activities and information events at Nurseries and Schools and at public events (e.g. Gala Days) and offered a range of educational activities for nurseries and schools; and waste audits have been conducted to measure the types and quantities of each waste stream produced by a school and action plans have been developed to increase recycling and reduce waste sent to landfill.

Active Travel Plan for West Lothian 2016-21: Making Active Connections

Active travel is an approach to travel and transport that focuses on physical activity (e.g. walking, cycling, scooting) as opposed to motorised means. This is a plan to link people to places by active travel and is also a framework for mainstreaming active travel in West Lothian. West Lothian Council must work successfully with external partners and local communities and "join up" policies and projects delivered. The plan was developed in consultation with communities and stakeholders and numerous projects linked to it are ongoing, including: delivery of Cycle Training Assistant courses to schools to support the delivery of Bikeability cycle training to pupils and delivery of a Play on Pedals scheme aimed at nursery children; support for schools to develop school travel plans, deliver road safety education and promote active journeys to school; several schools and nurseries have received new cycle and scooter parking and six primary schools have achieved the Cycle Friendly School award from Cycling Scotland; behaviour change projects with workplaces through the council's Smarter Choices Smarter Places programme (including travel clinics at St John's Hospital, free participation by workplaces in the Paths for All Step Count Challenge, promotion of the Love to Ride cycling challenge and production of www.walkit.com - urban walking route planner - for West Lothian towns); and ongoing delivery of walking and cycling infrastructure.

Greenspace has substantial environmental and health impacts and also links to community aspects, such as community cohesion, social connectedness and community resilience. Being able to access high quality greenspace can improve the health, wellbeing and confidence of people and communities. NETS, Land and Countryside work in partnership with others, including the

community, to make major improvements to our parks and open spaces throughout West Lothian, using an **inclusive placemaking approach** to involve all stakeholders in enhancing parks.

Almondvale Park, Livingston: The area was identified for rejuvenation through the Local Development Plan as a key wildlife corridor and leisure space. Independent consultants initially provided recommendations for improvements. We then consulted on these and prioritised them according to local residents' opinions and feedback from council officers/local groups. Interested participants were kept informed and a webpage was set up to widen communications about park plans. Money was allocated through the council's Open Space Capital Programme for 2014-2016, and detailed plans drawn up based on stakeholders' priorities. These plans were further consulted on, with displays online, at the Civic Centre, Howden Park Centre and Livingston shopping centre. In partnership with Roads and Transportation, NETS, Land and Countryside applied for, and were awarded, funding from Sustrans' Community Links, which doubled the park budget. We also received £10,000 from the council's Public Art Fund. During the consultation period, a ParkRun group set themselves up and established a weekly run in the park. We worked with the group to ensure their route is marked with permanent posts to encourage others to walk/run all or part of the route at any time. Before work began, we helped Sustrans to carry out a baseline survey of all employees based at the Civic Centre to find out travel preferences and opinion/usage of the park. Through the public art project (brightening up key areas in the park identified by consultees as 'unsavoury') we have also had input from Livingston Art Association, local schools, West Lothian Youth Action Project, local skaters, the local walking group and local Sustrans group. Dedridge Environment Ecology Project have also been involved, in an area of the park which they had previously enhanced

Part 2: Delivering West Lothian's SOA

2.1. Understanding Place

It is important that CPPs have a clear, evidence-based and robust understanding of the needs, circumstances and aspirations of local communities. This is a clear requirement of the Community Empowerment Act. Partners must work together alongside the community to design and deliver services based on locally identified need and assets held locally, using this shared understanding of 'place' to target efforts where they will have the most impact on improving outcome and tackling inequalities. The CPP has a number of tools and approaches in place to understand place and deliver the SOA at a local level. Local regeneration plans are being developed in the eight most deprived areas of West Lothian. These will be community-led and will be developed based on the needs identified and local assets available. The CPP has also now carried out two charrettes, in Whitburn and Fauldhouse. Charrettes are intensive planning and community engagement exercises held over a few days within the community. They involved all relevant stakeholders in the local area and result in a shared plan for place[4]. The findings of the charrettes will inform the development of the local regeneration plans for these areas. The CPP is also

[4] The Whitburn masterplan can be found here: www.westlothian.gov.uk/whitburn. The Fauldhouse plan is currently being developed.

exploring Participatory Budgeting as a way of empowering communities to have a say in how resources in their area are better used, to provide locally agreed services and outcomes.

2.2. Community Engagement

The Community Empowerment (Scotland) Act 2015 is clear that communities need to have a greater voice in decision-making. To help us further embed better community participation across the Partnership and progress the CPP Community Engagement Plan, we have a Community Engagement Practitioner's Network in place. This is a multi-agency network of engagement practitioners who are responsible for implementing practical actions that will improve and enhance community engagement in West Lothian. In 2015, the network developed an 'Engaging Communities Toolkit', a practical resource to enhance community involvement and empowerment in our local communities by increasing the knowledge, understanding and quality of community engagement practice in West Lothian. The toolkit has been designed so it can be used by a range of audiences; from voluntary and community groups, to practitioners and professionals from different organisations. This led to the development of a wider programme of support and learning around community engagement. An Engaging Communities Training Programme has been launched and consists of a series of workshops linked to the topics in the toolkit. The training programme, along with the toolkit, will help improve the ways we involve and build relationships with local people.

2.3. Tackling Inequalities

Tackling inequalities is the key theme of the SOA. The Anti-Poverty Board and Development Group continue to implement the Anti-Poverty Strategy, in order to mitigate the effects of poverty and tackle inequalities in West Lothian. The local regeneration plans currently being developed will also have a key role in tackling inequalities across West Lothian, focusing on geographical areas experiencing poorer outcomes. It is also important to target efforts at communities of interest experiencing poorer outcomes. The CPP's community equality forums[5] continue their efforts to give a voice to typically hard to reach populations, providing a platform for partners to gain an understanding of the diverse experiences of our communities, and to foster good relations in the community. In 2015/16, the Race Forum and Faith Group planned a very successful joint event, Let's Eat Together, to bring together over 70 people of different faiths around food. The CPP held two further Let's Talk Equalities events in 2015/16 to bring together members of the forums with staff and partners with an interest in equalities. The latest event focused on raising awareness, sharing experiences and exploring the challenges people face on a day to day basis.

2.4. Resource Aligning

The West Lothian Community Planning Partnership Resource Aligning Group (RAG) is the lead group established to progress resource aligning across the Partnership. The RAG has agreed a

[5] Race Forum, Faith Group, Disability Forum, Women's Equality Forum, LGBT Youth Forum Glitter Cannons, Learning Disability Forum, Mental Health Service Users Forum, Youth Congress and Senior People's Forum.

number of areas for development which will support information sharing and alignment of resources and an action plan has been developed, aligned to the CPP Development Plan. Actions include linking partners' budgets to the SOA; holding a Scenario Planning event to explore future challenges and how partners can respond to these changes; improving resource allocation and resource aligning, focusing on the anti-poverty agenda; exploring Participatory Budgeting as a way of taking resource aligning to a local level; identifying additional source of income open to partners through creation of a Funding Forum; and developing a Partnership Property Asset Management Plan.

2.5. Performance Management and Reporting

CPPs must have effective processes in place to understand and scrutinise performance and act wherever appropriate to improve performance in light of this understanding. The West Lothian CPP has robust performance management arrangements in place and is currently looking to improve on this even further, with an increased focus on exceptions reporting. The Community Planning Steering Group continue to monitor progress against SOA outcomes at quarterly meetings and annual progress reports such as this allow partners and the community to see where we have made progress over the year and how we plan to further improve on performance. The CPP will continue to produce publicly available annual reports.

2.6. CPP Development Plan

The CPP has a commitment to continuous improvement. Partnership development sessions have been held to discuss the findings and recommendations of the 2014 audit of the CPP and to identify potential improvement actions to address the issues raised in the report, which informed the revised Partnership Development Plan. The plan is based around four key areas: **Governance; Resources, Data and Information; Culture, Approach and Behaviour; and Delivery Approaches**. A 'Celebrating Community Planning in West Lothian' event was held in August 2015 to showcase West Lothian's achievements in Community Planning; to look at approaches that other Community Planning Partnerships/organisations are taking; to confirm and take forward the Partnership Development Plan; and to explore how to improve Community Planning in West Lothian and how individuals, groups and partners contribute to this. Following the conference, four work streams were set up to refine the Development Plan and to take forward relevant actions. These recommendations will be presented to the CPP Board in 2016/17.

Conclusion

This SOA annual report has highlighted the CPP's significant progress in achieving our eight local outcomes over 2015/16. It has also outlined some areas for improvement and plans for taking these forward. The CPP is a very self-aware partnership and through implementation of the CPP Development Plan and continued performance management, we intend to build on our positive progress to date in order to achieve better outcomes and tackle inequalities within our communities. The CPP welcomes the changes to Community Planning as set out in the

Community Empowerment (Scotland) Act 2015 and is well-placed to drive forward public service reform at a local level. The CPP will adopt the existing SOA as its statutory Local Outcomes Improvement Plan and will continue to deliver this in partnership, with a particular focus on our local areas.

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