

## **Minute**

**Present:** Graham Hope (Chair), Angus MacInnes, Mhairi Harrington, Alistair Shaw, Tim Ward, Gary Laing, Alison McCallum, David Greaves, Donald Forrest, Graeme Struthers, Elaine Nisbet, Joanna Anderson, Michael Davis, Lorraine Gillies, Susan Gordon,

**Apologies:** Carol Bebbington, Steve Field, Mike Neilson

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

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

The minute was agreed.

### **3. Matters Arising**

The following was discussed in relation to the actions from the November 2014 Steering Group meeting:

*Action 1:* Jane Kellock to provide further explanation of breastfeeding interventions in secondary schools at the next meeting

*Action 3:* Local POCA data for 2014/15 will be available in April 2015

*Action 5:* More detailed information is required on the interventions to improve nursery attainment.

*Action 6:* More detailed information is required on the review of SOA1301\_07 (% schools where P1 PIPS score is below comparator schools)

*Action 12:* No information has been provided on schools not receiving positive inspection reports – this is to be circulated to the Steering Group before the next meeting

The remaining actions were complete or covered within separate agenda items.

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

#### **a. High-Level Indicators Report**

- **SOA1302\_02 (% adults in receipt of key out of work benefits)** – the target of reducing the level of claimants to below 12% by November 2014 has been achieved. It was noted that the WLC housing benefit caseload has shown a slow but steady decline and that more work will be done to look into the cause of this (e.g. impact of benefit sanctions).
- **SOA1302\_09 (% of school leavers entering a positive destination)** – good progress is being made. Partners work to maintain information on this group through a shared database, ensuring we can follow up with those not in a positive destination. The 16-17 year olds (not included in the JSA figure) should be picked up by Skills Development Scotland. There will be interventions in schools with pupils before they leave.
- **SOA1302\_10 (% of 18-24 year olds claiming JSA)** – the number and rate of claimants are at their lowest levels since this data set became available. December is usually

positive due to seasonal job and there is likely to be an increase in youth unemployment in the first quarter of 2015, however the underlying trend is encouraging. It was noted that this PI does not show the sum total of all unemployment (e.g. doesn't show 16-17 years) and there is still some work to be done in this area.

- **SOA1303\_01 (% survival rate of VAT/PAYE businesses after 3 years)** – it was noted that this data is two years out of date but is the latest available. The declining trend reflects the challenging economic climate.
- **SOA1304\_02 (Detection rate for sexual offences)** – sexual offences have increased and solvency has decreased compared to last year-to-date. 1 in 3 crimes are historical, reflecting increased confidence in reporting. Although detection rate has improved there is still work to be done.
- **SOA1304\_03 (Number of antisocial behaviour incidents)** – incidents are down by 2%
- **SOA1304\_05 (Level of violent crime)** – violent crime is down by 15% but some areas have seen an increase (Broxburn and Blackburn). Children and young people offences are down by 40%. There was one murder and nine attempted murders this year (all detected) compared to four attempted murders last year.
- **SOA1304\_13 (Number of deliberate fires)** – there has been a reduction of 19 fires compared to last year-to-date and progress is being made towards the 5% reduction target for the year.
- **SOA1304\_14 (Number of accidental dwelling fires)** – there has been a very small decrease of two fires compared to last year. The trend is flattening out and will be monitored to ensure the 2% reduction target is met. Tools to address fires include working with partners, home safety visits and post-fire reassurance visits to neighbours.
- **SOA1304\_30 (% of EEL cases 8 to 15 years who do not reoffend within 12 months)** – there has been a dip in performance in recent quarters, potentially due to the increasing focus on young people presenting more risk. Access to the Police database on individual cases will allow more in-depth analysis of what is going on, if we are having a good enough impact on behaviours, if young people are being targeted effectively and if the right interventions are in place.
- **SOA1308\_03 (% household waste recycled)** – the roll out of food waste will have an important contribution to household waste levels but there is still work to be done, for example discussions between local authorities and contractors regarding contamination of waste and to reinforce the message to residents about what waste goes in what bins.
- **SOA1308\_08 (% reduction in emissions from council's activities and services)** – it was noted that it would be useful to capture partner emissions and that this should be discussed at the Climate Change and Sustainability Working Group.

#### **b. Exceptions Report**

There were no comments on the Exceptions Report.

#### **c. Summary Dashboard**

There were no comments on the Summary Dashboard.

#### **d. Horizon Scanning**

Michael Davis took the Steering Group through a reporting tool he has developed to give the CPP a better understanding of where we are at in terms of performance. It allows us to see the percentage gap between performance and target for each SOA indicator. It is a visual aid that allows us to identify what areas require more work, where an intervention has had an impact and where further interventions are needed. The tool provides an overall picture of where we're at and can be used to inform discussions at the Steering Group. In order to look at the bigger picture, it was noted that related indicators could be linked in so that we are not just focusing on SOA indicators. It is easy to add or tweak data within the tool.

It was noted that Covalent does not currently support this type of analysis but that discussions could be held to explore what can be done. Graeme Struthers agreed to pick this up.

#### **5. Special Looked After Children Meeting**

A positive meeting was held on 11 February to discuss Looked After Children outcomes. A follow-up meeting is due to be held on 6 March where individual service actions will be discussed. Contextual information on Looked After Children is to be circulated in advance of this meeting to inform discussions.

#### **6. SOA Review**

The current SOA requires updating, as there have been a number of changes to indicators, additional information is now available and wider ongoing reviews and reforms may not be appropriately reflected (e.g. Community Justice redesign and integration of adult health and social care).

Some additional changes were discussed at the meeting and changes to the child poverty indicator were agreed. The Steering Group also agreed that two new indicators would replace the current child protection indicator, however the description for '% of cases where positive progress can be evidenced at the 6-month LAC Review' should make it clear that the measure is the effectiveness of the plan, not just having a plan in place. New MAPPA indicators are being explored but the current SOA MAPPA is ok as it stands for now.

There was some discussion on wider reforms and national activity. It was noted that there is some ongoing national benchmarking activity and that a series of workshops are being held in early March to review the suite of indicators under the National Performance Framework. Information on these sessions is to be circulated to the Steering Group. The group discussed the work of the National Community Planning Group and agreed that any correspondence should be fed back to the CPP.

It was agreed that the SOA should be updated and that members would consider volunteers to assist with the review, sending names to Joanna Anderson by 6 March. It was also agreed that this should be updated every six months to ensure it remains a 'live' document.

### **7. Draft CPP Workplan**

The Steering Group noted the first version of a draft CPP workplan for 2015, which has been developed to ensure that the Steering Group and Board are receiving everything they should and that nothing is being missed out. The first version contains mainly items from the council but it was agreed that this should be circulated to partners for their input. This will then be discussed at the CPP Board on 9 March.

### **8. Community Safety Strategic Assessment**

This item was for information only to inform colleagues. The Strategic Assessment has been completed and will be reported to the Community Safety Strategic Steering Group this week, along with the new set of priorities, before going to the Community Safety Board in March for final agreement. This is the fourth Community Safety strategic assessment and it was this model that informed the CPP strategic assessment. It was noted that this is a good piece of work but that further discussions are required around the changing safer communities and community justice landscape to ensure there is no duplication created.

### **9. Community Engagement Practitioners Network Minute a) November 2014 and b) January 2015**

This item was for information only

### **10. Draft Agenda for CPP Board 9 March 2015**

It was noted that the Accounts Commission and Audit Scotland will be attending the Board in March to give a general overview at the end of the audit and to ask questions of partners on the audit process.

It was agreed that the timings on the draft agenda would be re-adjusted to ensure more time is given for discussion.

### **Dates of Next Meetings (2-4pm)**

**Monday 20 April** – Environment Thematic Focus (Conference Room 1)

**Monday 3 August** – Economic Thematic Focus (Conference Room 1)

**Monday 2 November** – Community Safety Thematic Focus (Conference Room 3)

**Actions**

No.	Action	Who	When	Update
<b>2. Minute of Previous Meeting</b>				
1	Further explanation of breastfeeding interventions in secondary schools to be provided at the next meeting	Elaine Cook	Report back at 20 April Steering Group	<p><i>The following information has been provided by Education:</i></p> <p>Curriculum for Excellence - Health and Wellbeing outline young people's entitlements to the broad general education at different levels. Schools then select their own materials to deliver the curriculum on Health and Wellbeing including nutrition and breast feeding.</p> <p>Case Study: Armadale Academy has provided information on their breastfeeding interventions – this is touched on during the SHARE programme when talking about pregnancy and parenthood in S3 and in S5, however there is not a specific lesson on breastfeeding and nutrition. Students studying Biology will also have some experience.</p> <p>Elaine Cook will provide further detail at the 20 April Steering Group</p>
2	More detailed information to be provided on interventions to improve nursery attainment	Elaine Cook	Report back at 20 April Steering Group	Elaine Cook will provide further detail at the 20 April Steering Group
3	More detailed information to be provided on the review of SOA1301_07	Elaine Cook	Report back at 20 April Steering Group	Elaine Cook will provide further detail at the 20 April Steering Group
4	Information is to be circulated on the schools not receiving positive inspection reports	Elaine Cook	Report back at 20 April Steering Group	Elaine Cook will provide further detail at the 20 April Steering Group
<b>4a. High Level Indicators Report</b>				
5	Capturing partner emissions to be discussed at the Climate Change and Sustainability Working Group	Craig McCorrison	Report back at 20 April Steering	It is intended that these discussions will happen at the CPP Board on 25 May when the Carbon Management Plan and Climate Change Strategy are reported to

			Group	partners
<b>4.d. SOA Horizon Scanning</b>				
6	Graeme Struthers to explore how Covalent can support Horizon Scanning	Graeme Struthers	Report back at 20 April Steering Group	Graeme Struthers to report back at the 20 April Steering Group
<b>5. Special Looked After Children Meeting</b>				
7	Contextual information on Looked After Children is to be circulated in advance of this meeting to inform discussions	Jane Kellock	By 6 March	Complete – a profile of LAC in West Lothian and information on care leaver destinations, methods of engagement with LAC, Social Policy services for LAC and a case study were circulated to LAC session attendees in advance of, and informed discussion at the 1 <sup>st</sup> April meeting. It was agreed that a paper would be taken to EMT on actions and next steps.
<b>6. SOA Review</b>				
8	Description for the new PI ‘% of cases where positive progress can be evidenced at the 6-month LAC Review’ to be amended	Tim Ward	By 20 April Steering Group	Description amended and two new PIs have been added to Covalent (SOA1305_14 & 15). SOA1305_08 has been retired.
9	Information on the National Performance Framework review workshops to be circulated to the Steering Group	Joanna Anderson	24 February	Complete
10	Names of volunteers to assist with the SOA review to be sent to <a href="mailto:joanna.anderson1@westlothian.gov.uk">joanna.anderson1@westlothian.gov.uk</a>	ALL	6 March	Volunteers were identified and assisted in the SOA review (see Item 6)
<b>7. Draft CPP Workplan 2015</b>				
11	Partners to update and return the draft CPP Workplan with suggested agenda items	ALL	27 February	Complete – final workplan circulated to the Steering Group and Board on 8 April 2015
<b>10. Draft Agenda for CPP Board 9 March 2015</b>				
12	Timings to be re-adjusted on the draft Board agenda to allow more discussion time	Joanna Anderson	2 March	Complete