

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, CIVIC CENTRE, on 21 NOVEMBER 2011.

Present

Councillor Peter Johnston (Chair)	West Lothian Council
Councillor William Boyle	West Lothian Council
Councillor Ellen Glass	West Lothian Council
Councillor John McGinty	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
Jim Forrest	West Lothian Council
Councillor Iain Whyte	Lothian & Borders Police Board
David Strang, Chief Constable	Lothian & Borders Police
Jeanette McDiarmid	Lothian & Borders Police
Alex Clark	Lothian & Borders Fire & Rescue
Malcolm Barron	Skills Development Scotland
Jim McGonigle	Jobcentre Plus
Allister Short	NHS Lothian
Jim Gallacher	Voluntary Sector Gateway WL
Lois MacFadyen	Scottish Government
Mhairi Laughlin	West Lothian College
Alistair Short	SESTran
Nick Davis	WL Association of Community Councils

In Attendance

Rona Gold	West Lothian Council
Alistair Shaw	West Lothian Council
Alan Cunningham	West Lothian Council
Joe Murray	West Lothian Council
Lorraine Gillies	West Lothian Council
Patrick Welsh	West Lothian Council
Karen Cawte	West Lothian Council

Apologies

Peter Corry	Voluntary Sector Gateway WL
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1. WELCOME AND INTRODUCTIONS

The Chair opened the meeting by welcoming all the partners to the meeting, in particular Councillor Iain Whyte, Convener of Lothian & Borders Police Board and David Strang, Chief Constable, Lothian & Borders Police. The Chair also took the opportunity to congratulate Nick Davis on his recent appointment as the Chair of the West Lothian Association of Community Councils (WLACC) and who would therefore be attending all future meetings of the Board.

2. DECLARATIONS OF INTEREST

- (a) Councillor Peter Johnston declared a non-financial interest in Agenda Item 11(Update on Change Fund) as a Non Executive Director of NHS Lothian, for which a specific exclusion applied, and as a Non Executive Director of Healthcare Improvement

Scotland, for which a specific exclusion applied.

- (b) Nick Davis, Chair of the West Lothian Association of Community Councils, declared a non-financial interest in that he was a Scottish Business Mentor for the Scottish Chamber of Commerce.

3. MINUTE

The Board confirmed the Minute of its meeting held on 15th August 2011 as a correct record.

Matters Arising were dealt with as follows :-

In relation to Item 6 of the Minute of the meeting held on 15th August 2011, a draft letter of response was agreed from the Community Planning Partnership to COSLA's letter requesting a response on the reform of the Police Service. Since the August meeting the Scottish Government requested that the partnership submits a response to the full consultation on Police and Fire Reform. This letter was subsequently submitted on 2nd November 2011 and was based on the principles outlined in the original response.

4. PRESENTATION BY LOTHIAN AND BORDERS CHIEF CONSTABLE

Councillor Iain Whyte, Convener of the Police Board and David Strang, Chief Constable, Lothian & Borders Police provided the Community Planning Partnership Board with an overview of the work of the Police Board and its relationship with Lothian & Borders Police.

It was noted that this was the second visit to the West Lothian Community Planning Partnership Board in the force area and that the aim of the presentation was to highlight good practice and challenges one year on from the implementation of the Best Value Improvement Plan and to review the future partnership landscape.

The Chief Constable then provided an overview of the policing in partnership in West Lothian and highlighted how well policing had been in West Lothian for the previous year.

The Chief Constable concluded by providing the details of the force in a strategic context and included looking at funding for 2011/2012 and the proposed police reform including a single police force for Scotland.

There then followed a questions and answer session.

Following the conclusion of the presentation and the questions and answer session, the Chair took the opportunity to thank Councillor Iain Whyte and David Strang for their informative presentation.

Decision

To note the content of the presentation by Councillor Iain Whyte, Convener of Police Board and David Strang, Chief Constable, Lothian & Borders Police.

5. PRESENTATION “MY WORLD OF WORK” BY SKILLS DEVELOPMENT SCOTLAND

Malcolm Barron, Skills Development Scotland provided the Board with an overview of the “My World of Work” that had been launched by Skills Development Scotland on 31st August 2011.

It was explained that the world in which we worked was an ever changing place and that Skills for Scotland had to respond to these changes by empowering individuals and personalising the service they provided. This was being achieved by an on line web service for customers that would assist customers link their life, learning and work and provide essential career advice.

There then followed a series of slides that demonstrated how the web site worked and included information on creating a personal account, details on funding available, a job search facility and being able to create a CV.

At the conclusion of the presentation there followed a series of questions and answers.

Following the conclusion of the presentation and the questions and answer session, the Chair took the opportunity to thank Malcolm Barron for the informative presentation.

Decision

To note the content of the presentation.

6. RESPONSE TO THE SCOTTISH GOVERNMENT CONSULTATION “PUTTING LEARNERS AT THE CENTRE”

The Board considered a report (copies of which had been circulated) which provided details of the Scottish Government’s consultation “Putting Learners at the Centre” and the broad principles that the response should be based upon.

The consultation document outlined a vision to build a Post 16 Sector which would play a central role in improving life chances, delivering the best outcomes for learners. The consultation placed more weight on young people and aimed to radically enhance the offer to all 16-19 year olds with a guaranteed place in education or training, appropriate to their needs.

Whilst the partnership welcomed the vision for Scotland’s young people and supported the proposition that a post 16 sector should play a central role the partnership in West Lothian already recognised the importance of

both colleges in the region and their assistance in delivering positive outcomes to young people. However the partnership was also confident that it could do so much more if it was not handicapped by the current college funding allocation model which significantly disadvantaged West Lothian.

The report continued to advise that the model had never been reviewed to reflect the demography of Scotland and the needs of communities and was of serious concern to the CPP. This had been the subject of many representations over the past three years to the Scottish Funding Council by the Board of West Lothian College but, there had been no successful outcome to date.

It was believed that in West Lothian deeper working across the Community Planning Framework to develop a skills outcome agreement for the region of West Lothian and that to deliver on a skills outcome agreement a new set of arrangements could be developed across college partners, Skills Development Scotland, Community Learning & Development, Adult Basic Education, Employers and Jobcentre Plus.

In conclusion the proposed model utilised the strengths and resources of different partners and was outward looking rather than inward and sought to achieve better outcomes for West Lothian with a direct and accountable link to the electorate.

It was recommended that the Board :-

- Approve the broad principles which underpinned the proposed response to the consultation; and
- Give delegated authority to a small working group of key partners to prepare and submit the full response to the Scottish Government by 23rd December 2011 in consultation with the Chair of the Community Planning Partnership Board

Decision

1. To approve the terms of the report;
2. To include the Voluntary Sector in the consultation exercise; and
3. For the CPP Board members to be provided with a copy of the draft consultation response.

7. TRANSPORT SCOTLAND'S ELECTRIC VEHICLE PROCUREMENT SUPPORT SCHEME

The Board considered a report (copies of which had been circulated) informing the partnership of the funding that was available to the CPP through Transport Scotland's Electric Vehicle Procurement Support Scheme for the procurement of electric vehicles and charging points.

During 2010/2011 the Low Carbon Vehicle Procurement Support Scheme

assisted Community Planning Partners to procure low carbon vehicles in that it provided financial support to bridge the cost gap between a conventional vehicle and its low carbon counterpart. However due to a number of factors, including available capital and suitability of vehicles, it had not been possible for many Community Planning Partners to use the scheme. The council had however procured four Peugeot iOn electric vehicles as part of its Green Transport Strategy and these were being successfully used across different council services and were proving to be efficient for business travel throughout West Lothian.

Therefore the objective of Transport Scotland's 2011/2012 Electric Vehicle Procurement Support Scheme was to build on the success of the previous scheme and accelerate progress in decarbonising road transport by promoting the uptake of electric vehicles. To this end the CPP received information on initial allocations on 6th October 2011 and it was noted that West Lothian CPP had been provisionally allocated £96,000 to support the procurement of electric vehicles and £59,000 to support procurement of charging points, details of which were summarised on Appendix 1 to the report.

In order to respond to Transport Scotland's offer, officers would be arranging a series of meetings with partners to discuss electric vehicle infrastructure requirements to enable a response to be submitted to within the agreed timeframe. This would require a collaborative approach particularly in relation to charging infrastructure and would be facilitated by the council's Climate Change Policy Officer.

The CPP Board were asked to note the contents of the report.

Decision

To note the terms of the report.

8. CO-PRODUCTION REPORT

The Board considered a report (copies of which had been circulated) advising of the current co-production activity and to open discussion on how the partnership could further integrate co-production.

The Christie Commission "Report on the Future Delivery of Public Services" had identified reforms that aimed to empower individuals and communities receiving public services by involving them in the design and delivery of the services they used.

As the partnership had a strong customer centric approach to service delivery, co-production was a natural evolution to support service delivery and to inform the prioritisation of resources. Appendix A attached to the report set out to define what co-production meant in a West Lothian context and provided examples from across the partnership which showed that a large degree of involvement and autonomy was already given to customer groups.

It was recommended that :-

1. The Community Planning Partnership (CPP) agree to the principles of co-production;
2. The risk and sustainability of any co-production activity must be fully assessed and managed;
3. The Single Outcome Agreement would be the main mechanism to help identify activities most suited to user involvement in service delivery and in any proposed redesign involving the customer and the community;
4. The CPP identify thematic activities that would be suitable for service user involvement;
5. Community capacity building needed to be developed to instil confidence in local communities and individuals to enter voluntarily into service provider roles;
6. Develop a clear understanding of the Third Sectors capability to support and sustain any co-production activity;
7. Co-production should be incorporated into the councils Customer Service Strategy;
8. Ensure appropriate outcome measures were in place for any co-production activity to evaluate its impact;
9. Service user involvement delivery would focus principally on relational services and must be sustainable;
10. Service user involvement must be targeted since it would be time consuming and complex to implement;
11. Participate in the national co-production practitioner's network to share activities and knowledge;
12. Implementation of customer journey mapping across key service processes;
13. Review the Improvement Service modules on co-production and community engagement to assess effectiveness; and
14. Programme of Citizen Led Inspection reviews to be created across suitable service processes.

Decision

1. To approve the terms of the report;
2. Agreed that officers arrange to meet with the Voluntary Sector Gateway to discuss in detail the contents of the report, in particular recommendations 5 and 6 of the appendix;
3. Agreed that the next steps in the process were to be remitted to the

Officer Group; and

4. Agreed that a further report be provided to a future meeting of the CPP Board.

9. A REPORT ON THE WEST LoTHIAN ANTI POVERTY STRATEGY AND ACTION PLAN 2011

The Board considered a report (copies of which had been circulated) advising Community Planning Partners on the development of the West Lothian Anti Poverty Strategy and Action Plan.

The report advised that the West Lothian Anti-Strategy Plan sought to identify how partners, working together, would minimise the effects of poverty in West Lothian and ensure that people within local communities were equipped to cope with the challenges they currently faced as a result of the deep economic slowdown and the implications of the Welfare Reform Bill.

The priority was to strengthen the ways in which working together would ensure that actions and resources were more targeted to help those who were most at risk of poverty and would look at addressing the changing needs and impact of the changes to the people in West Lothian.

A key part of the development of the strategy had been the engagement of customers and those living in poverty in West Lothian. This included a mix of surveys, individual discussion and engagement with at risk groups and that through this process six priority areas had been identified within the strategy as follows :-

- Income
- Employability
- Education
- Health
- Housing
- Community

As part of the preparation for the launch of the strategy and action plan a number of actions were already under way, and included West Lothian Money Week, with over 50 events planned between 21st and 25th November 2011 and joint work with the Money Advice Service, details of which were attached to the report at Appendix 1.

In conclusion the West Lothian Anti Poverty Strategy would focus and develop new activity to mitigate the effects of the economic slowdown and the effects of the Welfare Reform Bill where possible and would increase the capabilities of the most vulnerable people in West Lothian to withstand the reduction in their living standards.

It was recommended that the Board note the contents of the report and encourages its constituent partners to actively participate in the development and subsequent delivery of the strategy and action plan.

Decision

To note the terms of the report.

10. UPDATE ON CHANGE FUNDS

The Board considered a report (copies of which had been circulated) to provide an update on the Scottish Government Change Funds contained within the Scottish Spending Review 2011 announcement of 21st September 2011.

The report advised that as part of the Cabinet Secretary for Finance, Employment and Sustainable Growths' Scottish Spending Review 2011 announcement, a key aspect of the Spending Review was the Scottish Government's aim to reform public services through a decisive shift towards supporting preventative spending at Community Planning Partnership level as this had been supported by a growing body of evidence demonstrating that spending on prevention could deliver better solutions and outcomes for individuals and avert future costs to the public sector.

The report then went on to explain that three change funds would be in place to support preventative spend. These being :-

- Health and Social Care Change Fund;
- Early Years and Early Intervention Change Fund; and
- Reducing Re-offending Change Fund

A summary of each of the change funds was provided within the body of the report.

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

Following a discussion by the board members it was deemed necessary for there to be an additional meeting of the board in early January 2012 to discuss the Change Funds in more detail.

Decision

1. To note the terms of the report; and
2. Agreed that an additional meeting of the Community Planning Partnership Board would be held in early January 2012 to discuss the Change Funds in further detail.

11. COMMUNITY PLANNING DEVELOPMENT DAY

The Board considered a report (copies of which had been circulated) advising of the discussions that had taken place as part of the Community Planning Development Day.

At the CPP Board on 15th August 2011 it was agreed that the Partnership would accept an offer from the Community Justice Authority to undertake a health check of the partnership. It was also agreed that as part of the process a development day would be held for individuals across the partnership to generate discussion and debate on what the future challenges were for the partnership and to determine what the partnerships strengths and weaknesses as part of the health check exercise.

The development day was held on 4th November 2011 in West Lothian College and approximately 50 individuals from across the partnership attended with John Trench, an independent consultant working with the Community Justice Authority acting as facilitator.

Details of the programme for the day were attached to the report at Appendix 1 and in conclusion whilst members of the audience were fairly positive about current Community Planning Partnerships arrangements, there was a recognition that partners would have to work in different ways in order to meet the government's reform agenda. Therefore further dialogue and stronger links between partners would be required with a commitment to work together to achieve this.

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

Decision

To note the terms of the report.

12. LIFE STAGES UPDATE

The Board considered a report (copies of which had been circulated) advising of the progress implementing the Adults of Working Age and Older People Life Stages.

The Life Stages Programme Manager explained that the first 3 life stages were currently being successfully implemented by the Children and Families Management Group and that discussions were underway with the Working Together Group Chair and the Older People and Physical Disability Management Group Chair to progress aligning the role and remits of these two groups to enable them to pick up implementation of the remaining 2 life stages.

The Life Stages Programme Manager continued to advise that she had recently met with the Chair and several key members of the Working Together Group to discuss aligning Life Stages. Whilst it was agreed that the group were overseeing several relevant activities and that alignment

to the life stages outcomes and priorities was progressing there remained the challenge in monitoring activity and ensuring reporting within the Single Outcome Agreement. After further discussion with key members it was agreed that the Life Stages Programme Manager would lead a discussion at the next Economic Forum on Life Stages to refresh understanding and to progress implementation.

The Life Stages Programme Manager then continued to advise that she had also recently met with the Older People and Physical Disability Management Group Chair and group members to agree if the group could become the implementation group for the Older People's Life Stages ensuring direct reporting on progress to the CHCP and CPP Board and assume monitoring and reporting accountability for Life Stages outcome and priorities. However at the moment this discussion was in abeyance whilst the group reviewed its remit and implementation of other priorities including the Change Fund for Older People.

In conclusion progress in implementing Life Stages had focussed on the first 3 life stages and that implementing the Adults of Working Age and Older People's Life Stages was progressing and that two groups had been identified as the implementation groups and contact had been made with them and early discussions had been fruitful.

It was recommended that the Board note the progress report and agree that the Life Stages Programme Manager continued to work with relevant officers and partners to further develop implementation of the Adults of Working Age and Older People's Life Stages.

Decision

To note the terms of the report.

13. MINUTES FROM THEMATIC FORUMS

- (a) The Board noted the Minute of the meeting of the West Lothian Community Safety Forum held on 27th September 2011;
- (b) The Board noted the Minute of the meeting of West Lothian Economic Forum held on 14th September 2011; and
- (c) The Board noted the Minute of the meeting of the Community Health and Care Partnership Sub-Committee held on 13th October 2011.

14. DATES OF CPP BOARD MEETINGS 2012

The Board noted that the meetings for 2012, which would all commence at 10.00am and would be held within Council Chambers, West Lothian Civic Centre, would be on the following dates :-

- 20th February 2012;

- 14th May 2012;
- 13th August 2012; and
- 19th November 2012.