

MINUTE of MEETING of the WEST LOTHIAN COMMUNITY PLANNING PARTNERSHIP held within WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on MONDAY, 22<sup>ND</sup> FEBRUARY 2010.

### **Present**

Council Leader Peter Johnston (Chair)	West Lothian Council
Councillor Willie Boyle	West Lothian Council
Councillor Graeme Morrice	West Lothian Council
Alex Linkston, Chief Executive	West Lothian Council
Jim Forrest, CHCP Director	West Lothian Council
Donald Lumsden	Skills Development Scotland
Principle David James	Oakridge College
Chief Superintendent Ronnie Liddle	Lothian & Borders Police
Mhairi Laughlin	West Lothian College
Brenda Cumming	Chamber of Commerce
Mhairi Laughlin	West Lothian College
John Richardson	Association of Community Council
Jim Gallacher	Voluntary Sector Gateway
Malcolm Barron	Skills Development Scotland
Ann Scott	JobCentrePlus
Robin Strang	West Lothian Leisure

### **In Attendance**

Karen Cawte	West Lothian Council
Alistair Shaw	West Lothian Council
Lorraine Gillies	West Lothian Council
Kenny Selbie	West Lothian Council
Marsha Scott	West Lothian Council
Mark Calder	Observer from Stirling University

### **Apologies**

Pauline Anderson	Local Pension Service
Dave McDougall	Chamber of Commerce
Mike Dunne	Lothian & Borders Fire and Rescue
Gavin Mann	Pension Service
Professor Alex McMahon	NHS Lothian
Peter Corrie	Chair, Voluntary Sector Gateway

## 1. WELCOME, APOLOGIES AND INTRODUCTIONS

Councillor Johnston welcomed the partners to the meeting, and gave a special welcome to those who were attending their first meeting of the

Board, including members of the Disability Forum and the Race Forum, who were attending the meeting in relation to Agenda Item 4.

2. MINUTE

The Board approved the Minute of its meeting held on 23<sup>rd</sup> November 2009 as a correct record.

3. MATTERS ARISING

Minute Item 4

The Board were advised that the Economic Forum would be focussing on the issues surrounding youth employment at its annual conference to be held later in the year and that Dave McDougall, Chamber of Commerce, would be chairing the conference working group.

Minute Item 5

The Board were advised that the Community Plan had now been published on the council's web site and that copies would be forwarded to Board members over the coming weeks.

Minute Item 6

The Board were advised that Mike Dunne, Lothian & Borders Fire and Rescue Service would present details of the Community Fire Safety report at the next meeting of the Board to be held on 17<sup>th</sup> May 2010.

4. EQUALITY AND HUMAN RIGHTS COMMISSION SESSION AND WEST LOTHIAN'S APPROACH TO EQUALITY ISSUES

Kenny Selbie, Equality Officer, West Lothian council provided the Board with a brief overview of the work of the Equality and Human Rights Commission whose remit was to eliminate discrimination, reduce inequality, support good relations, promote and protect human rights.

The presentation continued to provide information related to Public Sector Duties and that would form part of the new Equality Bill, which would come into force in the autumn of 2010/2011.

The Equality Officer further explained that the Public Sector Equality Duty 2010 was designed to: -

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations.

The Equality Officer then provided the Board with an overview of how equality and diversity was being delivered in West Lothian.

He continued by explaining that there was a Corporate Working Group on Equality that would ensure compliance with the equality bill and streamline actions focused on priorities with a direct link to the Single Outcome Agreement.

There would also be ongoing and proactive management of equality issues linked to a programme of existing functions and policies and that would require engagement, involvement and good relations. This would include Employee Equality Networks, monthly awareness events and West Lothian Diversity Week.

The Chair thanked the Officer for the presentation and welcomed the work being done in relation to equality and diversity issues within West Lothian.

#### Decision

To note the contents of the presentation.

#### 5. HUB INITIATIVE

The Board considered a report which advised that the Scottish Government had signalled its intention to improve the efficiency and effectiveness of infrastructure in Scotland by promoting collaborative approaches with public bodies and industry and that the Scottish Futures Trust had been established to promote this intention.

As a result the hub South East Scotland Territory Pathfinder had been established as the delivery vehicle and which would reflect the local joint venture arrangement and which was supported by the Scottish Futures Trust.

The partners involved in the South East Territory were detailed in the report and it was further noted that the Scottish Government had made £1.4 million revenue funding available over a five year period for the South East Territory's start up costs and a share of the Capital Enabling Fund of £30 million which had been made available to support hub projects on a national basis.

The report continued to summarise the key objectives of the hub initiative and also detailed the five community facility projects that would be part of the initial phase and which included Blackburn Partnership Centre, which was a joint venture between GPs, NHS and West Lothian Council.

The report concluded that the hub initiative would provide enhanced local services by increasing the scale of joint service working and integration

between Community Planning Partners across Scotland.

Decision

To note the terms of the report.

6. SINGLE OUTCOME AGREEMENT – PROGRESS REPORT

The Board considered a report, which advised on progress that had been made in relation to the Single Outcome Agreement.

The report advised that at the August 2009 meeting of the Board, it was agreed that a review of the Single Outcome Agreement would be carried out to establish the “golden thread” between partner’s plans and strategies and the priorities and activities in the Single Outcome Agreement.

Solace Enterprise was engaged to carry out the review and five workshops had taken place during November and December 2009 and each workshop had debated the focus of the outcomes and agreed a set of indicators that would demonstrate progress towards achieving the outcomes.

The review had revealed that in some cases the indicators that had previously been used were accepted as the best and that in some cases the officers had agreed to further develop indicators and the mechanisms to capture the data.

The data captured would then be collated in a series of templates and would form the refreshed Single Outcome Agreement for 2010/2011.

The report concluded that the partners were fully engaged in the process of further development and that there was a greater sense of alignment and focus across partner plans and that the Life Stages Programme would continue to influence and have an impact upon the content Single Outcome Agreement.

Decision

To note the terms of the report.

7. DRAFT TERMS OF REFERENCE FOR WEST LOTHIAN COMMUNITY HEALTH AND CARE PARTNERSHIP (CHCP) SUB-COMMITTEE

The Board were advised that as part of the process for clarifying roles and responsibilities within the CHCP it was proposed that draft Terms of Reference would be devised for the Sub-Committee.

This process would clarify the Sub-Committee members’ roles and responsibilities in view of the recent integration of functions between the sub-committee and the community-planning grouping, the Health and Well-

Being Forum.

The report advised that health improvement outcomes were one of the central expectations for community planning and that this was evidenced by the emphasis in the Single Outcome Agreement where each Community Planning Partnership forum had been tasked with monitoring several of the outcomes within the Single Outcome Agreement.

Therefore given the common ground between the two groups of the Sub-Committee and the Health and Well Being Forum in relation to topics and personnel and in light of the need to ensure structures and processes were fit for purpose it was proposed that the role of the CHCP Sub-Committee be extended to encompass the Health and Well-Being Forum. However for governance purposes the group would continue to be known as the CHCP Sub-Committee.

It was further reported that the draft Terms of Reference as attached to the report at Appendix 1 had been approved at the December meeting of the CHCP Sub-Committee, the January meeting of the CHCP and would go to the NHS Lothian's Primary Community and Partnership Committee for final approval on 10<sup>th</sup> March 2010.

The CHCP Director concluded that the integration of the functions of the CHCP Sub-Committee and the Health and Well-Being Forum would streamline the structure and process of delivering the health and well-being agenda in West Lothian.

#### Decision

To note the terms of the report.

#### 8. MINUTES FROM THEMATIC FORUMS

- (a) The Board noted the Minute of the Community Safety Forum held on 21<sup>st</sup> January 2010.
- (b) The Board noted the Minute of the West Lothian Economic Partnership Forum held on 12<sup>th</sup> January 2010.
- (c) The Board noted the Minute of the West Lothian CHCP Sub-Committee dated 17<sup>th</sup> December 2009.

#### 9. DATE OF NEXT MEETINGS

The Board agreed the following dates for future meetings of the Community Partnership Board: -

- 17<sup>th</sup> May 2010

- 16<sup>th</sup> August 2010
- 22<sup>nd</sup> November 2010

It was further noted that the meetings would commence at 10.00am and would be held in Council Chambers, West Lothian Civic Centre.