

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, CIVIC CENTRE, on 15 AUGUST 2011.

Present

Councillor Peter Johnston (Chair)	West Lothian Council
Councillor Willie 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
Valerie McNiven	Scottish Government
Malcolm Barron	Skills Development Scotland
Jim McGonigle	Job Centre Plus
John Richardson	WL Association of Community Councils
Allister Short	NHS Lothian
Jeanette McDiarmid	Lothian & Borders Police
Alex Clark	Lothian & Borders Fire & Rescue Service
Adrian Kitchen	Oatridge College
Jim Gallagher	Voluntary Sector Gateway West Lothian
Brian Wilson	West Lothian College
Alastair Short	Sustran

In Attendance

Alistair Shaw	West Lothian Council
Karen Cawte	West Lothian Council
Lorraine Gillies	West Lothian Council
Linda Irvine	Lothian Mental Health & Wellbeing

Apologies

Alex McMahon	NHS Lothian
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1. MINUTE

The Board confirmed the Minute of its meeting held on 16th May 2011 as an accurate record. The following matters arose from the Minute:

- Item 2: Presentation on West Lothian Colleges Key Capacity Issues – it was confirmed that a meeting was arranged with the Scottish Funding Council on 15th September 2011 to discuss the issues surrounding funding of West Lothian's Colleges. A number of representatives from the Community Planning Partnership Board were invited to attend. Details of the outcome of the meeting would be reported to the next meeting of the CPP Board on 21st November 2011.
- Item 4: Electric vehicle update – the four iOn electric vehicles purchased by the council under Transport Scotland's Low Carbon Vehicle Procurement Fund had arrived. Members of the CPP Board were welcomed to arrange a test drive.

2. PRESENTATION - LOTHIAN MENTAL HEALTH & WELL-BEING STRATEGY "SENSE OF BELONGING" BY LINDA IRVINE, STRATEGIC PROGRAMME MANAGER - MENTAL HEALTH AND WELLBEING

Linda Irvine, Strategic Programme Manager, provided the Board with an overview of Lothian's joint mental health and wellbeing strategy from 2011 to 2016.

Linda explained that the approach was to build a sense of belonging for vulnerable people or groups to help build a healthy, inclusive and productive society. Policies and strategies were put in place to emphasise social networks, community empowerment and civic engagement to help build a more inclusive society where fewer felt isolated.

Social justice and inequality made life more difficult for many, and building resilient communities and adopting a life stages approach with early intervention helped to alleviate these factors. The strategy was committed to change and the following areas were highlighted:

- Addressing inequalities – key risk factors were identified as poverty; poor local resources such as transport, shopping, etc; neighbourhood violence and poor access to support networks.
- Embedding recovery – unique process of changing one's attitudes, values, feelings, goals, skills and/or roles.
- Building social capital and wellbeing – similar to physical and economic capital, having a level of wealth and safe secure surroundings which allowed communities to flourish. This would help build ties and relationships between people.
- Improving services for people – the need to consider whole system responses and public sector pathways were identified with the central importance being service users, carers and their social networks.

Community planning/partnership working was vital to enable a joint planning mechanism to establish a thorough understanding of the particular risk factors affecting local communities. Work would continue to embed mental health improvement into all NHS and Local Authority activity to ensure mental health improvement indicators were reflected in Single Outcome Agreements.

Mental well-being impact assessment (MWIA) indicators used combined methods, procedures and tools to assess how a policy, service, programme or project impacted on the mental well-being of a population. Linda advised that a training information pack was being developed for partners.

Following a discussion and a series of questions and answers the Board agreed the following position:-

Decision

1. Noted the contents of the presentation;
2. Agreed to integrate the policies and strategies surrounding mental health and wellbeing into the Life Stages Programme;
3. Agreed that information would be collated surrounding mental health and wellbeing to ensure that everything possible had been done in West Lothian to achieve the maximum benefit across all sectors. It was agreed that Social Policy would co-ordinate this work.
4. Training information to be made available to partners on mental health and wellbeing impact assessment tools.
5. Noted that Linda Irvine agreed to discuss issues raised in more detail with members of the CPP Board out with the meeting.

3. CHRISTIE COMMISSION REPORT

The Board considered a report (copies of which had been circulated) which provided details of the Commission for the Future Delivery of Public Services in Scotland. The Commission was established by the Scottish Government, chaired by Campbell Christie, in November 2010 and saw its work as being the production of a 'road map' for the future reform of public service delivery in Scotland for the forthcoming five to ten years.

The Christie Commission Report was published in June 2011. A summary of the highlights, challenges and opportunities were detailed in the report to the Community Planning Partnership Board. The Community Planning partners of West Lothian were already engaged in reforming the public services they provided in order to improve the quality of life and outcomes for the people and communities of West Lothian. Examples of these included:

- The Life Stages Programme approach;
- The collaborative culture approach demonstrated through the CHCP and Community Safety Unit;
- The single point of access and co-location of services that Partnership Centres offered; and
- Enhanced scrutiny at local level by building the capacity of local communities, through, for example, Citizen's led 'inspections'.

West Lothian Community Planning Partnership (CPP) and West Lothian Council each submitted written responses to the Commission. The Commission also visited West Lothian as part of its work. This took the form of a local event in Livingston and involved:

- A round-table discussion with senior council staff;

- A tour of Civic Centre, which included meeting front-line staff;
- A round-table meeting with Community Planning Partnership Board;
- A meeting with staff and clients at the Craigshill Youth Inclusion Project; and
- A meeting with key stakeholders and members of the public.

Appendix 1 to the report provided a summary of the key messages from the Christie Commission Report. It was agreed that the CPP Board would continue to work together and consider the specific actions required to ensure the future reform of the delivery of public services.

Aileen Campbell, MSP, had agreed to meet with members of the CPP Board on 23rd August 2011 at 2.00 p.m. in West Lothian Civic Centre. Members were encouraged to attend.

Councillor Glass raised a few questions, which the Officer agreed to discuss with her further following the meeting.

Decision

1. Noted the contents of the report;
2. Agreed that the Officer would meet with the Member out with the meeting to discuss issues in more detail; and
3. The Board were encouraged to attend a meeting with Aileen Campbell, MSP, on 23rd August 2011 at 2.00 p.m. in West Lothian Civic Centre.

4. SINGLE OUTCOME AGREEMENT AND COMMUNITY PLAN ANNUAL REPORT 2010/2011

The Board considered a report (copies of which had been circulated) which provided information about the progress made with outcomes in the Single Outcome Agreement 2010/11, and also detailed achievements that contributed to the long term aspirations of the Community Plan 'Towards 2020'.

2010/11 had witnessed further consolidation of partnership working in West Lothian. Co-location of partners within the Civic Centre had proved to be successful, with increased joint working and collaboration taking place as a matter of business. Providing services on a partnership basis, with services coming together in a shared location was an emerging theme within West Lothian, with the opening of Fauldhouse Partnership Centre and development of Bathgate Partnership Centre now underway. These developments would allow much more seamless services to be delivered to the communities of West Lothian.

The Community Planning Partnership worked in a more collaborative way to maximise its shared resources. The changes outlined in the report coupled with longer term changes to be agreed by the Partnership would contribute to a more robust, streamlined and effective way of working.

During 2010/11 the outcomes approach was further refined using life stages as a framework and a range of support material was available for people wanting to embed the life stages principles and processes. Investment was made in resources to create a data set that would provide up to date and robust data about West Lothian. This data would be used during 2011/12 to prioritise and plan outcomes for 2012 and beyond using a strategic assessment process. The framework was based on three principles:-

- Targeting services to reduce inequalities;
- Shifting resources upstream to deliver preventative services; and
- Ensure that we obtained the maximum impact for our expenditure.

The focus on early intervention was at the core of the planning and the five life stage outcomes were detailed as follows:-

1. Parents/carers were responsive to their children's developmental needs;
2. Everyone's life chances were maximised;
3. Young people were successful learners, confident individuals, responsible citizens and effective contributors and had a positive destination;
4. Every adult had the skills and ability to secure and sustain employment; and
5. Older people lived longer, healthier and more independent and fulfilling lives within a supportive community and continued to learn and develop.

The Single Outcome Agreement and Community Plan Annual Report 2010/11 would be submitted to the Government in September.

Councillor Glass raised a few questions which the Officer agreed to respond to out with the meeting.

Decision

1. Noted the contents of the report;
2. Noted that the Officer agreed to meet with Councillor Glass to respond to any questions raised; and
3. Noted that the detailed Community Plan and Single Outcome

Agreement Annual Report would be submitted to the Scottish Government in September 2011.

5. DEVELOPING THE PARTNERSHIP THROUGH HEALTH CHECK AND STRATEGIC ASSESSMENT

The Board considered a report (copies of which had been circulated) which informed the Community Planning Partnership Board of the potential to carry out health checks and strategic assessment to further develop and enhance the activities of the Partnership.

The Community Planning Partnership Board (CPP) had previously agreed that it would be useful to undertake a health check of the Partnership. The CPP had also discussed the potential to carry out a Strategic Assessment to help develop its priorities to ensure they were in a good position to respond to any requests from the government in the future. A strategic assessment would provide an informed overview into the Community Planning Partners' activities and help inform the CPP's strategic priorities for a new Single Outcome Agreement (SOA). West Lothian had taken the first steps in undertaking a strategic assessment through the development of the West Lothian Profile. This document, incorporated information from various statistical sources and would provide a solid up-to-date evidence base for any subsequent strategic assessment that the CPP may undertake.

The Improvement Service and the Community Justice Authority (CJA) both offered their support to enable a health check to be undertaken. The Community Justice Authority had also offered some resource in the form of five days consultancy work to help support the CPP through a strategic assessment process. This would link with a risk assessment to help profile areas to be included in any future SOAs.

The Community Planning Steering Group discussed both offers and recommended that the offer from the Community Justice Authority be accepted. The CJA had developed a 'plan, do, review' framework for effective partnership working to test its own partnership standards. This framework would also include bespoke support around integrating the strategic intelligence assessment across partners. The CJA would be happy to bear the costs involved in 'tweaking' the framework to suit West Lothian and provide support to integrate strategic intelligence.

In conclusion, having considered both offers of support, it was proposed that the offer from the Community Justice Authority would better suit West Lothian Community Planning Partnership. The Officer also advised that it would be possible to liaise with members of the Board to ensure that potential was being maximised.

Decision

1. To note the contents of the report;
2. Agreed to accept the offer of support from the CJA;

3. Agreed to accept the offer of 5 day consultancy support from CJA; and
4. To note that the Officer would be happy to liaise with members of the Board to maximise potential.

6. CPP RESPONSE TO COSLA LETTER "SIX WEEKS TO SAVE GENUINLY LOCAL SCOTTISH POLICING"

The Board considered a report (copies of which had been circulated) which provided an update on the letter received from the Convention of Scottish Local Authorities (COSLA) dated 26th July 2011 regarding Police Force reform and the proposed response from the Community Planning Partnership.

The Scottish Government had released plans for the reform of the Police Force in Scotland. Consultation was carried out from February – May 2011 and three options for reform were outlined as follows:

- Keeping the current eight forces with enhanced collaboration;
- A regional model of 3 or 4 forces; or
- A single police force for Scotland.

West Lothian Council submitted a response to the consultation which advocated the importance of local accountability and governance and demonstrated the successes that had been achieved in West Lothian as a result of local decision making and partnership working.

COSLA wrote to Community Planning Partnerships to encourage them to provide a response to the Governments proposals for a single police force, a copy of which was attached as Appendix 1 to the report. A response was drafted from the Community Planning Partnership, which was attached as Appendix 2 to the report.

The responses from the CPP to COSLA's letter did not significantly differ from the Council's response to the consultation on reform. The CPP's response encouraged the retention of local and community policing as central to West Lothian's approach and demonstrated how partnership working at a local level had addressed local priorities and challenged priority setting at a national level.

The Board considered the draft response and recommended two minor changes prior to the response being sent. The Chair agreed to liaise with the Officer to finalise the response.

Decision

To note the contents of the report; and

Agreed that draft letter of response from the CPP to COSLA's letter dated

26th July 2011 be approved, subject to two minor changes.

7. EVIDENCE TO THE FINANCE COMMITTEE ON PREVENTATIVE SPEND - COMMUNITY PLANNING PARTNERSHIP RESPONSE

The Board considered a report (copies of which had been circulated) which provided an update of the response to the Finance Committees call for evidence on Preventative Spend.

The report advised that the Scottish Government's draft budget for 2012-2013 and spending review would be published in September 2011. The finance Committee had agreed that part of its scrutiny of these documents would focus on the extent to which the Scottish Government is encouraging a more preventative approach to public spending and how this approach was being implemented and shared across key agencies such as Community Planning Partnerships. This scrutiny builds on the work carried out by the Session 3 Finance Committee, which published a major report in 2011 on preventative spending. In its response to the Committee report, the Scottish Government indicated that it saw Community Planning Partnerships as an important way to foster better collaboration. The Committee had therefore contacted all CPP's to request their views on how collaborative working actually worked in practice, what challenges remained and how best practice was being encouraged and shared nationally across key agencies.

The report provided a detailed response from the Community Planning Partnership Board to the calls for evidence from the Finance Committee.

Early intervention to address complex and generational issues on a Life Stages planning basis with the focus of delivering successful outcomes for the most vulnerable and high tariff individuals and families would enable the CPP to redesign services on a multi-agency basis.

Public services must therefore consider wide-ranging engagement and involvement with local communities in the planning and delivery of services, with councils adopting a lead role in building capacity to ensure that decisions and services were based on customer need. Best Value would be defined locally and communities would have a key role in framing this discussion.

The report also advised that a new team comprising council community safety staff and police officers and supervisors had been fully integrated under a shared management structure in order to ensure resources were deployed in the most effective way. West Lothian had also established multi-agency teams dedicated to enhancing outcomes.

It was agreed that a presentation on the Integrated Resource Framework be carried out at the next Board meeting.

The report advised that NHS Lothian, through the West Lothian Community Health and Care Partnership, provided funding to West Lothian Leisure (WLL) which enabled them to provide various

programmes which included exercise referral, ageing well and child healthy weight. A 12 week 'First Steps' exercise programme was delivered, free of charge, to 1,341 people who were referred by health professionals onto the programme. Results demonstrated an improvement in health and well-being, achieved at a subsidy level of £37 per person, much less than the costs of engaging with GPs. Performance indicators would be put in place to measure results before and after the programme and provide comparisons.

The Board highlighted the importance of evidence being made available on comparisons of improvement in health and well-being both before and after the exercise programme.

It was also noted that West Lothian had a history of developing partnership facilities to support the strategic aims for individual localities. This supported community planning and provided a great platform on which to expand the opportunities for more integrated, seamless services for the local community.

In conclusion, the Partnership believed that the Committee would form a long-term view on the future delivery of public service, but embrace the opportunity to bring to light the centrally imposed bureaucratic issues affecting public services that were an obstacle to progressive improvement.

It is critical, therefore, that all public services retain their focus on achieving real and lasting outcomes for individuals and that the Community Planning Partnership Board adopt an open, engaged approach to managing change in the face of reduced resources.

Decision

1. To note the contents of the report;
2. Agreed that the response be submitted to the Finance Committee; and
3. Agreed that a presentation on the Integrated Resource Framework be carried out at the next Board meeting by NHS Lothian.

8. LIFESTAGES UPDATE

The Board considered a report (copies of which had been circulated) which provided an update on the progress made to date in implementing the first 3 Life Stages (early years, school age and young people in transition).

At the last Community Planning Partnership Board and Steering Group meeting it was agreed that an early years impact report should be produced to highlight areas in which the Life Stages priorities had been taken forward and to indicate some early achievements in the early years field.

The report advised that the work carried out complimented the work of Getting it Right for every child and as a result placed West Lothian in a strong position for taking forward the national change programme on a multi-agency basis.

The Early Years CFMG and the Life Stages Programme manager produced a report which included information on:

- The evidence base that underpinned early intervention in the early years and prevention;
- The delivery mechanism and changes made to ensure the service redesign was driven through;
- Early achievements in terms of aligning policy and strategy, developing outcomes indicators, funding early intervention and service redesign;
- Overarching factors that might constrain our ability to drive through change; and
- How the actions identified within the report would be taken forward in the CFMG and the CHCP work plans.

The appendix to the report outlined the Early Years Life Stage Early Impact Executive Summary Report. This report outlined work underway to improve outcomes for the early years (pre birth – 5 years) in line with the Life Stages approach.

The report concluded that the recently published Commission on the Future Delivery of Public Services outlined key messages and key elements essential to reforming public services. A radical change in the design and delivery of public services was deemed necessary, irrespective of the current economic challenges, to tackle the deep rooted social problems that persist in communities across the country.

The Life Stages approach framework developed and adopted outlined the framework necessary to ensure that we continue to intervene earlier, prioritising prevention and achieve outcomes for the most at risk.

Decision

To note the contents of the report and appendix attached.

9. UPDATE ON RECOMMENDATIONS AND ACTIONS FROM THE INTERNAL AUDIT OF COMMUNITY PLANNING

The Board considered a report (copies of which had been circulated) which provided an update on the actions which resulted from the recommendations from the Internal Audit of Community Planning.

The report advised that the Council's internal audit team undertook an audit of Community Planning in West Lothian. A report which detailed the findings had been published and was circulated at the Board meeting in May 2012.

The findings from the audit resulted in three broad recommendations summarised below:-

1. Consideration should be given to arranging effective engagement with heritage and cultural and trade union interests;
2. The current format of reporting should be reviewed to confirm that this meets the requirements of the Local Government in Scotland Act; and
3. Consideration should be given to expanding the quality forums supported by the CPP to cover the other equality topics noted in the Community Plan such as gender, faith and sexual orientation.

A number of actions were identified in response to the three recommendations made and the progress was outlined within the report under the following headings:

- Engagement with Community Bodies and other public bodies;
- Community Planning reporting; and
- Equality

In conclusion, it was noted that the audit had been completed and it was concluded that the level of control was 'effective' which meant 'no critical risks'. Work would continue on the actions outlined in the report.

Decision

To note the contents of the report; and

To note that each of the organisations within the Board had collectively contributed to the National Outcomes detailed in the appendix to the report. The Board also confirmed that they had signed up to the Single Outcome Agreement, therefore, further confirmation was not deemed to be necessary.

10. MINUTES FROM THEMATIC FORUMS

- a) The Board noted the Minute of the meeting of the West Lothian Community Safety Board held on 21st June 2011;
- b) The Board noted the Minute of the meeting of West Lothian Community Health and Care Partnership Sub-Committee held on 9th June 2011; and

- c) The Board noted the Minute of the meeting of West Lothian Economic Partnership Forum held on 8th June 2011. The item was not on the original Agenda, however, it was agreed by the Chair that the Minute be tabled at the meeting.