

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, CIVIC CENTRE, on 16 MAY 2011.

Present

Councillor Peter Johnston (Chair)	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 Scotland
David James	Oatridge College
Mhairi Laughlin	West Lothian College
Jim McGonigle	Job Centre Plus
David McDougall	West Lothian Chamber of Commerce
John Richardson	Association of WL Community Councils
John Dickie	Lothian & Borders Fire & Rescue Service
Allister Short	NHS Lothian
Peter Corry	Voluntary Sector Gateway

In Attendance

Alistair Shaw	West Lothian Council
Karen Cawte	West Lothian Council
Rona Gold	West Lothian Council
Ian Hepburn	West Lothian Council
Grant Sugden	Circle

Apologies

Alex McMahan	NHS Lothian
Alex Clark	Lothian & Borders Fire & Rescue Service
Councillor Willie Boyle	West Lothian Council
Jeanette McDiarmid	Lothian & Borders Police

1. MINUTE

The Board confirmed the Minute of its meeting held on 21<sup>st</sup> February 2011. The minute was thereafter signed by the Chair.

2. PRESENTATION - WEST Lothian CONFIDENTIAL KEY CAPACITY ISSUES BY MHAIRI LAUGHLIN, PRINCIPAL & CHIEF EXECUTIVE, WEST Lothian COLLEGE

Mhairi Laughlin, Principal of West Lothian College provided the Board with an overview of the key capacity issues that were currently being encountered by colleges in West Lothian.

Mhairi explained that West Lothian had a population of around 171,000 and was one of the youngest and fastest growing areas in Scotland. As a result one of the key challenges for West Lothian was addressing the

needs of young people in need of “More Choices, More Chances” and with low participation in further education/higher education.

The Scottish Funding Council provided funding to 41 colleges throughout Scotland and it was a historic system of funding with only minor incremental changes over the past eleven years. Additionally there had been no systematic review to reflect the shifts in Scotland’s demography. This in turn had led to inequalities in the distribution of national resources which would impact on the local community and economy leaving West Lothian severely disadvantaged.

Mhairi continued to explain that if funding was increased to West Lothian College's then more vocational training places could be offered to around 1500 school leavers and young people as well as radically increasing the capacity for adult training. This in turn would impact upon the economic development of West Lothian and make a significant contribution to the Single Outcome Agreement.

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

#### Decision

1. Noted the contents of the report;
2. Agreed that Mhairi Laughlin, West Lothian College and Alistair Shaw, West Lothian Council would prepare a joint statement for submission to the Scottish Funding Council with regards to the need to review the funding arrangements for West Lothian college’s;
3. For the statement to be copied to the appropriate Scottish Ministers and both local list and constituency MSP’s;
4. Agreed that a urgent meeting would be sought with the appropriate Scottish Ministers and the Scottish Funding Council to discuss the issues surrounding funding for West Lothian College’s;
5. Further agreed that the Scottish Funding Council be invited to participate in the next meeting of the Community Planning Partnership Board to provide information on the funding for further education in Scotland; and
6. Noted that Valerie McNiven the Scottish Government’s representative on the CPP Board, would pass on the Board’s concerns to her counterpart at the Scottish Government.

### 3. UPDATE ON FAIRER SCOTLAND FUND

The Board considered a report (copies of which had been circulated) and which provided an update on the Fairer Scotland Fund which had been allocated by the Scottish Government to Community Planning Partnerships to help them achieve sustainable economic growth by

regenerating disadvantage communities, tackling poverty by helping vulnerable people and groups and overcoming barriers to employment.

The report advised that following agreement with the Community Planning Partnership Board an Interim and Final Evaluation of the Fairer Scotland Fund 2008-2011 was undertaken. This required an assessment of the objectives of the Fairer Scotland Fund against the challenges in the Single Outcome Agreement and the identification of good practice and recommendation for further improving future programmes and development beyond 2010.

The report found that there appeared to have been improvements in the extent of information gathering by projects, but some still focussed exclusively on outputs rather than outcomes. However the simplification of outcome in the Single Outcome Agreement had gone some way to have improved the read through from projects to the Single Outcome Agreement.

The final evaluation report, attached to the report at Appendix 1, detailed the outcomes achieved by each project and that in general projects had met or exceeded their output targets and were better able to report on outcome indicators.

It was recommended that the Community Planning Partnership note the final evaluation report and welcome the generally successful delivery of Fairer Scotland Funded projects aligned to the Single Outcome Agreement.

#### Decision

To note the terms of the report.

#### 4. TRANSPORT SCOTLAND LOW CARBON VEHICLE PROCUREMENT SCHEME

The Board considered a report (copies of which had been circulated) which provided an update on the purchase of low carbon vehicles through Transport Scotland's Low Carbon Vehicle Procurement Scheme, which was a scheme that provided financial support to bridge the cost gap between a conventional vehicle and its low carbon counterpart.

The report explained that the Board had received information on the Low Carbon Vehicle Procurement Support Scheme on 20<sup>th</sup> September 2010 and that since that time the council's Climate Change Policy Officer had met with Community Planning Partners to explore the possibility of purchasing or leasing vehicles through the scheme. However it was noted that due to a number of reasons including available capital and suitability of vehicles it was not possible for many Community Planning Partners to use the scheme.

West Lothian Council had ordered four Peugeot iOn electric vehicles, which were due to arrive mid to late summer and would form part of the pool vehicle scheme that the council had implemented under its Green

Transport Strategy. Their use would be monitored over a 12 month period, with information on their performance fed back to Scottish Ministers and partner members of the Board.

#### Decision

To note the terms of the report.

### 5. SINGLE OUTCOME AGREEMENT 2011-2012

The Board considered a report (copies of which had been circulated) which provided an overview of the fourth iteration of the Single Outcome Agreement in West Lothian and which built upon previous revisions and sought to take account of the continuing economic climate.

The report advised that the Community Planning Partnership in West Lothian had been fully supportive of the outcomes planning model from the outset and at every given opportunity the Single Outcome Agreement had been refined and reviewed. Additionally reporting arrangements were fully embedded within the Community Planning structure and the Covalent performance reporting tool was utilised to manage the ongoing Single Outcome Agreement.

The report continued to advise that outcome agreement deliberately focussed on a one year time frame and that a series of workshop sessions with partners covering the four themes within the Community Plan would be convened to review and refresh the indicators and targets within the Single Outcome Agreement.

The Single Outcome Agreement attached to the report at Appendix 1 detailed each of the 15 outcomes, organised around the four Community Planning themes, with each containing the context and issue for each outcome in West Lothian, giving a baseline and performance information for each indicator.

#### Decision

To note the terms of the report.

### 6. COMMUNITY PLANNING PARTNERSHIP AGREEMENT

The Board considered a report (copies of which had been circulated) and which provided details of the updated Partnership Agreement in light of recent changes to Community Planning Structures.

The report advised that arrangements for governing the Community Planning Partnership were established in 2000 and that after eleven years a review was carried out to ascertain if they were still fit for purpose. Therefore in February 2011 two short term changes were identified that would help reduce duplication, give more leadership and direction, help use partnership resources in a smarter way and produce clearer lines of accountability and better scrutiny of performance.

Therefore as a result of these recent changes it was necessary to update the Partnership Agreement to reflect the current position and which was attached to the report at Appendix 1. Additionally the Community Planning Manager advised that if the members of the Board approved the terms of the report then they would be requested to sign the Partnership Agreement at the conclusion of the meeting.

#### Decision

1. To approve the terms of the report; and
2. Agreed to sign the new Partnership Agreement following the conclusion of the Board meeting.

#### 7. BIG LOTTERY IMPROVING FUTURES FUND. POTENTIAL WEST LOTHIAN BID

The Board considered a report (copies of which had been circulated) advising that the Big Lottery Fund had established the Improving Futures Fund which would fund up to 20 partnerships across the UK that would improve outcomes for children and families who had experienced multiple and complex problems, including poor health, unemployment, debt or housing problems.

The fund was to target children aged 5-10 and those families that were hardest to reach. Additionally the partnership was to be led by voluntary sector organisations and was to be supported in Scotland by Community Planning Partnerships. In West Lothian, Circle was exploring the possibility of leading a West Lothian bid and which would be supported by the Council and the Community Planning Partnership.

The report then went onto explain the bid process that was being formulated by Circle and it was noted that Circle intended to involve other organisations in the bid and would meet with them over the next couple of weeks. Following endorsement by the Community Planning Partnership Board, it was intended that a full application would be submitted by the deadline of 30<sup>th</sup> September 2011.

It was recommended that the Community Planning Partnership Board endorse the development of the bid.

#### Decision

To approve the terms of the report.

#### 8. LIFE STAGES PROGRAMME UPDATE AND IMPACT REPORTING

The Board considered a report (copies of which had been circulated) which provided an update on progress on the Life Stages Programme to date, outlined plans for producing an initial impact report and to highlight issues still to be addressed before implementation was complete.

The report explained that following completion of the latest iteration of the Single Outcome Agreement, the Life Stages outcomes were now firmly embedded and meant that there was now a direct relationship between the 15 outcomes and the 5 life stages.

The report further explained that the Scottish Government and COSLA had recently published the “*Local Matters – Delivering the Local Outcomes*” Report, which provided an overview commentary on progress on outcomes delivery across the piece. The key messages, contained within this report confirmed that the council’s approach was correct but some work still needed to be done in terms of engaging with taskers and co-ordinators to ensure that the frontline workforce were delivering outcomes.

The Life Stages Manager advised that they had carried out a number of consultations and had identified a number of instances where services had changed to be more outcome focussed, preventative and intervene earlier. The consultations had also highlighted areas where further work needed to be completed to ensure robust implementation continued.

The Life Stages Manager then explained that an early impact report would be produced and would include information and evidence within the 5 life stages, details of which were summarised in the report.

The report concluded that the Life Stages Programme was bedding in and there was evidence that services were beginning to change and become more preventative, outcome focussed and intervene earlier. Additionally the programme had received local and national recognition as being an exemplar for driving change.

It was recommended that the Board :-

1. Note the terms of the report;
2. Approve the production of an early impact report; and
3. Approve the measures for continued implementation.

#### Decision

To approve the terms of the report.

### 9. INTERNAL AUDIT OF COMMUNITY PLANNING

The Board considered a report (copies of which had been circulated) which advised of the recommendations from the recent Internal Audit of Community Planning, details of which were attached to the report at Appendix 1.

The findings of the audit had resulted in three broad recommendations and which were summarised as follows :-

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

The report concluded that the audit had been completed and that the level of control was effective.

#### Decision

To note the terms of the report

#### 10. MINUTES FROM THEMATIC FORUMS

- (a) The Board noted the Minute of the meeting of the West Lothian Community Safety Board held on 29<sup>th</sup> March 2011;
- (b) The Board noted the Minute of the meeting of West Lothian Community Health and Care Partnership Sub-Committee held on 17<sup>th</sup> March 2011; and
- (c) The Board noted the Minute of the meeting of West Lothian Economic Partnership Forum held on 9<sup>th</sup> March 2011.