

MINUTE of MEETING of the WEST LOTHIAN COMMUNITY PLANNING PARTNERSHIP held within WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on MONDAY, 20<sup>th</sup> SEPTEMBER 2010.

### **Present**

Council Leader Peter Johnston (Chair)	West Lothian Council
Councillor Ellen Glass	West Lothian Council
Councillor John McGinty	West Lothian Council
Alex Linkston, Chief Executive	West Lothian Council
Malcolm Barron	Skills Development Scotland
David James	Oatridge College
Lindsay Speywright	West Lothian College
John Richardson	Association of Community Council
Jim McGonigle	Job Centre Plus
Mike Dunne	Lothian & Borders Fire Rescue Service
David McDougall	Chamber of Commerce
Stephen Elliot	Lothian & Borders Police
Graham Jones	Lothian & Borders Police
Jim Gallacher	Voluntary Sector Gateway
Peter Corry	Voluntary Sector Gateway
Pauline Anderson	The Pension Service

### **In Attendance**

Karen Cawte	West Lothian Council
Rona Gold	West Lothian Council
Ian Hepburn	West Lothian Council

### **Apologies**

Jim Forrest, CHCP Director	West Lothian Council
Acting Chief Superintendent Jeanette McDiarmid	Lothian & Borders Police

#### 1. WELCOME, APOLOGIES AND INTRODUCTIONS

The Chair welcomed the partners to the meeting and advised the Board that this meeting would be Alex Linkston's last meeting of the CPP Board before retiring as Chief Executive of West Lothian Council.

Alex Linkston then took the opportunity to acknowledge the work done by the Board and stated that partnership working would continue to go from strength to strength within West Lothian due to the commitment and dedication of all the partners involved.

#### 2. MINUTE

The Board approved the Minute of its meeting held on 17<sup>th</sup> May 2010 as a correct record.

3. MATTERS ARISING

Minute Item 5 from 22<sup>nd</sup> February 2010 Meeting

The Board noted that there would be a presentation from HubCo about its work and the proposed partnership centre in Blackburn at the special CPP Seminar on Tuesday 9<sup>th</sup> November 2010 at the Howden Park Centre

Minute Item 5 – Fairer Scotland Fund

The Board were advised that an external evaluation of the Fairer Scotland Fund programme was underway and that a report would be available to the Board at the next meeting

Minute Item 6 – Community Fire Safety

The Board were advised that good progress was being made in developing some of the recommendations through the Community Safety Forum.

Minute Item 8 – Single Outcome Agreement

The Board were advised that the revised Single Outcome Agreement would be presented to the Board at its November meeting.

4. SINGLE OUTCOME AGREEMENT ANNUAL REPORT 2009

The Board considered a report, which advised that following the creation of Single Outcome Agreements within the Concordat 2007, Community Planning Partnerships were required to submit an annual report to the Scottish Government detailing progress with the Single Outcome Agreement.

Attached to the report at Appendix 1 was the annual report and it was noted that following the publication of the Community Plan in 2009 there was now a greater synergy between the Single Outcome Agreement and the Community Plan, with the Single Outcome Agreement being the delivery vehicle for the Community Plan.

Therefore it was felt appropriate to create a single annual report, which detailed progress against the indicators and targets in both the Single Outcome Agreement and the Community Plan.

Additionally the Improvement Service, on behalf of the Scottish Government, had requested examples of good practice towards achieving outcomes to be submitted to them. Details of three projects, from each of

the Community Plan themes were submitted and included: -

- Community Safety – Community Safety Unit
- Economic – More Choices, More Chances; and
- Health and Wellbeing – Zero Bed Blocking

The report concluded that despite the economic downturn, tangible progress towards the outcomes within the Single Outcome Agreement could be seen and that greater partnership working that had been evident in the previous year had enhanced this.

It was recommended that the Board approve the submission of the Single Outcome Agreement and Community Plan Annual Report 2009 to the Scottish Government.

#### Decision

To approve the terms of the report.

#### 5. THIRD SECTOR INTERFACE PROPOSALS

The Board considered a report, which advised of the progress being made within West Lothian to create a Third Sector Interface.

The report advised that in March 2008 the Third Sector Division of the Scottish Government's Public Service Reform Directorate wrote to all Chief Executives of Volunteer Centres and Councils for Voluntary Service outlining a desire for their respective networks to develop "a coherent, fit for purpose infrastructure which connects effectively with their public sector partners".

Following consultation with Voluntary Action West Lothian (VAWL) and Volunteer Centre West Lothian (VCWL), the CPP Board at its meeting on 23<sup>rd</sup> February 2009 agreed to recognise the organisation that would come about through the merging of VAWL and VCWL as the third sector interface in West Lothian.

The new organisation, Voluntary Sector Gateway West Lothian (VSGWL) came into being in September 2009 and since that time had developed its business plan and begun to work to address both the government and local priorities for the sector.

On the 30<sup>th</sup> July 2010 the Scottish Government wrote to all voluntary sector organisations to update the position and attached to the report at Appendix 1 was a copy of the letter.

Since this time the Voluntary Sector Gateway West Lothian had drafted its

delivery framework and which was attached to the report at Appendix 2 and was based on the key issues of: -

- Governance;
- Volunteering development;
- Social enterprise development;
- Supporting and developing a strong third sector; and
- Building the third sector relationship with community planning.

The report concluded that West Lothian had been at the forefront in Scotland regarding the creation of a single third sector interface and the VSGWL was well placed to meet the demands placed on the interface bodies. The interface would continue to support the CPP priorities highlighted through the Single Outcome Agreement and the Community Plan.

It was recommended that the Board: -

- Note the content of the report;
- Note the timescales imposed by the Scottish Government for the establishment of an interface body;
- Endorse the draft Delivery Framework as detailed in Appendix 2 to the report; and
- Agree to receive an annual progress report from Voluntary Sector Gateway West Lothian.

The Board were then advised by the Chair that whilst NHS Lothian were not in attendance at the meeting they had however submitted comments on the paper and that these comments had been passed to the VSGWL for their consideration.

However it was noted that these comments would not fundamentally change the proposal that was before the Board and therefore the recommendations of the report were still valid.

#### Decision

To approve the terms of the report.

#### 6. MAXIMISING EXTERNAL FUNDING – WEST LOTHIAN STRATEGIC FUNDING STEERING GROUP

The Board considered a report seeking approval for the formation of a West Lothian Strategic Funding Steering Group, which would provide a strategic overview and help identify and support applications to external funding sources.

The report advised that with increasing pressure on public sector budgets access to external funding to support key objectives would be vital in continuing to support communities in West Lothian. These sources of external funding were in the main focussed on the voluntary and social enterprise sectors, although some monies were open to public sector bodies.

The effect of budget cutbacks across Scotland and the UK would see added pressure on these external funders and therefore, in particular where large sums were sought, the ability to show how an application fitted a funding body's priorities and outcomes was vital.

The report continued to advise the membership and remit of the proposed steering group and concluded that in an environment of reduced budgets and increased pressure on external funding a smarter approach to applying for funding could increase the chance of success.

It was recommended that the Board approve the formation of a West Lothian Strategic Funding Steering Group in accordance with the terms of the report.

In response to the report Malcolm Barron of Skills Development Scotland advised that he would welcome being involved in the group if the Board agreed its formation.

#### Decision

To approve the terms of the report.

#### 9. TACKLING CLIMATE CHANGE ON A PARTNERSHIP BASIS

The Board considered a report, which advised of two initiatives being taken forward on a partnership basis that would help the individual partners tackle climate change.

The report advised that there was a need to develop community planning partnership approaches to carbon reduction and climate change to meet outcome 14 of the Single Outcome Agreement. Additionally all partners could comply with the Climate Change (Scotland) Act through partnership working.

The report highlighted two projects that were taking place across the Lothian's and included Carbon Footprinting and Low Carbon Vehicle

## Procurement.

In relation to the first initiative the report summarised the work that was being carried out between West, Mid and East Lothian Councils along with SESTran, Lothian and Borders Fire and Rescue and Lothian and Borders Police with regards to identifying where partners could work together on carbon reduction actions to reduce the area footprint.

A number of workshops had been held over the course of the year, details of which were summarised in the report.

The second initiative concerned the procurement of low carbon vehicles and the report advised that the Scottish Government had announced the launch of the Low Carbon Vehicle Procurement Support Scheme at the 2020 Climate Change Conference on 16<sup>th</sup> June 2010 and that the key aims and objectives of the scheme were outlined in Annex A to the report.

The scheme would make available £3.6m to Community Planning Partnerships to provide financial support for the procurement or lease of low carbon vehicles and would bridge the gap between a conventional vehicles and its low cost counterpart.

The scheme would also allow public bodies the opportunity to evaluate low carbon vehicles in a wide range of operating scenarios and thus feedback would be provided to the Scottish Government and other public bodies on their use and suitability across different operating environments.

It was recommended that the Board: -

- Note the contents of the report;
- Agree to receive further updates as the Carbon Footprinting project was taken forward; and
- Endorse the submission to the Scottish Government for gap funding to procure carbon vehicles.

## Decision

To approve the terms of the report.

### 10. UPDATE ON PROJECT WORK OF COMMUNITY PLANNING WORKSHOP GROUP

The Board considered a report, which outlined four pieces of work that were being undertaken by the Community Planning Workshop Group.

The report summarised the work taking place in relation to Community Engagement including the Citizens Panel, a Partnership Review,

Information Sharing and the Carbon Footprinting Exemplar

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

Decision

To note the contents of the report.

11. MINUTES FROM THEMATIC FORUMS

- (a) The Board noted the Minute from the meeting of the West Lothian Community Safety Board held on 8<sup>th</sup> June 2010
- (b) The Board noted the Minute from the meeting of the West Lothian Economic Partnership Forum held on 9<sup>th</sup> June 2010.
- (c) The Board noted the Minute from the meeting of the CHCP West Lothian Sub-Committee held on 27<sup>th</sup> May 2010.

12. AOCB

The Board were advised that invitations would soon be sent out for attendance at the Voluntary Sector Gateway Awards Ceremony taking place on the evening of 26<sup>th</sup> November 2010, at the Hillcroft Hotel.