

MINUTE of MEETING of the WEST Lothian COMMUNITY PLANNING PARTNERSHIP held within WEST Lothian HOUSE, LIVINGSTON, on MONDAY, 23 FEBRUARY 2009 .

Present

Council Leader Peter Johnston (Chair)	West Lothian Council
Alex Linkston, Chief Executive	West Lothian Council
Chief Superintendent Ronnie Liddle	Lothian & Borders Police
Bill Elliot	Scottish Water
Brenda Cumming	Chamber of Commerce
Jim Forrest	West Lothian CHCP
Douglas Forman	West Lothian Leisure
Bill Key	West Lothian Leisure
Alistair McInnes	Job Centre Plus
Richard Duffner	Voluntary Action West Lothian
Jim Gallacher	Volunteer Centre West Lothian
Mike Dunn	L & B Fire & Rescue
John Dickie	L & B Fire & Rescue
Mhairi Laughlin	West Lothian College
Alistair Short	NHS Lothian
Paul Gierthy	Skills Development Scotland
Gary Cox	Scottish Government
Alistair Short	SESTRAN

In Attendance

Alistair Shaw	West Lothian Council
Karen Cawte	West Lothian Council
Ian Hepburn	West Lothian Council

Apologies

Tracey Mowat	Pensions Service
Pamela Woodburn	Scottish Enterprise
Julie Skelton	Job Centre Plus

1. **Welcome, Apologies and Introductions**

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

2. **Minute**

The Board approved the Minute of its meeting held on 8 December 2009 as a correct record.

3. **Matters Arising**

- Item 4 – Away Day at Oatridge - 54 people representing 17 organisations attended the Away Day. Feedback suggested that more opportunity for discussion at future events would be advantageous.
- Item 5 – Fairer Scotland Fund – A working group with cross agency representation had met on one occasion with their next meeting taking place in March.
- Item 7 – Outcome Planning Model – Invitations were circulated to attend a conference to further progress the work on the Lifestages pilot.

4. **Multi Agency Tasking – Lothian & Borders Police Presentation**

There was a presentation on Multi Agency Tasking by Chief Superintendent Ronnie Liddle. The Board was advised that there would be a meeting on 26 February 2009 to streamline arrangements for taking forward Multi Agency Tasking, and that the first joint tasking meeting would take place on 1 April 2009.

Decision

To note the presentation.

5. **Single Outcome Agreement**

The draft Single Outcome Agreement had been circulated to the partners via the working groups and forums. The Single Outcome Agreement was revised rather than re-written to take into account the changes in West Lothian due to the economic downturn. Comments from partners were incorporated into the Single Outcome Agreement.

At the working group meeting on 17 February 2009, Sustran indicated that they would have to formally approve the Single Outcome Agreement, as they had not been party to the 2008 version. Sustran also indicated that

there were couple of points they would like included relating to Transport issues.

The new guidance from the Government indicated that there was an expectation that organisations with a statutory duty to support Community Planning would be required to sign the Single Outcome Agreement. All partners with the exception of Sustran and Scottish Water had now signed.

As the "Partnership" was not incorporated and did not have a legal entity it was important to note that Partners were signing on behalf of their organisations.

The draft Single Outcome Agreement was to be submitted to the Government on Friday 27 February 2009. There would then be a three-month period of negotiation and further revision in order to have a finalised document by the end of May 2009, with the focus being on the 5 strategic asks.

Decision

To note and endorse the report.

6. **Voluntary Sector Review**

There was a presentation by Richard Duffner and Jim Gallacher on the Voluntary Sector Review. The Government challenged the voluntary sector as a whole, to look at new and innovative ways to deliver services to the voluntary sector and wider community. The two key organisations in West Lothian, Voluntary Action West Lothian and Volunteer Centre had taken this opportunity to look at creating a new organisation that would better service the community and Community Planning Partners.

The Government was seeking assurance that the Community Planning Partners were comfortable and supportive of the action that was being taken. Endorsement by Community Planning Partners would allow the voluntary sector colleagues to progress further discussions with the Government over funding.

Decision

To endorse the action being taken by Voluntary Action West Lothian and the Volunteer Centre.

7. **Managing Risk across the Partnership**

In a review of Community Planning in 2006 Audit Scotland highlighted the need for Partnerships to create risk registers.

The Community Planning Working Group discussed this at its meeting on

17th February and agreed to convene a task and finish group to discuss possible risks and controls for Partnerships, using the council's Risk Management system (JCAD). From this a risk register would be created that could be lodged on the council's system and updated annually.

Decision

1. To note the report;
2. To note that a team from the Working Group will complete the risk assessment template and lodge it on the council's Risk Register; and
3. To agree that a further report be tabled at the next Board meeting.

8. **Community Plan**

Following the successful community engagement exercise at the end of 2008 and the subsequent discussions at the Oatridge Away Day, further work to develop the next Community Plan would be required.

The Community Planning Working Group agreed to reconvene the Single Outcome Agreement Writing Group as a starting place to devise a process for developing the plan. The plan would be high level and strategic to embrace the vision for West Lothian in 2020. It would require taking into account all the current and emerging activity, such as the Lifestages work and the Single Outcome Agreement, to ensure that it captured all ambitions.

The indicative timescale would be to have a Plan to the Board by 2009, although this would depend on partners being able to engage and consult within their organisations. The Writing Group to confirm the process and timeframe.

Decision

To note the report.

9. **AOCB**

The Community Planning Team had been working with members of minority ethnic communities to establish a Community Race Forum. The Forum members had agreed a constitution and would be formally launching the Forum within the next couple of months.

At the same time Edinburgh and Lothian's Race Equality Forum (ELREC) secured funding for 2 years to work with minority ethnic groups in West Lothian to engage in the Community Planning process. Edinburgh and Lothian's Race Equality Forum would be supporting the Community Race

Forum to further its aims.

Decision

To note the update.

10. **Dates of Next Meetings**

The Board was asked to agree the following dates for future meetings.

18 May, 2009 – 10.00 am

17 August, 2009 – 10.00am

23 November 2009 – 10.00am

Decision

The Board agreed the dates of the meetings.