

**Minute of the Meeting held on Monday 18 August 2008 at 10:00 am
in the Council Chambers, West Lothian House, Livingston**

1. Present

Councillor Peter Johnston, Leader of the Council (Chair)	West Lothian Council
Councillor Gordon Beurskens	West Lothian Council
Councillor Willie Boyle	West Lothian Council
Councillor Graeme Morrice	West Lothian Council
David Cooper	Lothian and Borders Fire and Rescue Service
Jim Dickson	West Lothian Council
Jim Forrest	West Lothian CHCP
Paul Gierthy	Skills Development Scotland
Scott Kinghorn	West Lothian Youth Congress
Mhairi Laughlin	West Lothian College
Ronnie Liddle	Lothian and Borders Police
Alex Linkston	West Lothian Council
David Lockhart	Lothian and Borders Fire and Rescue Service
Dave McDougall	West Lothian Chamber of Commerce
Jackie Sansbury	NHS Lothian
Julie Skelton	Job Centre Plus
Pamela Woodburn	Scottish Enterprise

In attendance

Karen Cawte	West Lothian Council
Ian Hepburn	Community Regeneration Manager
Marsha Scott	West Lothian Council
Alistair Shaw	West Lothian Council

Apologies

Councillor Jim Dickson	West Lothian Council
Richard Duffner	Voluntary Action West Lothian
Bill Elliot	Scottish Water
Douglas Foreman	West Lothian Leisure
David James	Oatridge College
Tracy Mowatt	Pensions Service

2. Welcome and Introductions – Signing Single Outcome Agreement

Councillor Johnston welcomed partners to the meeting; and gave a special welcome to Ronnie Liddle, Lothian and Borders Police, and Paul Gierthy, Skills Development Scotland, who were attending their first CPPB meeting. He advised that the Single Outcome Agreement would be circulated for signing.

3. Minute of 19th May 2008

The Board approved the Minute of its meeting held on 19th May 2008, subject to amending the minute to note that Councillor Beurskens had offered his apologies for the meeting. The Minute was thereafter signed by the Chair.

4. Chairman's Report

The Board considered a verbal update by the Chair of the CPPB. He advised that he would present a motion to the Council Executive which called for West Lothian Council to review the way in which it delivered services for the elderly.

Decision

To note the update.

5. Community Safety Strategy

The Board considered a presentation on the Community Safety Strategy by Marsha Scott, Lead Officer for the Community Safety Forum.

She advised that the Community Safety Strategy would be presented for approval at the next meeting of the Board.

The Lead Officer informed the Board that the Community Safety Forum had been recently reorganised and restructured along identified priorities to ensure that it was a multi-agency Forum. She went on to highlight the development of the strategy, which involved building on current work and ensuring that the strategy linked with the lifestages approach.

She then provided a timeline of the strategy, and advised that the Community Safety Forum would meet on 21 August to finalise the strategy, which would then be submitted to the next meeting of the Board. During September and October, subgroups would produce the equality impact information for the Strategy equality impact assessment. In addition, Action Plans for 2009-2010 would be completed and submitted to the Community Safety Forum in October 2008.

There was a discussion regarding the plans to share the Strategy with other partners, and the Lead Officer advised that Archie Fairly had been commissioned to help with development.

Decision

To note the contents of the presentation.

6. Draft Partnership Agreement

The Board considered a report (which had been circulated) by the Community Planning Manager that presented the draft Partnership Agreement to the Board for discussion and comment prior to a formal agreement being submitted for partners to sign at the next Board meeting in November 2008. The report provided an overview of the proposed agreement, and the full agreement was included as Appendix One.

The report highlighted the following proposals:

- To set up a Strategic Performance Group in order to monitor performance;
- To undertake consultation with the partners that have a statutory duty to participate in Community Planning to gauge their willingness to contribute to a development budget that would support the development of the Citizens Panel; and
- To formalise the membership and chairing of all Partnership groups.

The NHS noted that they were supportive of performance management, and financial contributions.

The Lothian and Borders Police noted that they were supportive of performance management, and would like to be involved in the sub group.

The Chair enquired as to how the Board would be kept updated, and the Community Planning Manager advised that formal reports would be made on a 6 monthly basis.

The Lothian and Borders Fire and Rescue Service advised that they were content in principle, but would need to do more consulting on the financial arrangements.

Decisions

- 1) To note the contents of the report;
- 2) To agree that partners will be consulted on their willingness to make financial contributions to a core development budget;
- 3) To endorse the process for chairing the Board and other meetings;
- 4) To agree to comment on the draft Partnership Agreement prior to a formal agreement being put in place; and
- 5) To agree that the Strategic Performance Group should be put in place.

7. Embedding the Single Outcome Agreement and Developing the Next Community Plan

The Board considered a report by the Community Planning Manager (which had been circulated) that sought the Board's endorsement of proposals to raise awareness of, and embed, the Single Outcome Agreement (SOA) across the partnership and the process suggested to being to develop the new Community Plan.

The report informed the Board that the current Community Plan covered the period from 2000 to 2010, and proposed that a new Community Plan should be developed in line with the SOA to cover the period from 2010 to 2020, and should be put into place by April 2009.

The report also advised the Board that there was a need to engage partners and the community regarding further raising awareness of the SOA and their roles.

The report informed the Board the Outcome Planning Model was being piloted in five of the localities, and that working groups would be developing short, medium and long term outcomes for priority groups within each lifestage.

Decisions

- 1) To note the contents of the report;
- 2) To endorse the need to further raise awareness of the SOA;
- 3) To acknowledge the development of the Outcome Planning Model approach based on lifestages;
- 4) To agree that a sub group of the Community Planning Working Group would begin work on developing the new Community Plan "Towards 2020;" and
- 5) To agree to receive further reports as the process develops.

8. Community Planning Partnership Funding

The Board considered a report by the Head of Community Planning and Regeneration (which had been circulated) that highlighted the range of funding streams that were now allocated to Community Planning Partnership, as well as the contribution being made by the Funds to the SOA.

The report advised that a process had been undertaken with the funding streams to assess their fit with the SOA, and ensure that activities being funded would make a significant contribution to the outcomes within the SOA.

The Head of Community Planning and Regeneration then provided the detail of the processes and outcomes for each funding stream identified as being "Community Planning Partnership" funds.

Appendix One detailed the Fairer Scotland Fund proposals.

The Head of Community Planning and Regeneration advised the Board that they would like to use a single database to track clients and progressions.

Decisions

- 1) To note the contents of the report;
- 2) To note the funding streams now under the Community Planning Partnership banner;
- 3) To endorse the processes partnership groupings have gone through to ensure programmes are fit for purpose;
- 4) To confirm the funding arrangements for programmes as outlined under the individual funding streams; and
- 5) To note the contribution that programmes are making to the achievement of outcomes within the SOA, which will be reported to the Board on an annual basis.

9. Performance Management of Single Outcome Agreement

The Board considered a report by the Community Planning Manager (which had been circulated) that sought the Board's endorsement of proposals to monitor and manage the performance of the SOA.

The report proposed that Covalent, the web-based performance management tool, should be utilised to report on the performance of the SOA, and, in future, to allow the performance management of the SOA.

The Community Planning Manager recommended that appropriate officers from across the partnership be designated as "responsible" officers for using the Covalent tool and that a project team be established to take forward the use of Covalent across the Partnership.

Decisions

- 1) To note the contents of the report;
- 2) To agree that Covalent will be used as the tool to report on and manage the performance of the SOA;
- 3) To agree that appropriate officers from across the partnership are designated as "responsible" officers for this purpose; and
- 4) To agree that a project team be established to take forward the use of Covalent across the Partnership.

10. Neighbourhood Police Model

The Board considered a briefing by the Chief Superintendent that updated the Board on the Neighbourhood Police Model.

The Chief Superintendent advised the Board that, following the receipt of funds from West Lothian Councils for the Safer Neighbourhood Team, the Police had been investigating how to:

- 1) Identify the best services at the local planning levels,
- 2) Ensure that transparency existed in the deployment of officers, and
- 3) Achieve performance of the SOA.

He noted that they would also like to track the impacts of the Safer Neighbourhood Teams on a monthly basis.

The Chief Superintendent informed the Board that the Lothians and Borders Police would report back to the Board in November, and to the Full Council meeting in December.

Decision

To note the presentation.

11. Equally Well – Report on the National Strategy

The Board considered a report by the Strategic Programme Manager (Community Planning) (which had been circulated) that updated the Board on '*Equally Well*,' the report of the Ministerial Task Force on health inequalities.

The report informed the Board that, as a result of the report '*Equally Well*,' there was a need for continued and increased joint working between the NHS, local government, third sector and others within community planning partnerships

The task force identified priorities where action was most needed, and key principles to drive the work. The report advised the Board that 78 recommendations would need to be taken forward.

The Strategic Programme Manager proposed that a short-term working group be set up to mapping existing activity against the appropriate recommendations, and to prepare a report for the Board.

Decisions

- 1) To note the contents of the report; and
- 2) To agree to create a short-term working group to take the baseline assessment forward and report back to the Board at a future meeting.

12. AOCB

West Lothian Youth Congress requested that bring another member along.

Decision

To agree that an additional representative of the West Lothian Youth Congress could attend the next meeting.

13. Date of Next Meeting:

Monday, 10 November 2008, 10:00 am, Council Chambers, West Lothian House.