

**Minute of the Meeting held on Monday 8 December 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 Willie Boyle	West Lothian Council
Jim Dickson (on behalf of Alex Linkston)	West Lothian Council
Lindsay Geddes (on behalf of Julie Skelton)	Job Centre Plus
Ronnie Liddle	Lothian and Borders Police
Mike Dunne	Lothian and Borders Fire and Rescue Service
John Dickie	Lothian and Borders Fire and Rescue Service
Alex McMahon (on behalf of Jackie Sansbury)	NHS Lothian
Tracy Mowatt	Pensions Service
Richard Duffner	Voluntary Action West Lothian
Dave McDougall	West Lothian Chamber of Commerce
Jim Forrest	West Lothian CHCP
Brian Wilson (on behalf of Mhairi Laughlin)	West Lothian College

In attendance

Karen Cawte	West Lothian Council
Ian Hepburn	West Lothian Council
Alistair Shaw	West Lothian Council
Gillian Wylie	Scottish Government

Apologies

Councillor Gordon Beurskens	West Lothian Council
Councillor Jim Dickson	West Lothian Council
Bill Elliot	Scottish Water
Douglas Foreman	West Lothian Leisure
Paul Gierthy	Skills Development Scotland

2. 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.

3. Confirm the Minute of the meeting of the Community Planning Partnership Board held on 22 August 2008

The Board approved the Minute of its meeting held on 22 August 2008. The Minute was thereafter signed by the Chair.

Matters Arising were dealt with as follows:

(a) Item 2: Signing the Single Outcome Agreement (SOA)

The Chair advised that there were still some partners who had not physically signed the document, and that these partners would be approached for their signature.

Decision

To note that partners would be approached for their actual signature on the document.

(b) Item 9: Performance Management of SOA

The Chair advised the Board that the Council was working with relevant partners to roll out the use of Covalent as the monitoring tool.

Decision

To note the update.

(c) Item 10: Neighbourhood Police Model

The Chief Superintendent provided the Board with a verbal update, and noted that the draft plan was being considered by his colleagues. He suggested that he formally present plans at the next Board meeting.

Decision

- 1) To note the verbal update by the Chief Superintendent, Lothian and Borders Police; and
- 2) To agree for the Chief Superintendent to formally present plans at the Board meeting on 23 February.

(d) Item 11: Equally Well: Report on the National Strategy

The Chair informed the Board that, although West Lothian had made a bid to the Scottish Government to be a pilot area for the Equally Well, they had been unsuccessful. He noted that NHS would now take forward the scoping work with partners to assess the National Strategy's impact on the area.

Decision

To note the update.

(e) Item 12: West Lothian Youth Congress

The Chair noted that the West Lothian Youth Congress had recently undergone a change of office bearers, and were now considering how best to be represented at the Board.

Decision

To note the update.

4. Towards 2020 - Community Plan Community Engagement

The Board considered a report (which had been circulated) by the Community

Planning Manager that updated the Board on the progress being made with engaging the community of West Lothian in developing the vision for the Community Plan 'Towards 2020.'

The report provided an overview of the community engagement that had taken place, and including events, a mail shot, and in depth work with 9 groups. The Community Planning Manager tabled a consultation leaflet and postcard.

The Community Planning Manager advised the Board that the information would be collated and analysed during December and shared with partners etc during January.

The Community Planning Manager advised the Board that an Away Day was being planned for January at Oatridge College which would provide an opportunity for partners to discuss the findings as well as agree any amendments to the SOA. She noted that two possible dates had been selected – the 19th and 26th January. She advised the Board that an email had been sent out asking for a return by the end of this week, and that they would go with the majority.

The report advised that the timescale for the production of the plan was to have a draft plan by April 2009, and a completed plan by June 2009.

Decisions

- 1) To note the community engagement which had taken place;
- 2) To agree to discuss the feedback at an even at the end of January 2009; and
- 3) To agree to receive further reports as the feedback is analysed and developed.

5. Update on Fairer Scotland Fund (FSF)

At its meeting of 18 August 2008, the Board approved the allocation of Fairer Scotland Funding.

The Board considered a report (which had been circulated) by the Community Regeneration Manager that provided an update on the performance of the Fairer Scotland Funded projects for the first half of 2008-2009.

The Community Regeneration Manager provided an update on progress for the first half of 2008/09 in relation to the National Outcomes.

He advised the Board that a mid year return had been submitted to the Scottish Government confirming that the Fairer Scotland Fund allocation for 2008/09 had been committed and would be spent.

He highlighted the following key developments:

- The creation of a joint database that would allow organisations to share information about clients that are being helped via Fairer Scotland Fund; and
- The creation of a Community Chest to create a small grant fund opportunity for communities.

The Community Regeneration Manager proposed that the Board consider reconvening the FSF working group in order to consider how any under-spend could be best utilised and to consider proposals requiring new or additional funding.

In response to a query as to whether the voluntary sector should have representation on the working group, the Head of Community Planning and Regeneration advised that they would be looking to include the voluntary sector in the FSF working group.

Decisions

- 1) To note progress in the performance delivery of FSF projects aligned to the SOA; and
- 2) To confirm the reconvening of the FSF Working Group with delegated

authority to redirect under-spend or unallocated FSF monies.

6. Single Outcome Agreement (SOA) Update and New Guidance

The Board considered a report (which had been circulated) by the Community Planning Manager that updated the Board on progress with the SOA and advised the Board of new guidance issued by the Scottish Government for the development and production of SOAs for 2009/10. The Community Planning Manager tabled the summary report for the SOA 2008-2011.

The report advised the Board that the new guidance reinforced some key points about SOAs, and highlighted these points. The report went on to inform the Board of changes within the guidance, including the following:

- All Local Authority areas must submit a SOA on a Community Planning Partnership Basis;
- A revised menu of Outcome Indicators had been issued; and
- Community Planning Partners (CPP) were expected to submit an annual report to the Scottish Government in September of each year.

Appendix one provided a copy of the revised guidance by the Scottish Government. Appendix two provided a copy of the formal response of the Scottish Government to the 'asks' in the 2008 SOA.

The Community Planning Manager went on to advise the Board of the areas that the Board needed to consider for the 2009/10 SOA. Appendix three provided a timeline and task list for producing SOA 2009-2010 for West Lothian.

The report recommended that the Board:

- Note the revised SOA guidance issued by the Scottish Government;
- Agree that the Community Planning Working Group would develop a 'tweaked' SOA for the 28 February 2009 deadline; and
- Agree that the proposed changes within the SOA would be discussed at the Partners' Planning Day at the end of January 2008.

Decisions

- 1) To note the contents of the report; and
- 2) To agree to the above recommendations.

7. Outcome Planning Model

The Board considered a report by the Health Manager (which had been circulated) that provided a brief update on the activity to date with the progress of the five Life Stage pilots.

Along with specific updates on the progress of the pilots, the report provided an overview on progress in general with the Outcome Planning Model.

The Health Manager informed the Board that a more detailed report and recommendations would form part of the discussions at the Away Day.

Decision

To note the contents of the report;

8. Voluntary Sector Review

The Manager of Voluntary Action West Lothian (VAWL) provided the Board with a verbal update regarding the Voluntary Sector Review.

He noted that there had been a major shift in Scottish Government funding to the voluntary sector. He informed the Board that while the Government had announced funding for the next two years, they had advised that there would be no further funding in the current form after 2011.

The Manager of VAWL advised the Board that the Government have requested that the voluntary sector look at how it is engaging with Community Planning Partners, and how the voluntary sector is working in the local area.

At a joint meeting between the Government, West Lothian Council, Voluntary Centre and VAWL, funding was agreed jointly to take on consulting work in how voluntary sector should be working beyond 2011. The report had been completed, and when it was agreed, it would be distributed to Community Planning partners.

The Chair suggested that a more detailed report be submitted for the Board meeting on 23 February.

Decisions

- 1) To note the update; and
- 2) To agree for a more detailed report to be submitted for the Board meeting on 23 February 2009.

9. Partnership Agreement

The Partnership Agreement had been circulated to the Board for information. The agreement provided details of the partnership agreement for the West Lothian Community Planning Partnership. It detailed the purpose, objectives, membership and decision making, resources and financial controls, code of conduct, conflict and complaints resolution, information, performance and monitoring, equalities, risk management and exit strategy for the Partnership.

Appendix one provided an overview of community planning in West Lothian.

Appendix two provided the remits, membership and meeting arrangements for tiers within the Partnership.

Appendix three provided details relating to the SOA challenge, the relevant CPP Forum and Director responsible for ensuring that the relevant Forum takes ownership of the specific challenges within the SOA.

The Chair advised the Board that a copy would be sent to each partner for their organisation to sign, and that any further changes would be implemented after a review that would take place after one year.

Decision

To note the contents of the Partnership Agreement.

10. West Lothian Community Safety Strategy 2008 – 2011

At the 19 August meeting of the Board, the Board had considered a presentation on the Community Safety Strategy. At that meeting, the Board were advised that a Strategy would be submitted for its next meeting.

The West Lothian Community Safety Strategy 2008-2011 had now been finalised, and had been circulated to the Board for information.

The Chair advised the Board that the Community Safety Forum would formally adopt the Strategy at its upcoming meeting.

Decision

To note the contents of the report.

11. Minority Ethnic Group Research

At its meeting of 19 May 2008, the Board agreed that an update would be provided on the progress made regarding the monitoring of minority ethnic groups.

A report entitled '*Mapping Ethnic Communities in West Lothian*' which had been produced by ODS Consulting on behalf of the West Lothian Community Partnership

had been circulated to the Board for their information.

The Chair advised that the data was as robust as possible, but was based on 2001 Census data. He noted that definitive data would not be available until after the 2011 Census.

Decision

To note the contents of the report.

12. Date of Next Meeting:

Monday 23 February 2009, 10 am, Council Chambers, West Lothian House