

**West Lothian Community Planning Partnership**

**Minute of the Meeting held on Monday 18 February 2008 at 2.00 p.m.  
in the Council Chambers, West Lothian House, Livingston**

**1. Present**

Councillor Frank Anderson (Chair, substituting for Leader of the Council Peter Johnston)	West Lothian Council
Councillor Gordon Beurskens	West Lothian Council
Councillor Graeme Morrice	West Lothian Council
Karen Cawte	West Lothian Council
Jim Dickson	West Lothian Council
Susan Gordon	West Lothian Council
Alistair Shaw	West Lothian Council
Richard Duffner	Voluntary Action West Lothian
Heather Dunk	West Lothian College
Douglas Forman	West Lothian Leisure Ltd
Chris Griffiths	Lothian and Borders Police
Jill Hamilton	JobCentre Plus
Robert Lundrigan	Lothian and Borders Fire and Rescue Service
Dave McDougall	West Lothian Chamber of Commerce
Allister Short	NHS Lothian
Chris Wand	Oatridge College

**2. Welcome and apologies**

Councillor Anderson welcomed partners to the meeting. It was noted that apologies had been received from the Leader of the Council Peter Johnston, Depute Provost Jim Dickson, Alex Linkston and David Kelly, West Lothian Council; Bill Elliot, Scottish Water; James Barbour and Ray Flint, NHS Lothian; Wayne McCollin, Lothian and Borders Fire and Rescue Service; and Shona MacPherson, Communities Scotland.

**3. Minutes of 28<sup>th</sup> November 2008**

The Community Planning Development Officer provided an update on Item 8 – Black and Minority Ethnic Communities. An event was planned by Edinburgh and Lothians Race Equality Council for Monday 25 February which would explore how

to increase engagement with these communities.

#### Decision

The minutes were approved as a correct record.

#### **4. CP Strategic Review Day**

The Board considered a report by the Community Planning Development Officer (which had been circulated) that updated members of the Board on the Community Planning Strategic Review Day.

In light of the development of the Single Outcome Agreement and the new Community Plan, the Review Day had been scheduled in order for the partnership to review its activities and look at new ways of working for the future.

At the Review day, there was broad agreement on:

- The twelve joint challenges,
- The West Lothian Outcome Planning Model as the key tool for the development of the Community Plan, and
- The process to develop the Outcome Agreement.

The Community Planning Development Officer advised that 14 outcomes had been identified on the day, which formed the basis of the Outcome Agreement. She informed the Board that comments indicated that people felt that the day was very useful, good discussions took place, and that having more of events of this type would benefit partners.

#### Decisions

- 1) To note the contents and recommendations of the report, and
- 2) To agree that the Away Day exercise should be built into the calendar on a regular basis.

#### **5. Outcome Agreement**

The Board considered a report by the Community Planning Manager (which had been circulated) that advised the Board of the need to develop a Single Outcome Agreement with the Scottish Government, and the process and timescale for doing this.

The report informed the Board that, following the Scottish Government entering into a concordat with all Local Authorities via CoSLA in 2007, Local Authorities were expected to create a Single Outcome Agreement that demonstrates how the local areas are addressing their key issues, and how they are contributing to the national outcomes laid out in the Concordat. Furthermore, the report highlighted to the Board that it was the Government's view that Single Outcome Agreements were within the remit of Community Planning Partnerships.

The Community Planning Manager advised the Board that West Lothian Council had been working on developing Outcome Arrangements for a range of Council Services, and that, following the elections in 2007, the focus on Outcome Agreements had been changed from being Council only to Community Planning Partnerships. The following timescale was given for developing the Agreement:

- The draft Outcome Agreements must be submitted to the Government by the end of March 2008;
- The first draft was circulated to partners for comment on Friday 8 February 2008;
- The closing date for comments was 22 February 2008; and
- The second draft was would be circulated to partners on 7 March 2008.

The Head of Community Planning and Regeneration then informed the Board that the Government would provide feedback on Outcome Agreements from April to June 2008 and that the Agreements should be signed off by the end of June 2008. He advised that Bridget Campbell had been assigned from the Scottish Government to West Lothian Council in order to help develop the Outcome Agreement. A meeting had been scheduled with the Chief Executive, the Community Planning Manager, the Head of Community Planning and Regeneration and the Best Value Manager.

#### Decisions

- 1) To note the contents of the report,
- 2) To note the timescale for developing the Outcome Agreement,
- 3) To agree for further reports to be circulated as the process develops,
- 4) To agree for presentations to be given to groups if requested, and
- 5) To agree that the onus is on partners to take the Single Outcome Agreement though the relevant approval process for their respective organisations.

### **6. West Lothian Community Plan**

The Board considered a report by Community Planning Manager (which had been circulated) that advised members of the process for developing the new Community Plan.

The report informed members that the current community plan covers the period from 2000-2010, and that there was a need to refresh themes and targets in the Community Plan.

The new Community Plan would be structured around the West Lothian Outcome Planning Model, which was based on a Life Stages Approach. The report advised that relevant partners would be asked to contribute to the development of outcomes and that an initial information session was planned for 6 March 2008.

A discussion then followed, and the Board came to a general consensus that the Life Stages Approach should be utilised along with cross-cutting themes.

#### Decisions

- 1) To note the contents of the Report,
- 2) To agree that the new Community Plan will be developed using the Outcome Planning Model based on life stages,
- 3) To agree that the Life Stage approach will be used with cross-cutting themes, and
- 4) To note a preliminary meeting of a group to take the Outcome Planning Model forward will be held on 6<sup>th</sup> March 2008.

### **7. Fairer Scotland Fund**

The Board considered a report by the Community Planning Manager (which had been circulated) that advised the Board of the Fairer Scotland Fund (FSF).

The report informed the Board that the FSF is a new fund aimed at tackling poverty and deprivation across Scotland. The FSF replaced 7 current programs and funding streams. The report noted that an allocation from the Fund would be made to each local authority area to enable Community Planning Partnerships (CPPs) to work together to tackle area-based and individual poverty; and to help more people access and sustain employment opportunities.

The report noted that although the Fund was new, CPPs would be able to continue any of the effective work carried out as part of the previous programmes, where this would contribute to the achievement of agreed outcomes.

Rather than separate, parallel outcome agreements for the Fund being introduced,

the report advised that the Government would like to agree with CPPs a set of local outcomes and indicators for action to tackle poverty and deprivation in their local area over the coming three years.

The Head of Community Planning and Regeneration noted that the use of funding available through the FSF must be aligned with the Outcome Agreement.

#### Decisions

- 1) To note the contents of the Report, and
- 2) To agree that the use of the funding available through the Fairer Scotland Fund should be aligned with the Outcome Agreement.

### **8 Locality Planning**

The Board considered a report by the Communities Team Manager (which had been circulated) that updated the Board on the progress of Locality Planning in West Lothian.

The report informed the Board that Locality Planning Lead Officers have been assigned to each locality at Head of Service/ Senior Manager level from both Council and Community Planning Partners. There were now 9 locality planning officers, one for each area, with the responsibility for identifying key issues in their area, and coordinating and implementing activities to address these issues.

The report included a diagram of the structure of the Community Planning Partnership.

The Head of Community Planning and Regeneration informed the Board that the FSF allocation would be used to support the Local Plan. He advised that the Outcome Agreement would be agreed late spring/summer 2008, and that the Local Plan would be agreed late summer/early autumn 2008.

#### Decisions

- 1) To note the contents of the report, and
- 2) To agree to the proposed structure to develop Locality Planning.

### **9. Partnership Group Audit**

The Board considered a report by the Community Planning Development Officer (which had been circulated) that updated the Board on the progress of the Partnership Group Audit.

The report informed the Board that the findings of the audit had been mapped into a 'family tree,' which will form the basis for discussions with Directors and Community Planning Forums. The report advised that all activity undertaken should effectively contribute in some way to the high level outcomes of the CPP.

The report emphasized the importance of developing a structure that supports the Outcome culture and ensures efficiency and accountability of all stakeholders.

#### Decisions

- 1) To note the contents of the Report, and
- 2) To agree that the findings from the audit will be reported to Directors and Steering Groups,
- 3) To agree that Partnership Groups are ultimately rationalised and aligned to Outcomes.

### **10. Partnership Governance Arrangements**

The Board considered a report by the Communities Team Manager (which had been circulated) that sought the Board's agreement to establish robust governance arrangements for the Partnership.

The report advised the Board that the Local Government in Scotland Act 2003 put Community Planning on a statutory footing and made it a duty of certain partners to participate. The Council was given the role of initiating and facilitating the community planning process. The report advised that the Guidance issued under the Act laid out some specific actions for the Partnership to undertake.

The report advised that there was a need for the Partnership to be more robust in its Governance arrangements. The Communities Team Manager noted that there was a need to ensure that the Governance Arrangements would be right for local circumstances. She advised the Board that she would be contacting partners over the next few months in order to discuss what works, and how improvements might be made.

#### Decisions

- 1) To note the contents of the report, and
- 2) To agree that the Community Planning Manager is to develop governance arrangements that are fit for purpose, in consultation with key partners and to bring back a report on the proposals to the next meeting of the Board, and
- 3) To agree that the current structure of the Community Planning Partnership to be circulated to members of the Board for information.

### **11. AOCB**

#### (a) Development of Partnership Centres

The Board then considered a report by The Head of Community Planning and Regeneration (which was tabled) that informed Community Planning Partners of potential opportunities in developing three new Partnership Centres in West Lothian (Blackburn, East Calder and Winchburgh).

The report advised the Board that the Council's locality planning officers would be in contact with partners in the next three weeks to ascertain if they are interested in being involved and, if so, what their needs would be. A statement of need for each centre would be developed by the beginning of April with a view to setting up working groups with all interested parties.

#### Decisions

- 1) To note the contents of the report,
  - 2) To agree to have a presentation by the Head of Community Planning and Regeneration on the Development of Partnership Centres at the next meeting of the Board.
- (b) A discussion then followed regarding the need to inform, educate and partner support organisations through the change to an outcome culture.

#### Decision

That a report on proposed training/support arrangements for partners be submitted by the Head of Community Planning and Regeneration to the next meeting of the Board

### **12. Date of Next Meeting:**

Monday, 19 May 2008, 2:00 PM, Council Chambers, West Lothian House