

West Lothian Community Planning Partnership

**Minute of the Meeting held on Monday 19 May 2008 at 10:00 am
in the Council Chambers, West Lothian House, Livingston**

1. Present

Councillor Peter Johnston, Leader of the Council	West Lothian Council
Councillor Gordon Beurskens	West Lothian Council
Councillor Graeme Morrice	West Lothian Council
Alex Linkston	West Lothian Council
Karen Cawte	West Lothian Council
Susan Gordon	West Lothian Council
David Kelly	West Lothian Community Health and Care Partnership Board
Jim McEwan	West Lothian Council
Alistair Shaw	West Lothian Council
David Cooper	Lothian and Borders Fire and Rescue Service
Richard Duffner	Voluntary Action West Lothian
Christopher Griffiths	Lothian and Borders Police
Scott Kinghorn	West Lothian Youth Congress
David Lockhart	Lothian and Borders Fire and Rescue Service
Dave McDougall	West Lothian Chamber of Commerce
Jackie Sansbury	NHS Lothian

2. Welcome and apologies

Councillor Johnston welcomed partners to the meeting. It was noted that apologies had been received from Councillor Gordon Beurskens, Depute Provost Jim Dickson, Karen Cawte and Jim Dickson, West Lothian Council; James Barbour, NHS Lothian (Jackie Sansbury attended as a substitute); Bill Elliot, Scottish Water; Bill Key and Douglas Foreman, West Lothian Leisure; Mhairi Laughlin, West Lothian College; and Wayne McCollin, Lothian and Borders Fire and Rescue Service (David Cooper attended as a substitute).

3. Minute of 18th February 2008

The Board approved the Minute of its meeting held on 18th February 2008. The Minute was thereafter signed by the Chair.

4. Consideration of request by Skills Development Scotland

The Board considered a request by Skills Development Scotland to serve on the

Community Planning Partnership Board and to become a Community Planning Partner.

Decisions

- 1) To offer Skills Development Scotland a place on the Community Planning Partnership Board, and extend membership for the Community Planning Partners, and
- 2) To invite Skills Development Scotland to the next meeting of the Community Planning Partnership Board.

5. Partnership Centres - Presentation

The Board considered a presentation by the Development Manager on Partnership Centres.

The presentation provided an overview of the following topics:

- Background on Progress so far
- 10 year programme – 4 centres
- Horses for Courses
- Consultation

The Development Manager provided the background on partnership centres, and provided an update on the design and construction of the partnership centre in Fauldhouse.

The Development Manager then presented an overview of the 10 year plan, informing the Board that four centres were planned, and that priority areas were based on projected growth in key areas:

- Blackburn/Bathgate at Wester Inch
- Broxburn/Winchburgh
- Livingston/East Calder

Each settlement would have different requirements, and the partnership centres would be tailored to the identified needs. Although each partnership centre would be unique, the key principles would apply to all of the centres. In addition, ongoing consultations and financial modelling would take place.

The Head of Community Planning and Regeneration advised the Board that consultation was still in the early stages. Consultation on the Winchburgh Partnership Centre had commenced, and consultation on all the proposed Partnership Centres would be undertaken in the future.

There was a discussion regarding NHS Lothian's support and participation. NHS Lothian noted that they supported the principles, but needed to consider the requirements of Edinburgh, East Lothian, and Mid Lothian as well.

Decision

To note the presentation.

6. Single Outcome Agreement

The Board considered a report by the Chief Executive of West Lothian Council (which had been circulated) that presented the draft Single Outcome Agreement and sought endorsement of the draft Plan.

The report advised the Board that Local Authorities, with partners, were expected to create a Single Outcome Agreement which would demonstrate how the local areas were addressing their key issues and how they were contributing the national outcomes laid out in the Concordat.

The report informed the Board that the first draft of the Outcome Agreement was

circulated to Partners for comment on 8 February 2008, and a second draft on 7 March 2008. On 31 March 2008, the final draft was submitted to the Scottish Government.

An overview of the report was then provided, and the full report was included as Appendix 1.

The Chief Executive informed the Board that positive feedback had been received from the Government and the Improvement Service. He advised that another meeting was planned for 29 May in order to receive final comments. The Agreement would then be put to the Community Health and Partnership Board on 2 June, the Council Executive on 16 June, and to the Lothian and Borders Police Board on 27 June.

The Chief Executive invited any other partner that would like a presentation to their Board or Committee to contact the Community Planning Manager.

There was a discussion regarding whether the document was viewed as dynamic, and the Chief Executive confirmed that it was both a dynamic process and document.

A discussion followed regarding engaging with other organisations and the business community, and the Head of Community Planning and Regeneration advised that work was ongoing to ensure people were engaged in the process and the implementation.

Decisions

- 1) To note the contents of the report,
- 2) To endorse the draft Plan, and
- 3) To note that further presentations could be arranged if required.

7. Fairer Scotland Fund

The Board considered a report by the Head of Community Planning and Regeneration (which had been circulated) that updated the Board on the Fairer Scotland Fund (FSF), and sought the Board's endorsement of the process.

The report informed the Board that the FSF allocation for West Lothian was £1.79M per annum, and that the Scottish Government required a draft FSF Plan to be submitted by the end of March 2008. The Head of Community Planning and Regeneration advised that the draft FSF Plan would be agreed by the Government by the end of June 2008, following the timeline for the Outcome Agreement. He noted that the Community Planning Partnership had agreed that the FSF should strongly align to the Single Outcome Agreement and that formed the basis of the West Lothian submission. A copy of the draft submission was circulated as Appendix 1.

The Head of Community Planning and Regeneration advised that the draft submission identified the key challenges identified by partners where the use of the FSF resources would be targeted, and advised that the majority of the challenges related directly to the high level priorities of the FSF.

The report highlighted the following points:

- The commitment of the West Lothian Community Planning Partnership to developing and delivering locality plans;
- That the majority of FSF resources would be focused on the main "hot spots" of economic exclusion in West Lothian;
- That a key priority was to ensure greater co-ordination of action at the local level designed to meet the needs of disadvantaged communities; and
- That a transition and review period covering April – September 2008 would take place.

The Head of Community Planning and Regeneration informed the Board that the intention was to bring back a set of proposals for consideration by mid-August.

Decisions

- 1) To note the contents of the report,
- 2) To agree the content, process and timescale of the Fairer Scotland Fund, subject to any alterations requested by the Government, and
- 3) To agree that further presentations could be arranged, if requested, which would be combined with those for the Single Outcome Agreement.

8 Quality of Life Survey 2008 - Results

The Board heard a presentation by the Community Planning Development Officer that provided the background and results of the Quality of Live Survey undertaken in 2007.

The Community Planning Development Officer informed the Board of the profile of respondents, and the numbers responding by area.

The Community Planning Development Officer advised the Board of the survey results which were grouped into the following areas:

- "Very satisfied" with neighbourhood, town and West Lothian
- Housing
- Economy
- Health
- Well-being
- Social Care Services
- Crime and Policing
- The Environment
- Transport
- Leisure
- Community Involvement
- Community Relations

The following summary points were then highlighted:

- There had been a significant increase in satisfaction levels at neighbourhood, Town and West Lothian Areas;
- Evidence existed of the Linlithgow/West of West Lothian Split, but it was not consistent;
- Linlithgow was the most positive in satisfaction with town & neighbourhood, schools and economy; and
- The East-West divide was more evident in relation to Community Safety issues, views on community relations and how people rate their health

Acting Divisional Commander Christopher Griffiths of Lothian and Borders Police offered to provide a presentation at the next meeting on the Neighbourhood Police Model.

The Chief Executive of West Lothian Council advised the Board that the Improvement Service was due to report on their Customer Service survey in the autumn. When the report was finalised, he noted that it would be presented to the Board.

Decision

- 1) To note the presentation,
- 2) To agree that Lothian and Borders Police would provide a presentation at the next meeting on the Neighbourhood Police Model, and
- 3) To agree that the report by the Improvement Service would be presented to

the Board when it was completed.

9. European Funding

The Board considered a report by the Policy Manager, Community Planning and Regeneration Service (which had been circulated) that updated the Board on the approval of CPP European Structural Funding package, the West Lothian Leader programme, and the development of implementation arrangements for these initiatives.

The report informed the Board that partnership based funding applications were submitted in Autumn 2007 under the new Lowland and Upland Scotland European Regional Development Fund, the European Social Fund Programmes and the Leader Programme.

The report advised that a total of £575,000 ERDF and £1,359,999 ESF funding was requested for two years funding for the 'West Lothian Partnership Project – Connecting Communities and Connecting to Jobs,' and that the bid was approved in principle by the Scottish Government.

The report then provided an overview of the Leader programme, and West Lothian's application.

The Policy Manager advised the Board that, although the West Lothian Package had been approved in principle, there were a number of post approval issues that were currently being addressed through negotiation with the Scottish Government.

The report noted that progress reports would be presented to future meetings and to the West Lothian Economic Forum.

Following the report, the West Lothian Youth Congress thanked the Board for funding.

Decision

To note the contents of the report.

10. Partnership Governance Arrangements

The Board considered a report by the Community Planning Manager (which had been circulated) that updated the Board on progress made with refining the partnership structure and governance arrangements.

At the meeting of 18 February 2008, the Board agreed to remit the Community Planning Manager to develop governance arrangements that were fit for purpose, in consultation with key partners, and to bring back a report on the proposals to the Board. The report provided an overview of the proposals.

The report advised that a short life sub working group had been set up to discuss some of the issues. The Community Planning Manager informed the Board of the representatives of the sub group, and the remit.

The report proposed that three Forums be formed to take ownership of the challenges and outcomes from the Single Outcome Agreement, and that Directors of Service be aligned with the Challenges and Forum as detailed in the table on page 2. The report went on to detail additional proposals regarding the set up of the Forums and the Community Planning Partnership. It made proposals regarding formalising the role of the Board, and its decision-making processes.

The Head of Community Planning and Regeneration advised that comments were welcome, and proposed that the Partnership Governance Arrangements be further discussed at the next meeting.

Decisions

- 1) To note the contents of the report, and
- 2) To agree that a draft Partnership Agreement would be discussed at the next meeting.

11. Monitoring of Minority Ethnic Groups

At the November 2007 meeting of the Board, a report had been considered on developing intelligence and engagement with minority ethnic communities. It had been agreed that the proposals within the report would be progressed.

The Board considered a report by the Community Planning Manager (which had been circulated) that updated the Board on progress made with monitoring minority ethnic groups within West Lothian.

The report advised that two separate pieces of research that looked at specific needs of minority ethnic communities had been undertaken during January and February 2008.

Along with the research, the report advised of the following actions that had been taken:

- Officers that had an equalities remit across the partnership agencies had been invited to be involved in the Disability Equality Forum;
- Partners had been invited to be involved in the planning and delivery of activities for Diversity Week November 2008;
- A group was being developed to represent minority ethnic communities in West Lothian; and
- Officers had investigated other ways to make contact with minority ethnic groups.

Decisions

- 1) To note the contents of the report,
- 2) To agree that all partners would contribute to the Officers Group as appropriate, and
- 3) To agree that a further update would be made to the Board as the initiative progresses.

12. Timetable of Meetings for 2008/2009

A proposed timetable of meetings for 2008-2009 had been circulated. It was recommended that the Board note the timetable.

Decision

To note the timetable.

13. AOCB

Acting Divisional Commander Griffiths advised the Group that Divisional Commander Ronnie Liddel would now be representing Lothian and Borders Police.

On behalf of the Board, the Chair thanked Acting Divisional Commander Griffiths for his hard work and the enthusiasm that he brought to the Partnership.

14. Date of Next Meeting:

Monday, 18 August 2008, 10:00 am, Council Chambers, West Lothian House