

Minute

Present: Graeme Struthers (Chair), Tim Ward, Gary Laing, Dave Greaves, Craig McCorrison, Alison McCallum, Bryan Rodgers, Joanna Anderson, Susan Gordon, Michael Davis, Mhairi Harrington, Siobhan Mullen, Jo MacPherson, Jennyfer McNiven, David Maule

Apologies: Graham Hope, James Cameron, Carol Bebbington, Donald Forrest, Jane Kellock, Alistair Shaw

1. Welcome and Apologies

2. Minute of Previous Meeting

The minute was agreed.

3. Matters Arising

- The Development Plan work streams activity has been put on hold as the Community Planning team has made the transition to Planning, Economic Development and Regeneration; however there is a commitment for these to progress again soon. A meeting with the work stream chairs and Craig McCorrison is to be arranged.
- A piece of work has been carried out to get a clearer picture of the various localities defined across West Lothian and has informed discussion at the Delivery Approaches work stream. This is an ongoing process; however it was agreed that this would be shared with the Steering Group.
- Alison McCallum and Dave Greaves have discussed how to improve links between employability and health and social care. Alison is to provide names of Health representatives to be invited to join the Working Together Employability Group. The Developing Young Workforce group has identified mental health as an issue and Health and Social Policy colleagues are to attend the next meeting to discuss support available, gaps in provision and potential funding. A verbal update on this activity is to be provided at the August Steering Group.
- Bryan Rodgers advised that positive internal feedback has been received on Operation Whitecross and that Police Scotland would welcome feedback from partners and the community on the focus on community policing. It was suggested that Elected Members are engaged on this in the next cycle of LACs.

4. SOA Performance Reports

a. Environment Thematic Report

- Of the 20 Environment PIs, 15 are currently Green, 1 is Amber and 4 are Red and there is generally a positive picture. In terms of the Exceptions, improvements are being made against some of these; however not at the rate anticipated. The work of the Climate Change Working Group and Climate Change Strategy will focus attention on these areas.

- For SOA1308_03 (% household waste recycled), performance has slightly increased but the indicator is below target. Performance has decreased for SOA1308_05 (% material prepared for reuse) and this is due to a reduction in the material being delivered to recycling centres. A number of actions are in place to address this, for example 'skinny bins'. It was noted that there should be more detail on actions and impact included within the next Environment Thematic Report. It was noted that as 'skinny bins' are more transportable, this may lead to an increase in wheelie bin fires. This will be monitored.
- It was noted that there is a lag in much of the data where this is collected and prepared nationally.
- SOA1308_08 (% reduction in emissions from the council's activities and services): Despite seeing reduction in consumption of gas and electricity, the council's emissions have increased. This is due to the conversion rate applied on how energy and heat is generated. There was an increase in 'dirtier' fuel types (e.g. from Longannet power station).
- It was noted that current performance of Environment indicators is in line with the longer term Climate Change Strategy targets.
- There was some discussion around whether we need to better capture air quality management. Craig McCorriston agreed to discuss this with Environmental Health colleagues.

b. Exceptions Report

- Police Scotland is currently carrying out a review of performance. SCOMIS is not currently operational and so there is no up to date information available. 2015/16 end of year data is expected by June 2016, when Covalent will be updated.
- It was noted that it would be useful to have sight of data relating to use of e-cigarettes when this becomes available.
- The Steering Group requested further information on how many West Lothian Leisure concessionary card holders there are.

5. SOA Indicators Review

The Steering Group has agreed to regularly review the SOA outcome indicators to ensure the right performance measures are in place. The indicators have recently been reviewed and the Steering Group were presented with a number of proposed changes. The following decisions were made:

- It was agreed that the target for voter turnout for both the UK and Scottish Parliamentary elections should be changed to 72%.
- It was agreed that the Eco-Schools indicator should be removed, as long as there is confidence that eco practices in schools are being captured elsewhere.
- It was agreed that the proposed new indicator, 'Percentage WLC housing stock compliant with Energy Efficiency Standard for Social Housing', should replace the NHER and HEEPs indicators until there is a better understanding of the new HEEPs system and a new indicator is developed that will capture energy efficiency of all tenures. It was

also agreed that the indicator, 'Percentage WLC housing stock meeting the Scottish Housing Quality Standard' should be reviewed as performance is at 99.99%.

- The Steering Group were happy to approve the proposed additional indicators in principle; however more detail on the indicators, including targets and indicative data, would be circulated for formal agreement.
- All other proposed changes in Appendix 1 were agreed.

The Steering Group also approved the proposal to change ownership of indicators in the SOA to the relevant officers' title rather than their name and noted that this paper would also be presented to the CPP Board on 9 May.

6. Community Empowerment (Scotland) Act 2015 – Draft Community Planning Guidance and Regulation

As part of the development of guidance on the Community Empowerment Act, the Scottish Government has released a consultation on the draft Community Planning guidance and regulation. The Steering Group noted that a draft CPP response was being developed, to be reported to the CPP Board on 9 May, and that members could still submit comments on the consultation by close of play on Wednesday 27 April.

The paper also outlined the requirement for CPPs to have a Local Outcomes Improvement Plan (LOIP) and locality plans and included a proposal to adopt the current Single Outcome Agreement (SOA) as the CPP's LOIP. It was noted that the document would not be rebranded but would still be referred to as the SOA. A statement would be included in the document to highlight that it is the CPP's LOIP. This is consistent with the approach being taken by other CPPs. Members noted that the CPP Development Plan work streams are currently considering the CPP's locality planning process and will make recommendations on the process by August 2016; however these are likely to be the local regeneration plans currently being developed. The Steering Group approved the approach but agreed that the Board paper should be expanded to include further information around LOIPs and locality plans.

7. Corporate Parenting

The Steering Group received an update on the work currently being undertaken to ensure compliance with the Corporate Parenting responsibilities detailed within Part 9 of the Children and Young People (Scotland) Act 2014. The purpose of Part 9 of the Act is to establish a common understanding of the principles and duties which constitute Corporate Parenting, and to oblige a range of publicly funded bodies to consider what more they each can do to improve the lives of looked after children and care leavers. The Corporate Parenting Strategic Group has taken the lead in preparing for the development of the Corporate Parenting Plan and associated tasks. A draft Corporate Parenting Plan has been considered by the Strategic Group and an action plan is in place detailing the key tasks to be undertaken (attached as Appendix 1). It was noted that an update would be taken to the Corporate Management Team. The Steering Group noted the update.

8. Mitigating the Effects of In Work Poverty

This report advised the Steering Group that West Lothian Council has become an accredited Living Wage employer; that the council has made a further commitment to de-stigmatising poverty by signing up to the Poverty Alliance's 'Stick Your Labels' campaign; and that a 'Better Off: In Work Poverty' seminar is taking place at Howden Park Centre on 9 May 2016. Steering Group members were encouraged to become Living Wage accredited organisations; to sign up to the 'Stick Your Labels' Campaign and to consider that West Lothian works towards becoming a Living Wage accredited region.

There was some discussion on whether partners around the table pay their employees the Living Wage. Ensuring sub-contractors are paid the Living Wage is more challenging. It was agreed that there should be more work around becoming a Living Wage accredited region following the 9 May seminar. There was also some discussion around encouraging private sector employers to become Living Wage accredited organisations. There is evidence that businesses that pay the Living Wage have better motivated employees and lower turnover. This could encourage more businesses to become accredited. There could also be more work to encourage those businesses already paying the Living Wage to become accredited. It was noted that there is a large low-pay sector in West Lothian, e.g. retail. Craig McCorriston and Dave Greaves agreed to consider activity with these sectors, potentially involving the Chamber of Commerce. The Steering Group noted the paper and noted that this would also be taken to the CPP Board on 9 May.

9. Proposal for Joint Development Activity with the Falkirk CPP

The Steering Group received a proposal to establish engagement at an officer level between the West Lothian and Falkirk CPPs, to provide an opportunity to learn from each other through the sharing of good practice and to allow us to benchmark against a neighbouring CPP. The West Lothian and Falkirk CPPs have both been through CPP audits and are currently progressing with development plans. This engagement activity would be built into the CPP Development Plan and would support the CPP work streams. The Community Planning team would facilitate engagement and would involve colleagues and partners as required, with a view to potentially including the Board in future development activity. The proposal was approved and it was agreed that the Steering Group would receive updates on this activity.

10. Draft Agenda for CPP Board 9 May 2016

- The draft agenda was approved.
- It was agreed that the SOA performance reports would be for information only. Covering reports are to be developed for each report.

Dates of Next Meeting (all 2-4pm)

Monday 8 August 2016 – Economic Thematic Focus (Conference Room 3)

Monday 7 November 2016 – Community Safety Thematic Focus (Conference Room 3)

Summary of Actions

No.	Action	Who	When	Update (to be completed by August Steering Group)
3. Matters Arising				
1	A meeting with the chairs of the work streams and Craig McCorrison is to be arranged	CPP Team	By end May 2016	
2	Localities work to be shared with the Steering Group	CPP Team	By end April 2016	
3	A verbal update is to be provided at the August Steering Group on activity to improve links between health and social care and employability	Dave Greaves/ Alison McCallum	Update to be provided at 8 August 2016 Steering Group meeting	
4a. Environment Thematic Report				
4	Craig McCorrison to discuss air quality management with Environmental Health colleagues	Craig McCorrison	Update to be provided at 8 August 2016 Steering Group meeting	
4b. Exceptions Report				
5	Further information to be circulated on West Lothian Leisure concessionary card holders	Joanna Anderson to liaise with Robin Strang	By 6 May 2016	
5. SOA Indicators Review				
6	'Percentage WLC housing stock meeting the Scottish Housing Quality Standard' indicator to be reviewed.	Joanna Anderson to liaise with Housing colleagues	By 2 May 2016	
7	Further detail on the proposed new indicators, including targets and indicative data, to be circulated for formal Steering Group agreement	Joanna Anderson/Dave Greaves	By 8 August 2016 Steering Group meeting	
6. Community Empowerment (Scotland) Act 2015 – Draft Community Planning Guidance and Regulation				
8	Community Planning Guidance Board paper to be expanded to include further information around LOIPs and	Joanna Anderson	By 2 May 2016	

	locality plans.			
8. Mitigating the Effects of In-Work Poverty				
9	Consider activity with the private sector around the Living Wage, potentially involving the Chamber of Commerce	Craig McCorriston/ Dave Greaves	Update to be provided at 8 August 2016 Steering Group meeting	
9. Proposal for Joint Development Activity with Falkirk CPP				
10	Steering Group to receive updates on engagement activity with the Falkirk CPP	Joanna Anderson	Added to the CPP workplan	
10. Draft agenda for CPP Board 9 May 2016				
11	Covering reports are to be developed for the two performance reports	Joanna Anderson/Craig McCorriston	By 2 May 2016	

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