

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 13 FEBRUARY 2017.

Present –

Councillor Cathy Muldoon (Chair)	West Lothian Council
Councillor John McGinty	West Lothian Council
Councillor Tony Boyle	West Lothian Council
Councillor David Tait	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
Irene Beautyman	Improvement Service
Robin Strang	West Lothian Leisure
Andrew Baptie	sportscotland
Paul Stark	West Lothian Council
Jonathan Pryce	Scottish Government
John Reid	Dept of Works & Pensions
Grant McDougall	Skills Development Scotland
Gary Laing	Scottish Fire & Rescue
Bridget Meisak	Voluntary Sector Gateway WL

In Attendance -

Graeme Struthers	West Lothian Council
Donald Forrest	West Lothian Council
Craig McCorrison	West Lothian Council
Alistair Shaw	West Lothian Council
Carol Bebbington	West Lothian Council
Joanna Anderson	West Lothian Council
Alice Mitchell	West Lothian Council
Tim Ward	West Lothian Council
David Greaves	West Lothian Council

Apologies –

Councillor Tom Conn	West Lothian Council
Linda Scott	WL Chamber of Commerce
Mhairi Harrington	West Lothian College
Dr Alison McCallum	NHS Lothian

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Board approved the Minute of its meeting held on 21 November 2016. The Minute was thereafter signed by the Chair.

3. MINUTE OF CP STEERING GROUP HELD ON 30 JANUARY 2017

The Board noted the Minute of the Community Planning Steering Group

held on 30 January 2017.

4. MINUTES OF THEMATIC FORUMS :-

- a) The Board noted the Minute of the Community Safety Board held on 19 September 2016;
- b) The Board noted the Minute of the Economic Partnership Forum held on 6 December 2016; and
- c) The Board noted the Minute of the Climate Change and Sustainability Working Group held on 13 January 2017.

5. SOA PERFORMANCE REPORTS :-

- a) The Board noted the Health and Wellbeing Thematic report; and
- b) The Board noted the SOA Exceptions report

6. PLACE STANDARD TOOL DEMONSTRATION - PRESENTATION BY IRENE BEAUTYMAN, IMPROVEMENT SERVICES

The Board were provided with an overview of the Place Standard Tool by Irene Beautyman of the Improvement Service.

Irene explained that Place Standard was a tool used to evaluate the quality of a place by using 14 simple questions, which covered both the physical and social elements of a place. When all 14 questions had been completed, using a scale of 1 to 7, the results were shown in a simple diagram. In terms of the results 1 meant there was a lot of room for improvement with 7 meaning there was little need for improvement.

The tool could be used to evaluate places that were well-established, undergoing change or still being planned. It could be undertaken by communities and/or professionals.

The presentation continued by providing a sample of how the tool had been successfully used in 2016 by Shetland Islands Council.

There then followed a series of questions and answers and the presentation concluded with the Chair thanking Irene for a very informative presentation, noting that West Lothian Council had recently made use of the tool whilst it was devising the Charrette in Fauldhouse.

Decision

To note the contents of the presentation concerning the Place Standard Tool.

7. PLACEMAKING IN FAULDHOUSE

The Board considered a report (copies of which had been circulated) by the Economic Development and Regeneration Manager presenting the board with the final report from the consultants PAS who had delivered the charrette in Fauldhouse.

Following approval of the charrette being awarded to consultants PAS it had been agreed by the local steering group that the charrette would be known as Fauldhouse Focus and would run from 11 to 14 May 2016.

In addition to a series of events and workshops which had taken place over the four days of the charrette there was also pre-charrette work carried out including workshops with local primary and secondary schools and some survey work.

Four weeks after the charrette took place, feedback sessions were held in Fauldhouse Partnership Centre, Fauldhouse Community Development Hub and on the village green where information was provided to the local community on progress already made on some projects, along with displays showing how some of the other suggestions could take shape.

The output from all these discussions, conversations, surveys and workshops had resulted in the creation of a community orientated action plan.

A full report detailing the findings of the charrette had now been prepared by the consultants and was attached to the report at Appendix 1.

Some potential projects identified during the charrette were summarised as follows :-

- Better pedestrian access to the railway station and bus/cycle access
- Pedestrian priority in the centre of the village
- Options for developing vacant shops and sites
- Better access to social housing
- Support for new businesses

Projects would now require to be prioritised and would then need to be assessed to determine how feasible they were to deliver. The Fauldhouse Regeneration Plan Steering Group would take the lead role in delivering the action plan and the group had representation from West Lothian Council and partner organisations working in the area as well as input from Fauldhouse Community Development Trust and other local community members.

The report concluded that projects and ideas generated during the charrette had now been written up into an action plan and the Fauldhouse Regeneration Plan Steering Group would now consider the plan and prioritise the relevant actions to be taken forward,

It was recommended that the Board note:-

1. The conclusion of the charrette in Fauldhouse
2. The action plan would be adopted by Fauldhouse Regeneration Plan Steering Group

Decision

- 1) To note the contents of the report; and
- 2) To agree that as the Action Plan developed and work on implementing the Action Plan begun that a further report be provided to a future meeting of the Board.

8. SCOTTISH INDEX OF MULTIPLE DEPRIVATION 2016 - UPDATE REPORT ON PARTNER SEMINAR AND FURTHER ANALYSIS

The Board considered a report (copies of which had been circulated) and a presentation by the Economic Development Policy Manager providing information on the Scottish Index of Multiple Deprivation results for 2016 and how it applied to West Lothian and to also provide feedback on the CPP Partner's seminar held on 20 January 2017.

As reported to the previous meeting of the CPP Board the Scottish Index of Multiple Deprivation (SMID) Results were released in September 2016 and were the Scottish Government's main method of identifying area-based disadvantage across Scotland.

As agreed at the previous CPP Board meeting a partner seminar was organised and held on 20 January 2017 to discuss the results. The seminar was attended by around 50 participants drawn from across West Lothian CPP with feedback from participants being extremely positive. A number of partners had indicated that they planned to use the SMID analysis to inform development of their management plans next year.

The purpose of the seminar was to :-

- Provide an overview on the SMID picture as it applied to West Lothian;
- Explore the underlying issues which contributed to multiple deprivation within West Lothian; and
- Consider the implications for regeneration work and targeting of services

A number of workshops were held at the seminar and focused on three key questions :-

1. Identify an immediate practical initiative which could make a difference (within current budget constraints)

2. Identify a longer-term significant policy initiative which could address the causes of deprivation; and
3. What would success look like in ten years' time

The report provided a summary of the outcomes of the workshops held at the seminar.

The report also provided details on the community of Boghall which historically had been covered by 4 contiguous datazones over the last three SIMD's. However no datazones in Boghall were now to be found in the most deprived 20% category which did seem to indicate that interventions had had a real change for the positive.

The report concluded that the 2016 SMID analysis reinforced the need to take both a thematic and geographic based approach to targeting services to tackle deprivation. It should also be recognised that there were areas where there were generally greater levels of deprivation and a community-based approach to regeneration was valid, recognising the interconnectedness of deprivation issues in people's lives and the lived experiences of poverty more broadly.

The Board were asked to note the content of the report

Decision

- 1) To note the content of the report; and
- 2) To agree that as analysis of the SMID data continued a further report would be brought forward to a future meeting of the Board.

9. PARTNERSHIP WITH SPORTSCOTLAND

The Board considered a report (copies of which had been circulated) advising of West Lothian Council's existing partnership with **sportscotland** and West Lothian Leisure and asking the Board to consider **sportscotland**'s role as a statutory partner in Community Planning.

The Board were advised that the Community Empowerment (Scotland) Act 2015 listed **sportscotland** in Schedule 1 of the Act and, as such, **sportscotland** had responsibilities to work with local partners in the delivery of local outcomes.

As a national agency for sport, **sportscotland** was committed to working with all 32 local authorities and associated partners to contribute to world class sporting systems in Scotland. Appendix 1 attached to the report outlined the Scottish Government's Active Scotland Framework outcomes and **sportscotland**'s contribution to these outcomes.

The report continued to advise that **sportscotland** invested in West Lothian Council through a 4 year Partnership Agreement which detailed shared national and local outcomes and priorities for sport. Via a contract

for services with West Lothian Council some activities were delivered by West Lothian Leisure; this partnership contributed to many of West Lothian Council's statutory duties to ensure adequate provision of facilities for sport and to promote community wellbeing.

sportscotland invested in partners who planned strategically and where the contribution made by sport and physical activity towards community planning outcomes was evidenced. Participation in sport and physical activity played a significant role in wider council objectives such as Health and Wellbeing.

It was recommended that the Board considers **sportscotland's** role as a statutory partner for sport in local community planning.

Decision

- 1) To note the contents of the report; and
- 2) To agree to invite **sportscotland** to a future meeting of the Board to carry out a presentation on how they could play a role in community planning

10. JOINT INSPECTION OF SERVICES FOR CHILDREN AND YOUNG PEOPLE

The Board considered a report (copies of which had been circulated) by the Senior Manager for Young People and Public Protection, West Lothian Council advising of a joint inspection of services for children and young people by the Care Inspectorate.

The report explained that the Care Inspectorate was asked by Scottish Ministers to develop a new model for the scrutiny of and improvement of services for children and young people which aimed to :-

- Improve outcomes for all children and young people;
- Provide independent assurance about the effectiveness of services for children and particularly the most vulnerable children and young people; and
- Build capacity for improvement

The approach taken by the Care Inspectorate would focus on how well all of the services in a local authority area were working together to make a positive difference to the lives of children, young people and their families. It would also hold Community Planning Partners responsible for providing effective services for children and young people and would focus on how well services were working together to improve outcomes for children and young people.

Formal notification of the inspection had been received on 14 December 2016, an electronic survey was distributed to all key staff on 16 January 2017 and a pre-inspection return had been completed and submitted to

the Inspection Team on 27 January 2017. Further information was also submitted to the Care Inspectorate on 9 February 2017 and this would be used by the inspection team to determine the scope of the inspection and the nature and focus of the activities that would be carried out.

The report continued by providing details of the Inspection Phase which would get underway in week commencing 6 March 2017. At the end of the inspection the inspection team would undertake an analysis of the findings and jointly agree the final evaluations and high level messages to feedback to the partnership. The inspectors would report their findings and evaluations against nine quality indicators. Each indicator would be graded on a six point scale ranging from Excellent to Unsatisfactory and the final report would be publically available.

Following the publication of the final inspection report the partnership would be required to prepare a plan detailing the actions that would be undertaken in response to the report. The action plan would be required to be submitted to the Care Inspectorate within six weeks of the publication of the inspection report.

The report concluded that the joint inspection would take place over a 35 week period from notification to the publication of the inspection report. The process would take account of the full range of work that had been undertaken with children, young people and families locally and would ultimately report on the difference that services were collectively making to their lives.

It was recommended that the Board notes that there was a joint inspection of the services for children and young people currently underway in West Lothian.

Decision

- 1) To note the contents of the report; and
- 2) To agree that once the inspection was complete a report would be brought forward to a future meeting of the Board.

11. RESOURCE ALIGNING GROUP UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Finance and Property Services, West Lothian Council providing a progress reports on the Resource Aligning Group (RAG).

The RAG had previously agreed a number of areas for development which supported information sharing and alignment of resources across the CPP to improve the CPP's capacity to target resources for better impact across the Single Outcome Agreement priorities. An action plan had been developed and the report provided an update on progress against the action plan along with proposed activities to be undertaken to further develop the action plan to assist in the delivery of the SOA.

With regards to Aligning Resources and Resource Efficiency three actions

had been identified as follows :-

- Clarify and strengthen the understanding of each partner's role and contribution;
- Improve resource allocation and resource efficiency; and
- Resource aligning taken to a local level to enable sharing of resources

The report provided a narrative on each of these actions including information on the Community Empowerment (Scotland) Act 2015, the Anti-Poverty Strategy and Participatory Budgeting.

The report also provided details of Asset Management Planning noting the development of a Community Planning Partnership Property Asset Management Plan. This would be supported by a set of principles which would be developed over three stages, details of which were summarised in the report.

And finally the Head of Finance and Property Services provided details of a scenario planning event, co-ordinated and facilitated by 3rd Horizon on 31 August 2016 and 3 October 2016, where the object of the event had been to explore, debate and discuss "Living in West Lothian in 2030". Participants at the workshops were asked to consider three possible future scenarios for West Lothian and to consider and identify the near and medium term opportunities and barriers with the three key drivers being :-

- ❖ Continued increase in community demand for public services
- ❖ Changing nature of politics and local democracy
- ❖ Continued reducing public services

Further details on the scenario planning events were attached to the report at Appendix 1.

The CPP Board were asked to :-

- 1) Note the resource improvement guidance from the Community Empowerment Engagement (Scotland) Act 2015;
- 2) Agree for the RAG to work with the CPP team to develop training for the board on the impact of the guidance and to identify any required actions to ensure compliance with the guidance;
- 3) Note the proposed staged approach to the Anti-Poverty Strategy refresh;
- 4) Note the approach and work currently being completed for the Participatory Budgeting development project;
- 5) Note that further work for mainstreaming Participatory Budget

would be undertaken and reported back to the board for consideration;

- 6) Note the progress of the West Lothian Funding Forum
- 7) Agree the amended principles of the proposed Community Planning Partnership Property Asset Management Plan;
- 8) Agree that all Community Planning Partners were required to endorse the principles of the CPP Property Asset Management Plan;
- 9) Agree that all Community Planning Partners were required to provide information on their Property Assets as a matter of urgency;
- 10) Agree that West Lothian Council should commence engagement with an independent third party property professional to support the research, development and implementation of a CPP Property Asset Management Plan;
- 11) Agree for engagement to be undertaken with West Lothian community groups to look at what services should be like in the future and who would be responsible for the design and delivery of the services;
- 12) Agree that continued horizon scanning should be completed on an ongoing basis, to understand better the impacts of change drivers and look for signals indicating which part of the scenarios may start to materialise;
- 13) Agree that the board should consider working with Community Councils on their potential new roles in working in changing contexts and/or bringing health and social care workforce together to explore cultural difference and shared systems leadership practices; and
- 14) Agree that the board reviews the barriers and opportunities identified from the workshops and target actions to be undertaken to try and mitigate and remove the barriers and to realise the opportunities.

Decision

To approve the terms of the report

12. COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 - FINAL COMMUNITY PLANNING GUIDANCE AND REGULATION

The Board considered a report (copies of which had been circulated) by the Community Planning Development Officer advising that the Community Planning part of the Community Empowerment (Scotland) Act 2015 was now in force and to seek approval on plans for promoting the

Act within the community.

The provision in Part 2 of the Community Empowerment (Scotland) Act 2015 regarding Community Planning and the sole regulation regarding locality planning came into force on 20 December 2016. The final guidance for statutory partners was also launched. This was largely the same document as the near-final guidance as discussed at the CPP Board in November 2016.

The draft guidance was discussed at previous CPP Board meetings and a number of actions had already been agreed to ensure the CPP was well placed to take forward the requirements of the Act, including exploring community involvement in the CPP and holding development sessions for the Board.

CPP's were required to ensure all bodies which can contribute to Community Planning were able to do so in an effective way and to the extent that they wished to do so. In order to raise awareness the Community Planning team were currently developing a package of supporting information including briefing slide and FAQ's. This information would be made available to community groups, with the offer to come out and speak to groups across West Lothian; it was anticipated that partners would be involved in these briefings.

It was also proposed that a development session would be held with partners to further explore the local implications of the Community Empowerment Act, focusing mainly on the Community Planning provisions but also touching on other relevant parts of the Act, such as Participation Requests. This would increase partners' understanding of what the new duties would mean for them and would allow partners to identify local opportunities for improvement.

It was recommended that the Board :-

- 1) Note that Part 2 of the Community Empowerment Act was now in force and that final guidance had been published;
- 2) Approves plans to promote the Act within the community; and
- 3) Approves plans to hold a development session with partners on the Act.

Decision

To approve the terms of the report

13. DRAFT CPP WORKPLANS 2017

The Board considered a report (copies of which had been circulated) by the Community Development Planning Officer presenting draft Community Planning Partnership Board and Community Planning Steering Group work plans for 2017.

The Board were advised the workplans had been devised in order to prioritise and schedule discussion at meetings throughout 2017 and that having a workplan in place allowed the CPP to plan ahead to ensure all relevant items were discussed.

All partners were invited to contribute relevant upcoming strategies, plans, consultations and items for discussion for each of the Steering Group and Board meetings scheduled for 2017.

Copies of both workplans were attached to the report as a series of appendices and Board members were invited to review and approve the draft workplans.

Decision

To approve the terms of the report noting that the Community Planning team would update the workplan to reflect decisions made earlier in the meeting by the Board.

14. DATES OF FUTURE MEETINGS 2017

The Board noted the dates of future meetings of the Community Planning Partnership Board. These being :-

- Monday 22 May 2017
- Monday 21 August 2017
- Monday 20 November 2017