

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 26 JUNE 2017.

Present –

Councillor Kirsteen Sullivan (Chair)	West Lothian Council
Councillor Charles Kennedy	West Lothian Council
Councillor Andrew McGuire	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
Craig Smith	Police Scotland
Gary Laing	Scottish Fire & Rescue
Grant McDougall	Skills Development Scotland
Bridget Meisak	Voluntary Sector Gateway WL
Dr Margaret Douglas	NHS Lothian
Marjorie Russell	Dept Work & Pensions
Billy Howie	Dept Work & Pensions
Moira Nelson	SESTran
Tim Ward	West Lothian Council
Jane Kellock	West Lothian Council
George Hotchkiss	West Lothian College
Jonathan Pryce	Scottish Government
Carol Bebbington	Health & Social Care Partnership
Robin Strang	West Lothian Leisure

In Attendance –

Graeme Struthers	West Lothian Council
Craig McCorrison	West Lothian Council
Jim Jack	West Lothian Council
Alice Mitchell	West Lothian Council
Donald Forrest	West Lothian Council
Clare Stewart	West Lothian Council
Susan Gordon	West Lothian Council
Tim Ward	West Lothian Council
Greg Welsh	West Lothian Council
Peter Rogers	West Lothian Council
David Greaves	West Lothian Council
Martin Riach	Scottish Fire & Rescue

Apologies -

Councillor David Tait	West Lothian Council
Councillor Cathy Muldoon	West Lothian Council
Mhairi Harrington	West Lothian College
George Eckton	SESTran
John Reid	Dept Work & Pensions
Jim Forrest	Health & Social Care Partnership
Dr Alison McCallum	NHS Lothian
Andrew Baptie	SportScotland

1. WELCOME

The Chair welcomed all the partners to the meeting and asked that everyone introduce themselves as there were quite a few people attending their first meeting of the Board.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. MINUTE

The Board approved the Minute of its meeting held on 13 February 2017. The Minute was thereafter signed by the Chair.

4. NOTE MINUTE OF CP STEERING GROUP HELD ON 15 MAY 2017

The Board noted the Minute of the Community Planning Steering Group meeting held on 15 May 2017.

5. MINUTES OF THEMATIC FORUMS :-

- a) The Board noted the Minute of Community Safety Board held on 20 March 2017.

6. SINGLE OUTCOME AGREEMENT PERFORMANCE REPORTING :-

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

7. WEST LOTHIAN COLLEGE REGIONAL PLAN & OUTCOME AGREEMENT 2017-2020 - PRESENTATION BY GEORGE HOTCHKISS, VICE PRINCIPAL, WEST LOTHIAN COLLEGE

The Board were provided with an overview of West Lothian College's 2017-2020 Regional Plan and Outcome Agreement also known as Opening Doors.

George Hotchkiss, Vice Principal of West Lothian College provided an overview of the future challenges being faced by the college including combating poverty, increasing learner success, building a skilled workforce and increasing innovation and enterprise.

This would be done by a series of measures which were outlined in the presentation including engagement with 2000 businesses to increase

apprenticeships and work-based learning, doubling the opportunities for international exchange visits, increasing the number of college places for disadvantaged individuals, improving the balance of female and male learning programmes and working in partnership with universities and economic partners in City Regions to deliver skills needed for the future.

The presentation continued that Opening Doors would be carried out in the context of sustainability through a campaign of “reduce, reuse and recycle” and by promoting initiatives to improve the environment.

The presentation concluded by summarising the college’s priorities for 2017-18 which were as follows :-

- Increase Foundation Apprenticeships for schools;
- Review NQ Programme Frameworks against aspirations;
- Develop staff teams with the “best players in the right place; and
- Measuring impact and results

George then responded to a number of questions from the Board members.

The Chair thanked George for the very informative presentation.

#### Decision

To note the contents of the presentation.

8. WEST LOTHIAN CHILDREN'S SERVICES PLAN 2017-2020 - PRESENTATION AND REPORT BY JANE KELLOCK, HEAD OF SOCIAL POLICY

The Board were provided with an overview of the West Lothian Children’s Service Plan 2017-20, which it was explained was a continuation of the previous integrated Children’s Services Plan 2012-18 and which had been revised to take into account new requirements under Parts 1 and 3 of the Children & Young People (Scotland) Act 2014.

The Children’s Services Plan had been developed to encompass the following principles :-

- Getting the right balance between universal and targeted services
- Re-distributing resources towards targeted activities with individuals, groups and communities
- Improved integrated working
- Improving outcomes for the individual child and their family
- Focusing on early intervention by shifting resources from managing

### crisis to building resilience

The Head of Social Policy then provided details of the challenges ahead in the categories of Early Years, School Age and Young People in Transition. In noting these challenges the Board were advised of the Plan's priorities for dealing with these challenges and which included early intervention and prevention, child protections, corporate parenting and youth justice. Further information was then provided in terms of how each if these priorities would be undertaken.

Public consultation on the plan had commenced on 18 April alongside which a number of Strategic Needs Assessments had also been commissioned.

In terms of reviewing and reporting on the plan this would be an ongoing process and the plan would be kept under review to ensure that it continued to be able to meet the needs of children, young people and families in West Lothian while ensuring that collective responses could be put in place to respond to emerging needs

The Board were asked to note the progress made with regards to the development and launch of the West Lothian Children's Services Plan 2017-2020.

There then followed a series of questions and answers.

The Chair thanked the Head of Social Policy for the very informative presentation.

### Decision

To note the contents of the presentation and the accompanying report

## 9. REGENERATION PLANS

The Board considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the process for developing Regeneration Plans for those areas identified as most deprived in West Lothian.

The Board were advised that the Regeneration Framework, approved by Council Executive in February 2014, contained a commitment to develop regeneration plans in key areas of deprivation in West Lothian.

Eight regeneration areas had been identified, based on the data zones within the bottom 20% of the Scottish Index of Multiple Deprivation. At present this process had started in five of the eight areas; these were Blackburn, Bridgend, Livingston Central, Fauldhouse & the Breich Valley and Whitburn. Work had now begun in Craigshill and the remaining areas of Armadale and Bathgate would begin shortly,

The report provided an overview of the process that was followed for the development of Regeneration Plans and it was noted that Steering

Groups had been established in each area to act as the vehicle for the development and delivery of regeneration plans. The groups would initially be co-ordinated by the Community Regeneration Officer but would eventually be community-led.

The report provided further information in relation to the mapping of community assets, evidence gathering and statistical information, identified themes and issues and performance monitoring and reporting.

Community Regeneration Offices would have responsibility for ensuring that plans linked with the Regeneration Framework and the Single Outcome Agreement. They would also ensure that there was an operational alignment with the West Lothian CLD Plan, the emerging Learning Community Plans relevant to each regeneration areas and with the Integrated Joint Board Health Locality Plans.

The Board continued to be advised that a Regeneration Framework Steering Board had been established to support the regeneration planning process. This would be chaired by the Head of Planning, Economic Development and Regeneration and had a named lead for each of the five themes within the framework. Community Regeneration Officers would also attend the board and would provide the link from the board to the eight regeneration plan steering groups.

Quarterly reports would be prepared and presented to the council's Partnership and Resources Policy Development and Scrutiny Panel with updates provided to the Community Planning Partnership Board on an annual basis.

It was recommended that the Board note :-

1. That regeneration plans would be developed in eight targeted West Lothian communities; and
2. The timescales for implementation of the plans.

### Decision

To note the contents of the report

## 10. SCOTTISH INDEX OF MULTIPLE DEPRIVATION - FURTHER ANALYSIS

The Board considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing further information on the Scottish Index of Multiple Deprivation (SMID) as it applied to West Lothian.

The SMID 2016 results were released in September 2016 and were the Scottish Government's main method of identifying area-based disadvantage across Scotland. These results were reported to the Community Planning Partnership Board in February 2017 and at that meeting members were advised that further analysis would be undertaken

in consultation with partners.

Much discussion had been undertaken with regards to the most effective interventions that could be employed to tackle area based deprivation as had been witnessed in the Boghall area. After much discussion with practitioners it was deemed that positive changes had been achieved through a mix of interlinked interventions and initiatives and a long term approach. The report provided further information on some of the work undertaken in Boghall including activity by the Access2Employment and More Choices and More Chances teams.

In conclusion the 2016 SIMD showed some of the clusters of deprivation in West Lothian but there were a number of limitations to the SIMD based analysis as follows:-

- Using only SIMD to target resources could mean that the majority of deprived people did not receive the necessary services or support
- Targeting based on themes, such as unemployment or income deprivation could allow services to access those residents who had experienced multiple deprivation across all areas
- SIMD data could help inform regeneration work and other interventions by identifying key themes around health and education inequalities
- Area based deprivation in West Lothian was not as extensive a phenomenon as other parts of Scotland and it was important not to over emphasise the scale of deprivation and avoid stigmatising individual communities
- More up-to-date thematic intelligence should be used to inform targeting of resources (including knowledge from practitioners)

It was recommended that the Board note that the 2016 SIMD analysis reinforced the need to take both a thematic and geographic based approach to targeting services to tackling deprivation and that the Board undertake a visit to Boghall Community Hub to see the good work being accomplished in the community.

#### Decision

- 1) To note the contents of the report; and
- 2) To agree that partners participate in a visit to Boghall Community Hub to witness the good work being achieved in the community.

#### 11. X-ROUTE: CO-DESIGNING ACTIVE TRAVEL

The Board considered a report (copies of which had been circulated) by SEStran providing an update on the X-Route Study which had looked at the barriers young people faced when using active travel as a mode of

transport and the implementation of “star paths” in the Knightsridge area of Livingston.

SEStran through the Regional Cycle Network Grant Scheme (RCNGS) commissioned Young Scot to develop and deliver a study focusing on young people and active travel. The RCNGS was a grant scheme, provided by SEStran from SUStrans, to improve cross-boundary commuter cycling across the eight local authorities in the south east of Scotland.

To facilitate the process Young Scot used their co-design service which involved young people systematically creating, designing and delivering solutions in collaboration with organisations. This allowed young people to be involved much earlier on the decision-making process through a highly participative approach which would have a more radical impact on service innovation.

Four groups of young people from varying socio-economic backgrounds across the SEStran region, including The Vennie in West Lothian, developed a series of ideas and recommendations to improve cross boundary active travel in and around their local area. The intention was for these routes to become a viable option and an integral part of travel for young people and their wide community.

One of the outcomes of the study was the increasing perception of safety on local path networks, to make them a more viable option. The Vennie therefore suggested that if paths were “glowing” there would be no light pollution for the surrounding area but users would be able to see the path more clearly making it more attractive to use. Some further research showed that Transport Scotland had published a desk study in 2014 on “star-path” technology to make roads glow to increase visibility and the feeling of safety.

SEStran then submitted a bid to the Scottish Road Research Board (SRRB) to turn the research paper into a trial in Knightsridge. After a successful bid the council was currently working with SEStran and The Vennie to implement a trial of Star Paths which would be first of its kind in Scotland.

The report concluded that X-Route addressed the underrepresentation of young people in developing their local communities, with a focus on the transport network. It also aligned with the Single Outcome Agreement 2013-2023 in that “our children have the best start in life and were ready to succeed”. SEStran would also continue to seek support for the further roll-out of “star paths”, if successful, in West Lothian and for further bids for funding to expand the network delivery, particularly in 2018, the Year of Young People.

It was recommended that the Board note the content of the X-Route report.

Decision

- 1) To note the content of the report;
- 2) To note the successful engagement with young people; and
- 3) To suggest that SEStran link in with those organisations across West Lothian (for example the West Lothian bike lending library) to seek access to bikes for those who would not ordinarily be able to afford one.

12. DEPARTMENT FOR WORK AND PENSIONS (DWP) - ENHANCED SUPPORT OFFER (ESO) PROGRAMME

The Board considered a report (copies of which had been circulated) by the Department of Work and Pensions advising of the Enhanced Support Offer which was part of the Personal Support Package that had been recently introduced by the UK Government as part of the “*Improving lives – The Work, Health and Disability Green Paper*”.

The Enhanced Support Offer (ESO) was part of that Personal Support Package and applied to claimants from 3 April 2017 whose Work Capability Assessment outcome placed them in either the Employment and Support Allowance Work Related Activity Group or Universal Credit Work Preparation Group

There were 13 elements to the offer which would be introduced in phases between April 2017 and November 2017 with six elements introduced so far and a summary of which was provided in the report.

In April 2017 the Access to Work, Work First & Work Able and Specialist Employability Service were introduced. Then in June 2017 the Small Employer Offer, Journey to Employment and Lead Community Partner were introduced. The report provided a narrative on each of these elements.

Elements for future launch included Young Persons Supported Work Experience, Local Supported Employment – Proof of Concept, Jobcentre Plus led Personalised Support, WRAG Intensive Support Trial, Mental Health Training, Specialist Advice and Work & Health Programme. The report also provided a narrative on each of these.

The report concluded that the UK Government wanted to help everyone to be able to enjoy the independence, security and good health that being in work could bring.

Decision

To note the contents of the report

13. WEST LOTHIAN COMMUNITY CHOICES

The Board considered a report (copies of which had been circulated) by

the Head of Planning, Economic Development and Regeneration advising of progress related to West Lothian Community Choices.

Participatory Budgeting (PB) or “Community Choices” as it was known in Scotland was a democratic process in which members of the community helped decide how to spend part of a public budget. West Lothian Council had secured support from the Scottish Government to take forward community choices with assistance from the organisation Participatory Budget Process.

Let’s Get it Right for Autism was West Lothian’s first participatory budget project and which saw £10,000 set aside for local groups, organisations and clubs to put forward their ideas on how they could create new social opportunities for those with autism. To ensure that the scope of the project was appropriate to meet the needs of those with autism a survey was carried out in December 2016. 342 people responded to the survey. Therefore based on the results of the survey the focus of the “Let’s Get it Right for Autism” project aimed to support and encourage greater participation in social activities and opportunities for individuals with autism.

A Community Launch event was held on 25 March 2017 where ideas from the local group, clubs and organisations were presented. The event was open to the wider community who had an opportunity to vote for the ideas they thought would make a difference to individuals with autism. The date for the event was chosen to coincide with National Autism Awareness Week.

A range of people attended the event which resulted in 29 people engaging in the voting process. Online voting was also made available to those who were unable to attend the event. A great response was received to the online voting system; 792 individuals voted which therefore totalled 821 votes.

The successful projects were then announced at a short presentation on 26 April 2017 at West Lothian Civic Centre. These were as follows :-

- Broxburn United Sports Club and Team United with “Talking Tactics”
- Signpost and their “Lego Club”
- Winchburgh Youth Space with “Winchburgh Inspiring Inclusion”
- Youth Inclusion Project
- Barnardo’s and their “Caern Project”

Discussions had begun on how to “scale-up” or mainstream participatory budgeting. A meeting had also been held with PB partners to being to look at how this could be developed in West Lothian and the potential opportunities that could be taken forward. A Community Choices operational working group had also been established with representation

from Community Planning, Finance, Operational Services, Social Policy, Housing, Community Regeneration and Education and would be responsible for identifying potential areas and budgets that were complementary to the community choices approach.

The report concluded that an options paper on mainstreaming participatory budgeting was being drafted which would detail potential opportunities within council services and budgets for participatory budgeting to be developed and that the paper would be discussed at the next Resource Aligning Group meeting.

The Board was asked to note the progress of “Let’s Get it Right for Autism” and the approach being taken to mainstream participatory budgeting.

### Decision

To note the contents of the report.

## 14. PARTICIPATION REQUESTS

The Board considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration outlining how the participation request process would operate in West Lothian and to highlight some considerations for the Board.

The Board were advised that Part 3 of the Community Empowerment (Scotland) act 2015 (Participation Requests) was focused on extending and improving community participation in improving outcomes for communities. This part of the Act came into force on 1 April 2017.

A Participation Request was a request that came from the community for them to be involved in a process that would improve an outcome which they had specified. A request could be made to a “community participatory body” (CPB)

With regards to the process for West Lothian Council the Community Planning and Regeneration team would act as “gatekeepers” for requests coming to the council and would carry out the initial vetting with the relevant service area to ensure that all the required information was present. Once all the required information was received the CPB would be formally notified of the validation date, triggering the statutory timescales for a Decision Notice to be published.

The validated request would then be passed to a “Participation Request Panel” for assessment which would be chaired by the Head of Planning, Economic Development and Regeneration and would involve relevant heads of service and partner organisations as required. The Panel, which would be a “virtual panel” depending on the nature of the request, would then decide if the request required to be taken to a council committee for decision.

Once a decision was made a Decision Notice would be forwarded to the

CPB and would then be published on the council's website. Where a participation request had been refused a clear rationale would be provided and where the participation request had been approved the Decision Notice would outline the improvement process, identifying if the process already existed or if a new one needed to be established.

Further details of the process to be followed including an application form were attached to the report as a series of appendices.

It was to be noted that the council had yet to receive any participation requests.

The Act also identified all other "Public Service Authorities" to which requests could be made and these were detailed in the report. Each public service authority was to have its own process for dealing with participation requests and to date Police Scotland had established a process with further information available on their website.

It was important to have identified contacts in each organisation for when a joint request was received. The Community Planning and Regeneration team had identified contacts in most other local public bodies that the part of the Act applied to with the exception of the SRUC, SEPA and Scottish Natural Heritage.

Planning partners were asked to note that :-

- Participation Requests were not to be viewed as a replacement for engagement and participation processes where they already functioned well but as an opportunity to establish dialogue where communities found it difficult to be recognised or heard;
- Each public authority was required to report annually on the number of requests received. However it was important to keep in mind that a low number of requests received and processed did not necessarily reflect a failure in participation;
- Public bodies were required to promote their participation request process and to provide support to applicants, particularly targeting those who did not typically engage in local decision-making;
- Consistency of the application process between partners would make it easier to community bodies to apply and would allow for a robust assessment, decision making and governance across the CPP; and
- Partners should look to share their participation processes and any initial requests received in order to build up a picture of requests across West Lothian.

The report concluded that following Part 3 of the Community Empowerment Act (Participation Requests) coming into force on 1 April 2017 West Lothian Council was trialling a process for dealing with requests and officers were in discussion with partners to gain an

understanding of the processes being implemented across West Lothian.

It was recommended that the Board :-

1. Notes the West Lothian Council participation request process;
2. Considers partner's processes; and
3. Discusses those considerations in relation to participation requests outlined in the report

#### Decision

To note the contents of the report

15. UPDATE REPORT ON NATIONAL PROGRESS ON COMMUNITY JUSTICE REDESIGN IN SCOTLAND AND WEST LOTHIAN DEVELOPMENT

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on national progress on community justice redesign in Scotland and in West Lothian, including the preparation of the West Lothian Community Justice Outcomes Improvement Plan.

The Head of Social Policy explained that Community Justice Redesign in Scotland had started some five years ago and that the powers in relation to Community Justice service for each local authority area had transferred to Scottish CPP's some three months ago. The legislative framework under which these changes were implemented focused largely on the needs of offenders who were already generally managed by local services.

In terms of West Lothian a change to committee structures had been undertaken to ensure robust governance arrangements for Community Justice were now bedding in. While the Safer Communities Strategic Planning Group had the strategic lead on this activity, a number of tasks had been further delegated to the Reducing Re-offending Sub-Committee and included :-

- Completion of an initial West Lothian Community Justice Needs Assessment
- Support the review of the West Lothian Reducing Re-offending Strategic Plan for 2013-18 to encompass the current changes in governance and vision
- Preparation of the West Lothian Community Justice Outcomes Improvement Plan. This document would explain the activities and initiatives that would be considered to make a substantial difference to West Lothian communities.

It was to be noted that West Lothian appeared to be reasonably well

placed having some well-established partnership projects which were considered mainstream, but some areas were now only starting to develop and included the Arrest Referral Scheme, Voluntary Throughcare arrangements at HMP Addiewell and a whole systems approach to Youth Justice.

With regards to 2017-18 significant areas of work for the Community Justice partnership in West Lothian were emerging and would benefit from detailed local consideration and were as follows :-

- ❖ How West Lothian could act on the intention of the Scottish Government to “bring a local perspective to community justice”. Communities should be active partners but would need to develop and understand ways they could contribute to reducing reoffending to make safer and better places to live;
- ❖ How the CPP, through its component organisations, could demonstrate and develop a commitment to partnership working;
- ❖ How CPP partners could best drive change within their organisations and within each organisation as the most appropriate person to lead this change;
- ❖ How each organisation could encourage a sense of shared ownership of the Community Justice agenda among its workers; and
- ❖ An expectation on CPP’s that leverage of resources was to be expected.

The report concluded that West Lothian justice partners had taken a number of significant steps towards an integrated approach to justice service delivery however it was clear that the profile of Community Justice Partnership work needed to be raised. The tasks still to be carried out were detailed in the Action Plan section of the West Lothian Community Justice Outcomes Improvement Plan 2017-18.

It was recommended that the Board :-

1. Support and promote the principles of Community Justice in West Lothian;
2. Encourage and the participation of all CPP partners in the further development of Community Justice principles and in particular the range of tasks outlined in the report; and
3. Note that further reports would be provided on the development of Community justice in West Lothian and nationally.

### Decision

To note the contents of the report

16. EMPLOYABILITY INNOVATION AND INTEGRATION FUND

The Board considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the Scottish Government's Employability Innovation and Integration Fund and to seek approval to submit an application to the fund.

The Head of Planning, Economic Development and Regeneration advised that the Scottish Government had announced the creation of an Employability and Alignment Fund in December 2016 to support devolved powers on employment support services.

Then in June 2017 the Scottish Government announced on the Employability Innovation and Integration Fund which was seeking a collaborative and innovation approach that contributed to the regeneration or development on an area. Proposals were required to show such collaboration and innovation be demonstrating how the integration and/or alignment of employability and skills training services with health and social care, justice and/or housing services would contribute to an area's regeneration or development.

Projects were to be delivered within 18 months and by 31 March 2019.

There was a total of £2.5 million of funding available for the period 2017-18 to 2018-19 with the maximum level per project £500,000. The expectation was that bids would be a co-investment model and would be partnership bids. The closing date for applications was 27 July 2017 with successful bidders being notified by the end of August.

Proposals were required to meet certain criteria with details summarised in the report.

With regards to West Lothian Council and its partners there were a range of employability services aimed at supporting local residents to secure and sustain employment. This included the council's Steps N2 Work programme and services providing 1:1 support to residents experiencing multiple disadvantages. This additional funding could be used to enhance this provision and look at further integration.

Therefore it was being recommended that a bid be submitted by West Lothian Council on behalf of the Community Planning Partnership. The bid would look at areas of possible integration within Housing, Criminal Justice and Health where appropriate.

In order to develop a partnership bid, which identified current challenges, a short life working group would be established to produce the bid. The group would be chaired by the council's Economic Development & Regeneration Manager with the council's Employability Manager as Project Lead. The first meeting of the group would take place in week beginning 26 June and would meet regularly until the bid had been submitted.

The report concluded that the Employability Innovation and Integration

Fund had the possibility of enhancing and complementing a range of existing employability provision in West Lothian which would ultimately result in better outcomes for residents.

It was recommended that the Board :-

1. Notes and welcomes the additional funding announced by the Scottish Government;
2. Agree to submit a partnership bid which would be co-ordinated by Economic Development; and
3. Agree representation from key partners to support production of a bid to meet the fund criteria outlined in Section 2.2 of the report.

#### Decision

To approve the terms of the report