

Minute

Present: Craig McCorriston (Chair), Tim Ward, Gary Laing, Dave Greaves, Bryan Rodgers, Barry Blair, Joanna Anderson, Susan Gordon, Mhairi Harrington, James Cameron, Alistair Shaw, Alice Mitchell, Margaret Douglas

Apologies: Graham Hope, Graeme Struthers, Alison McCallum, Carol Bebbington, Donald Forrest, Elaine Cook

1. Welcome and Apologies

2. Minute of Previous Meeting

The minute was agreed.

3. Matters Arising

- **Action 2:** Clare Stewart (Employability & Regeneration) to attend the Primary Care and Community Forum. Margaret Douglas has joined the Working Together Employability Group. A further update on this will be brought back to the Steering Group.
- **Action 7:** It was agreed that more robust trend chart commentary should be included for the PI, SOA1305_07 '% care leavers entering a positive destination', to include detail on sustained destinations.
- **Action 8:** The water quality PI (SOA1308_11) is to be reviewed to ensure a more meaningful measure is in place.
- **Action 9:** Child health data has been circulated. Further analysis on the 27-30 month review has been requested and will be circulated to the Steering Group.
- **Action 10:** A new PI has been proposed, measuring tariff scores based on SIMD. Further information is to be circulated to the Steering Group.

4. SOA Performance Reports

a. Community Safety Thematic Report

- **Deliberate secondary fires:** The trend has reduced month by month. Operation Pinpoint involves partners regularly analysing data and pinpointing activity in specific areas. The Phoenix and Cooldown Crew courses are being reviewed and rebranded as 'Fire Skills', focusing on fire and life skills.
- **Accidental dwelling fires:** Another positive story, work continues with partner referrals. Home safety visits have been broadened out to include slips, trips and falls. Casualties/fatalities and severity of fires have also declined.
- **Police:** The Police performance structure is changing, moving from outputs to outcomes and from measuring detection to long term prevention, moving away from targets towards continuous improvement. In terms of violent crime, there has been a stark increase across Scotland, partly attributed to the redefinition of assault. An independent

review will be carried out by the national safer communities division. The process for uploading Police data to Covalent is to be reviewed.

- **SOA1304_31 (number of children/young people in secure or residential schools on offence grounds):** It was agreed that this should be changed to annual reporting for SOA purposes.
- **SOA1305_14 (% cases progressed to Child Protection Case Conference where there has been a reduction of risk to the child):** It was agreed there should be further review to ensure no disadvantage from changing this PI to annual reporting and that the decision on this would be deferred to the next meeting.
- **SOA1305_15 (% cases where positive progress can be evidenced at the 6 month LAC review):** It was agreed that this is changed to annual reporting for SOA purposes.
- **Quality of Life PIs:** It was noted that the PIs informed by the Quality of Life survey would be updated following analysis of results of the 2016 survey (sent out to the Citizens Panel this week) and that the Steering Group would receive a report when the results are available.
- **SOA1304_19 (% communities with a community council):** There was some discussion around how meaningful this PI is as a measure of local democracy and how community councils could be represented in the CPP. It was noted that the council has an officer dedicated to liaising with community councils. It was agreed that a note should be brought back to the Steering Group on the legislative background/role of community councils and where they are active/inactive, in order to inform discussion on potential alternative provision and what work we can do as a partnership in areas where there currently is no community council.

b. SOA Exceptions Report

- **SOA1304_12 (number of people killed or seriously injured in road accidents):** More detailed explanation on the 2015 increase to be requested from Graeme Malcolm and circulated to the Steering Group.
- **SOA1302_14 (% school and pre-school establishments receiving positive inspection reports):** The target will remain 100%; however Education Scotland's capacity to inspect has dropped. Actions are being taken to improve performance where an indicator is evaluated as negative.
- **SOA1303_14 (% employees earning less than the Living Wage):** This is one of the new PIs. The figure for 2016 became available at the end of October giving two years of data. The target should be reviewed to take account of the latest data.
- **SOA1303_15 (Gap between median pay for men and women):** Although the gap has increased, West Lothian still performs better than most areas. We would expect to see long term changes from the work ongoing at the moment, e.g. around occupational segregation. It was agreed that more historic data would be added to Covalent in order to review the long term trend and to compare to other local economies.
- **SOA1301_14 (Gap between annual end of year Performance in Primary Schools (PIPS) scores of lowest 20% and highest 20%):** Further update to be requested and circulated.

- **SOA1307_18 (% uptake of free school meals P1-3 against school roll):** Further update to be requested and circulated.

5. Community Empowerment (Scotland) Act 2015: Community Planning Guidance and Regulation

Joanna Anderson updated the Steering Group on the near-final Community Planning Guidance and Regulation and outlined a number of proposed actions to help ensure the CPP is well placed to take forward the Community Empowerment Act when this comes into force end 2016/early 2017. It was noted that the Police would like to be better sighted on the local regeneration plans, if these are to be adopted as partnership plans. These plans are in early stages of development in three areas (the remaining six areas will follow). Police representation has varied in these three areas. It was noted that it may be appropriate for Police to link in at the Regeneration Framework Steering Group to get a strategic overview of local regeneration planning. The recommendations were approved and a report will be taken to the CPP Board for approval.

6. Community Empowerment (Scotland) Act 2015: Participation Requests

Susan Gordon provided an overview of the new rights and duties in relation to Participation Requests as set out in the Community Empowerment Act and to advise the Steering Group of plans to establish a process to manage requests. This part of the Act is likely to come into force in early 2017 and it is important to ensure relevant processes are in place by then. Although each public service authority will have to look at this independently, individual processes from each partner should complement each other. The Community Planning team has started to look at what the process might look like for requests coming in to the council. There was some discussion around what other partners are doing and it was noted that Police Scotland are taking a force approach, with a meeting to discuss this soon, and West Lothian College have looked at the Act but have not yet taken a detailed look at participation requests. It was agreed that a version of this paper would be taken to the CPP Board and that it would be useful to share information on each partners' approach as this is discussed further.

7. Scottish Index of Multiple Deprivation 2016

Dave Greaves provided an overview and analysis of the SIMD. West Lothian's relative position in terms of its share of areas in the most deprived 15% and 20% has not changed. The picture in West Lothian is one of clusters of deprived datazones in some localities. The 2016 data reinforces that the local regeneration plan areas are the right areas to target; however it was noted that the CPP can't just focus activity in these areas. Not all people experiencing disadvantage live in the most deprived areas. It was agreed that it would be useful to add in a column to the table on page 7 of the paper (showing the change in distribution and number of data zones in most deprived 20% category) to show the total number of datazones in each area.

8. Community Engagement Practitioners Network Minute: 16 August 2016

This was for information only.

9. Draft Agenda for CPP Board 21 November 2016

- It was agreed that the final participation request guidance (or the draft guidance if this is not yet available) should be attached to the CPP Board report. The report should also outline that this has been discussed at the Steering Group and should expand on the council's proposed process.
- There was some discussion around taking an SIMD paper to the CPP Board and it was agreed that a more detailed workshop, linking with local regeneration plans, may be more useful than a report.

10. Provisional Dates of Next Meetings

The following dates were approved (all 2-4pm):

Monday 30 January, Conference Room 2

Monday 8 May, Conference Room 2

Monday 7 August, Conference Room 3

Monday 6 November, Conference Room 3

Summary of Actions

No.	Action	Who	When	Update <i>(to be updated for January 2017 meeting)</i>
Matters Arising				
1	More robust trend chart commentary to be added to SOA1305_07 '% care leavers entering a positive destination', on Covalent, including detail on sustained destinations.	Dave Greaves	By end November 2016	Complete.
2	Water quality PI (SOA1308_11) to be reviewed.	Craig McCorriston/ Graeme Hedger	Update to be brought back to February 2017 Steering Group meeting	It is proposed that ownership of this PI is transferred to SEPA, who are one of the new statutory community planning partners identified in the Community Empowerment Act. Contact has been made with the relevant officer in SEPA and they have been invited to join the new Adaptation Sub-Group of the Climate Change and

				Sustainability Working Group.
3	Circulate information on proposed new PI measuring tariff scores based on SIMD.	Joanna Anderson/ James Cameron	By end November 2016	It is proposed that this PI is replaced with one of the Local Government Benchmarking Framework (LGBF) indicators, as they are collecting tariff data by SIMD quintile and can calculate a deprivation gap. Adoption of a LGBF indicator will facilitate benchmarking. This is still to be finalised and a further update will be provided to the Steering Group.
Community Safety Thematic Report				
4	SOA1304_31 and SOA1305_15 to be changed to annual reporting.	Tim Ward	By end November 2016	To be actioned.
5	Review whether there would be any disadvantage of changing SOA1305_14 to annual reporting in order to inform decision at next Steering Group.	Tim Ward	Report back to February 2017 Steering Group meeting	It is suggested that there would be no disadvantage to changing this indicator to annual reporting. This would also make this consistent with annual reporting of other SOA indicators and the similar PI that relates to child protection case conferences. Annual reporting would address seasonal anomalies and show a more consistent picture.
6	A note on community councils is to be brought back to the Steering Group.	Joanna Anderson/ Lorraine McGrorty	Report back to February 2017 Steering Group meeting	See item 5.
SOA Exceptions Report				
7	More detailed information on SOA1304_12 to be requested and circulated.	Joanna Anderson/ Graeme Malcolm	By end November 2016	Further detail circulated to the Steering Group 15/11/16. The trend chart commentary on Covalent has been updated with this information.
8	Historic data for SOA1303_15 to be added to Covalent in order to review the long term trend and to compare to other local economies.	Dave Greaves	By end November 2016	Data has been added for the period from 2012 (the earliest available). This appears to show that the gender gap has decreased from 7% to 4%. The Trend Chart Commentary has been updated on Covalent to

				reflect the historic trend and references the differences between local areas in Scotland. West Lothian has the fifth lowest gender gap pay based on this data set.
9	Further update on SOA1301_14 to be requested and circulated.	Joanna Anderson/ Michael Davis	By end November 2016	Further information circulated to the Steering Group on 16/11/16 and trend chart commentary has been updated on Covalent.
10	Further update on SOA1307_18 to be requested and circulated.	Joanna Anderson/ Jamie Fisher	By end November 2016	Further discussions to be had with Education to target the schools of lowest uptake to see what can be done to promote the service. We are still preparing and issuing packed lunches on Fridays and have commenced this with the new P1's so hopefully this will become the norm for them and they will use the service Mon-Fri. The trend chart commentary on Covalent has been updated with this information.
Scottish Index of Multiple Deprivation				
11	Add in a column to the table on page 7 of the paper to show the total number of datazones in each area.	Dave Greaves	By end November 2016	Table amended and updated report circulated 10/1/17.
Draft Agenda for CPP Board 21 November 2016				
12	Changes to be made to the CPP Board agenda as discussed.	Joanna Anderson	By 14 November 2016	Complete.