

Minute

Present: Graham Hope (Chair), Craig McCorriston, Gary Laing, James Cameron, Alistair Shaw, Alice Mitchell, Elaine Cook, Carol Bebbington, Donald Forrest, Joanna Anderson, Martin Higgins, Jo MacPherson, CI Colin Gagen, George Hotchkiss, Jonathan Pryce

Apologies: Graeme Struthers, Alison McCallum, Tim Ward, Mhairi Harrington, Supt Bryan Rodgers

1. Welcome and Apologies

2. Minute of Previous Meeting

The minute was agreed.

3. Matters Arising

There were no matters arising.

4. SOA Performance Reports

a. Health and Wellbeing Thematic Report

Martin Higgins from NHS Lothian delivered a presentation on Health Inequalities Indicators. It is acknowledged that health is influenced by a variety of social determinants and biomedical factors and some work is ongoing in NHS Lothian and West Lothian Council to develop a shared set of robust, high-level inequalities indicators for both SOA and IJB reporting. Martin talked through a set of 14 indicators based around Health, Early Years and Education and Employment and Income.

There was some discussion around the indicators that have been included. It was noted that the 'S4 average tariff score' indicator is not one that Education focus on as there is more of a focus on when pupils leave school. Some schools also do not sit National 5s and so not all pupils will be captured. There is also a focus on the 'PIPS exit score' rather than the entry score. It was agreed that the Education indicators would be looked at again. It was noted that there are gaps in the indicators in relation to environment and housing. Some of the data allows sub-West Lothian analysis but this will affect the robustness of the data. The next step in this process is to finalise the data for West Lothian and refine the set of indicators. These will then be reported back through the CPP. Steering Group members were encouraged to contact Martin with any additional indicators.

There was also some discussion on the indicators in the current Health and Wellbeing thematic report:

- It was noted that some of the indicators have not pulled through to the report. This will be reviewed on Covalent and a revised report will be generated for the CPP Board.

- **SOA1308_19 (primary children travelling actively):** It was noted that there is a mistake in the trend chart commentary and that the last Hands Up Survey took place in September 2016, not 2015 as indicated. This is to be changed on Covalent. It was noted that a walking bus was requested at a recent Whitburn community meeting. These are provided at some other schools in West Lothian.
- **SOA1301_01/02 (infant mortality rate/still birth rate):** It was noted that the numbers reported are very small. Carol Bebbington agreed to look at these indicators with NHS Lothian colleagues.
- **SOA1301_03 (newborn children breastfed at 6-8 weeks):** This target was set nationally. There was some discussion around what works in terms of increasing breastfeeding rates, including Positive Parenting and promoting and targeting the Breastfeeding Friendly initiative. Health facilities have policies in place around breastfeeding and support for mothers coming back to work. It was noted that other CPP facilities could sign up to the Breastfeeding Friendly initiative. Alistair Shaw agreed to look into whether breastfeeding is actively promoted in community centres. The Infant Feeding Advisor can help with this and Carol Bebbington agreed to send details to Alistair.
- **SOA1301_04 (nursery attendance rates):** There is currently limited understanding of the children not attending nursery. There was agreement to look into getting this data, particularly around vulnerable two year olds.
- Recent data from the 27-30 month check is to be analysed and shared with Education.
- **SOA1301_11 (% children in poverty):** It was agreed that the robustness of this data would be looked into. It was also agreed that a further update on the Anti-Poverty Strategy would be brought to the CPP Board.
- **SOA1307_01 (alcohol-related admissions):** There has been a steady decline in admissions; however there are questions around how the diagnosis is coded in hospitals. Alcohol-related diagnoses may not be captured. This is to be further explored.

b. SOA Exceptions Report

The report was noted.

5. Community Councils

Following a request at the last Steering Group meeting, a paper was presented on the legislative basis for community councils, the current position in West Lothian and potential areas for development for members to consider.

It was agreed that further work would be carried out to look at good practice elsewhere in Scotland, considering the wider context of engagement with community bodies in West Lothian (including Community Development Trusts, parent councils, town centre management committees) and looking at what makes community councils unique. Community councils should be involved in looking at potential areas for development, considering what they find positive and what could be improved. A further report will be presented to the CPP in late summer.

6. SIMD Workshop

Alice Mitchell gave a verbal update on the SIMD workshop held in January 2017. The CPP Board had agreed at the November meeting that this partnership session would be arranged to explore the underlying issues which contribute to deprivation in West Lothian and to consider the implications for regeneration work and targeting of services. The workshop was very well received, with over 50 participants. A paper is currently being finalised to take to the February CPP Board. The slides from the workshop are available on the CPP website. The Steering Group noted the update.

7. Local Police Plan

Colin Gagen provided a verbal update on the three year local police plan currently being developed. There has been some consultation on this and it is proposed that there is a shift to more meaningful outcomes, recognising wider social issues. There will be a focus on continuous improvement rather than short-term targets. This will not be a separate report but will be linked to the SOA. The Steering Group noted the update.

8. Resource Aligning Group Update

Donald Forrest talked to the Resource Aligning Group (RAG) update report, highlighting recent and proposed activities in relation to Community Empowerment Act training for the CPP, the Anti-Poverty Strategy refresh, community choices, creation of a Funding Forum, asset management planning and recommendations from the scenario planning workshops. The Steering Group noted the report and agreed that this would be presented to the CPP Board in February.

9. Draft CPP Workplans 2017

Draft workplans have been developed for the 2017 Steering Group and Board meetings. Steering Group members agreed to consider any further items to be included and let Joanna Anderson know by Friday 3 February. The final draft plans will then be presented to the CPP Board on 13 February.

10. Community Engagement Practitioners Network Minute: October 2016

This item was for information only.

11. Draft Agenda for CPP Board 13 February 2017

It was noted that the Community Justice update has come of the Board agenda. All other items were approved.

12. Dates of Next Meetings

It was agreed that the May and August meetings would be held a week later than previously arranged. The new dates are as follows:

Monday 15 May (3.30-5.30pm), Conference Room 2

Monday 14 August (2.00-4.00pm), Conference Room 3

The November meeting will remain as **Monday 6 November** (2.00-4.00pm), Conference Room 3

Summary of Actions

No.	Action	Who	When	Update
4a. Health and Wellbeing Thematic Report				
1	Education Inequalities indicators to be reviewed.	Martin Higgins/Michael Davis	By end February 2017	Education services Performance Officer met with Martin Higgins to discuss the suitability of the indicators. The Performance Officer is currently working with historic deprivation data that will be required for the indicators. A presentation of the indicators is going to the Health Improvement Health Inequalities Alliance on the 30 th May 2017 which can be circulated round the Steering Group once complete.
2	Resolve issues with the Health and Wellbeing report on Covalent to ensure all relevant PIs are included.	Joanna Anderson/Carol Bebbington	3 February 2017	Complete.
3	Amend typo in the trend chart commentary for SOA1308_19 (<i>% primary school children travelling actively to school</i>).	Joanna Anderson/Andrew Sneddon	By 31 January 2017	Complete.
4	SOA1301_01/02 (<i>infant mortality/still birth rate</i>) to be reviewed with NHS Lothian colleagues.	Carol Bebbington	By end February 2017	Review currently in progress.
5	Consider breastfeeding promotion in community centres. Carol Bebbington to send details on the Infant Feeding Advisor to assist with this.	Alistair Shaw/Carol Bebbington	Update to be provided at May Steering Group meeting	Contact details of Infant Feeding Advisor shared with Alistair Shaw.

6	Explore availability of data around children not attending nursery.	Elaine Cook/Michael Davis	Update to be provided at May Steering Group meeting	Pupil Placement have a 0-18 database which houses information on individuals we know live in the authority, this mostly comes from births registered at the local hospital. That information can be used to obtain a figure of those that are of current nursery age to be compared against the individuals we have registered in Council nurseries. The remainder will be a combination of those whose births were registered in West Lothian but have since moved, those attending private nurseries and those not attending any nursery. From the information we have it would be difficult to come up with a definitive figure of children not attending nursery in West Lothian.
7	Recent data from the 27-30 month check is to be analysed and shared with Education.	Carol Bebbington	By end February 2017	Data analysis is currently being finalised.
8	Robustness of SOA1301_11 (<i>% children in poverty</i>) to be reviewed.	Donald Forrest	Update to be provided at May Steering Group meeting	<p>The figures for this KPI come from nationally produced data which is collated and published annually by the Child Poverty Action Group. At present it is the only source of data which is considered reliable regarding child poverty.</p> <p>However, there is a Child Poverty Bill going through Scottish Parliament which will mean a statutory requirement to produce statistics on child poverty by local authorities and NHS and to produce an annual report on what we are doing at a local level to mitigate the effects of poverty. At this stage, it is not clear what we will need to report on, how we will gather the evidence nor indeed whether the statistical data needed can be broken down into local council areas. Once this is known, it is expected that the KPI will change to reflect the statutory reporting needs.</p>
9	Anti-Poverty Strategy update to be taken to the CPP Board.	Donald Forrest	August 2017	This has been added to the CPP workplan.

10	Review how data is captured for SOA1307_01 (<i>alcohol admissions</i>).	Carol Bebbington	Update to be provided at May Steering Group meeting	<p>Data is sourced from the SMR01 (Scottish Morbidity Records 01) for general acute inpatient and day case hospital activity for specialties other than mental health, maternity, neonatal and geriatric long stay.</p> <p>Data is reported as European Age-sex Standardised rates to prevent misleading comparisons between areas that may have populations with different age or gender structures.</p> <p>Hospital stays is an unbroken period of time that a patient spends as an inpatient or day case. During a stay a patient may have numerous episodes as they change consultant, specialty or hospital. Stays are counted at the point of discharge when all diagnostic information regarding the stay is available.</p> <p>Alcohol misuse is recorded using the International Classification of Diseases (10th revision 1996).</p> <p>Up to 6 diagnoses can be recorded within each episode within a stay and analysis is based on all diagnoses in any position from any episode within the patients stay.</p> <p>It should be noted that where alcohol misuse is suspected but unconfirmed it may not be recorded in the hospital records and will therefore not be included in the data.</p>
5. Community Councils				
11	Further work to be carried out to explore development of community councils. A report will be taken to the CPP in summer 2017.	Joanna Anderson	August 2017	This review is ongoing and an update will be reported to the Steering Group in August 2017.
11. Draft CPP Workplans 2017				
12	Members to send additional items to Joanna Anderson by Friday 3 February.	All	Friday 3 February 2017	Complete.

Community Planning Steering Group

30 January 2017

Conference Room 2, 14:00-16:00



13. Dates of Next Meeting

13	May and August meetings to be pushed back by one week. Revised dates to be circulated.	Joanna Anderson	31 January 2017	Complete – revised dates circulated. CPP Board dates also revised.
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