

Minute

Present: Graham Hope (Chair), Graeme Struthers, Gary Laing, Jim Cameron, Alistair Shaw, Alice Mitchell, Elaine Cook, Joanna Anderson, Barry Blair, Jonathan Pryce, Mhairi Harrington, Tim Ward, Susan Gordon, Andy Johnston, Paul Kettrick

Apologies: Alison McCallum, Craig McCorriston, Carol Bebbington

Absent: Donald Forrest

1. Welcome and Apologies

2. Minute of Previous Meeting

The minute was agreed.

3. Matters Arising

There were no matters arising. It was noted that all libraries and partnership centres are now positively promoting breastfeeding and this is to be discussed with the management committee forum to look at rollout across all community centres.

4. SOA Performance Reports

a. Environment Thematic Report

- **SOA1308_03/04/05 (*household/municipal solid waste recycled and material prepared for reuse*):** 2016 data is to be confirmed with SEPA and will be published in September 2017.
- **SOA1308_12 (*access to hourly or more frequent bus service*):** 2016/17 data will be available end May 2017.
- **SOA1303_14 (*adults making one or more visits to the outdoors per week*):** This indicator was due to be updated by Scottish Natural Heritage in 2015 but data is not yet available.
- **SOA1308_19/20 (*primary/secondary school children travelling actively to school*):** 2016 results will be available by end May. It was agreed that this data would be reported back to the next Steering Group meeting.
- **SOA1308_21 (*WLC housing stock compliant with Energy Efficiency Standard for Social Housing*):** There is confidence that WLC will meet the target of 100% by 2020.
- **SOA1308_22 (*adults within 5 minutes walking distance of their nearest greenspace*):** It was proposed that the data source for this PI is changed to local GIS data, rather than the Scottish Household Survey data, as this data is more reflective of the true picture in the area (95% of residents are within 5 minutes of their nearest greenspace). The SHS data reflects a perceptions gap between what constitutes greenspace and the reality on the ground and this data would still be referred to in the trend chart commentary to keep under review.

It was agreed that the data sources for the Environment PIs would be reviewed. Recommended changes will be reported back to the Steering Group if there are other, more suitable measures available.

It was also agreed that it would be useful to compare performance against neighbouring CPPs. Information will be extracted from the Local Government Benchmarking Framework and will be reported to the Steering Group alongside performance reports at future meetings.

b. SOA Exceptions Report

The Steering Group noted the report. It was suggested that the trend chart commentary for SOA1304_12 (number of people killed or seriously injured in road accidents) should be reduced and refined. Joanna to discuss this with Graeme Malcolm.

5. Education SOA PIs

Education Services have recently reviewed the three SOA PIs pertaining to secondary senior phase attainment. It is proposed that SOA1302_16 (*pupils in S4 attaining literacy and numeracy at level 3*) should remain as it is as this is a national benchmark, that SOA1302_07 (*average cumulative tariff score of lowest attaining 20% in S4*) should be reviewed and that SOA1302_08 (*pupils in S5 attaining 5+ qualifications at level 6*) should be changed so that it measures performance of school leavers rather than at S5. This has already been agreed at Education Executive. The Steering Group approved the recommendations.

6. West Lothian Community Choices

This report provided an update on the community choices (participatory budgeting) approach in West Lothian. The first project, Let's Get it Right for Autism, is now nearing its conclusion. A launch event was held in March 2017 and was followed by online voting for the wider public. Over 800 responses were received and funding was awarded to five out of seven projects. Discussions are ongoing with the unsuccessful projects around access to relevant funding. This pilot project will now be evaluated and a group has been set up to look at how the approach can be 'scaled up' or 'mainstreamed', looking at what existing budgets lend themselves well to community choices. The Scottish Government has set a target that 1% of budgets should be allocated by community choices and clarity is being sought on whether this refers to council budgets only or other public bodies. The Steering Group noted the update.

7. Participation Requests

This paper outlined the draft West Lothian Council participation request process, considered partners' processes and outlined some considerations for the CPP. It was agreed that it would be useful to have similar forms and processes across partner organisations. Partners agreed to share their processes and incoming requests with the Community Planning team, who will also seek to identify contacts in all partner organisations. Graham Hope agreed to

raise this with the Chief Executive of NHS Lothian in order to identify the appropriate contact. It was also suggested that there should be a common approach to promotion of participation requests. The Community Planning team agreed to develop a central approach and share this with partners. It was acknowledged that promotion of requests should include positive promotion of existing mechanisms. Promotion approaches taken by neighbouring CPPs will also be considered. There was some discussion around support for applicants, which could potentially be resource intensive, particularly if the approach is to encourage 'seldom heard' groups to participate. It was suggested that there are some existing groups (e.g. advocacy groups) which could help support this.

8. Corporate Parenting

This paper provided an update on the work currently being undertaken to ensure compliance with Corporate Parenting responsibilities. There are five key areas for improvement identified in the Corporate Parenting Plan 2017/18. Funding has been awarded by the Life Changes Trust to develop a Champions Board in West Lothian, which will provide a platform for young people to have a say in decision-making. The CPP was required to prepare a report covering the one-year period; however it is intended that a longer term plan will be developed in the future. It was noted that the 2015/16 attainment data for Looked After Children is not included in the plan but is now available. This will be updated in the next review of the plan. The image on the front cover will also be reviewed when the plan is updated. Although there is also a separate action plan which details targets; it was suggested that it would be useful to include these targets in the plan itself. It was also suggested that a list of Corporate Parents should be included under the definition of Corporate Parenting.

9. SOA Annual Report 2016/17 and SOA Review

The Community Empowerment Act requires CPPs to publish annual reports outlining progress made towards ambitions in the local outcome improvement plan (in West Lothian this is the Single Outcome Agreement) and to keep the LOIP under review to ensure this remains up to date and relevant. It was agreed that a 2016/17 SOA annual report would be prepared, based on the template outlined in the report, and that alternative means of reporting on progress should be considered, including the use of videos, animation, displays and holding another Celebrating Community Planning Conference. The report will be published by September 2017 and it was agreed that a conference would be arranged following this, held in a different location to previous events. Joanna agreed to discuss the alternative reporting with Corporate Communications to get time booked in. Partners agreed to send any innovative ideas to make the annual report more accessible to Joanna.

10. Draft Agenda for CPP Board 26 June 2017

The agenda items were approved. It was agreed that there should be more scrutiny of performance reporting at the CPP Board. Relevant officers should be invited to the Board to answer questions.

11. Dates of Next Meetings

Monday 14 August (2.00-4.00pm), Barbour Suite, Pavilion B, West Lothian College

Monday 6 November (2.00-4.00pm), Conference Room 2

It was agreed that the August or November meeting should be held in West Lothian College. Joanna to discuss dates with Mhairi and confirm any change in venue with the Steering Group.

Summary of Actions

No.	Action	Who	When	Update (to be completed by August meeting)
4a. Environment Thematic Report				
1	Active travel to schools data to be reported back to the next Steering Group meeting.	Jim Cameron	14 August Steering Group meeting	2016 data has been added to Covalent – see detail within the Environment PI Review Report (Item 5).
2	Environment PIs to be reviewed and recommended changes to be reported back to the Steering Group.	Joanna Anderson/ Climate Change and Sustainability Working Group	14 August Steering Group meeting	See Item 5.
3	Relevant information to be extracted from the Local Government Benchmarking Framework and reported to the Steering Group alongside performance reports at future meetings.	Joanna Anderson/ Thematic Leads	From 14 August Steering Group meeting	See Item 4a.
4b. SOA Exceptions Report				
4	Trend chart commentary for SOA1304_12 to be reduced and refined.	Joanna Anderson to discuss with Graeme Malcolm	By 26 June CPP Board	Complete.
5. Education SOA PIs				
5	SOA1302_07 (average cumulative tariff score of lowest attaining 20% in S4) to be reviewed and proposed changes to be reported back to Steering	Jim Cameron	Update to be reported back to 14 August Steering Group meeting	A replacement for this indicator is currently being developed, which will measure performance in tariff scores of the most and least deprived pupils. This will be ready in time for 2016/17 data being

Community Planning Steering Group**15 May 2017****Marriage Room, 3.45-5.30pm**

	Group.			available in September 2017.
6	SOA1302_08 (pupils in S5 attaining 5+ qualifications at level 6) to be updated in the SOA and on Covalent.	Jim Cameron	By end May 2017	A new PI has been added to Covalent (SOA1302_17 - Percentage of School Leavers attaining 5+ qualifications at level 6). SOA1302_08 has been retired from Covalent.
9. SOA Annual Report 2016/17 and SOA Review				
7	Discuss reporting arrangements with Corporate Communications.	Joanna Anderson	By 19 May 2017	Complete – see Item 7.
8	Partners to send innovative ideas to make the annual report more accessible to Joanna Anderson.	All	By end May 2017	Complete.
10. Draft agenda for CPP Board 26 June 2017				
9	Invite relevant officers to the Board meeting to answer questions on the performance reports.	Joanna Anderson	By 26 June 2017	Complete.
12. Dates of Next Meeting				
10	Hold the August or November meeting in West Lothian College. Details to be circulated to the Steering Group.	Joanna Anderson/Mhairi Harrington to arrange	By end May 2017	August Steering Group meeting to be held in the Barbour Suite, Pavilion B, West Lothian College.