

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 28 AUGUST 2017.

Present –

Councillor Kirsteen Sullivan (Chair)	West Lothian Council
Councillor Andrew McGuire	West Lothian Council
Councillor David Tait	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
Gary Laing	Scottish Fire & Rescue
Bridget Meisak	Voluntary Sector Gateway
Tim Ward	West Lothian Council
Jonathan Pryce	Scottish Government
Carol Bebbington	Health & Social Care Partnership
Donald Lumsden	Skills Development Scotland
Barry Blair	Police Scotland
Craig Smith	Police Scotland
Mhairi Harrington	West Lothian College

In Attendance –

Alice Mitchell	West Lothian Council
Joanna Anderson	West Lothian Council
Susan Gordon	West Lothian Council

Apologies –

Robin Strang	West Lothian Leisure
John Reid	Dept Work & Pensions

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The Board confirmed the Minute of its meeting held on 26 June 2017.

3. MINUTE OF CPP STEERING GROUP

The Board noted the Minute of the Community Planning Steering Group meeting held on 14 August 2017

4. MINUTES OF THEMATIC FORUMS

- a) The Board noted the Minute of the Climate Change and Sustainability Working Group held on 21 June 2017

5. SINGLE OUTCOME AGREEMENT PERFORMANCE REPORTING

- a) The Board noted the Economic Development Update on SOA Outcomes 2 and 3;
- b) The Board noted the Environment Thematic Performance Report; and
- c) The Board noted the SOA Exceptions Report

6. LOCAL FIRE PLAN REVIEW

The Board considered a presentation and accompanying report (copies of which had been circulated) by the Local Senior Fire Officer, Gary Laing which provided an overview of the review that had been undertaken of the 2014-17 West Lothian Local Fire Plan.

The Board were advised that Section 41G of The Police and Fire Reform (Scotland) Act 2012 required the Local Senior Fire Officer for a relevant local authority area to conduct a mandatory review of the Local Fire Plan within three years of the publication of that plan.

To enable this process to be undertaken the Strategic Planning Department of the Scottish Fire and Rescue Service had provided a series of templates to assist in this process and it was further noted that the review would be used to inform the development of the next iteration of the West Lothian Local Fire Plan.

A number of areas were considered during the review of the 2014-17 Local Fire Plan and these were as follows :-

- Analysis of empirical incident data (linked to the key priorities in the Local Fire Plan);
- Analysis of responses from a community engagement exercise conducted by the West Lothian Community Planning Partnership, Community Safety Partnership;
- Analysis of lessons learned from a West Lothian Area Inspection conducted by Her Majesty's Fire Service Inspectorate in Scotland; and
- Horizon scanning of West Lothian Community Planning Partnership planning arrangements.

The presentation continued with a series of slides demonstrating the data that had been collected and utilised in the review.

Decision

To note the contents of the presentation and accompanying report

7. DRAFT LOCAL OUTCOMES IMPROVEMENT PLAN (SINGLE OUTCOME AGREEMENT) ANNUAL REPORT 2017-18

The Board considered a report (copies of which had been circulated) by the Community Planning Development Officer seeking approval to change the name of the Single Outcome Agreement to the Local Outcomes Improvement Plan, to present the 2016-17 Annual Report for approval and to update on plans for the Community Planning conference and review of the LOIP priority outcomes.

It was agreed by the CPP Board in May 2016 that the existing Single Outcome Agreement (SOA) should be adopted as the CPP's Local Outcomes Improvement Plan (LOIP) with minimal changes made. At that time it was felt that it would be too confusing to change the name of the document so it was agreed that it would continue to be referred to as the SOA. However over the time the document has become known as the "LOIP" and as a result there has been a misunderstanding that the SOA and the LOIP were two separate documents.

Therefore it was proposed that the terms "Single Outcome Agreement" and "SOA" were no longer used and that the document was referred to as a Local Outcomes Improvement Plan or LOIP going forward. Reference to the Single Outcome Agreement and SOA would be removed from the document and an updated version published on the CPP website.

The Board continued to be advised that the Community Empowerment (Scotland) Act 2015 required CPP's to publish an annual report describing progress made towards the ambitions set out in the LOIP (previously known as the SOA). In these reports, CPP's were to demonstrate how they were working effectively in partnership to improve outcomes; an assessment of how the CPP had participated with community bodies during the reporting year; and how effective that had been in enabling community bodies to shape and influence community planning.

The draft report for 2016-17 had been developed as the Local Outcomes Improvement Plan. A full version of the report (Appendix 1) had been pulled together including detailed high-level performance information and a number of case studies. A summary version had also been produced which was intended to be more accessible, easier to read and a public facing document (Appendix 2).

And finally it was intended that another "Celebrating Community Planning" Conference would be held in Spring 2018. This would be open to all partners, local third sector and community groups and would provide an opportunity to hear more about and reflect on progress to date and discuss plans for taking forward community planning in West Lothian.

As CPP's were required to review their LOIP priority outcomes from time to time the conference would provide a good opportunity to launch a

review of the LOIP priorities, given the range of partners and community representatives that would be in attendance. A more detailed plan was currently being developed for the conference.

The CPP Board was asked to :-

1. Agree that the Single Outcome Agreement should be referred to as the Local Outcomes Improvement Plan (LOIP) going forward;
2. Approve the draft LOIP Annual Report for 2016-17; and
3. Note the plans to hold a Celebrating Community Planning Conference and to use this opportunity to launch a review of the LOIP priorities.

Decision

To approve the terms of the report

8. BETTER OFF: WEST LOTHIAN ANTI-POVERTY STRATEGY : END OF YEAR REPORT 2016-17 AND PROPOSED ACTION PLAN FOR 2017-18

The Board considered a report (copies of which had been circulated) by the Head of Finance and Property Services, WLC advising of progress being made toward alleviating poverty and mitigating the impact of welfare reforms between April 2016 and March 2017 and planned activity to address key concerns in 2017-18.

The purpose of the Better Off: West Lothian Anti-Poverty Strategy was to minimise the impact on local residents. The strategy aimed to ensure that people experiencing poverty were equipped with the knowledge and skills to cope with the challenges they faced, including those arising from the challenging economic circumstances and the ongoing welfare changes. West Lothian Community Planning Partners Single Outcome Agreement as also focused on “Tackling Inequality”.

The Anti-poverty Development Group was responsible for the development and implementation of an annual action plan designed to oversee the implementation of activities that contributed towards strategic outcomes. A poverty profile of West Lothian was reviewed twice annually to monitor key trends and identify key poverty related issues.

In the 2016-17 period 50 activities were delivered by partners and targets were fully met for 82% of action. Targets were partially met for 16% of activities and 2% were not met. Appendix 1 attached to the report provided details of the completed Action Plan for 2016-17.

The report then provided an overview of some of the main activities undertaken including income maximisation, addressing child poverty including the Prevention, Intervention and Money Advice Project and delivering a series of targeted information and networking sessions to promote information sharing and partnership between different services in West Lothian.

The Board continued to be advised of the priorities for 2017-18 and it was noted that the action plan for 2017-18 would be further streamlined to remove activity now considered mainstream service delivery. The action plan would also focus on core activity and new initiatives delivered by partners considered to have the greatest overall impact on the agreed outcomes.

New actions for 2017-18 also included poverty awareness training, child poverty including automatic enrolment for Free School Meals and Clothing Grants linked to claims for Housing Benefit and Council Tax Reduction Scheme and the roll out of the digital service for Universal Credit.

The report concluded that progress had been made in key areas towards mitigating the effect of poverty in West Lothian and addressing the impact of the ongoing programme of welfare reforms. Work undertaken by a wide range of partners working together had resulted in positive outcomes in relation to targeted income maximisation and the development of new activity to address child poverty.

Moving into 2017-18 the draft action plan would reflect the changing nature of poverty and key issues of concern relating to welfare reform, financial inclusion and general awareness of poverty amongst key frontline services.

The CPP Board was asked to :-

1. Note the progress made towards the aims of the Better Off : Anti-Poverty Strategy through activity delivered in the 2016-17 period; and
2. Agree the content of the draft anti-poverty action plan for 2017-18.

Decision

To approve the terms of the report

9. JOINT INSPECTION OF SERVICES FOR CHILDREN AND YOUNG PEOPLE

The Board considered a report (copies of which had been circulated) by the Head of Social Policy, WLC, providing an update on progress made with regards to the Joint Inspection of Services for Children and Young People in West Lothian.

Since mid-December 2016 services for children and young people in West Lothian had been subject to inspection by the Care Inspectorate. The inspection focused on how well services in West Lothian were working together to make a positive difference to the lives of children, young people and their families.

In order to reach confident conclusions the inspection team had

undertaken a range of activities to collect evidence. These included :-

- The analysis of inspection findings of care services for children and young people and findings from relevant inspections carried out by other scrutiny bodies;
- A review of national and local data related to children and young people;
- A review of self-evaluation work undertaken by the partnership and the evidence that supported it;
- Review of a wide range of documents provided by the partnership;
- Conducting of a survey of staff with named person and lead professional responsibilities;
- Meeting with children and young people, parents and carers in order to hear from them about their experiences of services and what difference they thought the support they received was making;
- Speaking with staff at all levels across the partnership, including senior officers and elected members and large numbers of staff who worked directly with children, young people and their families;
- Reviewing practice through reading records held by services for a sample of the most vulnerable children and young people; and
- Observing key interagency meetings.

In the feedback from the inspection team they had reported that the overall needs of children and young people in West Lothian were being met and a number of strengths were highlighted. These included strengths in respect of the strategic planning and delivery of services to improve outcomes for children, young people and families underpinned by a positive culture of services working together and the commitment and dedication of staff.

It was also to be noted that the inspection team had identified areas for development and a series of action would be agreed with the inspection team to address these areas. The final inspection report would be published on 29 August 2017.

Following the publication of the inspection report the partnership would be required to prepare a plan detailing the actions that would be taken in response to the report. This Improvement Plan was to be submitted to the Care Inspectorate within six weeks of the publication of the inspection report.

The CPP Board was asked to :-

1. Note the high level messages resulting from the Joint Inspection of Services for Children and Young People in West Lothian; and

2. Seek a further report following the publication of the final Inspection Report and the development of the Improvement Plan.

Decision

To approve the terms of the report

10. WEST LoTHIAN LOCAL POLICING PLAN 2017-2020

The Board considered a report (copies of which had been circulated) by Police Scotland providing an update on the ongoing consultation process for the West Lothian Local Policing Plan 2017-2020.

Inspector Barry Blair explained that in accordance with the Police and Fire Reform (Scotland) Act 2012 the Local Police Commander for West Lothian had prepared a draft West Lothian Local Policing Plan 2017-2020. The Plan set out the local policing priorities for West Lothian, which were purposely aligned to the themes and relevant outcomes contained within the West Lothian Local Outcome Improvement Plan (LOIP).

The policing priorities within the plan were identified following extensive consultation across partners and key stakeholders, both locally and nationally. There was a strong focus on working collaboratively with partners to tackle inequalities and improve the safety and wellbeing of people, places and communities across West Lothian, with prevention and early intervention at the core of the plan.

The policing plan detailed how the Police in West Lothian would work to deliver better outcomes for the people and communities of West Lothian over the next three years, with a greater focus on longer term outcomes in line with the LOIP. It would also :-

- Ensure people most at risk were protected and supported to achieved improved life chances; and
- Ensure we lived in resilient, cohesive and safe communities.

The report concluded that the Local Police Plan was subject to extensive consultation across partners and key stakeholders. Public consultation was now underway with particular focus on protected characteristic groups.

The CPP Board was asked to :-

1. Note the draft West Lothian Local Policing Plan 2017-20250 and the ongoing consultation exercise; and
2. Provide feedback on the draft plan and where appropriate promote the consultation process across stakeholders and community group.

Decision

To note the contents of the report

11. CPP RESPONSE TO THE SOCIO-ECONOMIC DUTY CONSULTATION

The Board considered a report (copies of which had been circulated) by the Community Development Planning Officer seeking approval on the CPP's draft response to the Scottish Government's consultation on the socio-economic duty, a copy of which was attached to the report at Appendix 1.

The Scottish Government had launched a consultation to gain views on the socio-economic duty. The socio-economic duty aimed to make sure that public bodies carefully thought through strategic decisions so they were as effective as they could be in tackling socio-economic disadvantage and reduce inequalities of outcomes. These strategic decisions would include, for example, an economic development strategy or annual budget setting out key investment choices.

The duty was part of the UK Government's Equality Act 2010 but was never implemented. Scotland was to become the first part of the UK to introduce the socio-economic duty. The consultation paper was asking for help in doing this, ahead of guidance that would be developed later in the year.

All West Lothian community planning partners were invited to contribute to the CPP's response. The draft response incorporated comments from SESTran, Scottish Enterprise, West Lothian College and the council Economic Development and Regeneration Team and the Anti-Poverty & Welfare Advice Manager.

The CPP Board was asked to approve the draft COO response to the socio-economic duty consultation.

Decision

To approve the terms of the report