

## Minute

**Present:** Graham Hope (Chair), Graeme Struthers, Gary Laing, Jim Cameron, Alice Mitchell, Elaine Cook, Joanna Anderson, Barry Blair, Jonathan Pryce, Mhairi Harrington, Tim Ward, Susan Gordon, David Greaves, Peter Rogers, Tamar Jamieson

**Apologies:** Alison McCallum, Craig McCorrison, Carol Bebbington, Donald Forrest

### 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/b. Economic Thematic Report**

- **SOA1302\_01 (% working age adults in work):** This PI is back above target. The 2015 figure appears to have been an under-estimate.
- **SOA1302\_03 (% resident working age population qualified to SVQ2 and above):** It is anticipated that this PI will fluctuate as it is subject to sampling error (this is an annual population survey based on around 500 adults); however the overall trend over time appears positive.
- **SOA1302\_12 (number of unemployed people assisted into work from council operated/funded employability programmes):** This PI has slipped into red status. New requirements for activity to focus on supporting individuals with multiple barriers has resulted in a smaller number of individuals being registered and receiving assistance from advisors. It was agreed that the target for this PI would be reviewed to reflect this new environment.
- **SOA1303\_01 (% survival rate of VAT/PAYE businesses after 3 years):** This PI has shown a slight decline in 2015 (latest data available), similar to other local authority areas. This reflects the challenging economic climate.
- **SOA1303\_03 (median earnings for full time employees working in the local authority area):** Similar to the resident population, West Lothian levels are behind the Scottish levels.
- **SOA1303\_08 (% retail occupancy in town centres):** The West Lothian level seem to be holding up well. Levels are slightly behind in Whitburn; however significant attention is being given here. There was some discussion around occupancy levels and the public's perception of their town centres. It was suggested it would be useful to look at the changes in the types of use.

- **SOA1303\_13 (total value of consented building works):** An explanation for the large increase is to be included within the trend chart commentary.
- **SOA1305\_07 (% of care leavers entering a positive destination):** Latest data shows a reduction in positive destinations (to 46% - or 6 out of 13 looked after young people leaving school). Profiles of each young person not in a positive destination will be reviewed. This is also being looked at by the Children and Families Strategic Planning Group. It was agreed that the current infrastructure would be reviewed and that there further activity directed at looked after young people at an earlier stage should be considered, for example giving priority places in College programmes. There will be further discussions between West Lothian Council and West Lothian College.

Benchmarking information was attached to the performance report in order to compare a number of indicators against neighbouring local authority areas. South Lanarkshire appears to be performing well against a number of economic indicators and there may be some learning to take from here.

**c. SOA Exceptions Report**

- **SOA1308\_08 (% reduction in emissions from council activities and services):** 2016/17 data will be available by November 2017. It is anticipated that emissions will have reduced significantly.
- **SOA1308\_22 (% adults within five minutes of their nearest greenspace):** There was some discussion around what the CPP can do to improve this PI, for example raising awareness about greenspace, looking at how people utilise greenspace, encouraging active travel and the impact of future house building. It was agreed that this PI should be looked at again to review whether there is a more meaningful measure.
- **SOA1307\_18 (% uptake of free school meals P1-3 against school roll):** It was agreed that this should be changed from monthly to quarterly reporting to ensure the chart is easier to read. Elaine Cook and Jim Cameron agreed to pick up with schools how the Pupil Equity Fund could be used to promote free school meals and breakfast clubs.

**5. Environment Indicators Review**

At the last Steering Group meeting it was agreed that the data sources for the Environment PIs would be reviewed. Joanna reported back on proposed changes suggested by the Climate Change and Sustainability Working Group. The group noted the changes and it was also suggested that it would add value to report on the volume of waste. Graeme Struthers agreed to discuss this with Waste colleagues. It was also suggested that the environment PIs are focused on council activities and that it would be useful to include more partner information. Joanna agreed to contact partners to find out what data is held that could be included.

**6. Community Councils**

The Steering Group received a paper outlining a number of proposals in relation to promotion of community council elections, supporting community councils and improving community council involvement in the CPP. It was suggested that there could be better

promotion of what support is currently available and the benefits of the Knowledge Hub group. It was also suggested that given resource implications, promotion and support could be prioritised, for example in areas where there is currently no community council. It was also suggested that the visits to community councils could be carried out within the first year as attending every inaugural meeting will be very resource intensive. Attendance at inaugural meetings will be prioritised to new community councils, or where there are a lot of new members. It was also noted that for the Association to be recognised as being representative of community councils it would need to have sufficient support and membership from community councils across West Lothian. The Steering Group noted the report.

### **7. Draft LOIP (SOA) Annual Report 2016/17**

The Steering Group received a paper which proposed that the Single Outcome Agreement is referred to as the Local Outcomes Improvement Plan going forwards; presented the draft LOIP annual report for 2016/17 (full version and summary version); and which updated the Steering Group on plans to hold a Community Planning Conference and review the LOIP priorities.

The Steering Group approved the change in the name of the document and a number of changes were proposed in relation to the annual report:

- The narrative around the Project Search case study should include that the project is seeking to continue with another employer.
- Local photos should replace the stock images used.
- On page 4 of the summary report, the age range for EEI should be changed to 8-15 years.
- It was suggested that the infographics don't sit well with the text in the summary report – the design of this is to be revisited.
- The child poverty measure is to be revisited within both reports.
- It should be clarified that the targets are the in-year targets.
- The image on page 7 of the summary report should be removed.

The Steering Group also noted plans to hold the Conference; however it was suggested that this be moved to Spring 2018.

### **8. Supporting Communities Programme**

The Scottish Community Development Centre is looking for six CPP areas to take part in their action learning programme to support community involvement in community planning. Expressions of interest are to be submitted by Friday 18 August. The Steering Group agreed that a proposal from West Lothian CPP would be submitted.

### **9. Draft Agenda for CPP Board 28 August 2017**

The draft agenda was agreed.

**10. Dates of Next Meetings**

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

As this was Gary Laing's last Steering Group meeting, the Chair thanked him for his significant contribution to the CPP.

**Summary of Actions**

No.	Action	Who	When	Update
<b>4a/b. Economic Performance Report</b>				
1	It was agreed that the target for SOA1302_12 would be reviewed to reflect the new environment.	David Greaves	Update to be provided to November Steering Group meeting	Review of this indicator is ongoing and a revised target will be reported back to the Steering Group.
2	Review and report back on changes in the type of retail occupancy.	David Greaves	November Steering Group meeting	Research is underway to update the database of businesses across West Lothian, including town centres. This will feed into the review of retail occupancy, to be reported back to the Steering Group.
3	An explanation for the recent large increase in SOA1303_13 is to be included within the trend chart commentary.	Joanna Anderson to discuss with Planning colleagues	By 18 August 2017	Complete
4	There is to be further discussions between West Lothian Council and West Lothian College around destinations for care leavers	Mhairi Harrington/Jim Cameron/Tim Ward	Update to be provided to November Steering Group meeting	A meeting is scheduled for 8 November for college/council to discuss and plan future interventions.
<b>4c. SOA Exceptions Report</b>				
5	Review SOA1308_22 and consider whether there is a more meaningful measure available.	Joanna Anderson to discuss with Operational Services colleagues	Update to be provided to November Steering Group meeting	This is the best measure of access to open space available. It is also a national measure. The PI will be updated when the 2016 Scottish Household Survey data at a local authority level is published (anticipated by end 2017).

6	SOA1307_18 to be changed from monthly to quarterly reporting to ensure the chart is easier to read.	Joanna Anderson to discuss with Operational Services colleagues	18 August 2017	Complete.
7	Discuss with schools the use of the Pupil Equity Fund to promote free school meals and breakfast clubs.	Elaine Cook/Jim Cameron	Update to be provided to November Steering Group meeting	Schools have a range of strategies to promote free school meals amongst children and young people. In addition they continue to encourage the use of breakfast clubs in their establishments.
<b>5. Environment Indicators Review</b>				
8	Discuss the inclusion of a waste volume measure with Waste colleagues.	Graeme Struthers	Update to be provided to November Steering Group meeting	Some work has been carried out to make this information clearer within the trend chart commentary for all three Waste indicators, to provide context to the percentage figures.
9	Discuss with partners what environmental data is held that could be included as a measure under the Environment outcome.	Joanna Anderson	Update to be provided to November Steering Group meeting	Data is currently being gathered – to be discussed at the Climate Change and Sustainability Working Group in December 2017. Proposed partner PIs will then be reported to the Steering Group for approval.
<b>7. Draft LOIP (SOA) Annual Report 2016/17</b>				
10	Relevant changes to be made to the draft LOIP annual reports before these are submitted to the CPP Board.	Joanna Anderson	18 August 2017	Complete – LOIP annual report now published.
<b>8. Supporting Communities Programme</b>				
11	Develop and submit an expression of interest form from the CPP for SCDC's Supporting Communities programme.	Joanna Anderson	18 August 2017	Complete – the CPP was successful in its application and a programme of action learning sessions will be delivered from November-March.

**Community Planning Steering  
Group**

**14 August 2017**

**West Lothian College, 2-4pm**



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