

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 20 NOVEMBER 2017.

Present –

Councillor Kirsteen Sullivan (Chair)	West Lothian Council
Councillor Dom McGuire	West Lothian Council
Councillor David Tait	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
David Lochart	Scottish Fire & Rescue
Bridget Meisak	Voluntary Sector Gateway
Tim Ward	West Lothian Council
Jonathan Pryce	Scottish Government
Carol Bebbington	Health & Care Partnership
Donald Lumsden	Skills Development Scotland
Barry Blair	Police Scotland
Liz MacLeod	Police Scotland
Craig Smith	Police Scotland
Gill Jardine	DWP
Margaret Farisky	West Lothian College

In Attendance –

Alice Mitchell	West Lothian Council
Joanna Anderson	West Lothian Council
Susan Gordon	West Lothian Council
Craig McCorrison	West Lothian Council
Alistair Shaw	West Lothian Council
Jenny Reekie	West Lothian Council
Douglas Grierson	West Lothian Council

Apologies –

Councillor Andrew McGuire	West Lothian Council
Dr Alison McCallum	NHS Lothian
Grant McDougall	Skill Development Scotland
Des Martin	Oatridge College

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The Board confirmed the Minute of its meeting held on 6 November 2017.

3. NOTE MINUTE OF CP STEERING GROUP HELD ON 6 NOVEMBER 2017 (HEREWITH)

4. MINUTES OF THEMATIC FORUMS :-

4 COMMUNITY SAFETY BOARD

a) The Board noted the Minute of the Community Safety Board meeting held on 26 June 2017;

b) The Board note the Minute of the Climate Change and Sustainability Working Group held on 21 September 2017; and

c) The Board noted the Minute of the Economic Partnership Forum held on 21 September 2017

5. LOIP PERFORMANCE REPORTS :-

a) The Board noted the Safer Communities thematic report; and

b) The Board noted the SOA Exceptions report

6. UNIVERSAL CREDIT - PRESENTATION BY GILLIAN JARDINE (BUSINESS DEVELOPMENT MANAGER, EAST AND SOUTH EAST SCOTLAND, DWP)

The CPP Board considered a presentation by Gillian Jardine in relation to Universal Credit.

Ms Jardine explained that Universal Credit was the amalgamation of six different benefits into one and that the aim was to simplify benefits, get people into work, and help them stay in work.

It was advised that at this time there were 200,000 claimants on Universal Credit but this would rise to 7million when the scheme was fully rolled out.

Universal Credit payments would be paid on a monthly basis direct to the claimant. It was recognised that this method of payment could lead to rent arrears however it was also noted that after 2 months arrears rent could be paid direct to the landlord.

Ms Jardine explained that there were issues around waiting times for receiving benefits and that efforts were being made to reduce this time,

however, there were measures in place to assist with waiting times including 50% up-front payment, which would then be paid back over a period of six months.

It was recognised that while there were some issues surrounding the roll out of Universal Credit every effort was being made to assist claimants with the transition to from various benefits to Universal Credit.

### Decision

To note the presentation.

## 7. REGENERATION PLANS

The Board considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update on progress towards developing Regeneration Plans for the areas that had been identified as the most deprived in West Lothian.

The report recalled that the Regeneration Framework which had been approved by Council Executive in February 2014 contained a commitment to development regenerations plans in key areas in key areas of deprivation in West Lothian. A report was provided to the council's nine Local Area Committee's outlined the processes, structures and timescales involved in developing regeneration plans.

Eight regeneration areas had been identified, based on the data zones within the bottom 20% of the Scottish Index of Multiple Deprivation. The regeneration planning process was now underway all eight areas; these being Blackburn, Bridgend, Livingston Centre, Fauldhouse and the Breich Valley, Whitburn, Craigshill, Armadale and Bathgate.

Steering Groups had now been established in each area as the vehicle for development and delivery of the regeneration plans. The groups were co-ordinated by Community Regeneration Officers but it was anticipated that they would eventually be community led. Membership of the groups included key community organisations and include partners should as Police Scotland, NHS and council services.

The report continued by advising that the third stage in the process would involve a mapping of assets and gathering evidence through statistical research and local community engagement. The output from the mapping exercise could then be used for a number of purposes including identifying gaps in provision and highlighting potential opportunities to build on.

Once the mapping exercise had been completed there would be a need to identify themes and issues for each plan. This would be completed by the steering groups with the support, direction and facilitation of Regeneration Team.

A number of projects had already been undertaken by some of the

steering groups and a number of examples were summarised in the report.

The report concluded that the timescale for publishing the regenerations plans had been moved back from October 2017 as set by the Scottish Government and that it had now been agreed that those plans for Craigshill, Armadale and Bathgate would be published in April 2018 with the remainder published in January 2018.

It was recommended that the Board note :-

1. That regeneration plans were being developed in eight targeted West Lothian communities; and
2. Progress to date in preparing and implementing the plans.

### Decision

To note the terms of the report

## 8. VOLUNTARY SECTOR GATEWAY WEST LOTHIAN- UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Executive of the Voluntary Sector Gateway providing an update on progress relating to the role of the West Lothian Third Sector Interface (TSI), Voluntary Sector Gateway West Lothian, in relation to it representing Third Sector interests in the Community Planning Partnership (CPP).

The Board were advised that the TSI in West Lothian was the Voluntary Sector Gateway West Lothian (VSGWL). The VSGWL was a member of West Lothian CPP. VSGWL received funding from the Scottish Government and from West Lothian Council.

The role of the Third Sector Interface (TSI) VSGWL was to :-

- Broker volunteering and assist volunteering organisations to improve and to grow;
- Support the development of Social Enterprise;
- Build capacity in Third Sector organisations across West Lothian by advice and support; and
- Lead the Third Sector to be better connected and able to influence and contribute to public policy whilst championing the adoption of best practice.

The report also provided a narrative on areas of progress by the VSGWL to date, the challenges that lay ahead in 2018-19 and opportunities to develop the partnership between the VSGWL, the council and other CPP partners.

The report concluded that the role of the VSGWL was clear but could be subject to change following the Scottish Government TSI review, which had been ongoing since 2015. Nonetheless the TSI had a unique position as part of the community planning partnership and sought to be an equal partner in the co-production of solutions in policy design, service development and real participatory budgets.

The CPP was asked to :-

1. Note the current role of the TSI;
2. Note the uncertain terrain across which the TSI operated;
3. Work in partnership with the TSI to ensure that, whilst there were cuts to the budget, services to the Third Sector beneficiaries were, as far as possible, protected, even though they could be delivered in new ways; and
4. Support the TSI to enable the Third Sector to improve and grow through the changes ahead.

#### Decision

To note the terms of the report

9. SCOTTISH FIRE AND RESCUE DRAFT LOCAL FIRE AND RESCUE PLAN FOR WEST LoTHIAN 2017

The Board considered a report (copies of which had been circulated) by the Local Senior Officer, Scottish Fire and Rescue Service providing an overview of the Scottish Fire and Rescue Services (SFRS) Local Fire and Rescue Plan for West Lothian 2017.

The Board were advised that following the review of the Local Fire and Rescue Plan for West Lothian 2014-17 the Local Fire and Rescue Plan for West Lothian 2017 had been developed to a stage where it had been released for consultation with key stakeholders and members of the West Lothian community.

In accordance with the Police and Fire Reform (Scotland) Act 2012 the plan set out the following :-

- Priorities and objectives for the SFRS in connection with the carrying out duties in West Lothian of SFRS's functions;
- The reasons for selecting each of those priorities and objectives;
- In so far as reasonably practicable outcomes by reference to which delivery of those priorities and objectives could be measured;
- How those priorities and objectives were objected to contribute to the delivery of any other relevant local outcomes; and

- Such other matters related to the carrying out of SFRS's functions in West Lothian as seen fit by the SFRS

There were seven priorities identified in the Local Fire and Rescue Plan for West Lothian 2017 and these were summarised in the report.

The CPPB was asked to consider submitting a collective response to the Scottish Fire and Rescue Service Local Fire and Rescue Plan for West Lothian 2017 by 22 December 2017.

#### Decision

To note the terms of the report and agree that responses be collated by Joanna Anderson.

### 10. WEST LOTHIAN ARMED FORCES COMMUNITY COVENANT

The Board considered a report (copies of which had been circulate) by the Head of Planning, Economic Development Regeneration providing an update on the West Lothian Armed Forces Community Covenant (WLAFFCC) and related activities.

The Board were advised that the WLAFFCC was a voluntary statement of mutual support between a civilian community and its local armed forces community. It was intended to complement the Armed Forces Covenant which outlined the moral obligations between the nation, the government and the armed forces at a local level. The aim of the Community Covenant was to encourage communities, charities, businesses, local government and health care providers to support all armed forces personal and their families across West Lothian.

A Lothian Armed Forces Covenant had been established to bring together the four local authority areas to allow local partner groups to work together with Lothian wide bodies such as NHS Lothian. The first major piece of work carried out by the group had been the successful joint application to the Armed Forces Covenant for £200,000. This had allowed them to employ three Development Workers to :-

- Advocate the Covenant and produce a standard means by which the voices and concerns of the AFC could be raised;
- Develop and facilitate delivery of a range of resources to raise awareness of the Armed Forces Covenant and train local authority and NHS Lothian frontline staff;
- Help improve the co-ordination of health and wellbeing support given to the Armed Forces Covenant; and
- Help improve socio-economic chances and promote the positive contribution the Armed Forces Covenant brought to the wider society.

The project would run for two years and had commenced on 1 September 2017. The Development Workers would be based at the City of Edinburgh Council but would work across the four council areas and with local covenant groups to identify the best use of resources. A formal Partnership Agreement was signed off by all partners at a project launch event on 27 September 2017 at Edinburgh Castle.

The Board were further advised that whilst the West Lothian Armed Forces Community Covenant had not met in 2017 with input mainly being to the Lothian wide group and the development of the aforementioned project it was intended to hold a stakeholder event in early 2018 to bring together partners working with veterans to look forward and refresh the local action plan.

It was also noted that a number of partners were already supporting veterans and their families in West Lothian with an example being the Armed Forces Services Advice Project (ASAP), which was a service provided through the Scottish Citizens Advice Bureau, West Lothian. A general overview of their activities was contained in Appendix 1 attached to the report. Additionally following the local government elected in May 2017 West Lothian Council had appointed Councillor John McGinty as the Armed Forces Veterans Champion.

The Board was asked to note :-

1. The successful funding award from the Armed Forces Covenant Grant Scheme to support a Lothian wide development project;
2. The changes to the West Lothian Armed Forces Community Covenant; and
3. The partners update on the work carried out by the Armed Services Advice Project (ASAP) in West Lothian

### Decision

To note the terms of the report

## 11. CPP PREVENTION PLAN AND LIFE STAGES PROGRAMME

The Board considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration seeking approval to retire the CPP Prevention Plan and the Life Stages Programme.

The Head of Planning, Economic Development and Regeneration explained that the Single Outcome Agreement (SOA) had recently been reviewed and adopted as the CPP's Local Outcomes Improvement Plan (LOIP). As a result the various SOA "enabling" plans and programmes were also being reviewed to assess whether these remained fit for purpose and whether there were opportunities to streamline the community planning reporting landscape.

With regards to the CPP Prevention Plan the CPP had developed its ten-year SOA in 2013. Guidance issued by the Scottish Government at the time was specific about how SOA's were to promote early intervention and preventative approaches. As a preventative approach had already been established in West Lothian with the Life Stages Programme the CPP was able to develop a robust Prevention Plan. The plan included the positive steps that the CPP had already taken with regard to early intervention and the CPP's commitment to further embed the agenda within CPP structures, processes and arrangements.

The information contained in the plan was now out of date and whilst efforts could be made to update the plan CPP services and activities were now in fact designed and delivered with early intervention and prevention in mind. An example of this was the recent Joint Inspection of Children's Services which reported that "*Partners could demonstrate a range of improving trends through their approaches to early intervention and prevention*" and that "*Community partners were firmly committed to tackling poverty and closing outcome gaps. A broad range of early interventions and prevention measures were working to improve health and wellbeing of families, with a focus on early years*"

This approach was now firmly embedded within the CPP so having a separate Prevention Plan would simply duplication information and therefore it was proposed that there was no longer a need to have a separate plan and that it should be retired.

The report continued with regards to the Life Stages Programme. This was a strategic programme that had been introduced in 2008. It aimed to transform how West Lothian CPP planned and delivered services to ensure more effective interventions, tackle inequalities and achieve positive outcomes for communities. A set of short, medium and long term outcomes were identified for five life stages; these being Early Years, School Age, Young People in Transition, Adults of Working Age and Older People.

In August 2015 the CPP Board agreed that the Life Stages programme should be reviewed and refreshed as appropriate however this activity was put on hold until the structural changes around health and social care legislation were known.

Since this time the policy landscape within which the CPP operated had changed and this had had implications for the programme. The Community Empowerment (Scotland) Act 2015 placed a specific duty on the CPP and partners to tackle inequalities and improve outcomes for communities. CPP's were required to develop a local outcomes improvement plan (LOIP) which set out how the partnership would achieve this. Additionally locality plans and the Anti-Poverty Strategy had been developed which had adopted many of the Life Stages principles.

Life Stages had therefore been superseded by other plans and arrangements and the principles of the programme had in fact been embedded in the way the CPP operated. CPP services were now planned

and delivered in an outcomes focused and holistic way as a matter of course and positive impacts on outcomes could be seen from this.

Appendix 1 attached to the report outlined a draft statement to conclude the Life Stages Programme. This aimed to acknowledge the positive influence that Life Stages had had on the CPP and its legacy on CPP service planning and delivery but also to draw a clear line under the programme.

The report concluded that the proposal had been developed with colleagues from Social Policy who had been very much involved in developing both the Prevention Plan and Life Stages approach.

The CPP Board was asked to consider and agree proposals to retire the CPP Prevention Plan and Life Stages Programme.

### Decision

To approve the terms of the report.

## 12. CHANGES TO ESOL FUNDING

The Board considered a report (copies of which had been circulated) by the Adult Learning Manager providing an update on changes to the way funding for English for Speakers of Other Languages (ESOL).

ESOL provision in West Lothian was currently delivered through a partnership between West Lothian College and West Lothian Council. The programme was delivered through funding from the Scottish Funding Council. Each local authority in Scotland received a ring-fenced allocation of funding which was paid to local colleges and then distributed to partner providers.

As from the 2018-19 academic year all ESOL activity was due to be funded through the core college teaching grant. Within this there was a requirement on colleges to :-

- Support the delivery of ESOL
- Works with CPP's to identify and appropriately resources local ESOL needs; and
- Work with CPP's to establish a reliable method to record any unmet demand and identify the best way to meet that demand.

Colleges would be required to determine from its overall teaching budget what it would allocate to ESOL activity and agree with CPP's what activity would be delivered in the college and what was more appropriate to be delivered in the community. Funding would be drawn down through the colleges' credit system therefore there would be a requirement for all ESOL learners to be enrolled through the college irrespective of which partner was delivering the learning.

ESOL activity would be reported through statistical returns to the Scottish Funding Council and there was an expectation that colleges would work with partners to jointly evaluate and plan for improvement.

The report concluded that West Lothian Council and West Lothian College would work together to develop a local profile of need with the change having created the need for a more formal agreement.

It was recommended that the CPP note the contents of the report

### Decision

To note the terms of the report

## 13. WEST LOTHIAN AUTISM STRATEGY

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the implementation of the West Lothian Autism Strategy.

The Scottish Strategy for Autism was published by the Scottish Government in 2011. This was a 10 year strategy which aimed to support improvements in diagnosis and access to services for people with Autism Spectrum Disorder (ASD) and their carers and families. It also aimed to increase individualised support and services, which would see different local and national agencies working together to develop best practice and support people with ASD.

In December 2015, the Scottish Government published new Strategic Priorities for 2015-17 which highlighted four key strands and outcomes :-

- Outcome 1 – A Healthy Life
- Outcome 2 – Choice and Control
- Outcome 3 - Independence
- Outcome 4 – Active Citizenship

The vision in West Lothian was that people of all ages on the autism spectrum were accepted, respected and valued by their local community and by professionals and volunteers who worked with them. Their families and carers were similarly respected and valued.

The West Lothian Autism Strategy was published in 2015 and was designed with the ten indicators for current best practice in the provision of ASD services in mind. These indicators provided the basis for some of the overarching outcomes we aimed to achieve in West Lothian.

The implementation of West Lothian's Autism Strategy was the responsibility of all key partners and stakeholders. The West Lothian Autism Spectrum Disorder Group was established to provide oversight

and leadership for specific tasks related to the development and delivering of the strategic action plan.

A review of the action plan for 2016-17 had commenced however further work was required to collate information on the range of activities and performance outcomes.

In order to inform the development of the action plan for 2016-17 and the work being undertaken on the Lets Get it Right for Autism (LGIRFA) Community Choices Project a consultation exercise was undertaken in December 2016. This consultation used the four strategic priorities as their focus and the results of the consultation were used to progress the LGIRFA project and informed developments taking place in other areas.

The Scottish Government was also undertaking a consultation exercise during November/December 2017 seeking views on what action it should take to make Scotland a better place for autistic people and their families. This consultation would help refresh the current strategy by shaping what the new priorities for the strategy should be from April 2018.

The report concluded that significant activity had taken place in West Lothian to address the strategic outcomes set by the Scottish Government with many of these activities taking place within individual agencies/organisations with feedback being provided to the West Lothian ASD Strategic Group. Based on the activities to the date the Strategic Group was recommending the following :-

- Review the membership of the strategic group and frequency of meetings;
- Review the action plan for 2018-19 onwards following the outcome of the Scottish Government consultation; and
- The development of regular network events, potentially twice a year, to share good practice and information.

The CPP Board was asked to

1. Note the progress made to date in the implementation of West Lothian Autism Strategy;
2. Note the forthcoming Scottish Government consultation on the strategic priorities; and
3. Note the recommended actions required to embed the strategic priorities in practice

#### Decision

To note the terms of the report

14. 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, reporting the findings of 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 Inspection Report, a copy of which was attached to the report at Appendix1, the Care Inspectorate reported that they were confident that outcomes for many children, young people and families living in West Lothian had improved as a result of committed leadership, an ambitious shared vision and effective community planning arrangements.

As part of the inspection process the planning and delivery of services for children and young people were evaluated against nine quality indicators, the results of which were detailed in Table 1 contained within the report.

The report then provided a summary of the strengths and areas for

improvement contained in the Care Inspectorate report noting that the Care Inspection Team had reported that they were very confident that partners in West Lothian would be able to make the necessary arrangements to necessary improvements as detailed in the report.

Following publication of the Care Inspectorate Report the partnership was required to prepare an Improvement Plan detailing the actions that would be taken in response to the report. The Improvement Plan was submitted to the Care Inspector within six weeks of the publication of the Inspection Report as required.

The report concluded that the inspection process which had been undertaken in West Lothian and involved a number of partners including Police Scotland and NHS Lothian had been robust and intensive and had taken account of the full range of work that had been undertaken with children, young people and their families.

The CPP Board was asked to note the findings of the recent joint inspection of services for children and young people in West Lothian.

#### Decision

To note the terms of the report

#### 15. LOCAL POLICE PLAN 2017-2020

The Board considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval of the West Lothian Local Police Plan 2017-2020, a copy of which was attached to the report at Appendix 1.

The Head of Housing, Customer and Building Services advised the Board that the Police Plan 2017-2020 had now been approved by the council and was before the Board for information and noting.

The Local Police Plan represented a positive shift in approach with a greater focus on longer-term outcomes. The plan also aligned with the priorities of the Community Safety Strategy and the strategic themes of the Local Outcome Improvement Plan.

The plan had also benefitted from an extensive consultation process involving local community planning partners, elected members and numerous community groups.

The Board was asked to :-

1. Note the approved Local Police Plan for West Lothian 2017-2020; and
2. Note that the existing Police Performance Indicators within the LOIP would be replaced with those contained in the new plan from Quarter 3 2017-18.

Decision

To approve the terms of the report.

16. DATES OF MEETINGS 2018 :-

The CPP Board noted the meeting dates for 2018.