

Terms of Reference – West Lothian Community Planning Partnership Strategic Assessment 2012/13

INTRODUCTION

These Terms of Reference have been produced to define the scope and purpose of the West Lothian Community Planning Partnership (hereafter referred to as CPP) Strategic Assessment 2012/13. They will provide details of the proposed division of work streams, the consultation process with Community Planning partners and the time frames in which the Strategic Assessment will be completed. The Terms of Reference should be used in conjunction with the Data Collection Plan that accompanies this document. The Data Collection Plan identifies key sources for information and the key inputs to the document.

The Strategic Assessment will recommend, through robust analysis, environment scanning and risk assessment, the priorities for West Lothian's CPP for the next three years (2012-15). These priorities will form the basis for the refreshed West Lothian Community Plan, West Lothian strategy and the Single Outcome Agreement.

AIM

The aim of the West Lothian CPP Strategic Assessment is to identify, assess and prioritise what's important for West Lothian's community and to enable the setting of achievable and demonstrable outcomes for our next Single Outcome Agreement.

SCOPE AND METHODOLOGY

The West Lothian CPP Strategic Assessment will be produced from data collection and analysis undertaken by the Strategic Assessment Project Team, chaired by the Community Planning Development Manager.

The document will be based on local quantitative data sourced from Police, Fire, Health, Council service departments and wider CPP organisations, however the document will be largely descriptive, analysing the data sourced. Environmental scanning, consideration of national policy and consultation with Community Planning partners will be crucial within the analysis stages in identifying potential priorities and informing PESTELO¹ issues.

Prioritisation of the issues identified through data collection and analysis will be determined in a Priority Assessment Day, attended by the Project Team and Community Planning partners. The identified 'Very High' risks along with any 'Emerging Threats' will form the basis of the priorities. The priorities will then form the basis for the refreshed West Lothian Community Plan, West Lothian strategy and the Single Outcome Agreement.

Other areas of business identified through the collation process will be fully analysed and risk assessed but may not be recognised as a CPP priority – instead these can be recognised and managed as "single partner priorities".

Each priority area identified will include recommendations to reduce the threat/risk posed by that area and/or to improve organisational performance.

¹ Political, Economic, Social, Technological, Environmental, Legal and Organisational

DATA COLLECTION PERIOD

The preferred data collection period is January 2009 – December 2011, to align with the data period used for the Community Safety Partnership strategic assessment 2012-15. Where data is not yet available for 2011 then the most up to date three year period should be used. Benchmarking data will be used where available. Future assessments will cover financial years from April – March.

THE ROLE OF THE STRATEGIC ASSESSMENT PROJECT TEAM

Strategic Assessment training delivered by the Scottish Government was held on 26th-29th March 2012 and was attended by representatives from the Community Safety Partnership, Health, Economic Development, Social Policy, Community Planning, Finance, West Lothian College and the West Lothian Voluntary Sector Gateway. The training informed the participants on the need to carry out a CPP Strategic Assessment and the practicalities for taking forward this process within West Lothian. The group produced a list of actions deemed necessary to take this work forward.

The training participants now form the core Project Team and will be responsible for revisiting the actions from the training and determining the work that is required to move the Strategic Assessment forward. Representatives from Corporate Operational and Housing Services, Education and Area Services did not attend the training but have been subsequently identified as Project Team members. The Data Collection Plan highlights the individuals responsible for collecting each dataset. Analysis will be achieved collectively as a Project Team. Consultation with colleagues from other services/partner organisations will also be necessary throughout the process. The Strategic Assessment core Project Team will meet regularly to develop the Strategic Assessment.

Membership of the Strategic Assessment Project Team:

- Lorraine Gillies, Community Planning
- Joanna Anderson, Community Planning
- Yvonne Beresford, Community Safety Partnership
- Hannah Dickson, Community Safety Partnership
- Zelia Hope, Financial Services
- David Greaves, Economic Development
- Carol Bebbington, Health
- Joyce McDermott, Social Policy
- Neil Sharp, Education
- Graeme Malcolm, Operational Services
- George Scott, Area Services
- Gillian Edwards, Housing
- Lindsay Seywright, West Lothian College
- Jim Gallacher, West Lothian Voluntary Sector Gateway
- Claire Frame/Barbara Cawood/Rachel Mackay, Business Improvement
- Rona Gold, Climate Change Policy Officer

LINKING WITH THE COMMUNITY SAFETY PARTNERSHIP STRATEGIC ASSESSMENT

The CPP Strategic Assessment process benefits from the Community Safety Partnership (CSP) having already completed several Strategic Assessments. The

Project Team can follow the processes the CSP went through, taking on board lessons learnt from their assessment process, can produce like for like documents and can benefit from the data already collected in 2011/12 for the latest CSP Strategic Assessment. It is anticipated that this data will feed in throughout the dataset collection stage. The analysis of this data already undertaken by the CSP will also help inform the analysis stage of the CPP Strategic Assessment. One of the CSP Analysts will also sit on the core Project Team and can provide ongoing guidance as required.

TIMESCALES

The following timescales have been identified – these may be amended as work progresses.

- **11th April** – Draft Terms of Reference and Data Collection plan produced.
- **18th April** – Draft Terms of Reference and Data Collection plan brought to first Project Team meeting for amendment and agreement. Agree next steps.
- **19th April – Dataset collection begins**
- **April-June** – Regular Project Team meetings held
- **1st June – Deadline for dataset collection**
- **Early June** – Project Team meet to agree and begin analysis process.
- **June-July** – Regular Project Team meetings held.
- **13th July** – Initial analysis and consultation period, including environmental scanning exercise, completed with draft Strategic Assessment produced. Draft circulated to Community Planning Steering Group and Community Planning Partnership.
- **27th July** – Deadline for feedback on draft document.
- **Amendments made to document.**
- **Guidance on Priority Assessment and summary document circulated to Risk Assessment Day attendees.**
- **Early August** – Priority Assessment Day with core Project Team and wider Community Planning partners.
- **By 31st August** – Final Strategic Assessment produced and circulated to key persons, with priorities identified.
- **From end August** – Community consultation begins.

FORMAT

The CPP Strategic Assessment Project Team, chaired by the Community Planning Development Manager, has overall responsibility for document format.

The first draft produced will be marked 'Protect: Private/Confidential' according to West Lothian Council's Information Handling Procedure. This first draft will contain full analysis of each subject area and should be used to inform the Risk Assessment Day and priority-setting. Following this process, a final document will be produced, which will be marked 'Public' and can be distributed openly in the public domain. This document will inform the refreshed West Lothian Community Plan, West Lothian strategy and the Single Outcome Agreement, also marked 'Public'.

CONTENT

The Data Collection Plan highlights the subject areas and responsible owners for topics already identified. Additional material may be added through the analysis and scanning process.

As West Lothian currently have a Strategic Assessment format template in place with the CSP, it is expected that the content of the CPP Strategic Assessment will follow this where appropriate. The final format of the content may alter.

It is therefore anticipated that, whilst there will be variation in the content from subject to subject, each subject area will follow the CSP format and contain sections on:

- Current picture
- Performance levels
- Subheadings as appropriate
- Emerging trends/Future issues
- Focus areas

It is anticipated that there will be an introductory chapter setting out the background and development of the CPP Strategic Assessment and will include a profile of West Lothian. There will also be a chapter covering the horizon scanning exercise.

CONSULTATION

The core Strategic Assessment Project Team will consult with wider colleagues as required. Although elements of community consultation will be used in the data collection process (for example data from the ongoing Voluntary Sector Gateway consultation exercise and the consultation process used for the Community Plan 'Towards 2020'), there will be a more formalised community consultation process for the Corporate Plan and the refreshed Community Plan following the completion of the strategic assessment process, to validate the evidence-based priorities identified. Groups included in this consultation will be the West Lothian Community Race, Gender and Disability Forums, the Faith Group and the Citizens Panel, amongst others.

CONCLUSION

The process outlined in these Terms of Reference is designed to identify, assess and prioritise what's important for West Lothian's community. Through robust analysis, environmental scanning and risk assessment, the West Lothian CPP Strategic Assessment will recommend the priorities for the forthcoming year 2012/13 which will form the basis for the refreshed West Lothian Community Plan, West Lothian strategy and the Single Outcome Agreement.

These Terms of Reference provide details of the proposed division of work streams, the consultation process with Community Planning partners and the time frames in which the Strategic Assessment will be completed. They should be used in conjunction with the Data Collection Plan that accompanies this document.