

ELCP Board

Note of Meeting

Date: 6 October 2009, 10-12 noon
Venue: Conference Room,
Haddington Police Station, Court St,
Haddington

east lothian  community planning

In Attendance

Members and representatives

Paul McLennan, Chair ELCPP, East Lothian Council
Alan Blackie, Chief Executive, East Lothian Council
David Millar, Director Corporate Services, Lothian & Borders Fire & Rescue Service
Linda McPherson, Regional Director – East, Scottish Enterprise
Murdo McIver, East Lothian Area Commander, Lothian & Borders Police
Wendy MacAdie, Community Relations Manager, Jewel & Esk College

Officers

Jim Lamond, Head of Governance and Performance & Management, East Lothian Council
Andrew Strickland, Policy Officer, East Lothian Council
Veronica Campanile, Policy Officer, East Lothian Council
Tom Shearer, Head of Community Wellbeing, East Lothian Council

Apologies

Terry Powell, Divisional Commander E Division, Lothian & Borders Police
Valerie Macniven, Director for Rural Payments & Inspection, Scottish Government
Peter Malcolm, Depute Principal, Jewel & Esk College
Gerry Power, General Manager, East Lothian Community Health Partnership
James Bruce, Director, ELVON

1. Welcome and apologies

Alan Blackie welcomed members to the meeting and gave the above apologies. He added the following:

- Full involvement of members was important for the good functioning of the Board and the delivery of the SOA. He had some concern about ELCHP participation in this Board and would follow this up personally
- With great pleasure he was handing the chair over to Councillor Paul McLennan. This was the result of the Administration's portfolio changes over the summer. Councillor McLennan now has responsibility for Community Planning and Community Services and he was therefore chair of East Lothian Community Planning Partnership. This had been noted at the last CPIG meeting.

Paul McLennan said that he was delighted to be taking on this responsibility and made mention of the recent great steps taken forward with community planning in East Lothian.

Action

1 Alan Blackie to make contact with Gerry Power

2. Note of the previous meeting

- Page 5 - correction in the last paragraph to read 'Jim Lamond said *he hoped* that Best Value 2 would recognise the National Standards for Community Engagement as good practice. (JL)

Action

1 Veronica Campanile to note the change in the meeting note

3. Matters arising

a) Action sheet

- all actions were concluded or included in the agenda of this meeting

b) SOA 2009

Veronica Campanile advised that the final SOA with front cover and signatures and the SOA Snapshot document (8 pages) were on the elcpp website for download and distribution of the 2000 print run had begun through local community planning events and community planning contacts. She tabled copies and invited members to promote it through their services and networks and place orders for distribution.

Comments:

- Snapshot reads really well, explains what the SOA is for to communities and focuses on what we will achieve working together - team commended for a great job
- The Snapshot is mainly directed at winning the hearts and minds of staff and organisations involved in joint working. Some discussion of making this available to the general public also. The Policy team would consider how best to distribute electronically and by hard copy
- Recommended to use some of the branding, pitch and style in the next SOA full document
- Evidence of usefulness: first trial in a meeting with staff had been very positive, and at the local community planning event it had provoked questions about what the SOA does

Action

1 All members to consider distribution through their services and networks

2 Policy team to organise appropriate electronic and hard copy distribution

c) Review of Community Planning in East Lothian

Veronica Campanile and Jim Lamond gave a verbal report on discussion of the community planning framework at 2 September CFIG.

- The framework was well received in the main and the recommendations were approved. Comments included that this was the clearest framework seen to date in Scotland.
- Observations which need to be taken on board in the next stage are in summary: the arrangement should not lessen existing involvement; staff capacity to service the arrangements and need to use existing groups where possible; reorganisation of SOA responsibilities across the theme groups; questioning the need for local community planning; ensuring effective community engagement and influence on the direction of the SOA and in general and the importance of the community engagement post; clarify relationships throughout - between the new Forum and the Board, Local Community Planning, Theme groups and the overall SOA; clarify mechanisms for dealing with disagreements between communities and the Board; and that local ideas should be actioned

d) Community Engagement Action Plan

Veronica Campanile gave a summary of progress on behalf of Meriel Deans:

- Community Engagement Working Group - now being set up with members from a mix of service providers and community organisations (ELCHP, ELC CLDS, Diversity Network, Community Care Forum, Sustaining Dunbar). Main tasks to lead on the community engagement strategy and review the action plan.
- Promotion of the use of VOiCE – mainly 2 training dates and piloting on a number of projects from a range of partner organisations (LBFRS, ELCHP, ELHA, ELTRP, Local Community Planning, ELC Environment).

- Community Engagement Network - under development mainly through advertising events and expansion of the website e.g. include local community planning.

e) Annual meeting schedule

- Proposed dates approved

Action

1 All members to note the dates

4. Single Outcome Agreement Update from Scottish Government

There was no speaker to the report.

Comments

- This is a more strategic view of the SOA with a key message that an SOA3 is not required.

5. SOA 200809: Annual Report

Andrew Strickland spoke to the report and highlighted the following points:

- The measures and outcomes are different from the current SOA
- Any aspects common to partners is likely to be in the current SOA
- Scottish Government requirement to report in September so this is a report on the Council SOA 2008 and SOA 2009 will be reported next September.
- Aspireview (performance management tool) will assist with this reporting

Comments

- Track where possible issues from SOA 1 to SOA 2 to have a clear history

6. SOA 2009

6.1 SOA Monitoring System

Andrew Strickland gave a verbal report. Key points:

- Monitoring reports (following items) are on the actions whereas Aspireview, East Lothian Council's Performance Management software, tracks performance indicators.
- The software is being developed to include SOA indicators and to be web enabled and should be ready in November. The web-enabled version will provide quarterly reports on the Council website - reports will be based on the Scotland Performs model with a traffic light system. He tabled a sample monitoring report for an SOA national outcome.
- Staff (ELC and some partners) will need to be identified with responsibility for each indicator and the consultant, Sungard, will meet with staff to identify why the indicator is important.
- Targets work within the traffic light system but direction of travel indicators do not. It is not advisable to change the indicators just to ensure the system looks good so this has yet to be resolved.

Comments

- Scottish Enterprise asks about benchmarking work with other Local Authorities, as they have to report on 8 areas and need to find ways of extracting information.
- Advised that benchmarking work with other Local Authorities is taking place but not systematically.
- LBFRS have developed indicators for their area of work, which they have used with all 5 Local Authorities so their PM reporting corresponds to that of the SOAs
- COSLA is discussing the issue of different boundaries and reporting implications.
- Valerie Macniven could address this at the next meeting
- The next meeting could address Blue Sky thinking on where we want to be in 2020. This visioning was previously in the Community Plan and is not clearly dealt with in the SOA.

Action

1 Valerie Macniven to provide comment on boundaries and reporting for the next meeting

2 Andrew Strickland to give a progress update of Aspireview work to the next meeting

3 Blue Sky Thinking / Visioning to be on the next meeting / Veronica Campanile

6.2 6 Month Monitoring Reports

Five of the six areas were reported on and discussed.

Overall comments

- Recognition that these were the first set of progress reports
- General discussion and noting of the content.
- Disappointment that the groups had not yet been able to meet to prepare reports

6.2.1 Environment, Housing & Places

The report indicating that the merger of two groups still under discussion

There was no further comment

6.2.2 Enterprise & Skills

Some discussion on distribution of responsibilities across theme.

Action

1 Adult Learning / skills for life remain in this theme group / Susan Smith and Raymy Boyle

6.2.3 Children, Young People & Education

Wendy MacAdie spoke to this report and the two recommendations

Action

1 This group is the home for all work with children and young people up to 21 including MCMC work as the focus is mainly on school leaver destinations / Raymy Boyle and Susan Smith

2 Ensure linkages with other work/themes where appropriate e.g. Enterprise & Skills / Raymy Boyle

3 Logic modelling should be embedded within all strategic planning processes / All members

6.2.4 Health & Social Care

-no further comment

6.2.5 Community Safety

-no further comment

6.2.6 Tackling Poverty

Veronica Campanile advised that this report had not been presented due to time pressures on staff

Action

1 This report should be written and distributed as soon as possibly but certainly for December meeting / Jim Lamond & Rebecca Spillane

2 Report on the Fairer Scotland Fund financial position for next meeting / Rebecca Spillane

8. Strategic Issues

8.1 Update on financial prospects

Alan Blackie introduced the item giving an update on the issues outlined in the background paper:

Comments:

- The situation is likely to be a difficult for the next 10 years so we need to prepare for 4% annual savings for 3 years (i.e.12% over 3 years) and new challenges
- Historically difficult times often help to strengthen organisations and bring about innovation and creativity
- All partners have either been through reorganisation to make considerable savings or are working on them now.
- Some partners are working to a very tight budget already with little choice of where to cut without reducing essential services on the ground
- Some interesting partnership working towards savings e.g. the colleges are working around 15 themes and on 3 different levels of action from the strategic to the immediate.
- Opportunities for shared services in areas such as facilities management – some ELC pilot schemes for extending outsourcing of facilities management underway
- Some partners are outsourcing facilities management at national level.
- Opportunities for reducing accommodation costs e.g. through flexible working
- The budget reduction for public services is likely to be permanent and never return to current levels.
- Members of this Board to consider further opportunities for shared services and other opportunities for reducing costs
- Word of caution on cuts because of the impact on social cohesion and the consequences for the work of other partners.

Action

1 All members to exchange ideas on further opportunities before the next meeting via Veronica

2 Agenda item for the next meeting / Veronica Campanile

8.2 Other strategic issues / none were raised

7. Local Community Planning Framework

Tom Shearer spoke to the report and recommendations, and provided an outline of the first Local Area Forum meeting in Musselburgh, which had been very successful.

Comment

- Acknowledged that the principle of local community planning was sound but there was discussion about the resource implications for rolling this out across the county with the forecast financial pressures
- Helpful to review the experience of the first two Local Area Forums and report back to the next meeting
- The five recommendations were not specifically addressed

Action

1 Review LAFs and report back to the next meeting / Tom Shearer

9. Community Planning Finances

Jim Lamond spoke to the report and recommendations.

- There was referral to discussion on financial prospects (item 8.1) and new challenges.
- This challenging situation may also encourage additional partnership working and efficiencies
- Being part of a partnership does mean contributing resources to it

- Recognised that relatively small partner contributions get good value and this work needs to continue, with prioritisation of projects if necessary
- Some discussion of the Fairer Scotland Fund project and enquiry if there may be an underspend. It was indicated that the allocation for 2 years had been made through a rigorous process and that funds were fully committed

Recommendations

- 2.1 No comments on current projects and resources available
- 2.2 No gaps identified by Board members
- 2.3 No additional contributions committed

Action

- 1 Recommendations 2.4 and 2.5 - identify additional gaps/project areas, produce a final budget and present to the next meeting / ELCP Working Group**
- 2 Fairer Scotland Fund on the agenda of the next meeting (see 6.2.6)**

10. Partnership Development / Community Planning East Lothian Strategic assessment

David Millar gave a verbal report on this item highlighting the following key points:

- The report includes key LBFRS operational data, which informs initiatives in specific areas.
- Reporting is on a quarterly basis and uses real time data
- The service is achieving consistency across 5 areas although local priorities differ.
- An updated version of this report will be available shortly.

11. AOCB

11.1 Equalities and Human Rights Commission Visit to Community Planning Partnerships
Veronica Campanile tabled a letter requesting a meeting with this Board

Action

- 1 All members to consider any further points they would like to raise**
- 2 Arrange a meeting outwith the normal cycle before 15 January / Veronica Campanile and Rebecca Spillane**

11.2 Joint Statement on the relationship at local level between government and the third sector

Veronica Campanile spoke to the item and tabled the joint statement for the Board's consideration and advised that she had approached James Bruce about this.

Action

- 1 Agenda item at the next meeting / Veronica Campanile and James Bruce**
- 2 ELCP Working Group to consider the joint statement at their next meeting / Veronica Campanile**

12. Next meeting

The date on the agenda should have been **Tuesday 8 December 2009, 2.00-4.00pm**, Haddington Police Station.

Veronica Campanile, Community Planning Officer,
East Lothian Council, 19 October 2009