

ELCPP Board
Note of Meeting

Date: 14 March 2011, 1.45pm
Venue: Conference Rooms 1 & 2
John Muir House
Haddington

east lothian  community planning

In Attendance

Members and representatives

Paul McLennan, Chair ELCPP, East Lothian Council (Chair)
Alan Blackie, Chief Executive, East Lothian Council
Sally Egan, Child Health Commissioner, NHS Lothian
Linda McPherson, Regional Director – East, Scottish Enterprise
Chief Supt. Mark Williams, Divisional Commander, Lothian & Borders Police
Eliot Stark, VDEL/VAEL (Voluntary Action East Lothian)
Linda McPherson, Scottish Enterprise
Valerie MacNiven, Director for Rural Payments & Inspection, Scottish Government

Officers

Fiona Stewart, East Lothian Council (clerk)
Paolo Vestri, Corporate Policy Manager, East Lothian Council
Veronica Campanile, Community Planning Officer, East Lothian Council
John Cunningham, Benefits Manager, East Lothian Council

Apologies

Alex McMahon, Acting Director of Strategic Planning, NHS Lothian
David Millar, Director Corporate Services, Lothian & Borders Fire & Rescue Service
Supt Phil O’Kane, East Lothian Area Commander, Lothian & Borders Police
Mandy Exley, Principal, Jewel & Esk College,
Steve Scott, Director of Campus Services, Queen Margaret University

The Chair agreed that Item 7.1 could follow item 6.2.

1. Welcome and apologies

Paul McLennan welcomed members and intimated apologies.

2. Board Membership

Veronica Campanile advised that Peter Malcolm had retired from Jewel and Esk College and a new member to the Board had yet to be appointed. As Mandy Exley of Jewel & Esk College was unable to attend, their sector was due to be represented by Steve Scott of Queen Margaret University.

3. Note/actions of the previous meeting

- Linda McPherson advised that she was listed as attending the last meeting when in fact she had submitted her apologies.
- Veronica Campanile issued an updated Action Sheet for the meeting which took place on 13 December 2010. The key points were:
 - 5.1a) SOA Monitoring Report – Environment, Houses and Places – Other partners to confirm action taken
 - 5.1g) SOA Monitoring Report – Children, Young People & Education – Elliot Stark advised that the name had been changed to GIRFEC (Getting It Right for Every Child) and Young People's Group
 - 6. SOA 2011/Development Plan – Other partners to confirm action taken

4. Matters Arising

- East Lothian Audit of Best Value & Community Planning 2011 - Alan Blackie commented that the Audit would highlight how well the partners had worked together and advised that it would almost certainly not take place until 2012.
- ELCPP Strategic Skills Pipeline bid to the European Social Fund (through the Enterprise and Skills Group) – Veronica Campanile spoke to a note provided by Jacqui Leslie, Economic Development, East Lothian Council. She advised that the Pipeline aimed to develop a coherent skills pathway and transition pipeline for East Lothian. It would aid individuals who are unable or struggling to enter the labour market and provide skills to enable others to progress to better paid jobs. The partners involved are ELC, Bridges Project, VDEL and Social Enterprise East Lothian. The bid had been approved in principle with formal approval expected in March. The project cost for 2 years was £418,380 of which ESF contributed £188,271(45%), ELCPP £25,000 and partners the remainder. The finer detail of this project was still being developed with the partners and a partnership agreement would follow.
- ELCPP Futures Group – Alan Blackie advised that, due to the volume of current business and the election on 5 May 2011, Councillor McLennan had requested that a meeting date be fixed for June 2011.
- Hub East Lothian – Veronica Campanile advised that, since the meeting in January, there had been no further developments. Alan Blackie reported on the two existing projects: the new Health Centre in Gullane had suffered a slight delay but would soon be underway and the new campus for Haddington Infant School/St Mary's RC Primary School would go ahead as planned. He reported that £4m would be coming from the Scottish Futures Trust for the second project, and, as this had not been included in the original Hub agenda, this was a very positive development. He explained that the Hub and the Scottish Futures Trust were not the same thing but went hand in hand and both aimed to make the best use of assets. Veronica Campanile advised that there would be an update brought to the next meeting.

- Review of Community Engagement in SOA 2009 – Veronica Campanile advised that the Working Group had discussed the Review and revised the recommendations including an amendment to the relationship with VAEL and community engagement – see report attached.
- East Lothian Older People's Services Change Fund - Veronica Campanile said that all but one partner had responded and approved the Change Fund proposal which she had circulated by email on 24 February. N.B. the Change Fund for East Lothian is £1,256 million of the £10 million for Lothian. She then read a note she had received from David Heaney, Service Transformation Manager, Adult Social Care, East Lothian Council which outlined the agreements reached with VAEL in the course of two recent meetings with Adult Social Care – these were:
 - The difficulties which have arisen can be avoided in future through improved communications
 - If issues arise in the future, we will deal with these in the first instance through phone calls or emails between ourselves
 - Murray's office will schedule regular meetings to open up lines of communication
 - Existing planning processes need to be better aligned and connected with the most appropriate people involved in the most appropriate groups
 - Eliot Stark will provide us with feedback from his engagement event on 4th March along with a list of the organisations attending
 - VAEL will act as the conduit for engaging with the Third Sector. Health and Social Care can, in partnership with VAEL, engage in this way
 - Eliot will advise on the views from his engagement process about who is best placed to participate in the change fund recall workshop to be arranged once the Government has approved the funding, and similarly will advise David on attendance at the national event on 1 April
 - VAEL will provide/submit representatives of the Third Sector to be involved in above workshops and events
 - Eliot will provide David with a copy of the VAEL operational plan

Eliot Stark responded to this as follows

- He recognised the very short time scale that had been allocated by the Scottish Government for this piece of work.
- He had met with David Heaney and Murray Leys with a view to agreeing a joint statement, however, this has not yet been reached as some points remain to be resolved, principally that the Third Sector had not been sufficiently involved in the process.
- With this in mind VAEL had organised the meeting on 4th March in the Brunton Hall with key stakeholders involved in the care of old people. Eleven agencies had attended to consider this proposal.
- VAEL wanted the best services for old people in East Lothian and believed that the Third Sector should have a significant role to play.
- His involvement was as the VAEL representative. He therefore requested that this be reflected in the points in the note above, removing his name as an individual.
- He hadn't seen the report presented to Council until recently.

Alan Blackie commented that it was unfortunate that there was no representative present from Adult Social Care to respond to Elliot Stark's concerns relating to this enormously complex area.

- Linda McPherson pointed out an error in the last ELCCP minute relating to the Change Fund.

Action Points

- Propose Adult Social Care appoint an officer to have direct contact with VAEL.
- ELCCP minute of 13 December 2010 meeting to be amended at Paragraph 4.2 to read that East Lothian's contribution from the Change Fund was £1.265 million
- Elliot Stark to provide feedback on Forum event taking place on 24 March 2011
- Alan Blackie and Councillor McLennan to get further information on the bidding submission

5. Strategic Issues and Partners Work

5.1 VAEL Update Report

Elliot Stark presented a report on VAEL's proposal for strengthening the relationship between the Enterprising Third sector and ELCP partners.

Key Points:

- VAEL was bidding for funding of £350,000 (£200,000 from Community Services and Leader+ £150,000) over 3 years to increase their capacity to deliver the agreed Operational Plan as outlined in Recommendation 2.1.
- Alan Blackie was not against this in principle but requested further information on the breakdown between the two and the detail of its use, as this would be a major allocation of Council funds to one organisation.
- Eliot Stark said that a proportion of the funding would be distributed to a network of organisations through the VAEL grant scheme outlined in 3.2.

Recommendations

- 2.1 This recommendation was deferred.
- 2.2 Approval given to support the establishment of the Communities Thematic Group, with VAEL taking the lead in this process and jointly chairing the group alongside Community Councils
- 2.3 Members agreed to the membership list for VAEL within the Community Planning Groups and to update the group memberships with relevant thematic chairs and on the CPP website.
- 2.4 Approval given for all Community Planning Partners and departments to be informed, and use VDEL as the initial point of contact for all VAEL business, to act as a clearing house as is the case in VAEL's relationship with central Government.

Action Point

- Tom Shearer to provide further information on the funding process for VAEL which will be emailed to the Board for approval via Veronica Campanile

5.2 Financial Prospects – Verbal Update

Council

Alan Blackie advised that the Council budget, set on 8 February 2011, was for the coming year and also included indications for the next 2 years. He described it as a sustainable budget which offered good prospects for the Council. It was predicated on efficient workforce

management, bringing significant monthly savings and there was no call yet for voluntary severance, although staff numbers were being reduced by a variety of other methods. This budget was linked to other change programmes i.e. reducing the Council's carbon footprint, Worksmart, Printsmart, and Buysmart as well as end of year restraint. He acknowledged that some difficult decisions had had to be made and praised officers and the Administration on what they had achieved.

Councillor McLennan hoped that savings on staff costs could be achieved by natural turnover and stressed that the budgets for Adult Social Care, Schools and the Capital Fund were protected.

Scottish Enterprise

Linda McPherson advised that the Scottish Enterprise Business Plan had been issued today. The budget for this financial year was £332 million including £40 million from the Scottish Government to handle specific programmes; an overall reduction on last year of approximately 12%. She described the budget as challenging and stated that the focus would be on priorities and areas where they could achieve the best return. The Business Plan could be viewed on the Scottish Enterprise website.

Police

Mark Williams advised that it was a complicated picture in terms of policing. They had suffered a 3.6% reduction in budget and one of the challenges they faced was a lack of flexibility, as, for example, there was no mechanism for making staff with over 30 years' service redundant. He stated that 87% of the police budget was staff costs, 75% of which were police officers. As many as 70-80 members of staff had accepted voluntary redundancy which would impact on frontline policing, but he was uncertain what the picture would be in 8 months time. More cuts still had to be made through review processes which would have an impact on pensions and therefore staff. The national question on the policing structure was ongoing with some drive towards a single structure for Scotland, though the outcome, and hence the impact on delivery, was not yet clear. He described it as an unsettling time and praised ELC for their excellent support. Councillor McLennan advised that crime figures for East Lothian had dropped and this was due to the excellent support of the police and the communities themselves.

VAEL

Elliot Stark advised that their budget was as presented in his report. He noted that his organisation's budget was the same as 4 years ago so efficiency savings had to be achieved and they were experiencing the same difficulties and challenges as other partners.

6. SOA 2011

6.1 Presentation: Impact of Changes in the Social Welfare System

John Cunningham gave an excellent presentation on Housing Benefit changes and 21st Century Welfare Reform, highlighting short term, mid-term and long term changes and their effect in relation to Incapacity and Disability, Local Housing Allowance and Housing Benefit.

Key Points:

- The migration from Incapacity Benefit to Employment Support Allowance could see an annual cost to the community of between £2m – £3.5m
- Similarly, a 20% reduction to Disability Living Allowance recipients could result in an annual loss of over £4m
- The change in the way the Local Housing Allowance rate is set, will affect 75% of East Lothian LHA claimants

- Many people will have less money to pay rent and fewer options for alternative accommodation
- Private Sector provision may decrease, placing the Social Sector under even greater pressure
- Landlords might default on their financial commitments
- Housing Benefit rates, previously frozen for 10 years, are now due to jump by 27%
- Non dependents leaving home will find it even more difficult to claim Housing Benefit in their own right
- Housing Benefit claimants under 35 will be required to share (currently under 25)
- From October 2013, Universal Credit is expected to replace all 'Working Age' welfare benefits

Councillor McLennan commented that these changes could potentially take £10million out of the economy in East Lothian and stressed the need to monitor the impact.

John Cunningham responded in detail to questions from Sally Egan and Linda McPherson concerning Universal payments, working with the private sector and the percentage of households in East Lothian affected. He also advised that his department was working to identify groups likely to be affected and writing to them now.

Action Point:

- Mark Williams requested a copy of the power point presentation

- 7.1 SOA Monitoring reports – Those requiring Action
- Tackling Poverty – Fairer Scotland Fund

Rebecca Spillane outlined the background to the Fairer Scotland Fund and advised that the 2011/12 East Lothian Council budget maintained grant funding for tackling poverty through the Fairer East Lothian Fund at the level of actual spend on 2010/11 - £476,000.

Key Points:

- The fund is ring fenced for tackling poverty
- One long term outcome had been identified – *'Fewer people in East Lothian will be financially excluded'*, with four related short term outcomes. These will be the cornerstone of the forthcoming Tackling Poverty Strategy for East Lothian.
- Application dates for the Fund open on 21 March 2011 and close on 2 May 2011
- The Tackling Poverty Theme Group will appoint a panel to consider the applications, identify key areas of need and to evaluate the cumulative effect funding would have on the well being of applicants
- 22 projects are current until the end of the financial year and will be offered transitional funding if they meet the new criteria for the Fairer East Lothian fund
- A report on the recommendations for allocation of the fund was due to go to Cabinet on 29 March for approval

Councillor McLennan stated that the key point was that work was on-going and he enquired if there was an opportunity to work closer together. Paolo Vestri suggested that the best way forward for this would be through the forthcoming Tackling Poverty Strategy which would be presented to both Council and this Board. Alan Blackie agreed. He expected that the loss of £10 million into the economy, as highlighted earlier, would have a big impact on families and children, in particular. Communities now faced a long term period of disinvestment and this was obviously a cause for concern. Linda McPherson commented that it was at difficult times such as this, when it was important to identify the projects which really made a difference. Elliot Stark believed that the cuts and effects of new legislation would

disproportionately affect East Lothian and put a massive strain on services with impact on a new population group, the 45-60 age group.

Recommendation:

- 2.1 The Board noted the purpose and priorities of the Fairer East Lothian Fund and work towards the development of a Tackling Poverty Strategy for East Lothian.

6.2 SOA 2011/12 Update report – for approval of outcomes

Veronica Campanile summarised progress on developing the SOA 2011/12 through the agreed Development Plan, approved by the Board. In relation to section 3.2 she advised that the SOA framework report, presenting an outline of SOA 2011/12, was agreed by community planning officers (sub group of the Working Group) and circulated to the Board by email on 10th February for comment and approval.

Two responses were received (detailed at 3.2 of the report) and the Board was required to make a decision on both points. She noted that a third response from NHS Lothian was also received which was as follows:

“As noted at recent meetings of the working group we are supportive of the SOA framework document as a pragmatic approach to developing the SOA for 2011/12. In terms of the document on the proposed changes to the outcomes, this is welcomed and makes sense to create the alignment to relevant strategies and plans which are either already in existence or being developed and for oversight of this work to sit with the appropriate SOA Theme Group/Strategic Partnership.”

1. The Board considered the statement at 3.2 beginning ‘*Although I recognise that each member of the CPP is autonomous...*’ Alan Blackie proposed that the second sentence would be a more positive statement if it was amended to read as follows ‘*In view of that, is there **something** that can be done to make the link between this overall approach and budgets while still recognising the independence of each partner.*’ This change was agreed by members.
2. The Board agreed that the SOA 2011/12 document should include an agreed statement and signatures (as in SOA 2009). Alan Blackie commented that the signing up to the 2009 document was a powerful demonstration of everyone coming together. The Scottish Minister had also been impressed by that.

In section 3.5, the report also outlined the new framework which established the relationship between: the ELCPP Statement of Intent for East Lothian through 3 guiding principles for the new set of East Lothian Outcomes; related delivery plans and the 7 partnership groups responsible for them.

A summary of Action on the recommendations from 3 SOA 2009 reviews was outlined in Appendix 2.

A table comparing SOA 2009 priorities and outcomes and SOA 2011 outcomes was shown in Appendix 3.

Key Points:

- The number of Outcomes for SOA 2011 has been further reduced to 15 (16 presented in the report), from 26 in the SOA 2009.

- More targeted work was being done on Priority 2 (Ensuring that our children and young people have the best start in life)
- The Outcome for Priority 6 (Ensuring that everybody in East Lothian had access to affordable housing) was to be replaced with a draft overarching vision/outcome for the Local Housing Strategy 2012.
- The SOA should demonstrate that joint working is taking place across themes and services not only through the Change Projects - Valerie MacNiven
- Sharing services and improving resource allocation will be included in the SOA document and through the delivery work of the theme groups .Learning from the Integrated Resource Framework has been identified in the *How Good Is Our Partnership* self-evaluation and will be included in the EL CPP Improvement Plan – Paolo Vestri
- Areas where this has been done should be highlighted i.e. OPS and Change Fund as well as the intention to develop it further – Alan Blackie
- Veronica Campanile advised that a draft version of SOA would be sent to Partners in April 2011 for comment. It would then come back to the Working Group on 30 May and the Community Planning Board in June
- Veronica Campanile referred to Paragraph 3.5 of the report and stated that the framework outlined was in first draft form and the final document would seek to lay this out clearly.
- Veronica Campanile noted that the SOA is presented for one year due to the current policy environment, however, it would be helpful to know if there was commitment in East Lothian to continuing with the SOA as a focus for the partnership
- Eliot Stark said that he would be very supportive of maintaining an outcome focused approach in East Lothian

Action Points

- Veronica Campanile to take account of the comments on the draft SOA Framework in the development of the SOA 2011 document
- Draft over arching vision/outcome for the LHS due to be finalised March/April 2011 (Priority 6)
- Veronica Campanile to issue Integrated Children's Services Plan to Sally Egan.

Recommendations

- 2.1 The Board decided on two points of content of SOA 2011/12 set out in 3.2 (as indicated above).
- 2.2 The Board approved the 15 East Lothian Outcomes as the basis for SOA 2011/12 (reduced from 26 in SOA 2009) set out in Appendix 3
- 2.3 The Board approved the overall framework for SOA 2011/12 which incorporated the Statement of Intent and included the formation of new Communities Theme Group set out in 3.5

6.3 EL CPP Forum 2011 – verbal update

Veronica Campanile outlined the programme for the Forum entitled '*Celebrating our Achievements: Looking Ahead*' which would take place on 24 March 2011 at the Brunton Hall in Musselburgh. The Forum would comprise 2 sessions, Celebrating Achievements – Single Outcome Agreement 2009/11 and Looking Ahead to 2011 and Beyond. The programme includes:

Marketplace Session 1

- SOA 2009/11 – What difference does working together make in delivering our priorities?
- Support from the Start – DVD
- Building an Equal East Lothian
- Sustainability challenges for East Lothian
- Sharing information, reaching out ELCPP on the World Wide Web
- Discussions with the Board

Marketplace and buffet

Session 2

- Taking on the challenges ahead
- Refreshing our outcomes and our partnership for 2011 / Conversation café
- Final thoughts and next steps (Board)

She noted that at today's date, 79 people had registered and the final number was expected to be approximately 90 and she asked members to note the role of the Board in the Forum.

7. SOA 2009

7.2 ELCPP How Good Is Our Partnership?

Paolo Vestri advised the Board of the outcome of the ELCPP '*How Good is Our Partnership*' self-evaluation. The document was attached to the report as Appendix 1. He described the exercise as very worthwhile.

Key Points

- The Audit of Best Value and Community Planning had been postponed delayed until 2012
- *How Good is our Partnership* (HGIOP) was the pilot self-evaluation tool developed by ELCPP as part of the performance management framework
- The framework which formed the basis of HGIOP was based on the Partnership Toolkit prepared by Audit Scotland to assist Councils and Partnerships prepare for their Audit of Best Value and Community Planning. It related to 8 themes.
- The self-evaluation had identified areas of good practice and action for an improvement plan which would be brought forward at the next meeting.
- Those wishing to apply for transitional funding for projects have been asked to complete an application form setting out their requirements
- The action points referred to the full roll out of local community planning across all 6 areas. Currently it was operating in 2 areas and only 1 more area was planned for this year- Veronica Campanile
- Sally Egan advised that she would continue to be the main representative of NHS Lothian on the ELCPP Board and Alex McMahon would sit on the Edinburgh CPP. She requested a list of health staff involved in the SOA theme groups.

Action Point

- Veronica Campanile to provide Sally Egan with a list of Health staff involved in the SOA Theme Groups

Recommendation

- 2.1 The Board considered and commented on the self-evaluation (Appendix 1) and approved the summary of improvement points that will be included in an Improvement Plan to be considered at the next Board meeting.

7.3 Presentation: ELCPP website stage 2 –
This was postponed once again due to lack of time.

Action Points

- Email the link to the website to Partners for feedback – Veronica Campanile
- Discussion on the website to appear at the top of the agenda of the next meeting – Veronica Campanile

8. Finances

Veronica Campanile tabled an update of the ELCP budget summary report and a record of income and expenditure to date, highlighting recent changes.

Key Points

- Total Grants and Payments to date are £76,670
- Total Funds required were £99,767. Actual Spend £76,670. Underspend £ 23,097
- It was projected that only a further £11,000 would be required for the rest of the financial year
- All monies had been collected
- The projected carry-forward for 2011/12 was £11,481. However, it was unknown if this sum could be carried forward until advice was received from the Finance department.
- Project No 7, 'Low Carbon Vehicle Scheme' was a new project presented in December 2010.

Action Point

- Clarification required if carry forward sum can be carried forward to next year – Veronica Campanile

Recommendation

2.1 The Board considered and approved the content of this report.

9. AOB

There was no other business.

10. Next Meetings

- Monday 13 June 2011, Conference Rooms 1 & 2 - 12 noon until 2 pm (Sandwich lunch)
- Monday 12 Sept 2011, Conference Rooms 1 & 2 - 1.45 pm
- Monday 12 Dec 2011, Conference Rooms 1 & 2 - 1.45pm
- Monday 12 Mar 2012, Conference Rooms 1 & 2 - 1.45pm