



Action Note of the Working Group Meeting

Date: 28 November 2011

Present

Paolo Vestri (chair) (PV)
Veronica Campanile (VC)
David Evans (DE)
James Coutts (JC)
Anne Kivlin (AK)

Kaela Scott (KS)
Allister Short (AS)
David Girrity (DG)
James Bruce (JB)
Meriel Deans (MD)

Raymy Boyle (till 3pm) (RB)
David Heaney (DH)
Murray Leys (till 3.30pm) (ML)
Susan Smith (SS)
Caroline Davis (CD)

Apologies

Dan Aldridge

Steve Harkins

Bob Erskine

Action Note by: Veronica Campanile

Item	Summary & Actions	Who and when
1.	Welcome & Apologies (see above)	
2.	Action note of the previous meeting – no amendments	
3.	Actions and matters arising	
	<ul style="list-style-type: none"> Action carried over from the June mtg – East Lothian photo bank – to be included in the Communications review 	VC
	<ul style="list-style-type: none"> Actions from the September mtg - all completed or ongoing 4. – link between the ELLP Capacity Building Forum (meets twice/yr) and the Community Engagement Group – some actions to be undertaken together such as training - ongoing. 6.1. action 2 – on the line into the Board and linking to real work to deliver the SOA - ongoing for all through reporting 	All leads for theme groups/cross-cutting themes / local community planning

	<ul style="list-style-type: none"> Reporting mechanisms – no additional comments received or made at this mtg. See also Improvement Plan action on cross-cutting themes. 	
4.	Our plan for the future of East Lothian: SOA 2011 – quarterly monitoring reports	
4.1.	<p>Outcome 1 – as per the report – action requested of the Board</p> <p>-Some discussion on theme group members wishing to be on the Board – JobCentre Plus and a business representative. This has been raised before and other organisations also wishing to be on the Board. Noted that the membership is likely to be reviewed in the light of major structural changes underway and the governance review (Improvement Plan).</p> <p>-Skills Pipeline Project was on hold but now underway again.</p>	
4.2.	<p>Outcomes 2, 3 & 4 – the report wasn't presented due to a mix up in communications regarding pending action. No action will be required from the Board</p> <p>Action</p> <ul style="list-style-type: none"> Follow up with G McMillan and include a report on file 	RB, VC & G McMillan
4.3.	<p>Outcome 5 – as per the report and with action for the Board</p> <p>Action</p> <ul style="list-style-type: none"> DH to update the report and send to VC 	DH- Thurs 10.00am
4.4.	Outcome 6 – verbal update by PV (Rebecca Spillane on maternity leave) – consultation responses have been collated and the strategy is still underdevelopment – no report to the Board	
4.5.	Outcomes 7, 8 & 9 – as per the report.	
4.6.	<p>Outcomes 10, 11, 12 & 13 – as per the report - includes action for the Board. Discussion on</p> <p>- Resilience workshop and the role across the SOA</p> <p>- Community transport conference in February and relevance for several areas (health & social care, employment, young people, safety issues). Suggested that innovative use of the change funds could be made as this is cross-cutting.</p> <p>- East Lothian Local Development Plan will be key to CPP / SOA development so discussion needed at this group as well as wider engagement already planned</p> <p>Action</p> <ul style="list-style-type: none"> Update the report and send to VC 	DE- Thursday 10.00 am

	<ul style="list-style-type: none"> Follow up on topics for the community transport conference and extend the invitation through the working group/theme groups Change fund bid to be considered Presentation on the EL Local Development Plan at next Working group mtg 	<p>DE - January</p> <p>DE & ML VC/DE/Ian Glen – Feb W. Group mtg</p>
4.7.	<p>Outcome 14 – verbal update on membership, new dates and logic model tabled – Further work needed with leads and organisations that weren’t able to attend the Sept mtg. to finalise this.</p> <p>- Discussion of consideration of membership to include some key areas (skills & fair trade, community engagement, local community planning) – report required for the Board</p> <p>Action</p> <ul style="list-style-type: none"> Write a report for the Board Finalise the logic model and review membership 	<p>JB – Thursday 10.00am JB – by Feb. Theme Group mtg</p>
4.8.	<p>Local Area Forums / Local Community Planning</p> <p>AK & KS tabled early draft report which will be developed into a report for the Board – standing item. Some discussion on the review of the approach to local community planning two years on and where to take this forward</p> <p>Action</p> <ul style="list-style-type: none"> AK & PV to consider development and therefore content of report to the Board 	<p>AK, PV & KS - report by 12 Dec</p>
4.9.	<p>Effective & Efficient Services</p> <p>Improvement Plan</p> <p>– Checked through the actions for the working group and amendments made.</p> <p>- Reviewed table of joint strategies and gaps and several corrections were made.</p> <p>- Some discussion on the need to update the existing Council & Scottish Enterprise economic strategy (2006) with current economic reality and sustainability concerns and whether this should be a partnership or Council strategy.</p> <p>- Checked through and agreed changes to the risk assessment – agreed to carry out the residual risk assessment in each theme group</p>	
	<p>Action</p> <ul style="list-style-type: none"> SS to send Coastal Tourism Strategy and Economic Development Strategy to PV & VC & discuss need for an economic development strategy with her Director. 	<p>SS - asap</p>

	<ul style="list-style-type: none"> • VC to update the table of strategies for the Board with corrections • VC to update the risk assessment with corrections and circulate a revised residual risk table for the theme groups to complete. 	<p>VC – Thursday VC – December Theme leads – February WG mtg</p>
	<p>Workplan – checked through actions for the working group and agreed to have the forum in May/June with the focus proposed</p> <p>Action</p> <ul style="list-style-type: none"> • Set up task group to organise the forum with Community Planning Officers group and anyone interested from the Working Group 	<p>VC -January</p>
5.	Board agenda	
	<p>- Checked through the reports to go to the Board. Add report for Outcome 1</p> <p>- VC tabled schedule of meetings with key dates for preparing/presenting reports and the updated annual calendar</p> <p>Action</p> <ul style="list-style-type: none"> • All to update the reports and send to Veronica • Update the agenda as above and circulate the ELCPP meeting schedule and calendar 	<p>All –Thurs 10.00 am at latest VC - Thurs</p>
6.	AOB - none	
7.	Next meetings – Monday 27 February & Monday 28 May 2012	

Working Group – Membership

Represents/role on this group	Rep 1.	Rep 2.	Organisation	Represents / provides links with these organisations, partnership groups & networks
Community Planning	Paolo Vestri (chair, working group)	Veronica Campanile	East Lothian Council	ELCP Board and ELC Chief Exec. Office
Community Planning	Allister Short	-	NHS Lothian	NHS Lothian - across 4 Community Planning Partnerships
Community Planning	Steve Harkins	David Girryty	Lothian and Borders Fire and Rescue Service	LBFRS - East Lothian station commander, strategic lead (D Millar) and Community Safety Department
Community Planning	Sheila Durie	James Bruce	Voluntary Action East Lothian	VAEL partners (VDEL, ELVON & Social Enterprise East Lothian) & network
Young people liaison	Caroline Davis	Jane Ogden-Smith	East Lothian Council	Youth Council, youth networks & young people in general
Public and community engagement focal point	Meriel Deans	-	East Lothian Community Planning Partnership & ELCHP	ELCPP Community Engagement Group and related engagement networks
Equality & Diversity	Dan Aldridge	-	East Lothian Council	East & Midlothian Community Planning Equality Forum East Lothian Diversity Network
Local Community Planning - Musselburgh, Dunbar & North Berwick	Kaela Scott	Stephanie Kerr	East Lothian Council	Local Area Forums - Musselburgh, Dunbar & North Berwick
SOA Theme Group Environment, Housing & Places	David Evans (chair)	James Coutts	East Lothian Council	Theme group and all related partnership groups

SOA Theme group Health & Social Care	Murray Leys & David Small (co-chairs)	David Heaney	East Lothian Council & East Lothian Community Health Partnership	Theme group and all related partnership groups
SOA Theme Group Community Safety & Community Planning	Phil O’Kane (chair)	Bob Erskine	Lothian & Borders Police	Theme group and all related partnership groups
SOA Theme Group Tackling Poverty	-	vacant	East Lothian Council	Theme group & all related partnership groups & Diversity Network & East & Midlothian Equalities Forum
SOA Theme Group Enterprise & Skills	Susan Smith (chair)	Grace Jamieson	East Lothian Council	Theme group and all related partnership groups
SOA Theme Group GIRFECYP	Don Ledingham (chair)	Raymy Boyle & Gill McMillan (tbc)	East Lothian Council	Theme group and all related partnership groups
SOA Theme Group Vibrant Communities	James Bruce & Stuart Baxter (co-chairs)	-	VAEL & AELCC	Theme group and all related partnership groups



Working Group Role and Remit

The role of the Working Group is to **support the delivery of the Single Outcome Agreement** through coordination across all relevant groups and agencies involved in community planning.

The membership of the Working Group will be open to officers with a community planning remit from member organisations of the Board; representatives from each SOA Theme Group and officers with a remit for cross cutting themes.

The Working Group can form project task groups to carry out the work.

The Working Group will be chaired by an East Lothian Council senior manager for community planning

The Working Group will meet at least 4 times per year

The Working Group will report progress to the Community Planning Board

Functions

The Working Group will:

- Provide advice and information to the Board on key issues affecting East Lothian and recommendations for action
- Act as a conduit between the SOA Theme Groups to ensure improved joint working, better delivery of shared outcomes and further development of the SOA
- Implement processes which enable regular and effective communication between participants in the partnership and with the East Lothian public
- Implement processes which enable the development of shared information and intelligence systems to support community planning
- Support and promote opportunities for joint training and development activities between community planning partners
- Provide support to community engagement networks in East Lothian, sharing good practice and promoting opportunities for engagement
- Contribute to the agenda of the East Lothian Community Planning Forum
- Act as a conduit for sharing and developing best practice with other community planning partnerships