

**Present**

Paolo Vestri (chair) (PV)  
Veronica Campanile (VC)  
Dan Aldridge (DA)  
Gordon Simpson (GS)

David Evans (DE)  
Kaela Scott (KS)  
David Girrity (DG)  
Meriel Deans (MD)

Ronnie Hill (RH)  
Susan Smith (SS)  
Caroline Davis (CD)

**Visitors**

Cathie McCarthur, ELTRP (CM)

Patsy King, ELTRP (PK)

**Apologies**

Allister Short (AS)  
Anne Kivlin (AK)

Ray McCowan (RM)

James Coutts (JC)

**Action Note by:** Veronica Campanile

| Item | Summary & Actions   | Who and when                     |
|------|---|----------------------------------|
| 1.   | <b>Welcome &amp; Apologies (see above) by PV</b>  |                                  |
|      | Welcome to Ronnie Hill is the key contact for the GIRFECYP Theme Group and to Cathie McCarthur and Patsy King for ELTRP attending for information and possible future membership  |                                  |
| 2.   | <b>Action note of the previous meeting</b>  |                                  |
|      | No amendments   |                                  |
| 3.   | <b>Actions and matters arising by VC</b>  |                                  |
|      | All actions completed except as below <ul style="list-style-type: none"> <li>• 4.6 - Follow up on points raised re community transport re employment, health, care, etc</li> <li>• 4.6 – Consultation session on the ELLDP one took place as a separate session-not at WG.</li> <li>• 4.9 - Risk Assessment - only E &amp; Skills Residual Risk Assessment received to date. Remaining TG leads to complete with their groups and return to VC</li> </ul> | DE<br><br>DE, RH, PV, GS, JB, DH |

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| 4.  | <p><b>Presentation – Dialogue and deliberation ....</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Further copies of the booklet are available from VC</li> </ul>   | All   |
| 5.  | <p><b>Public sector reform</b> – key items highlighted: Police &amp; Fire Service Reform and East Lothian Pathfinder; Health &amp; Social Care Reform and likely formation of an East &amp; Midlothian Community Health &amp; Social Care Partnership; Scottish Government &amp; COSLA Review of Community Planning and Single Outcome Agreements underway – further information expected after the elections</p>  |   |
| 6.  | <p><b>Our plan for the future of East Lothian: SOA 2011 – quarterly monitoring reports</b></p>   |   |
| 6.1 | <p><b>Outcome 1</b> – as per the report- Discussion on community engagement in the report and the ELC community benefits in procurement strategy currently under development which will be important for several outcomes and will be well developed by the date of the next meeting.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Not all relevant community engagement activity in the Quarterly Update was picked up in the cover report - SS to adjust for the Board report</li> <li>• All to note this for their reports future</li> </ul> <p>The ELC Community Benefits in Procurement Strategy:</p> <ul style="list-style-type: none"> <li>• Needs an Equalities Impact Assessment at the inception stage – DA / Julie Caughey</li> <li>• Arrange a consultation session at the next Working Group – VC / Julie Caughey</li> </ul> | <p>SS</p> <p>All to consider for future reports</p> <p>DA</p> <p>VC</p> |
| 6.2 | <p><b>Outcomes 2, 3 &amp; 4</b></p> <p>Key points: a written report was not presented, but a report on the Early Years Change Fund will be written for the Board; the Change Fund includes emphasis on outdoor play and questions were raised about ensuring young people are included and the relevance of the green space strategy to this; roll out of Equally Well programme with ward level link-up groups, linked to local community planning; the need for renewed discussion of the Corporate Parenting Strategy.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• RH to write the report for the Board</li> <li>• RH to consider the points raised above in the development of the new Change Fund</li> <li>• RH to bring back the Corporate Parenting strategy</li> </ul>   | RH  |

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| 6.3  | <p><b>Outcome 5</b> -as per the report and same for the Board. Key points: the community engagement activity - Older People’s Strategy launch event-in the Quarterly Update gave further information clarifying that this had an ongoing engagement element, than shown in the cover report.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• DH to note the engagement aspect above</li> </ul>   | DH        |
| 6.4  | <p><b>Outcome 6</b> – as per the report – no action for the Board. Key points: The finalised Tackling Poverty strategy is likely to be ready by the end of April, and will then be sent to Council and the June Board. No action required.</p>   |           |
| 6.5  | <p><b>Outcomes 7, 8 &amp; 9</b> – as per the report. Discussion points: Re the new Police youth engagement officer for Musselburgh - this wasn’t discussed with the existing Musselburgh cluster group</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• GS to check the background of the youth engagement post and link with the cluster group</li> </ul>  | GS        |
| 6.6  | <p><b>Outcomes 10, 11, 12 &amp; 13</b> – as per the report; includes action for the Board. Key discussion points:</p> <ul style="list-style-type: none"> <li>-development of the Open Space Strategy and consultation process – acknowledged that this is another important strategy cutting across several areas of SOA work</li> <li>- promoting action on Earth Hour 31 March 2012 &amp; Climate week 12-18 March 2012</li> <li>-all encouraged to promote/support the community supported transport event on 3rd March</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Consider a consultation session on the Open Space strategy with the working group and interested theme group members – DE with Maree Johnstone.</li> </ul> <p>All to report in on their own/partners actions on Earth Hour &amp; Climate week or request further information to David Evans / Amber Moss</p> | DE<br>All |
| 6.7. | <p><b>Outcome 14</b> – no report was provided and neither chair was present to speak for the group.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Produce a progress report if possible for the March Board, otherwise for the next reporting round in May/June (James Bruce / Stuart Baxter)</li> </ul>   | JB & SB   |

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| 6.8. | <b>Local Area Forums / Local Community Planning</b> - as per the report. No further action required.  |  |
| 6.9  | <p><b>Community Engagement</b> - A report was not presented but would be written shortly. Key discussion points – the CE group has commented on the reports to date and recommended measures to make them more accessible (brief –and more use of hyperlinks to documents, easy to read, acronyms explained).</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Send report for addition to these documents - MD</li> <li>• Consider recommendations during the review of the reporting system – PV / VC &amp; Community Planning Officers Group (CPOG)</li> </ul>  | <p>MD/VC<br/>POV/ VC &amp; CPOG</p>              |
| 6.10 | <p><b>Effective &amp; Efficient Services</b> -As per the report. Key discussion points:</p> <p>-ELCPP Forum – The proposal was tabled and was later appended to the report – the proposal was discussed very briefly with no amendments, Diary Date for all Wednesday 13 June, approximately 6-9pm; ideas for a funky title were requested; Theme Groups to consider the Poster presentation section and prepare their initiatives ; a special meeting is likely to be needed</p> <p>-SOA Snapshots were tabled and recommended for wide distribution to theme and partnership groups; some were distributed at the meeting</p> |  |
|      | <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• All to advise Theme Group members of the Forum date and put it in their diaries</li> <li>• VC / Forum task group to send Poster Brief to Theme Groups as soon as possible</li> <li>• VC / Forum task group to advise of the date for a special meeting on the Forum if needed</li> </ul> <p>SOA Snapshots - all to ask for the number they require from VC</p>  | <p>All<br/>VC &amp; Forum Task Group<br/>All</p> |
| 7.   | <p><b>Board agenda</b> – no comment</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• All to update the reports for the Board and send to VC</li> </ul>   | <p>All -Thurs 10.00 am at latest</p>             |
| 8.   | <b>AOB</b> - none   |  |
| 9.   | <p><b>Next meetings</b> –</p> <p>Monday 28 May 2012, 2-4.30pm, possible special meeting on the Forum, &amp; ELCPP Forum Wednesday, 13 June 2012, 5.45-9.00pm</p>  |  |

### 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<br>(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   | David Girrity                          |                    | 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<br>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<br>(chair)                 | James Coutts       | East Lothian Council                                | Theme group and all related partnership groups  |

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|---|--|----------------|--|--|
| SOA Theme group<br>Health & Social Care                     | Murray Leys & David Small<br>(co-chairs)   | David Heaney   | East Lothian Council & East<br>Lothian Community Health<br>Partnership | Theme group and all related<br>partnership groups  |
| SOA Theme Group<br>Community Safety &<br>Community Planning | Phil O’Kane<br>(chair)                     | Gordon Simpson | Lothian & Borders Police   | Theme group and all related<br>partnership groups  |
| SOA Theme Group<br>Tackling Poverty                         | Paolo Vestri (interim)                     | -              | East Lothian Council   | Theme group & all related partnership<br>groups &<br>Diversity Network & East & Midlothian<br>Equalities Forum |
| SOA Theme Group<br>Enterprise & Skills                      | Susan Smith<br>(chair)                     | -              | East Lothian Council   | Theme group and all related<br>partnership groups  |
| SOA Theme Group<br>GIRFECYP                                 | Don Ledingham<br>(chair)                   | Ronnie Hill    | East Lothian Council   | Theme group and all related<br>partnership groups  |
| SOA Theme Group<br>Vibrant Communities                      | James Bruce & Stuart<br>Baxter (co-chairs) | -              | VAEL & AELCC   | Theme group and all related<br>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