

# East Lothian Partnership

**REPORT TO:** EAST LOTHIAN PARTNERSHIP

**MEETING DATE:** 20 January 2016

**BY:** Chief Executive, East Lothian Council

**SUBJECT:** Partnership Improvement Plan 2015/16 - update

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## 1 PURPOSE

- 1.1 To present an update on progress in delivering the East Lothian Partnership Improvement Plan 2015/16.

## 2 RECOMMENDATIONS

That East Lothian Partnership:

- 2.1 Considers progress on the points detailed in the updated Improvement Plan in Appendix 1 and notes that a further update will be provided at the 11 May 2016 meeting.
- 2.2 Improvement Point 5: Considers if further data sharing protocols are required (see 3.2.3).
- 2.3 Improvement Point 15: Agrees to undertake a Review of The East Lothian Plan and East Lothian Partnership, beginning with the proposed workshop (see 3.2.4).

## 3 BACKGROUND

- 3.1 East Lothian Partnership approved the Partnership Improvement Plan with fifteen improvement points at the 3rd March 2015 meeting and agreed to receive an updated plan with timescales and responsibilities at the next meeting.
- 3.2 The updated Improvement Plan is presented in Appendix 1. The main points are:
- 3.2.1 Improvement Point 13: **Establish Partnership Asset Management Plan** – update on the agenda
- 3.2.2 Improvement Point 5: **Identify and resolve barriers to data sharing, principally in relation to sensitive issues.** Appendix b presents the protocols established and

those under development. East Lothian Partnership is asked to consider if any further information sharing protocols are required.

### 3.2.3 Improvement Point 15: **Agree the Performance Reporting calendar for ELP and the supporting partnerships.**

- This action has been partially completed as evidenced by performance reporting through the supporting partnerships and publication of the Annual Performance Report 2014/15 in December 2015; a schedule for performance reporting for 2015/16 will be established by August 2016.
- It had been anticipated to report on partnership self-assessment / improvement planning in January 2016; however, it is now proposed to replace this action with a review of community planning arrangements. This is because major developments are underway with new legislation affecting community planning, and locally such as the new strategic partnerships and associated high-level plans as well as developments through the Area Partnerships.

Therefore it is proposed to initiate a Review of The East Lothian Plan 2013 which will enable us to produce East Lothian's Outcome Improvement Plan. It is likely that some adjustment to East Lothian Partnership may be required. The Review would begin with the workshop in March/April (IP 7) and conclude in autumn 2016.

3.2.4 Improvement Points 3, 9, 10 and 14 are underway with the timescales extended to May 2016.

3.2.5 Improvement Points 2, 6, 7, 8 and 12 were completed by the last meeting: a number of follow up actions are detailed in the narrative.

## **4 POLICY IMPLICATIONS**

4.1 The Partnership Improvement Plan 2015/16 is a key aspect of the Partnership's Performance Management Framework for The East Lothian Plan, Single Outcome Agreement 2013-23.

## **5 EQUALITIES IMPACT ASSESSMENT**

5.1 This report is not applicable to the well being of equalities groups and an Equality Impact Assessment is not required.

## **6 RESOURCE IMPLICATIONS**

6.1 Financial - None

6.2 Personnel - None

6.3 Other - None

## 7 BACKGROUND PAPERS

7.1 Appendix 1: East Lothian Partnership Improvement Plan 2015/16 updated January 2016: this includes Appendices a and b.

7.2 Update reports on the Partnership Improvement Plan 2015/16 to East Lothian Partnership on [7 October 2015](#), [13 May 2015](#), [3 March 2015](#) and [21 January 2015](#).

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<b>DATE</b>	7 January 2016

## Appendix 1: East Lothian Partnership Improvement Plan 2015/16 – updated 7 January 2016

<b>COMMUNITY ENGAGEMENT</b>				
	<b>IMPROVEMENT ACTION</b>	<b>Lead officer/s</b>	<b>Deadline</b>	<b>Progress</b>
1	<b>Produce and implement proposal for ELP business sector engagement strategy</b>	Service Manager Economic Dev & Strategic Inv, ELC	Jun 2016	A proposal will be considered at the March meeting of the Sustainable Economy Partnership.
2	<b>Establish reporting on development and delivery of the Area Plans with a focus on outcomes by the Area Partnerships to the S&amp;VCP; two reporting to each meeting starting in June.</b>	Policy Officer (safety) / Local Community Planning Officer, ELC	Completed	Reporting schedule to be agreed in line with Area Plan development. This has begun with the Musselburgh and Fa'side Area Partnerships reported to the Safe and Vibrant Communities Partnership 15 <sup>th</sup> June 2015 meeting. The first draft Area Plans will be brought to the 22 <sup>nd</sup> February 2016 meeting.
3	<b>Review Partnership communications including: Communications to staff; Communications to partners and the wider partnership; Public messages and information; Web presence and Social Media.</b>	Communications Team Manager, ELC	May 2016	The review of Partnership communications is underway as agreed at the October ELP meeting. <a href="#">East Lothian Partnership's web presence has been redesigned</a> with a landing page and sub-sections including a new performance section on The East Lothian Plan.  The completion date has been extended from January 2016 to May 2016.

<b>USE OF EVIDENCE</b>				
	<b>IMPROVEMENT ACTION</b>	<b>Lead officer/s</b>	<b>Deadline</b>	<b>Progress</b>
4	<b>Produce a logic model or equivalent (including resourcing) for each Priority Action proportionate to the focus of the action, which is approved and monitored by each Supporting Partnership.</b>	Outcome Accountable Officers	August 2016	It was agreed to schedule reporting to Supporting Partnerships and ELP and prepare logic models or delivery plans with resourcing accordingly.  A summary of reports to date on the 9 Priority Actions is presented in Appendix a.
5	<b>Identify and resolve barriers to data sharing, principally in relation to</b>	ELP Officers Group	Jan 2016	It was agreed to hold a partnership workshop in autumn 2015 to identify specific services, etc., for reporting to ELP, January 2016.

	sensitive issues.			However, since this workshop was agreed, several protocols have been established or are under development, through partnership initiatives – see <a href="#">Appendix b</a> . East Lothian Partnership is asked to consider any further gaps.
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LEADERSHIP				
	IMPROVEMENT ACTION	Lead officer/s	Deadline	Progress
6	<b>Review the Members Handbook and in particular:</b> -governance structure: taking account of the Health and Social Care Integration Joint Board -roles and remits -membership -appointment of chairs	Chairs Group	Completed	The Chairs Group agreed amendments to the Members Handbook and the <a href="#">Members Handbook has been updated.</a>
7	<b>Assess training and support needs for partner members including scrutiny, performance, etc.</b>	Policy officers, ELC	Completed	A survey of members training and development needs was carried out in April 2015. A programme was agreed through the Chairs Group as follows: <ul style="list-style-type: none"> <li>• The majority of needs should be met through the IS Guidance for Partnership Boards (3 Notebooks). Hard copies have been given to members at the four ELP board-level Partnership meetings; download at: <a href="#">Community planning partnership board member guidance: 3 notebooks</a></li> <li>• A partnership training event covering governance, performance and scrutiny was due to be held in <b>March/April</b>. However, in the context of the new community planning duties in the Community Empowerment (Scotland) Act 2015 it is now proposed that this training event is integrated into a wider review (see Improvement Action 15), focusing on:               <ul style="list-style-type: none"> <li>- The implications of the Community Empowerment Act (draft guidance available in February with enactment late summer 2016)</li> <li>- The roles and responsibilities in the Guidance for Partnership Boards</li> </ul> </li> </ul>

8	<b>Establish new arrangements for Police / Fire scrutiny.</b>	Policy Officer (safety), ELC	Completed	East Lothian Council has set up a <a href="#">Police, Fire and Community Safety Scrutiny Committee</a> , established on 25 November 2015. A report on changes to the role of the Safe and Vibrant Communities Partnership was brought to the November 2015 meeting.
9	<b>Set out the governance structure for all ten outcomes at strategic, tactical and operational levels and map the links across the partnership and from partners to delivery.</b>	Partnership Supporting Officers (3)	May 2016	<p>The overall ELP governance structure has been revised and this sets out the strategic delivery groups. Work is ongoing to set out the governance structure at operational level.</p> <ul style="list-style-type: none"> <li>• <a href="#">RPP governance was reported to the 18<sup>th</sup> November RPP meeting</a> and work is ongoing to complete</li> <li>• The SVCP is currently undergoing changes to its role, remit and governance, therefore this work has been delayed</li> <li>• The SEP December meeting was postponed to January 2016</li> </ul> <p>This was due to be reported to ELP in January 2016 and has been extended to May 2016.</p>

## GOVERNANCE

	<b>IMPROVEMENT ACTION</b>	<b>Lead officer/s</b>	<b>Deadline</b>	<b>Progress</b>
10	<b>Each Partnership Group to determine the key risks and opportunities for their group annually.</b>	Chairs Group	May 2016	<p>This was due to be on the Agendas of the Supporting Partnerships' Sept meetings and the ELP Oct meeting and was postponed to the Nov meetings.</p> <p>There were initial discussions on the Risks and Opportunities at the SVCP and the RPP based on the Outcome Performance Reports for 2014/15.</p> <p>This action was due to be reported to ELP in January 2016 and has been extended to May 2016.</p>
11	<b>Bring forward a proposal to strengthen the role of the TSI in ELP.</b>	Depute Chief Executive, STRiVE	May 2016	The TSI is undertaking a project with Dr Oliver Escobar, Edinburgh University & What Works Scotland to develop a structure for representation and consultation through which the Third sector are able to discuss, inform and influence local and national policy. This is due to conclude March 2016.

12	<b>Review minute/action note style and publication guidelines and also how information is circulated.</b>	Partnership Supporting Officers (3)	Completed	As agreed by The Chairs group: <ul style="list-style-type: none"> <li>• A brief Action Note has replaced the previous minutes</li> <li>• Information is circulated publicly: by publication on the <a href="#">Council's Committees database</a> and by email via each partnership distribution list.</li> <li>• Also the Review of Partnership Communications (Improvement Action 3)</li> </ul>
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## USE OF RESOURCES

	IMPROVEMENT ACTION	Lead officer/s	Deadline	Progress
13	<b>Establish Partnership Asset Management Plan.</b>	Service Manager - Strategic Asset & C. Plan Mgmt, ELC	Jan 2016	Draft Joint Asset Management Plan was prepared and reported to ELP, 13 <sup>th</sup> May 2015. A partnership group has been established to take this work forward. An update report will be presented to the January 2016 meeting.
14	<b>Bring forward proposals on:</b> <b>a) How partners report on their budgets</b>  <b>b) Develop joint resourcing focusing initially on four Priority Actions to support the delivery of the SOA:</b> - Employability/Positive Destinations - Physical Activity with a focus on health and wellbeing - Volunteering. - Enabling people to live at home or in a homely setting	Lead TBC And Chief Finance Officers Group	May 2016	a) The ELC Chief Executive to arrange the first meeting of the Chief Finance Officers Group. This was planned for January 2016 and has been rescheduled to May 2016  b) See Improvement Point 4. In addition 'Enabling people to live at home or in a homely setting' has been developed through the Health and Social Care Strategic Plan and will be reported on in 2016/17

**PERFORMANCE MANAGEMENT & REPORTING**

	<b>IMPROVEMENT ACTION</b>	<b>Lead officer/s</b>	<b>Deadline</b>	<b>Progress</b>
15	<p><b>Agree the Performance Reporting calendar for ELP and the supporting partnerships:</b></p> <p>a) <b>ELP mtgs / focus on the set of Priority Actions and Annual Performance Report</b></p> <p>b) <b>Forward planning cycle at each supporting partnerships including performance reporting</b></p> <p>c) <b>Establish partnership self-assessment and improvement planning cycle at strategic and tactical levels.</b></p>	Chairs Group	October 2016	<p><b>a) and b)</b></p> <ul style="list-style-type: none"> <li>• East Lothian Partnership now receives reports on the Priority Actions selected and the Annual Performance Report.</li> <li>• Each supporting partnership has established a forward reporting cycle for the Priority Actions (see Appendix a) and their Outcomes.</li> <li>• The Performance cycle for 2014/15 was established, including reporting through the supporting partnerships (Sept/Oct 2015) and East Lothian Partnership (Oct 2015). <a href="#">The East Lothian Plan Annual Performance Report 2014/15</a> was published in December 2015.</li> <li>• Performance reporting is live: <a href="#">How East Lothian Partnership is Performing</a></li> <li>• Performance Reporting for 2015/16: a schedule for outcome performance reporting will be set by August 2016.</li> </ul> <p><b>c):</b></p> <ul style="list-style-type: none"> <li>• It had been anticipated to report on partnership self-assessment / improvement planning in January 2016; however, it is now proposed to replace this action with a review of community planning arrangements.</li> <li>• This is because major developments are underway nationally with new legislation affecting community planning, and locally such as the new strategic partnerships and associated high-level plans as well as developments through the Area Partnerships.</li> <li>• Therefore it is proposed to initiate a Review of The East Lothian Plan 2013 which will enable us to produce East Lothian’s Outcome Improvement Plan. It is likely that some adjustment to East Lothian Partnership may be required. The Review would begin with the workshop in March/April (IP 7) and conclude in autumn 2016.</li> <li>• The deadline has been extended from January to October 2016</li> </ul>



## Appendix 1 - a: ELP: Priority Actions for Partners 2015/16 – Reporting schedule and summary of reports to date

No	Priority Action	Supporting Partnership (SP)	Report 1 to SP	Report 1 to ELP	Status and summary of reports
1	Company Growth	SEP		NA	Whilst there have not been formal reports on this action there have been verbal updates to each meeting. The group has not met since before summer. The January 2016 SEP meeting will consider the focus of this group in the short term and the specific outcomes being sought as well as identifying a Chair.
2	Employability / Positive Destinations	SEP	24-Jun-15	07-Oct-15	<a href="#">Report 1 Developing East Lothian's Young Workforce</a> : described the policy environment, gave an update on the key programmes and confirmed that the action plan is in place, which had been presented to the SEP. Report 2 is planned for the SEP, 14 January 2016
3	School Attendance	RPP	16-Sep-15	NA	<a href="#">Report 1 School attendance</a> : provided an update on work on school attendance and invited partners to agree to support the work of the Musselburgh Area Partnership with tangible actions. Report 2 is planned for the RPP, 22 June 2016
4	Parenting	RPP	18-Nov-15	NA	<a href="#">Report 1 Parenting support in East Lothian</a> : set out the national parenting framework and The Best Possible Start framework in Outcome 5. The report detailed delivery by the Early Years Planning and Delivery Group (Parenting Strategy Action Plan 2014) and requested support for specific actions. The report noted that the parenting action plan will be reviewed and reported to the RPP in 2016.
5	Physical activity with a focus on health and well being	RPP	17-Jun-15	13-May-15	<a href="#">Report 1 Physical Activity</a> : presented the Physical Activity with a focus on Health and Wellbeing framework and the main delivery mechanisms. Work is underway on the associated Partnership Action plan. Report 2 is planned for the RPP 9 March 2016 RPP and ELP 13 May 2016.
6	Enabling people to live at home or in a homely setting.	RPP			Whilst there have been no formal reports on this Priority Action, work is advanced through the Health and Social Care Joint Needs Assessment and the development of the Health and Social Care Strategic Plan, which is currently under consultation. The focus on delivery will be in 2016/17.
7	Road Safety	SVCP	23-Nov-15	NA	Whilst this action has not been formally reported the Road Safety Working Group has been re-established and the minutes have been circulated to the SVCP. The Action Plan is being prepared and the draft will be reported March 2016.
8	Volunteering	SVCP	28-Sep-15	07-Oct-15	<a href="#">Report 1 Volunteering Strategy</a> : presented the ELP Volunteering strategy and asked partners to commit to the vision, which was approved. The Partnership Action

					Planning workshop is on 15 January 2016. Report 2 is planned for ELP, 11 May 2016 and for the SVCP, March or June 2016.
9	Community Resilience	SVCP	28-Sep-15	NA	Community Resilience has two components as described below: 1. <a href="#">The Partnership Community Learning and Development Plan 2015-18 with eight key themes was approved at the SVCP on 28 September 2015</a> . Report 2 focusing on delivery and monitoring is planned for the SVCP, March 2016. 2. Community readiness to face an emergency or other unexpected event through resilient community response plans; report 1 is planned for the SVCP, June 2016.

KEY

Denotes ELP priority

**Appendix 1- b: East Lothian Data sharing protocols established and under development.**

Title	Partnership / Partners	Status
<b>Getting it right for every child: A Practitioner guide to information sharing, confidentiality and consent to support children and young people’s wellbeing</b>	Lothian and Borders GIRFEC Steering Group and Lothian and Borders Data Sharing Partnership: <ul style="list-style-type: none"> <li>• NHS Lothian</li> <li>• Midlothian Council</li> <li>• East Lothian Council</li> <li>• West Lothian Council</li> <li>• Edinburgh Council</li> <li>• Police Scotland</li> </ul>	Signed 13/10/2014
<b>GIRFEC named person responsibilities: Child Health Index and SEEMIS - Linking Health and Education Data</b>	SEEMIS leading on behalf of local areas	Underway Sept 2015
<b>Information Sharing Protocol for East Lothian and Midlothian Multi-agency Risk Assessment Conferences (MARAC) (also MARAC Operating Protocol)</b>	East Lothian and Midlothian Public Protection Committee (EMPCC). The ISP covers the exchange of information between staff of the following organisations that are engaged in delivering the service outlined: <ul style="list-style-type: none"> <li>• East and Midlothian Women’s Aid</li> <li>• East Lothian Council</li> <li>• Midlothian Council</li> <li>• NHS Lothian</li> <li>• Police Scotland</li> </ul>	Signed-off 13/11/15 by the EMPCC
<b>Interagency Information Exchange (Health and Social Care)</b>	Portal Programme Board / Lothian Data Sharing Partnership: <ul style="list-style-type: none"> <li>• NHS Lothian</li> <li>• City of Edinburgh Council</li> <li>• West Lothian Council</li> <li>• Mid Lothian Council</li> <li>• East Lothian Council</li> </ul>	Underway