



**MINUTES OF THE MEETING OF THE
COMMUNITY PLANNING IMPLEMENTATION GROUP**

**THURSDAY 4 SEPTEMBER 2008
CONFERENCE ROOMS 1&2, JOHN MUIR HOUSE, HADDINGTON**

Community Planning Partners Present:

Councillor B Turner, ELC (Convener)
Councillor W Innes, ELC
Mr A Blackie, Chief Executive, ELC
Mr P Collins, Executive Director of Environment, ELC
Mr D Ledingham, Acting Executive Director of Education & Children's Services, ELC
Mr J Lamond, Head of Chief Executive's Office
Mr T Shearer, Head of Community Wellbeing, ELC
Mr A Forsyth, Head of Community Housing & Property Management, ELC
Sgt S Boyle, Lothian & Borders Police
Mr G Power, East & Midlothian Health Partnership
Mr B Bradford, ELVON
Mr A Short, NHS Lothian
Ms W MacAdie, ELLP
Mr S Harkins, Lothian & Borders Fire
Mr D Caughey, Scottish Enterprise
Mr P Malcolm, Jewel & Esk College

Others Present:

Provost S Richardson, ELC
Depute Provost R Knox, ELC
Councillor S Currie, ELC
Councillor R Currie, ELC

East Lothian Council Officials Present:

Mr B Duncan, Corporate Policy Manager
Mr R Baty, Economic Development
Ms V Campanile, Community Planning Officer
Ms C Davis, Dialogue Youth Co-Ordinator
Mr I Binnie, Service Manager (Item 9)

Clerk:

Ms A Smith

Apologies:

Councillor L Broun-Lindsay
Mr J Marnyiak
Mr D Cooper

Apologies (cont):

Mr J Bruce
Mr E Stark
Ms R Marshall
Mr M MacIver
Mr S Baxter
Ms S Smith

1. MINUTES OF MEETING OF THE COMMUNITY PLANNING IMPLEMENTATION GROUP HELD ON 12 JUNE 2008

It was agreed that the minutes of the meeting of 12 June 2008 were a true record.

2. MATTERS ARISING

a) East Lothian Environmental Forum

Councillor Turner advised that David Evans, the key officer involved in the Environmental Forum was currently on annual leave, but stated that invitations were about to be issued asking for representatives to join the Steering Group. He stated that an update report would be brought to the next meeting.

b) Communications Review

Ms Campanile referred to the report from Design Links and drew attention to the milestone dates, which were now a month later than indicated. She stated that a number of other meetings were still required to consolidate some details, and it was important to ensure input from partners as the final strategy would have an impact on the communications work of member organisations. She advised that a review of the draft would be issued around mid October to stakeholders, and an amended draft should be available before the December meeting of CPIG.

c) Diversity Network and Disabled Go Launch

Ms Campanile informed members that work was ongoing with regards to the Diversity Network; a series of events were planned for October, including Black History month. She reported that the East Lothian Access Guide Disabled Go would be officially launched on 15 October 2008 at Port Seton Community Centre. She distributed leaflets regarding these events and displayed the poster for the new campaign to stop the abuse of disabled car parking spaces and blue badges.

d) ROA Annual Report 2007-08

Ms Campanile indicated that the ROA Annual Report for 2007/08 was available on the Community Planning pages of the Council's website.

e) Fairer Scotland Fund 3-year plan: Creating a Fairer East Lothian

Ms Campanile informed the CPIG that the final version of the 3-year plan was now available on the Council's website. She indicated that the Council had received a very positive letter from the Scottish Government regarding the first stage and that eight

specific issues had been identified for further consideration. She stated that the Scottish Government had also noted the commitment to community engagement.

f) Development of Community Planning Framework

Councillor Turner advised that East Lothian Council had endorsed an interim report outlining the broad principles on 24 June 2008. A further report would be going to Council in October; Tom Shearer, Head of Community Wellbeing, was the lead officer.

g) Joint Health Improvement Action Plan (updated)

Ms Campanile informed members that the final version of the Joint Health Improvement Plan was now available on the Council's website.

3. POST OFFICE CLOSURES IN EAST LOTHIAN

The Chief Executive, East Lothian Council, submitted a report alerting and updating the CPIG to the local implications of the Post Office's Network Change proposals, to consider options, and to encourage partners to engage in the forthcoming consultation.

Mr Duncan referred to the report and also circulated an ELC news release. He stated that with regards to the consultation process the Council was currently developing its detailed response. He advised that public meetings were scheduled for 8 September in West Barns and Gifford. He also referred to the new, and unexpected, Post Office in Musselburgh. He informed members that it was crucial to put forward options as opposed to just protesting about the closures. He referred to the demographics of the various areas in East Lothian affected by the closures. He indicated that it was extremely difficult for local authorities to get involved directly in post office services but the Council was exploring options with other local authorities and also considering wider related issues.

Councillor Turner commented that there had been considerable debate within the Council regarding this issue and that he would be interested to hear from partners. Sgt Boyle stated that the Police had no particular comment or involvement, if there was public unrest as a result of the closure of individual branches then the Police would then become involved. Mr Short referred to age ranges and vulnerable groups and asked if information was available regarding the use of particular Post Offices by these groups. Mr Duncan responded that the Post Office had only been able to supply detail on the numbers of people using the service. He asked members for factual information, which may be of use for the report to Council, and he indicated that he would issue the submission to partners. Councillor Knox indicated that the main Post Office in Musselburgh was inaccessible due to stairs and had constant queues and that pressure from users, or perhaps more likely from staff, may have been a factor in restoring the provision in Fisherrow, Musselburgh.

Councillor Turner referred to recommendation 2.3 and suggested that it may be more appropriate if Community Planning Partners made their own response to the consultation document; this was agreed.

Decision

The CPIG agreed:

- i. That partners consider the implications for local communities of the Post Office's Network Change proposals.

- ii. That individual partners engage in the forthcoming public consultation.

4a. “EQUALLY WELL”: REPORT OF THE MINISTERIAL TASK FORCE ON HEALTH INEQUALITIES

NHS Lothian submitted a report updating and informing the CPIG on ‘Equally Well’, the report of the Ministerial Task Force on health inequalities.

Mr Short outlined the background to the “Equally Well” report. He stated that this represented a major change in how health inequalities would be addressed. He referred to the priorities where action was most needed and the key principles to drive the work, as identified by the Ministerial Task Force. He advised that NHS Lothian, through Public Health, were mapping existing activity against the appropriate recommendations and that the results would be shared with partners. In relation to recommendation 2.2 he stated that the intention was to consider the key aspects of the report as a Community Planning Partnership and identify the key work required. He confirmed that NHS Lothian would take the lead in establishing the working group and that he would report on progress at the next meeting.

Mr Ledingham informed the CPIG that a meeting had been held recently to identify test sites for Equally Well and that East Lothian was keen to become a test site in respect of Early Years provision. The intention was to establish a small Project Group to take this forward. Mr Power confirmed that some work had been ongoing at a local level, and that prior to the meeting Mr Ledingham referred to discussions had taken place with the NHS Director of Nursing, who had indicated that there may be some funds available to take this forward. With regards to the second report recommendation he suggested combining these two points together, which would ensure involvement from both NHS Lothian and East & Midlothian Health Partnership. Mr Short agreed this would be useful.

Mr Blackie welcomed the report and the suggested approach. Councillor Innes expressed support but raised a concern that the Fairer Scotland Fund (FSF) had been identified as a resource. He stated that the FSF currently addressed 3 key areas of deprivation in East Lothian and that the implications of this report would mean that money was taken away from communities that most needed the assistance. Mr Lamond indicated that the FSF was now country wide however the fund was increasing to cover this wider remit and that the FSF was only one contributor; there were a number of funding stream options. Mr Blackie indicated that Councillor Innes had raised a relevant point; if the intention was to improve peoples’ life chances it was essential that those communities requiring assistance were targeted.

Decision

The CPIG agreed:

- i. To discuss and note the key themes and priorities of the Equally Well report.
- ii. To establish a short-term working group to identify and report on the key actions and implications for the community planning partnership based on the recommendations within the Equally Well report and also to link into the work of the Project Group.

4b. HEALTH BOARDS (MEMBERSHIP AND ELECTIONS) (SCOTLAND) BILL

NHS Lothian submitted a report informing the CPIG of the draft Bill laid before Parliament that provided the legislative framework for introducing elected Health Boards.

Mr Short referred to the background to the report. He stated that NHS Lothian agreed that Health Boards should be open, transparent and accountable to the communities they served and that NHS Lothian believed that this was achieved in a number of ways. He stated that the Bill's central proposal was that a combined total of members directly elected by the public and councillors nominated by local authorities should form the majority membership of each NHS board. He advised that responses to the draft Bill had to be sent to the Scottish Parliament by 1 September 2008. He concluded that NHS Lothian recognised the need to be more inclusive in how it worked, but saw benefit in building on existing mechanisms and developing them further, rather than regarding democratic elections as being an alternative to an appointments process.

Councillor Knox informed the CPIG that he was a non-executive Director for NHS Lothian, and that although he welcomed the democratisation of Health Boards, his personal view was that the election of board members was not the answer. Councillor S Currie stated that the Council welcomed the Scottish Government's intention to increase transparency, accountability and community engagement in the operation of NHS Boards however it did not believe that direct elections were the most appropriate mechanism to achieve this. The Administration's view was that a Joint Board approach tended to be a better model, as it offered significant advantages over the status quo, with few disadvantages. Mr Duncan advised that the Council's submission to the Scottish Government on this issue had been lodged in the Members' Library Service.

Decision

The CPIG agreed:

- i. To discuss and note the updated position on the Government's proposal for elected Health Boards.
- ii. To receive a report at a future meeting based on the outcome of the consultation, outlining any legislative implications for NHS Lothian and Community Planning Partners.

5. THE HUB INITIATIVE

Mr Forsyth informed the CPIG that this initiative was primarily geared towards procurement, involving NHS Lothian. He indicated that the initiative was at an early stage but the Council was in discussion with NHS Lothian. He indicated that there was already a history of joint working in this area, referring to the Nursing Home which had been built on the former wireworks site. He referred to several areas of population growth in East Lothian, and advised that a meeting had been arranged with Mr Power and Councillor S Currie regarding the situation in Gullane.

Mr Lamond indicated that this was Scottish Government territory; Pathfinder status had been approved, there had been a number of meetings over the summer and a further meeting was scheduled with the Scottish Government for 5 September. Mr Power

indicated that this was a useful tool to take forward smaller development projects, and in the case of Gullane it was timely, as there was a need for both a local authority and health presence in the growing Gullane community.

6a. PERFORMANCE MANAGEMENT ANNUAL REPORT 2007-08

The Chief Executive, East Lothian Council, submitted a report advising the CPIG of the performance of the Community Planning Partnership against its Core Priorities and Objectives during 2007/08.

Mr Lamond referred to the five areas of worsening performance - increase the supply of affordable housing, car use and public transport, youth crime, work based learning, mental health and wellbeing. He then drew attention to the cross cutting issues detailed in the report. He stated that it was important that all partners reviewed the report relative to CPIG's remit. He informed partners, that as they were aware, work was underway on a new Community Planning Single Outcome Agreement (SOA), and that contributions had been received for the current SOA from health and police partners.

Councillor Turner stated that there were a number of items on the agenda related to the specific areas outlined by Mr Lamond and that it could be more relevant to discuss these when the appropriate agenda item was discussed. He referred to car use and public transport, and informed members that SESTRAN had asked to be involved in the CPIG and it would be beneficial to have representation on the group in relation to transportation matters. Mr Collins stated that the transportation information in the report related to Scotland, not East Lothian, and that this needed to be looked at for future reports to ensure that East Lothian figures were shown. Councillor Innes indicated that some poor performance had to be expected, referring to issues of housing land supply and the current economic climate. Mr Short stated that it could be useful to include information on ownership of hybrid and electric vehicles, if this was available. Ms Davis suggested including locally available information on cycle journeys and car sharing.

Decision

The CPIG agreed:

- i. That the Community Planning Implementation Group review the progress made against the objectives and indicators presented in this report
- ii. That the Community Planning Implementation Group consider what action the Partnership should undertake to address areas of poor performance.

6b. PROPOSED ARRANGEMENTS FOR DEVELOPING THE 2009/10 SINGLE OUTCOME AGREEMENT

The Chief Executive, East Lothian Council, submitted a report proposing a framework and to allow the Community Planning Partnership to develop and implement a Single Outcome Agreement (SOA) for 2009/10 onwards.

Mr Lamond outlined the five stages involved in the process for developing the SOA for 2009/10. He stated that gathering a broad and robust range of evidence was essential. He referred to the “right to left” logic model, explaining how this worked and then discussed

the future stages on completion of all the relevant logic models. He reported that changes to the Community Planning structure would become necessary due to the complex and inter-related nature of the planning activity surrounding outcomes. He indicated that one possible solution would be the creation of a Board and several Planning Groups to develop and implement the SOA. He advised that subject to agreement from the CPIG the concepts outlined in the report would be developed and a report would go to Cabinet on 7 October 2008 and that any further comments from partners for this report should be submitted by 17 September.

Mr Blackie stated that the Council was looking for the full and genuine involvement of partners; the intention was that the Board's representatives would be senior figures from the various partner organisations, able to make key decisions. Mr Malcolm welcomed the report, stating it was an excellent mechanism to move issues forward. Councillor Innes also welcomed the report, but stated that it was important that a senior officer from finance was on the Board.

Councillor Turner thanked all the officers involved for the huge amount of work involved in this, in particular Andrew Strickland.

Decision

The CPIG agreed to proceed in developing the SOA for 2009/10 utilising the structure and process outlined in this report.

7. COMMUNITY ENGAGEMENT: YOUNG PEOPLE, YOUTH VISION AND DIALOGUE YOUTH

The Executive Director of Community Services, East Lothian Council, submitted a report:

- To outline Youth Vision, East Lothian's proposed Youth Strategy
- To seek CPIG's formal endorsement of the content
- To update CPIG on progress on developing the strategic role of Dialogue Youth with Key Partners

The CPIG viewed a short DVD on Dialogue Youth. Mr Shearer outlined the background to Youth Vision, which provided a framework for identifying and addressing the needs of young people. He stated that it was evident that young people wanted to be involved and make contributions to their local communities. He referred to a number of events that had taken place during the summer months and informed the CPIG that the formal launch of Youth Vision would take place on 30 October 2008 in Musselburgh East Community Learning Centre. He praised the work of Caroline Davis, the Dialogue Youth Co-ordinator. Ms Davis informed the CPIG that she was currently working on encouraging youth involvement in a range of issues.

Sgt Boyle indicated that the Police welcomed this initiative and were keen to be involved and they were seeking ways of increasing the involvement of young people in local CAPP initiatives. Ms Davis indicated that she would be keen to liaise with the Police on this and that she was working on making the Youth Council more effective, including better links with schools. She added that creative ways of getting young people on board was required. Councillor R Currie, the Council's Champion for Youth, stated that this was a very exciting initiative. She referred to the launch on 30 October, inviting elected

members and partners to attend and informed the CPIG that this would be the first of many events. Ms Campanile stated that Youth Vision was an important action within the second priority of the ELCPP Community Engagement Strategy and Action Plan and she requested that a reference to this overarching ELCPP document be added to the document.

There was general welcome from the CPIG for this initiative.

Decision

The CPIG agreed:

- i. That CPIG notes the successful progress in developing Youth Vision, East Lothian's proposed youth strategy.
- ii. That CPIG formally endorses Youth Vision.
- iii. That CPIG's Key Partners continue to commit their support to the strategic role of Dialogue Youth in taking forward Youth Vision.
- iv. That Partners acknowledge and promote the exciting work that that has been developed under the auspices of Dialogue Youth.

Sederunt: Mr Power left the meeting

8a. UPDATE ON THE EAST LoTHIAN LEARNING PARTNERSHIP: NEW PLANS AND ANNUAL CONFERENCE

A report was submitted by East Lothian Learning Partnership updating the CPIG on new developments, end of year reports and the planned Annual Conference December 2008.

Ms MacAdie informed the CPIG that this report concentrated on adult education, adult literacy and numeracy (ALN), the new CLD Inspection Model and the ELLP annual conference. She referred to the position regarding Scottish Government Grants and the allocation of monies to ELLP. She drew attention to the changes with regard to ALN and outlined the new CLD Inspection Model. She referred to a recent policy dialogue meeting, which had focussed on the SOA and how ELLP could best contribute. She informed the CPIG that the annual conference would take place on 1 December 2008 in Winton House.

Mr Malcolm informed the CPIG that it was part of the college's role to look after small companies, look at the needs of employees and support the workforce. He explained that money was allocated to colleges to deal with these issues. He stated that through ELLP and other methods there was an opportunity to make a difference and that guidance from the CPP on targeting these resources would be welcome. Ms MacAdie indicated that she would check the role of the Local Economic Development reference Group in this regard. Mr Caughey advised that due to recent restructuring a new department, Skills Development Scotland, now dealt with these issues. Mr Baty stated that every second year Economic Development carried out a major business base survey, including consideration of training needs.

Councillor Innes stated that this was an excellent report; it highlighted the significant effect real intervention had on people's lives and he offered congratulations to all involved. Councillor Turner endorsed Councillor Innes's comments.

Decision

The CPIG agreed:

- i. That CPIG acknowledges the work of ELLP and recognises the value gained from the partnership approaches taken to community learning and development (CLD) sector work.
- ii That CPIG welcomes the continued developments of work undertaken by ELLP members and supports the future developments as described in this report.

Sederunt: Mr Ledingham left the meeting

8b. ANNUAL REPORT OF COMMUNITY PLANNING GROUPS: LOCAL ECONOMIC DEVELOPMENT REFERENCE GROUP AND EAST LOTHIAN SOCIAL ECONOMY PARTNERSHIP

The Executive Director of Environment, East Lothian Council, submitted a report providing the CPIG with an overview of the 2008 activities of the Community Planning groups, namely the Local Economic Development Reference Group and the East Lothian Social Economy Partnership

Mr Baty outlined the background of both the Local Economic Development Reference Group (LEDRG) and the East Lothian Social Economy Partnership (ELSEP). In terms of LEDRG he advised that this group met quarterly and the membership was continually reviewed. Recent discussions had centred on strategic issues relating to the development of the East Lothian economy with particular focus on the More Choices More Chances agenda in 2008. With regard to ELSEP the intention was to give a presentation to a future meeting of the CPIG. He informed members of a green business event on 24 November 2008 in Haddington, he indicated that he would circulate the agenda to members and Community Planning Partners.

Decision

The CPIG noted the report.

Sederunt: Councillor Innes left the meeting

9. ADULT SOCIAL CARE SERVICES

The Executive Director of Community Services, East Lothian Council, submitted a report providing the CPIG of developments in service planning and provision in Adult Social Care.

Mr Binnie gave a short presentation on Adult Social Care services. He outlined the key challenges, the services provided by the Council and partners and the key areas for change. He referred to the outcomes based approach to services delivered. He discussed the local pressure on services and how strategies developed and implemented would make a difference. He drew attention to the Service Improvement Plan projects and the future direction of the work of the service. He advised that progress on these initiatives would be reported regularly to the CPIG.

Mr Harkins welcomed the report, and indicated that Lothian & Borders Fire would engage with the Authority to establish links for referrals in relation to vulnerable adults and the provision of fire and accident prevention advice so that this service was incorporated into the package of care.

Councillor R Currie stated that this Administration endorsed the way Adult Social Care was moving forward and acknowledged the involvement from health partners. She indicated that if anyone had any comment on the issues raised to make contact outwith the meeting.

Decision

The CPIG noted the report, and supported the ongoing development and modernisation of services, which were aligned to the core priorities of the Community Planning Partnership and the Council.

Sederunt: Councillor Knox and Mr Bradford left the meeting

10. LOCAL HOUSING STRATEGY EVALUATION

The Executive Director of Community Services, East Lothian Council, submitted a report informing the CPIG of the key outcomes from the independently commissioned Local Housing Strategy Evaluation.

Mr Forsyth referred to the main objectives of the evaluation. He stated that DTZ had been awarded the contract for the evaluation. He then drew attention to the specific areas for consideration that had been highlighted by the evaluation, the key recommendations, key findings and areas identified for improvement. He referred to the formation of a Steering Group/Project Board to guide the process and recommended that Councillor S Currie be appointed Chair. This was agreed.

Councillor S Currie stated that these were crucial issues. He indicated that the current economic situation had to be taken into account. He advised that external partners had to ensure that key organisations were represented on the Steering Group/Project Board and that agreement was reached regarding the way forward.

Decision

The CPIG agreed:

- i. To note the recommendations arising from the LHS Evaluation.
- ii. To approve the establishment of a Steering Group/Project Board to oversee the development and implementation of the next LHS, who would report to the Community Planning Implementation Group.
- iii. To appoint Councillor S Currie as Chair of the Steering Group/Project Board.

11. CURRENT ENGAGEMENT AND CONSULTATION PROCESSES IN EAST LOTHIAN

Ms Campanile referred to questions at the last meeting about the type of information to be included and clarified that at present all information on engagement and consultation

process was welcome as the intention was to have a central bank of information readily accessible to all services and that this had been clarified through amendments in the cover report. She advised that she had received only one response for inclusion in this quarter's report and asked partners to contact her outwith the meeting with any relevant information on other processes for this or the following quarter.

AOCB

See Me Anti Stigma Pledge

Ms Campanile circulated a leaflet explaining the Pledge and informed the CPIG that East Lothian Council would be signing this on 6 October 2008 along with some other local organisations. She advised that anyone interested in signing up to the Pledge could do so and they should contact Stephen Wray regarding this or for further information.