

# East Lothian Partnership

## MINUTES OF THE MEETING OF THE EAST LoTHIAN PARTNERSHIP

WEDNESDAY 8 OCTOBER 2014  
EAST LoTHIAN COUNCIL, JOHN MUIR HOUSE, HADDINGTON

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### **Partnership Members Present:**

Councillor Willie Innes, Council Leader, East Lothian Council (ELP Chair) (WI)  
George Archibald, Chief Executive, East & Midlothian Chamber of Commerce (GA)  
Mike Ash, Chair, East Lothian Health & Social Care Partnership/Chair, Resilient People Partnership (MA)  
Councillor Stuart Currie, SNP Group Leader, East Lothian Council (SC)  
Tim Ellis, Chief Executive, National Records of Scotland, Scottish Government (TE)  
Gordon Henderson, Senior Development Manager, Federation of Small Businesses (GH)  
Angela Leitch, Chief Executive, East Lothian Council (AL)  
David Leven, Head of Energy & Infrastructure, Scottish Enterprise/Chair, Sustainable Economy Partnership (DL)  
Dean Mack, East and Midlothian Manager, Scottish Fire & Rescue Service (DM)  
Mark Ormiston, Chair, East Lothian Tenants & Residents Panel (MO)  
Monica Patterson, Chair, Safe & Vibrant Communities Partnership/Depute Chief Executive, East Lothian Council (MP)  
Alan Porte, Superintendent for Operations, J Division, Police Scotland (AP)  
Councillor Michael Veitch, Conservative Group Leader, East Lothian Council (MV)

### **Others Present:**

Paolo Vestri, Corporate Policy & Improvement Manager, ELC (PV)  
Veronica Campanile, Policy Officer, ELC (VC)  
Patsy King, Development Officer, ELTRP (PK)  
Sarah Gadsden, Head of Change and Development, Improvement Service (SG)  
Kathleen McLoughlin, Senior Project Manager, Improvement Service (KMCL)  
Alison Smith, ELC (clerk)

### **Apologies:**

John Dickie, SFRS  
Alan Gilloran, QMU  
Gillian Imery, Police Scotland  
Ray McCowan, Edinburgh College  
Grant McDougall, Skills Development Scotland  
Eliot Stark, VAEL  
Graeme Warner, NHS Lothian

Councillor Innes welcomed everyone to the meeting. He asked that item 4 on the agenda (Partnership Self-Assessment) be brought forward to be taken after item 2 (Matters Arising).

## **1. MINUTES OF THE PREVIOUS MEETING**

The minutes of the East Lothian Partnership held on 13 May 2014 were approved.

## **2. MATTERS ARISING**

### **East Lothian Community Hospital**

Mike Ash informed members that the Initial Agreement had been submitted to, and now approved by, the Scottish Government. The new hospital was expected to open towards the end of 2017. He cautioned that the plan submitted should not however be necessarily regarded as the final plan for that site. Angela Leitch added that a new project manager had been appointed.

## **3. PARTNERSHIP SELF-ASSESSMENT**

Paolo Vestri introduced the report, seeking approval to carry out a robust self-assessment of the East Lothian Partnership, supported by the Improvement Service and using their Partnership Checklist. There would be a presentation by the Improvement Service today and a further report would be brought to the January meeting.

### **Key points**

- Self-assessment tool would support the ELP to critically review its fitness for purpose in achieving the shared outcomes in the Single Outcome Agreement (SOA)
- Self-assessment process would result in a Partnership Improvement Plan which would strengthen team working and support the development of the ELP
- 3 key steps in undertaking the self-assessment outlined
  - Stage 1 – Partnership Checklist will be issued as an online survey to members of this Partnership and also the 3 supporting partnerships
  - Stage 2 – analysis of the responses will be undertaken by the Improvement Service with a half-day workshop for all members on 9 January 2015
  - Stage 3 – workshop session findings will be collated into a proposal for the draft Improvement Plan 2015/16 for discussion at the Partnership meeting scheduled for 21 January 2015

### **Presentation by the Improvement Service**

Sarah Gadsden and Kathleen McLoughlin from the Improvement Service gave a detailed presentation to the Partnership. Sarah Gadsden provided an overview on self-assessment; Kathleen McLoughlin took members through the Partnership Checklist.

Key points: self-assessment overview

- Challenge for CPPs
- Survey of CPP support needs
- CPP highest priorities for support
- National response to CPP needs
- Capacity building support
- SOA QA - key development areas
- Public sector reform
- CPP self assessment pilot project/re-cap
- Improvement service offer of support

Key points: Partnership Checklist

- Designed to drive effective, outcome focused partnership working
- 9 sections
- 57 statements with a mix of multiple choice and comments sections
- Anonymous
- Members should complete as individuals not on behalf of their partner organisation
- 4 week deadline for completion
- Consensus day 9 January 2015 – agree key priorities for ELP to move forward

Comments

- AL noted that the National Community Planning Group was promoting joint resourcing – discussion on this had to take place, priorities had to be agreed, then the financial aspects of these considered, as a Partnership. She asked if this had emerged from other self-assessments.
- SG confirmed it had; some CPPs wanted to look at joint resourcing in their most disadvantaged areas and how resources were being deployed. She noted that previous work attempting joint resourcing across all outcomes had not proven useful.
- SC remarked that the phrase joint resourcing could mean different things to different groups; if partners had joint outcomes and joint goals there must come a point for joint resourcing. He also stressed the need to build on local achievements.
- MA commented that this may be the model for how joint resourcing works. Partners should be able to share information and the rationale for resource allocation which was our main ambition for now. The economies of working in an integrated way would present themselves.
- SC queried examples of where joint resourcing had worked and could be taken forward, also had outcomes improved as a result.
- AL stated that East Lothian Works was a good example which did not set out to share resources but focused on co-location and this was joint resourcing in practice. She asked if the Improvement Service had a view/definition of joint resourcing.

- SG indicated that there was not a specific definition for all aspects of community planning and that it seemed most useful to focus on improving outcomes/improving the quality of life for those in the most disadvantaged communities through specific projects such as East Lothian Works.
- WI cautioned on the danger of only looking at this as a financial issue. Looking at the local level made sense to people and helped to build trust. The appropriate person from each partner organisation should be identified and these people would then work together to improve outcomes. If different bodies had different priorities nationally there could be problems; trust was the key issue across the partner organisations. Genuine partnerships across all partner organisations should be the aim.
- TE agreed; this was not a technical issue, it was a trust issue, about first aligning budgets then pooling and sharing resources.
- AL commented that it was only one year since implementation of the new governance structure, it was time to take stock and review; the supporting partnerships had met a few times now and were finalising their own priorities.
- TE added that the impact was the most difficult point to quantify; he asked if there was evidence from elsewhere about how this was measured.
- SG advised that the questionnaire had a section on impact and there would be improvement actions from this section.

#### **Decision on the Recommendations/Action**

*The Partnership agreed to:*

- *approve the proposed approach, including the key dates, to undertaking the Partnership supported self-assessment, which would involve the members of East Lothian Partnership and the three Supporting Partnerships; and*
- *Individual partners nominating the appropriate officers to support the facilitation of this first stage of self-assessment and improvement planning and becoming part of an East Lothian Partnership team, building local capacity to take forward the programme of improvement planning.*

#### **4. SINGLE OUTCOME AGREEMENT DEVELOPMENT PLAN UPDATE**

Paolo Vestri presented the report, updating the Partnership on progress on the Single Outcome Agreement Development Plan. He took members through all 12 action points detailed in the Development Plan outlining progress. He advised that a further update would be provided to the next meeting in January 2015.

#### Key points

- Self-assessment – proposals and timetable (*see previous item*)
- Area Partnerships – all 6 partnerships had undertaken analysis of evidence to understand local needs and begun to establish local priorities; a number of common themes were emerging
- Community Engagement Framework (*next item on the agenda*)
- Prevention Plan – work undertaken to date outlined, report and framework will be brought to the January meeting
- Pilot a ‘Total Place’ resource mapping exercise – multi-agency project task group had completed its work, a half-day meeting for partners (ELP and RPP members) to discuss findings and recommendations to be arranged, probably in November
- Development of a Joint Asset Management Strategy – multi-agency project team established and met, update brought to a future meeting

#### Comments

- WI referred to action point 6, developing the Prevention Plan, asking if this should relate to the Partnership’s priorities and those of the 3 supporting partnerships.
- AL agreed, this would avoid confusion
- TE also agreed, but indicated however that there may be some merit in bringing together a Prevention Plan. He made reference to a sense of trust and shared ownership about what members were trying to achieve, suggesting that perhaps a statement as opposed to a plan was required.

#### **Decision on the Recommendations/Action**

*The Partnership agreed to note the progress on the Development Plan, in particular the completion of the Community Engagement Framework and the Total Place pilot in the Musselburgh Area and that further progress required to complete actions would be reported to the January 2015 meeting.*

## **5. COMMUNITY ENGAGEMENT FRAMEWORK**

Veronica Campanile presented the report, seeking approval for the Community Engagement Framework and delivery mechanism.

#### Key points

- Multi-agency group set up to develop this work
- Final draft Framework attached and presented for approval
- Framework is a tool to help partners decide which type of engagement is right for the purpose from 4 options – communicating information, consultation, shared decision making and co-design/co-production – with tools to implement each of these

- Framework corresponds to national standards for community engagement and a range of policy drivers detailed in Appendix 1 to the report
- Framework would bring a consistent approach and level of quality for community engagement across the Partnership

#### Comments

- GH asked if this Framework was intended to replace other engagement processes, adding that Skills Development Scotland and Business Gateway already had business engagement teams.
- AL indicated that the Framework was a guide, different engagement techniques were needed to demonstrate effectiveness; joint dialogue was required.
- DL indicated that there may be, for the business community, scope in going out jointly as a CPP, rather than as individual organisations.
- PV advised that the Framework was not intended as a replacement, the intention was to try and make processes more effective and reduce duplication; where partner organisations already had their own community engagement policies/practices the Framework would be complementary to, not replacement of, these. He added that sharing resources would be discussed.
- MA welcomed the Framework, particularly sharing resources and indicated they would seek to use it through the Resilient People Partnership.
- AL stressed that processes needed to be more aligned, the stronger the Partnership the better for all.

#### **Decision on the Recommendations/Action**

*The Partnership agreed:*

- *To approve and adopt the Framework for use across the Partnership,*
- *That individual partner organisations consider adopting the Framework for use in their own organisations,*
- *To note that the multi-agency Engagement Monitoring Group would lead on delivery of the Framework; and*
- *That partner organisations would nominate a member of staff with a senior role in engagement to join this group.*

#### **6. FEEDBACK ON SUPPORTING PARTNERSHIP MEETINGS**

- a. Minute of the Sustainable Economy Partnership of 30 April 2014
- b. Draft minute of the Sustainable Economy Partnership of 25 June 2014

David Leven highlighted the key issues from the April and June meetings. He stated that membership of the SEP was very public sector orientated; increasing membership from the private sector was being considered. Angela Leitch highlighted the emerging plan on community broadband which was gathering momentum. Michael Veitch welcomed, as a Dunbar councillor, that the town had been identified as a priority for town centre regeneration, adding that he would be delighted if the work could be led through the Local Area Partnership.

c. Minute of the Resilient People Partnership of 21 May 2014

Mike Ash reported that the main issue from the May meeting had been the Children's Strategic Partnership; the RPP had also discussed healthy active lives and SQA performance in East Lothian schools.

d. Minute of the Safe and Vibrant Communities Partnership of 26 May 2014

Monica Patterson informed partners that the SVCP was working well and had a strong focus on key outcomes. There had been discussion about scrutiny of the police and fire services and whether the SVCP was the most appropriate forum for this function.

The Partnership noted the feedback on these supporting partnership meetings.

## **7. FOR INFORMATION**

- a. Children's Strategic Partnership – Services for Children Inspection Outcome and Improvement Plan
- b. Community Empowerment Bill
- c. East Lothian Partnership Meeting Schedule 2015/16

The Partnership noted these items, which had been submitted for information.

## **8. AOB**

### **National Community Planning Group**

Angela Leitch informed members that a letter had been received from the National Community Planning Group requesting progress on the SOA by the end of October. She advised that ELC would compile a response on behalf of the Partnership, which would then be circulated to all partners.

**NEXT MEETING: Wednesday 21 January 2015, 2-4pm, Scottish Fire Service College, Gullane**