

East Lothian Partnership

ACTION NOTE OF THE MEETING OF EAST LOTHIAN PARTNERSHIP Wednesday 20 January 2016, 2pm, Council Chamber, the Town House, Haddington

Partnership Members Present:

Cllr. Willie Innes, Leader, East Lothian Council (Chair) (WI)
Alasdair Perry, Local Senior Officer, Scottish Fire & Rescue Service (AP)
Angela Leitch, Chief Executive, East Lothian Council (AL)
Brian Rodgers, Superintendent for Partnerships, substitute for Gillian Imery, Police Scotland – J Division (BR)
Cllr. Donald Grant, Chair, East Lothian Integration Joint Board (DG)
Cllr. Stuart Currie, Leader of the SNP Group. East Lothian Council (SC)
Danny Logue, substitute for Neville Prentice, Skills Development Scotland (DL)
David Small, Chief Officer, East Lothian Integration Joint Board (DS)
Eliot Stark, Chief Executive, STRiVE (ES)
Frank Beattie, substitute for Jonathan Wilson, Scottish Enterprise (FB)
Hilary Smith, Chair, Association of East Lothian Community Councils (HS)
Mark Ormiston, Chair, ELTRP (MO)
Monica Patterson, Depute Chief Executive – Partnerships and Community Services, East Lothian Council (MP)
Nigel Paul, Chair, Sustainable Economy Partnership (NP)
Ray McCowan, Vice Principal Education Leadership, Edinburgh College (RM)
Susan Goldsmith, Director of Finance, NHS Lothian Board (SG)
Tim Ellis, Chief Executive, National Records of Scotland, Scottish Government (TE)

Others Present:

Jill Mackay, Media Manager, East Lothian Council (JM)
Paolo Vestri, Corporate Policy & Improvement Manager, East Lothian Council (PV)
Patsy King, Development Worker, ELTRP (PK)
Veronica Campanile, Policy Officer, Corporate Policy & Improvement, East Lothian Council (VC)

Partnership Members' Apologies:

Cllr. Michael Veitch, Leader of the Conservative Group, East Lothian Council
George Archibald, Chief Executive, East & Midlothian Chamber of Commerce
Gillian Imery, Divisional Commander, Police Scotland
Gordon Henderson, Senior Development Officer-Scotland, Federation of Small Business
Jonathan Wilson, International Sector Head - Education and Location / Director for East Lothian, Scottish Enterprise
Mike Ash, Non Executive member NHS Lothian Board & Chair, Resilient People Partnership
Neville Prentice, Senior Director – Development and Delivery, Skills Development Scotland
Prof. Alan Gilloran, Deputy Principal, Queen Margaret University

WELCOME/APOLOGIES

- Apologies are noted above
- The East Lothian Integration Joint Board (IJB) and its two members - Cllr. Donald Grant and David Small were welcomed to the Partnership. The IJB replaces the Shadow Health and Social Care Partnership.
- A further report 'Chair of the Safe and Vibrant Communities Partnership' was tabled. The report recommended the appointment of Alasdair Perry (SFRS) as the Chair (replacing Monica Patterson of ELC): there were no objections and the appointment was noted. The Chair thanked Monica for her work as chair to date.

1. MINUTES OF THE PREVIOUS MEETING

a. The minutes of the ELP meeting of 7 October 2015 were approved.

b. Matters arising

- Meeting with Partner's Boards: The onward dates were noted (see agenda) and further meetings to be arranged / VC / Partners.
- Developing East Lothian's Young Workforce/communications: Mike Pretious, QMU, is now a member; the group will identify additional activity to address if required.
- [The East Lothian Plan Performance Report 2014/15](#) – was signed-off, published in December and presented to the Scottish Government through TE, Location Director.
- The East Lothian Poverty Commission: PV reported that Annette Bruton, Principal of Edinburgh College will chair the Commission and it has 7 members. The first meeting will take place on the 2nd February. **Action:** The Commission will report to this Partnership and Council after the summer.
- Musselburgh Total Place Family Focus: work ongoing by the Board and Project Team.
- Briefing session: Local Development Plan, Cockenzie Master Plan and the Edinburgh and South East Scotland City Deal. The Briefing is for all Partnership Groups including the Area Partnerships. Date confirmed: **Monday 22 February, 6-9pm**, in East Lothian Council (Saltire Rooms), John Muir House, Haddington. **Action:** Note the date in diaries and invitation to follow - **All/VC**.

2. Partners Strategic Issues

a. Joint Inspection of Older People's Services.

DS gave a verbal update: initial feedback had been received and was favourable. The final report was expected by 1st February 2016.

b. Strategic Plan for Health and Social Care, draft 2

DS gave a verbal update. Consultation was underway and closes on 26 January 2016. East Lothian Council and NHS Lothian will give formal responses. The IJB will consider the responses and adopt the final plan. Once funds have been received, the Plan will become Directions for commissioning services.

Action:

- Partners urged to consider the draft plan and respond / **All Partners**
- Report to the next meeting / **DS**

3. Community Justice Redesign - update

PV spoke to the report.

Decision on the Recommendations/Action

That East Lothian Partnership:

- 2.1 Notes progress in relation to establishing a Reducing Reoffending Group to act as a Planning and Delivery Group with senior officer representation from a range of partners. - **Noted**
- 2.2 Notes that the Safe and Vibrant Communities Partnership will take on the role of 'Reducing Reoffending Board' from 2016/17 onward (as a 'Shadow Board' during 2016/17) and that discussion took place at the November meeting of the S&VCP as to changes required re the S&VCP's role and membership. - **Noted**
- 2.3 Agrees that a draft Community Justice Transition Plan will be produced and circulated to East Lothian Partnership members at the earliest possible opportunity. The Plan will be signed off by the East Lothian Partnership Chair and Vice Chair. – **Agreed**

Action

- Confirm if the future Community Justice Strategic Plan should be adopted as part of the Health and Social Care Strategic Plan / **DS**

4. **Community Engagement Framework Monitoring Report**

VC spoke to the report. The discussion is noted to inform the action below:

- Possible reasons for the limited usage of the framework
- That usage had been mainly retrospective and mostly without concluding the review
- Ways to make this more effective:
 - Establish a calendar of initiatives forthcoming
 - Plan effectively: incorporate assessment/planning for engagement at the outset of an initiative to ensure engagement is hardwired in.
 - The 'Monitoring Group' needs to be the driver/consider the name/membership
- Use of the framework should help to streamline engagement and potentially reduce the pressure on community councils (currently overburdened with consultation) and Area Partnerships, etc. Useful to have the views of Community Councils on appropriate engagement.

Decision on the Recommendations/Action

- 2.1 That East Lothian Partnership notes current usage levels of the Community

Engagement Framework. - **Noted**

2.2 That the Partnership and partners restate commitment to the Community Engagement Framework. – **Commitment restated**

2.3 That partners agree to nominate a member of staff to join the Engagement Monitoring Group. – **Agreed / and note the comment above**

Action

- **AI/PV/VC** to take this forward based on the discussion points (above).

5. Partnership Improvement Plan

a. Improvement Point 13: Partnership Asset Management Plan - update

MP spoke to the report. Summary of discussion points raised:

- Properties that become surplus to requirement should be considered for business use through the Sustainable Economy Partnership – responding to the shortage of business premises
- Partners from national organisations to promote the disposal of assets in East Lothian according to local need
- Joint register and Joint Planning: Asset mapping must cover current assets and future capital plans/milestones in order to design for future service needs
- Wider engagement is needed – how is this built in?
- Asset planning should look to increasing access to community facilities eg community centres (and similar) become accessible at weekends, during holidays, evening and at a reasonable cost.

Decision on the Recommendations/Action

2.1 East Lothian Partnership is asked to:

- note the update from the Joint Property Asset Management Group. - **Noted**
- agree to the principle of a Joint Communications Policy (see item 3.11) –**Agreed**

Action

- Take account of the points raised above / MP/Douglas Proudfoot

b. Improvement Plan - update

VC spoke to the report. Discussion is recorded in the actions below.

Decision on the Recommendations/Action

2. 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. – **Noted**

Action on IPs 4 and 14 – Priority Actions

- Volunteering Strategy / Action Planning Workshop: well attended by partner organisations and Area Partnerships. The Action Plan is being developed and feedback will be sought from participants. Further engagement on the plan is anticipated with all ELP partnership groups. Approval will be sought at the May meeting / **ES/LMcN/VC**.
- School attendance: Edinburgh College is keen to collaborate – **VC / RMcC**

Action on IP 11: Strengthening the role of the TSI

- ES gave an update: Phase 1 had been an internal process, which was about to conclude. Phase 2 includes external engagement; a proposal for representation to community planning will be brought for discussion to ELP in May / **ES**

2.2 Improvement Point 5: Consider if further data sharing protocols are required

Action

- Partners reported other protocols are in existence - DL (SDS), PV (DWP), DS (NHS/GPs) or underway - AP (SFRS). There are possibly others. All to send additional protocols and VC to collate and circulate to this group and identify any further gaps. Once complete consider awareness raising needs – **DL, PV, DS, AP, and others / VC**

2.3 Improvement Point 15: Agree to undertake a Review of The East Lothian Plan and East Lothian Partnership, beginning with the proposed workshop (see 3.2.4). – **Agreed** – however, the Partnership and the work are now settling in and this should be ‘light touch’ to refine and tweak The East Lothian Plan.

Action

- ELP Officers group to advance the work and present a proposal as a ‘Starter for 10’ for the event in late April (date tbc) - **PV/EW/VC/CG**

Items 6, 7 and 8: No action required

NEXT MEETINGS

Wednesday 11 May 2016, 2-4pm, Boardroom, Queen Margaret University, Musselburgh

Wednesday 26 Oct 2016, 2-4pm, Boardroom, Edinburgh College Milton Road, Edinburgh

Wednesday 25 Jan 2017, 2-4pm, Saltire Rooms 1&2, East Lothian Council, JMH, Haddington