



**Meeting of the Partnership Board to be held on
Wednesday 19 June 2019 at 1.00pm
in Committee Room 1, Almada Street, Hamilton**

AGENDA

Number	Item
1	Apologies and Minute of Previous Meeting Minutes of the meeting of the Partnership Board held on 17 April 2019 submitted for approval as a correct record
Items for Discussion/Decision	
2	Sustainable Economic Growth Board – Presentation
3	South Lanarkshire Community Safety Partnership – Presentation
4	South Lanarkshire Rapid Rehousing Transition Plan Presentation
5	Community Planning Budget and Expenditure Report (including Lived Experience Fund – Application Form and Approval Route)
6	Local Child Poverty Action Report
7	Welfare Reform Report
Items for Noting	
8	Community Planning Partnership – Communications Plan 2019-20
9	Community Planning Partnership Self-Assessment 2019 Update
10	South Lanarkshire Register of Information Report
Other item(s)	
11	A.O.C.B.
12	Date and location of next meeting – Wednesday, 11 September 2019, Committee Room 1, Almada Street, Hamilton

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SOUTH LANARKSHIRE COMMUNITY PLANNING PARTNERSHIP BOARD

Minutes of the meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 17 April 2019.

Chair: Councillor Maureen Chalmers, Depute Leader, South Lanarkshire Council

Representatives Present:

G Bennie, Chief Executive, VASLan

K Barbour, Group Manager, Head of Prevention and Protection South Lanarkshire, Scottish Fire and Rescue Service

C Campbell, Chief Executive, NHS Lanarkshire

A Comrie, Senior Transport Planner, Strathclyde Partnership for Transport

B Connolly, Stakeholder and Partnership Engagement Senior Executive, Scottish Enterprise

V de Souza, Director, Health and Social Care, South Lanarkshire Health and Social Care Partnership

T Little, Head of Communications and Strategy, South Lanarkshire Council

N Mahal, Chair, Lanarkshire NHS Board

H Mathieson, Head of Operations, South West Region, Skills Development Scotland

P Manning, Executive Director, Finance and Corporate Resources, South Lanarkshire Council

A Morton, Central Research Unit Manager, South Lanarkshire Council

A Murray, Community Planning and Governance Adviser, South Lanarkshire Council

E Paterson, Community Planning and Governance Officer, South Lanarkshire Council

A Waddell, Chief Superintendent, Police Scotland

Attending:

S Baxter, Independent Chair, South Lanarkshire Child Protection Committee, South Lanarkshire Council

A Hopkins-Simpson, Development Officer, South Lanarkshire Council

J McGinty, Springhall and Whitlawburn Our Place, Our Plan Community Representative

C McInnes, Hillhouse, Udston and Burnbank Our Place, Our Plan Community Representative

J Meechan, Grounds Officer, South Lanarkshire Council

P Murphy, Development Services Manager, South Lanarkshire Leisure and Culture

I Nicol, Programme Manager, Mental Health Strategy, NHS Lanarkshire

L Purdie, Head of Children and Justice Services and Chief Social Work Officer, South Lanarkshire Council

A Wright, Superintendent, Police Scotland

Representatives' Apologies:

A Fairbairn, Area Commander, Scottish Fire and Rescue Service

L Freeland, Chief Executive, South Lanarkshire Council

G Hannah, Chair, Cambuslang Business Group

C Hicks, Location Director for South Lanarkshire, Scottish Government

Dr G Thomson, Project Manager, University of the West of Scotland

1 Apologies and Minutes of Previous Meeting

Councillor Chalmers introduced herself as the Chair of the Community Planning Partnership Board.

Introductions followed by all attending members of the Partnership Board.

The minutes of the meeting of the South Lanarkshire Community Planning Partnership Board held on 28 February 2019 were submitted for approval as a correct record.

The Chair referred to Item 4 within the previous minutes regarding the report on the 'Outcomes from the Welfare Reform Event' which was due to be presented to the Board by Spring 2019. Due to the large amount of partnership data which was collated and processed, it was proposed that a summarised report on the event be provided to the Partnership Board in June 2019 in order that the Board can agree which actions to take forward. This will be followed with the submission of a report to the Board on the collated partnership data at a later meeting.

The Chair also referred to the Community Planning Partnership Board Self-Assessment which took place prior to the Board on 28 February 2019 and requested that the table discussion notes from the event be circulated to the Board Members for information.

Outcome(s):

- (1) Apologies noted and previous minute approved;
- (2) A summarised report on the Welfare Reform Event be provided to the Board in June 2019;
- (3) A report on the collated Welfare Reform partnership data be provided to the Board; and
- (4) The Community Planning Partnership Board table discussion notes be circulated to the Board.

2 Our Place, Our Plans – Neighbourhood Planning

The Development Officer, Community and Enterprise Resources and Grounds Officer, South Lanarkshire Council; Development Services Manager, South Lanarkshire Leisure and Culture; and the Springhall, Whitlawburn and Hillhouse; and Udston and Burnbank community representatives provided an update and presentation on Our Place, Our Plans – Neighbourhood Planning.

Since last reporting to the Board in October 2018, Neighbourhood Planning has focused on heightening community activity, focusing on the interests of local people and establishing local structures to work on the development and delivery of Neighbourhood Plans.

Neighbourhood Planning Stakeholder Groups are now established in each pilot area to oversee the development and delivery of actions and to report progress to the Neighbourhood Planning Workstream Group and the Partnership Board.

Working Groups are also now established in each pilot area with residents and partner representation to take forward specific priority themes and delivery of early actions. Each Working Group will report progress to the local Neighbourhood Planning Stakeholder Groups.

The Stakeholder Groups have held Our Place, Our Plan launch events in February and March 2019 and were used to showcase existing activity and areas for future action.

Communities have been influential in determining and shaping the engagement approaches and processes used to deliver Neighbourhood Planning and are still in the process of determining how available funding is spent with the Participatory Budgeting (PB) approach proving to be a very positive way of supporting decision making and securing the involvement of local people and relevant partners.

In terms of supporting the delivery of Neighbourhood Planning activity, the Neighbourhood Planning Work Stream Group will support the group of staff currently involved in Neighbourhood Planning. A monitoring and evaluation framework will be established by the Neighbourhood Planning Work Stream Group to enable the Partnership to measure and report on progress in each of the three pilot areas.

A Neighbourhood Planning Communication Plan for partners will be developed which will complement the Our Place, Our Plan Communications Plans that the local Stakeholder Groups will develop.

Area Profiles for each of the Neighbourhood Planning areas were developed at the outset of the process and will act as a benchmark to monitor progress over the 10 years of the plans.

The Hillhouse, Udston and Burnbank community representative advised of the changes being made within the community and how enjoyable working with other community members and partners is. She has attended various events including Participatory Budgeting and skip and clean up projects. The play parks have received positive feedback and there is huge demand for the play scheme during the holidays. People are attending activities at the Community Centre and the Hillhouse Hub and this would not be happening without Our Place, Our Plan.

The Grounds Officer, South Lanarkshire Council advised of his involvement with Our Place, Our Plan. Priorities have been identified and it has been a privilege to work with groups to deliver projects to meet people's needs.

Development Services Manager, South Lanarkshire Leisure and Culture (SLLC) talked about securing engagement with local people and stakeholders to outline what SLLC want to do and identifying shared goals. Attendance at stakeholder meetings has been beneficial in connecting with local people. Social media has been used successfully to cascade messages to Stakeholder Groups and working with the Hillhouse Hub and Our Place, Our Plan to advertise the road map detailing what they are doing and going to do.

The Springhall and Whitlawburn community representative advised of his role as a Community Champion and he has attended local meetings and Stakeholder Groups and has enjoyed the opportunity to express his views. Discussions are taking place regarding Springhall Community Centre and library which have the potential to provide central meeting places, stop isolation and provide access to various services. Work is continuing to deliver the Our Place, Our Plan priorities with positive progress being made.

A discussion took place on receiving help from partners, connections with Community Councils and what the community representatives would like partners to do differently.

The Chair thanked the group for their update and presentation.

Outcome(s):

(1) The content of the report was noted; and

(2) The perspectives provided by the local residents and officers from the partnership was noted.

3 New Contact Assessment Model (CAM) System Presentation

Superintendent Wright, Police Scotland gave a presentation on the new Contact Assessment Model (CAM) System.

The presentation illustrated:

- The CAM System is being introduced due to:
 - The limitations in the current operating model;
 - The requirement to better assess risk and vulnerability at the first point of contact of resident 999 calls; and
 - Deliver a model which enables the most appropriate and proportionate policing response;
- There will be no change with the new system to Police Scotland's response to urgent and critical incidents; its focus on protecting the public and the most vulnerable in our communities and officers ability to engage and be visible in the community;
- Changes will include the CAM System generating a response; empowering staff to ask the appropriate questions and make decisions based on facts and circumstances;
- Responses are always based on the 'Thrive' assessment which considers Threat; Harm; Risk; Investigation; Vulnerability and Engagement;
- Phase 1 of the new CAM System is planned to go live in Lanarkshire and Dumfries and Galloway on 28 May 2019;
- Training will be provided to 150 officers and staff together with the recruitment and training of approximately 50 officers and staff for the Resolution Team; and
- Assessment and review will be carried out following the initial 3 month period.

A discussion took place on the preparatory work being carried out prior to the system going live and the evaluation of the Scottish Ambulance Service system.

A further discussion took place on Police Scotland dealing with calls in relation to mental health issues which is being considered through the Mental Health Pathway.

The Chair thanked Superintendent Wright, Police Scotland for his presentation.

Outcome(s):

(1) Presentation content noted.

4 Lanarkshire Mental Health and Wellbeing Strategy Development Presentation

The Programme Manager, Mental Health Strategy, NHS Lanarkshire gave a presentation on the Lanarkshire Mental Health and Wellbeing Strategy Development.

The presentation illustrated:

- Work commenced in September 2018 with development sessions taking place in October and November 2018 to establish priorities and a purpose agreed to 'Prevent and treat mental health problems with the same commitment, passion and drive as we do physical health problems';
- Five workstreams were created to commence development which were Good Mental Health for All; Improve Access to Mental Health and Primary Care; Dementia; Children and Young People Mental Health and Wellbeing; and Specialist Mental Health Services;
- Cross-cutting workstreams were also created which included Voluntary and Third Sector Involvement; Strategic Needs Assessment; Community and Engagement Strategy/Plan; Psychological Therapies; Workforce Plan; and Evaluation;
- The draft strategy has been presented to both North and South Lanarkshire Health and Social Care Partnerships and it is proposed that the strategy is published by June 2019;
- Engagement and Development Workshops took place in January and February 2019;
- This will be a 5 year inclusive strategy covering the period 2019-24 which includes principles that:
 - Puts individuals at the centre;
 - Promotes good mental health for all;
 - Is responsive to growing need and work with families and carers;
 - Acknowledges improvement is required;
 - Tackles stigma and discrimination; and
 - Work with all sectors to increase community based alternatives.
- The strategy must reflect what people need and this information is being captured by the Community Engagement Group at the engagement events taking place during April and May 2019;
- The key messages highlighted from engagement carried out so far is:
 - We feel valued to be involved;
 - It's about time Mental Health was a priority; and
 - Any future models must be built around people and also take into account the person and the social context.

A discussion took place on the importance of early intervention in relation to mental health issues, the key linkages between North and South Lanarkshire Primary Care Services and training opportunities.

The Chair requested that a copy of the draft Lanarkshire Mental Health and Wellbeing Strategy be provided for circulation to the Board and thanked the Programme Manager, NHS Lanarkshire for his presentation.

Outcome(s):

(1) Presentation content noted; and

(2) A copy of the draft Lanarkshire Mental Health and Wellbeing Strategy to be circulated to the Board.

5 Adult Protection Bi-Annual Report

The Independent Chair, South Lanarkshire Child Protection Committee, South Lanarkshire Council and the Head of Children and Justice Services and Chief Social Work Officer, South Lanarkshire Council provided an update on the South Lanarkshire Adult Protection Committee Biennial Report.

The South Lanarkshire Adult Protection Committee (SLAPC) has finalised its fifth biennial report covering the period 2016-18. The report highlights the work of the committee over the last two years and future developments. The work of the SLAPC is reflected in local practice and aims to meet local and national needs in keeping adults safe from harm. The SLAPC is responsible for developing and implementing adult protection policy and strategy across and between the multi-agency workforce.

The SLAPC Business Plan sets out the high level priorities for addressing Adult Support and Protection (ASP) in South Lanarkshire and is aimed at frontline service provision with a clear focus on providing improved outcomes for adults at risk of harm and their families. The Plan informs the priorities for joint self-evaluation and learning and development. Communication has also taken place with the public which includes people who have been affected and also liaising with professionals. The website is being reviewed for specialists and a training programme is open for partners free of charge.

Multi-agency evaluations of adult protection is led by the SLAPC Quality Assurance Group which maintains an overview of evaluation activities based on issues of local and national concern.

The SLAPC designs and evaluates multi-agency adult protection policies, procedures, protocols and guidance and ensures that public bodies and other agencies have in place their own up-to-date policies and procedures and that these are developed around existing and emerging local and national key issues.

The Adult Protection Committee (APC) helps to develop and deliver multi-agency training through its comprehensive SLAPC Learning and Development Programme. The aim is to continue to raise awareness of ASP and ensure staff know how to recognise and report concerns. Partners are encouraged to link with the SLAPC Lead Officer to ensure staff within organisations at all levels have the required knowledge and skills.

A Public Protection Strategy and Action Plan have been developed to improve outcomes for the people of South Lanarkshire which can be achieved by promoting and facilitating links between all of the public protection disciplines.

ASP statistics are monitored by SLAPC on a quarterly basis and reported to both the APC and Chief Officers Group. During 2016-18 there has been a 4% increase in referrals from 1,998 to 2,006.

A discussion took place on the issue of collating appropriate data and the increase of referrals by the Scottish Fire and Rescue Service.

The Independent Chair, South Lanarkshire Child Protection Committee also advised she was interested in the work of the Our Place, Our Plan initiatives and would be happy to link in with the three pilot areas.

The Board was asked to approve the following recommendations:

- (1) That the work of the South Lanarkshire Adult Protection Committee in continuing to progress their activity in relation to the Business Plan and Self Evaluation Strategy is supported;
- (2) That they are aware of the South Lanarkshire Adult Protection Committee website www.adultprotectionsouthlanarkshire.org.uk and have relevant Adult Protection publicity material in reception areas and public areas for distribution; and

- (3) That they identify training needs within individual agencies and liaise with the South Lanarkshire Adult Protection Committee Learning and Development Worker to identify gaps and report on awareness raising activity and training.

Outcome(s):

- (1) The content of the report was noted
(2) All recommendations were approved.

6 Community Planning Budget and Expenditure

The Central Research Unit Manager, South Lanarkshire Council provided an overview of the current Partnership Budget spend as at Period 13 to 1 March 2019 and a proposed outline of the 2019-20 budget.

Budget lines have been revised for 2019-20 which includes a new budget line for the spend relating to 'capturing the lived experiences of poverty' and revised lines for 'Neighbourhood Planning', 'Community Plan Delivery' and 'Community Planning Events'.

A Lived Experience Fund application form and approval route is currently being developed in relation to 'capturing the lived experiences of poverty'. Partners and organisations can apply for a yearly grant payment of between £250 and £500 with the Board having the final decision on successful applicants. It was proposed that a report regarding the Lived Experience Fund application form and approval route be presented to the Board at the next meeting on 19 June 2019.

A discussion took place on the current budget lines and further consideration is to be given to how the money is spent.

Outcome(s):

- (1) Partnership Budget spend as at Period 13 2018-19 noted;
(2) Proposed budget for 2019-20 approved; and
(3) A report on the 'Lived Experience Fund' application form and approval route be provided to the Board.

7 Best Value Assurance Report

The Executive Director, Finance and Corporate Resources, South Lanarkshire Council advised the Board of the process and publication of South Lanarkshire Council's Best Value Assurance Report (BVAR) by the Accounts Commission.

In October and November 2018, the council was audited for the purposes of BVAR by Audit Scotland. The final report was considered by the Accounts Commission and published on 28 March 2019 and will be presented at a meeting of the full council on 26 June 2019.

It was proposed that a further report on BVAR be submitted to the Board following the council meeting in June 2019.

A discussion took place on how South Lanarkshire Council's performance compared with other local authorities and the positive outcomes from the report.

Outcome(s):

- (1) The content of the report was noted; and
(2) A further Best Value Assurance Report be provided to the Board.

8 Community Planning: An Update

The Executive Director, Finance and Corporate Resources, South Lanarkshire Council submitted a report on Community Planning: An Update.

The report provided an update on the findings of the July 2018 performance audit report by the Accounts Commission and examined the policy context for community planning and developments since November 2014 and progress made nationally and locally against previous recommendations.

Outcome(s):

(1) The content of the report was noted.

9 South Lanarkshire Register for Information

The Executive Director, Finance and Corporate Resources, South Lanarkshire Council, submitted a report on the South Lanarkshire Register for Information which provided an update on the information circulated to Community Planning Partners from 16 January to 15 March 2019.

Outcome(s):

(1) The content of the report was noted.

10 AOCB

The Chair advised the Board that the Independent Care Review has asked all local authorities and Community Planning Partnerships to pledge their support to transform the life chances and wellbeing of children and young people in care in Scotland.

A pledge card was provided by the Independent Care Review and the Chair proposed the following message be delivered 'That the South Lanarkshire Community Planning Partnership will give a voice to care experienced children to organise an event where we hear their experiences, how Community Planning Partnership plans are working for them and identify priorities and actions for the future'.

Outcome(s):

(1) The content of the pledge to the Independent Care Review on behalf of the Community Planning Partnership was approved.

11 Date of Next Meeting

The next meeting of the Board will be held on 19 June 2019 in Committee Room 1, Almada Street, Hamilton, ML3 0AA.

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Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Community and Enterprise) South Lanarkshire Council

Subject:	Sustainable Economic Growth Board
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Partnership Board with an update on the progress of the partnership work led by the Sustainable Economic Growth Board

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendation:-

- (1) that the content of the report is noted.

3. Background

- 3.1. The Sustainable Economic Growth Board's (SEGB) remit is to develop and monitor a coordinated South Lanarkshire CPP approach to growing the local economy, ensuring the application of partner powers and resources in a co-ordinated manner to support long term growth for South Lanarkshire businesses and improved quality of life for its residents. The current Board membership and remit is noted in Appendix 1.
- 3.2. The South Lanarkshire Economic Strategy 'Promote' (2013-2023) was approved in 2013 and was developed on behalf of the South Lanarkshire Community Planning Partnership for the purpose of: improving South Lanarkshire's economy and ensuring as many people as possible can contribute to and share in its growth. The SEGB as a partnership are undertaking a mid-term review of the strategy. It will build on the successes achieved since 2013, focus on the continuing challenges, and address emerging challenges and opportunities to ensure and maximise South Lanarkshire's continuing success.
- 3.3. The emergence of the Inclusive Growth agenda is an important shift in policy emphasis which 'Promote' needs to reflect in its remaining 5 years. Tailoring the Inclusive Growth agenda to local needs and developing place-based applications of fairness and reducing inequalities between people and places are its core priorities. Therefore the Inclusive Growth agenda is considered integral, not separate, to economic development policy and the SEGB must look to deliver on the inclusive growth agenda and grow the economy simultaneously.
- 3.4. With the emergence of the Glasgow City Region Deal and the move towards more formal City-Region/Regional economic partnerships, local level strategies such as 'Promote' sit in a different national and regional context and must respond to these drivers.

3.5. There are a broad range of economic levers available to support the partnership ambition of economic growth as summarised below:-

- Access to business advisers; start-up, growth, sector specific, expert help, procurement, via Business Gateway, Supplier Development Programme, Scottish Enterprise, Scotland Food and Drink and other agencies;
- Business support grants; to invest in equipment, property improvements, exploring new markets, consultancy support;
- Business loans; micro finance, start up, working capital, capital investment and property purchase;
- Lanarkshire Property Advice Service; property market search;
- Skills and Employability; recruitment advice and support, work based learning, apprenticeships;
- Digital development; loans (Scottish Government) and advice to aid businesses to increase capacity and capability to fully exploit the opportunities of digital communications, marketing;
- Further and higher education; access to expert help, problem solving, research and technical analysis; training; and
- Membership and networking organisations; Federation of Small Businesses, Chamber of Commerce and Trade, Lanarkshire Tourism Association, Lanarkshire Business Hub.

4. Review of 'Promote'

4.1. The mid-term review of 'Promote' confirms that the vision established in 2013 remains fit for purpose. The SEGB will continue to pursue its main objectives emphasising actions which support Inclusive Growth. Building on the success of 'Promote' (2013-2023), the vision remains as follows:

*“Over the next ten years **our vision** is for South Lanarkshire to have one of the strongest and most dynamic economies in Scotland, where businesses, communities, and residents achieve their full potential and prosper.”*

4.2. This will be achieved through three key interrelated themes:-

- **Business:** Business development and growth;
- **Place:** Physical Infrastructure and place; and
- **People:** Skills, learning and employability.

4.3. These themes will continue to be the key objectives of 'Promote' (2013) and provide a focus for all partners to contribute to their delivery.

4.3.1. **Business:** Maintaining, diversifying and improving the strength of South Lanarkshire's local business base is crucial if we are to create a strong demand for labour and products and in turn make a significant contribution to the local and national economy. In order to have a competitive, resilient and sustainable economy, South Lanarkshire should aim to have a diversified and competitive local business base, involving a range of sectors and including a balanced mix of multi-nationals, high growth companies, SMEs and start-ups, which are active in a wide range of markets – local, regional, national and international.

- 4.3.2. **Place:** An attractive environment and an infrastructural base of a suitable quality and capacity are fundamentally important to support the attraction and growth of companies. By investing in upgrading and developing these assets, including our roads, public transportation, housing, educational facilities, utilities, digital connectivity and business infrastructure, we will ensure South Lanarkshire's future competitiveness is maintained and improved.
- 4.3.3 **People:** The nature and level of skills, and the educational achievements that people have, are crucial determinants of their prospects of getting and sustaining employment. In order to compete effectively, South Lanarkshire's economy needs to have a labour supply which is well trained and qualified and that meets the needs of a modern economy.
- 4.4. In order to achieve these aspirations, the partners have updated the key challenges and opportunities and identified new actions which we will work to deliver.
- 4.5. The main output from the mid-term review will be an Action Plan which will require to be validated by the partners. This action plan will in effect be the 'work programme' for the board and provide a basis for all partners to demonstrate how they are contributing to strategic objectives and vision. In this respect it is the intention that through the action plan lead partners will be identified from the SEGB who will take responsibility for specific actions across the three themes, to identify resources for delivery and update the board accordingly on progress.
- 4.6. The draft mid-term review report and proposed action plan will be presented to the SEGB on 20 June 2019 for their endorsement and will be finalised and reported to the Community and Enterprise Committee in September 2019.
- 5. Employee Implications**
- 5.1. There are no employee implications associated with this report.
- 6. Financial Implications**
- 6.1. There are no financial implications associated with this report.
- 7. Other Implications**
- 7.1. There are no risk or sustainability issues associated with this report.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. There are no Equality Impact Assessment or consultation arrangement implications associated with this report.

Michael McGlynn
Executive Director (Community and Enterprise Resources)
South Lanarkshire Council

4 June 2019

Contact for Further Information:

If you would like further information, please contact:-

Stephen Keating, Property Development Manager, South Lanarkshire Council

Tel: 01698 455191

E-mail: stephen.keating@southlanarkshire.gov.uk

Sustainable Economic Growth Board (Meeting frequency – quarterly)		
Remit:		
<ul style="list-style-type: none"> • To agree and review annually, priorities, actions and outcomes set out in the Economic Growth Performance Improvement Plan • To monitor progress with actions and outcomes providing overall strategic leadership and direction. • To represent South Lanarkshire and lobby to gain support for its approaches to generate local economic growth • To ensure effective links are made with other partnerships. • To receive a range of developmental and performance monitoring reports for actions laid out in the PIP and related Partnership groups and providing leadership, support and direction including:- <ol style="list-style-type: none"> 1. The South Lanarkshire Rural Partnership 2. The LEADER Management Group 3. The EU Structural Funds Sub Group 		
Members:		
CHAIR: Councillor John Anderson		
Organisation	Title	Name
South Lanarkshire Council	Elected Member	Councillor Jackie Burns
	Elected Member	Councillor Graham Scott
	Elected Member	Councillor Kenny McCreary
	Elected Member	Councillor Collette Stevenson
	Executive Director (CER)	Michael McGlynn
	Head of Planning and Economic Development	Pauline Elliott
	Property Development Manager (CER)	Stephen Keating
	Administrator (CER)	Kenny Mackie
	Executive Director (EDR)	Tony McDaid
	Head of Inclusion (EDR)	Anne Donaldson
	Head of Education (Curriculum, Learning and Teaching) (EDR)	Stewart Nicolson
	Integrated Children's Services Manager (EDR)	Kathleen Colvan
	Executive Director (FCR)	Paul Manning
	Central Research Manager (FCR)	Alex Morton
Director, Health and Social Care	Val de Souza	
Executive Director (HTR)	Daniel Lowe	
NHS Lanarkshire	Director of Human Resources	Kenneth Small
Department for Works and Pension	District Manager - Jobcentre Plus	Etta Wright
		Ken Barnes
		Cathy MacPhail
		Audrey McGee
Scottish Enterprise	Senior Stakeholder and Partnership Engagement Senior Executive	New rep to be appointed
New College Lanarkshire	Assistant Principal	Robert McMillan
	Executive Assistant	Ann Marie Baillie
South Lanarkshire College	Alternative Funding Manager	Anne Doherty
Skills Development Scotland	Area Manager	Brian Cameron

University of the West of Scotland	Public Affairs and Community Engagement Manager	Craig Nicol
	Head of External Engagement	Gordon Hunt
Chamber of Commerce	Managing Director of Bell Fire and Security Ltd	Douglas Johnston
Voluntary Action South Lanarkshire	Chief Executive	Gordon Bennie
Federation of Small Business	Development Manager, West of Scotland	Hisashi Kuboyama
Historic Environment Scotland	Senior Development Assessment Officer (SEA)	V Sharp*
Visit Scotland	Regional Partnerships Director	Jim Clarkson*
* Agreed to copy into minutes and issue invitation to attend SEGB when topics on agenda of particular relevance		

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Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Housing and Technical Resources, South Lanarkshire Council)

Subject:	South Lanarkshire Community Safety Partnership
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide the Partnership Board with an annual update on the progress achieved by the South Lanarkshire Community Safety Partnership in 2018-19.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendation:-

- (1) that the content of the report is noted.

3. Background

3.1. The South Lanarkshire Community Safety Partnership, formally established in November 1999, aspired to protect people's right to live without fear, and to go about their lives safe from crime and disorder and free from injury or harm.

3.2. The Police and Fire Reform (Scotland) Act 2012 established the single Police Service and Fire and Rescue Service for Scotland which came into effect on 1 April 2013. The legislation allowed each local authority the flexibility to develop appropriate local arrangements to allow the council to discharge its statutory duties in terms of the Act.

3.3. On 21 November 2012, the South Lanarkshire Council's Executive Committee agreed that the then existing Community Safety Partnership structure be replaced by the Safer South Lanarkshire (SSL) Board and that the membership be revised to reflect the new statutory context.

4. Safer South Lanarkshire Board

4.1. Representation on the SSL Board from partner organisations is at a senior management level, with membership comprising of:-

- 5 elected members and relevant senior officers from the council's Education, Community and Enterprise, Social Work and Housing and Technical Resources;
- Senior representatives from key partner agencies including the Police and Fire and Rescue Services;
- NHS Lanarkshire;
- Lanarkshire Community Justice Authority;
- Prison Service;

- South Lanarkshire Alcohol Drug Partnership;
- Children's Reporter South Lanarkshire;
- Procurator Fiscal Service; and
- Victim Support.

4.2. In 2016, the Community Safety Partnership Strategic Needs Assessment identified five local community safety priorities for the SSL Board partners to agree actions and outcomes against the five priorities, which are:-

1. Antisocial Behaviour (alcohol related disorder/deliberate secondary fires);
2. Domestic Abuse;
3. Drug Misuse;
4. Road Traffic Accidents; and
5. Unintentional Injuries.

4.3. In addition, in 2016, the Community Planning Partnership agreed that local arrangements for Community Justice would sit with the SSL Board. The SSL Board has the responsibility for the scrutiny of the local Community Justice Plan and its associated Reporting Framework. The Plan sets out how partners work locally to drive change by identifying improvements and challenges to prevent offending.

5. South Lanarkshire Community Plan 2017-2027

5.1. Achievements demonstrated in the first year of reporting for the Partnership against the agreed outcomes set out in the South Lanarkshire Community Plan 2017-2027, include the following key areas:-

- A reduction of 2%, in comparison to the previous year, of people feeling drug misuse or dealing is a common problem in their area;
- An increase in the number of schools participating in the Mentors in Violence Prevention programme from 10 to 11;
- A reduction of 36% in adults and children seriously injured in road traffic accidents;
- A reduction of 17% in deliberate secondary refuse fires; and
- Maintenance in the rate of emergency admissions for unintentional injuries among people aged 65+ despite a 1.5% rise in this population age group.

5.2. Prevention and early intervention continues to remain a key focus for the partnership to ensure more positive outcomes are achieved in the long term. A particular emphasis is currently being placed on tackling violence.

6. Future Opportunities

6.1. The ongoing development of the Partnership's Strategic Needs Assessment will continue to inform the Partnership's Strategic Action Planning and Outcome Framework, particularly for those which link directly across all five priority areas.

6.2. With continuing reduction in resources effective partnership working will continue to play a crucial role in helping to tackle community safety issues. All partners involved within the Partnership share a commitment to working together to improve the quality of life for all residents and to work closely with local communities in identifying and tackling the issues of greatest concern to them.

6.3. In order to tackle community safety issues efficiently and effectively prevention activity is key. To this end, a Lanarkshire-wide work 'Prevention' Strategy is being developed through Police Scotland and which all community planning partners will be engaged in.

7. Employee Implications

7.1. There are no employee implications associated with this report.

8. Financial Implications

8.1. There are no financial implications associated with this report.

9. Other Implications

9.1. There are no risk or sustainability issues associated with this report.

10. Equality Impact Assessment and Consultation Arrangements

10.1. There are no Equality Impact Assessment or consultation arrangement implications associated with this report.

Daniel Lowe

**Executive Director (Housing and Technical Resources)
South Lanarkshire Council**

7 June 2019

Contact for Further Information:

If you would like further information, please contact:-

Linda Cunningham, Strategy and Policy Officer, South Lanarkshire Council

Tel: 01698 452258

E-mail: linda.g.cunningham@southlanarkshire.gov.uk

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Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Housing and Technical Resources) South Lanarkshire Council

Subject:	An overview of the presentation on South Lanarkshire's Rapid Rehousing Transition Plan 2019-2024 to be delivered on 19 June 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Partnership Board with an update on the content of the presentation being delivered to the Community Planning Partnership Board on the development and implementation of South Lanarkshire's Rapid Rehousing Transition Plan 2019-2024 (RRTP) on 19 June 2019.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendations:-

- (1) that the content of the report is noted; and
- (2) that an annual update is provided to the Partnership Board on the progress of the RRTP.

3. Background

3.1. The presentation will be delivered by Jackie Fernie, Homelessness and Housing Support Manager and Maureen Flynn, Strategy and Policy Advisor, South Lanarkshire Council.

3.2. The presentation contains six sections outlining:-

- A recap of the presentation on the development of the RRTP delivered to the Partnership Board in October 2018;
- Progress to date in developing and implementing the RRTP;
- An overview of the Vision and five Priority Objectives contained within the RRTP;
- A summary of South Lanarkshire's current homelessness position;
- An outline of key challenges facing all partners involved in delivering the plan; and
- A final section allowing questions and contacts for further information.

4. Annual Review

- 4.1. The presentation also outlines the annual review process of the RRTP approved by South Lanarkshire Council's Housing and Technical Resources Committee on 11 March 2019.
- 4.2. It is intended that the findings of the annual review will be presented to the Partnership Board on an annual basis for the duration of the plan to keep the Partnership Board updated on the progress being made.

5. Employee Implications

- 5.1. There are no employee implications associated with this report.

6. Financial Implications

- 6.1. There are no financial implications associated with this report.

7. Other Implications

- 7.1. There are no risk or sustainability issues associated with this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. There are no Equality Impact Assessment or consultation arrangement implications associated with this report.

Daniel Lowe

**Executive Director (Housing and Technical Resources)
South Lanarkshire Council**

3 June 2019

Contact for Further Information:

If you would further information, please contact:-

Jonathan Read, Strategy Co-ordinator, South Lanarkshire Council

Tel: 01698 452386

E-mail: jonathan.read@southlanarkshire.gov.uk

Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Finance and Corporate Resources) South Lanarkshire Council

Subject:	Community Planning Budget and Expenditure (to 24 May 2019 – Period 2)
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Partnership Board with an update on the Community Planning Partnership Budget and Expenditure as at 24 May 2019 (Period 2);
- ◆ provide the Partnership Board with a draft spending plan; and
- ◆ provide the Partnership Board with the draft Lived Experience Fund application form and guidance for applicants.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendations:-

- (1) that the content of the report is noted;
- (2) that the proposed spending plan outlined at Appendix 2 is approved; and
- (3) that the draft 'Lived Experience Fund' application form, guidance for applicants and process outlined at paragraph 6.1. is approved.

3. Background

3.1. Details of the South Lanarkshire Community Planning Partnership Budget and Expenditure are reported to every Partnership Board meeting. This provides the Partners with an opportunity to seek clarification on the budget and sums spent during the relevant period.

4. Budget and Expenditure

4.1. The total available budget for 2019-20 is £93,724.

4.2. The total expenditure at the end of Period 2 is £466.20. Appendix 1 provides a breakdown of the expenditure to date.

5. Income and Expenditure during 2019-20

5.1. Specific spend within this period relates to costs for equipment and stationery.

5.2. A further update will be provided at the next meeting of the Partnership Board on 11 September 2019.

5.3. A draft spending plan is outlined in Appendix 2 for all known expenditure. The Board are also asked to approve a payment of £30,000 for Healthy n Happy, a community organisation that supports the delivery of Neighbourhood Planning. The Board also made a payment to Healthy n Happy from the 2018-19 budget.

6. Lived Experience Fund

6.1. As agreed by the Board at their meeting of 17 April 2019, a new budget line for spend relating to 'capturing the lived experience' has been created. The draft application form and guidance for applicants is attached at Appendix 3. The following provides an outline of the process which is broadly in line with the code of practice on "Following the Public Pound":-

- an application form and related guidance have been drafted. The form sets out the eligibility criteria, the information required to make an application including supporting evidence and the conditions of the grant award;
- applications to the fund are restricted to local organisations operating in South Lanarkshire and to those whose work links with the Community Plan objectives;
- it is recommended that there is a closing date with an eight week timescale for submitting applications;
- a checklist will be developed for the purposes of assessing applications to support the award process;
- should there be more applications than funds available, the Board will decide which organisations receive a grant;
- organisations that are awarded the grant will be asked to report the outcomes from their work to the Partnership; and
- organisations that are awarded the grant will be asked to complete an expenditure return and any unused funds will be recovered.

7. Employee Implications

7.1. There are no employee implications associated with this report.

8. Financial Implications

8.1. There are no financial implications associated with this report.

9. Other Implications

9.1. There are no risk or sustainability issues associated with this report.

10. Equality Impact Assessment and Consultation Arrangements

10.1. There are no Equality Impact Assessment or Consultation implications associated with this report.

Paul Manning
Executive Director (Finance and Corporate Resources)
South Lanarkshire Council

28 May 2019

Contact for Further Information:

If you would like further information, please contact:-

Alex Morton, Central Research Unit Manager, South Lanarkshire Council
Tel: 01698 453829
E-mail: alex.morton@southlanarkshire.gov.uk

Community Planning Budget 2019-20

Please note that these figures have revised following confirmation of the final budget position at Period 14.

Opening Balance April 2019			£45,374	
Income (invoices to be raised April 2019)				
Partner Contribution			Budget	Actual to Date
NHS Lanarkshire			18,350	18,350
South Lanarkshire Council			22,000	22,000
Police Scotland			5,000	5,000
Fire Scotland			3,000	3,000
Total Income			£48,350	£48,350
Total available funding			£93,724	£93,724
			£	£
Proposed Expenditure			Proposed Expenditure	Expenditure
Neighbourhood Planning			30,000	0.00
Community Plan Delivery			45,500	0.00
Printing/Stationery/Advertising/General			1,800	466.20
Reports, Strategies and Plans			1,500	0.00
Training and Development			5,000	0.00
Lived Experience Fund			5,000	0.00
Travel			424	0.00
Community Planning Events			4,500	0.00
Total Expenditure			£93,724	£466.20

Draft Spending Plan 2019-20

Category	Budget	Proposed Expenditure	Purpose	Balance
Neighbourhood Planning	£30,000	£30,000	Contribution to Healthy n Happy for the facilitation of Neighbourhood Planning	£0.00
Community Plan Delivery	£45,500*	£1,500	<ul style="list-style-type: none"> • Delivery of Communications Plan 	£44,000*
Printing/Stationery/Advertising/General	£1,800	£1,800	<ul style="list-style-type: none"> • Community Planning Administration 	£0.00
Reports, Strategies and Plans	£1,500	£1,500	<ul style="list-style-type: none"> • Child Poverty Action Report • Community Plan Annual report • Participation and Engagement Strategy 	£0.00
Training and Development	£5,000	£1,000 £1,000	<ul style="list-style-type: none"> • Welfare Reform • Child Poverty Action Report 	£3,000
Lived Experience Fund	£5,000	£5,000	Grant awards	£0.00
Travel	£424	£424	Travel expenses	£0.00
Community Planning Events	£4,500	£3,000	Community Planning Event	£1,500
Total Expenditure	£93,724	£45,224		£48,500*

* It should be noted that this budget is available for one off expenditure as a result of unspent funding carried forward from previous years. The balance of funding will be utilised as required with approval sought by the Board.



“Lived Experience Fund”

Application Form

2019-2020

Closing date for applications:

TBA

Lived Experienced Fund Grant

Notes for applicants

Please read the following information before completing the application form

The purpose of the Lived Experience Fund is to support partners/organisations in capturing the lived experience of local residents to help inform community planning partnership service delivery and policy development.

- Engaging with local people in this way can help to ensure that:-
 - There is equality and dignity for all;
 - Services and activities are relevant to local needs;
 - Communities can voice their opinions and identify good practice and highlight areas of concern;
 - Social inclusion is promoted;
 - Community cohesion is improved;
 - The role of communities in policy change and creating new political accountability structures is strengthened;
 - Collective action is promoted; and
 - People are empowered to deliver effective interventions in their own lives and in that of their communities.

What can the money be used for?

This money can only be used to capture the views and experiences of people who live in South Lanarkshire and who experience poverty, inequalities and/or deprivation. The money can be used for example:-

- To purchase equipment/materials;
- To print leaflets/posters;
- Any costs associated with the distribution of leaflets/posters;
- To hire a venue;
- To provide catering;
- To pay a person for attending, for example travel costs or a small incentive for participating; or
- To pay someone to carry out the work on your behalf.

What the money cannot be used for?

- To capture the views of people who do not live in South Lanarkshire.
- To capture the views of people who do not experience, poverty, inequalities or deprivation.
- Any event that is not specifically arranged with the aim of capturing the views of local people for the purposes of assessing the impact of a policy/influencing how services are delivered within South Lanarkshire.

How much money is available for the grant and how is it distributed?

- Up to £500 per application.
- Organisations can only apply once in any financial year i.e. April to March.
- The application must meet the criteria set out in this form to be considered for an award.

- All applications will be assessed using standard criteria and will be approved by the South Lanarkshire Community Planning Partnership Board.
- If the number of applications received exceeds the total amount of funding available, the South Lanarkshire Community Planning Partnership Board will use a standard set of criteria to decide which organisations will receive funding.

Who can apply?

- Local Community Organisations that are based in the South Lanarkshire area and who are able to contribute to improving service design and delivery in relation to the [South Lanarkshire Community Plan's](#) overarching objective of Tackling Deprivation, Poverty and Inequality.

Important points to note before making an application:-

- Grant funding is not awarded retrospectively, therefore applications must be submitted in advance of the project, event or activity that you are planning;
- Only one award will be made in each financial year i.e. April to March;
- Grants to individuals will not be considered;
- When considering applications, the South Lanarkshire Community Planning Partnership will exercise due regard to current equalities legislation; and
- If awarded funding, organisations will be required to complete an expenditure return; repay any unused grant funding; and complete a feedback form to share the views of people with lived experience with the Community Planning Partnership.

How to apply?

Complete an Application Form

Complete and return the application form and all other relevant documentation (see Section 5 checklist).

Conditions of Grant Form

Awards made through the South Lanarkshire Community Planning Partnership's Lived Experience Fund are subject to conditions of grant which must be read and signed by applicants at the application stage.

This "Conditions of Grant" form must be signed and returned along with your application form. Failure to do so will delay the application process.

Both of these documents should be returned to:

South Lanarkshire Community Planning Partnership
 Floor 2, Council Offices
 Almada Street
 Hamilton ML3 0AA

Closing date for Applications

The forms must be completed and returned by the closing date for applications as stated on this form.

What happens when we receive your form?

Your application will be acknowledged.

Applications will be considered by the South Lanarkshire Community Planning Partnership Board and you will be notified in writing of the outcome of your application within 5 working days of the date of Board meeting. The Board dates will be provided within your letter of acknowledgement.

Additional information

If you are unclear about making your application or eligibility for grant support; need any additional information/advice prior to submitting your application; or if you need this information in another language or format, please contact the Community Planning Team to discuss how we can best meet your needs. Phone: 01698 453614 or Email:

contact@southlanarkshirecommunityplanning.org.

DRAFT

1. Organisation details

Name of organisation:
(same as constitution)

Where does your organisation meet?

Organisation web address (if applicable):

Type of organisation:

Is the organisation a registered charity?
If yes, please enter your charity number:

2. General

The vision of the Community Planning Partnership is:-

“To improve the quality of life for all in South Lanarkshire by ensuring equal access to opportunities and to services that meet people's needs”.

Grants should be used to assist your organisation, and at the same time, meet the South Lanarkshire Community Plan objective of Tackling Deprivation, Poverty and Inequality.

2.1. What are the aims, objectives and main activities of your organisation?

Aims/objectives:

--

Summary of main activities:

--

The following eight themes underpin the work of the Partnership in tackling deprivation, poverty and inequality. Please tick which of the themes applies to the work of your organisation.

Inclusive Growth	
Financial Inclusion	
Supporting Parental Employment and Childcare	
Improving Housing	
Education, Skills and Development	
Health Inequalities	
Safeguarding from Risk or Harm	
Improving the local environment and communities	

For more information on the work carried out by the Community Planning Partnership see the [South Lanarkshire Community Plan](#) and the [Community Planning Partnership website](#).

2.3. Which geographical area(s) does your organisation provide services to in South Lanarkshire? Please list below:

3. Grant Details

3.1. How much money are you applying for? (£500 maximum) £

3.2. How will the money be used? Please give as much detail as possible in relation to the project/event/activity that you are applying for:-

Project/event/activity	Date of event/ timescale of project	Target group(s)	Estimated cost
Total grant applied for (should match 3.1. sum)			

3.3. How will the experiences of the people being targeted be used by your organisation?

4. Further Information

4.1. Have you discussed this application with anyone from the South Lanarkshire Community Planning Partnership Board? If so, please provide his/her name.

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4.2. Please supply any further information in support of your application that you feel has not been covered in previous sections.

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5. Checklist

Before signing and posting your application form please ensure that all documents listed below are enclosed (note failure to submit any of these documents will result in your application being delayed). The documents referred to are as follows:-

- A copy of your constitution or set of governing rules;
- A copy of the last year's final accounts; and
- A copy of the signed conditions of grant form.

Please also provide the following details to allow your grant to be paid into this account:

Name and address of organisation's bank															
Organisation's account name															
Sort code							Account no								

In order to adhere to ‘following the public pound’ principles, the South Lanarkshire Community Planning Partnership may require documentation to establish how funds granted were used or may carry out a check to establish the physical existence of assets purchased with funds awarded. The Partnership will also make arrangements to recover any unused funds. If your grant is successful, an expenses form will be provided for completion and return.

6. Contact details

If we need to contact your organisation in relation to this application. Please tell us how you want us to do so by providing your contact details below. We will only use the information that you provide in connection with the application and for no other purpose.

Contact person’s name:

What is the preferred method(s) of contact? (please tick the appropriate box and add your contact information)

Method of contact	Contact information
<input type="checkbox"/> Email	
<input type="checkbox"/> Telephone	
<input type="checkbox"/> SMS	

If this contact or preference changes, please let us know by contacting the Community Planning Team.

7. Signature

In signing this form:-

- I can confirm that, as far as I know, all the information on this application form is true and correct and I understand that the South Lanarkshire Community Planning Partnership may ask for more information at any stage.
- I agree on behalf of the said organisation that it will comply with the terms and conditions of grant that have been provided to me.

Form completed by (please print name)	
Signature	
Designation	
Date	
Address for correspondence	

Using people's personal information

We, South Lanarkshire Council, on behalf of the South Lanarkshire Community Planning Partnership, will use the information about people provided in the application form for the purposes of administering the application and any subsequent grant provided to your organisation. For more information about the Community Planning Partnership please see [insert webpage]. The personal information shall not be shared with any other partner within the Community Planning Partnership or anyone else. Personal information will be managed in accordance with the Council's Data Protection Policy. You can get a copy of the Data Protection Policy from http://www.southlanarkshire.gov.uk/downloads/file/10455/privacy_policy or from the Council's Data Protection Officer (see details later).

People's rights

People have the right to ask us to:-

- Tell you that we are using personal information about you, tell you what that information is and who we have shared it with. You can also ask us for a copy of the information we have about you. This is called the right of access;
- Correct any wrong or misleading personal information that we have about you. This is called the right to rectification;
- Stop using any or all of your personal information. This is called the right to object delete or destroy your personal information under certain circumstances. This is called the right to erasure;
- Stop using your personal information until we can correct your personal information, give you our reasons for using your personal information or stop us deleting your personal data if you need it in connection with any legal claims. This is called the right of restriction;
- For more information on your rights and how to exercise them or for information about how we manage your personal information, please contact the Data Protection Officer (details are below); and
- If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact the Council's Data Protection Officer.

For more information on people's rights and how to exercise them or for information about how we manage people's personal information, please see the Council's General Privacy notice on our web page at:

https://www.southlanarkshire.gov.uk/info/200176/sharing_information_with_you/1730/general_privacy_notice or contact the Data Protection Officer for a copy.

For detailed information about data protection and how we make sure we comply with legislation please see the Data Protection web page at:

https://www.southlanarkshire.gov.uk/downloads/file/10455/privacy_policy



The Council's Data Protection Officer
The Data Protection Officer,
Administrative and Legal Services,
Council Offices,
Almada Street,
Hamilton
ML3 0AA

Phone: 0303 123 1015

Email: dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or any other aspect of data protection law.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

<https://ico.org.uk/concerns/handling/>

Thank you for your co-operation



Conditions of Grant for organisations receiving a grant of £500 or less from the South Lanarkshire Community Planning Partnership

1. The organisation must have adopted a written constitution acceptable to the South Lanarkshire Community Planning Partnership. The constitution must require the group to elect its committee and office bearers annually at a public meeting. The constitution must also include a commitment to equal opportunities.
2. The organisation should keep simple, accurate financial records and produce accounts. Cheques drawn on the organisation's bank account may only be signed by any two of no more than four authorised signatories. Evidence of expenditure, for example receipts, invoices, bank statements, etc. should be kept for the standard retention period.
3. The organisation should hold regular committee meetings, some of which must be open to all members. The organisation must produce records of committee and general meetings and must allow special meetings at the request of an agreed number of members.
4. The organisation must strive to be representative of their area and ensure that membership is not only open but that participation of all residents is actively encouraged. The organisation should take positive steps to encourage equal opportunity and involvement of those who are under-represented in the organisation such as the elderly, disabled and members of the ethnic minority community.
5. Where activities involve children and vulnerable people, the organisation must operate an appropriate and adequate volunteering and vetting policy. Organisations must have a system in place for obtaining Standard and Enhanced Disclosure Scotland checks, or any other relevant information as required by law or as determined by the South Lanarkshire Community Planning Partnership. Organisations that involve volunteers should have in place a volunteering policy and good practice.
6. Organisations must be prepared to keep the South Lanarkshire Community Planning Partnership informed of their activities in relation to the grant that is awarded.
7. Organisations must not use grant funds to publish material which appears designed to or could affect public support for a political party.
8. The organisation must provide details of their aims and objectives and provide evidence that any grant was used for the purpose for which it was provided. The annual accounts must demonstrate how the grant was used and highlight any unspent funds.
9. An organisation receiving a grant from the South Lanarkshire Community Planning Partnership must:-
 - Use the grant for the purposes outlined in the Letter of Award, and complete an expenditure return form detailing how the money will be spent;

- Share the information gathered from the people with lived experience with the Community Planning Partnership by using the form provided with the Letter of Award. Equalities information will be requested however information provided should be anonymised so as not to identify any persons concerned;
- Keep records and receipts of how the grant is spent;
- Return any unused funds from the grant award to the Community Planning Partnership;
- Provide any information relevant to the grant as required by the officer of South Lanarkshire Council's Community Planning Team responsible for monitoring the grant at any time on request.

10. All grant payments will normally be made in accordance with the terms specific to the grant as detailed in the Letter of Award.

11. If the organisation is not meeting the purposes of the grant, Community Planning Officers will work with the organisation to discuss what action, if any, can be taken to improve delivery. If performance does not improve and the effective use of public funding is at risk, or the grant is not used for the purpose for which it was made by the Community Planning Partnership or if fraudulent activity is proven then the organisation will repay to the Community Planning Partnership the entire grant or any lesser part of the grant as determined by the Community Planning Partnership.

DRAFT

Conditions of Grant Acceptance Form

Declaration

All applications must be signed by two people who are recognised as representatives of your organisation. One of these people must be a board/management committee member.

You are being asked to declare that:-

- You have read and will comply with all South Lanarkshire Community Planning Partnership's funding conditions; and
- The Conditions of Grant are acceptable to your organisation and they will continue to be binding in the event of any subsequent change in office bearers.

Name of Organisation

Signed

Date

Position held

Signed

Date

Position held

Once signed, please return this form with your application to the above address. Failure to do so may result in a delay in considering your application.

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Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Finance and Corporate Resources) South Lanarkshire Council

Subject:	Local Child Poverty Action Report
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Outline the draft South Lanarkshire Child Poverty Action Report and further consultation and approvals process.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendation(s):-

- (1) to approve the content of the draft Local Child Poverty Action Report for publication by 28 June 2019.

3. Background

3.1. The Child Poverty (Scotland) Act 2017 introduced a new requirement for local authorities and each relevant Health Board to prepare Local Child Poverty Action Reports (LCPAR), as soon as reasonably practicable after the end of each reporting year. The first report should be published by 30 June 2019.

3.2. The report should describe any measures taken in the area of the local authority during the reporting year and planned measures for the year ahead. These should contribute to the four national income based child poverty reduction targets to be achieved by 2030:-

- (1) Less than 10% of children are in relative poverty;
- (2) Less than 5% of children are in absolute poverty;
- (3) Less than 5% of children are in combined low income and material deprivation; and
- (4) Less than 5% of children are in persistent poverty.

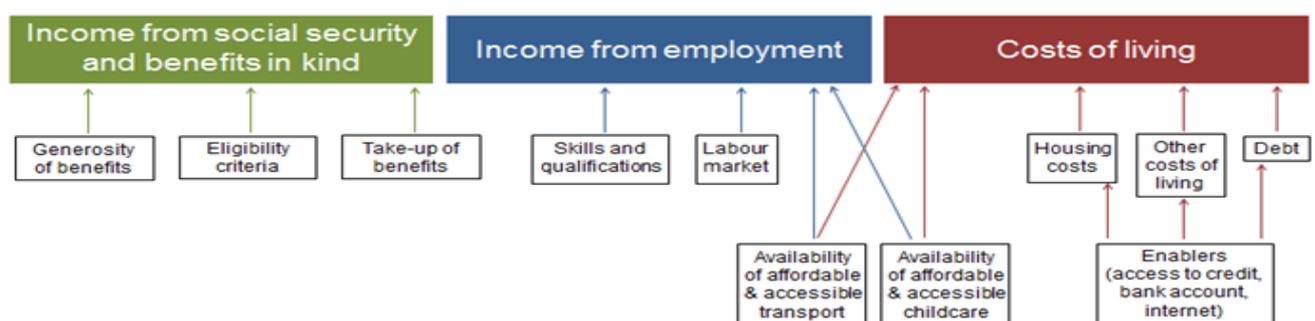
3.3. These are national targets and absolute poverty and persistent poverty levels are only reported at a Scottish level. The proportion of children in South Lanarkshire in relative poverty - currently sitting at 22% is slightly below the Scottish level (23%). 18.2% of South Lanarkshire's children are in combined low income and material deprivation again lower than the Scottish level (20.7%).

- 3.4. The Scottish Government has made it clear that the introduction of the requirement to produce Local Child Poverty Action Reports signals an imperative to undertake new activity and a new approach to tackling Child Poverty; effectively a step-change in tackling child poverty. Where local partners are continuing with existing activity, they should be clear about the supporting evidence base indicating its effectiveness.
- 3.5. The new Poverty and Inequality Commission has been tasked by the Scottish Government to provide feedback on all the local action reports. Bearing in mind that 32 reports are to be produced, it is likely that feedback to local partners will be staged over the 2019-2020 financial year.
- 3.6. South Lanarkshire Council (SLC), NHS Lanarkshire and other South Lanarkshire Partnership Board members agreed at the Community Planning Partnership Board meeting of 6 June 2018 to produce a single Local Child Poverty Action Report recognising a collective effort would be more effective.
- 3.7. A Local Child Poverty Leads Group was established to produce the plan. All SLC Resources; NHS Lanarkshire and Skills Development Scotland are represented on the group. The Voluntary Sector is represented by VASlan, South Lanarkshire CABs and the Machan Trust.
- 3.8. The LCPAR has been presented for approval to both South Lanarkshire Council's Executive Committee and the NHS Lanarkshire Board on 29 May 2019.

4. Scope of the Plan

- 4.1. Child poverty is caused by a complex blend of structural issues relating to macro-economic and political factors governing the labour market, employment and social security. Social factors make particular groups especially vulnerable to poverty, e.g. children, lone parents, disabled people and Black and Minority Ethnic (BME) Groups. The following diagram from the Scottish Government provides an overview of what its research indicates are the main drivers of child poverty.

Drivers of child poverty targets



- 4.2. The LCPAR is expected to provide background/contextual information; governance and reporting arrangements and a progress and action plan which is organised around the three child poverty drivers above.

4.3. The process of gathering and analysing data to inform our actions has identified that there is scope to improve local data collection and analysis including service data to get a clearer profile of service users and the circumstances that drive use. This will improve our understanding of the extent to which child poverty impacts on South Lanarkshire families; how our services are engaging with families and in particular low income families and identify potential gaps/areas for improvement. This issue will need to be addressed by improving our information management systems to ensure appropriate data is collected and can be extracted and reported on including the child poverty target groups. Training and Development Sessions will be offered to appropriate SLC and partner services in 2019-20 to support this improvement work.

5. Meeting the Scottish Government Expectations

- 5.1. The Local Child Poverty Leads Group has been working closely with the National Coordinator for LCPARs within the Improvement Service and shared an early draft of the report. Feedback was generally positive and helped to further shape the LCPAR.
- 5.2. The Scottish Government is very clear about their desire to see step change at a local level. However this is challenging for a number of reasons not least the financial climate. The agreement by the South Lanarkshire Community Planning Partnership to focus on a single Overarching Objective in the adopted Community Plan to tackle poverty, deprivation and inequality in advance of the new requirement to produce the LCPAR has been very helpful. Partners are already committed to this and an additional focus on child poverty has been well received.
- 5.3. Whilst some of the improvement actions reflect a step change, there is scope to build on what is presented within this initial report. Engaging with low income families and our communities where outcomes are poorer will help us to get a better understanding of the needs of low income families and how these can best be addressed. Neighbourhood Planning and other planned engagement activity will help to provide more evidence to inform service design, planning and delivery.

6. The Report

- 6.1. The report includes a foreword from the Leader of the Council and the Chair of the NHS Lanarkshire Board affirming our commitment across the Community Planning Partnership to tackle Child Poverty in South Lanarkshire.
- 6.2. It describes the scale of the challenge locally and nationally. In South Lanarkshire just under 14,000 children are living in poverty equating to 22% of all children, however, this figure varies significantly between and within the four localities and between different groups with lone parents being more likely than other groups to experience poverty.
- 6.3. The governance and reporting arrangements are outlined. Whilst the council and NHS have the statutory responsibility, it was agreed by the Board that this will be delivered through a partnership approach and will therefore provide strategic leadership and oversee delivery of the improvement actions.
- 6.4. The main body of the report is organised around the three child poverty drivers (detailed at 4.1). In addition to providing a progress report for 2018-19 it sets out our actions for 2019-20 for each of the drivers.

Driver	Themes
Increasing income from benefits	Actions to maximise awareness and uptake of welfare benefits and entitlements.
	Actions to support financial wellbeing.
Reducing Living Costs	Actions to reduce homelessness and support affordable housing.
	Fuel Poverty actions.
	Cost of the school day activity.
	Digital Inclusion activity.
	Actions to tackle food insecurity.
	Promoting affordable credit.
	Supporting access to affordable leisure.
Increasing income from employment	Supporting low income parents and young people into work and supporting progression to maximise income.
	Living Wage/fair work promotion and support.
	Inclusive growth activity.
	Tackling under employment.

6.5. Finally a list of links to relevant local plans and reports is provided.

6.6. A PDF of the draft plan is attached as Appendix 1.

7. Employee Implications

7.1. There are no employee implications associated with this report.

8. Financial Implications

8.1. South Lanarkshire Council has already committed to a range of measures to tackle child poverty including increasing funding for measures such as the School Clothing Grant. However, it needs to be recognised that the scale of the challenges child poverty levels represent, and the need for a step change in local action to tackle it, is likely to have ongoing financial implications for all partners.

9. Other Implications

9.1. The Poverty and Inequality Commission will be scrutinising all LCPARs following publication and provide feedback. This will be presented to a future meeting of the Board and will include the potential implications for future activities and reports.

10. Equality Impact Assessment and Consultation Arrangements

10.1. There is a requirement to carry out an equality impact assessment and an initial assessment has been undertaken. Indications are this will have a positive impact on the protected characteristics of age; disability; race and sex.

Paul Manning
Executive Director (Finance and Corporate Resources)

22 May 2019

Contact for Further Information

If you would further information, please contact:-

Kay McIntosh, Local Child Poverty Action Report Lead Officer, South Lanarkshire Council

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Local Child Poverty Action Report – see PDF

Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Finance and Corporate Resources) South Lanarkshire Council

Subject:	Welfare Reform
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Partnership Board with more in-depth feedback from the Welfare Reform Event and recommendations for taking forward future activity.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendations:-

- (1) that the feedback from the Welfare Reform Event is noted; and
- (2) that the provision of the additional data as detailed in Appendix 3 of the report is approved for inclusion in future Welfare Reform updates to the Board.

3. Background

3.1. An initial report was provided to the Partnership Board on 28 February 2019 providing an overview of the Welfare Reform Event held on Friday 23 November 2018.

3.2. The report provided the key messages from the event, an update on the data survey completed with partners and an action plan for progressing further activity.

3.3. This report provides more in-depth information on the feedback provided from the workshop sessions, a prioritised list of suggestions for moving forward provided by attendees, comment on the workshop content and structure and consideration of the next steps.

4. Feedback from the Workshop Event

4.1. A significant amount of information on the views of attendees was gathered during and after the event and work has taken place to process this and identify key messages and areas for future activity.

4.2. Impact of Welfare Reform

4.2.1. The initial focus of the discussions at the event was on the impacts of Welfare Reform on clients, organisations, communities and places. The table below provides examples of the kind of feedback provided:-

Impact on clients	Impact on organisations	Impact on communities and places
The complexity of the welfare system is challenging	Financial constraints impacting on service capacity	Proliferation of charity shops
More demand for crisis funds	Increased demand from the third sector for financial support	Increased crime/anti-social behaviour
Cluttered picture with so many services	Staff undertaking more complex roles and the emotional impact on staff supporting families and clients in distress	Lack of investment in local economy
Increased debt – rent arrears and council tax	Greater role for foodbanks	Reduced transport options
Issues with administration of UC with appeals being overturned	Volunteering more difficult due to complexity of the issues	Pressure on leisure and culture facilities
Impact on mental and physical health	People waiting longer to access support/services	Pressure on local support facilities
In work poverty	Higher arrears	Lack of employment opportunities

- 4.2.2. In a wider context changes in the economy and reduced funding for public and third sector organisations will have informed attendees' views and this will have also impacted on those being supported.
- 4.2.3. Sheffield Hallam University published estimates in March 2016 on the impact of Welfare Reform at both a Scottish and council level. The report estimates that by 2020-2021 the changes to welfare announced over the entire 2010 to 2015 period by the UK Government will result in a loss of benefit income of £133mn per annum to the South Lanarkshire economy – 6.17% of the Scottish total of £2,160mn and the fifth largest loss for any council area in Scotland.
- 4.2.4. It is recognised that this data will be affected by the more recent changes made to Welfare Reform by the UK Government and the introduction of new welfare benefits by the Scottish Social Security Agency, therefore updated information will be sought.
- 4.2.5. Falling income is likely to impact on the ability of households to meet their financial commitments. As a consequence of that more households will require support from advice organisations.
- 4.2.6. Further views were also expressed in relation to the impact of Welfare Reform on children with the including:-
- Meeting schools costs challenging and managing the stigma;
 - Increasing use of food banks by families with children;
 - Lack of choices for children as no money available;
 - 2 child limit – impact on families;
 - Christmas stress; and
 - Impact on children's outcomes.
- 4.3. Priorities for Welfare Reform
- 4.3.1. Attendees have also provided what they consider to be the top 5 suggestions for moving forward:-

1. Co-location of services;
2. Joint training, raising awareness of all services;
3. Better and more accessible advice and support via community hubs where public and voluntary sectors deliver in partnership;
4. Feedback the challenges to the UK and Scottish Governments; and
5. Directory of all services throughout South Lanarkshire. Flowcharts of services and provisions available.

4.3.2. Development of these suggestions may allow opportunities to be developed to further improve the support that is provided to individuals and also for organisations to identify ways in which they can work better together.

4.4. Feedback on the workshop content and structure

4.4.1. Feedback was also provided from attendees on the workshop event (Appendix 1 provides more detail). The positive feedback suggests the event allowed for good discussion and a sharing of ideas, challenges and opportunities.

4.4.2. Areas for improvement noted the system adopted for discussing the various questions could have been clearer and the nature of the questions resulted in similar discussions taking place. This feedback will be used to inform any future welfare events that take place.

5. Welfare Reform Data

5.1. Currently data is reported to the Partnership Board on a six monthly basis providing an update on issues relating to Welfare Reform based on information held by South Lanarkshire Council and the NHS. The report covers the Welfare Reform work of a number of services and reflects a range of welfare and benefits activity. Appendix 2 lists the main categories of information provided in the report.

5.2. Since the Welfare Reform Event dialogue has taken place with partners to arrive at a list of additional data that the partners and the Welfare Reform Group believe would be of value in further improving the understanding of the potential impact of welfare reform on both individuals and organisations. Appendix 3 details the proposed list of additional data to be provided to the Partnership Board and would be in addition to what is currently provided. Where relevant, this data will show separately the position for UC claimants.

5.3. It is hoped that the additional data will provide the following benefits:-

- Identify trends in the uptake of specific benefits;
- Quantify the monetary gain provided by services to clients;
- Demonstrate the range of services provided across multiple organisations; and
- Identify the impact of Universal Credit.

5.4. From an organisational perspective, the information may further support service and budgetary planning through identifying trends in the demand for certain services.

5.5. It is recognised that the list is extensive, however this reflects the number of organisations that have services in place to support those affected by Welfare Reform. There is significantly more data available across the organisations, however it is considered important to ensure that only the key, high level measures are reported.

5.6. It is proposed the information would be provided to the Partnership Board on a six monthly basis with the first report including details of the equivalent data (where

available) since 2015-16 to coincide with the roll out of Universal Credit in South Lanarkshire.

- 5.7. It is recognised that the types of data will need to be kept under review as more information becomes available on the roll out of UC in South Lanarkshire.

6. Wider Context

- 6.1. South Lanarkshire Council is leading on the development of a South Lanarkshire Partnership Local Child Poverty Action Report, a new requirement on Councils and Health Boards from the Child Poverty (Scotland) Act 2015. A report has been prepared for consideration of the Partnership Board and will be tabled at the June Board meeting.
- 6.2. The Local Child Poverty Action Report will include a range of actions that will focus on the three key drivers of child poverty:-
1. Income from employment;
 2. Income from benefits and entitlements; and
 3. Cost of living.
- 6.3. A range of council resources and partners are involved in producing the report (Local Child Poverty Leads Group) who will continue to work together to review and report progress and produce annual plans. Many of the related issues raised at the Welfare Reform Event are already being considered and progressed through this partnership process.

7. Employee Implications

- 7.1. There are no employee implications associated with this report.

8. Financial Implications

- 8.1. There are no financial implications associated with this report.

9. Other Implications

- 9.1. There are no risk or sustainability issues associated with this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 10.2. Consultation has taken place with the Welfare Reform Group and a number of external organisations.

Paul Manning

Executive Director (Finance and Corporate Resources)
South Lanarkshire Council

30 May 2019

Contact for Further Information

If you would like further information, please contact:-

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Workshop Feedback

What do you think worked well?

1. Lots of good discussion and ideas shared
2. Just the opportunity to spend time discussing joint issues in this forum / approach was most welcome
3. The presentations, the venues and the timeframe designed to concentrate the day work well
4. The film composed of interviewees sharing their lived experience of Universal Credit was very impactful.
5. Being able to share different perspectives, challenges and opportunities

What do you think could have been better?

1. The movement system seemed a wee bit confusing at times
2. Possibly more time for each subject or subjects distilled to allow more focussed time/consideration
3. It is sometimes difficult for those of us who are less familiar with the precise details of the subject matter to properly and meaningfully engage
4. I think it could have been a shorter day and the workshops reduced as after about the 3rd all the issues and answers emerging were duplication and repeats
5. It became a bit repetitive so perhaps less questions would have been better

Do you have any other comments to make in relation to the workshop?

1. "Workshops" can be daunting both in terms of time and understanding, this workshop was different – it was relatively short and there was an understanding and attempt to ensure that it didn't become only for the experts, which was a relief
2. I have made new contacts and have since met up with them to take forward how we can work together and share information
3. Very effective in outlining the challenges faced by both the statutory and third sector organisations
4. If possible have an update on what has been resolved by the issues raised at the workshop. Any maybe another workshop in the future for any ideas which we all could work together
5. Worthwhile event and feedback from my table was positive. Everyone seemed to engage and discuss and saw the relevance

Welfare Data Currently Provided to the Partnership Board

Service	Information
Money Matters Advice Service	Number of individuals provided advice and assistance with UC claims
	Analysis of claims and appeals for Personal Independence Payments
Housing	Number of Council tenants on Universal Credit (UC)
	Percentage of Council tenants in arrears and value
	Level of bad debt provision for the impact of welfare reform
	Number of tenants opting for Scottish Flexibilities
	Number of tenants affected by under-occupancy deduction
	Number of tenants affected by the benefit cap and value of deduction
	Impact on the private sector
Benefits and Revenues	Number of applications to the Scottish Welfare Fund, value of fund, breakdown of the awards and information on appeals.
	Annual value of Council Tax Reduction
	Annual value of Administration Subsidy
NHS	Number of residents accessing the Royal Hospital for Children Financial Inclusion Service
	Number of health visitor referrals to the Money Matters Advice line
	Joint working with the DWP
General information	Managed migration
	Universal support
	Communication and dialogue

Welfare Reform – Data

Welfare Theme	Organisation / Service	Measure	How will the measure improve understanding of the impact of Welfare Reform and the support provided?
Benefits, Advice and Support	SLC / Benefits and Revenues	Number and value of awards for council tax reduction	The measure will highlight uptake levels
		Number of applications and awards for the Scottish Welfare Fund	The measure will show trends and resource implications for those in crisis or requiring support to live in the community
		Number and value of discretionary housing payments	The measure can highlight the impact of different welfare reforms e.g. benefit cap, LHA, size criteria and hardship
		Number of automatic awards for free school meals	The measure will show the number of families in receipt of the benefit through the auto enrolment process
		Uptake of school meals	The measure will show the number of children benefitting from the award
		Number of clothing grants provided	The measure will show the number of children benefitting from the award
		Number of educational maintenance allowances provided	The measure will show the number of children benefitting from the award
	SLC / Money Matters Advice Service	Number of cases for benefits advice	The measure will show the number of people seeking benefit advice and will also show trends and resource implications
		Number of cases for money advice	The measure will show the number of people with multiple debts, including rent and council tax arrears who require assistance to negotiate with creditors to arrange manageable repayments and access statutory debt solutions
		Number of general enquiries	The measure will show the is the number of people who had their problem or enquiry resolved at the time of presentation without the need for follow up work and will show trends and resource implications
		Number of people provided with a telephone benefit check	The measure will show the number of people seeking benefit advice and will show trends and resource implications
		Value of annual benefit awards	The measure will show the financial gain for clients as a result of the support provided by MMAS
		Value of backdated benefit awards	The measure will show the financial gain for clients as a result of the support provided by MMAS
		Number of people entering into a debt arrangement scheme	The measure will show the number of people receiving the statutory protection offered by a debt arrangement scheme and will show trends and resource implications
		Value of debt written-off	The measure will show the financial gain for clients as a result of the support provided by MMAS. Debts can be written

Welfare Theme	Organisation / Service	Measure	How will the measure improve understanding of the impact of Welfare Reform and the support provided?
			off for various reasons including mental health issues as well as formal debt solutions i.e. Bankruptcy
		Number of appeals	The measure will show the number of appeals to Her Majesty's Courts and Tribunals Service supported by MMAS. Numbers indicate the standards of decision making
	NHS	No new information at present (historical services/partnership between the NHS and financial inclusion partners holds data that is being reviewed)	
	Citizens Advice Bureau	Number of cases for benefits advice	The measure will show the number of people seeking benefit advice and will show trends and resource implications
		Number of cases for debt advice	The measure will show the number of people with multiple debts, including rent and council tax arrears who require assistance to negotiate with creditors to arrange manageable repayments and access statutory debt solutions
		Value of benefits awarded	The measure will show the financial gain for clients as a result of the support provided by CAB
		Number of people entering into a debt arrangement scheme	The measure will show the number of people receiving the statutory protection offered by a debt arrangement scheme and will show trends and resource implications
		Value of debt written off	The measure will show the financial gain for clients as a result of the support provided by CAB. Debts can be written off for various reasons including mental health issues as well as formal debt solutions i.e. Bankruptcy
		Court activity - prevented homelessness and sequestrations	The measure will show the extent of activity in defending court actions
	Food Banks	Number of food vouchers issued	The measure will show the extent to which welfare reform is impacting on residents' ability to feed themselves and their families
		Profile of food bank clients	
		Profile of drivers leading to foodbank use	
	DWP - Universal Credit	Number claiming UC	The measure will show the extent of the roll out of UC across South Lanarkshire and therefore the number of people experiencing a change to the way their benefits are calculated, paid and administered
		Percentage of UC claimants in work	The measure will show the extent to which those in work are in receipt of UC and therefore impacted by Welfare Reform
		Percentage of UC claimants child element	The measure will show the extent to which families are affected by UC. (This is additional monies paid for children up to the age of 16, 19 if they are still at home and not in an advanced college or

Welfare Theme	Organisation / Service	Measure	How will the measure improve understanding of the impact of Welfare Reform and the support provided?
			university course)
		Percentage of UC claimants – more frequent payment	The measure will show the extent to which claimants are exercising the option to receive more frequent payment indicating possible financial pressure
		Percentage of UC claimants – no payment	The measure will show the percentage of claimants that are not in receipt of a payment for UC and may therefore be in need of financial support and advice
		Number of UC sanctions	The measure will show the number of claimants having sanctions imposed by the DWP and may therefore be in need of financial support and advice. (Reflects monies deducted from a claimants benefit due to non-adherence of their agreed responsibilities. An example of this would be not looking for work as agreed within their Claimant Commitment.)
		UC sanctions rate	The measure will show the percentage of claimants having sanctions imposed by the DWP and may therefore be in need of financial support and advice
Housing	SLC / Housing Services	Number of tenants in receipt of UC	The measure will tracking the level of tenants who are moving on to UC
		Number of tenants on UC in arrears	The measure will tracking the level of tenants on UC in arrears
		Number of tenants impacted by the benefit cap	The measure gives an understanding of the numbers of households affected by the Benefit Cap
	RSL's / Housing Associations	Number of tenants in receipt of UC	The measures will track the level of tenants who are moving on to UC
		Number of households impacted by the benefit cap	The measure gives an understanding of the numbers of households affected by the Benefit Cap
	Private rented sector tenants	Number of tenants in receipt of UC	Over time this figure can be tracked to give an understanding of any movements in the prevalence of households in receipt to UC within the private rented sector. This will assist in establishing the role that the sector is playing in meeting housing needs within SL
		Number of households impacted by the benefit cap	The measure gives an understanding of the numbers of households affected by the Benefit Cap
Leisure	South Lanarkshire Leisure and Culture Trust	Number of concessions and percentage of total packages (Ace Packages, Swim Packages, Health Suite Fitness, Swim Lessons)	The measure provides an indication of the uptake levels for those groups entitled to concessions and potentially affected by welfare reform

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Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Finance and Corporate Resources) South Lanarkshire Council

Subject:	Community Planning Partnership Communications Plan 2019-20
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Partnership Board with a copy of the draft Communications Plan for 2019-20; and
- ◆ ask Partners to provide contact information for their Communications representative.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendations:-

- (1) that the content of the report is noted; and
- (2) that Partners provide contact information for their Communications representative.

3. Background

3.1. Through the review of the Community Planning Partnership Risk Register an action was identified to develop a Partnership Communications Plan.

4. Communications Plan 2019-20

4.1. The development of the Plan has been co-ordinated by the council's Communications and Strategy Team and the Progress Group. The draft Communications Plan is attached at Appendix 1 and is set out as follows:-

- Background;
- Objectives;
- Audiences;
- Communication Objectives;
- Strategy;
- Implementation;
- A calendar for 2019-20;
- Reactive Communications; and
- Evaluation.

4.2. It is recommended that delivery of the Plan is co-ordinated by the council's Communications and Strategy Team with the support of the Community Planning Partners communications representatives.

- 4.3. Partners are asked to provide contact details for their organisation's communications representative to the Community Planning Team. This will help to facilitate information gathering and sharing and assist with individual actions where relevant.
- 4.4. A report will be provided to the Board at the end of the financial year giving details of the communications activity which has taken place. This report will also include the communications calendar for 2020-21.
- 5. Employee Implications**
 - 5.1. There are no employee implications associated with this report.
- 6. Financial Implications**
 - 6.1. £1,500 from the Community Planning Partnership budget has been attributed to a communications campaign.
- 7. Other Implications**
 - 7.1. There are no risk or sustainability issues associated with this report.
- 8. Equality Impact Assessment and Consultation Arrangements**
 - 8.1. There are no Equality Impact Assessment or Consultation implications associated with this report.

Paul Manning
Executive Director (Finance and Corporate Resources)
South Lanarkshire Council

28 May 2019

Contact for Further Information:

If you would like further information, please contact:-

Tom Little, Head of Communications and Strategy, South Lanarkshire Council

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**South Lanarkshire
Community Planning Partnership**

Communications Plan

Background

Community Planning is a process which helps public agencies to work together with the community to plan and deliver better services which make a real difference to people's lives.

The aims of Community Planning in Scotland are:

- Making sure people and communities are genuinely engaged in the decisions made on public services which affect them; allied to
- A commitment from organisations to work together, not apart, in providing better public services.

Community Empowerment (Scotland) Act

- The statutory framework for Community Planning is set out in the [Community Empowerment \(Scotland\) Act 2015](#).
- The Bill was passed by the Scottish Parliament on 17 June 2015 and received Royal Assent, becoming an Act, on 24 July 2015.
- Under the 2015 Act, community planning is about how public bodies work together and with the local community to plan for, resource and provide or secure the provision of services which improve local outcomes in a local authority area, with a view to reducing inequalities.

Our current CPP Board Partners include:-

- Cambuslang Business Group
- Chamber of Commerce
- NHS Lanarkshire
- Police Scotland
- Scottish Enterprise
- Skills Development Scotland
- Scottish Fire and Rescue Service
- South Lanarkshire Council
- Strathclyde Partnership for Transport
- University of the West of Scotland
- Voluntary Action South Lanarkshire (VASLAN)

In addition we engage with a range of other partners from the public sector; private sector; voluntary sector; and community bodies.

Objectives

In our communications, everything begins and ends with the objectives: who the objectives relate to, how we communicate them, how successfully they are communicated and how the level of success can inform future communication of them.

All communication activities will therefore be tied to measurably supporting the attainment of the following strategic objectives serving the South Lanarkshire Community Planning Partnership:

1. Increase general awareness: What is Community Planning?
2. Increase specific communities' understanding and awareness of Community Planning and the issues related to it
3. Increase communities' involvement in Community Planning

Audiences

Each objective is tied to an appropriate audience to ensure that (a) the right people hear the right message; (b) the message is delivered using the most effective method to reach the intended audience and in the most appropriate terms; and (c) the time spent by partnership employees in undertaking the work is used most effectively. Audiences will be both external and internal to ensure that the objectives are addressed.

Communication Objectives

Objective	Audience
1. Increase general awareness of Community Planning	<ul style="list-style-type: none"> • General public • Business communities • Employees across the Community Planning Partnership • SLC Elected Members/Partner Board Members/Senior Management Teams
2. Increase communities' understanding and awareness of the Community Plan and keep residents informed about improvement and changes that affect them	<ul style="list-style-type: none"> • General public • Business communities • Community/voluntary groups (to be identified by the Partnership)
3. Increase peoples' involvement in their local communities	<ul style="list-style-type: none"> • Community/voluntary groups (to be identified by the Partnership) • Community Councils • General public
4. Capture the lived experiences of poverty	<ul style="list-style-type: none"> • Individuals, families and communities of interest and place experiencing poverty
5. Ensure all relevant parties are aware of the Partnership's activities and of opportunities to be involved	<ul style="list-style-type: none"> • South Lanarkshire Community Planning Partners • Community Councils • General public
6. Increase awareness of Neighbourhood Planning with key stakeholders	<ul style="list-style-type: none"> • SLC Elected Members/Partner Board Members/Senior Management Teams • South Lanarkshire Community Planning Partnership key stakeholders and their staff

Strategy

The strategy should be flexible and evolving to take account of new information, opportunities, ideas, good practice and audiences. The actions listed in the Implementation section should therefore form a basis to build upon and, while the initial intention is to complete them as stated, this will be subject to change should a more effective opportunity arise.

Much of the approach will be based on two main factors:

- The value of examples of positive situations that the respective audience can relate to
- The need to disseminate purely factual information, to external or internal audiences

There will also be a capability to deal on an ad hoc basis with crisis/urgent/unforeseen situations.

The Communications Plan will also be flexible and is intended to be adapted in order to take advantage of communication/publicity opportunities as they present themselves, such as human-interest stories that might be of interest to national press or successes achieved/lessons learnt/ideas developed that might be of interest.

Implementation

Delivery of the Communications Plan will be coordinated by Communications and Strategy, part of Finance and Corporate Resources at South Lanarkshire Council.

Specialisms, such as Advertising, Graphic Design and Social Media/Digital Communications can be sourced as deemed necessary within South Lanarkshire Council. Advertising (in all forms) and printing/manufacture of items (e.g. posters, flyers, photographic props, newsletters, pop-up banners) can also be sourced within the council from a dedicated CPP Communications Budget.

Each partner will be asked to supply details of a communications contact within their organisation to facilitate information-gathering or assist with individual actions where relevant.

Once the SL Community Planning Partnership has approved the Communications Plan, Communications and Strategy will progress any actions which can be reported back to the Partnership. Approval will also be sought from the Partnership for any changes to existing actions or additions of new actions.

For reasons of practicality, approval of the individual factors within the actions (e.g. content of press releases, completion of newsletters, design of posters, etc.) will be sought on a case-by-case basis from the appropriate Head of Service at SLC and the equivalent officer of any partner(s) involved.

Obj. No.	Audience	Action	How we will communicate	Timing/regularity	Cost
	General public and Partners	<p>Press article</p> <p>On Neighbourhood Planning explaining what its aims are, stories about some of the quick wins and the benefits to the local communities:</p> <ul style="list-style-type: none"> • write • distribute to relevant recipients 	<p>Local press</p> <p>SLC external publications</p> <p>Partners' external publications</p> <p>SLC vue website</p> <p>Partner websites</p> <p>Links on social media</p> <p>Links on Neighbourhood Planning facebook pages</p> <p>Community Planning website</p>	June 2019 and ongoing	Free
	Volunteer groups/ General Public	<p>Campaign</p> <p>Increase the numbers of people volunteering across South Lanarkshire including the Neighbourhood Planning areas</p> <ul style="list-style-type: none"> • Short articles on locally focussed issues and opportunities to become involved • National promotional material communicated to general public <p>https://www.volunteersweek.scot/</p>	<p>VASLAN by-weekly newsletter</p> <p>Neighbourhood Planning Facebook pages</p> <p>Community Planning website</p>	1-7 June 2019 to coincide with Volunteers Week Scotland	Free
	General public and Partners	<p>Press article</p> <p>On Child Poverty Action Plan Report. Include some highlights from the report:</p> <ul style="list-style-type: none"> • write 	<p>Local press</p> <p>SLC external publications</p> <p>Partners' external publications</p> <p>SLC website</p> <p>Community Planning website</p>	28 June 2019	Free

Obj. No.	Audience	Action	How we will communicate	Timing/regularity	Cost
		<ul style="list-style-type: none"> distribute to relevant recipients 	Partner websites Links on social media		
	General public and Partners	<p>Press article explaining the concept of Community Planning, what its aims are and the benefits to communities as a whole:</p> <ul style="list-style-type: none"> Write (include links to CPP website) distribute to relevant recipients 	Local press SLC external publications Partners' external publications SLC website Partner websites Community Planning website Links on social media	July 2019 and ongoing	Free
	General public and Partners	<p>Campaign</p> <p>Develop a campaign to promote the Community Plan; the vision; the themes and describe how they come together and how we all have a part to play going forward</p>	Local press SLC external publications Partners' external publications SLC website Community Planning website Partner websites Links on social media	August 2019 and ongoing	£1,500
	General public and Partners	<p>Press article</p> <p>On Community Planning Annual Report. Include some highlights from the report:</p> <ul style="list-style-type: none"> write distribute to relevant recipients 	Local press SLC external publications Partners' external publications SLC website Community Planning website Partner websites Links on social media	October 2019	Free
	Community bodies and Partners	<p>CPP Event</p> <p>TBA</p>	Local press SLC website	November 2019	Photos TBC

Obj. No.	Audience	Action	How we will communicate	Timing/regularity	Cost
			Community Planning Website Partner websites Links on social media		
	Partners	CPP Event Child Poverty	Hosted by the Children's Services Partnership (TBC) 4 x locality events 1 x partnership senior managers event	November 2019	£1,000
	General public	Human interest stories (relating to experience/success/advice) <ul style="list-style-type: none"> liaise with partners to source stories 	Local press SLC external publications Partners' external publications SLC website Community Planning website Partner websites Links on social media	December 2019 and ongoing	Free

Reactive communications

In addition to planned communications, the Partnership should be prepared to react quickly and effectively to enquiries from the Press and Media.

Enquiries relating to Strategic operation of the Partnership should be handled by South Lanarkshire Council's PR office with responsibility for the Partnership communications, under the guidance and subject to the approval of the Chair of the South Lanarkshire Community Planning Partnership.

Enquiries relating to operational matters of individual partners should be handled by the press and media relations service of the relevant partner(s).

Evaluation

The communications must show definite benefits to the Partnership, and therefore inherent to the communications activity will be an awareness of the level of success in:

- the implementation of each action; and
- achieving the relevant objective(s).

This information will inform the devising, planning and execution of future actions (whether it be good practice or success that can be repeated, or lessons that can be learnt).

Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Finance and Corporate) South Lanarkshire Council

Subject:	Community Planning Partnership Board Self-Assessment 2019 Update
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an update to the Board on the Self-Assessment.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendations:-

- (1) that the content of the report is noted; and
- (2) in terms of progressing work on the priorities identified in paragraph 4.5., it is proposed that a further dedicated meeting should be held to determine the way forward on the three priority areas in the context of the Best Value Assurance Report by Audit Scotland.

3. Background

3.1. The Board undertook a Self-Assessment which was facilitated by the Improvement Service during January/February 2019.

3.2. This report provides an overview of the Self-Assessment process and the agreed areas for improvement.

4. Overview of the Self-Assessment Process

4.1. The Partnership's Self-Assessment survey was issued to all members of the Board, the Chairs and Lead Officers of the Thematic Groups and Third Sector Organisations in January 2019. 23 responses to the survey were completed. The survey consisted of 18 questions across the following categories:-

- Clear Leadership;
- Governance and Accountability;
- Community Engagement and Capacity Building;
- Effective Use of Resources Between the Partners; and
- Performance Management and Reporting of Outcomes and Impact.

4.2. The Improvement Service facilitated Consensus and Improvement Planning sessions prior to the Board meeting on 28 February 2019. Twelve members of the Board/Senior Officers of the Partnership attended this session.

4.3. At the session, the Improvement Service presented an overview of the survey results. The presentation included:-

- Examples of strengths highlighted through the survey responses for each of the five categories;
- The three statements that were rated the **highest**. These related to:-
 - **clear leadership category**:-
 - (1) the commitment to partnership working and
 - (2) working together on joint priorities.
 - **governance and accountability category**:-
 - (3) scrutiny and accountability.
- A table with percentages showing how each category was rated;
- The three statements that were rated the **lowest**. These related to:-
 - **community engagement and capacity building category** –
 - (1) a consistent and coordinated approach to community engagement; and
 - (2) understanding the needs and aspirations of the community;
 - **performance management and reporting of outcomes and impact category**:-
 - (3) demonstrating effectiveness.
- Some statistics showing how the Board has progressed since the first Self-Assessment in December 2016.

4.4. Fifteen areas for improvement were identified through the survey and these formed the basis of the group discussions (see Appendix 1). Board Members were split into three groups and each group was allocated five actions for discussion and agreement of their top three areas for improvement.

4.5. Following the group discussions a list of nine improvement actions were identified. These were the subject of a prioritisation exercise where the Board agreed **three priority areas for improvement** to take forward. These are as follows:-

- Increase the clarity of the role and remit of the CPP and structures and processes to deliver the identified priorities;
- Develop a consistent and co-ordinated approach across partners to engaging with communities, particularly those harder to reach; and
- Consider how communities can be supported to enhance engagement and community capacity building through dedicated resources.

4.6. The council's Best Value Assurance Review Report made the following observations and recommendations:-

4.6.1. Observations:-

- The Community Planning Partnership Board needs to take a more active role in driving partnership working.
- The activities of the thematic groups should be better coordinated by the CPP Board to ensure that they contribute to achieving the Community Plan objectives.

- There is also a lack of clarity around the resourcing of community planning initiatives by the CPP, with little evidence of resource pooling, a requirement of the Community Empowerment Act.
- While it is acknowledged that there are positive and effective relationships at group level, the CPP should build on these effective relationships and take a more active role in driving partnership working, monitoring outcomes and feeding back to groups.

4.6.2. Recommendations:-

- Locality plans should be prepared without further delay.
- The Community Planning Partnership Board should take a more active role in driving partnership working, monitoring outcomes and feeding back to thematic subgroups.

4.7. Following Approval of the Best Value Assurance Report by the council in June 2019, it is proposed that a further extended CPP session be convened to consider the output of the facilitated self-assessment session along with the outcomes of the Best Value Assurance Report outlined at 4.6. above. A facilitated discussion will be undertaken to consider: Roles and responsibilities; Links to thematic groups; Monitoring and governance arrangements; Community engagement and the structures required to support community-based activity.

5. Recommendation(s)

5.1. The Board is asked to note the contents of the report.

5.2. In terms of progressing work on the priorities identified in paragraph 4.5., it is proposed that a further dedicated meeting should be held to determine the way forward on the three priority areas in the context of the Best Value Assurance Report by Audit Scotland.

6. Employee Implications

6.1. There are no employee implications associated with this report.

7. Financial Implications

7.1. There are no financial implications associated with this report.

8. Other Implications

8.1. There are no risk or sustainability issues associated with this report.

9. Equality Impact Assessment and Consultation Arrangements

9.1. There are no Equality Impact Assessment or consultation arrangement implications associated with this report.

Paul Manning
Executive Director (Finance and Corporate Resources)
South Lanarkshire Council

30 May 2019

Contact for Further Information

If you would like further information, please contact:-

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Areas for Improvement

1. Strengthen reporting of the work of the Thematic Partnership Boards to the CPP Board.
2. Consider how individual CPP partners can take ownership to progress specific areas and themes.
3. Develop a consistent and coordinated approach across partners to engaging with communities, particularly those harder to reach.
4. Assess the current funds, staff and other resources being deployed to Community Planning by partners to ensure they are sufficient in meeting the ambitions set out in the Community Plan and Neighbourhood Plan.
5. Explore how the CPP can better market and celebrate their achievements across South Lanarkshire.
6. Look at different ways the Board can operate to encourage more discussion and interaction between the members.
7. Develop a more collaborative approach between the CPP Board and the Thematic Partnership Boards to jointly identifying and agreeing common priorities.
8. Progress work to capture more of the “lived experience” of people to better understand their needs and aspirations and to assess the impact of partnership interventions.
9. Review examples of innovation and good practice in terms of community engagement and share across the partnership.
10. Co-ordinate partnership resources in relation to Neighbourhood Planning in terms of co-design and co-delivery of improvement areas identified in the plans.
11. Ensure Board members have a good understanding of their roles and responsibilities within the CPP.
12. Review existing workstreams within the CPP structure to avoid duplication and ensure they are aligned to CPP priorities.
13. Consider how communities can be supported with engagement and community capacity building.
14. Enhance the current performance framework with the inclusion of case studies that illustrate good practice and innovation, demonstrating a positive impact upon people’s lives.
15. Review the current performance management framework to ensure that communities are involved in the development of performance measures and determining outcomes.

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Report

Report to:	Partnership Board
Date of Meeting:	19 June 2019
Report by:	Executive Director (Finance and Corporate Resources) South Lanarkshire Council

Subject:	South Lanarkshire Register of Information
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Partnership Board with an update on the information circulated to Community Planning Partners from 16 March to 15 May 2019.

2. Recommendation(s)

2.1. The Partnership Board is asked to approve the following recommendation:-

- (1) that the content of the report is noted.

3. Background

3.1. This report provides details of information circulated to Community Planning Partners for information between Partnership Board meetings. This report provides Partners with an opportunity to seek clarification or an update on information circulated during the relevant period.

4. Period covered – 16 March to 15 May 2019

4.1. Appendix 1 provides a summary of the information circulated from 16 March to 15 May 2019.

5. Employee Implications

5.1. There are no employee implications associated with this report.

6. Financial Implications

6.1. There are no financial implications associated with this report.

7. Other Implications

7.1. There are no risk or sustainability issues associated with this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1. There are no Equality Impact Assessment or Consultation implications associated with this report.

Paul Manning

**Executive Director (Finance and Corporate Resources)
South Lanarkshire Council**

22 May 2019

Contact for Further Information

If you would like further information, please contact:-

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Register of Information circulated to the Partnership

From 16 March to 15 May 2019

Date	Subject	Received From	Summary	Action taken
11/04/19	Health in All Policies - Making it a Reality for Scotland	NHS Health Scotland	Publication of a report by the Advocacy Sub-Group of the Committee of the Faculty of Public Health in Scotland regarding a workshop held to discuss Health in All Policies (HiAP) and how best to implement a HiAP approach in Scotland.	Circulated to the Community Planning Progress Group for information.
07/05/19	Promoting Fair Start Scotland	Interim Head of Health Improvement, South Lanarkshire Health and Social Care Partnership	Promoting Fair Start Scotland Event which is being hosted by Remploy with the Transforming Lives Community Forum Members which is taking place on Wednesday 15 May 2019.	Circulated to the Community Planning Progress Group for information.
15/05/19	Scottish Fire and Rescue Service Draft Strategic Plan 2019-22 Consultation	Scottish Fire and Rescue Service	Consultation on the Scottish Fire and Rescue Service Draft Strategic Plan 2019-22 which aims to ensure that SFRS remains fully committed to improving the safety and wellbeing of the communities of Scotland. The closing date for responses is 18 July 2019.	Circulated to the Community Planning Progress Group for information.