

South-West Locality Community Planning Partnership

Thursday 7 September 2023,

9:30 – 11:00, MS Teams

Agenda

1. Apologies
2. Note of Last Meeting
3. Action Tracker
4. LIP Annual Report
5. LIP Development Process
  - a. Sub Group
  - b. Communications Plan
  - c. Consultation Plan
  - d. Project Plan
6. AOB
7. DONM

South-West Locality Community Planning Partnership

26 June 2023, 2pm

Microsoft Teams

Minute

Members Present: Kate Barrett (Edinburgh Voluntary Organisations' Council), Councillor Marco Biagi (City of Edinburgh Council), Ian Doig (Neighbourhood Network (NN) representative), Chief Inspector Mark Hamilton (Police Scotland), Neil Hay (SPACE Scotland), Philip Ritchie (City of Edinburgh Council), Craig Wilson (Big Hearts Community Trust)

In Attendance: Helen Bourquin (City of Edinburgh Council), Michele Mulvaney (City of Edinburgh Council), Julie Dickson (City of Edinburgh Council – note)

Apologies: Janet Blair (City of Edinburgh Council), Graham Doig (Scottish Fire and Rescue Service SFRS), Andrew Field (City of Edinburgh Council), Councillor Fiona Glasgow (City of Edinburgh Council), Stef Milenkovic (Edinburgh Voluntary Organisations' Council – EVOC), Deborah Mackle (Edinburgh Health and Social Care Partnership – EHSCP), Councillor Ross McKenzie (City of Edinburgh Council), Councillor Val Walker (City of Edinburgh Council)

1. Apologies

As above.

2. Note of Last Meeting

The note of the previous meeting was agreed.

3. Tracker

The action tracker was discussed and will be updated accordingly. In relation to neighbourhood networks (NNs) Helen reported that she has reached out to previous chairs (where this information is known). Judy Wightman has agreed to meet with Andrew Field to discuss the status of NNs in SW.

Decision



## THE EDINBURGH PARTNERSHIP

- Julie/Michele to locate nomination papers from NNs.
- All to contact Helen if they wish to participate in NN discussions moving forward.

### 4. Poverty presentation

Both officers were on annual leave so could not present the poverty information. The presentation gives representation of the spatial distribution of poverty across the City as well as 'who' is most affected in terms of household type.

#### Decision

- Will be brought to a later meeting if appropriate.
- Julie/Michele to circulate presentation tailored to SW.

### 5. LIP Development

There was some discussion about the previous plan iterations and about how to avoid generating proposals for single service activity by using prior engagement and existing data to put forward proposals and options to consult on. Ian suggested that poverty, public health and public safety would align with the strategy of the city. Marco commented that these were quite broad, and it could be difficult to pin down tangible actions and to measure these.

It was agreed that there would be a mixed methodology including workshops and survey elements and that it would be important to reach members of the community who are rarely heard. Priorities would be narrow with a specific focus on needs within the SW community. Michele explained that once priorities are agreed across the city these would be discussed with strategic partnerships to avoid duplication and identify gaps/ needs locally.

It was agreed not to convene a sub-group.

#### Decision

- Michele/Helen to draft consultation plan and circulate.

### 6. Review of Existing LIP

A template for the final performance plan for the current LIP is being developed by the Communities Team. The report will be drafted between Communities/ Empowerment and Engagement Teams with support from the Community Planning Support Team. It will then go to Culture and Communities Committee and the Edinburgh Partnership Board.

#### Decision

- Draft report to be circulated to LCPP when available.

## 7. Date of Next Meeting

7 September 2023

9 November 2023

Number	Date	Topic	Action	Action Owner	Expected completion date	Status	Comments
1	13/01/2022	South West Locality Improvement Plan	Mark to report back on 'Understanding Hate Crime' and any costs attached to this.	Mark	Apr-23	Ongoing	
2	26/06/2023	Tracker	Julie/Michele to locate nomination papers from NNs.	Julie/Michele		Complete	
3	26/06/2023	Tracker	All to contact Helen if they wish to participate in NN discussions moving forward.	All			
4	26/06/2023	Poverty Presentation	Will be brought to a later meeting if appropriate.	Michele			
5	26/06/2023	Poverty Presentation	Julie/Michele to circulate presentation tailored to SW.	Julie/Michele		requested	
6	26/06/2023	LIP Development	Michele/Helen to draft consultation plan and circulate.	Michele/Helen			
7	26/06/2023	Review of existing LIP	Draft report to be circulated to LCPP when available.	Michele/Helen			

# **Communication Action Plan**

## **South West Locality Improvement Plans 2024-2029**

### **1 Background**

The first iteration of the Locality Improvement Plan, as mandated by the Community Empowerment Act 2015, has come to an end. The current plan will be reviewed, and the next 5-year plan put in place. We need to work with partners in the LCPP and community to identify priorities, outcomes, and actions to put in the next plan and consult within the localities to ensure there is support for them. Priorities and associated actions need to focus on addressing poverty and inequality and fit in with the overall LOIP for the city.

We do not have the resources and staffing capacity available to us that we had when we developed the first LIPs over 5 years ago so a more scaled down process of consultation will have to be utilised. Each LIP had a set of priorities identified so we can revisit them to see if people think they should be kept, adapted, or changed.

The newly formed Community Empowerment and Engagement team will be leading on this process with the support of the Policy and Insight team. We will also be relying on the support of our partners in the statutory services and voluntary sector to support us with this process.

### **2 Consultation dates**

- pre-consultation period:
- start date:
- end date:
- outcomes published by

### **3 Objectives and key messages**

We want stakeholders to share their views on what priorities and actions should be included in the next iteration of the LIP.

The feedback we receive will help to shape and finalise the priorities and outcomes that should be included in the LIP as well as the actions that will work toward achieving those outcomes.

We ultimately want to identify a set of actions that will address poverty and inequality within the areas of greatest need in the South West locality areas and enable us to effectively monitor and evaluate the impact of the LIP over the next 5 years.

We also want to ensure the plans feed into related plans for the city such as the LOIP and 20 minute Neighbourhood plan so there is no duplication or conflict.

### **4 Risks**

This is a challenging time for public bodies as we do not have the resources or staff capacity available to us that we had when the first plans were developed over 5 years ago. This will mean we need to carefully plan how we are going to communicate and ensure maximum opportunity for communities to engage.

We will need to consider the following with regards to consultation methods:

- Raise awareness of the existence of the consultation using all communication channels available and ask those receiving the messages to pass them on to others who they feel might be interested.
- Work with our partners and through established networks to ensure we communicate as widely as possible.

## **5 Audience**

The audience has been categorised under the following stakeholder groupings

- Providers- Relevant CEC and statutory services and third sector organisations
- Governance ie elected members, Community Councillors, Locality Community Planning Partnerships, Neighbourhood Networks
- Users and beneficiaries with a specific focus on each protected characteristic grouping
- Influencers (e.g. staff networks, champions, key service providers, CoSLA, local media)

## Methodology

Method	Lead-in time	Contact	Cost / Resource	Notes
Consultation Hub	Content agreed by : 31 <sup>st</sup> Aug 2023			
Liaise with local Networks and Forums		<p>Joining the Dots - Neil Hay (Broomhouse Centre)</p> <p>Gorgie/Dalry - Alan Gray (Health All Round)</p> <p>Oxgangs - Elaine Aitken (Pentlands Community Centre), Aaron Elder (Oxgangs Church)</p> <p>Wester Hailes - Rossi Craig (Health Agency)</p> <p>Pentlands - Allister McKillop (Dementia Friendly Pentlands / Currie Community Council)</p>		
Workshops			In-house	CEE team to resource



## Comms Plan

### Pre-consultation

Channel	Audience	Date	Method	Key message
Email	Partner orgs / supporting colleagues		Online	Provide background to consultation, let them know dates etc and encourage support / sharing with networks
Email	Voluntary Sector forums and other networks		Online	Provide background to consultation, let them know dates etc and encourage support / sharing with networks
Email Katy Miller, Head of HR (Edin)	Diversity and Inclusion Group		Online	Provide background to the consultation, ask if the Diversity and Inclusion Group can support
Fliers	Harder-to-reach groups (older people, social care)		Postal	Time this with launch. Either letter with background and link to online or paper copy of consultation info and survey.

### Launch (week commencing ?)

Channel	Audience	Date	Method	Key message
Facebook	Residents (usually older demographic)		Online	Have your say, link to consultation / explainer video

Channel	Audience	Date	Method	Key message
Twitter	Residents (usually more professional / younger demographic)		Online	Have your say, link to consultation
HSCP social media channels	Residents (Twitter useful for healthcare professionals)		Online	Have your say, link to consultation
Email colleague networks	<ul style="list-style-type: none"> <li>• BAME network</li> <li>• STRIDE LGBT+ colleague network</li> <li>• #NEWS - Network Engagement for Women's Support</li> <li>• Disabilities and long-term health conditions network</li> <li>• Carer Support Service</li> <li>• Armed Forces Family Network</li> </ul>		Online	Advise consultation has launched, dates, link to hub etc and ask to share and encourage response/share toolkit
Neighbourhood Network comms	Local neighbourhoods			Background, have your say, link to hub (contact for alternatives)
Community Councils	Local communities		Online / Email	Background, have your say, link to hub (contact for alternatives)/ comms toolkit for groups to use on their own social networks, web sites and local poster outlets

Channel	Audience	Date	Method	Key message
Short article to MPs, MSPs, elected members to include in local comms	Residents / constituents		Online / email	Background, have your say, link to hub (contact for alternatives)

### During

Channel	Audience	Date	Method	Key message
Newsbeat	Edinburgh Council colleagues		Online	Background, have your say, link to hub – share and encourage response
Facebook	Residents		Online <i>Depending on response we could consider local social campaign (approx. £500)</i>	Reminder still time to get involved
Twitter	Residents		Online <i>As above, we could consider local social campaign</i>	Reminder still time to get involved
HSCP social media channels	Residents		Online	Reminder still time to get involved
Neighbourhood Network comms	Local neighbourhoods			Reminder still time to get involved
Community Councils	Local communities		Online / virtual	Update so far / Reminder still time to get involved

Post-consultation (      Dates tbc      )

Channel	Audience	Date	Method	Key message
Update Consultation Hub	All		Online	What happens next, initial findings, next steps
Email partners / networks	Networks / their memberships		Online	What happens next, initial findings, next steps
Social Media			Online	What happens next, initial findings, next steps
Neighbourhood Network comms	Local neighbourhoods			What happens next, initial findings, next steps
Community Councils	Local communities			What happens next, initial findings, next steps
Briefing note	<ul style="list-style-type: none"> <li>Elected members working group</li> <li>Edinburgh Partnership</li> </ul>		Paper	Summary of feedback and next steps
Committee report	Full council		Committee paper	Summary of feedback, equality outcomes for approval
Update Consultation Hub	All		Online	Publish findings
Facebook	Residents		Online	View summary of feedback and our final outcomes
Twitter	Residents		Online	View summary of feedback and our final outcomes

Channel	Audience	Date	Method	Key message
Neighbourhood Network comms	Local neighbourhoods			View summary of feedback and our final outcomes
Community Councils	Local communities			View summary of feedback and our final outcomes
Tenants News	Council tenants	Quarterly (Feb/May)	Postal	Background, summary of feedback and published outcomes