



## ***Voluntary Organisations Policy Development and Scrutiny Panel***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

11 May 2018

A meeting of the **Voluntary Organisations Policy Development and Scrutiny Panel** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre** on **Thursday 17 May 2018** at **9:30 a.m.**

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minute of Meeting of the Voluntary Organisations Policy Development and Scrutiny Panel held on Thursday 15 March 2018 (herewith).
5. Update on Regeneration Plans - Report by Head of Planning, Economic Development and Regeneration (herewith)
6. Aspiring West Lothian Project - Report by West Calder & Harburn Community Development Trust (herewith)
7. Voluntary Sector Gateway West Lothian - Report by Head of Planning, Economic Development and Regeneration (herewith)
8. An Enterprising Third Sector - Report by Head of Planning, Economic Development and Regeneration (herewith)

DATA LABEL: Public

9. Proposed Development Day - Report by Head of Planning, Economic Development and Regeneration (herewith)
10. Timetable of Meetings 2018-2019 (herewith)
11. Workplan (herewith)

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NOTE      **For further information please contact Elaine Dow on 01506 281594  
or email [elaine.dow@westlothian.gov.uk](mailto:elaine.dow@westlothian.gov.uk)**

MINUTE of MEETING of the VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 15 MARCH 2018.

Present – Councillors Kirsteen Sullivan (Chair), Andrew McGuire, Tom Conn, Chris Horne, George Paul (substituting for David Dodds) and David Tait

Apologies – Councillors David Dodds and Bruce Fairbairn

In attendance

Pamela Roccio, Voluntary Sector Gateway West Lothian  
Fiona Pearson, West Lothian Social Enterprise Network

Apologies

Bridget Meisak, Voluntary Sector Gateway West Lothian  
Ian Buchanan, Senior People's Forum Representative

1. DECLARATIONS OF INTEREST

Councillor Andrew McGuire declared a non-financial interest as the council appointee to the Citizen's Advice Bureau, West Lothian.

2. ORDER OF BUSINESS

The Chair advised that agenda item 8 – Voluntary Sector Gateway West Lothian update would be deferred until the next meeting due to apologies being received from Bridget Meisak, Chief Executive Officer, VSGWL.

3. MINUTES

- a) The Panel confirmed the minute of the meeting held on 28 September 2017 as being a correct record.
- b) The Panel confirmed the minute of the meeting held on 18 December 2017 as being a correct record.

The Chair thereafter signed both minutes.

4. BUSINESS GATEWAY SUPPORT TO THE THIRD SECTOR

The Panel noted a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration, advising that a request was made to the Business Gateway Growth Adviser to provide members with details of the support delivered by Business Gateway to enterprising third sector organisations in West Lothian.

The Panel then welcomed Martin Thomson, Business Gateway Growth Adviser, to the meeting. A presentation was given advising that Business

Gateway delivered high quality business support to start-up businesses, SME's, high growth businesses and social enterprises, operating as part of the Economic Development and Regeneration Service.

Support was delivered through one to one advice, training workshops, website and social media, networking and signposting to other business support agencies and the Business Gateway business information service. Support was tailored to the needs of each organisation.

Business Gateway worked in close partnership with other support organisations such as the West Lothian Social Enterprise Network, Just Enterprise, Community Ownership Support Service, Community Enterprise Ltd, Social Enterprise Academy, Scottish Enterprise, Voluntary Sector Gateway and Pilotlight. Business Gateway also has strong links to other WLC services such as Finance and Property Services, Planning, Community Regeneration, Community Planning, Education, Housing, etc.

The Panel was then given examples of the support delivered through Business Gateway.

Following the conclusion of the presentation the Business Gateway Growth Adviser then responded to questions from members of the Panel. In response to a question relating to asset transfers, he confirmed that there was an increase in the number of enquiries relating to asset transfers from community organisations and community centre management groups. Information and one to one advice was provided to organisations considering community asset transfers.

Members were also advised that there was an increase in demand to support third sector organisations in West Lothian, however, work would continue to deliver high quality business support working in partnership with other support organisations.

The Panel thanked Mr Thomson for his informative presentation and acknowledged the excellent work being done in the community to support third sector organisations.

#### Decision

To note the contents of the report and the presentation given by the Business Gateway Growth Adviser.

#### 5. REPORT ON 2018/19 VOLUNTARY ORGANISATIONS FUNDING, FUTURE FUNDING AND 2017 HEALTH CHECKS

The Panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update on the effect of the council budget setting on future funding for the voluntary sector, including the funding arrangements for 2018/19 and the planned review going forward. Details of the outcome of the 2017 health checks of funded organisations was also provided within an appendix to the report advising of improvements made to the health check process and recommendations going forward. The Community

Regeneration Officer advised that there was reference made to a number of appendices within the appendix to the report which should not have been included. However, he was happy to forward this information to any members upon request.

The report recalled that at the September 2017 meeting of the Voluntary Organisations PDSP officers reported that they were carrying out a full health check with all organisations funded through the Voluntary Organisations budget, to ensure all had a recent health check carried out and an up to date service funding agreement in place for the funding awarded for 2017/18.

The Community Regeneration Officer advised that as the budget review was about to begin it was proposed not to carry out the health check process in 2018/19, which was due to the recent nature of the exercise being considered to be up to date. Once future arrangements were clear the health check would be revisited in 2019/20. Linked to this, the majority of funded organisations have a service funding agreement in place for 2017/18 and would be reporting on their current outcomes but were also due to refresh these prior to 2018/19 funding being released. With the potential implications of the funding review it was proposed that the 2017/18 funding agreements be rolled over to cover 2018/19. This was allowed within Section 2.2 of the 2017/18 SFA as long as they were meeting agreed targets.

The voluntary organisations funded in 2017/18 would therefore continue to be funded at the same level in 2018/19. Letters to this effect would be issued to all organisations confirming their payment. The council budget also agreed to identify savings in grants to the voluntary sector. This would have implications for the payments going forward and the council would start the process of identifying this over the coming months. Organisations would be made aware of the potential changes within their 2018/19 award letter.

The Community Regeneration Officer then responded to questions from members of the Panel. The following comments from members were then noted:

- That officers should ensure that appropriate governance arrangements were in place to make sure that there were no dramatic changes being made within organisations; and
- Organisations should be made aware at an early stage about the potential financial changes to provide them with as much time as possible to adapt to the situation.

The Community Regeneration Officer advised that organisations would be advised that their current funding may be subject to change for financial year 2019/20 onwards. As such, it would be prudent of them to ensure that they considered all possible outcomes and plan for these going forward. An action plan was also in place to support and engage with organisations at an early stage to provide them with support.

The Voluntary Sector Gateway representative advised that VSGWL would continue to support individual organisations and confirmed that a Governance Self-Assessment toolkit was going on their web site in due course, which organisations would find useful.

It was recommended that the Panel notes:

1. That funding to voluntary organisations would remain the same in 2018/19 as 2017/18;
2. The proposal to review all funding to help identify the savings identified in the council's budget agreed on 13 February 2018;
3. That annual health checks have been completed for 2017;
4. The report on the health check process attached at appendix 1 to the report;
5. That service funding agreements were in place for 2017/18; and
6. Agrees that the health check process was not necessary for 2018/19 and that all service funding agreements in place for 2017/18 were rolled over to cover 2018/19.

#### Decision

To agree the terms of the report.

#### 6. AN ENTERPRISING THIRD SECTOR

The Panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update on the current activities being undertaken to support a more enterprising third sector in West Lothian.

The report stated that West Lothian Council was committed to supporting volunteering, voluntary organisations, social enterprises and the development of more enterprising and sustainable third sector organisations that contributed to the key Community Planning Partnership outcomes. A report from West Lothian Social Enterprise Network (WLSN) on the activities they have undertaken since the previous meeting of the Panel was attached as an appendix to the report.

Fiona Pearson, Network Co-Ordinator, WLSN, provided an update on the current position with regards to membership of WLSN, local organisations who were engaging in the Enterprising Third Sector Support programme, and provided an update on operation changes within WLSN. Following an organisational review, it was identified that additional staff were required to meet demand. Members were advised that seven new organisations had recently signed up and were receiving support.

Progress continued to be made in developing and moving forward the four thematic outcomes identified to help develop an enterprising third sector in West Lothian.

The Network Co-Ordinator then responded to questions from members of the Panel. In response to a question relating to the increase in the number of members and the possibility of organisations merging and expanding, the Network Co-Ordinator confirmed that working relationships with support organisations continued to be monitored to maximise the range of supports available to organisations to avoid duplication of work.

It was recommended that the PDSP notes the positive outcomes in regard to the work undertaken by West Lothian Social Enterprise Network in supporting enterprising third sector organisations.

#### Decision

To note the contents of the report and the update from WLSSEN.

### 7. VOLUNTARY SECTOR GATEWAY WEST LOTHIAN

The Panel was advised that the report submitted by the Head of Planning, Economic Development and Regeneration providing an update on the current activities being undertaken by the Voluntary Sector Gateway West Lothian was deferred for consideration at the next scheduled meeting as the Chief Executive Officer of VSGWL was unable to attend the meeting and had submitted her apologies.

#### Decision

To defer the item of business for consideration at the next meeting of the Voluntary Organisations PDSP.

### 8. COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

The Panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing details of the various parts of the Community Empowerment (Scotland) Act 2015 and what this meant for community organisations in West Lothian.

The report explained that The Community Empowerment (Scotland) Act 2015 received Royal Assent on 24 July 2015. The Act aimed to empower community bodies through the ownership of land and buildings and strengthening their voices in the decisions that mattered to them. It also aimed to improve outcomes for communities by improving the process of community planning, ensuring that local service providers worked together more closely with communities to meet the needs of the people who used them. Within the Act, 'communities' referred to a community of place, interest or identity.

The Community Planning Development Officer advised that there were 11 parts of the Act. The report outlined the parts most relevant to community organisations in West Lothian and highlighted some of the opportunities this legislation provided, which were largely all already in force. The Community Empowerment (Scotland) Act 2015 introduced new rights for community bodies to get involved in improving public services and to take over land and buildings. The report outlined some of the new opportunities for community organisations in West Lothian and the plans to raise awareness of the Act within the community.

The Community Planning Development Officer then responded to a number of questions from members of the Panel. In response to a question relating to promoting participation requests, members were advised of the process developed by West Lothian Council for dealing with participation requests. A Participation Request toolkit was also available on the council's website.

Pamela Roccio, VSGWL, confirmed that details of the Community Empowerment (Scotland) Act 2015 was also available on the VSGWL's website.

It was recommended that the PDSP notes the new rights and duties arising from the Community Empowerment (Scotland) Act 2015.

#### Decision

To note the contents of the report.

### 9. WORKPLAN

A copy of the workplan was circulated for information.

#### Decision

To note the contents of the workplan.





## **VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL**

### **UPDATE ON REGENERATION PLANS**

#### **REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION**

##### **A. PURPOSE OF REPORT**

The purpose of this report is to update the panel on progress towards developing regeneration plans for our most disadvantaged communities.

##### **B. RECOMMENDATION**

It is recommended that the panel notes:

1. that 13 regeneration plans are being created for identified areas of deprivation in West Lothian;
2. each area has a steering group which is leading the regeneration planning process; and
3. the Community Planning Partnership will be asked to approve the plans for publication in June.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; Being honest, open and accountable; Providing equality of opportunities; Making best use of our resources; and Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The report does not raise any health or risk assessment issues. No strategic environmental assessment is required.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	The activity within the plans will positively impact on Regeneration key performance indicators relating to participation and local decision making.
<b>V Relevance to Local Outcome Improvement Plan</b>	<ul style="list-style-type: none"> <li>- We are better educated and have access to increased and better quality learning and employment opportunities.</li> <li>- We live in resilient, cohesive and safe communities.</li> <li>- We live longer, healthier lives and have</li> </ul>

	reduced health inequalities.
	- We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
<b>VI Resources - (Financial, Staffing and Property)</b>	Existing staff resources and external funding where appropriate and available.
<b>VII Consideration at PDSP</b>	None.
<b>VIII Other consultations</b>	Significant community engagement has been carried out throughout the regeneration planning process.

## **D. TERMS OF REPORT**

### **D1 Background**

A report was provided to Local Area Committees in September 2016 outlining the background to developing regeneration plans, including the processes, structures, and timescales involved. In November 2016 the Community Planning Partnership board agreed that regeneration plans would be adopted as West Lothian's Locality Plans, as required by the Community Empowerment Act 2015.

Eight regeneration areas (13 individual communities) have been identified, based on the data zones within the bottom 20% of the Scottish Index of Multiple Deprivation. These areas are Armadale, Bathgate, Blackburn, Bridgend, Craigshill, Fauldhouse and the Breich Valley (Fauldhouse, Stoneyburn, Addiewell and Polbeth), Livingston Central (Knightsridge, Ladywell and Dedridge) and Whitburn.

### **D2 Process and progress**

Development of the plans has followed a set process:

- establishing local steering groups
- mapping of assets
- engagement and consultation
- determining themes and priorities

#### Steering Groups

Steering groups have been established in each area as the vehicle for development and delivery of the regeneration plans. The groups are co-ordinated by Community Regeneration Officers and membership of the groups includes local community organisations such as CDTs, community councils and community centre management committees; council services, and other relevant local partners and agencies. Each plan provides details of which specific organisations and services are represented on each steering group.

#### Asset Mapping

Following a mapping exercise carried out by the steering groups an online interactive map has been created for each of the regeneration areas. This is currently being populated with all relevant local assets and points of interest and the map functionality allows information about each asset to be accessible when you click on its icon. For instance, an icon for a community centre will open up to provide the user with key building and programme information. The maps are currently administered by the Regeneration Team but it is expected that a key community organisation in each area will also be granted administrator rights in order to keep the maps up to date.

### Community Engagement

Significant engagement and consultation has taken place with a wide variety of groups and stakeholders across the eight areas. This has taken the form of h-diagram surveys and Place Standard sessions. The information gathered from this activity is currently being collated and analysed. This data will be considered alongside statistical information and local knowledge of the steering group members to determine the local issues to be addressed and the key themes that regeneration plans will focus on.

### Themes and Priorities

Once themes and issues have been identified, specific actions and interventions are then developed. As regeneration plans will be live documents their format will reflect the need for long term transformational change and, as such, will allow for short, medium and long term processes, actions, and targets to be detailed within the plans. The focus will be on delivering long-term, process related actions which develop capacity, knowledge and assets within communities.

Early emerging themes include facilities and amenities (provision within community centres, availability of play areas, lack of local services), health and wellbeing (mental health issues, rates of prescription medication, social isolation), and feeling safe (vandalism, safe walking routes, youth antisocial behaviour). Local actions will be devised to address these issues at a community level.

## **D3 Initial Projects**

Some initial project delivery has taken place by the steering groups in a number of areas while the plans were being developed. Examples include:

### Installation of an interactive screen in the new Blackburn Partnership Centre

The Blackburn Regeneration Steering Group applied for Village Improvement Funds to enable them to install an interactive information screen in the new partnership centre. This is in response to consultation feedback which highlighted that many people were not aware of all the services and activities that are available to them in the village. The screen will provide information on the groups and services operating in the partnership centre, as well as other relevant local information.

### Mining Memorial in Fauldhouse

Following the Fauldhouse Focus charrette in March 2016, one of the recommendations was for a mining memorial in the village. The steering group have been working to progress this project, and in doing so have achieved the following:

- A community consultation which resulted in universal support for the proposed project from over 100 people.
- A visit to, and support from, the National Mining Museum at Newtongrange.
- Workshops carried out in both local primary schools by the museum.
- A public vote on the proposed design of the memorial in which 669 votes were cast.
- Funding of £24,000 has been secured to deliver the memorial.

The steering group are keen to see the project delivered to show the local community that they can influence things that happen in their village. It is hoped that this will encourage more people to get involved in the wider regeneration planning process.

### Environmental Improvements in Knightsridge

Through community engagement, issues around the environment and community

safety have been identified. The regeneration group is working with the Police and other partners to carry out an environmental audit in May 2018. Preliminary issues identified are around fire raising, fly tipping, dog fouling and the general untidiness of the community. In addition to the voluntary, community and partner resource, further funding is being sought to support improvements to be made such as providing skips, tools and other materials.

#### **D4 Performance monitoring and reporting**

Local targets and indicators will be determined as the regeneration plans are developed which will ensure that robust baseline information is available, allowing monitoring of progress over the short, medium and long term.

Community Regeneration Officers will have a responsibility to ensure that plans link with the Local Outcome Improvement Plan. They will also ensure that there is operational alignment with the West Lothian CLD Plan, the emerging Learning Community Plans relevant to each regeneration area and with the Integrated Joint Board Health Locality Plans.

The Community Planning Partnership has overall responsibility for the regeneration plans and the draft plans will be presented to the board in June 2018 for review and sign off.

Quarterly update reports are presented to Local Area Committees and a report will be prepared for the Community Planning Board annually.

#### **E. CONCLUSION**

Regeneration plans are being developed in eight targeted areas in West Lothian, covering 13 individual communities. The plans will be flexible, working documents which will provide a long-term targeted action to improve the daily lives and life chances of people living in our most disadvantaged communities. They will give fresh impetus and greater clarity to the targeting of interventions to address deprivation and economic exclusion within specific areas.

Plans will be developed with input from communities and partners. Quarterly updates will be provided to the relevant Local Area Committees and annually to the Community Planning Partnership Board.

#### **F. BACKGROUND REFERENCES**

West Lothian Regeneration Framework 2014-2024

Appendices/Attachments: none

Contact Person:

Laura Wilson, Regeneration Team Leader, [laura.wilson2@westlothian.gov.uk](mailto:laura.wilson2@westlothian.gov.uk)

**Craig McCorriston**

**Head of Planning, Economic Development and Regeneration**

17 May 2018



## **VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL**

### **ASPIRING WEST LOTHIAN PROJECT**

### **REPORT BY WEST CALDER & HARBURN COMMUNITY DEVELOPMENT TRUST**

#### **A. PURPOSE OF REPORT**

The purpose of this report is to inform the panel about the Aspiring West Lothian project.

#### **B. RECOMMENDATION**

It is recommended that the panel notes:

1. that a consortium of five community organisations have been awarded £248,000 from the Aspiring Communities Fund;
2. the potential impact the project will have on the five regeneration areas the project is based in.

#### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; Being honest, open and accountable; Providing equality of opportunities; Making best use of our resources; and Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The report does not raise any health or risk assessment issues. No strategic environmental assessment is required.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	The project will support the development and delivery of the Regeneration Plans in the five Aspiring West Lothian communities.
<b>V Relevance to Local Outcome Improvement Plan</b>	<ul style="list-style-type: none"> <li>- We are better educated and have access to increased and better quality learning and employment opportunities.</li> <li>- We live in resilient, cohesive and safe communities.</li> <li>- We live longer, healthier lives and have reduced health inequalities.</li> <li>- We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</li> </ul>

<b>VI Resources - (Financial, Staffing and Property)</b>	£248,000 from the Scottish Government's Aspiring Communities programme.
<b>VII Consideration at PDSP</b>	None.
<b>VIII Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D1 Background**

In order to support project delivery in the regeneration areas, an application was made to the Scottish Government's Aspiring Communities. The Aspiring West Lothian project is a consortium of five community development organisations:

- West Calder and Harburn Community Development Trust (who are the lead organisation and supporting the Polbeth community)
- Community Action Blackburn
- Whitburn Community Development Trust
- Family and Community Development West Lothian (The Hub, Armadale)
- The Vennie in Knightsridge

The consortium applied for and successfully secured £248,000 from the fund. This has enabled each organisation to employ a full time development worker who will deliver a variety of projects and interventions in their area and will work closely with the regeneration steering groups. The posts are for 16 months and it is hoped that they can be sustained at the end of the project.

### **D2 Project aims and objectives**

The project was designed to benefit the people living in some of the most deprived and fragile communities in West Lothian as identified through the Scottish Index of Multiple Deprivation (SIMD) 2016. This includes the towns of Armadale, Blackburn, Livingston and Whitburn and the village of Polbeth.

From the Scottish Government's perspective the overarching aim of Aspiring Communities funded projects is to build capacity within the local community and build capacity in the host organisation. The expectation of the consortium and the Regeneration Team is that focussed activity across these communities over an 16 month period, with communities supported by new development workers and partners, will support the growth of existing community development organisations, enabling them to develop new income generating activities, develop human and physical community assets, and, ultimately, become more durable and sustainable organisations.

The development workers will have immediate access to local people who are active and involved in community activities through the already established Regeneration Steering Groups. These groups have been formed in each regeneration area in order to inform, plan and develop a locality plan.

In addition to engaging with these groups, the development workers will also make contact with those not currently engaged in local groups. This could be through door knocking or at events such as gala days, fun runs and local fayres. Previous experience has shown how enthusiastically communities (and particularly families) support and take part in such events.

### **D3 Project Actions**

The broad actions that all consortium organisations agreed to deliver are:

- Online/paper and/or physical resource banks in each of the project communities will be developed and promoted accordingly.
- Build on the engagement processes already undertaken by consulting on developed plans and a continued engagement process to help facilitate ongoing project delivery.
- Work to improve the capacity of the consortium organisations to function as local anchor organisations.
- Help the community to build the capacity to inform and implement the actions identified in the Locality Plans.

Each individual organisation has sufficient scope within these broad areas of work to develop and implement projects that are specifically designed to meet the needs of their community. Some organisations are longer established and have more capacity than others and this is also reflected in the scope of the overall project.

### **D4 Long term impact**

The community organisations will be able to develop new activities and income streams linked to needs identified by each specific community, and these will continue to be supported by each organisation, the Regeneration Team and other services on an ongoing basis, as appropriate.

The consortia approach allows all learning and experience to be shared throughout the members. This knowledge can also be used to help strengthen regeneration processes over the wider West Lothian area.

Whilst the specific theme or activity will vary across the partnership, in all instances there is an expectation that the 16 months of development work will be directed towards development of longer term organisational viability, leaving the organisation in each area in a stronger position to affect long term change in its community once the project concludes. In addition, the project will enable all organisations to develop new or refreshed long term strategies and business plans aligned to locality plans.

## **E. CONCLUSION**

A successful application to the Scottish Government's Aspiring Communities fund has brought investment of £248,000 to five areas of deprivation within West Lothian. The funding is being used to employ a full time development worker for 16 months in each of the five communities of Armadale, Blackburn, Whitburn, Knightsridge and Polbeth.

The overarching aims of the fund are to increase capacity in the host organisation and in the host community. A number of broad project aims will be delivered by all five community organisations while still allowing for a locally tailored programme of interventions for each area.

## **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: none

Contact Person:

**Matt Pearce, Manager, WC&HCDT, [matt@westcalder.org](mailto:matt@westcalder.org)**

**Laura Wilson, Regeneration Team Leader, [laura.wilson2@westlothian.gov.uk](mailto:laura.wilson2@westlothian.gov.uk)**

17 May 2018







**VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL**

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**

**REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION**

**A. PURPOSE OF REPORT**

The purpose of this report is to update the panel on the current activities being undertaken by Voluntary Sector Gateway West Lothian in providing an effective single point of access for support and advice and representing the interests of voluntary and community groups within West Lothian.

**B. RECOMMENDATION**

It is recommended that the PDSP notes:

1. the positive outcomes in regard to the work undertaken by Voluntary Sector Gateway West Lothian in supporting and representing the interests of voluntary and community groups within West Lothian.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The report does not raise any health or risk assessment issues. No strategic environmental assessment is required.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	<ul style="list-style-type: none"><li>- We are better educated and have access to increased and better quality learning and employment opportunities.</li><li>- We live in resilient, cohesive and safe communities.</li><li>- We live longer, healthier lives and have reduced health inequalities.</li><li>- We make the most efficient and effective use of resources by minimising our impact on the</li></ul>

built and natural environment.

**VI Resources - (Financial, Staffing and Property)**

£60,959 been allocated in 2018/19.

**VII Consideration at PDSP**

A quarterly report will be presented to the Voluntary Organisation PDSP

**VIII Other consultations**

None.

**D. TERMS OF REPORT**

**D1 Background**

The role of the third sector interface (TSI) is to provide an effective single point of access for support and advice for the third sector within a local area. It is expected that the TSI will provide a strong cohesive conduit between the third sector and the local authority and Community Planning Partnership (CPP) and that it is well managed, governed and effective.

The TSI operating in West Lothian is the Voluntary Sector Gateway (VSGWL). The VSGWL is a member of the West Lothian CPP. VSGWL receives a grant from the Scottish Government Third Sector Unit and received £60,959 from West Lothian Council in 2018/19.

**D2 Current position**

A verbal update on progress will be presented to the Panel by the Voluntary Sector Gateway West Lothian (VSGWL).

**E. CONCLUSION**

Voluntary Sector Gateway West Lothian, funded by Scottish Government and West Lothian Council, are working to support third sector organisations in West Lothian. Quarterly updates will be brought to this PDSP.

**F. BACKGROUND REFERENCES**

None

Appendices/Attachments:

None

Contact Person: Douglas Grierson, Community Regeneration Officer, 01506 281088  
[douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

**Craig McCorriston**

**Head of Planning, Economic Development and Regeneration**

17 May 2018



## **VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL**

### **AN ENTERPRISING THIRD SECTOR**

### **REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION**

#### **A. PURPOSE OF REPORT**

The purpose of this report is to update the panel on the current activities being undertaken by West Lothian Social Enterprise Network to support a more enterprising third sector in West Lothian.

#### **B. RECOMMENDATION**

It is recommended that the PDSP notes:

1. The positive outcomes in regard to the work undertaken by West Lothian Social Enterprise Network to support enterprising third sector organisations.

#### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The report does not raise any health or risk assessment issues. No strategic environmental assessment is required.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	<ul style="list-style-type: none"><li>- We are better educated and have access to increased and better quality learning and employment opportunities.</li><li>- We live in resilient, cohesive and safe communities.</li><li>- We live longer, healthier lives and have reduced health inequalities.</li><li>- We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</li></ul>

<b>VI Resources - (Financial, Staffing and Property)</b>	£35,000 been allocated in 2018/19.
<b>VII Consideration at PDSP</b>	A quarterly report will be presented to the Voluntary Organisation PDSP
<b>VIII Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D1 Support for social enterprise**

West Lothian Council is committed to supporting volunteering, voluntary organisations, social enterprises, and the development of more enterprising and sustainable third sector organisations that contribute to the key Community Planning Partnership outcomes.

‘Innovation, Potential and Fresh Thinking: A Framework to Support and Develop More Enterprising Third Sector Organisations’ was approved by Council Executive in December 2014. Progress continues to be made in developing and moving forward the four thematic outcomes identified to help develop an enterprising third sector in West Lothian, as follows:

1. Enhancing the business capacity of enterprising third sector organisations.
2. Addressing skills shortages in organisations and trustees/directors.
3. Involving West Lothian Social Enterprise Network (WLSSEN).
4. Identifying areas for support and development.

A report from WLSSEN on the activities they have undertaken since the previous meeting of the panel is attached as Appendix 1. The report highlights the current position with regards to membership of WLSSEN, local organisations who are engaged in the Enterprising Third Sector Support programme, and updates the panel on operational changes within WLSSEN.

## **E. CONCLUSION**

West Lothian Council is committed to supporting and developing a more enterprising third sector in West Lothian. The activities undertaken by West Lothian Social Enterprise Network are helping to achieve this.

## **F. BACKGROUND REFERENCES**

Innovations, Potential and Fresh Thinking: A Framework to Support and Develop More Enterprising Third Sector Organisations – December 2014

Appendices/Attachments: one  
Appendix 1: WLSSEN Update

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**Craig McCorriston**  
**Head of Planning, Economic Development and Regeneration**  
17 May 2018



**Report to Voluntary Sector Policy Development and Scrutiny Panel**  
**Thursday 17<sup>th</sup> May, 2018**

**Funding**

We are grateful to have secured funding from West Lothian Council for 2018/19 of £35K and a further year contract with Voluntary Sector Gateway West Lothian worth £15K. This provides us with stand-still funding levels for the next year.

WLSen appreciates the challenges of the current economic climate and is working hard to produce high value and effective outcomes that align with both Council and Scottish Government priorities.

**Enterprising Third Sector Support Programme**

As previously reported, we have extended our Support Programme using staff cost savings from the previous year (due to staff vacancies). This Programme is delivered by Community Enterprise and has an excellent track record of delivering 1:1 support to emerging, new and growing enterprises and attracting additional support from other agencies.

The aim of the Programme is to provide practical support that removes knowledge and capacity barriers that can prevent enterprises from driving their ideas forward.

The Support Programme extension will provide 20 days consultancy and we hope to attract a similar amount of matching support from Just Enterprise, Firstport and other specialist providers.

We anticipate that this Programme will be over-subscribed as many social enterprises need this type of help. Further updates will be provided to the Panel as the Programme progresses.

**Staffing**

We had hoped to be able to employ a Development Worker to help meet the demands of our increasing Membership. Our budget is not sufficient to support another post this financial year, but we are fortunate that our existing Administrative Assistant has agreed to work an additional 7 hours per week, and take on additional responsibilities to support the Network Co-ordinator with our development function. This solution will enable us to provide improve pro-active support for members.

## **Network Meetings**

We are changing the format and number of Network Meetings this year. The focus of meetings will be Learning and Networking, and the number of meetings will increase from 4 to 6 per year. Workshop-style meetings will enable improved learning from both experts and peers. The change of format is a result of listening to what our members said in our recent consultation. Our next meeting is focussed on new members and will be an introduction to a range of support organisations, with the opportunity to meet and “Ask the Experts” any questions

## **Third Sector Interface (Voluntary Sector Gateway West Lothian)**

The Scottish Government Third Sector Unit is coming to visit VSGWL as part of the follow-up from the recent national TSI Review. WLSen is delighted to accept an invitation from VSGWL to participate in the visit.

West Lothian TSI is unique in having a contract with a Social Enterprise Network to deliver social enterprise outcomes, and it is indicative of the mutual respect and strong partnership working that WLSen is included in this type of engagement.

Fiona Pearson

Network Co-ordinator



## **VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL**

### **PROPOSED DEVELOPMENT DAY**

### **REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPEMENT AND REGENERATION**

#### **A. PURPOSE OF REPORT**

The purpose of this report is to inform the panel of the proposed development day with representatives from the Voluntary Sector and West Lothian Council.

#### **B. RECOMMENDATION**

It is recommended that PDSP:

- notes the date of the development day of 18 June 2018 from 10am to 12.30pm in West Lothian College;
- notes the content of the agenda; and
- notes the intention to review and update the work previously carried out to the West Lothian Partnership Agreement and the Enterprising Third Sector Framework and start the process of developing a new Compact.

#### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	We live in resilient, cohesive and safe communities.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	From existing resources within Economic Development and Regeneration.

<b>VII</b>	<b>Consideration at PDSP</b>	None previously.
<b>VIII</b>	<b>Other consultations</b>	Voluntary Sector Gateway.

## **D. TERMS OF REPORT**

- D1** The purpose of this report is to update the Voluntary Organisations PDSP on the intention of holding a development day on the 18 June 2018 from 10am to 12.30pm at West Lothian College. The purpose of the development day will be to set a vision for future working and collaboration.

Over recent years the partnership working between West Lothian Council and the Third Sector has been carried out through the West Lothian Partnership Agreement and the Enterprising Third Sector Framework, with a view developing a new Compact. This work has not been completed but does provide a good starting point to review and refresh current working practices.

Council officers from relevant services will be in attendance including, Economic Development & Regeneration, Social Policy, Housing and Education. All third Sector Organisations will be given an invitation through Voluntary Sector Gateway and the Third Sector Strategy Group.

The suggested agenda :

10.00am:	Welcome and Introduction
10.10am:	Vision – moving forward from the West Lothian Partnership Agreement and Enterprising Third Sector Framework to develop a new Compact
10.25am:	Council Structures & How Third Sector Fit
10.40am:	Group Discussion
11.00am:	Feed back
11.20am:	Third Sector Structures & How Council Fit
11.30am:	Group Discussion
11.50 am	Feedback
12.10pm	Next Steps
12.30pm:	Close

This will provide the start of the conversation on working together for the future.

## **E. CONCLUSION**

In conclusion the development day will provide an opportunity for both the Council and Third Sector to look at what the collective vision is for working together in the future.

## **F. BACKGROUND REFERENCES**

Enterprising Third Sector Framework 2014-17

Appendices/Attachments: None

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**Craig McCorriston, Head of Planning, Economic Development & Regeneration**

Date of meeting: 17 May 2018



**VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL TIMETABLE – 2018-19**

<b><i>Deadline for Submission of Items for Agenda</i></b>	<b>Committee Issue Final Agenda</b>	<b>Meeting Date</b>	<b>Venue</b>
Thursday 13 September 2018	Friday 14 September 2018	<b>Thursday 20 September 2018</b>	Council Chambers
Thursday 6 December 2018	Friday 7 December 2018	<b>Thursday 13 December 2018</b>	Council Chambers
Thursday 14 March 2019	Friday 15 March 2019	<b>Thursday 21 March 2019</b>	Council Chambers
Thursday 16 May 2019	Friday 17 May 2019	<b>Thursday 23 May 2019</b>	Council Chambers
<b>All meetings will be held at 09.30 unless otherwise advised</b>			



### Voluntary Organisations PDSP Work Plan

1	Voluntary Sector Gateway West Lothian	To update members on outcomes from joint working	Quarterly	May 2018
2	An Enterprising Third Sector	To inform members of ongoing progress in developing more enterprising third sector organisations and on progress in updating the framework	Quarterly	May 2018
3	Gala & Other Events Fund	To inform members of the final budget position	Annually	September 2018
4	Voluntary Organisations Funding 2018/19	To inform members of the level of funding and expected outcomes	Annually	September 2018
5	Pensioners Christmas Fund	To inform members of the allocations for 2018/19 from the pensioners Christmas Fund Budget.	Annually	December 2018