



West Lothian  
Council

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

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

19 September 2014

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 25 September 2014** at **8:30 a.m.**

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. 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.
4. Confirm Draft Minute of Meeting of the Voluntary Organisations Policy Development and Scrutiny Panel held on Thursday 05 June 2014 (herewith).
5. An Enterprising Third Sector Framework
  - (a) Presentation from Broxburn United FC
  - (b) Report by Head of Area Services (herewith)
6. Food Poverty - Report by Head of Area Services (herewith)
7. Voluntary Organisations - Health Checks and Quality Improvement - Report by Head of Area Services (herewith)

DATA LABEL: Public

8. Gala Committee Budget Allocations 2014 - Report by Head of Area Services (herewith)
9. Voluntary Sector: Provisional Allocation of Funds from The Pensioners' Groups Christmas Fund 2014 - Report by Head of Area Services (herewith)
10. Workplan (herewith)

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NOTE     **For further information please contact Anne Higgins on 01506 281601 or email [anne.higgins@westlothian.gov.uk](mailto:anne.higgins@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 5 JUNE 2014.

Present – Councillors Jim Dixon (Chair), Angela Moohan, William Boyle, Tom Conn, Jim Dickson and David Dodds

In attendance:

Jim Gallacher, Voluntary Sector Gateway, West Lothian  
Fiona Pearson, Co-ordinator, West Lothian Social Enterprise Network  
Raymond Branton, Chief Executive Officer, Simply Play  
Colin Hilditch, Business Development Manager, Simply Play  
Helen Davies, Youth Action Project

1. ORDER OF BUSINESS

The Chair ruled that agenda item 6, An Enterprising Third Sector Framework, be carried forward to the next meeting of the Voluntary Organisations PDSP scheduled to be held on 25 September 2014 to allow further consultation to be carried out.

Decision

Noted that An Enterprising Third Sector Framework report be carried forward to the next meeting.

2. DECLARATIONS OF INTEREST

Councillor William Boyle declared a non-financial interest arising from him being the Chair of the Voluntary Sector Gateway West Lothian and in that his wife was involved in Simply Play at Kirkhill Primary School.

3. MINUTE

The Panel confirmed the minute of its meeting held on 13 March 2013 as being a correct record. The minute was thereafter signed by the Chair.

4. AN ENTERPRISING THIRD SECTOR

The Panel welcomed Raymond Branton and Colin Hilditch to the meeting and noted the presentation carried out on behalf of Simply Play. Raymond provided an overview of the services available from Simply Play, which offered after school and holiday childcare across West Lothian. Simply Play provided quality play and professional childcare that parents could trust through their network of Out of School clubs in West Lothian. The service also provided support for families in crisis.

The Panel was advised that Simply Play was the National Care Accolade Winner of 2012 and won the Innovative Social Enterprise Award in 2013.

Raymond went on to advise that significant progress had been made over the past few years. He outlined the aims and highlights of the service as well as the challenges that lay ahead due to the tough economic climate.

In response to questions from Members in relation to difficulties experienced by the service, Raymond advised that there were often difficulties due to the lack of suitable accommodation, however, he did stress that the council was very supportive of the service.

The Chair thanked Raymond and Colin for attending the meeting and congratulated staff at Simply Play for the excellent work carried out.

Following conclusion of the presentation the Panel considered a report (copies of which had been circulated) by the Head of Area Services which provided details of the current and proposed activities to support the development of an enterprising third sector in West Lothian. Appendix 1 to the report provided an update from West Lothian Social Enterprise Network on the co-commissioning work carried out to date.

The report went on to provide details of the Partnering for Success Programme, the aim of which was to ensure that the council engaged proactively with the third sector to make organisations more aware of the range of support and potential opportunities available to deliver new and/or additional services. The six strands of the programme were outlined in the report and a common monitoring system agreed to facilitate effective evaluation of the delivery of the programme.

Social enterprise in schools was also being developed with a number of materials relating to Curriculum for Excellence being established to deliver social enterprise packages to help launch youth social enterprises. Work was carried out by the council in facilitating meetings between the Social Enterprise Academy and Educations Schools Business Links Group with a view to commencing work in West Lothian.

In conclusion, progress continued to be made in developing and moving forward the four main strands involved in developing an enterprising third sector in West Lothian as follows:

1. Preparation of an Enterprising Third Sector Framework;
2. Implementation of Partnering for Success Programme;
3. Support for West Lothian Social Enterprise Network; and
4. Effective use of Scottish Government Investment to add maximum value.

#### Decision

Noted the presentation by Simply Play and contents of the report.

## 5. VOLUNTARY ORGANISATIONS: QUALITY IMPROVEMENT

The Panel considered a report (copies of which had been circulated) by the Head of Area Services which provided details of the support provided to voluntary organisations to achieve quality measurers. The appendix to the report provided details of the PQASSO Tracking List as at 30 April 2014.

The report recalled that in March 2012 Council Executive, on the unanimous recommendation of the Voluntary Organisations PDSP, agreed to move away from the Best Value Review (BVR) system to a suite of externally accredited quality standards. Council Executive also agreed an investment of £20,000 to match an offer from the Voluntary Sector Gateway West Lothian to contribute that amount for a pilot to support up to 20 organisations achieve PQASSO.

The Senior Policy Officer then advised the Panel that a total of twelve organisations attended the awareness raising training session on PQASSO and then embarked on the process of achieving external accreditation at the level appropriate to their requirements. Assistance was provided by a volunteer mentor who had also attended the PQASSO training and was active as a Trustee with one of the organisations. As a result of this process, these organisations all produced a portfolio of evidence that was externally assessed for accreditation by Charities Evaluation Services (CES) and were either officially granted the appropriate level of award or been asked to undertake an improvement programme within three months to qualify for the award.

The Panel noted that meetings were held with Quality Scotland to identify ways of improving the Health Check process by including a range of relevant questions that would assist voluntary organisations move towards a quality standard or framework. These meetings led to Quality Scotland identifying an opportunity to utilise their knowledge and experience of the WLAM process and previous work with voluntary organisations to prepare a tailored quality framework aligned to WLAM along with a bespoke self-assessment tool.

In conclusion, officers would continue to hold discussions with Quality Scotland in order to prepare this framework and tool, with a report on the progress being made submitted to the PDSP at its meeting scheduled to be held in November 2014.

### Decision

Noted the contents of the report.

## 6. EMPLOYER SUPPORTED VOLUNTEERING

The Panel considered a report (copies of which had been circulated) by the Head of Area Services which provided details of the new model for Employer Supported Volunteering (ESV) challenges covering 2014/15

and provided information on challenges already identified.

The report recalled that West Lothian Council was committed to the promotion of volunteering and recognised the contribution it made to capacity building in the communities and social economy of West Lothian. The council promoted its commitment to volunteering amongst its employees through a policy of Employer Supported Volunteering. The council supported employees who wished to undertake team challenge volunteer work which was relevant to its customer base, reflected council's aims and objectives and those of its community planning partners, while acknowledging the demands and needs of services.

The council established an ESV Champions Group in May 2011 encompassing nine service areas within the council. Building on the experience of working with the Scouts during 2013 a new model for challenges was prepared. A meeting was held with the Scout Commissioner in December 2013 looking at twinning each of the nine service areas of the council with scout troops based in one of the nine electoral wards in West Lothian. Individual challenges would then be identified between the scouts and the ESV champions and undertaken in partnership both during Scout community week and throughout the year as appropriate. A further meeting would be held to finalise details.

The Panel was advised that the Regeneration and Employability team, working in partnership with the 14<sup>th</sup> Livingston Scout Troop and Cub Pack, agreed a community clean-up project at Eliburn Park, Livingston.

The Senior Policy Officer stated that work was on-going to identify opportunities to provide assistance. It was envisaged that between the ideas under consideration the target of twelve challenges for 2014/15 would be achieved. A further report would be prepared for the PDSP highlighting the outcomes as they were achieved.

In conclusion, the ESV team have identified new models for challenges and planning for the delivery of support during the current year was well underway.

The Panel was asked to note the proposals for new models to identify challenges and acknowledge the work done to date in identifying challenges for 2014/15.

#### Decision

Noted the contents of the report.

### 7. WEST LOTHIAN PARTNERSHIP AGREEMENT

The Panel considered a report (copies of which had been circulated) by the Head of Area Services providing details of the activities undertaken by the Partnership Agreement Implementation Group during 2013/14 and outlined plans for reviewing and updating the Implementation Plan for 2014/15. West Lothian Partnership Agreement Annual Report 2013/2014 was attached as an appendix to the report.

The report explained that the West Lothian Partnership Agreement was a high level partnership between the voluntary sector and the statutory sector in West Lothian. The purpose of the partnership was to advance working relationships between the voluntary sector, West Lothian Council, community planning partners and other appropriate stakeholders in West Lothian based on a number of shared underpinning principles which were outlined in the report. Core partners since March 2009 were Voluntary Sector Gateway, West Lothian Community Health and Care Partnership, West Lothian Council and NHS Lothian.

Both the statutory and voluntary sectors make a significant but distinctive contribution to the quality of life in West Lothian. By working together they add further value to West Lothian in a number of ways.

The Senior Policy Officer advised the Panel that at a meeting held in March 2014 it was agreed that a full survey would be undertaken of all members with the aim of identifying how the vision and collective contribution the partners could make in the coming years to improving quality of life for local people and communities. The results of the survey would form the basis for preparation of a new Implementation Plan that was relevant to the needs of all partners and to which all partners would have contributed and have ownership of.

In conclusion, it was noted that although the partnership had undertaken a number of activities in the last year concerns were raised in relation to the low level of attendance and lack of input from members. The partners decided that it was an opportune time to undertake a full survey to identify why this was the case and to seek positive ideas to make the partnership relevant and ensure all partners were fully engaged.

The Panel was asked to note the activities undertaken by the Implementation Group during 2013/14 as outlined in the appendix to the report and note the planned process for undertaking a major review of the Partnership Agreement and make up of future Implementation Plans.

#### Decision

Noted the contents of the report.

### 8. FOOD POVERTY

The Panel considered a report (copies of which had been circulated) by the Head of Area Services which provided details of the progress made in establishing a short life working group to tackle food poverty in West Lothian and confirmed the allocation of £29,000 time limited expenditure to support organisations operating food banks and others in the voluntary sector working to tackle food poverty.

A short life working group on food poverty was established which involved representatives from a number of key voluntary organisations and council services. Four meetings were held to date and a number of initiatives were developed to improve joint working. Details of the work carried out

by the Food Poverty Working Group were outlined in the report.

The Panel was advised that West Lothian Council allowed £29,000 of time limited expenditure to support Food Banks, which was allocated as follows:

- £15,000 to West Lothian Food Banks;
- £10,000 to CFINE West Lothian;
- £3,000 to Food Train West Lothian; and
- £1,000 to the Salvation Army.

The additional funding would provide specific support for the above organisations in relation to staffing, premises and transport and would encourage further collaboration between them.

The Panel was asked to note the progress made by the Food Poverty Working Group and note that a further update would be provided to the first meeting of the PDSP after the summer recess period.

#### Decision

Noted the contents of the report.

### 9. CHCP STRATEGIC COMMISSIONING

The Panel considered a report (copies of which had been circulated) by the Senior Manager Community Care Support and Services providing an overview of the strategic commissioning approach taken by West Lothian Community Health and Care Partnership (CHCP) and how this resulted in services provided by the third sector.

The report recalled that West Lothian Community Health and Care Partnership commissioned a wide range of health and care services to achieve the best possible outcomes for people living in West Lothian. The development of strategic commissioning within the CHCP resulted in a series of care group based joint commissioning plans. This approach was designed to ensure that resources were deployed as effectively as possible to address priority needs. Details of the strategic commissioning approach taken by the CHCP were outlined in the report and the Joint Health and Social Care Commissioning Strategy for 2011-2021 was attached as appendix 2 to the report.

The Senior Manager Community Care Support and Services then advised the Panel of the four stage planning cycle involved in the strategic commissioning model. It was noted that although this often resulted in formal contracts with third sector organisations, there were several differences between this approach and the Voluntary Organisations Best Value model. The major difference was that the strategic commissioning model started with an analysis of need and did not presume the service provision requirement or the organisation which provided it. Although the



quality of the various joint commissioning plans varied at present it was expected that following a full review cycle scheduled to be completed by September 2014 that all plans would be fully fit for purpose.

Under the council's Health, Care and Support Services Procurement Procedures the Head of Social Policy was required to report bi-annually to Social Policy PDSP on the care and support contracts awarded or extended within this period and any general update on contract activity. Appendix 1 to the report provided details of the Social Policy contracts which had been awarded or amended under the guidance of the CHCP Contracts Advisory Group in the last six months as reported to the Council Executive on 27 May 2014.

In conclusion, service provision through external organisations, including third sector organisations, was based on formal contracts which were subject to the structured performance monitoring and review approach established by the CHCP and reported to the Contracts Advisory Group, the Senior Management Team of the CHCP and the Social Policy PDSP.

The Panel was asked to note:

- The strategic commissioning approach taken by the CHCP;
- The on-going development of clear contractual agreements between the council and providers of care and support services; and
- That contracts to the value of over £18M were currently in place with third sector organisations through the CHCP.

#### Decision

Noted the contents of the report.

### 10. TIMETABLE OF MEETINGS 2014/2015

A copy of the timetable of meetings for 2014/2015 was circulated.

#### Decision

Noted the contents of the timetable of meetings for 2014/2015.

### 11. WORK PLAN

A copy of the work plan was circulated.

#### Decision

Noted the contents of the work plan.





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

### **AN ENTERPRISING THIRD SECTOR FRAMEWORK**

#### **REPORT BY HEAD OF AREA SERVICES**

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

The purpose of the report is to update the Panel on the development of an Enterprising Third Sector Framework, which meets the council administration's commitment to "develop and fund a comprehensive Social Enterprise Strategy for West Lothian".

##### **B. RECOMMENDATIONS**

It is recommended that the Panel:

1. Notes and comments on the draft Enterprising Third Sector Framework;
2. Recommends this draft framework to Council Executive for approval.
3. Invites representatives from Broxburn United FC to make a presentation to the meeting on September 25 about their wide ranging enterprising work in their local community.

##### **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 duty of best value as set out in the Local Government in Scotland Act 2003.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	The framework should contribute to increased activity by social enterprises in West Lothian creating volunteering, training and employment opportunities and addressing inequalities.
<b>V Relevance to Single Outcome Agreement</b>	We live in resilient, cohesive and safe communities.
<b>VI Resources - (Financial, Staffing and Property)</b>	£50,000 time limited investment in West Lothian Social Enterprise Network (WLSN) in 2014-15.

## **VII Consideration at PDSP**

The final draft of the framework was considered by the Voluntary Organisations PDSP on 5 June 2014.

## **VIII Other consultations**

### **D. TERMS OF REPORT**

#### **D1 Introduction**

Social enterprise is under-developed in West Lothian in relation to some areas in Scotland, yet it has a key role to play in providing new jobs and training opportunities. The Enterprising Third Sector Framework (ETSF) will support the development of new and existing social enterprise businesses.

#### **D2 ETSF for West Lothian**

The Voluntary Organisations PDSP agreed on 14 March 2013 to the establishment of an officer working group with the remit to produce a draft social economy strategy, in consultation with appropriate stakeholders, including the West Lothian Social Enterprise Network, Social Enterprise Scotland, Social Accounting Network and Voluntary Sector Gateway West Lothian, for consideration by the PDSP by the end of the financial year.

An initial meeting of this group was held on 11 April 2013 and included representatives from all the above organisations. The group subsequently met on 10 May, 7 June, and 10 July, receiving and discussing a number of papers and ideas that led to agreement of a draft strategy. Early in the above process it was agreed that the group should work towards developing “An Enterprising Third Sector Framework” as this best reflected the broad aims of both West Lothian Council and the Scottish Government.

The ETSF one of a number of frameworks aligned to the Economic Strategy which is a multi-agency strategy reporting through the Economic Forum. Other frameworks aligned to the Economic Strategy include those relating to Business Development; Community Learning; Jobs; Regeneration; Skills and Education; Tourism; Town Centres; and Villages.

The Economic Strategy has been refreshed recently. The strategy focusses on economic development, and increasing the number of jobs in line with the Economic Growth Plan in particular, but with high level outcomes and associated performance indicators from each of the aligned frameworks.

Progress on implementation of the ETSF will be reported to the Voluntary Organisations PDSP.

#### **D3 Vision, aims and objectives**

The framework proposes a vision “To create a fairer and more cohesive community in West Lothian by developing an effective working alliance between the third sector, the public and private sectors in order to reduce social inequality and poverty, build community leadership and cohesion and protect the natural environment.

Consequently the council will support a sustainable, independent and enterprising third sector where organisations work and thrive together.”

The framework also identifies a number of key aims:

- Raise entrepreneurial capacity of the third sector in West Lothian
- Address skills shortage of staff, volunteers and trustees
- Integrate enterprising third sector organisations into council planning and policy documents
- Improve awareness of council staff and elected members

The framework suggests the following objectives:

- Provide business skills support to enterprising third sector organisations
- Retrieve and collate data on skills shortages within enterprising third sector organisations
- Develop a working collaboration with West Lothian Social Enterprise Network (WLSSEN) to explore opportunities
- Deliver awareness training to council officers and elected members

The framework also identifies a number of barriers and constraints and indicates how these can potentially be overcome.

#### **D4 Key Themes.**

The framework has four key themes:

- Enhancing the business capacity of enterprising third sector organisations.
- Addressing skills shortage in organisations and trustees/directors.
- Involving WLSSEN.
- Improving awareness of council staff and elected members.

There are sections on each of the above containing the purpose, approach, activities and performance indicators. There is an action plan linked to these key themes.

#### **E. CONCLUSION**

It is recommended that the EMT welcomes and notes the Enterprising Third Sector Framework and recommends the work to the Council Executive for approval.

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

Enterprising Third Sector Action Plan 2008 -11  
Guide to Social Enterprise Planning

Appendices/Attachments: Two

Appendix 1 - An Enterprising Third Sector Framework  
Appendix 2 - Glossary of Terms

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Steve Field  
**Head of Area Services**

25 September 2014



# **West Lothian Council**

## **Innovation, Potential and Fresh Thinking: A Framework to Support and Develop More Enterprising Third Sector Organisations 2014/17**

**DRAFT**

# Contents

# Page

<b>1</b>	<b>Overview</b>	<b>2</b>
	1.1 Foreward	2
	1.2 Local Third Sector Profile	4
	1.3 Development of the Framework	8
	1.4 Ownership and Scope of the Framework	8
<b>2</b>	<b>Council Priorities</b>	<b>10</b>
	2.1 Council Vision	11
	2.2 Delivering the Vision	11
	2.3 Key Aims	11
	2.4 Objectives	11
	2.5 Identifying Areas for Support and Development	11
<b>3</b>	<b>Thematic Outcomes</b>	<b>12</b>
	3.1 Enhancing the Business Capacity of ETS Organisations	13
	3.2 Addressing Skills Shortages in Organisations and Trustees/Directors	15
	3.3 Involving West Lothian Social Enterprise Network	17
	3.4 Improving Awareness of Council Staff and Elected Members	18
<b>4</b>	<b>Implementing the Framework</b>	<b>19</b>
<b>5</b>	<b>Conclusions</b>	<b>20</b>
<b>6</b>	<b>Action Plan</b>	<b>21</b>
<b>7</b>	<b>Glossary of Terms</b>	<b>25</b>



# 1 Overview

## 1.1 Foreward

### Local Context

An Enterprising Third Sector Framework has been developed as a key part of the council's Economic Strategy that focuses on economic development with high level outcomes and associated performance indicators from a number of aligned frameworks including An Enterprising Third Sector. The council recognises that a thriving and enterprising third sector is essential for the delivery of West Lothian's Single Outcome Agreement overarching theme of tackling inequality and a key element in increasing support to those who most need it.

The council believes that the future of the third sector in West Lothian must be one of innovation and fresh ideas. The development of enterprising activity and of social and community enterprise should be a key driver for change. The potential to improve the lives of local people and the local environment is significant as we move towards the establishment of more sustainable, independent and dynamic, enterprising third sector organisations (ETO's).

West Lothian Council can empower and assist local people in developing their own communities by working in partnership with the third sector to protect the natural environment, reduce social inequality and poverty, strengthen social cohesion and build community leadership to the benefit of residents.

In order to meet the challenges and opportunities emerging from changes to the public sector, mechanisms need to be in place to deliver effective services, reduce local inequalities and achieve improved outcomes for residents in areas of highest need.

The council recognises the pivotal role the Third Sector plays in supporting communities. Consequently the purpose of An Enterprising Third Sector Framework is to kick start the process of assisting the development of Enterprising Third Sector organisations that can increase community leadership and cohesion, build the network of social connections that exist between people, and their shared values and norms of behaviour, which enable and encourage mutually advantageous social cooperation (social capital). The framework will also promote the benefits of co-planning and encourage improved collaboration, partnership working and support mergers where they are appropriate between third sector organisations.

The council has three key target audiences for An Enterprising Third Sector Framework.

Principally, the council is keen to encourage and support all third sector organisations currently receiving council funding through contracts or other funding

agreements to embrace the need for change and grasp the opportunity to learn new skills that will enhance their capacity to become more enterprising and sustainable.

In addition to this, Community Regeneration and Community Planning has been working with an informal group of “key community organisations” who were based, or working, in the seven target areas identified in the Regeneration Framework, the council wants to work with them in order to concentrate efforts in building social capital and cohesion in these target areas

Furthermore, the council has invested in West Lothian Social Enterprise Network (WLSSEN) and wishes to work with them and their members to support existing and newly established social enterprises to grow and develop their leadership, service provision and/or trading position within communities.

Finally, following on from the ‘Partners for Change’ process, joint work on council’s commissioning and procurement strategy and asset transfer policy the council recognises the need to bring together senior management from the council with leaders from the third sector to facilitate learning and dialogue on how, together, they collectively help to develop enterprising third sector organisations.

**Councillor Jim Dixon**

Executive Councillor for Voluntary Organisations

**Graham Hope**

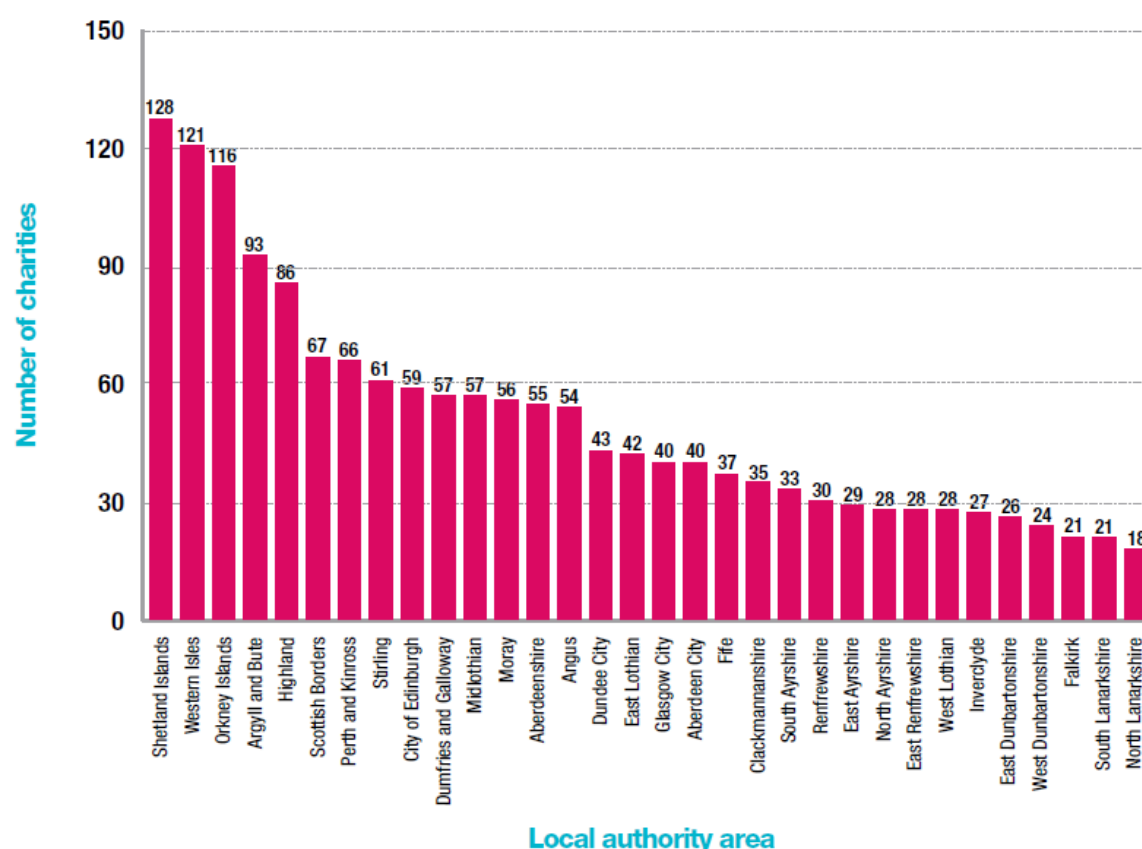
Chief Executive

## 1.2 Local Third Sector Profile

There are 468 West Lothian based organisations registered as charities with the Office of the Charity Regulator in Scotland (OSCR 2014). Of the 32 local authorities, West Lothian has the 19<sup>th</sup> highest number of registered charities with the 10<sup>th</sup> largest population.

The table below shows the number of OSCR registered charities per 10,000 population. Rural areas including the highlands and islands have significantly higher numbers of organisations, and West Lothian is near the lower end of the chart (7<sup>th</sup> lowest of 32 with 28 registered charities per 10,000 population, an improvement from the 5<sup>th</sup> lowest of 32 with 24 registered charities per 10,000 population in 2008). However, most of the other local authorities with less than 30 charities per 10,000 population are council's with similar characteristics to West Lothian e.g. Falkirk, Renfrewshire, South Lanarkshire and South Ayrshire, therefore this may not be as negative as first appears.

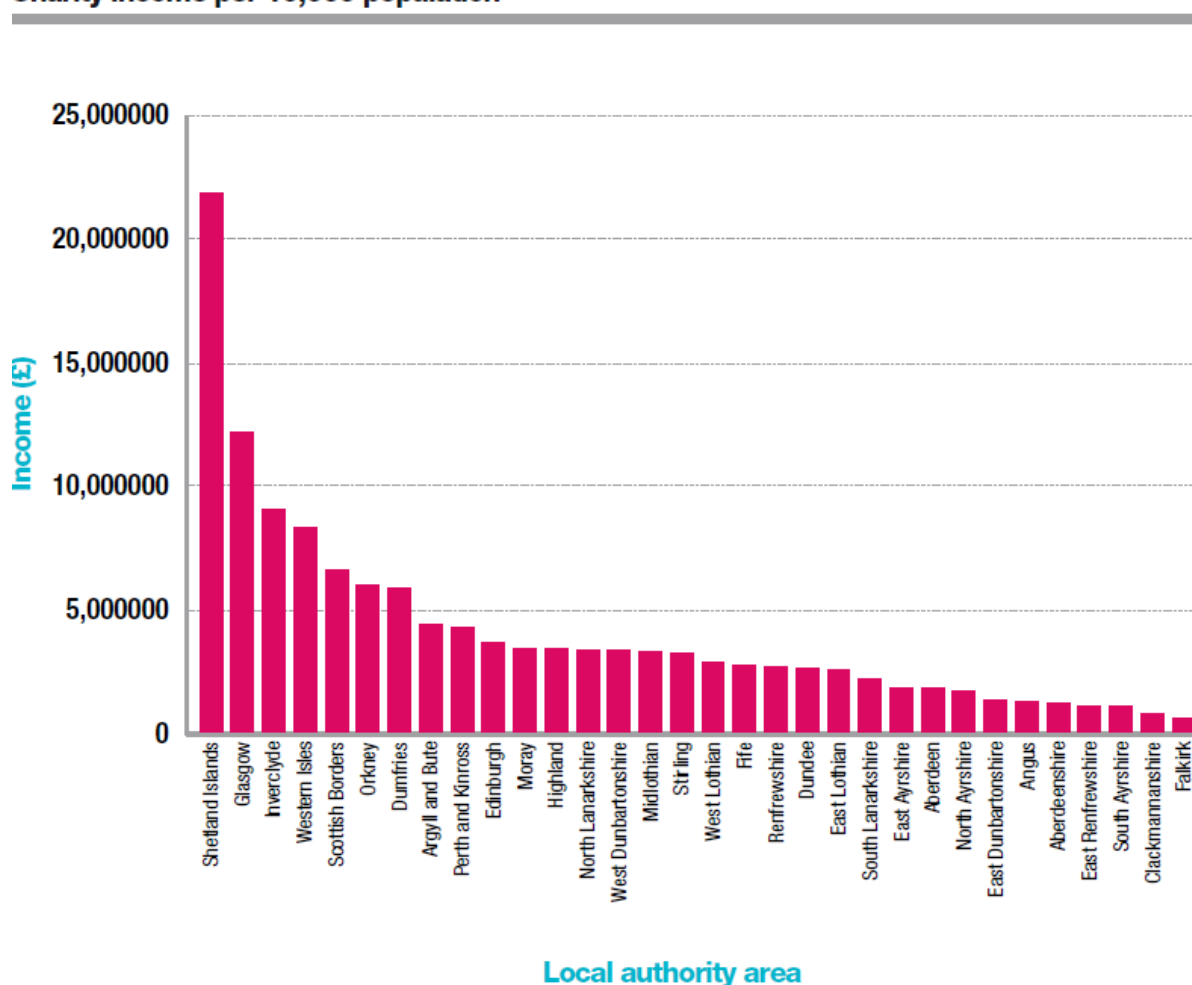
**Charities per 10,000 population**



## Charity income in local authority area

The following chart illustrates the total level of charity income reported per 10,000 people resident in each local authority area. In order to address this issue, the analysis only considers income reported by charities which indicated that their services and activities were delivered in one local authority area. This is not, therefore, a complete picture of charity incomes across Scotland. It does not include large national organisations or cross border charities. It is best reviewed as a picture of local and community activity. Shetland Islands, Glasgow City and Inverclyde had the highest charity income per 10,000 population.

Charity income per 10,000 population



West Lothian is just in the lower half at seventeenth but outperforms comparator local authorities such as Falkirk, Renfrewshire, South Lanarkshire and South Ayrshire. This indicates that West Lothian has an average number of “developed” organisations and also suggests that additional support may be required, in addition to improving awareness and uptake of existing support programmes, to develop a more enterprising and sustainable sector able to deliver or contribute to community planning and council outcomes.

## Social Economy organisations in West Lothian

The most recent survey by Voluntary Sector Gateway West Lothian (VSGWL), *State of the Sector Report 2013*, estimates 1,020 third sector organisations in the county, significantly down on the previously accepted figure of 1,800 from an SCVO report *The Voluntary Sector in West Lothian* published in 2000.

West Lothian Council invested £50,000 during 2013/14 in West Lothian Social Enterprise Network (WLEN) for co-ordination and administration of the current embryonic network, to fund promotional and information materials including a dedicated website and obtain specific business development training for members and local enterprising third sector organisations during 2013/14. The council also invested £50,000 in the “Partnering for Success Programme” in support of the framework. Investment of £50,000 covering 2014/15 has also been confirmed for WLEN.

WLEN are currently profiling the social enterprise sector within the county. WLEN currently has 32 members and is compiling figures on numbers employed, volunteers, turnover and business aims. Their research follows the same methodology utilised by other Social Enterprise networks across Scotland.

## West Lothian Council’s investment in the social economy

West Lothian Council’s current spend in the voluntary sector is approximately £23M per year, although a large part of this relates to organisations based out with West Lothian. The breakdown for 2013-14 by high level categories is given in the table below.

### Payments To Voluntary Organisations 2013-14

	£'000
Adults	£9,592
Children	£9,888
Communities	£2,447
Older People	£2,239
Vulnerable Youth	£1,209
Other	£562
<b>TOTAL</b>	<b>£25,937</b>

## Volunteering

Over half (53%) of respondents to the 2013 West Lothian Quality of Life Survey indicated that they “have volunteered (given unpaid help) in the last 12 months”. This level is consistent with previous surveys. The most popular activities involved children’s education or volunteering in schools (18%), followed by hobbies, recreation or arts groups (16%) and local community or neighbourhood groups (15%).

The 2011-12 Scottish Household survey reported that 30% of adults in Scotland “have provided unpaid help to organisations or groups in the last 12 months”. This level is consistent with previous surveys, and fairly consistent across Scotland. The most common type was volunteering through schools (23%). This was followed by other youth and children’s organisations and health, disability and social welfare organisations (both 19%) and religious organisations (18%).

VSGWL is the main support intermediary body for the third sector in West Lothian primarily funded by the Scottish Government. Their annual monitoring report to Scottish Government covering 2013/14 highlights 5,486 registered volunteers with 592 registered during the year. They have 718 opportunities for volunteering with 81 being created during the year.

A common feature in regard to the nature of many volunteering opportunities is that volunteers have a direct connection with the organisation and would be recruited face-to-face. The general statistics indicate that income level is a factor, and significantly less people in the most disadvantaged areas volunteer.

The framework will link to and support the Commissioning Improvement Plan prepared as an outcome from the ‘Partners For Change’ process which sets out core principles on how the council will support and work with the third sector, including funding and commissioning services in the future. Also, the framework will highlight the contribution third sector organisations make in delivering our single outcome agreement and priorities for our communities and will be informed by the following guiding principles:

**Transparency:** there will be fair processes with clear decision making criteria.

**Efficiency:** the council will work with enterprising third sector organisations in a consistent way which aims to be fair and equitable, and ensure value for money is achieved.

**Localised:** communities will be involved in decision-making through the community planning partnership to ensure council investment reflects local aspirations where possible.

**Partnership:** the “National Standards for Community Engagement” and “The Partnership Agreement” (formerly Compact) with the third sector will be adhered to in order to ensure local people have their say, are listened to, and are involved in decision-making.

## 1.3 Development of the Framework

The Voluntary Organisations Policy Development and Scrutiny Panel (PDSP) agreed on 14 March 2013 to the establishment of an officer working group with the remit to produce a draft Social Economy Strategy, in consultation with appropriate stakeholders including the West Lothian Social Enterprise Network (WLSSEN), Social Enterprise Scotland, Social Accounting Network, local social enterprises and VSGWL.

An initial meeting of this group was held on 11 April 2013 and included representatives from all the above organisations. The group subsequently met on four occasions, receiving and discussing a number of papers and ideas that led to agreement of a draft strategy. Early in this process it was agreed that the group should work towards developing “An Enterprising Third Sector Framework” as this best reflected the broad aims of both West Lothian Council and the Community Planning Partnership.

## 1.4 Ownership and Scope of the Framework

The Enterprising Third Sector Framework is deemed to be a service framework “owned” by Area Services. It is currently identified as one of a number of frameworks which are aligned to the Economic Strategy, a multi-agency strategy reporting through the Economic Forum. Other frameworks aligned to the Economic Strategy include Business Development; Jobs; Regeneration; Skills and Education; Tourism; and Town Centres and Villages.

The Economic Strategy has recently been refreshed, with a focus on economic development (and increasing the number of jobs in line with the Economic Growth Plan in particular) with high level outcomes and associated performance indicators from each of the aligned frameworks included. It is “owned” by Planning and Economic Development (PED) and, whilst PED will seek updates from officers on the aligned frameworks, normal practice would be that they present the composite report to the Economic Partnership Forum. Similarly, any reports to PDSP, Council Executive, etc. would be made by the Head of Planning and Economic Development.

The aligned frameworks will be presented separately to PDSPs by the service which owns them. Accordingly the Enterprising Third Sector Framework will be owned by Area Services and the most appropriate PDSP for reporting progress is the Voluntary Organisations PDSP, where it originated.

Governance		
Group	Governance/Scrutiny Role	Reporting Frequency
An Enterprising Third Sector working group	To receive feedback from social enterprises through WSLEN that will inform reports to the Voluntary Organisations PDSP. To arrange joint events to raise awareness, publicise good practice and encourage collaboration/partnership working between enterprising third sector organisations.	Six monthly
Partnering for Success steering group	To plan and oversee delivery of the Partnering for Success Support Programme. To develop and implement an evaluation process and report outputs.	One off
Voluntary Organisation PDSP	To receive update reports on progress of Framework Implementation including recommendations	Quarterly
Economic Partnership Forum	To receive composite report on progress of all aligned frameworks.	Six Monthly



## 2 Council Priorities

The council has set eight priorities in the current Corporate Plan (2013/17) in consultation with the local community, partners, stakeholders and our staff. These priorities, along with the three enabler themes, represent all the vital activities that the council will undertake in order to achieve better outcomes for West Lothian.

Figure 1 illustrates where An Enterprising Third Framework will contribute directly to a council priority or enabler.

Council Priorities	Name Strategy
1. Improving the employment position in West Lothian	✓
2. Improving attainment and positive destinations for school children	✓
3. Delivering positive outcomes and early intervention for early years	✓
4. Improving the quality of life for older people	✓
5. Minimising poverty, the cycle of deprivation and promoting equality	✓
6. Reducing crime and improving community safety	✓
7. Protecting the built and natural environment	✓
8. Delivering positive outcomes on health	✓
<b>Enablers</b>	
Financial planning	
Corporate governance and risk	
Modernisation and improvement	✓

*Figure 1: Council priorities and the Enterprising Third Sector Framework*

## 2.1 Council Vision

The vision is to create a fairer and more cohesive community in West Lothian by developing an effective working alliance between the third sector, the public and private sectors in order to reduce social inequality and poverty, build community leadership and cohesion and protect the natural environment. Consequently, the council will support development of sustainable, independent and enterprising third sector organisations that work and thrive together.

## 2.2 Delivering the Vision

The framework sets out the council's ambition for enterprising third sector organisations to exist and thrive within the communities of West Lothian and sets out key aims, objectives and outcomes to bring about effective services, reduce local inequalities and achieve improved outcomes, specifically for residents in areas of highest need.

## 2.3 Key Aims

- Raise entrepreneurial capacity, leadership and change management skills of enterprising third sector organisations (ETO's) in West Lothian
- Address skills shortage of staff, volunteers and trustees/directors
- Integrate social enterprises and enterprising third sector organisations into council and community planning partnership (CPP) planning and policy documents
- Improve awareness in relation to social enterprises and enterprising third sector organisations of council staff and elected members

## 2.4 Objectives

- Ensure existing business skills support programmes are accessed by enterprising third sector organisations
- Retrieve and collate data on any skills shortage within enterprising third sector organisations
- Develop a working collaboration with WLSSEN to explore opportunities for co-commissioning.
- Deliver awareness training to council officers and elected members

## 2.5 Identifying Areas for Support and Development

It is recognised that for enterprising third sector organisations to achieve their ambitions, opportunities for support and development to facilitate growth and sustainability have to be identified. Dialogue with West Lothian Social Enterprise Network (WLSN), Social Enterprise Scotland, Social Accounting Network in Scotland and local enterprising third sector organisations identified the following support and development opportunities that will improve enterprising ethos and culture in third sector organisations:-

- Improved awareness and understanding in the statutory and private sectors of what enterprising third sector organisations are and how they contribute to and benefit the local economy and communities they serve.
- Develop a detailed database on the size/scale of social enterprises, including the range of services/products supplied, their contribution, value and strength across social, environmental and economic indicators to facilitate assessment and quality of their overall impact.
- Continue to offer support to enterprising third sector organisations about procurement processes to ensure they are equipped with the specialised knowledge and resources required to successfully complete tender documents.
- Raise awareness of council's asset transfer policy with enterprising third sector organisations, as the ownership and control of physical assets can be critical to the sustainability (financial security) and related development opportunities of enterprising third sector organisations.
- Ensure enterprising third sector organisations have access to specialised business development support to reach a scale and capability where they are investment ready.
- Address skills shortages in enterprising third sector organisations generally and Trustees/Directors specifically to increase the capacity of enterprises to grow more rapidly, achieve scale and become investment ready.
- Identify innovative methods of encouraging new talent with relevant experience and expertise to become involved as Trustees/Directors and adopt processes whereby existing incumbents understand and embrace the need for change and actively participate in learning programmes to achieve this.

### 3 Thematic Outcomes

Four key themes have been identified as the core of the Enterprising Third Sector Framework. The suggested actions to achieve the framework have been themed under the headings below with key actions contained within the Action Plan:

- Enhancing the business capacity of enterprising third sector organisations
- Addressing skills shortage in organisations and trustees/directors
- Involving WLSSEN
- Improving awareness of council staff and elected members

### 3.1 Enhancing the Business Capacity of Enterprising Third Sector Organisations

#### **Purpose:**

West Lothian Council recognises the pivotal role the Third Sector plays in supporting communities, therefore the purpose of this framework is to develop and support enterprising third sector organisations that can increase community leadership and cohesion, build social capital and promote the benefits of co-planning.

#### **Approach:**

The key focus will be to improve uptake of existing mainstream business support services (Business Gateway/Scottish Enterprise), review current support structures and seek to align these with specialised social enterprise and other third sector support services to provide prestart, start-up and more focused business planning support targeted at enterprising third sector organisations evidencing greater potential for growth and sustainability.

Current social enterprise provision should concentrate on developing the business strength of existing enterprising third sector organisations to target support at key stages of development and growth.

#### **Activities:**

The main activities to be undertaken in 2014/17 to achieve this priority theme are:

- Business support needs to be accessible, specific and responsive to needs and would benefit from a more formal relationship between local Business Gateway support, national social enterprise support and local support provided by WLSLEN and VSGWL. This could specifically benefit enterprises with more local and national growth ambitions.

- In order to support and enable the delivery of enterprising third sector organisations, the council will strengthen its links with WLSen to ensure that it is consulted and has a genuine voice in council decision making.
- Similarly, the Community Planning Partnership (CPP) will strengthen its links to WLSen to facilitate full participation in community planning to ensure greater partnership cooperation and good practice.
- Consultation with WLSen members will take place to identify resource intensive processes such as payroll, personnel and other administrative functions that could be outsourced and perhaps provide opportunities for new 'business to business support services' for enterprising third sector organisations.
- Co-commission work to further develop, put online and market the Enterprising Third Sector Support Map, put together as part of the preparation for this framework process and link with current work being undertaken by Senscot.
- Further develop quality systems in ETO's by working with Quality Scotland to improve quality of delivery by ensuring compatibility with Public Service Improvement Framework (PSIF) to ensure alignment of quality systems where possible.

**Performance Indicators:**

- 25 Enterprising Third Sector (ETO) organisations receiving support from Business Gateway/Scottish Enterprise.
- WLSen invited to be a CPP member
- 6 ETO organisations inter-trading
- Number of requests for support to investigate potential for mergers.
- 7 ETO organisations review their organisational structure
- Completion of and 50 hits on the Enterprising Third Sector Organisations Support Map Website.
- 10 ETO organisations aligning quality standard/frameworks to Public Service Improvement Framework

## 3.2 Addressing Skills Shortages in Organisations and Trustees/ Directors

### **Purpose:**

There is evidence that skills shortages in enterprising third sector organisations exist which limits the capacity of enterprises to grow more rapidly, achieve scale and become investment ready.

### **Approach:**

There is a requirement to identify innovative methods of encouraging new talent with relevant experience and expertise to become involved as trustees/directors and to identify processes whereby existing incumbents understand and embrace the need for change and actively participate in learning programmes to achieve this.

Private sector support through corporate social responsibility has played a significant role in funding and mentoring enterprising third sector organisations. The mentoring element is providing key personnel to work alongside enterprises to provide business support. This support is mostly targeted towards established enterprising third sector organisations with growth ambitions and serves as a good example of mainstream corporate businesses and enterprising third sector organisations working effectively to deliver mutual value. Pilotlight Scotland is a good example of this kind of private sector support.

There are opportunities to replicate and build on the effective way that private sector organisations have engaged with and supported enterprising third sector organisations. Preliminary discussions have taken place with School for Social Entrepreneurs Scotland who currently work with existing private sector providers around this topic.

The council also has a number of employees with relevant skills and experience that could be utilised in providing support as an extra resource to support established enterprising third sector organisations with their development plans and sustainability ambitions. Indeed many council employees already play a significant role in a voluntary capacity within third sector organisations. In taking this framework forward, the numbers participating could be researched and used to encourage other council employees to take up the opportunity to support ETO organisations in a mentoring capacity.

### **Activities:**

The main activities to be undertaken in 2014/17 to achieve this priority theme are:

- Propose an extension to the Employer Supported Volunteering Programme to include provision of mentoring support by five council employees for up to 15

hours per year to support enterprising third sector organisations through mentoring for managers and/or trustees/directors.

- Maximise support from private and third sector mentoring support programmes building on existing foundations, including utilising support available from Scottish Government's Governance Support Initiative, Chamber of Commerce and current investment in Scottish Business in the Community, develop additional support if a need is identified.
- Work with Quality Scotland to create a programme bringing together the key people involved in 'Partnering for Success' to carry out appropriate levels of self-assessment and effect continuous improvement. This programme will train people as necessary on what 'excellent' organisations look like.

The programme will also act as a vehicle to share best practice and ultimately reduce the effort required to move everyone forward in the same direction. This will all be done in the context of the Public Service Improvement Service (PSIF), the Partnering for Success programme and alignment to the key Single Outcome Agreements appropriate to enterprising third sector organisations.

- Provide support to fully develop a 'Key Community Organisations Network' including specific work around the opportunities for new organisational structures and other identified support need taking forward evidence and or experience gained from the Partnering for Success programme.
- Encourage five recently retired employees to apportion time to support enterprising third sector organisations as a volunteer or trustee.

#### **Performance Indicators:**

- 5 Employees trained as mentors offering support to enterprising third sector organisations.
- ESV policy reviewed and policy amended/updated by October 2014
- 5 recently retired employees offering assistance to enterprising third sector organisations.
- 15 mentors provided through private and/or third sector mentor support programmes.
- 10 participants from Partnering for Success undertaking Quality Scotland self-assessment training and implementing within their organisation.

### 3.3 Involving West Lothian Social Enterprise Network

**Purpose:**

WLSen is a member network forum set up to connect, support and represent the views of new and existing social enterprises throughout West Lothian. West Lothian Council has invested in the organisation and a formal funding agreement outlines the outcomes and performance indicators to be met. WLSen reports on this directly to the Voluntary Organisations PDSP and is also working with the council in implementing a number of co-commissioned projects linked to the delivery of this framework.

**Approach:**

In order to support and enable the development of enterprising third sector organisations, the council will strengthen its links with WLSen to ensure that it is consulted and has a voice in council decision making. Similarly, the Community Planning Partnership will strengthen its links to WLSen to facilitate full participation in community planning to ensure greater partnership cooperation and good practice. The approach will also ensure jointly identified local needs can be tackled through co-commissioned work utilising resources provided by the Scottish Government. The council will also work in partnership with WLSen in delivering 'Partnering for Success' the support programme aligned to this framework.

**Activities:**

The main activities to be undertaken in 2014/17 to achieve this priority theme are:

- Develop the entrepreneurial capacity of enterprising third sector organisations (ETO's) through a co-commissioning arrangement with WLSen to deliver a programme of support to ETO's.
- WLSen to produce a detailed database on the size/scale of social enterprises, including the range of services/products provided, their contribution, value and strength across social, environmental and economic indicators.
- Co-hosting a major biennial event with VSG and WLSen for social enterprises and enterprising third sector organisations, including presentations, exhibitions, workshops and forums drawing on experiences in West Lothian, Scotland and beyond.
- Research and develop a set of benchmarks with WLSen, other Social Enterprise Networks (SEN) and Social Enterprise Local Authority Group (SELAG) members in relation to provision of social economy support. Develop an information sharing resource through SELAG.



- Develop and implement an effective monitoring and evaluation process to ensure outcomes from co-commissioning are achieved.
- Work with VSG to develop a clear protocol outlining how the support WLSSEN will provide compliments VSG inputs.
- Work with VSG, WLSSEN and council in delivering and evaluating the 'Partnering for Success' support programme.

**Performance Indicators:**

- 20 ETO organisations participate in the partnering for success support programme.
- Data base of Social Enterprises produced by WLSSEN.
- Two events organised and delivered by 2016.
- Joint support protocol agreed by council, VSG and WLSSEN
- 'Partnering for Success' programme evaluation.

### 3.4 Improved Awareness of Council Staff and Elected Members

**Purpose:**

There is evidence from Social Enterprise Scotland that limited awareness and understanding from both council staff and elected members exists in relation to what enterprising third sector organisations are and how they contribute to and benefit the local economy and communities they serve.

**Approach:**

Raising the profile and demonstrating the value of enterprising third sector organisations can be achieved by increasing awareness and understanding of council employees and elected members in order to embrace and support fully the council's framework for developing an enterprising third sector.

**Activities:**

The main activities undertaken in 2014/17 to achieve this priority theme are:

- Developing a policy for council staff to support enterprising third sector organisations through volunteering/mentoring
- Develop and implement a Volunteer Mentors Programme for council staff to qualify as volunteer mentors.

- Set up a short-life working group comprising senior council officers including procurement specialists, elected members, WLSEN and VSG to take forward recommendations from Partners for Change.
- Encourage and engage council staff by developing a promotional strategy to raise awareness across all council services which will include site visits, case study examples and awareness sessions with heads of service and senior management.
- Schedule briefing sessions with elected members to improve understanding and also be notified of ETO's and social enterprises in their wards. It would be particularly informative for new councillors to meet with ETO leaders for an informal briefing and also undertake a tour of local social enterprises aimed at highlighting the profile social enterprises as a part of, and integral to, the local economy.

### Performance Indicators

- 5 briefing sessions with council officers
- 2 briefing sessions with elected members
- 10 visits to ETO's and social enterprises by Corporate Management Team
- 1 tour of ETO's and social enterprises by elected members

## 4 Implementing the Framework

Priorities for the framework and the resulting action plan have been driven by the need to address the issues identified to engage effectively in the development of enterprising third sector organisations and build their capacity so the sector is a vibrant, independent entity where organisations work and thrive together.

However, desk research and evaluations of previous and current public sector strategies and frameworks relating to the social economy and social enterprise has identified that in order for optimum outcomes to be reached, local support and infrastructure services should be in place and fully utilised by enterprising third sector organisations where appropriate. The Ready for Business programme has been developed to ensure access to these services is available throughout the country.

To improve the local infrastructure and address capacity issues, the implementation of the Action Plan will support enterprising third sector organisations by developing skills, developing appropriate organisational structures, encouraging enterprising third sector organisations to operate more efficiently by adopting an entrepreneurial approach and developing and resourcing social capital for an enterprising third sector. This will be resourced by the Partnering for Success Programme.

To maximise effectiveness of the framework we will further develop initial work already undertaken as part of preparing the framework to put in place a map of support detailing provision available from both a local and national perspective.

## 5 Conclusions

The framework highlights key challenges to be tackled and actions that can be undertaken within the timeframe.

In order to meet the challenges and opportunities emerging from changes to the public sector, mechanisms need to be in place to deliver effective services, reduce local inequalities and achieve improved outcomes for residents in areas of highest need.

The Enterprising Third Sector Working Group recognises the pivotal role the third sector plays in supporting communities, therefore the purpose of this framework is to:- i) provide support for social enterprises, ii) develop more enterprising third sector organisations and iii) raise awareness and understanding of social enterprise and enterprising third sector organisations among council officers and elected members in order to increase community leadership and cohesion, build social capital and promote the benefits of co-planning.

The framework will link to and support the Commissioning Improvement Plan being prepared as an outcome from the 'Partners for Change' process which will set out core principles on how the council will support and work with the third sector, including funding and commissioning services in the future. The framework will also highlight the contribution enterprising third sector organisations can make in delivering the outcomes and priorities for our communities.

## ACTION PLAN

### An Enterprising Third Sector Strategy Action Plan Year 1

Action Plan – Outcome 1. Enhancing the Business Capacity of ETS Organisations Year 1						
Action	Description	Planned Outcome	Owner	Start	End	Status (Planned, Active, Complete)
Review mainstream business support services (Business Gateway/Scottish Enterprise) and align with specialised social enterprise and other third sector support services	Map all business support services.	Improved knowledge of business support services in West Lothian.	West Lothian Council/Martin Thomson	April 2014	March 2015	Planned
Develop an online database of social enterprises including what service/s they deliver	Map all existing social enterprise organisations.  Develop database.  Put on website.	Improved knowledge of social enterprises that exist in West Lothian.	WSLEN/Fiona Pearson	April 2014	March 2015	Planned
Provide appropriate business skills support for enterprising third sector organisations (ETO's) covering:	Map out the range of business support.  Co-commission complete and put online the business	Improve the capacity and skills of the third sector.	West Lothian Council/WLSEN/VSGWL/Martin Thomson, Ross Paterson, Fiona Pearson, Jim Gallagher	April 2014	March 2015	Planned

1. Marketing, publicity and promotion 2. Business and strategic planning 3. Preparation of contracting 4. Staff management 5. Relevant quality assurance systems 6. Leadership	support map.  Source business support from Business Gateway and others.  Use the WLSN and VSG websites to promote the importance of business support.					
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### Action Plan - Outcome 2. Addressing Skills Shortage in ETS Organisations Year 1

Action	Description	Planned Outcome	Owner	Start	End	Status (Planned, Active, Complete)
Retrieve and collate data on skills shortages within social enterprises and ETO's	Map skills shortage	Increased knowledge and understanding of skills profile.	WLSN/VSGWL/Fiona Pearson, Jim Gallagher	April 2014	March 2015	Planned
Increase new talent with relevant experience and expertise to become involved as trustees/directors	Marketing and recruitment campaign	Increased skills level of Trustees/ Directors.	West Lothian Council/VSGWL/Ross Paterson/Jim Gallagher	May 2014	March 2015	Planned
Extend the Council's Employers Supported Volunteering	Develop links and work with social enterprises and	Increased capacity of social enterprises and ETO's	West Lothian Council/Graham Whitelaw	September 2014	March 2015	Planned

Programme to social enterprises and ETO's.	ETO's.					
Review and build on support from private sector mentoring support programmes	Develop links with private sector organisations  Directory of mentors	Increase number of mentors.	West Lothian Council/Scottish Business in the Community/Ross Paterson	June 2014	March 2015	Planned

### Action Plan – Outcome 3. Increased involvement with West Lothian Social Enterprise Network Year 1

Action	Description	Planned Outcome	Owner	Start	End	Status (Planned, Active, Complete)
Work with WLSSEN to explore opportunities to integrate social enterprise into council and Community Planning Partnership (CPP) planning and policy documents	Identify good practice from council services that already engage WLSSEN and social enterprises in service plan development  Develop a standard approach for all council services	Improved consultation and communication between council, WLSSEN and social enterprises	West Lothian Council/CPP/WLSSEN Ian Hepburn/Lorraine Gillies/ Fiona Pearson	October 2014	March 2015	Planned
Implement a co-commissioning arrangement with WLSSEN	Deliver a programme of support to social enterprises and ETO's	Improved partnership working.	West Lothian Council/WLSSEN Ross Paterson/Fiona Pearson	April 2014	March 2015	Active
Hold a major biennial event	Link with WLSSEN and VSG to co-host	Increase awareness of social enterprises	West Lothian Council/WLSSEN/VSGWL	June 2014	June 2015	Planned

	event	and ETO's and the services they provide.	Ross Paterson/Fiona Pearson/Jim Gallagher			
<b>Action Plan – Outcome 4. Improved awareness of Council Staff and Elected Members Year 1</b>						
Action	Description	Planned Outcome	Owner	Start	End	Status (Planned, Active, Complete)
Deliver awareness training to council officers on issues affecting social enterprises and ETO's.	Twice yearly training sessions	Council officers knowledge and understanding of social enterprises and ETO's. Improve skills of council officers.	West Lothian Council/WLSEN Ross Paterson/Fiona Pearson	October 2014	March 2015	Planned
Deliver awareness training to elected members on issues affecting social enterprises and ETO's	Twice yearly training sessions	Elected members knowledge and understanding of social enterprises and ETO's. Improve skills of elected members.	West Lothian Council/WLSEN Ross Paterson/Fiona Pearson	October 2014	March 2015	Planned
Develop an induction programme for existing and new council officers who will work with social enterprises and ETO's	Develop an overview of the third sector to be given to relevant staff	Improve council officers knowledge and understanding of social enterprises and ETO's  Improve skills of council officers.	West Lothian Council Ross Paterson	September 2014	March 2015	Planned

## Glossary of key terms

### 1. Enterprising Third Sector Organisations

The last 15 years have seen the rise of a distinctive new form of third sector organisations in the form of the social enterprise business model (businesses which trade for a social or environmental purpose) and of the social entrepreneur (innovative individuals who start businesses that meet social or environmental needs).

Some existing third sector organisations have reacted to the opportunities social enterprise offers while other new organisations have been established and many – in the field of community care for example - are now major providers of high quality public services.

In describing this trend those involved have been branded as **enterprising third sector organisations**. A main thrust of this framework is to encourage, put in place support systems and generally develop the number of such organisations in West Lothian.

### 2. Social Enterprise

This framework has adopted the **Code** prepared by Senscot and generally accepted throughout Scotland for use in the framework.

In 2002, the UK Government published an 'official' definition of social enterprise (SE) which was also adopted in Scotland. The ensuing 10 years has seen a dramatic rise in the popularity of SE - but the government definition was never invested with sufficient authority to be effective. Its meaning became increasingly diluted.

In response the Scottish SE community set down the values and behaviours through which social enterprises can be recognised. The document is in effect a voluntary code of practice - or simply the Code. The Code recognises five Basic Criteria for social enterprise - and in a short Appendix identifies some less 'defined' Values/Behaviours/Influences familiar to the social enterprise sector.

#### The Criteria

There are five essential elements of a social enterprise.

1. A Social Enterprise (SE) is a business trading in the marketplace – selling goods and services – but whose primary objective is to achieve social and/or environmental benefit.
2. Regardless of its legal form, the constitution of a SE will include the requirement that profits are reinvested in the business or in the beneficiary community – and not distributed to owners/shareholders/investors. \*(see footnote)



3. The constitution will always require that on dissolution, the assets of the SE are reinvested in another organisation with similar aims and objectives.

Taken together Criteria 2 and 3 are referred to as the 'asset lock' – the defining characteristic of a SE – which distinguishes it from the private sector.

4. SEs are different from those charities and voluntary organisations which do not aspire to financial independence through trading.

5. SEs are distinct from the public sector and cannot be the subsidiary of a public body.

\* This Code does not exclude that certain types of social enterprise could be 'honourable exemptions' to the zero dividend norm. But this number is very small.

## West Lothian Council

# Innovation, Potential and Fresh Thinking: A Framework to Support and Develop More Enterprising Third Sector Organisations 2014/17

**Steve Field**  
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**25 September 2014**

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#### 1. Enterprising Third Sector Organisations

##### Background

The last 15 years have seen the rise of a distinctive new form of third sector organisations in the form of the social enterprise business model (businesses which trade for a social or environmental purpose) and of the social entrepreneur (innovative individuals who start businesses that meet social or environmental needs).

Some existing third sector organisations have reacted to the opportunities social enterprise offers while other new organisations have been established and many – in the field of community care for example - are now major providers of high quality public services.

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- 5 SEs are distinct from the public sector and cannot be the subsidiary of a public body.

\* This Code does not exclude that certain types of social enterprise could be 'honourable exemptions' to the zero dividend norm. But this number is very small.

### **Values/Behaviours**

**Value based:** SEs are businesses founded on core values – that social fairness and the protection of the planet should be pre-conditions of all economic activity – with all business practices expected to be honest and fair.

**Good Employers:** SEs are good employers – who continually strive to offer a dignified workplace experience; aiming to pay a 'living wage'; and having flatter pay structures than the private sector. SEs do not pay inequitable salaries to senior management; a maximum ratio of 1:5 between lowest and highest is a useful guide.

**Democratic:** From Co-ops and mutuals', SEs have learned the benefits of common ownership and democratic governance. This is the primary model of the social economy in continental Europe.

**Empowerment:** From the Development Trusts and Community Enterprise sectors, SEs have learned about bottom up responses to social problems and how they empower local communities.

**Collaboration:** Within the common sense of running a competitive business – SEs try to help and support one another - in the spirit of the Open Source IT community. SEs will also, where possible, encourage the practice of intra-trading i.e. procuring local goods and services from within the sector itself.



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

### **FOOD POVERTY**

#### **REPORT BY HEAD OF AREA SERVICES**

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

The purpose of this report is to inform members of the Voluntary Organisations Policy Development and Scrutiny Panel of progress in establishing a short life working group to tackle food poverty and confirmation of allocation of time limited expenditure linked to this.

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

It is recommended that the Panel notes progress by the Food Poverty working group and notes that a further update will be provided to the first meeting of the PDSP after the summer recess.

##### **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 duty of Best Value is set out in the Local Government in Scotland Act 2003.
<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>	We live in resilient, cohesive and safe communities.
<b>VI Resources - (Financial, Staffing and Property)</b>	Council agreed £29,000 time limited investment for Food Banks on 19 December 2013, and agreed the allocation of this on 15 April 2014 as per the PDSP recommendation.
<b>VII Consideration at PDSP</b>	Previous reports discussed at Voluntary Organisations PDSP meeting on 13 March 2014 and 12 May 2014.

## **VIII Other consultations**

None.

### **D. TERMS OF REPORT**

#### **D.1 Background**

West Lothian Council agreed a motion titled “Food Banks” on 20 June 2013 which agreed to “Establish a short life officer working group, which includes the organisations operating the food banks and others in the voluntary sector working to tackle food poverty.”

The report updates the Panel on progress with this group.

#### **D.2 Food Poverty Working Group**

The Food Poverty Working Group has around 20 members including representatives from West Lothian Council, DWP, Food Banks and other organisations addressing poverty. The group meets quarterly, supports collaborative working between members and has agreed to align itself with the broader anti-poverty strategy and action plan.

The current priorities for the group are:

- Sharing information through an on-line presence, specifically information that staff and volunteers can provide to customers about other support organisations. This could also be used to highlight staff and volunteer training opportunities and resources.
- Developing a pipeline illustrating stages into, through and out of food poverty. This would include issues and the potential causes of these at each stage in the pipeline and current and potential interventions. This should assist the identification of any overlap, duplication or gaps in provision.
- Building a client profile of who is accessing food banks and other support, and why, to potentially improve targeting of resources to those most in need.
- Examining the potential for a Social Supermarket in West Lothian, based on the UK pilot in Yorkshire. It is unclear at present if this model is replicable, available on a franchise or owned by the Company Shop.

### **E. CONCLUSION**

A short life working group on food poverty involving representatives from a number of key voluntary organisations and council services has been established, has held five meetings and is developing a number of initiatives to improve joint working and our offer to users.

### **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: None

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Steve Field  
**Head of Area Services**

29 September 2014



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

### **VOLUNTARY ORGANISATIONS - HEALTH CHECKS AND QUALITY IMPROVEMENT**

#### **REPORT BY HEAD OF AREA SERVICES**

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

The purpose of this report is to inform members of the Voluntary Organisations Policy Development and Scrutiny Panel of the results of the third round of health checks and also to provide an update on the current position relating to collaboration with Quality Scotland in developing a tailored quality framework aligned to the West Lothian Assessment Model (WLAM) together with a bespoke self-assessment tool that would revise, update and improve the current health check.

#### **B. RECOMMENDATION**

It is recommended that the PDSP notes:

1. The proposals to improve the health check process in collaboration with Quality Scotland through agreeing outcomes covering the short, medium and long term.
2. The outcome of the 2014 round of health checks.

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

<b>I Council Values</b>	Focusing on our customers' needs; providing equality of opportunities; developing employees; 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>	Under the terms of the Local Government in Scotland Act 2003, the council has a statutory duty to secure best value and continuous improvement in the delivery of all its services, including funding and support of outside bodies. In addition, the council is required by a direction from Scottish Ministers to implement the Following the Public Pound Directive issued by the Accounts Commission and COSLA.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	An agreed method of assuring quality is an integral constituent of the move to funding voluntary organisations to deliver agreed outcomes, and should increase performance against agreed indicators.

<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>	None.
<b>VII</b>	<b>Consideration at PDSP</b>	Report to Voluntary Organisations PDSP on 5 June 2014.
<b>VIII</b>	<b>Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D.1 Introduction**

The June meeting of the PDSP agreed a recommendation to further develop discussions with Quality Scotland (QS) with a view to developing a tailored quality framework aligned to West Lothian Assessment Model (WLAM) as a bespoke self-assessment tool that will revise, refresh and update the current health check.

### **D.2 Quality Scotland**

Discussions have continued with QS with agreement being reached on short, medium and long terms outcomes, as follows:

#### Short term

- Re-visit health check mapping to WLAM
- Invite pilot voluntary organisations with link officers to join programme
- Issue mapping for comment
- Organise session on how to use revised health Check
- Organise session to introduce revised health Check to organisations
- Pilot new health checks
- Review pilot

#### Medium term

- Launch programme
- Organise sessions with link offices on how to change approach to monitoring
- Roll out revised health check to non-pilot organisations
- Share best practices from self- assessments
- Formal accreditation for those not already covered by PQASSO

#### Long term

- On-going accreditation of organisations
- Build revised health check into WLAM

The next steps are to flesh out the details for each of these into an action plan and identify organisations to trial the revised health check.

The action plan including the organisations identified to participate in the pilot will be finalised and reported to the PDSP in March 2015.



### D.3 Health Checks

The health check process introduced in 2012 uses a framework to look at the key elements of the organisation such as its governance, finance, partnerships, performance, policies and procedures, staffing, user feedback and volunteering. A series of statements and prompts are provided under each main heading, which is then scored by way of a traffic light system. The more 'reds' recorded the greater is the risk to the organisation and the council as a purchaser of outcomes. The more 'greens' recorded suggests the organisation is less of a risk and may be a source of good practice from which other voluntary organisations could learn.

The Health Check has 59 questions, and 21 completed results for 2014 show the following summary:-

No. Received	Total Questions	Green	Amber	Red
30	1770	1517	217	36

The average, was fifty (2013 fifty two) green, six (2013 five) amber and one (2013 two) red. In all cases action plans to improve from red or amber have been completed and will be monitored on an ongoing basis. Link Officers (LO) are also compiling evidence of best practice and these will be brought together and circulated to all organisations.

### D.4 Link Officers Support Programme

Organisations undertaking a Health Check are supported by 16 LOs from various services across the council. As part of the Partnering for Success support programme, a refreshed and updated course was developed and is currently being delivered.

Feedback from LOs to this has been very positive and has been reflected in reduced times taken to undertake the health checks in this round. This has been matched by responses from the voluntary organisations themselves and Voluntary Sector Gateway indicating a greater understanding of the process, in part attributed to work undertaken in achieving a quality standard

## E. CONCLUSION

The joint work with QS in reviewing, refreshing and updating the health check is progressing well with agreement reached on short, medium and long term outcomes. A future report will contain an action plan designed to ensure our work and previous investment in facilitating voluntary organisations achieve an appropriate externally accredited quality standard/framework can be taken forward through an improved health check document and process.

## F. BACKGROUND REFERENCES

None.

Appendices/Attachments: One

Appendix 1 – Voluntary Organisations undertaking Health Check 2014/15

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Steve Field

**Head of Area Services**

25 September 2014



## Voluntary Organisations: Health Checks and Quality Improvement

### Appendix 1

#### Health Checks Organisations List 2014/15

Number	Organisation	Link Officer
1	Almond Valley Heritage Trust	Elizabeth Henderson
2	Bennie Museum	Elizabeth Henderson
3	Community Action Blackburn	Laura Wilson
4	Boghall Drop In Centre	Laura Wilson
5	Citizens Advice Bureau	Anne Stevenson
6	Craigshill Good Neighbour Network	Scott McKillop
7	Daisy Drop In	George Scott
8	Dedridge Good Neighbourhood Network	Michelle Kirkbride
9	Firefly Arts	Laura Tyrell
10	Handicabs Lothian (now HCL)	Ian Forbes
11	Knightsridge Adventure Project	Michelle Kirkbride
12	Ladywell Neighbourhood Network	Michelle Kirkbride
13	Linlithgow Heritage Trust	Elizabeth Henderson
14	Linlithgow Young Peoples Project	Dougie Grierson
15	Lothian Community Transport	Graham Whitelaw
16	Lothian Shopmobility	Graham Whitelaw
17	The Regal Community Theatre	Anne-Marie Vance
18	Victim Support	Dougie Grierson
19	West Lothian 50+ Network	Graham Whitelaw
20	West Lothian Credit Union	Elaine Nisbet
21	West Lothian Youth Action Project	Beverley Akinlami
22	Whitburn CDT	Douglas Benson
23	Blackburn Family Centre	Sharon Houston
24	YWCA Livingston	Sharon Houston
25	Children 1 <sup>st</sup> – Chill Out Zone	Sharon Houston
26	Enable Newyearfield	Graham Whitelaw
27	Couple Counselling	Sharon Houston
28	Family Mediation Lothian	Sharon Houston
29	First Steps Playgroup	Sharon Houston
30	Rural & Urban Training Scheme	Sharon Houston
31	Lothian Autistic Society	Sharon Houston





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

### **GALA COMMITTEE BUDGET ALLOCATIONS 2014**

#### **REPORT BY HEAD OF AREA SERVICES**

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

The purpose of this report is to inform the Panel of the allocations made from the Gala Committee Budget 2014 to Gala Committees and other organisations in West Lothian.

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

It is recommended that the Panel notes that thirty two gala committees and two other organisations applied to and have been supported from the budget in 2014.

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

<b>I Council Values</b>	Being honest, open and accountable. Focussing on our customers' needs. Making best use of resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
<b>III Implications for Scheme of Delegations to Officers</b>	The Head of Area Services has the delegated authority to make the final allocations and payments.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	SOA 4 - We live in resilient, cohesive and safe communities.
<b>VI Resources - (Financial, Staffing and Property)</b>	Total fund of £56,504 agreed by Council. £46,335.08 has been distributed to gala committees and other organisation in West Lothian.
<b>VII Consideration at PDSP</b>	None.
<b>VIII Other consultations</b>	Discussion took place during the handover of the responsibility for the management of the budget with Operational Services.

## **D. TERMS OF REPORT**

### **D1 Background**

Council approves the Gala Committee Budget each year. In 2014 the total budget amounted to £56,504 (£55,944 in 2013). The Gala Committee Budget is managed in line with the "Gala and Events Grants Operating Scheme". (See Appendix 1). Award of grant is linked to a town, village or a locality and, to the population of that town, village or locality. In 2014, there have been thirty two applications from gala committees with a total value of £45,835.

The "Gala and Events Grants Operating Scheme" also allows for allocation of money from the budget to support 'Local Events'. In 2014 two applications have been received from organisations that fitted the criteria for a local event. Both organisations were supported and received £250 respectively.

This is the first occasion that the Regeneration and Employability service has been responsible for managing the Gala Committee Budget. It is proposed to carry out satisfaction survey of all organisations that receive funding. The results of the survey will be used to inform a review of the funding procedures. A full report on satisfaction levels and the results of the review will be made to a future Voluntary Organisations PDSP.

### **D2 Applications 2014: Gala Committees**

Thirty two application forms were issued to gala committees. All thirty two were returned. These applicants have been supported in full. Appendix 2 shows the gala committees supported and the allocation to each.

### **D3 Applications 2014: Other (non-gala committee) Organisations**

Two applications were sent to and, returned by other organisations. These applicants have been supported. Appendix 3 shows the organisations supported and the allocation to each.

## **E. CONCLUSION**

The report advises of the allocations that have been made to gala committees and other organisations from the Gala Committee Budget to date in 2014.

A satisfaction survey will be conducted with all applicants. A review of the funding process will be undertaken. The results of the satisfaction survey will inform the review. A full report of will be made to a future Voluntary Organisations PDSP.

## **F. BACKGROUND REFERENCES**

West Lothian Council Gala and Events Grants Operating Scheme.

Appendices/Attachments: Three

Appendix 1: Gala and Events Grants Operating Scheme

Appendix 2: Gala Committee Budget Allocations to Gala Committees 2014

Appendix 3: Gala Committee Budget Allocations to Other Organisations 2014

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Steve Field

**Head of Area Services**

Date: 25 September 2014

**GALA COMMITTEE BUDGET ALLOCATIONS 2014**

**Appendix 1: WEST LOTHIAN COUNCIL GALA and EVENTS GRANTS OPERATING  
SCHEME**

## **Table of Contents**

	Page
<b>1. Local Gala Criteria</b>	<b>3</b>
<b>2. Major Event Criteria</b>	<b>4</b>
<b>3. Local Event Criteria</b>	<b>5</b>
<b>4. Annual Increases</b>	<b>5</b>
<b>5. Anniversary Funding Arrangements</b>	<b>5</b>
<b>6. Annual Review Meeting</b>	<b>6</b>
<b>7. Use of Council Facilities/Venues</b>	<b>6</b>
<b>8. Conditions Of Use</b>	<b>6</b>
<b>9. Definitions/Glossary</b>	<b>8</b>



## **West Lothian Council**

### **Gala and Events Grant Scheme 2009**

**Traditional Gala's & Events will be categorised under one of the following headings:**

**1.0 Local Gala's**

**2.0 Major Events**

**3.0 Local Events**

**All Awards are subject to fulfilling the following criteria**

#### **1.0 Local Gala Committee Award Criteria**

- 1.1 Award of grant will be linked to a town, village or locality population numbers/demographics.
- 1.2 Gala committee financial accounts for previous financial years, including audit reports to be made available to the council on request.
- 1.3 Applications for grant to be submitted with a copy of latest Gala Committee financial years accounts. These will always be required unless the Gala is a "New" or "Re-started" committee.
- 1.4 Applicants will provide evidence of historical grant awards/previous grant awards from other sources if required.
- 1.5 No Local Gala grant will be less than the previous financial years award.
- 1.6 Local events will receive a "start-up" award of £250. This is subject to no similar award having been made in the preceding financial year for a similar or recurring event.
- 1.7 Local Gala's will always take precedence over other "Local Events" who might also apply for an award of grant.
- 1.8 Local Gala committees will provide sufficient risk assessment documentation as to satisfy the council's needs when requested.
- 1.9 Gala committees will be required to provide insurance cover details for the Gala events on council property to the amount determined by the council's insurance officer before award.
- 1.10 In an instance where a "Local Gala" is not scheduled to take place and a "Local Event" has been proposed, the council may use its discretion to award up to 50% of the money that might otherwise have been allocated to the "Local Gala", as additional funding to support the "Local Event"

- 1.11 The council authorised officer shall have the authority to varie, waive or amend items in exceptional cases, after approval of the head of service or nominated officer.
- 1.12 Applications for Award of Grant forms will be issued February for return by end of March.

## **2.0 Major Event Committee Award Criteria**

- 2.1 Award of grant will be linked to a town, village or locality population numbers/demographics.
- 2.2 Financial Accounts for previous financial years, including audit reports to be made available to the council on request.
- 2.3 Applications for grant to be submitted with a copy of latest financial years accounts. These will always be required unless the event is a “New” or “Re-started” committee.
- 2.4 Applicants will provide evidence of historical grant awards/previous grant awards from other sources if required.
- 2.5 No “Major Event” grant will be less than the previous financial year’s award unless a radical change in nature or content of the proposed revised event merits a council re-evaluation.
- 2.6 Event committees will be required to provide insurance cover details for the events on council property to the amount determined by the council’s insurance officer before award.
- 2.7 Major Events will provide sufficient risk assessment documentation as to satisfy the council’s needs when requested.
- 2.8 Major Events may be eligible for support if it is in the interest of council and wider community involvement. The council reserves the right to determine if the major event meets this interest and therefore grant is awarded accordingly.
- 2.9 Applications from “Major Events” requesting financial assistance will be judged on a “first come basis” and in terms of the benefits each brings to the wider West Lothian community. The council reserves the right to determine if the major event meets this criteria and grant is therefore awarded accordingly.
- 2.10 Major Events” will take precedence over other “local Events” who might have also applied for an award at the same time.
- 2.11 Application forms for regular events in this category will be sent out during the first week in February with a return date for consideration by the end of February.

### **3.0 Local Events Criteria**

- 3.1 The event must be open and accessible to the local community and only limited by those practical and safety factors associated with the event.
- 3.2 The event must never be exclusive or discriminatory in any form.
- 3.3 Event organisers must have a named chairperson/lead person and secretary for the associated event.
- 3.4 Organisers must have a current bank account with at least two signatories associated with the event, preferably those named in 3.3, or other nominated members of the organising group.
- 3.5 The organisers don't need to submit financial records/audited accounts unless required to do so by the council. These will be either prior to, or immediately subsequent to the event. Failure to provide documentation may preclude individuals associated with the organisation of the event from receiving future awards and maybe the subject of a report to the appropriate council committee for their determination and outcome.
- 3.6 Local events will receive a "Start-up" award of £250. This is subject to no similar award having being made in the preceding financial year for a similar or recurring event.
- 3.7 Any "One off" local Event which becomes a "Regular" event will be reviewed and may then become subject to the "Local Gala" "Major Events" awards process.
- 3.8 Any application for this category of award will require to be applied for by requesting forms no later than the end of March. Applications will then be verified for award no later than the end of April.

### **4.0 Annual Increases**

- 4.1 The objective will be to apply an inflationary percentage figure to the grant subject to Council approval.
- 4.2 The total grant will be revised yearly thereafter in line with inflation to the nearest penny.

### **5.0 Anniversary Funding Arrangements**

- 5.1 On the 25 year anniversary and every 25 years thereafter, the "Local Gala" would be eligible for an additional 20% one off payment in addition to the grant award.
- 5.2 The 20% payment will be based on the current Gala year award that has been applied.
- 5.3 The Local Gala committee will need to apply for the Anniversary funding at the same time as they apply for current years grant award.

- 5.4 Each committee would need to demonstrate when the gala was first established. Anniversary funding would be in recognition for sustaining a valued community event.
- 5.5 Anniversary funding would not be available to Gala committees that have had a break of more than two consecutive years in any 10-year period.

## **6.0 Annual Review Meeting**

An annual review meeting will take place to discuss common issues that are affecting the Gala or events. The General process is to establish effective communication and partnership working.

- 6.1 Two West Lothian Council officials to act as facilitators or initial chair and secretary.

## **7.0 Use of Council Facilities/Venue**

- 7.1 If required, ground in the ownership of the council will be made available free of charge to the committee on the day of the Gala/Event.
- 7.2 Charges may be applied if the event extends over and above the initial day. Charges will be established and reviewed by the head of Operational Services or in conjunction with other nominated service head.

## **8.0 Conditions of Use**

- 8.1 The committee or event organisers will be responsible for the facility until inspected and approved by the appropriate council official and the agreed Gala or event organisers representative as satisfactory after use.
- 8.2 The course of any further action/remedial works required to reinstate any damage caused will be agreed on the Monday following the Gala/Event by joint inspection or at an earlier date if agreed.
- 8.3 Should the organising committee fail to reinstate the ground to the councils satisfaction, any costs incurred by the council to carry out reinstatement to remove litter or make good and damage, will be invoiced to the Gala/Event Committee/Organiser or deducted from any following years award.
- 8.4 It will be the committee's responsibility and discretion as to which traders are invited to attend the Gala and use the site, subject to appropriate licences being held or obtained.
- 8.5 It will be the committee's responsibility to ensure all traders have the appropriate level of insurance cover for the purposes of which they are undertaking. The council may wish to see sight of the insurance cover 28 days prior to the Gala/Event. If the council makes such a request it will be at the discretion of the council's insurance officer to either approve or reject the

level of cover on the basis of adequacy. If rejected, the organising committee should preclude the trader from the council's site, unless amended cover is provided and approved by the council no later than 7 days prior to the event taking place.

- 8.6 Any issues or disputes regarding the local Gala or condition of the facility should be reported to the NET's & Land Services co-ordinating officer at the earliest opportunity.
- 8.7 The Gala Committee will ensure that they have the appropriate insurance cover for the activities taking place and will provide a copy of the insurance cover note no later than 28 days prior to the event taking place.
- 8.8 In the event the committee fail to provide adequate insurance cover and notification, then all permissions permitting the use of council facilities will be revoked.
- 8.9 In the event this occurs the grant award will become repayable with immediate effect.
- 8.10 The Gala committee is responsible for notifying the relevant statutory bodies of the Gala Day/Events and any other event days likely to involve road closures etc.
- 8.11 The Council will subtract costs for material requirements from the following years Grant Award or by agreement to deduct pre booked services from current grant award to reduce administrative costs.
- 8.12 In the unlikely event that the Gala/Event committee organiser breaking, refusing or misusing, neglecting to observe any of the foregoing conditions, or creating danger, nuisance, discomfort or inconvenience to neighbouring tenant or proprietors, may lead to permission being withdrawn or withheld. This may necessitate the issue of a written 48 hour notice to quit.
- 8.13 Under serious conditions, that may be deemed, danger to life and property, the appointed council officer may terminate permission with immediate effect. This will be followed up with a notice in writing to the committee or event organiser.
- 8.14 Any appeals would be to the Head of Area Services or other nominated council head of service or a time, date and venue to be determined by the Head of Service.

## 9.0 Definitions/Glossary

“Local Gala” is a recognised community-organised event for a whole town or locality, occurring on an annual basis for a specific day, week or weekend in one calendar month.

“Local Event” is a one-off event that may or may not recur on an annual basis.

“Financial Year” A council’s financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

“Locality” is defined as distinct geographic area within Livingston. I.e. Deans, Dedridge etc.

“Anniversary Date” the actual date a “Local Gala” was first established.

“New or Re-Started” A Gala committee will be classified as “New or Re-started” if they have had a break of one year or more between Gala’s or they have never held a Gala.

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## **GALA COMMITTEE BUDGET ALLOCATIONS 2014**

### **Appendix 2: Gala Committee Budget Allocations to Gala Committees 2014**

Group	Amount
1. Armadale Children's Gala Day	£2,986.79
2. Blackridge, Westrigg and Westcraigs Gala Day	£837.06
3. Torphichen Children's Gala Day Committee	£609.57
4. Westfield and Bridgehouse Community Council	£467.88
5. Bathgate Procession and John Newland Festival CIC	£4,258.08
6. Friends of Kirkton Park (F.K.A. Boghall Drop-In/Funday)	£971.61
7. West Lothian Highland Games CIC Bathgate Highland Games	£960.58
8. West Lothian Highland Games CIC British Pipe Band Championships	£940.38
9. Broxburn Gala Week Committee	£2,775.34
10. Ecclesmachan and Threemiletown Gala Day Committee	£493.47
11. Uphall Children's Gala Day	£1,407.57
12. Uphall Station Gala Committee	£617.24
13. Winchburgh and District Children's Gala Day	£1,043.51
14. Craigshill Festival Association	£1,946.26
15. East Calder and Wilkieston Children's Gala	£1,708.42
16. Kirknewton Gala Committee	£960.82
17. Mid Calder Children's Gala	£1,242.54
18. Fauldhouse Children's Gala Committee	£1,510.78
19. Harburn Village Hall Festival	£445.09
20. Loganlea and District Gala Day	£749.93
21. Parkhead Children's Gala	£1,226.20
22. Polbeth Children's Gala Day	£1,053.66
23. Court of the Deacons of the Ancient and Royal Burgh of Linlithgow	£2,576.04
24. Linlithgow and Linlithgow Bridge Gala Day	£3,718.73
25. Deans Gala Day	£1,584.65
26. Harrysmuir Fun Day	£587.50
27. Livingston Village Gala Day Committee	£1,072.23
28. Blackburn Children's Gala Day	£1,636.13
29. East Whitburn and Redmill Children's Gala Day	£721.98
30. Harthill, Eastfield and Greenrigg Children's Gala Day	£671.70
31. Seafield and District Children's Gala and Civic Week	£749.67
32. Whitburn Gala Day Committee	£3,303.70
<b>Totals</b>	<b>£45,835.00</b>





## **GALA COMMITTEE BUDGET ALLOCATIONS 2014**

### **Appendix 3: Gala Committee Budget Allocations to Other Organisations 2014**

<b>Group</b>	<b>Amount</b>
<b>1. Armadale Community Education Association</b>	<b>£250.00</b>
<b>2. Mosswood Community Education Centre Management Committee</b>	<b>£250.00</b>





West Lothian  
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## **VOLUNTARY ORGANISATION POLICY DEVELOPMENT AND SCRUTINY PANEL**

### **VOLUNTARY SECTOR: PROVISIONAL ALLOCATION OF FUNDS FROM THE PENSIONERS' GROUPS CHRISTMAS FUND 2014**

#### **REPORT BY HEAD OF AREA SERVICES**

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

The purpose of this report is to inform members of the Voluntary Organisation Policy Development and Scrutiny Panel of the provisional allocations made from the Pensioners' Groups Christmas Fund 2014-15 to voluntary and community organisations in individual wards, Livingston-wide and West Lothian-wide.

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

It is recommended that the PDSP notes that, to date, 65 groups have applied to the fund and will be supported.

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

<b>I Council Values</b>	Being honest, open and accountable. Focussing on our customers' needs. Making best use of resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
<b>III Implications for Scheme of Delegations to Officers</b>	The Head of Area Services has the delegated authority to make the final allocations and payments.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	SOA 5 - Older people are able to live independently in the community with an improved quality of life.
<b>VI Resources - (Financial, Staffing and Property)</b>	Total fund of £28,481 agreed by the council.
<b>VII Consideration at PDSP</b>	Review of Pensioners Group Christmas Fund Process reported to Voluntary Organisations PDSP in March 2014.
<b>VIII Other consultations</b>	Local Area Committees August to September 2014.

## **D. TERMS OF REPORT**

### **Background**

Council approves the Pensioners' Groups Christmas Fund each year. In 2014-15 the total fund amounts to £28,481. The fund is divided by the total number of beneficiaries, which to date is 4,021. By using that number the global unit cost for 2014-15 is £7.08 per beneficiary. At present this means there is a projected small underspend of £12.72 on the budget. These figures are provisional as several organisations have not yet returned an application form and are being followed-up. Letters will be issued to groups in late October advising them of the amount of funding they will receive and payments will be made directly to the bank accounts of groups during November through PECOS. A full report on the final allocations will be made to the Voluntary Organisations PDSP in November.

### **Overall Number of Applications Issued**

A total of 82 applications were issued.

### **Applications 2014-15: All Wards**

79 applications forms were sent to ward-based organisations. Out of that total, 63 applications have been received. The intention is that these groups will be supported. One group has declined to apply due to a lack of interest.

### **Applications 2014-15: West Lothian-Wide Organisations**

Two applications were sent out to West Lothian-wide organisations. Out of that total one application has been received. The intention is that this group will be supported.

### **Applications 2014-15: Livingston Wide Organisations**

One application was sent out and has been returned. The intention is that this group will be supported.

## **E. CONCLUSION**

The report advises of the provisional allocations that are proposed to be made from the Pensioners' Groups Christmas Fund 2014 to groups in wards, Livingston-wide and West Lothian-wide.

A full report on the final allocations will be made to the Voluntary Organisation PDSP in November. Letters will be issued to groups in October advising them of the amount of funding they will receive. Payments will be made to the bank accounts of groups during November via PECOS.

## **F. BACKGROUND REFERENCES**

Local Government in Scotland Act 2003.

Appendices/Attachments: Two

Appendix 1: Provisional Allocations 2014 to Ward Based Pensioners Groups

Appendix 2: Provisional Allocations 2014 Livingston-wide and West Lothian-wide Pensioners Groups

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Steve Field,  
**Head of Area Services**

Date: 25/09/2014

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

### **PENSIONERS' GROUPS CHRISTMAS FUND PROVISIONAL ALLOCATIONS 2014**

#### **REPORT BY HEAD OF AREA SERVICES**

##### **Appendix 1: Provisional Allocations 2014 to Ward Based Pensioners Groups**

Ward or Area	Number of Beneficiaries 2014-15	Global Unit Cost 2014-15	Amount 2014-15
Armadale & Blackridge	432	£7.08	£3,058.56
Bathgate & Boghall	376	£7.08	£2,662.08
Broxburn, Uphall & Winchburgh	464	£7.08	£3,285.12
East Livingston & East Calder	566	£7.08	£4,007.28
Fauldhouse & Breich Valley	530	£7.08	£3,752.40
Linlithgow	38	£7.08	£269.04
Livingston North	233	£7.08	£1,649.64
Livingston South	500	£7.08	£3,540.00
Whitburn & Blackburn	414	£7.08	£2,931.12
Livingston-Wide	250	£7.08	£1,770.00
West Lothian-Wide	218	£7.08	£1,543.44
<b>Totals</b>	<b>4,021</b>	<b>£7.08</b>	<b>£28,468.68</b>

**Note:** Several pensioners groups have not applied. They will be contacted to determine if they are going to apply.



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**PENSIONERS' GROUPS CHRISTMAS FUND PROVISIONAL ALLOCATIONS 2014**

**REPORT BY HEAD OF AREA SERVICES**

**Appendix 2: Provisional Allocations 2014: Livingston-Wide & West Lothian-Wide Organisations**

Group	Number of Beneficiaries	Amount
Braid House Day Centre	250	£1,770.00
<b>Total</b>	<b>250</b>	<b>£1,770.00</b>

Group	Number of Beneficiaries	Amount
West Lothian 50+ Network	218	£1,543.44
<b>Total</b>	<b>218</b>	<b>£1,617.56</b>





## VOLUNTARY ORGANISATIONS PDSP WORKPLAN - 25 September 2014

	Title	Purpose	Lead Officer	Frequency	PDSP	Referral to Council Exec
1	Food Poverty	To update to panel on progress of the Food Poverty Working Group.	Ian Hepburn		25/09/14	No
2	An Enterprising Third Sector Framework	To advise members of progress in developing an Enterprising Third Sector Framework and recommends this draft framework to Council Executive for approval.	Ian Hepburn	Quarterly	25/09/14	Yes
3	Voluntary Organisations: Health Checks and Quality Improvement	To inform members of the outputs of the 2014 Health Checks and update progress in discussions with Quality Scotland.	Ross Paterson	Six monthly	25/09/14	No
4	Gala Committee Budget	To update members on the outturn of the budget for 2014/15 to date and advise of plan for review of the application/funding process.	Ross Paterson	Annually	25/09/14	No
5	Pensioner's Christmas Fund	To update members on the provisional allocations from the fund.	Ross Paterson	Six Monthly	25/09/14	No
6	West Lothian Partnership Agreement (Formerly Compact)	To advise members on the outcomes of a review of the Partnership Agreement.	Ross Paterson	One off	27/11/14	No
7	An Enterprising Third Sector	To advise members of progress in developing an Enterprising Third Sector including Partnership for Success	Ian Hepburn	Quarterly	27/11/14	No

	<b>Title</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Frequency</b>	<b>PDSP</b>	<b>Referral to Council Exec</b>
8	Employer Supported Volunteering	To advise members on progress in undertaking challenges for 2014/15	Ross Paterson	Six Monthly	27/11/14	No
9	Pensioners Fund Christmas	To update members on the provisional allocations from the fund.	Ross Paterson	Annually	27/11/14	No