

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 25 SEPTEMBER 2014.

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

Apologies – Councillor William Boyle

In Attendance – John Cochrane (Senior People's Forum)

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The Voluntary Organisations Policy Development and Scrutiny Panel approved the minute of its meeting held on 5 June 2014. The minute was then signed by the Chair.

3. AN ENTERPRISING THIRD SECTOR FRAMEWORK

(a) Presentation from Broxburn United Football Club

James Pegg (Community Club Development Manager) and Alan Cunningham (Board Trustee) had been invited to give a presentation on the development of Broxburn United Sports Club.

The Community Club Development Manager explained that the number of football teams using the facility had increased from 4 teams in 2000 to 22 teams in 2010. The position at 2014 was as follows:-

- 29 football teams
- Athletics Club
- Boxing Club
- Walking Football 60+
- Zumba for Kids

BUSC's key partners were:- Lloyds Banking Group, West Lothian Council, Active Schools, SFA, Rank Foundation, Robertson Trust, Edinburgh and Lothians Health Foundation, Broxburn Town Centre Management Group, Broxburn Academy, Broxburn Youth Providers and West Lothian Youth Action Project.

The presentation slides showed some of the young people from Broxburn/Uphall using the facility for sport and as a social

environment. A very positive quotation from a Work Experience Student was highlighted in the report, together with a quotation from a Working Future Student who described his trip to watch a football match in Sunderland as “a day I will never forget”.

The Community Club Development Manager and the Board Trustee then responded to questions raised by Panel members. They spoke of the interest shown by other local authorities in visiting the BUSC, and also of their involvement in assisting other clubs in West Lothian.

On behalf of the Panel, the Chair congratulated BUSC on its achievements within a short timeframe, and recorded the Panel’s thanks to James and Alan for their informative presentation.

### Decision

To note the terms of the presentation.

#### (b) Report by Head of Area Services

A report had been circulated by the Head of Area Services updating the Panel on the development of an Enterprising Third Sector Framework, which met the council administration’s commitment to “develop and fund a comprehensive Social Enterprise Strategy for West Lothian.”

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

The report went on to advise that the Economic Strategy had been refreshed recently, and progress on implementation of the ETSF would be reported to the Panel.

The key aims of the framework were outlined in the report, together with a number of suggested objectives. The framework also identified a number of barriers and constraints and indicated how these could potentially be overcome.

It was recommended that the Panel:-

1. Note and comment on the draft Enterprising Third Sector Framework;
2. Recommend the draft framework to Council Executive for approval
3. Invite 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.

#### Decision

To note the terms of the report and to agree that the draft framework be forwarded to the Council Executive for approval.

#### 4. FOOD POVERTY

A report had been circulated by the Head of Area Services informing the 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.

The Head of Area Services recalled that, at its meeting held on 20 June 2013, the Council had agreed to establish a short life officer working group, which included the organisations operating the food banks and others in the voluntary sector working to tackle food poverty.

The report went on to advise that a Food Poverty Working Group had been established, with around 20 members including representatives from West Lothian Council, DWP, Food Banks and other organisations addressing poverty. The group met quarterly, supporting collaborative working between members and had agreed to align itself with the broader anti-poverty strategy and action. The current priorities for the group were listed within the report.

One of the priorities was to examine the potential for a Social Supermarket in West Lothian, based on the UK pilot in Yorkshire. It was currently unclear if this model was replicable, available on a franchise or owned by the Company Shop. In response to a question raised, officers undertook to gather information on the impact of a Social Supermarket on organisations such as Fare Share (Cyrenians Edinburgh) and to incorporate this information into a report to the next meeting.

The Panel was invited to note progress by the Food Poverty Working Group as outlined in the report.

#### Decision

1. To note the terms of the report; and
2. To agree that officers report back to the next meeting on the impact of a Social Supermarket on organisations such as Fare Share.

#### 5. VOLUNTARY ORGANISATIONS - HEALTH CHECKS AND QUALITY IMPROVEMENT

A report had been circulated by the Head of Area Services informing the 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. A Health Check Organisation List 2014/15 was attached as Appendix 1 to the report.

The report advised that, since the June meeting of the Panel, discussions had continued with Quality Scotland with agreement being reached on short, medium and long term outcomes. The outcomes were outlined within the report.

The next steps were to flesh out the details for each of the outcomes into an action plan and identify organisations to trial the revised health check. The action plan included the organisations identified to participate in the pilot would be finalised and reported to the Panel in March 2015.

The report went on to explain the health check process and advised that organisations undertaking a Health Check were supported by 16 LOs from various services across the council. As part of the Partnering for Success supported programme, a refreshed and updated course had been developed and was currently being delivered.

The Head of Area Services concluded that the joint work with QS in reviewing, refreshing and updating the health check was progressing well with agreement reached on short, medium and long term outcomes. A future report would contain an action plan designed to ensure the work and previous investment in facilitating voluntary organisations achieved an appropriate externally accredited quality standard/framework could be taken forward through an improved health check document and process.

The Panel was invited to note:-

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.

#### Decision

To note the terms of the report.

### 6. GALA COMMITTEE BUDGET ALLOCATIONS 2014

A report had been circulated by the Head of Area Services informing the Panel of the allocations made from the Gala Committee Budget 2014 to Gala Committees and other organisations in West Lothian. The Gala and Events Grants Operating Scheme was attached as Appendix 1 to the report.

The Head of Area Services advised that in 2014, there had been thirty two applications from gala committees with a total value of £45,835.

The “Gala and Events Grants Operating Scheme” also allowed for allocation of money from the budget to support ‘Local Events’. In 2014 two applications had been received from organisations that fitted the criteria for a local event. Both organisation had been supported and had received £250 respectively.

Appendix 2 to the report showed the gala committees that had been supported and the allocation to each.

Appendix 3 to the report showed the two (non-gala committee) organisations that had been supported.

Finally, the Panel was informed that a satisfaction survey would be conducted with all applicants. A review of the funding process would be undertaken and the results of the satisfaction survey would inform the review. A full report would be made to a future meeting of the Voluntary Organisations PDSP.

The Panel was asked to note that thirty two gala committees and two other organisations had applied to and had been supported from the budget in 2014.

#### Decision

To note the terms of the report.

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

A report had been circulated by the Head of Area Services informing the 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.

The report advised that, in 2014-15, the total fund was £28,481. At present there was a projected small underspend on the budget. However, the figures were provisional as several organisations had not yet returned an application form and were being followed up. A full report on the final allocations would be made to the Voluntary Organisations PDSP in November.

The total number of applications issued was 82. Appendix 1 to the report listed the provisional allocations to ward based pensioners groups, and Appendix 2 to the report listed the provisional allocations to Livingston-wide and West Lothian-wide pensioners groups.

Finally, the Panel was informed that letters would be issued to groups in October advising them of the amount of funding they would receive. Payments would be made to the bank accounts of groups during November via PECOS.

In response to a question raised, the Panel noted that there was scope to

accept late applications, and that several organisations were being followed up. In particular, officers undertook to ascertain whether Pumpherston Old Age Pensioners Club had returned an application form.

Decision

To note the terms of the report.

8. WORKPLAN

A copy of the Workplan had been circulated for information.

Decision

To note the terms of the report.