



Voluntary Organisations Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

17 May 2019

A meeting of the **Voluntary Organisations Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Thursday 23 May 2019** at **9:30am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minute of Meeting of Voluntary Organisations Policy Development and Scrutiny Panel held on Thursday 21 March 2019 (herewith)
5. Voluntary Sector Gateway West Lothian - report by Head of Planning, Economic Development and Regeneration (herewith)
6. An Enterprising Third Sector - report by Head of Planning, Economic Development and Regeneration (herewith)
7. West Lothian Community Choices - report by Head of Planning, Economic Development and Regeneration (herewith)

DATA LABEL: Public

8. Gala Committee Budget Allocations 2019-20 - report by Head of Planning, Economic Development and Regeneration (herewith)
9. Additional Representation - report by Head of Planning, Economic Development and Regeneration (herewith)

NOTE **For further information please contact Rachel Gentleman on 01506 281596 or rachel.gentleman@westlothian.gov.uk**

CODE OF CONDUCT AND DECLARATIONS OF INTEREST

This form is to help members. It is not a substitute for declaring interests at the meeting.

Members should look at every item and consider if they have an interest. If members have an interest they must consider if they have to declare it. If members declare an interest they must consider if they have to withdraw.

NAME	MEETING	DATE

AGENDA ITEM NO.	FINANCIAL (F) OR NON- FINANCIAL INTEREST (NF)	DETAIL ON THE REASON FOR YOUR DECLARATION (e.g. I am Chairperson of the Association)	REMAIN OR WITHDRAW

The objective test is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.

Other key terminology appears on the reverse.

If you require assistance, please ask as early as possible. Contact Julie Whitelaw, Monitoring Officer, 01506 281626, julie.whitelaw@westlothian.gov.uk, James Millar, Governance Manager, 01506 281695, james.millar@westlothian.gov.uk, Carol Johnston, Chief Solicitor, 01506 281626, carol.johnston@westlothian.gov.uk, Committee Services Team, 01506 281604, 01506 281621 committee.services@westlothian.gov.uk

SUMMARY OF KEY TERMINOLOGY FROM REVISED CODE

The objective test

“...whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor”

The General Exclusions

- As a council tax payer or rate payer or in relation to the council's public services which are offered to the public generally, as a recipient or non-recipient of those services
- In relation to setting the council tax.
- In relation to matters affecting councillors' remuneration, allowances, expenses, support services and pension.
- As a council house tenant, unless the matter is solely or mainly about your own tenancy, or you are in arrears of rent.

Particular Dispensations

- As a member of an outside body, either appointed by the council or later approved by the council
- Specific dispensation granted by Standards Commission
- Applies to positions on certain other public bodies (IJB, SEStran, City Region Deal)
- Allows participation, usually requires declaration but not always
- Does not apply to quasi-judicial or regulatory business

The Specific Exclusions

- As a member of an outside body, either appointed by the council or later approved by the council
- The position must be registered by you
- Not all outside bodies are covered and you should take advice if you are in any doubt.
- Allows participation, always requires declaration
- Does not apply to quasi-judicial or regulatory business

Categories of “other persons” for financial and non-financial interests of other people

- Spouse, a civil partner or a cohabitee
- Close relative, close friend or close associate
- Employer or a partner in a firm
- A body (or subsidiary or parent of a body) in which you are a remunerated member or director
- Someone from whom you have received a registrable gift or registrable hospitality
- Someone from whom you have received registrable election expenses

MINUTE of MEETING of the VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 21 MARCH 2019.

Present – Councillors Kirsteen Sullivan (Chair), David Dodds, Bruce Fairbairn, Chris Horne, Dave King (substituting for Councillor Tom Conn), Andrew McGuire and David Tait

In attendance – Ian Buchanan (Senior People’s Forum Representative), Pamela Roccio (Voluntary Sector Gateway) and Fiona Pearson (West Lothian Social Enterprise Network)

Apologies – Councillor Tom Conn

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

The Panel approved the minute of its meeting held on 13 December 2018 as a correct record. The minute was thereafter signed by the Chair.

3 REPORT ON WEST LOTHIAN VOLUNTARY SECTOR FUND APPLICATIONS FOR 2019/20 AND COMMUNITY CHOICES

A report by the Head of Planning, Economic Development and Regeneration (copies of which had been circulated) providing an update on the West Lothian Voluntary Sector Fund (WLVSF) 2019/20 was presented to the Panel.

The Council Executive at its meeting of 29 October 2018 agreed to allocate £944,000 of funding for voluntary groups and organisations for the 2019/20 period. The funding would be delivered through a grant application approach ring-fenced to 31 organisations. A £75,000 fund was also allocated for a Community Choices programme in 2019/20 with a view to expanding this in 2020/21 after evaluation of the progress.

30 of these organisations made applications to the WLVSF, with the requests amounting to £1,611,879.54 which left a funding gap and required difficult decisions to be made regarding the allocation to each group. A three-person panel considered the applications in December 2018 and organisations were informed of the panel’s decisions in January 2019. A copy of the letter which was sent to organisations explaining the process and the award amounts was attached to the report at Appendix 1.

It was noted that the process for allocating awards for 2019/20 was a transitional process between approaches and that a new process would be developed for 2020/21 onwards. Discussions on the future approach

were expected to begin shortly and engagement with the third sector would be undertaken. The representative from the Voluntary Sector Gateway highlighted the importance of taking forward lessons learned from the process for 2019/20 when developing a new approach.

Members discussed the future of organisations which did not receive any funding or reduced funding and the support in place for them. It was noted that these organisations were being supported by officers on a case-by-case basis. Discussion also took place regarding the Community Choices award for 2019/20 and when this funding would be allocated. The Panel was advised that work was currently being done to develop a pilot which was expected to be in place by the beginning of the 2019/20 financial year.

The desire of third sector organisations to have three-year rather than one-year funding agreements was highlighted, as this would provide more stability for organisations. The Panel agreed that three-year funding would be beneficial but as the Council could only set one-year budgets currently, this was not possible at this time. Should the Council's funding position change to a three-year budget in future, the funding arrangements for voluntary organisations could be revisited.

The Panel were recommended to note the allocation of funding made through the West Lothian Voluntary Sector Fund for 2019/20.

Decision

To note the terms of the report.

4 VOLUNTARY SECTOR GATEWAY WEST LoTHIAN

A brief report by the Head of Planning, Economic Development and Regeneration (copies of which had been circulated) was presented to the Panel. Attached at Appendix 1 to the report was an update by Voluntary Sector Gateway West Lothian (VSGWL) on their work which was presented by Pamela Roccio.

Third Sector Interfaces were used to provide a single point of access to support and advice to voluntary groups in a local area. In West Lothian, this was delivered by VSGWL which was a member of the Community Planning Partnership, and received funding from the Scottish Government Third Sector Unit and West Lothian Council.

The Panel were informed that a new Chief Executive Officer had recently been appointed to VSGWL and had taken up the post that week.

An update was given on a recent meeting of the Third Sector Strategy Group (TSSG) which had discussed the allocation of voluntary sector funding which had been reported earlier in the meeting. The TSSG was of the opinion that there were lessons to be learned from the process used to award funding for 2019/20, particularly regarding its robustness. The TSSG recognised the difficult decisions required to be made but felt that the process could have been improved. In terms of a new process being

developed for this funding from 2020/21 onwards, the Head of Planning, Economic Development and Regeneration undertook to engage with the TSSG.

Information was also provided on the work VSGWL had been doing, including a series of events beginning with a successful funding event which took place in November 2018. A further three events were planned to take place in April 2019. A short-life working group had been set up to discuss funding, the challenges faced by the third sector and to evaluate the processes in place. A consortium had also been established with various groups to assist with working in partnership and supporting each other. It was noted that past experiences with similar consortiums had not been significantly beneficial but it was hoped that this would now be effective given the change in circumstances which affected all organisations.

The Panel was recommended to note the positive outcomes in regard to the work undertaken by VSGWL in supporting and representing the interests of voluntary and community groups within West Lothian.

Decision

- 1) To note the terms of the report.
- 2) To note the undertaking by the Head of Planning, Economic Development and Regeneration to work with the Third Sector Strategy Group to fully engage the third sector to ensure the best outcome for the people and communities of West Lothian.

5 AN ENTERPRISING THIRD SECTOR

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

The Council had approved its 'Innovation, Potential and Fresh Thinking' framework in 2014 which was designed to support volunteering, voluntary organisations, social enterprises and the development of more enterprising and sustainable third sector organisations. The West Lothian Social Enterprise Network (WLSSEN) worked to this framework to support social enterprises and to promote enterprising activity to the third sector.

An update by WLSSEN was attached at Appendix 1 to the report and presented at the meeting by Fiona Pearson. Information was provided on the types of support being given to organisations, the position with regard to funding, various forums WLSSEN was represented on and engagement with other providers and funders.

WLSSEN received support from the Enterprising Third Sector Support Programme and the Scottish Government Just Enterprise programme, both of which were ending and would not be available in the future, with a replacement for Just Enterprise coming into effect in the summer. There

had also been a reduction in funding from the Council. This meant WLSen needed to reduce the level of support offered to organisations and review its work to prioritise members' most urgent needs.

It was noted that WLSen participated in various groups including the Social Enterprise Profile Reference Group, West Lothian Anti-Poverty Task Force and the Third Sector Strategy Group (TSSG). Information was provided on the work of these groups.

Discussion took place on the allocation of the Council funding in future years and the Panel were informed that WLSen members were concerned that the funding would be allocated on a wholly 'community choices' basis. This had the potential for larger and better-known organisations to receive more funding, with less being allocated to smaller but important organisations. WLSen requested that sufficient consultation took place on the future process to ensure all groups concerned were heard.

In terms of the feedback which would be provided from the TSSG, members asked that issues affecting social enterprise organisations would be separate from those which affected voluntary organisations. It was explained that most issues affected both but that issues specific to social enterprise could be made clear in the feedback.

The report also provided a case study of one group, S.M.I.L.E Counselling, which had been supported by WLSen.

The Panel was recommended to note the positive outcomes in regard to the work undertaken by WLSen in supporting enterprising third sector organisations.

Decision

To note the terms of the report.

6 WORKPLAN

The workplan detailing the future work of the Panel was presented.

Decision

To note the workplan.

7 TIMETABLE OF MEETINGS 2019/20

The proposed meeting dates for the Panel in 2019/20 were presented.

Decision

To note the 2019/20 timetable of meetings.



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

VOLUNTARY SECTOR GATEWAY WEST LOTHIAN

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the PDSP notes:

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

C. SUMMARY OF IMPLICATIONS

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

built and natural environment.

VI Resources - (Financial, Staffing and Property)

£48,770 has been allocated in 2019/20.

VII Consideration at PDSP

A quarterly report will be presented to the Voluntary Organisation PDSP

VIII Other consultations

None.

D. TERMS OF REPORT

D1 Background

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

The TSI operating in West Lothian is the Voluntary Sector Gateway (VSGWL). The VSGWL is a member of the West Lothian CPP. VSGWL receives a grant from the Scottish Government Third Sector Unit and received £48,770 from West Lothian Council in 2019/20.

D2 Current position

An update from the Voluntary Sector Gateway West Lothian (VSGWL) is attached as Appendix 1.

E. CONCLUSION

The PDSP is asked to note the report but the Voluntary Sector Gateway West Lothian and that the PDSP will receive regular updates going forward.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: Appendix 1 VSGWL Update

Contact Person: Douglas Grierson, Community Regeneration Officer, 01506 281088
douglas.grierson@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

23 May 2019

Progress report on Voluntary Sector Gateway West Lothian

To be presented at Voluntary Organisations Policy Development and Scrutiny Panel on the 23rd May 2019, Main Chamber, Civic Centre.

- We continue to deliver on our outcomes on building capacity of the sector, volunteering and capturing the voice of the sector.
- We continue to develop our online resources that captures services delivered by the sector, impact of the sector and better connectivity.
- I have deliberately reached out to engage with our key partners and stakeholders, including Council Officials, as quickly as possible since taking up post of CEO ON 18 March. I recognise the need to be visible and active and the importance of building and developing strong relationships. I believe this will help to provide funder and stakeholder confidence in our work.
- Following our successful funding event 'Let's Talk Funding' in November we delivered a breakfast event in April that looked at consortium/working in partnership. Key outcomes from this event include:
 - There is a willingness and need for the sector to be more 'ready' to take the opportunities arising for joint tendering/commissioning of services. To achieve this they are now registered with P4P who provide support, and identify opportunities.
 - VSGWL have agreed to explore and find improved mechanisms for bringing organisations together to discuss opportunities and feasibility.
- As agreed at the previous Voluntary Organisations PDSP, the Third Sector Strategy Group short life subgroup met with Council officials on 23rd April to review the learnings from last year's Voluntary Orgs Revenue Budget decision-making process and discuss ways of improving the arrangements moving forward. The key actions identified at this meeting included:
 - Ideas around co-production
 - Greater transparency
 - Improved communications
- At the TSSG meeting on 15 May, the Voluntary Orgs Revenue Budget was also discussed. It was proposed that the Sector work closely with the Council to develop a wider strategy and vision for funding of the Third Sector. Consultation will be required to take forward this approach in a meaningful way. As such, it is requested that there is standstill funding and methodology applied for 2020/21, while the longer-term strategy is developed.

- We are organising a networking and development event on 25th June 2019 to showcase the work VSGWL is doing and to find how we can best meet the needs of the Sector in future. It is hoped that elected member, voluntary organisation and our members will be in attendance. Key agenda items include:
 - The new Customer Relationship Management tool and Locator tool
 - Our relaunched website
 - A new funding tool
 - The work of the aforementioned Third Sector Strategy Groups short life working group on funding allocation
 - A panel discussion with WLC officials about future engagement with the Third Sector.
- At the next Community Planning Partnership meeting on 27th May 2019 the theme will be on volunteering. I will be presenting to the Board on our role as the West Lothian's Third Sector Interface on volunteering including the impact of the Scottish Government's new Volunteering Framework.
- We are reviewing and revising our current workplan so it is aligned the new Scottish Government Reporting Framework – the main changes include a shift from outputs to short, medium and long term outcomes, strategic outcomes and utilising Evaluation Support Scotland to embed quality assurance.

Presented by Alan McCloskey, Chief Executive Officer

16 May 2019

01506 65011

Alan.mccloskey@vsgwl.org



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

AN ENTERPRISING THIRD SECTOR

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the PDSP notes:

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

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The report does not raise any health or risk assessment issues. No strategic environmental assessment is required.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	<ul style="list-style-type: none">- We are better educated and have access to increased and better quality learning and employment opportunities.- We live in resilient, cohesive and safe communities.- We live longer, healthier lives and have reduced health inequalities.- We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial,	£31,500 has been allocated in 2019/20.

Staffing and Property)

VII Consideration at PDSP	A quarterly report will be presented to the Voluntary Organisation PDSP
VIII Other consultations	None.

D. TERMS OF REPORT

D1 Support for social enterprise

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

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

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

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

E. CONCLUSION

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

F. BACKGROUND REFERENCES

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

Appendices/Attachments: Appendix 1 WLSN Update

Contact Person: Douglas Grierson, Community Regeneration Officer, 01506 281088
douglas.grierson@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration
23 May 2019



Report to Voluntary Sector Policy Development and Scrutiny Panel
23rd May 2019

WLC Grant Funding

Funding Outcomes have now been agreed with our Link Officer and our first grant payment has been received.

VSGWL Contract

Contract agreement and outcomes have now been agreed with Voluntary Sector Gateway West Lothian (VSGWL). The contract is for one year (2019/20) at a value of £15,000.

Support

We are currently reviewing how we can make best use of our resources in the absence of the Enterprising Third Sector Support Programme (ETSSP) and the Scottish Government support programme, Just Enterprise, which ended 31st March 2019. We will, of course continue working closely with Business Gateway and VSGWL to ensure efficient signposting and referral, as well as making use of the new Enterprise Accelerator Programme.

Our main concern at present is trying to fill the gap that the absence of the ETSSP has left. This Programme provided a 'hand up' rather than a 'handout' to organisations in the earliest stage of developing, or expanding social enterprise. Without this type of 1:1 tailored support, it is extremely challenging for social enterprises to gain the knowledge and skills needed to drive enterprise activity forward. Our previous success has demonstrated that the ETSSP provided a vital link in the capacity building chain that also attracted external support resources.

The ETSSP was an innovative and unique programme supported by West Lothian Council and whilst we absolutely understand current financial restraints we would urge Council to consider directing any available resources to continuing this Programme.

The staff team at WLSen simply do not have the capacity to fill this gap beyond simple first contact advice and our usual signposting and linking to any available free support we can find. A waiting list for support is already building up, for help with business planning, idea scoping, feasibility and market testing.

What our Customers Say

During 2018/19 we have been working hard to capture feedback from members on the support and information that we provide. We intend to build on this work during 2019/20 in order to provide the 'story' about the difference that our services make to organisations and the communities they serve. Here is a snapshot of some comments we have received:

"I found (WLSN) most helpful in making sense of a confusing situation when starting up my idea. I finally registered as a SCIO, but without WLSN explaining in clear, simple language I may still be unsure. I now understand the difference between a social enterprise, a charity and other business initiatives. There is also the bonus that, in time, if I do want to follow the social enterprise route alongside the charity, I know I can ask for more advice and will be given transparent and understandable guidance. I am so happy to have been referred to WLSN by Business Gateway at a very early stage in my initiative. Thank you."

Isobel, Founder of Dignity Boxes

"Fiona was a brilliant help. She understood our fairly unique situation and took on board exactly what we were looking to get from the advice. She went the extra mile to source legal advice for us and put it all into layman's terms for us. Invaluable advice and I am so grateful for the help from Fiona and her team!"

Rob, Kids Gone Wild.

"I like the local info and training/learning opportunities (in the newsletter). I'm new to it, so it seems great to me."

Co-ordinator, Generation Arts

"I am a regular opener of the newsletter. I also share articles with my networks. I think the newsletter is a really convenient and accessible way of finding out what is happening in our local area and being made aware of potential funding streams and training or support that might be available."

Maria, First Step Development

"Thank you so much for supporting our start-up social enterprise, your help has been invaluable"

Iain, Community Moorings Scotland

"It was great that (the Enterprising Third Sector Support Programme) complemented/added value to the Just Enterprise funding/support. It is also great that it allows for flexibility."

Raymond, Simply Play

"It (Enterprising Third Sector Support Programme) was excellent and really helped us shape out direction to get where we are now. Without the support we would not be sitting with our new 3 Year Business Plan."

Alan, The Bridge Community Project

Celebrations

Big congratulations to 1st Step Development who received £137,934 to develop further its bike refurbishment programme. Based in Linlithgow, the project provides new skills and volunteer opportunities for people affected by addiction.

We are also delighted for Kidzeco who recently won £45,604 in The People's Projects. This has helped them to open their new community space Kidz n' Kin, launched on 3rd May 2019 at 3a The Centre, Livingston.

Both 1st Steps and Kidzeco teams work extremely hard to keep their projects running and growing. Both are great examples of thriving and growing social enterprises and are fantastic exemplars of volunteering in action to make positive changes in people's lives.



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

WEST LOTHIAN COMMUNITY CHOICES

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of the approach being taken to develop the community choices pilot as agreed by Council Executive in October 2019

B. RECOMMENDATIONS

It is recommended that the PDSP notes the content of the report.

C. SUMMARY OF IMPLICATIONS

I	Council values	Focusing on our customers' needs; Being honest, open and accountable; Making best use of our resources; Working in partnership.
II.	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Community Empowerment (Scotland) Act 2015
III.	Implications for Scheme of Delegations to Officers	None
IV.	Impact on performance and performance indicators	None
V.	Relevance to Single Outcome Agreement	CPPs are now required to prepare a LOIP in place of SOAs. The Act has high relevance to delivering the LOIP outcomes.
VI.	Resources (Financial, Staffing and Property)	Community Choices processes are resource intensive therefore consideration must be given to how processes are resourced.
VII.	Consideration at PDSP	Voluntary Organisations PDSP
VIII.	Other consultations	Third Sector Strategy Group

D. TERMS OF REPORT

D.1 Background

Community Choices is the name given to participatory budgeting (PB) in Scotland. PB is a democratic process which empowers communities to have more say on how resources in their area are used. It is based on the view that communities are often best placed to be involved in or make decisions around their own needs. West Lothian Council has piloted Community Choices on a fairly small scale through Let's Get it Right for Autism which was developed in 2017.

It was agreed at Council Executive in October 2018 that £75,000 would be allocated through a Community Choices process to fund two streams of targeted activity: One which aligns to health and wellbeing outcomes identified through the regeneration planning process, and another which aligns to positively impacting on individuals, groups and/or communities with protected characteristics or experiencing socio-economic inequalities.

It is proposed that the £75,000 is split between the two streams of activity in the following way: £50,000 for Health and Wellbeing and £25,000 for Equalities however this can be further considered.

D.2 Options for delivering Community Choices

Some initial consideration had been given to what some of the options for delivery could be. For example aligning the health and wellbeing to outcomes identified through the regeneration planning process and, given the relatively small amount available, focussing on the locality regeneration planning areas, identified as being in the bottom 20% Scottish Index of Multiple Deprivation (SIMD) areas. There are also exiting structures to work through in these areas. Appendix 1 gives more information on SIMD data zones in West Lothian.

In relation to the equalities theme the focus should be around helping to positively impact on individuals, groups and/or communities with protected characteristics or experiencing socio-economic inequalities. This could also be area based or more generally thematic in terms of identified groups.

D.3 Planning delivery of the pilot

To develop the programme and a working group has been established. The group consists of Council Officers and third sector organisations identified through the Third Sector Strategy Group. Meeting have been set up for May and June to consider approach and make recommendations. This will be brought back to the PDSP in September for consideration and comment. It would be hoped that the pilot could be launched soon thereafter and complete the process in the current financial year.

E. CONCLUSION

West Lothian Community Choices approach is still being developed. £75,000 will be allocated through a Community Choices process to fund two streams of targeted activity focusing on Health and Wellbeing and Equalities. There are a number of considerations to be made; in terms of how the fund is distributed geographically, and the community choices process itself. This will be carried out through a working group and brought back to the PDSP in September.

F. BACKGROUND REFERENCES

West Lothian Council Executive, 29 October 2018

<http://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=40192>

Appendices/Attachments: Appendix 1: Overview of Scottish Index of Multiple Deprivation (SIMD) in West Lothian

Contact Persons: Alice Mitchell, Economic Development and Regeneration manager, alice.mitchell@westlothian.gov.uk, 01506 283079

Douglas Grierson, Regeneration Team Leader (interim), douglas.grierson@westlothian.gov.uk, 01506 281088

Craig McCorriston
Head of Planning, Economic Development & Regeneration

23 May 2019

Appendix 1: Overview of Scottish Index of Multiple Deprivation (SIMD) in West Lothian

Deprivation for the purpose of this report is measured using the Scottish Index of Multiple Deprivation (SIMD). Within the index deprivation is measured in relation to 7 Domains which are Income, Employment, Health, Education, Housing, Geographic access and Crime. There are 38 Indicators that inform the Domains.

- West Lothian has 32 data zones in the bottom 20% most deprived data zones in Scotland. The data zones are located in 13 designated regeneration areas across the county. See Table 1.
- West Lothian has 12 data zones in the bottom 10% most deprived data zones in Scotland. They are located within the same regeneration areas as the 20% bottom data zones.
- Six data zones in West Lothian are in the bottom 5% most deprived data zones in Scotland. Again, they are located in the designated regeneration areas.
- The two most deprived settlements are Blackburn and Whitburn. Blackburn has 4 data zones in the bottom 20%, three of which are in the bottom 10% and 1 in the bottom 5%. Whitburn has 5 data zones in the bottom 20%, 3 of which are in the bottom 10% and 1 in the bottom 5%.
- Craigshill in Livingston has 4 data zones in the bottom 20%, 1 of which is in the bottom 10% and 1 in the bottom 5%.

In terms of type of deprivation all data zones in the bottom 20% exhibit greatest deprivation in Income, Employment, Health, Education and Crime and to a slightly lesser extent Housing and Geographical Access.

Table 1

Location	Number of Data Zones			Types of Deprivation Exhibited
	...in bottom 20%	...in bottom 10%	...in bottom 5%	
Addiewell	1	1	0	I,Em,Ed,H,Cr
Armadales	3	1	1	I,Em,Ed,H,Cr
Bathgate	3	1	1	I,Em,He,Ed,Ho,Ga,Cr
Blackburn	4	3	1	I,Em,He,Ed,Ho,Ga,Cr
Bridgend	1	0	0	I,Em,He,Ed,Ho
Craigshill	4	1	1	I,Em,He,Ed,Ho,Ga,Cr
Dedridge	2	0	0	I,Em,He,Ed,Ho,Cr
Fauldhouse	2	1	0	I,Em,He,Ed,Ho,Cr
Ladywell	3	0	0	I,Em,He,Ed,Ho,Ga
Knightsridge	2	1	1	I,Em,He,Ed,Ho,Ga,Cr
Polbeth	1	0	0	I,Em,He,Ed,Cr
Stoneyburn	1	0	0	I,Em,He,Ed,Cr
Whitburn	5	3	1	I,Em,He,Ed,Ho,Cr

I,Em,He,Ed,Ho,Ga,Cr = Income, Employment, Health, Education, Housing, Geographical Access, Crime



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

GALA COMMITTEE BUDGET ALLOCATIONS 2019-20

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of the allocations made from the Gala Committee Budget 2019-20 to Gala Committees and other organisations in West Lothian.

B. RECOMMENDATION

It is recommended that the Panel notes that:

1. that 30 gala committees have been supported from the budget in 2019/20;
2. that budget is fully allocated and as a result no small events funding will be available in 2019/20;
3. that a review and update of the process will be carried out prior to 2020/21.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable. Focussing on our customers' needs. Making best use of resources. Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
III Implications for Scheme of Delegations to Officers	The Head of Planning, Economic Development and Regeneration has the delegated authority to make the final allocations and payments.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	SOA 4 - We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	£46,721.97 has been distributed to gala committees and other organisation in West Lothian.
VII Consideration at PDSP	None.
VIII Other consultations	None

D. TERMS OF REPORT

D1 Background

The Council has supported West Lothian's local gala's over a number of years by providing a grant towards running costs. In 2019-20 total amount of £46,721.97 has been made available and allocated.

D2 Applications 2019-20: Gala Committees and other organisations

Thirty four application forms were issued to gala committees and other organisations traditionally supported by the fund and one new gala committee, Knightsridge Gala Committee. These are issued directly to all past recipients and known gala groups. Thirty applications were returned and have been supported. Appendix 1 lists the gala committees supported and the allocation to each. The five that did not apply are listed in appendix 2. This is due to the applicants no longer operating or having decided not to hold a gala this year.

D3 Small events funding

In previous years once gala grants were allocated the budget allowed for any remaining balance to cover a small events grant of £250 that community groups could apply for to help support small local community events. As all the available funding has now been allocated to cover the Gala Committees and other organisations there will be no small events fund available in 2019/20.

D4 Review of process

During 2019/20 officers will review the scheme to identify improvements that may be introduced in 2020/21.

E. CONCLUSION

The report advises of the allocations that have been made to gala committee and other organisations from the Gala Committee Budget to date in 2019-20.

F. BACKGROUND REFERENCES

West Lothian Council Gala and Events Grants Operating Scheme.

Appendices/Attachments: Appendix 1: Gala Committee Budget Allocations to Gala Committees and other organisations 2019-20

Appendix 2: Gala Committees who did not apply to Gala Committee Budget 2019-20

Contact Persons: Douglas Grierson, Regeneration Team Leader (Interim),
E-mail: douglas.grierson@westlothian.gov.uk
Tel: 01506 281088
Gemma Telfer, Administration Assistant,
e-mail; gemma.telfer@westlothian.gov.uk
Tel: 01506 281692

Craig McCorriston, Head of Planning Economic Development and Regeneration

23 May 2019

VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

GALA COMMITTEE BUDGET ALLOCATIONS 2019-20

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION

Appendix 1: Gala Committee Budget Allocations to Gala Committees and other organisations 2019-20

	Group	Amount
1.	Armada Children's Gala Day	£3,108.06
2.	Bathgate Procession and John Newland Festival CIC	£4,430.98
3.	Blackburn Children's Gala Day	£1,702.57
4.	Blackridge, Westrigg and Westcraigs Gala Day	£871.07
5.	Broxburn Gala Week Committee	£2,888.02
6.	Court of the Deacons of the Ancient and Royal Burgh of Linlithgow	£2,680.64
7.	Craigshill Festival Association	£2,025.28
8.	Deans Gala Day	£1,649.00
9.	East Calder and District Gala	£1,777.79
10.	Ecclesmachan and Threemiletown Gala Day Committee	£513.50
11.	Fauldhouse Children's Gala Committee	£1,572.13
12.	Friends of Kirkton Park (F.K.A. Boghall Drop-In/Funday)	£1,011.06
13.	Harrysmuir Children and Parent Council	£611.35
14.	Harthill, Eastfield and Greenrigg Children's Gala Day	£698.97
15.	Kirknewton Gala Committee	£999.63
16.	Knighstridge Gala Committee	£900.00
17.	Linlithgow and Linlithgow Bridge Gala Day	£3,869.72
18.	Livingston Village Gala Day Committee	£1,104.72
19.	Loganlea and District Gala Day	£780.38
20.	Mid Calder Children's Gala	£1,293.00
21.	Parkhead Children's Gala	£1,275.99
22.	Polbeth Children's Gala Day	£1,096.45
23.	Seafeld and District Children's Gala Day	£780.11
24.	Stoneyburn and Bents Children's Gala	£816.88
25.	Torphichen Children's Gala Day Committee	£634.32
26.	Uphall Children's Gala Day	£1,464.72
27.	Uphall Station Children's Gala Day	£642.31
28.	West Lothian Highland Games CIC Bathgate Highland Games	£999.59
29.	Whitburn Gala Day Committee	£3,437.84
30.	Winchburgh and District Children's Gala Day	£1,085.87
	Totals	£46,721.97

VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

GALA COMMITTEE BUDGET ALLOCATIONS 2019-20

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION

Appendix 2: GALA COMMITTEES WHO DID NOT APPLY

Group
Bridgend Gala Day
East Whitburn and Redmill Children's Gala Day
Harburn Village Hall Festival
Pumpherstons Children's Gala
Westfield and Bridgehouse Community Council



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT SCRUTINY PANEL

ADDITIONAL REPRESENTATION

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of the paper is to ask the Panel to consider additional representation at future PDSP meetings and agree which organisations should be invited to send representatives, in what capacity and the regularity of that attendance.

B. RECOMMENDATION

It is recommended that the panel:-

1. Considers adding to the list of voluntary organisations entitled to nominate representatives to attend and to take part in its meetings
2. If so, agrees which organisations and how many representatives
3. Agrees to review PDSP attendance at least once a year thereafter

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The report does not raise any health or risk assessment issues. No strategic environmental assessment is required. The Scheme of Administration allows each PDSP to invite representatives from organisations not specifically named there
III	Implications for Scheme of Delegations to Officers	none
IV	Impact on performance and performance Indicators	none
V	Relevance to Single Outcome Agreement	We live in resilient, cohesive and safe communities.
VI	Resources - (Financial, Staffing and Property)	none

VII Consideration at PDSP 23 May 2019

VIII Other consultations Third Sector Strategy Group

D. TERMS OF REPORT

D1 Background

The membership of the Voluntary Organisations PDSP is set out in its Terms of Reference and is published on the COINS system in the Scheme of Administration (see appendix 1). The Council's Standing Orders contain rules on the membership of and participation at the Voluntary Organisations Policy Development and Scrutiny Panel.

The current Terms of Reference set out the organisations that are entitled to nominate representatives who are entitled to attend and take part in PDSP meetings as well as the number of representatives:-

- Two representatives from the recognised trade unions (to be agreed between the teaching and non-teaching staff unions)
- One representative of the Senior Peoples Forum
- One representative of the Youth Congress
- One representative of any recognised umbrella organisation representing the interests of community councils
- One representative of the recognised third sector interface for West Lothian

Currently of these bodies only the Senior People Forum and third sector interface, Voluntary Sector Gateway West Lothian, attend regularly. The Joint Forum of Community Councils has requested that it be formally recognised as the community council's umbrella organisation but that request has not yet been determined.

The question of what organisations should be invited to send representatives to the Panel has been raised by members and this paper sets out the context and invites the Panel to discuss and advise officers on how the panel wishes to proceed.

D2 Context for PDSP discussion

There are several ways that the panel can involve organisations in the business of the PDSP. Once in attendance, participation is subject to the Chair's control, as set out in Standing Order 50(8). For the purposes of the discussion there are two to consider:

1. **Standing representation by a Nominated Representative of an external organisation or body.** This means that the nominated representative of a designated organisation is entitled to receive papers, attend and take part in all meetings and contribute to the general discussion on all papers being considered.
2. **Ad hoc invitation to attend for a specific meeting or for specific item of business.** This can include attending to speak to a specific paper. An example of this would be West Lothian Social Enterprise Network (WLSSEN) which has regularly attended the panel to speak to a specific agenda item.

D3 Panel Discussion

It is noted that the PDSP are entitled to add organisations to the above list. In addition PDSP is able to request papers and presentations from partners to be added to the agenda for meetings. The Panel is asked to consider whether it would want to nominate additional representatives from other organisations not currently represented on the Panel to attend.

Should the Panel wish to add new organisations and invite them to nominate representatives, consideration should be given to what that should be, in line with what is set out in D2. So either:

1. Nominate a partner body to nominate a representative, with rights set out in D2; or
2. Add to the workplan to provide specific reports as requested by the Panel.

D4 The Panel should consider the contribution that organisations may be able to make to the Panel's business, the extent to which the organisation represents and consults with its members or constituency and the formality and structure of the organisation's administrative arrangements. The Panel should also keep in mind the number of representatives allowed for the bodies already identified in the Scheme of Administration and the importance of maintaining a fair balance in the arrangements it makes.

E. CONCLUSION

Consideration by PDSP to invite additional organisations to send representation to the PDSP and in what capacity and how many.

It is also asked to agree that attendance should be reviewed annually.

F. BACKGROUND REFERENCES

Standing Orders for the Regulation of Meetings and the Scheme of Administration

Appendices/Attachments: Appendix 1 Voluntary Organisations PDSP

Contact Person: Alice Mitchell, Economic Development and Regeneration Manager,
alice.mitchell@westlothian.gov.uk; 01506 283079

Craig McCorriston, Head of Planning, Economic Development & Regeneration

Date of meeting: 23 May 2019

VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

A REMIT

- 1 The remit of the Executive Councillor holding the Voluntary Organisations Portfolio, as follows:-

- (a) Strategic policy, budgetary and monitoring framework for voluntary organisations,
- (b) Best value review of voluntary organisations,
- (c) Voluntary organisations' role in service delivery, and
- (d) Involvement of voluntary organisations in Community Planning arrangements

B MEMBERSHIP

- 1 7 members (4 Labour, 2 Conservative, 1 SNP), but one of whom is to be the Executive Councillor holding the Voluntary Organisations Portfolio.
- 2 Such other members as may be appointed by the Council Others may be appointed by the Council to participate, or invited to participate by resolution of the panel from time to time, to be drawn from, for example:-
 - other Elected Members
 - non-elected members appointed under section 124 of the Local Government (Scotland) Act 1973
 - officers
 - representatives of partner bodies, public bodies and agencies, voluntary organisations, community councils, licensing forums, Local Area Committees, town centre management groups, etc.
 - experts, consultants and advisers from both private and public sectors.
- 3 The Executive Councillor holding the Voluntary Organisations Portfolio shall be the Chair, and the Council shall appoint a Vice-Chair.
- 4 The following organisations are entitled to nominate the following number of representatives who are entitled to attend and take part in PDSP meetings:-
 - Two representatives from the recognised trade unions (to be agreed between the teaching and non-teaching staff unions)
 - One representative of the Senior Peoples Forum
 - One representative of the Youth Congress
 - One representative of any recognised umbrella organisation representing the interests of community councils
 - One representative of the recognised third sector interface for West Lothian

C SUBSTITUTES

- 1 Substitutes to be allowed, drawn from all Elected Members of the Council.

D MEETINGS (SUBJECT TO STANDING ORDER 50)

- 1 Meetings to be arranged by the Clerk in consultation with the Chair and the Lead Officer for the panel.
- 2 Meetings are to be publicised and open to the public, and agendas and reports are to be published and available to the public, as they would be if they were committee

meetings (see Standing Order 50).

E REPORTING ARRANGEMENTS

- 1 Minutes will be reported to the next meeting of the panel.
- 2 Any recommendation made by the panel shall be noted by the Clerk, finalised by the Clerk in consultation with the Chair and Lead Officer, and reported by the relevant Depute Chief Executive to (as the case may be) the Council Executive or to the Education Executive as soon as practicable.

F MISCELLANEOUS

- 1 The panel is a form of working group of the Council.
- 2 Its role is:-
 - (a) to develop policies with a view to making recommendations for their adoption by the Council Executive or the Education Executive,
 - (b) to review the working of existing policies of the Council, and to make recommendations about their working, amendment or replacement to the Council Executive or to the Education Executive,
 - (c) to consider and review periodic service performance reports and make recommendations to officers for improvements or actions to be taken, and
 - (d) to prepare and follow insofar as practicable a forward work plan to assist the continuous flow of policy and the best use of council resources, and
- 3 The panel has the right to develop policies of its own instigation, and also requires it to consider business referred to it by the Council Executive, the Education Executive, the Council or a Committee of the Council.
- 4 The panel has a Lead Officer appointed by the Chief Executive, and the Lead Officer's role is to liaise with officers and Members, to assist the panel in its work and to guide it in the conduct of its business.
- 5 The panel is able to call on the services of officers of the Council to attend its meetings and provide comment or advice on its business.
- 6 The Council has chosen as a matter of policy to apply the same rules to information before the panels as apply as a matter of law to council Committees (sections 50A to 50 K and Schedule 7A to the Local Government (Scotland) Act 1973). Some information may therefore be denied to the public, and the public may be excluded from parts of certain meetings of the panels. The agenda will specify where that is likely to happen and it will be for the panel to make an appropriate resolution to that effect.
- 7 The nominated representatives shall be entitled to take part subject to them confirming that they agree to abide by the terms of the Councillors' Code of Conduct.