



Voluntary Organisations Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

13 November 2020

A meeting of the **Voluntary Organisations Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Webex Virtual Meeting Room** on **Thursday 19 November 2020 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 Minutes of Meeting of Voluntary Organisations Policy Development and Scrutiny Panel held on Thursday 24 September 2020 (herewith)
5. Linlithgow Community Development Trust Presentation
6. Kick Start - Report by Head of Planning, Economic Development and Regeneration (herewith)
7. Third Sector Support Fund 2021/22 - Report by Head of Planning, Economic Development and Regeneration (herewith)
8. Voluntary Sector Gateway West Lothian Update - Report by Head of Planning, Economic Development and Regeneration (herewith)

9. West Lothian Social Enterprise Network Update - Report by Head of Planning, Economic Development and Regeneration (herewith)
10. Mental Health and Wellbeing and the Response to COVID-19 - Report by Head of Planning, Economic Development and Regeneration (herewith)
11. Third Sector and West Lothian Council Annual Report Structure - Report by Head of Planning, Economic Development and Regeneration (herewith)
12. Pensioners' Groups Christmas Fund Allocation 2021/21 - Report by Head of Planning, Economic Development and Regeneration (herewith)
13. Workplan (herewith)

NOTE **For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email anastasia.dragona@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 WEBEX VIRTUAL MEETING ROOM, on 24 SEPTEMBER 2020.

Present – Councillors Kirsteen Sullivan (Chair), Andrew McGuire, Tom Conn, David Dodds, Bruce Fairbairn, Tom Kerr (substituting for Councillor Chris Horne) and Moira Shemilt

Apologies – Councillor Chris Horne

In attendance – Craig McCorrison (Head of Planning, Economic Development and Regeneration), Raymond Branton (Third Sector Strategy Group Representative), Diane Cameron (West Lothian Social Enterprise Network), Douglas Grierson (Regeneration and Employability Team Leader), Alan McCloskey (Voluntary Sector Gateway), Alice Mitchell (Economic Development Manager), Kathleen Neilly (West Lothian Foodbank), Elaine Nisbet (Anti-Poverty Manager) and Martin Thomson (Business Growth Adviser)

1 DECLARATIONS OF INTEREST

- Councillor David Dodds declared an interest in that he had been a council-appointed member of Fauldhouse and Breich Valley Steering Group; he would take part in all items of business.
- Councillor Tom Kerr declared an interest in that during the Covid-19 pandemic he had been a member of a volunteer organisation; as he was no longer a member of that organisation, he would take part in all items of business.
- Councillor Moira Shemilt declared an interest in that she was a member of the Board of Trustees for the School Bank West Lothian; she would take part in all items of business.
- Councillor Kirsteen Sullivan declared an interest in that she had provided help to some voluntary organisations during the COVID-19 pandemic.

Agenda item 10 - Third Sector Partnership and Voluntary Organisations Budget 2021/22

- Councillor Tom Conn declared an interest in that he was a council-appointed member of the Linlithgow Heritage Trust; he would take part in the item of business.
- Councillor Andrew McGuire declared an interest in that he had been a driver with Food Train West Lothian until recently; he would take part in the item of business.

2 MINUTE

The Panel approved the minute of its meeting held on 19 March 2020 as a correct record. The minute was thereafter signed by the Chair.

3 REPORT ON WEST Lothian Voluntary Organisation Modernisation and Improvement Programme

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update on the allocation of the £200,000 West Lothian Voluntary Organisation Modernisation and Improvement Programme funding which was available in 2019/20 and providing an update on the £150,000 available in 2020/21.

Clarifications regarding the funding allocation process were provided during discussion and it was suggested that promotion of funding available to voluntary organisations be maximised through council and other appropriate channels.

It was recommended that the panel:

1. Note that £173,590 had been allocated to 20 organisations;
2. Note that a balance of £26,410 remained uncommitted and had been carried forward into 2020/21;
3. Note the effect of COVID-19 on the decisions made; and
4. Note a total of £176,410 available for 2020/21 remained unallocated and was currently being retained as a contingency in case further COVID-19 support was needed.

Decision

To note the terms of the report.

4 WEST Lothian Response to COVID-19

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of the work done to support communities across West Lothian during the COVID-19 crisis.

During discussion, clarifications were provided on the operation of the Foodbank during the COVID-19 crisis as well as on the food and hardship funding allocation.

It is recommended that the panel:

1. Note the role and partnership work carried out between West Lothian Council and the Third Sector to support communities through COVID-19;

2. Note the funding directed to support the Third Sector in its response; and
3. Note the opportunities to build on this partnership working in the future.

Decision

To note the terms of the report.

5 WEST LoTHIAN FOOD NETWORK VIDEO

A video was shown providing information on the West Lothian Food Network.

Discussion focused on the operation of the Foodbank as well as logistics and difficulties the Food Network faced during the COVID-19 pandemic.

Decision

To note the video presentation.

6 VOLUNTARY SECTOR GATEWAY WEST LoTHIAN UPDATE

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration updating members on the current activities being undertaken by Voluntary Sector Gateway West Lothian in providing an effective single point of access for support and advice and representing the interests of voluntary and community groups within West Lothian.

Discussion focused on remote and blended working and maximising volunteer recruitment.

It was recommended that the panel note 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.

Decision

To note the terms of the report.

7 WEST LoTHIAN SOCIAL ENTERPRISE NETWORK UPDATE

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration updating members on the current activities being undertaken by West Lothian Social Enterprise Network (WLSN) in providing an effective single point of access for support and advice and representing the interests of social

enterprises within West Lothian.

It was recommended that the panel note the positive outcomes in regard to the work undertaken by West Lothian Social Enterprise Network in supporting and representing the interests of the social enterprise sector within West Lothian.

Decision

To note the terms of the report.

8 THIRD SECTOR PARTNERSHIP AND VOLUNTARY ORGANISATIONS BUDGET 2021/22

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of the ongoing discussion with Third Sector representatives in West Lothian and inviting them to consider the arrangements for the disbursement of the Voluntary Sector budget in 2021/22. These arrangements would have to be reported for approval to Council Executive.

Discussion focused on communicating and maximising funding opportunities and allocation for voluntary organisations. The council would also continue to engage with and support the Voluntary Sector in other ways.

It was recommended that panel consider the following recommendations, which were intended to be reported to Council Executive together with any comments arising from discussion at PDSP:

1. Note the role and work of the Third Sector Working Group as detailed in the report;
2. Agree the proposed changes of the revenue budget to allow for an interim extension of the grants to the organisations listed in Section D.5.1;
3. Agree that the Twinning Grants would not be allocated in 2021/22, allowing for the roll over to the grants awarded in 2020/21; and
4. Agree the process outlined in Section D.5.2 for the allocation of the remaining £400,000 through an application approach focusing on supporting communities through the on-going challenges from COVID-19.

Decision

1. To note the terms of the report.
2. To agree the recommendation that would be presented to a future meeting of Council Executive for approval.

9 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.

DATA LABEL: PUBLIC DATA LABEL: OFFICIAL-Sensitive



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

KICK START

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of the report is to provide an overview of the UK Government's Kick Start programme and to highlight the opportunities that will be made available in West Lothian.

B. RECOMMENDATION

It is recommended that the panel notes the introduction of the Kick Start programme and notes the opportunities that will be made available to the public, private and Voluntary Sector in West Lothian.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; providing equality of opportunities and; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	The additional opportunities for young people will have a positive impact on performance indicators linked to supporting young people to progress into a positive destination.
V	Relevance to Single Outcome Agreement	The creation of opportunities for young people reinforce a number of the aims of the Single Outcome Agreement, specifically: We are better educated and have access to increased and better quality learning and employment opportunities.

VI	Resources - (Financial, Staffing and Property)	Budget to be made available via Kick Start, £300 per opportunity, to support the additional administration and employability support that will be required to deliver the programme.
VII	Consideration at PDSP	None
VIII	Other consultations	Community Planning Partnership, West Lothian Chamber of Commerce, Federation of Small businesses, Scottish Enterprise and Developing the Young Work Force Regional Group.

D. TERMS OF REPORT

D.1 On the 2nd September 2020 the UK government announced the details of the Kick Start scheme. The Kick Start scheme is one of the interventions announced to tackle the increasing level of youth unemployment in the UK.

The Kick Start scheme aims to create new paid 6-month job placements for young people who are currently on Universal Credit and at risk of long-term unemployment. The ambition is that 250,000 young people will be supported under the Kick Start Scheme throughout the UK.

The scheme will run until the summer 2022, with a go live date for placements of November 2020. The programme is being managed and administered by the Department of Work and Pensions (DWP). Placements can be created within any size employer in the private, public and voluntary sector, with the minimum number of placements to be created per organisation of 30.

The placements created with Kickstart funding must be new jobs and must not replace existing or planned vacancies. The roles must be a minimum of 25 hours per week, for six months and paid at least the national minimum wage for their age group.

Organisations that are successful in securing funding will receive 100% of the relevant national minimum wage for 25 hours per week, plus associated employer National Insurance contributions and employer minimum automatic enrolment contributions.

In addition to the cost of the wages there is also extra funding to support young people to build their experience and help them move into sustained employment after they have completed their Kickstart Scheme funded opportunity. There will be £1,500 per participant available to provide employability support, training and any additional costs including travel or PPE required to undertake the role.

There is no maximum limit on the number of employers that can secure funding for, with the minimum limit being 30, but organisations will have to ensure roles offered through the scheme meet the criteria.

Once opportunities are created they will be published on the Universal Credit system within DWP, with DWP Work Coaches assessing their suitability for their clients who meet the criteria. DWP will therefore be responsible for matching young people to the opportunities what have been created

D.2 Application Process

There are two routes to securing funding to create Kick Start opportunities;

- 1) organisations can apply directly to the DWP via an online application if they are able to create 30 opportunities
- 2) organisations can apply to DWP to become a gateway organisation for the area and support those organisations like SME's or voluntary sector organisations that are unable to create 30 opportunities.

The key role of gateway organisations is to ensure that smaller organisations are able to access the opportunities and to ensure that there is consistency in approach in an area.

D.3 Kick Start in West Lothian

West Lothian Council and Community Planning Partners including West Lothian College, the Voluntary Sector Gateway and West Lothian Chamber of Commerce have made a bid to create initially 200 opportunities in West Lothian. West Lothian Council is the lead for the consortium and will be the gateway organisation for West Lothian.

West Lothian Council and Partners will provide support to public, private and voluntary sector to create opportunities for young people. Employability support and training during the Kick Start opportunity are a key element of the provision. Young people will be provided with employability support throughout their opportunity by Access2employment and will have the opportunity to undertake a range of training provision by partners aligned to their future career aspirations.

Organisations that are interested in creating an opportunity throughout the duration of the Kick Start are being invited to register their interest at www.westlothian.gov.uk/kickstart.

E. CONCLUSION

Tacking youth unemployment remains a key priority for West Lothian Council and Partners. The introduction of Kick Start will provide young people, currently claiming Universal Credit, the opportunity to access six months paid employment and training. A West Lothian consortium bid will ensure that confusion isn't created within the market place for employers and that partners have the opportunity to bring in the maximum investment into the West Lothian area.

F. BACKGROUND REFERENCES

Council Executive report, 6 October 2020

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46456>

Appendices/Attachments: none

Contact Person: Clare Stewart, Employability Manager, Tel: 01506 281100,
Clare.stewart@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration

Date of meeting: 19 November 2020

:

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATION POLICY DEVELOPMENT AND SCRUTINY PANEL

THIRD SECTOR SUPPORT FUND 2021/22

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update the panel on the application process for the £400,000 Third Sector Support Fund 2021/22 and the timescales involved in the decision making process.

B. RECOMMENDATION

It is recommended that the panel notes that at the deadline of noon on Wednesday, 11 November 2020:

1. 35 applications were received;
2. the total funding requested was £1,104,094.60; and
3. that application will be assessed by a panel, who will make recommendations to the Head of Planning, Economic Development and Regeneration, and applicants informed of the outcome in December.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Appropriate assessments of projects will be carried out as required.
III Implications for Scheme of Delegations to Officers	None, although the report sets out a one-off delegate for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding in April 2021.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	CPP's are now required to prepare a Local Outcome Improvement Plan (LOIP) in place of Single Outcome Agreement (SOA). The proposal does not raise any matters of conflict with the SOA/LOIP.

VI Resources - (Financial, Staffing and Property)	Revenue funding of £400,000 is available for 2021/22
VII Consideration at PDSP	Regular reports are provided to PDSP on the Vol Orgs budget. This is the first report dealing specifically with the allocation for 2021/22.
VIII Other consultations	Third Sector Working Group, Finance, Social Policy

D. TERMS OF THE REPORT

D.1 Background

Following the decision of the Council Executive on 6 October 2020 a new £400,000 Third Sector support Fund was created to provide one year funding to support resilient communities recovering from COVID-19. Applications were asked to address key areas identified through the Community Planning process. The focus being primarily around health and wellbeing, particularly supporting our most vulnerable communities, those in the bottom 20% SIMD data zones, and aligning applications to the Economic Recovery Plan, Anti-Poverty Strategy and the developing work around Health and Wellbeing.

The priorities identified for the fund by partners and confirmed through an online survey of community organisations and partners identified the following themes:

- income and employment;
- physical and mental health and wellbeing;
- housing and homelessness issues;

Within these three broad headings applicants could apply for new projects as well as ongoing core costs that allow them to continue to support their communities through this time up to a limit of £50,000. Consortium bids were able to apply for more funding which would be considered on the merits of the additional value for money and on the effect on the overall pot of supporting a larger bid.

Applicants were also encouraged to show how any grant awarded would support delivery of a larger service or project that utilised other funding brought in by the applicant.

As with previous years allocations it is proposed that the award of funding is delegated to the Head of Planning, Economic Development & Regeneration.

D.2 Update on the application process

A deadline for applications was set for noon on Wednesday, 11th November. At the deadline 35 applications were received. Within these a total funding of £1,104,094.60 was requested from the fund. Applications were spread across the three identified themes although a number indicated working across more than one. As an initial indication:

- 27 applications referenced income and employment;

- 34 physical and mental health and wellbeing; and
- 4 housing and homelessness

It should be noted that although eligible no consortium bids were received.

One of the requests was to show how any council funding would help support a project or service that utilised more funding to deliver to the residents of West Lothian. Whilst no detailed analysis has been done at the time of writing the overall indication is that the request for £1,104,094.60 over the 35 applications would support a total service or project delivery of £3,410,016.48.

For comparison purposes in 2018 when the previous one year (subsequently extended to two) grant application process was introduced we received 30 applications requesting £1,611,879.54 in support. It is worth noting that the application process at the time was restricted to those groups funded by West Lothian Council through the previous Voluntary Organisation Budget.

Of the 35 applications received 11 were received from groups funded in 2019/20 and 2020/21 and 24 are new applicants.

Officers have started to prepare the applications for the panel which will meet virtually and make recommendations to the Head of Planning, Economic Development and Regeneration who will inform applicants of the outcome in December.

E CONCLUSION

A new £400,000 Third Sector Community Support Fund 2021/22 has received 20 applications. Those applications will be assessed by a panel, who will make recommendations to the Head of Planning, Economic Development and Regeneration and applicants informed of the decision in December.

F. BACKGROUND REFERENCES

Voluntary Organisations PDSP 24 September 2020
<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46334>

Council Executive, 6 October 2020
<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46448>

Voluntary Organisations PDSP, 13 December 2018
<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dg%95l%7F%88>

Appendices/Attachments:

None

Contact Persons:

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

Douglas Grierson, Regeneration Team Leader, tel: 01506 281088; email
douglas.grierson@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration

19 November 2020

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

VOLUNTARY SECTOR GATEWAY WEST LOTHIAN UPDATE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the panel:

1. Notes 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.
- 2.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; 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	We live in resilient, cohesive and sae communities.
VI Resources - (Financial, Staffing and Property)	£48,770 has been awarded to VSGWL from the Voluntary Organisations budget for 2020/21.

VII Consideration at PDSP

The Voluntary Organisations PDSP is updated on a quarterly basis.

VIII Other consultations

None.

D. TERMS OF THE REPORT

D.1 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 West Lothian (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.

D.2 Current update

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

E CONCLUSION

The panel 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: none

Contact Person:

Douglas Grierson, Regeneration Team Leader, tel: 01506 281088; email douglas.grierson@westlothian.gov.uk

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

19 November 2020



*Promoting, Supporting and Developing
West Lothian's Voluntary Sector*

Progress report on Voluntary Sector Gateway West Lothian (VSGWL)

To be presented at Voluntary Organisations Policy Development and Scrutiny Panel on the 19th November 2020.

- We continue to deliver on our outcomes on building capacity of the sector, volunteering and capturing the voice of the sector.
- Representatives from the Third Sector are continuing to work closely with Council Officials as part of a funding Working Group. The Group has been continuing to review the learnings from last year's Voluntary Orgs Revenue Budget decision-making process and discussing ways of improving the arrangements moving forward.
 - Focus over recent months has been on developing the wider Third Sector strategy and supporting future funding arrangements.
 - Working Group has also assisted to develop criteria and timelines around the revised application process and have worked alongside with Officials to develop guidance.
 - Applications to the Third Sector Community Support Fund 2021/22 close on 11 November.

Covid-19 update - VSGWL and third sector response to Coronavirus outbreak

VSGWL is continuing to lead the Third Sector response to the pandemic. We are continuing to work closely with our Third Sector colleagues and West Lothian Council to support individuals and communities during this Coronavirus crisis.

We have seen the importance of communications during the pandemic. We know the importance of having access to relevant information, support and resources in a timely fashion. We update our Covid-19 Resource Hub on our website with important developments on a regular basis and provide regular updates on health news, funding opportunities, health and wellbeing as well as links to official sites such as WL Council, Scottish Government, NHS Inform, SCVO etc. We continue to utilise social media (Twitter, Facebook) as a proactive communication tool with partners, public and the sector.

In order to further enhance our communications, we have commissioned an external company to help us develop our website further. The new site is expected to go live in March 2021.

Sharing knowledge and information exchange

In partnership with the wider TSI Scotland Network, in late October we launched a [Manifesto for Change](#). Ahead of the Scottish Parliament elections in 2021, the Manifesto outlines what we feel needs to change in order to tackle inequality, including an enhanced role for the Third Sector, the

implementation of place-based approaches, volunteering and empowerment, and a fairer wellbeing society.

The Manifesto makes clear the critical role that community-led work plays in the lives of nearly everybody in society – never more clearly demonstrated than during last few months where organisations and volunteers have stepped up to support with the effects of COVID-19.

The Third Sector Strategy Group (TSSG) continues to meet regularly to share best practice, knowledge and identify risk and opportunities. One of the emerging concerns is around the impact the longevity of being in virtual lockdown is having on some leaders across the network. Ideas for peer to peer support and other methods of health and well-being support will be actively explored in the period ahead.

Coordination of volunteering opportunities

Over 1200 people from across West Lothian have signed up to volunteers during the crisis. We have created a volunteering database that allows us to manage and respond to requests from partners for volunteers. We have signposted individuals to our online Directory of Services which has details about all organisations providing help and support during the crisis.

In November, we will be carrying out a more detailed survey of the skills and availability of individuals to enable us to better match them to ongoing volunteering opportunities.

Trustee Week 2-6 Nov 2020

2nd of November marked the beginning of national Charity Trustees' Week, a time to celebrate and support the work of charity trustees. Board member are volunteers who give their energy, passion and expertise to make sure that charities exist and operate to support their members and beneficiaries and make a difference to the public.

£15k Phase 2 VSGWL Covid-19 fund, WLSEN and National Lottery partnership

VSGWL and WLSEN made a successful bid to partner with The National Lottery to provide a £52K emergency to support local, grass roots organisations and groups that are responding to the Covid-19 pandemic. We launched a second round of funding in October, inviting organisations to apply for grants of £500 – £1000 to help them with their plans to support local communities during the period from 1 November to 31 January 2021.

Foundation Scotland is working with all TSIs on a small grants fund (similar to national lottery arrangements) to distribute monies from the Response, Recovery and Resilience Fund. West Lothian has been provided with £9k to distribute under the Resilience element. This fund will be launched later in November.

Presented by Alan McCloskey, Chief Executive Officer
VSGWL

11 November 2020

Alan.mccloskey@vsgwl.org

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

WEST LOTHIAN SOCIAL ENTERPRISE NETWORK UPDATE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update the panel on the current activities being undertaken by West Lothian Social Enterprise Network (WLSSEN) in providing an effective single point of access for support and advice and representing the interests of social enterprises within West Lothian.

B. RECOMMENDATION

It is recommended that the panel:

1. Notes the positive outcomes in regard to the work undertaken by West Lothian Social Enterprise Network in supporting and representing the interests of the social enterprise sector within West Lothian.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; 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	We live in resilient, cohesive and safe communities
VI Resources - (Financial, Staffing and Property)	£31,500 has been awarded to WLSSEN from the Voluntary Organisation budget for 2020/21.

VII Consideration at PDSP

The Voluntary Organisations PDSP is updated on a quarterly basis.

VIII Other consultations

None.

D. TERMS OF THE REPORT

D.1 Background

West Lothian Council is committed to supporting the development of more enterprising and sustainable third sector that contributes to the key Community Planning Partnership outcomes.

D.2 Current update

A report from WLSSEN on the activities they have undertaken since the previous meeting of the panel is attached to this report as Appendix 1.

E CONCLUSION

The Panel is asked to note the update report but the West Lothian Social Enterprise Network (WLSSEN) that the PDSP will receive regular updates going forward.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: WLSSEN update

Contact Person:

Douglas Grierson, Regeneration Team Leader, tel: 01506 281088; email douglas.grierson@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration

19 November 2020



Report to Voluntary Sector Policy Development and Scrutiny Panel
19th November 2020
(Report period 11/9/2020 to 11/11/2020)

Background

Social Enterprises, as with many other third and private sector organisations in West Lothian, continue to struggle as trading levels have been significantly impacted. Demand for their support has tended to increase so many are looking to repurpose their offerings as well as trying attract grant funding. It is inevitable however that redundancies will be seen in the coming months with closures also a possibility.

At WLSen, we strive to support our member social enterprises throughout this difficult time, providing 1 to 1 advice and connecting them with the support that is available.

West Lothian Third Sector Mental Health Support Providers Collaborative Group

We are playing a coordinating role for this group of our members and other third sector organisations who provide support to those with mental health needs. The members of the group are keen to work collaboratively and with partners to ensure that the needs of local people are being fully met and have recently engaged with Greg Stark from the NHS. Background info is available [here](#) with a separate report also available.

We have undertaken a mapping of the services available with a view to convert this to an easy to use, updateable and shareable format. WLSen on behalf of the group are seeking funding to develop the mapping resource and support the group with an application recently submitted to Shift the Power fund and others being investigated.

Member support

One to one support continues to be provided to members both online and by phone with recent input focused primarily on accessing funding as well as our work around mental health.

Organisations supported in this time period include WL Youth Action Project, Kidzeco, The Brock, The Bridge Community Project and Environmentalhealth CIC.

We have been particularly active around the recent Community & Third Sector Recovery Programme providing support as well as hosting online Q&A session in relation to the Adapt & Thrive element.

Connection nationally

We continue to engage nationally with social enterprise intermediary organisations including SENSCOT, Social Enterprise Scotland, Firstport, Social Enterprise Academy and Just Enterprise.

In addition, we have contributed to help shape the new SG Social Enterprise Action Plan, engaged with City Region partners, provided input around the newly launched Buy Social Campaign and represented members at the recently resumed Cross Party Group for Social Enterprise.

Working with VSGWL

Our close working relationship VSGWL has continued with our Network Coordinator playing a role on the assessment panel for the VSGWL Covid 19 fund.

Working with WLC

We continue to play an active role on the TSSG Working Group representing the social enterprise sector in West Lothian with our Network Coordinator supporting re the grant scoring process for the new

Online communication

Topics covered in our weekly e-newsletter & monthly round up included £25 M Third Sector Recovery Fund & Adapt & Thrive Fund, WL Third Sector Summit, Senscot Rebuild & Restart Week, WLC Anti-Poverty Survey and member news e.g. Kidzeco Play Podz

Newsletters	Number	Ave. open rate	Ave. click rate
Weekly - Three Things for Thursday	11	53%	51%
Monthly Round-up	2	51%	54%

Social media	Posts	Views /Tweets	Engagements
Facebook	41	1018	76
Twitter	76	8 Unique / 68 Retweets	18469* - high due to post from Nicola Sturgeon

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

MENTAL HEALTH AND WELLBEING AND THE RESPONSE TO COVID-19

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform the panel of the work done to support communities to address the mental health and wellbeing of their communities across West Lothian during the COVID-19 crisis.

B. RECOMMENDATION

It is recommended that the panel notes:

1. the role and partnership work carried out between West Lothian Council and the Third Sector to support our communities through COVID-19; and
2. the opportunities to build on this partnership working in the future.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Appropriate assessments will be carried out as required.
III Implications for Scheme of Delegations to Officers	None, although the report sets out a one-off delegate for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding in April 2021.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	The proposal does not raise any matters of conflict with the single outcome agreement.
VI Resources - (Financial, Staffing and Property)	Funding and staffing resources in the COVID-19 response are detailed in the body of the report.
VII Consideration at PDSP	This is the first consideration of the COVID-19 response by the PDSP.

VIII Other consultations

consultation has been carried out with the Third Sector and communities

D. TERMS OF THE REPORT

D.1 Background

In March 2020 it became clear that the effects of COVID-19 would have a dramatic impact on our communities with lockdown rules put in place and over 5,000 of our most vulnerable people placed on a Shielding List and all our residents affected by the lockdown and many needing help and support. This saw an unprecedented response from the council and our Third Sector partners and volunteer to support our most vulnerable people and communities.

D.2 Mental Health and Wellbeing

Whilst, understandably, much of the initial focus was on supporting communities around food insecurity, delivery of prescriptions, shopping and increased demands for poverty related advice services; a less anticipated result of the pandemic and lockdown was the affect it was having on the mental health and wellbeing of our communities across almost all areas and ages. This ranged across the spectrum of support from suicide and referral based support through to isolation, loneliness and affect and many of the population being more sedentary as a result.

These issues came up from partners and officers and confirmed through an online survey by Community Planning and Regeneration that confirmed that growing concerns around this (see appendix 1).

D.3 Mental Health and Suicide prevention group

As part of the response and specifically to develop a Mental Health and Suicide Prevention Plan a partners group has been working hard and led by NHS Lothian with Council and Third Sector input. The group has focussed on the following:

- Consultation of service users on the Plan, with 129 responses received;
- Analysis of the responses has been themed and help develop the plan. Themes include:
 - access to services;
 - tackling stigma and discrimination;
 - access to information;
 - role of the Third Sector;
 - addictions;
 - targeted support for vulnerable groups;
 - physical health and wellbeing, particularly physical activity; and
 - use of the local community, education, training and learning.
- A draft action plan is currently being written and will be presented to the Community Planning Board on 30th November;
- The partners, including the Third Sector will take these themes and identified actions forward. Some key actions are likely to include (subject to approval):
 - the development of a tiered system to mental health and wellbeing. The purpose of this is to help all partners, statutory and non-statutory to recognise their role in mental health and wellbeing;
 - Work with SEE ME to develop a locally targeted approach to

- addressing stigma and discrimination;
- Further develop WESTSPACE as a central hub for information and services; and
- Develop a local mental health, wellbeing and suicide prevention training plan which can be delivered online and accessible for a range of partners and community members.

D.4 Third Sector response

Over the past 5 months West Lothian Social Enterprise Network (WLSSEN) has coordinated a group Social Enterprises and other Third Sector organisations who provide support to those with mental health needs. The aim is to work collaboratively with Community Planning Partners, including West Lothian Council and NHS Lothian, to ensure that needs are being fully met and to ensure appropriate referral systems are in place. The group is developing links to the NHS, Senscot and P4P, who will provide support to the group around partnership and collaboration.

Mapping

The West Lothian Third Sector Mental Health Collaborative Group put together a framework of information they believed service users would find useful. This information has now been collated and WLSSEN is seeking funding to produce and circulate an editable PDF (recent application to Shift the Power fund)

Services

A snapshot of the services currently being delivered is in appendix 2 plus a number of new services are being offered to support both staff and volunteers in the third sector, many of whom are delivering considerably more complex support due to COVID-19. For example:

- Bridge Counselling providing mental health support to third Sector volunteers and staff
- Environ-mental health CIC are delivering free Mental Health First Aid Training in West Lothian
- SMILE counselling are offering reduced price COSCA counselling courses

Groups Aim

The group consists of a number of social enterprises and Third Sector organisations who provide mental health support. They came together as a result of COVID-19 and are keen to build a more collaborative approach moving forward. To provide focus a Vision has been agreed, that:

- all people requiring mental health support in West Lothian have a clear and accessible way of finding out what services are available and are able to access them easily;
- there is no stigma to having mental health issues; and
- mental health support providers and referral agencies work in a collaborative manner to improve services and in West Lothian.

Added to the visions a mission statement has also been agreed:

‘To develop an active and purposeful forum of mental health providers and referral agencies working across West Lothian which allows and promotes collaboration and coordination on:

- What services are currently provided;
- Developing and improving services and their accessibility;
- Sharing information and supporting each other; and
- Developing an accessible and client-led access point for information and support'

It is early days but it is encouraging that partners are working together to achieve the best for the communities of West Lothian.

D.5 General Health and Wellbeing support

The work detailed in D.3 is mainly around specialist services and often referral based. It should be noted that from the survey and the concerns over mental health and wellbeing it is also important to recognise that there is a much wider role for the Third Sector and Community Planning Partners around support for the more general response to Health and Wellbeing of our communities, ones that are elective rather than referral based.

This includes the need to consider the more general services around exercise, diet, loneliness and support that increase health and wellbeing in the community at large and indeed can help people avoid the need to engage with the type of services offered by those organisations mentioned in D.3.

E CONCLUSION

COVID-19 has placed a considerable strain on our communities. This has seen an unprecedented response to our communities needs with West Lothian Council, Community Planning partners and our Third Sector partners working closely together to ensure that our communities have access to the support they need. The identification of mental health and wellbeing as a growing issue arising from the pandemic has again seen our Third Sector respond quickly and the development of collaborative work as detailed in this report and developing links to Community Planning Partners is an encouraging sign that will hopefully bring a collaborative approach to address these issues both during the pandemic and as we move beyond.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 Health and Wellbeing/anti-poverty survey
Appendix 2 West Lothian Third Sector Mental Health Collaborative Group

Contact Persons:

Douglas Grierson, Regeneration Team Leader, tel: 01506 281088; email douglas.grierson@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

19 November 2020

Health and Wellbeing/Anti-Poverty Survey August 2020

Background

A Working Group was established consider the health, wellbeing and poverty related issues that were coming up through the national and local data and from our communities. The working group identified five general areas that were coming through and it was agreed to carry out an online survey of community organisations and communities to see if there was general agreement on these and whether there were additional areas to look at. This was carried out in late August/early September 2020 and the results are detailed in this report.

The following email was sent out through a range of channels and distribution lists inviting them to take part:

Dear colleague,

Health and Wellbeing/Anti-Poverty Survey

The COVID-19 pandemic has created an unprecedented situation which has affected us all over the past few months, impacting on our families, organisations and the wider community. The Community Planning Partnership (CPP) is looking at how it works closely with communities to both identify the areas of focus and to see how we can work together in new ways to tackle the challenges that lie ahead.

As part of planning for the future officers from Public Health, Anti-Poverty service, Community Regeneration, NHS Lothian, the Health and Social Care Partnership and third sector colleagues have initially identified a number of themes that the evidence suggests will be the key areas. This is very much a work in progress and to take it forward, we need the support and input of the 3rd sector and communities to make sure the evidence we gather and the emerging themes align to the needs of communities.

The potential themes are:

- *Income*
- *Employment (and unemployment) and business support*
- *Housing and homelessness*
- *Longer-term resilience arrangements particularly for third sector*
- *Mental health and wellbeing*

To develop this further we would invite your organisation to consider the following three questions.

- 1. Do the suggested priorities below reflect your community's, or the community(ies) you work in, experience since Covid-19?**
- 2. Are there any other priorities we have missed? Could you explain further and/or give us an example?**
- 3. In terms of the priorities within this survey; would your organisation be able to work with other services and organisations operating locally to support any work generated around these priorities:**
 - a. If you answered 'yes', can you explain further what you could deliver?**
 - b. What would you need to help you do this?**

Please complete the on line survey at <https://www.surveyhero.com/s/9e1c281> by Friday, 28 August 2020.

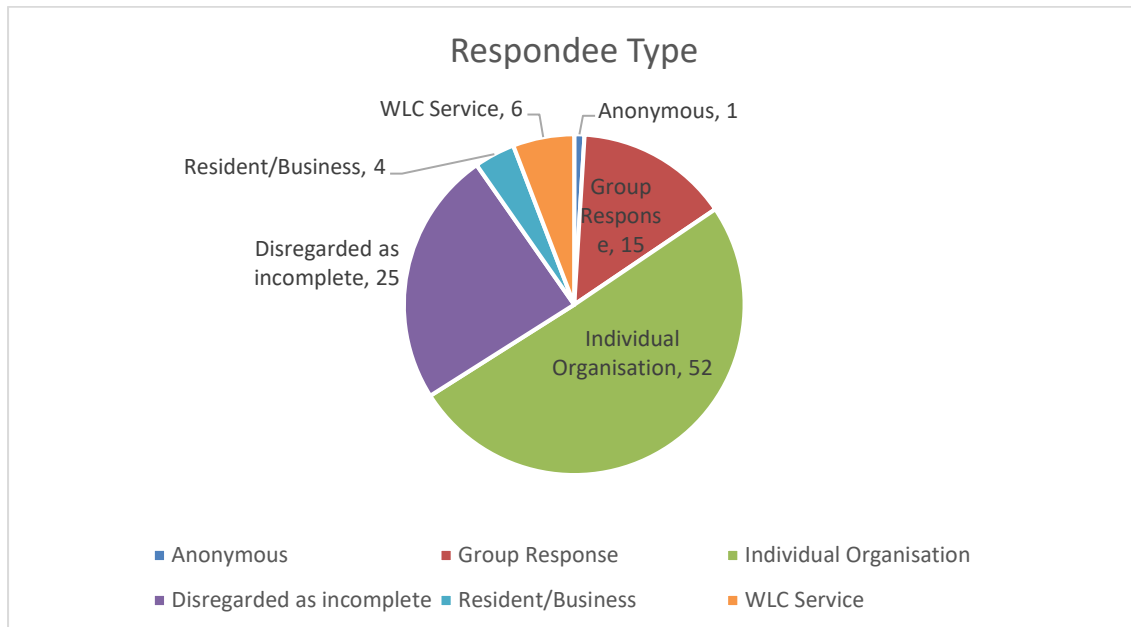
NOTE: This survey is being distributed through a number of networks and fora so apologies if you receive this more than once. If you do please complete once only.

The information developed will be discussed at the CPP Board on the 30th September.

Thanks for your support with this in advance.

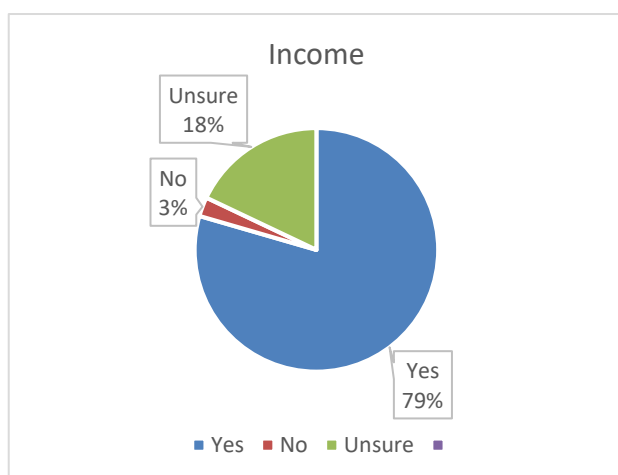
Summary of response

There were 103 survey responses received overall with 25 disregarded as having little or no value to the survey. Those disregarded answered only question 1 (organisation details) and did not participate further in the survey. Of the 78 remaining responses only 66 surveys were completed in full. For a detailed list of who completed the survey please see appendix 1.

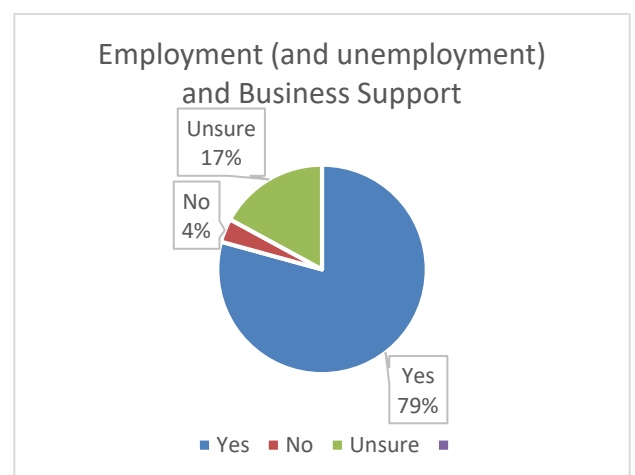


Question: Do the suggested priorities below reflect your community's, or the community(ies) you work in, experience since Covid-19?

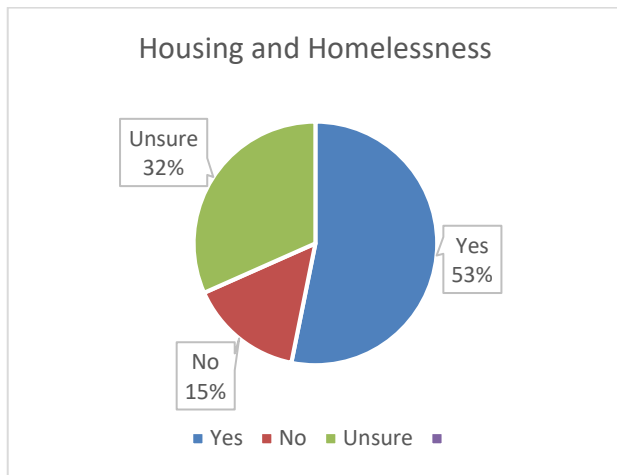
If you feel certain priorities are in line with your community's experiences/observations, can you provide detail on what these are?



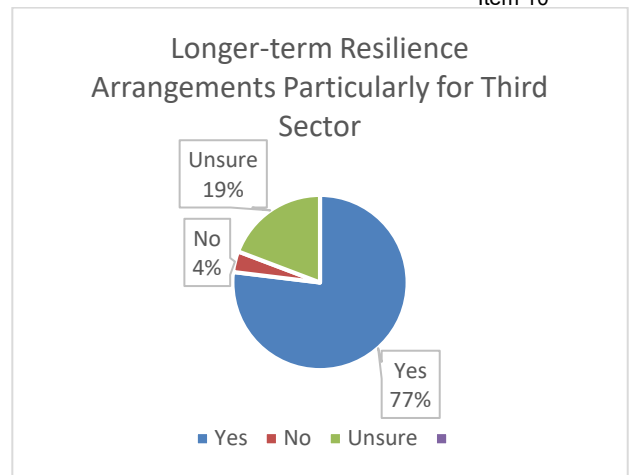
Comments mentioning income: 36



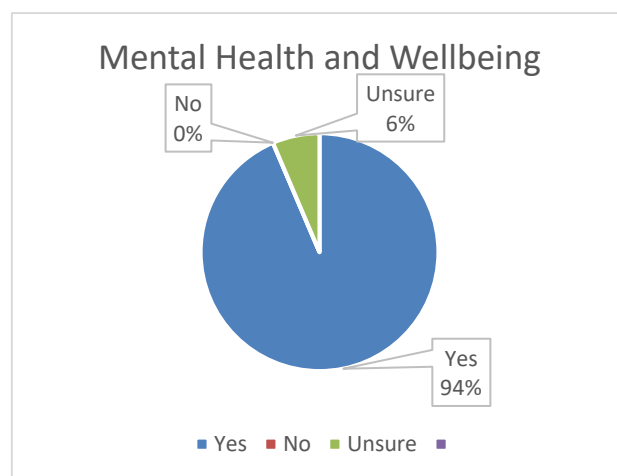
Comments mentioning Employment (and unemployment) and Business Support: 39



Comments mentioning housing and homelessness:18

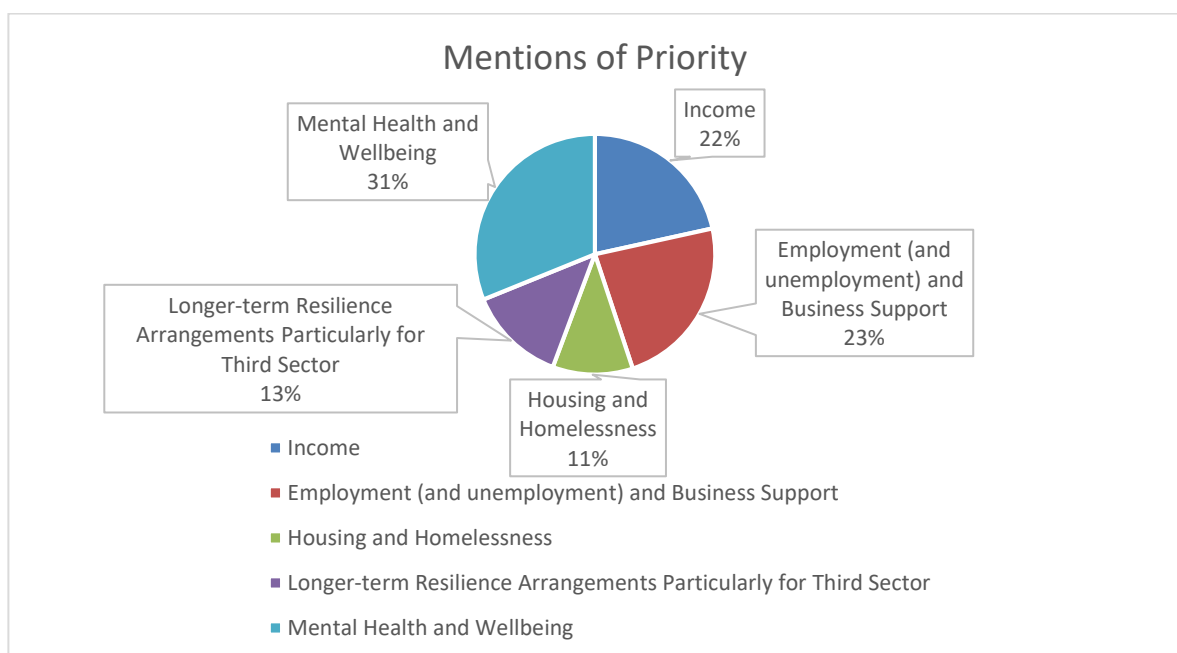


Comments mentioning longer-term resilience arrangements particularly for third sector:22



Comments mentioning mental health and wellbeing:52

Multiple themes were mentioned in the comments meaning the number below is higher than the responses received.



Question: Are there any other priorities we have missed?

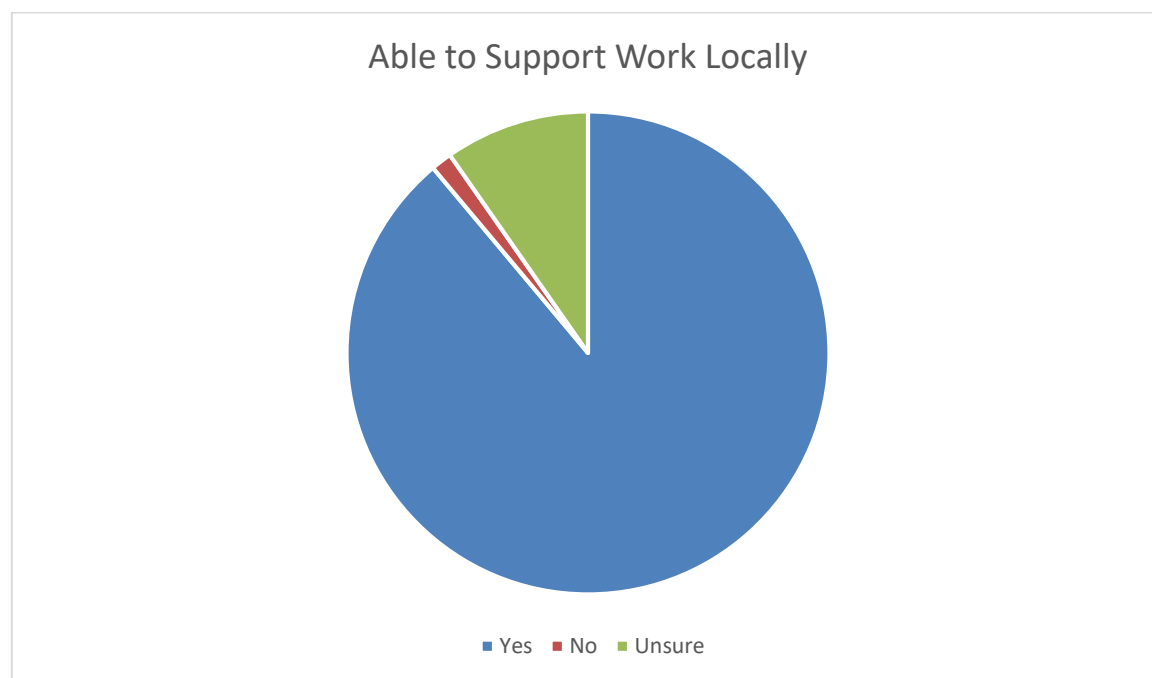
Meeting Date - 19 November 2020
Item 10

There were 74 responses received for this question.



Question: In terms of the priorities within this survey; would your organisation be able to work with other services and organisations operating locally to support any work generated around these priorities?

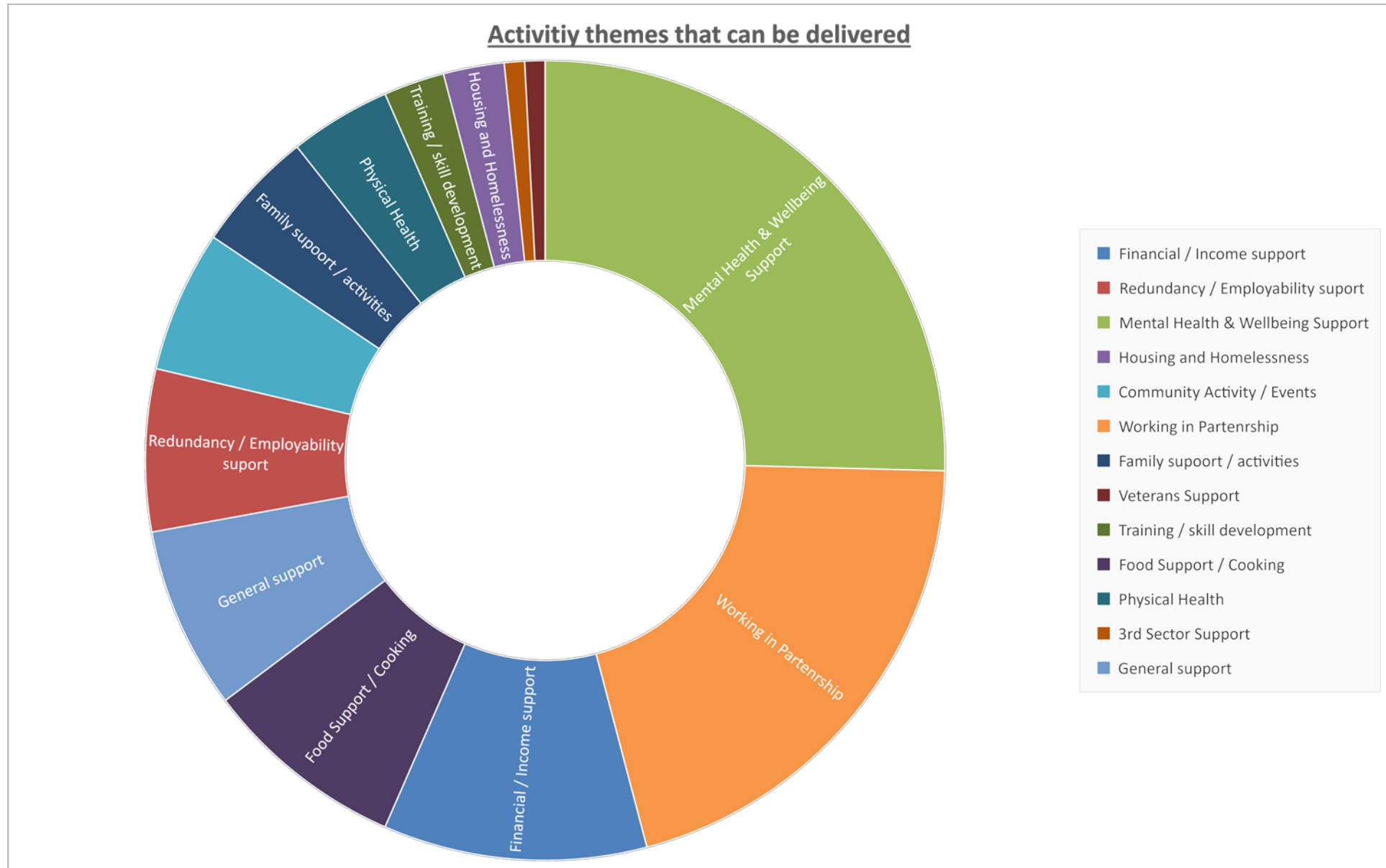
Number of responses:72



Question: As you answered 'yes' to the previous question, can you explain further what you could deliver?

Meeting Date - 19 November 2020
Item 10

Responses received: 60

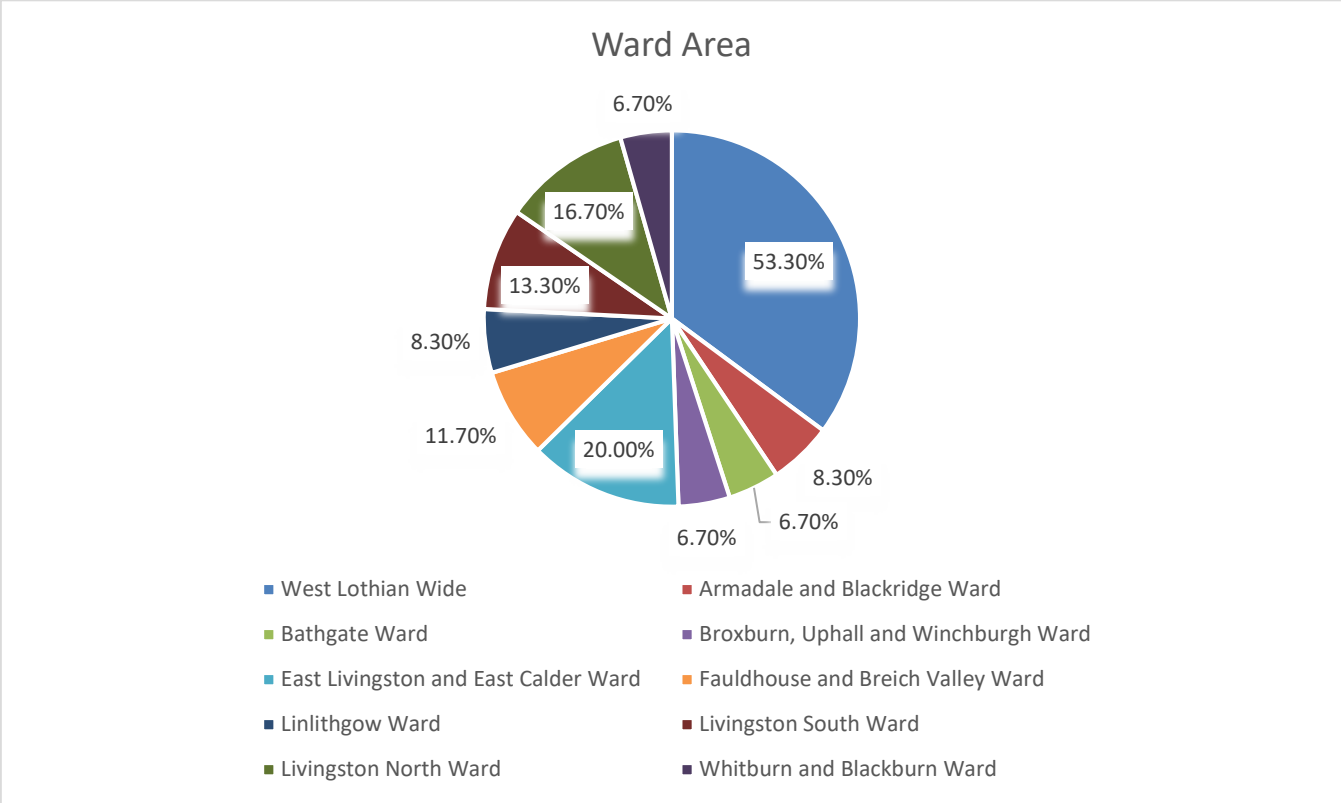


Responses received: 60



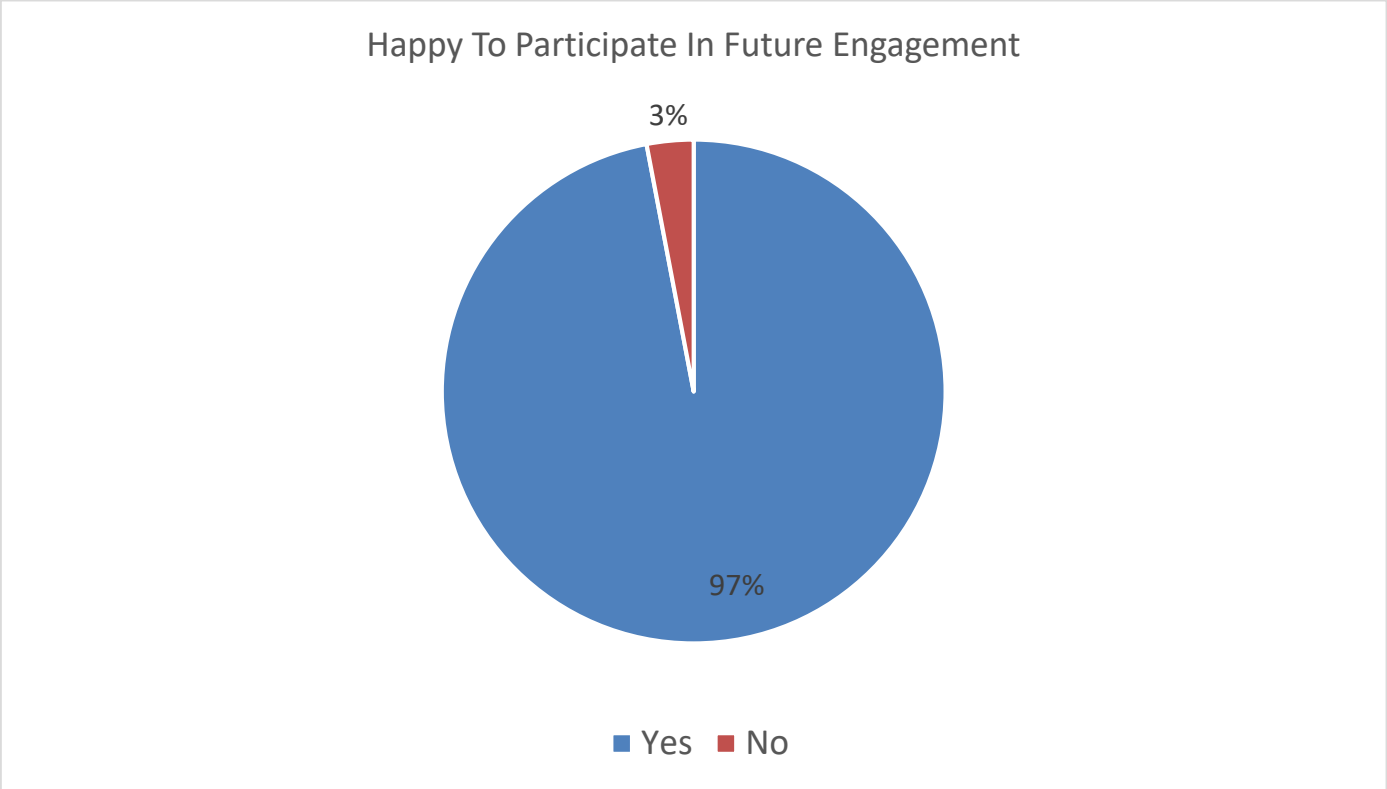
Question: Which areas do you work in or could continue to work in?

Responses received: 60



Question: Would you want to be part of any engagement on these and any further priorities going forward?

Responses received: 66



APPENDIX 1

List of Organisations that participated

1756(Broxburn) Squadron RAF Air Cadets	Linlithgow Young Peoples Project
Active Schools & Community Sport	Livingston Festival Association
Addiewell & Loganlea Community Council	Livingston United Parish Church
Almond Housing Association	Livingston Village Gala Committee
Anonymous	Loganlea Miners Social and Charitable Organisation
Armada Regen Group - PH&WB	Member of Race Forum
Bathgate Community Council	Murieston Community Council
Bathgate Community Council	Neil's Hugs Foundation
Bathgate Community Development Trust Ltd	Private Business and Local Resident
Bellsquarry & Adambrae Community Council	Pumpherston Community Council
Blackburns Future Group PH&WB	PWCCG
Bridge Community Project	Resident
Bridgend Primary	Resident
Broxburn United Sports Club (BUSC)	Resident
CAB West Lothian	Rotary Club of Livingston
Carers of West Lothian	Social Security Scotland
Carers of West Lothian	St Mary's RC PS Polbeth
CLD Youth Services	Stoneyburn and Bents Future Vision Group
CLD youth services	Stoneyburn Community Council
Craigsfarm Community Hub	The Dale Hub
Craigshill Good Neighbour Network	The Larder
Cyrenians OPAL (Older People, Active Lives)	The New Well
Daisy Drop In	The School Bank West Lothian
Daisy Drop In	The Vennie
Dechmont Community Council	Third Sector Strategy Group
Family and Community Development West Lothian	Transform Craigshill members group
Family Support Workers Inveralmond CHS	Various Residents and Organisation
Fauldhouse & Breich Valley Regeneration Groups	West Calder & Harburn CDT
Firefly Arts Ltd	West Lothian Armed Forces Day Group
Generation Arts	West Lothian Credit Union
Home-Start West Lothian	West Lothian Drug and Alcohol Servicing
Housing Operations	West Lothian Financial Inclusion network
Joint Forum of Community Councils	West Lothian Foodbank
Kidz-Eco CIC	West Lothian Leisure
Kirknewton Community Council	West Lothian Youth Action Project
Kirknewton Community Development Trust	Whitburn and District CDT
Knightsridge Regeneration Group	WL AFD
Ladywell Community Fridge	WLC - Open Space
Lanthorn Association	WLSN

Appendix 2

West Lothian Third Sector Mental Health Collaborative Group

The Bridge Community Project	1:1 Counselling for adults living in the West Lothian area.
Positively Able CIC	Professional Peer counselling for adults experiencing disability
Beechbrae	Branching Out, an outdoor woodland programme to support mental health
Carers of West Lothian	Support and counselling to disabled adults and unpaid carers (including young carers).
Mood Project - Mental Health & Well-being	Group activities and telephone support for mental health
EnvironMentalHealth CIC	Support plus Learning & Development including First Aid For Mental Health training
The Brock Garden Centre SCIO	Therapeutic activities in the garden centre for people with chronic mental health conditions
Polbeth Community HUB	Person Centred Counselling for adults living and/working in the Polbeth area
S.M.I.L.E Counselling	One to one Counselling to children and young persons aged 11 years to 24 years
Men Matter West Calder	Primarily social and peer support although signpost to partners who deliver counselling
Neil's Hugs Foundation	Support groups for people bereaved by suicide
Cyrenians OPAL	Support to clients age 60+ with low mood

A great number of other third sector organisations and community groups provide informal support e.g. Simply Play support families; Firefly Arts support young people particularly those on waiting lists for referral for NHS mental health support and The Larder provide health and wellbeing support to their trainees.

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATION POLICY DEVELOPMENT AND SCRUTINY PANEL

THIRD SECTOR AND WEST LOTHIAN COUNCIL ANNUAL REPORT STRUCTURE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to ask the panel to consider the structure and content of the Annual Report agreed at the September meeting which committed to developing an annual report to be produced with the Voluntary Sector Gateway West Lothian.

B. RECOMMENDATION

It is recommended that panel:

1. Note the contents of the report;
2. Considers what information members would find useful in any future report; and
3. Agree the timeline as recommended.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Appropriate assessments of projects will be carried out as required.
III Implications for Scheme of Delegations to Officers	None, although the report sets out a one-off delegate for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding in April 2021.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	CPP's are now required to prepare a Local Outcome Improvement Plan (LOIP) in place of Single Outcome Agreement (SOA). The proposal does not raise any matters of conflict with the SOA/LOIP.
VI Resources - (Financial, Staffing and Property)	None

VII Consideration at PDSP

Regular reports are provided to PDSP on the Vol Orgs budget. This is the first report dealing specifically with the allocation for 2021/22.

VIII Other consultations

Third Sector Working Group

D. TERMS OF THE REPORT

D.1 Background

As part of the Third Sector Partnership and Voluntary Organisations Budget 2021/22 paper presented to the Panel in September there was a commitment to producing an annual report in partnership with the Voluntary Sector Gateway West Lothian. This annual report would aim to bring together an overview of the partnership work between the Council and third sector to show progress and articulate the overall financial value of the various methods of support and Council's ongoing investment in the sector, as well as how this work has met the priorities and needs of our communities, including highlighting issues that need to be addressed moving forward.

D.2 Strategic Approach

This would allow the Panel to have an annual overview of the sectors work and how it interlinks with and is supported by the Council and other Community Planning Partners. It will also be an opportunity to identify gaps and areas for improvement.

In the report presented in September a set of guiding principles were set out as agreed by the Third Sector Working Group. These are set out below:

- Council funding is strategic and will be aligned to identified priorities;
- We are all focused on investing in our communities and local services to protect the most vulnerable people in West Lothian;
- We will develop and maintain partnership approaches to supporting our communities/people;
- We all recognise the unique added value that the Third Sector brings, which enhances the public pound;
- We are focused on local spend in grassroots, community organisation and recognise the impact this can have on local communities/people;
- We are all committed to finding joint solutions through maintaining open and constructive dialogue, no matter how difficult the issues may be; and
- We will all model the behaviours that we would wish from all of our peers

These principles will apply to all joint discussions and offer a framework for honest and forthright engagement between the Council, Community Planning Partners and the Third Sector. With the agreed the Annual Report providing an opportunity to see how we are doing around these as well.

D.3 What the Annual Report could cover

D.3.1 Participation in decision making and planning

The Third Sector is generally well represented on key fora and decision making bodies including Council PDSPs and within the Community Planning Partnership

(and the various groupings that sit within this (Economic, Community Safety, Anti Poverty, Children and Families etc.) The importance of this representation is recognised and will develop and be strengthened as we move forward. This gives the Third Sector a clear role and voice in the strategic planning bodies both in terms of shaping priorities, developing actions and helping to deliver on these. Added to this it also provide the Community Planning Partnership and West Lothian Council in particular an agreed representation from the sector. The annual report would be able to provide an annual overview of this and again try to identify what is working well and what isn't.

D.3.2 Investment and funding support for the Third Sector

Funding and investment is and will continue to be vital to the Third Sectors ability to support our communities. It is recognised that funding comes from a range of sources, including West Lothian Council. The annual report could look to pull together a general overview of funding going into the sector in West Lothian and report on support and partnership working that has helped with this.

It should be noted that getting anything definitive would be unlikely and maybe impossible. However, it should be possible to get a sense of what is going on.

For its part as noted previously West Lothian Council supports the sector within the background of the budget constraints. This funding is generally allocated through a range of mechanisms. These in the main will be through:

- Direct Grants
- Commissioning/Procurement
- Service Level Agreements

This needs to be viewed in the round as all sides recognise the constraints continuing to be placed on council budgets. This financial pressure is also a fact of life for our Third Sector partners. It is recognised by all parties that in developing and supporting the Third Sector that investment can be through other support such as training, business development ,other professional support and advice as identified that increases the ability of the Third Sector to identify and apply for funding successfully and be more sustainable. This strength of this relationship needs to be more holistic and based on partnership working.

It should be possible to include in the annual report details of this and work will need to be done to identify what is relevant and informative for the Panel.

D.3.3 Third Sector and Volunteering

It will be the case in the first year that the response to COVID-19 will play a big part in the any report so there will be a focus on the response to the pandemic and the challenges and opportunities from that covering what lessons can be drawn.

The input from the sector through the work of the Third Sector Strategy Group and events like the Third Sector Summit will provide useful information and narrative to the report. This work can feed in around strengthening partnership work, both within the sector itself, for example the food network, and how its own thematic groups engage with partners and the effectiveness of this strengthened.

Whilst not driven by the annual report the agreed areas of focus may help give some additional context to the work by pulling it together annually.

Volunteering is another area that would be important to report on. Clearly, the

COVID-19 pandemic has seen a huge increase in volunteering and the report can cover this in more detail. It will also be an opportunity to reflect and look forward to how volunteering can be supported and developed as we move beyond the current pandemic.

D.4 TIMESCALE

As most services and Third Sector organisations work broadly around the April to March financial year it is proposed that any annual report is produced for the first PDSP after the summer recess, its August/September meeting. This will allow for information to be pulled together and presented in a suitable format.

E CONCLUSION

West Lothian Council recognises that the Third Sector plays a hugely important role in the fabric of society and both compliments and adds values to the work of West Lothian Council and partners in delivering the support our communities need. It is vital that our partnership working is strengthened and developed. The creation of an annual report that pulls together 12 months work will provide a good opportunity to reflect on as well as highlight the work being done.

The Panel is asked to consider and comment on the areas suggested in this report and provide a steer as to what other areas could be considered for inclusion that will help inform the panel.

F. BACKGROUND REFERENCES

Voluntary Organisations PDSP, 24 September 2020

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46334>

Appendices/Attachments:

None

Contact Persons:

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

Douglas Grierson, Regeneration Team Leader, tel: 01506 281088; email douglas.grierson@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration

19 November 2020

notesDATA LABEL: PUBLIC



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

PENSIONERS GROUPS CHRISTMAS FUND ALLOCATION 2020/21

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform members of the Voluntary Organisation Policy Development and Scrutiny Panel of the final allocations that will be made to groups from the Pensioners' Groups Christmas Fund 2021-21. The panel is asked to note the impact that COVID – 19 has had on the application and allocation process regarding the fund. The panel is also asked to note the additional option developed to provide a pre-prepared meal to groups who have indicated their interest.

B. RECOMMENDATION

It is recommended that the panel notes:

1. The effect of COVID-19 on the arrangements regarding the Pensioners Groups Christmas Fund in 2020-21;
2. The inclusion of a meal option; and
3. 49 groups will be supported through the Pensioners Christmas Fund in 2020-21

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; 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	The Head of Planning, Economic Development and Regeneration Services 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	Older people are able to live independently in the community with an improved quality of life.

VI Resources - (Financial, £29,000 agreed by the Council. Staffing and Property)

VII Consideration at PDSP The Voluntary Organisations PDSP is updated annually.

VIII Other consultations Local Area Committees

D. TERMS OF THE REPORT

D.1 Background

Each year the Council approves the Pensioners' Groups Christmas Fund. In 2020-21 the total fund amounts to £29,000 which is allocated through an application process. Funding paid out on the basis of a pro-rata allocation based on the beneficiary numbers identified by the applicants. In 2019 this saw 77 organisations and 5,210 beneficiaries supported with an allocation of £5.56 per head.

D.2 2020 and the effect of COVID-19

This year due to COVID-19 it became clear that many groups were unlikely to be in a position to deliver their support in the same way if at all. Officers discussed the potential to offer an alternative to a grant towards an event and it was agreed that a pre-chilled Christmas meal could be produced and delivered to groups for delivery to their members based on the final per head allocation. This was on the understanding that previously many groups utilised the funding for meals in community centres and other buildings

Officers then contacted all 81 previous recipients and two new groups, who had expressed an interest in being added, by email or phone to ask if they were intending to provide a service this year, if so would they be interested in the provision of a prepared meal or a direct grant as before.

The meal will be prepared by the West Lothian Food Network and delivered to groups with support from the Council's Anti-Poverty Service. The meal will be delivered to groups to deliver to their members. The value of the meal is equivalent to the amount that groups will receive per capita in a cash payment.

As a result of this work:

- 34 groups declined to apply to the fund including 2 groups that reported they had disbanded. As anticipated the groups that declined to apply was down to the restrictions place on them by COVID-19
- 35 groups requested a grant towards a food hamper / gift bag while several care homes will supply their own meal (2,597 recipients); and
- 14 groups requested the meal option (760 recipients).

As in previous years the fund is divided equally by the total number of beneficiaries, which in 2020-21 will see £8.64 per head allocated to 3,357 recipients. This means there is a small overspend in the budget of £4.48. Appendix 1 shows the overall breakdown by ward

Due to the changes the normal application forms were not used this year. Letters and e-mails will be issued to groups in November advising them of the amount of funding

they will receive in a cash payment or its equivalent in the form of a pre-prepared meal. Payments will be made to the bank accounts of groups via Pecos or BACs for those groups not on PECOS.

E CONCLUSION

The report asks the Panel to note the effect of COVID-19 on the uptake and allocation of the Pensioners' Groups Christmas Fund in 2020-21 across West Lothian and the inclusion of the prepared meal option provided this year.

The report advises of the allocations that will be made from the Pensioners' Groups Christmas Fund 2020-21 to groups across West Lothian.

Letters and e-mails will be issued to groups in November advising them of the amount of funding they will receive in a cash payment or its equivalent in the form of a pre-prepared meal. Payments will be made to the bank accounts of groups via Pecos or BACs for those groups not on PECOS.

A satisfaction survey will be conducted with all applicants in January 2021.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Appendix. Final allocation by ward

Contact Person:

Graham Whitelaw, Information Officer, Planning, Economic Development and Regeneration

Tel: 01506 281101 E-mail: graham.whitelaw@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration

19 November 2020

APPENDIX 1

VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

PENSIONERS' GROUPS CHRISTMAS FUND ALLOCATIONS 2020-21

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION

Appendix 1: Allocations 2020-21 to Pensioners Groups

Ward or Area	Number of Beneficiaries 2020-21	Global Unit Cost 2020-21	Amount 2020-21
Armada & Blackridge	81	£8:64	£699.03
Bathgate & Boghall	272	£8:64	£1,795.04
Broxburn, Uphall & Winchburgh	226	£8:64	£1,950.38
East Livingston & East Calder	546	£8:64	£4,711.98
Fauldhouse & Breich Valley	879	£8:64	£7,585.77
Linlithgow	144	£8:64	£1,242.72
Livingston North	432	£8:64	£3,210.36
Livingston South	201	£8:64	£1,734.63
Whitburn & Blackburn	68	£8:64	£586.84
Livingston-Wide	78	£8:64	£673.14
West Lothian-Wide	430	£8:64	£3,710.90
Totals	3357	£8:64	£29,004:48

Note: Forty nine groups applied to the fund, thirty-four declined to apply and two new groups were added to the list. There is a small overspend of £4:48 on the budget.



VOPSP Workplan 2020/21

Issue	Purpose	Responsible Officer	Frequency	Date
Modernisation Fund	Update on the Modernisation Fund 2019/20 and future years	Douglas Grierson	As required	TBD
Voluntary Organisations Fund 2021/22	Update on funding arrangements for 2021/22	Douglas Grierson	As required	TBD
Presentation from National Lottery	To inform members of the funding opportunities available	Douglas Grierson / National Lottery	One off	TBD
Presentation from local CDT (TBD)	To inform members of the work of local CDTs in West Lothian	Douglas Grierson / CDT	As required	TBD
Voluntary Sector Gateway West Lothian	To update members on outcomes from joint working	Alan McClosky	Quarterly	TBD
West Lothian Social Enterprise Network supporting an enterprising Third Sector	To inform members of ongoing progress in developing more enterprising third sector organisations	Diane Cameron	Quarterly	TBD