



Voluntary Organisations Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

11 February 2021

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 18 February 2021 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 the Panel held on 19 November 2020 (herewith).
5. The National Lottery Community Fund - Presentation by Julia Boardman.
6. Third Sector Funding 2021/22 Update - report by Head of Planning, Economic Development and Regeneration (herewith).
7. West Lothian Social Enterprise Network Update - 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).

DATA LABEL: Public

9. Workplan (herewith).

NOTE **For further information please contact Lorraine McGrorty on 01506 281609 or email lorraine.mcgrorty@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 19 NOVEMBER 2020.

Present – Councillors Kirsteen Sullivan (Chair), Andrew McGuire, David Dodds, Bruce Fairbairn, Chris Horne and Moira Shemilt

Apologies – Councillor Tom Conn

In attendance – Craig McCorriston (Head of Planning, Economic Development and Regeneration), Eleanor Blair (West Lothian Joint Forum of Community Councils), Raymond Branton (Third Sector Strategy Group Representative), Diane Cameron (West Lothian Social Enterprise Network), Fraser Falconer (Planning & Information Assistant), Douglas Grierson (Regeneration and Employability Team Leader), Alan McCloskey (Voluntary Sector Gateway), Alice Mitchell (Economic Development Manager)

1 DECLARATIONS OF INTEREST

Councillor Chris Horne declared an interest in agenda item 5 (Linlithgow Community Development Trust Presentation) as a member of the Linlithgow Community Development Trust. As no decisions would be made, he would take part in the item of business.

2 ORDER OF BUSINESS

Agenda item 5 (*Linlithgow CDT Presentation*) was considered after agenda item 7 (*Third Sector Support Fund 2021/22*).

3 MINUTES

The panel approved the minute of its meeting held on 24 September 2020 as a correct record. The minute was thereafter signed by the Chair.

4 KICK START

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an overview of the UK Government's Kick Start programme and highlighting the opportunities that would be made available in West Lothian.

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

Decision

To note the terms of the report.

5 THIRD SECTOR SUPPORT FUND 2021/22

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 application process for the £400,000 Third Sector Support Fund 2021/22 and the timescales involved in the decision-making process.

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

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

Decision

1. To note the terms of the report.
2. To note typographical error in section E of the report: '20 applications' should read '35 applications'.

6 LINLITHGOW COMMUNITY DEVELOPMENT TRUST PRESENTATION

The panel considered a presentation by the Linlithgow Community Development Trust, providing an update on the Trust's activities.

During discussion, It was suggested that interested organisations/groups could contact Development Trusts Association Scotland (DTAS) for best practice guidance and advice via council officers or Linlithgow CDT.

Decision

To note the presentation.

7 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 providing an update 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.

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.

8 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 providing an update 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.

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.

9 MENTAL HEALTH AND WELLBEING AND THE 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 to address the mental health and wellbeing of their communities across West Lothian during the COVID-19 crisis.

It was recommended that the panel note:

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.

Decision

To note the terms of the report.

10 THIRD SECTOR AND WEST LOTHIAN COUNCIL ANNUAL REPORT STRUCTURE

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration asking

members 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.

It was 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.

Decision

To note the terms of the report.

11 PENSIONERS' GROUPS CHRISTMAS FUND ALLOCATION 2021/21

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of the final allocations that would be made to groups from the Pensioners' Groups Christmas Fund 2021–21. The panel was asked to note the impact that COVID-19 had had on the application and allocation process regarding the fund. The panel was also asked to note the additional option developed to provide a pre-prepared meal to groups who had indicated their interest.

During discussion, it was noted that advice to volunteers could be provided if required regarding safe food delivery in the context of the pandemic.

It was recommended that the panel note:

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. That 49 groups would be supported through the Pensioners Christmas Fund in 2020-21.

Decision

To note the terms of the report.

12 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

THIRD SECTOR FUNDING 2021/22 UPDATE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update the panel on the outcome of the Third Sector Community Support Fund 2021/22, including some feedback from the panel, an update on the Modernisation and Improvement Fund 2020/21, progress on the transitional arrangements, the Gala Grants for 2021/22 and Pensioners Christmas Fund.

It also informs the panel of the creation of a new £285,000 one off fund to support third sector organisation with a proportion of their core costs.

B. RECOMMENDATION

It is recommended that the panel notes:

1. the allocation of the £400,000 Third Sector Community Support Fund and feedback;
2. the allocation of the £168,724.50 from the Modernisation and Improvement Fund 2020/21;
3. the update on the £586,004 funding to groups that are part of the work being developed for commissioning or Service Level Agreements;
4. the update on the Gala Grants 2021/22;
5. notes the initial feedback on the Pensioners Christmas Fund; and
6. notes the creation of the £285,000 one off fund to support third sector organisation with a proportion of their core costs.

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	The report does not have any implications for the Scheme of Delegations. The Head of Planning, Economic Development & Regeneration has specific delegations in relation to Third Sector Community Support Fund and the Modernisation and Improvement Fund. However, the recommendations in this report relating to the Modernisation and Improvement Fund depart from the terms of that delegation so need a specific approval.
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)	The report details the disbursement of £400,000 from the Community Support Fund and £168,724.50 from the Modernisation and Improvement Fund, £586,004 from the vol orgs budget and £285,000 announced in the 2020/21 General Fund Revenue Budget – Month 9 Monitoring Report to the Council Executive on 9 February 2021.
VII	Consideration at PDSP	A report on the 2021/22 funding process will be going to the next PDSP on 18 February 2021.
VIII	Other consultations	Third Sector Working Group, Finance, Social Policy, the Governance Manager

D. TERMS OF REPORT

D.1 Background

On 6 October 2020 Council Executive agreed the proposal for the establishment of a one year £400,000 Third Sector Community Support Fund for 2021/22. The intention was to support Third Sector organisations to address key issues arising out of the effects COVID-19 were having on communities. The report also agreed to allocate £586,004 to support six organisations for a further 12 months to allow for work to be carried out on moving some of the work onto a commission or Service Level Agreement approach to deliver specific work identified by services.

In addition to the new fund the Modernisation and Improvement Fund, last reported to the September PDSP, had a balance of £176,410. This was being held as a contingency fund due to COVID-19 with a view to a decision being taken on its allocation prior to the end of the current financial year.

This report also provides an update on the outcome of the Third Sector Community Support Fund, the Modernisation and Improvement Fund and the Gala and pensioners fund.

It also informs the panel of the creation at the Council Executive on 9 February 2021 of a new £285,000 one off fund to support third sector organisation with a proportion of their core costs.

D.2 Third Sector Community Support Fund 2020/21

Applications were invited from the Third Sector with a deadline of 11 November 2020. In total 35 applications were received with an aggregate value of £1.1m. The budget available is £400,000. However, during the process one application of £14,633 withdrew due to funding elsewhere from the Council.

The applications were assessed by a panel comprising of two representatives from the Third Sector, one from NHS Lothian and three from West Lothian Council. Following the assessment, the panel made recommendations to the Head of Planning, Economic Development and Regeneration that the £400,000 be allocated to 16 organisations as set out in Appendix 1. In some cases, the applicants were not awarded the full amounts applied for as some elements of the applications were not considered to be clearly evidenced, eligible or vital to the delivery of the work, or something the applicant should fund separately.

The panel also noted that the funding available meant that a number of projects/services were not recommended for funding and that the Head of Planning, Economic Development and Regeneration may wish to give this further consideration as it was recognised that some did provide an important local service.

Appendix 3 lists those applications received but not recommended for funding from either pot. The applications were unsuccessful as they either not felt to be strong, fully met the criteria or the services were covered through other provision available and funded from elsewhere.

D.2.1 Panel Feedback

Subsequent to the process the panel held a debrief session in early February to reflect on the Third Sector Community Support Fund process and discuss areas that could be looked at as a way of improving any future grant process:

Quality of applications

The quality of applications was variable, some applicants clearly had expertise in this and others struggled to clearly get across what they were applying for. Whilst it is recognised that many third sector organisations were extremely busy in their response to the pandemic and some indicated that they struggled to devote enough time to completing their applications it is a concern and that applying for funding needs to be factored in whether applying to West Lothian Council or any other funder.

This is an area previously identified and something that will be looked at through the Modernisation and Improvement Fund going forward. This could be needs led training to provide a mixture of funding workshops and/or courses on the skills, techniques and tools to complete successful bid writing, over the coming months.

Timeline

Time was a significant issue and something that should be addressed going forward to allow more time for each stage of the process. This includes longer gap between launch and deadline; enough time to process applications and prepare for any panel. To allow earlier contact with Council services, where relevant, to get additional input to help the panel and for the panel itself to allocate time to make recommendations. It was noted that panel members' time commitment was significant, around 20 to 30 hours overall was noted. This was within a tight timeline from receipt of applications to making recommendation to the Head of Planning, Economic Development and Regeneration.

As well as lengthening the process it was felt that it would be better to carry this out at an earlier stage in the financial year with a view to completing the process and inform applicants by October. It setting timelines these should be adhered to and that the delay in notifying applicants until mid-January 2021, when applicants had been told it would be mid-December, had caused concern and made it difficult for applicants to know how to plan, particularly where existing staff were involved.

Criteria and guidance

On reflection it was felt that the themes and criteria were perhaps too wide and consideration should be given to less themes to allow for more focus on certain key criteria in any future process. This could help any future panel in their deliberations.

It was noted that applicants varied greatly in how they presented information; activities, indicators and financial breakdowns were all varied and this made it difficult to fully understand some applications. Guidance should be strengthened to be more specific, without being too restrictive, to add clarity and consistency where possible. For example, Council and other funding was often not easy to understand so could be specified more including any relevant time lines. Similarly, a more consistent presentation of the financial breakdown and outcomes indicators could be more defined, percentages often used but not always with clarity of the numbers, so percentage of what?

D.3 Modernisation and Improvement Fund 2020/21

In considering the recommendations of the Third Sector Community Support Fund panel, see D.2, the Head of Planning, Economic Development & Regeneration recommended that the contingency funding of £176,410 available through the Modernisation and Improvement Fund for 2020/21, as reported to the Voluntary Organisations PDSP in September, should be utilised to support additional applications the panel had not been able to support within the available budget.

This was agreed at the Council Executive on 19 January 2021 with £168,724.50 from the Modernisation and Improvement Fund for 2020/21 allocated to six organisations as detailed in appendix 2. As per the Third Sector Community Fund only the elements of the application that were clearly evidenced, eligible or seen as vital to the delivery of the work being funded.

This left a residual balance of £7,685.50 remaining in the budget to be utilised going forward. An additional £2,004 is also to be moved over to the Third Sector Community Support Fund, as previously agreed. This will see £5,681.50 rolled over into 2021/22 to add to the £150,000 funding that will be available to give £155,681.50 in total.

It should be noted that a further £150,000 will be drawn down as agreed by the Council Executive in 2022/23.

D.4 Service Level Agreement/Commissioning interim phase 2021/22

As part of agreed funding arrangements for 2021/22 £586,004 was allocated to cover a transitional phase to support six organisations (see appendix 4) to allow services to continue and for services to identify what services they need, how much should be allocated and through what process; as previously indicated this is most likely to be through new Service Level Agreements (SLAs) between West Lothian Council and the recipient directly with the services requiring the work or through a commissioning process. The development of a robust Service Level Agreement or incorporating into a commissioning process will be developed over the course of the next 12 months and implemented in 2022/23 to ensure the council is clear on what it requires of the provider and that the provider can deliver to those council priorities identified by the appropriate council service. This will also be dependent on future budget arrangements.

It may also be the case that following further consideration the lead service decides that this work is no longer required. In this case the funding will remain within the overall Voluntary Organisations Budget going forward, again pending any future budget decision for 2022/23 and beyond.

Should the lead service proceed with the Service Level Agreement / Commissioning process in 2022/23 then the funding, to the maximum currently awarded, will be transferred over to the lead service to manage for the duration of the agreement/contract. Should this require less funding then any balance will remain within the Voluntary Organisations budget. Should the service decide that it no longer requires the service at any point then the funding will be returned to the Voluntary Organisations Budget.

D.5 Pensioners Xmas Fund

The allocation of the £29,000 Pensioners Xmas Fund was reported to the previous PDSP. Initial feedback on the delivery of pre-prepared meals which was a new offer due to the effects of COVID-19 has been positive, particularly on the quality of the meals as well as the quantity and being delivered to their door. Examples of comments received were:

- “The meal was very much appreciated and thoroughly enjoyed by everyone that received it. We would like to give a big thank you to everyone that made it possible.”
- “Everyone was delighted with the meal. The service was excellent in fact, 2nd to none. The person that delivered the meals couldn’t have been more helpful. I would personally like to shake the hand of everyone that made it all possible.’

Whilst anecdotal we are carrying out a satisfaction survey through groups and it will seek more information on the meals element to see if this is something that could be considered for Christmas 2021 if there is a demand even if COVID-19 restrictions have been relaxed.

D.6 Gala Grants 2021/22

In 2020/21 the £40,000 Gala Grant fund was not utilised due to COVID-19 and the money used instead to increase the funding available through the Third Sector

Community Support Fund.

£40,000 will be available for 2021/22 and a decision will be needed as to how the money is allocated if at all given the ongoing COVID-19 pandemic. As it is unlikely that any galas will be possible, certainly in the initial three/four months of the financial year, the period when the majority normally have their galas. It is proposed to hold back on inviting applications and bring a report back to the May PDSP with a final recommendation.

D.7 Third Sector Core Funding

As part of the 2020/21 General Fund Revenue Budget – Month 9 Monitoring Report to the Council Executive on 9 February 2021. In section D2.15 as part of the new funding from level 4 classification the council has received confirmation of additional flexible grant funding from the Scottish Government for welfare and social support of £506,000. To ensure that these resources are utilised to the maximum effect to respond to local need from people and communities as a direct result of Level 4 restrictions and guidance a number of allocations were approved. This included £285,000 to support to the third sector for one-off funding of a proportion of core costs. This aims to allow an element of the funded organisation's operational costs to be met on a one-off basis to reflect the significant challenges that organisations have had in responding to the COVID-19 pandemic. The additional support for core costs should allow organisations to place a greater proportion of their existing resources on project delivery.

A process for the delivery of this funding has yet to be agreed and the Panel will be kept informed of progress.

E. CONCLUSION

This report details the allocation of funding from the Third Sector Community Support Fund, part of the Voluntary Organisations Budget and the Modernisation and Improvement Fund to support 29 West Lothian Third Sector Organisations to a total allocation across the three funding pots of £1,154,728.50.

The report also informs the panel of the new £285,000 being made available to support to the third sector with one-off funding to cover a proportion of core costs announced at the Council Executive on 9 February.

It also notes that a decision on the allocation of the 2021/22 Gala Grants will need to be taken at the next PDSP.

F. BACKGROUND REFERENCES

West Lothian Council 24/09/19

Voluntary Organisations PDSP 19/12/19

West Lothian Council meeting 28/02/20

Voluntary Organisations PDSP 19/03/ 20

Voluntary Organisations PDSP 24/09/20

Council Executive 19/01/21

Council Executive 09/02/2021

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=47576>

Appendices/Attachments:

Appendix 1 Third Sector Community Support Fund 2021/22 Funding Awards;

Appendix 2 Modernisation and Improvement Fund 2020/21 Funding Awards

Appendix 3 Unsuccessful Applications

Appendix 4 Voluntary Organisations transition funding 2021/22

Contact Person:

Alice Mitchell, Economic Development & Regeneration Manager,

email alice.mitchell@westlothian.gov.uk

Douglas Grierson, Regeneration Team Leader, email douglas.grierson@westlothian.gov.uk

Craig McCorriston

Head of Planning Economic Development & Regeneration

18 February 2021

Appendix 1

Third Sector Community Support Fund 2021/22

<u>Project Applicant</u>	Based/Area covered	Funding requested (£)	Funding recommended (£)
Bridge Community Project	Livingston / West Lothian	25,000.00	25,000.00
Kidz-Eco CIC	Livingston and Bathgate / West Lothian	44,974.20	28,392.10
Whitburn & District CDT	Whitburn / Whitburn and district	31,174.00	31,174.00
S.M.I.L.E Counselling	Bathgate / West Lothian (mainly Regeneration areas)	26,000.00	26,000.00
Fauldhouse and Breich Valley CDT	Fauldhouse / Fauldhouse and Breich Valley	15,780.00	15,780.00
Food Train West Lothian	Livingston / West Lothian	40,000.00	20,000.00
Firefly Arts Ltd	Livingston / West Lothian	49,450.00	40,450.00
Family & Community Development West Lothian	Mayfield / Mayfield	49,690.00	41,978.65
The Brock Garden Centre	Broxburn / West Lothian	8,000.00	8,000.00
Polbeth Community HUB	Polbeth / Polbeth	21,485.00	21,485.00
Linlithgow Young Peoples Project	Linlithgow / Bridgend	25,000.00	25,000.00
Knightsridge Adventure Project-The Vennie	Knightsridge / Knightsridge	44,000.00	31,850.00
Craigshill Good Neighbour Network	Craigshill / Craigshill	48,824.00	34,419.25
Dedridge Good Neighbour Network	Dedridge / Dedridge	19,300.00	14,475.00
Broxburn Utd Sports Club	Broxburn / mainly BUW Ward and Uphall Station and Pumpherston	34,450.00	21,280.00
1st Step Development Ventures	Linlithgow / West Lothian	14,716.00	14,716.00
Total		497,843.20	400,000.00

Appendix 2

Modernisation and Improvement Fund

<u>Project Applicant</u>	Based/Area covered	Funding requested (£)	Funding recommended (£)
WL 50+ Network	Bathgate / West Lothian	12,134.00	12,134.00
The Larder West Lothian	Livingston / West Lothian	45,750.00	31,314.50
Ladywell Neighbour Network	Ladywell / Ladywell	47,958.00	20,958.00
Daisy Drop In	Craigshill / Craigshill	35,140.00	32,453.00
Community Action Blackburn	Blackburn / Blackburn	47,400.50	34,650.00
Boghall Drop in Centre	Boghall / Boghall	43,315.00	37,215.00
<u>Total requested</u>		231697.50	£168,724.50

A surplus of £7,685.50 will be taken forward as a training fund.

Appendix 3

Unsuccessful Applications

<u>Project Applicant</u>	Based/Area covered	Funding requested (£)
Action for Children	West Lothian	48,873.00
Scottish Huntingtons Assoc	West Lothian	14,633.00
Alzheimer Scotland	West Lothian	30,890.33
With Kids	West Lothian	34,740.00
Open Door	West Lothian	38,000.00
Stoneyburn and Bents VG	Stoneyburn / Stoneyburn	11,415.53
Lanthorn Community Education Association	Dedridge / Dedridge	46,790.00
River Kids	Livingston / West Lothian	16,380.00
Signpost	West Lothian	18,000.00
Passion4Fusion	West Lothian	31,945.00
MOOD	West Lothian	17,472.00
Craigsfarm	Craigshill / Craigshill	43,250.00
King's Church West Lothian	Carmondean / Livingston North	10,320.00
<u>Total requested</u>	£362,708.86	£362,708.86

Appendix 4

Organisations receiving one-year funding to allow services to carry out commissioning or develop an outcome based Service Level Agreement for 2022/23

Service Required	Organisation	Award 2021/22	Lead Service
Youth Services covering West Lothian including focus on community safety and Children and Families work	WLYAP	£190,000	Tim Ward (Social Policy /Children and Families) and Beverley Akinlami (Education – Learning, Policy & Resources, CLD Youth Services)
Community Transport	HcL	£182,156	Nicola Gill (Operational Services - Transportation)
Provision of a Third Sector and social enterprise interface to support the third sector across West Lothian.	VSGWL WLSen	£48,770 £31,500	Douglas Grierson (Planning, Economic Development and Regeneration – Community Planning and Regeneration)
Additional Advice services across West Lothian in alignment with the Anti-Poverty Strategy	Citizens Advice Bureau	£76,266	Elaine Nisbett (WLC Finance and Property Services – Anti-Poverty Service)
Provision of Museum Services in Linlithgow and Bathgate	Linlithgow Heritage Trust Bennie Museum	£51,142 £6,170	Emma Peattie (Museums Development Officer)
	TOTAL	£586,004	

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

18 February 2021



Report to Voluntary Sector Policy Development and Scrutiny Panel
18th February 2021
(Report period 12/11/2020 to 5/02/2021)

Background

At WLSen we are continuing to support, inform and connect our social enterprise members.

Lockdown has been another blow to social enterprises, with trading income once again impacted. Many are tapping into funding to help them adapt their services and to survive until some semblance of normality returns. Our key role is to widely share information and support with applications, signposting and informal mentoring where possible.

Mental Health support for Social Enterprise Leaders

Social entrepreneurs by their very nature are creative in their approach to challenges however the long-term nature of the pandemic is beginning to take its toll. To help alleviate some of the stress we are exploring member benefits to social enterprise leaders including counselling provided by The Bridge Community Project as well as Business Coaching sessions.

Mental Health Forum

We continue to prioritise our support to both social enterprises and third sector organisations who provide mental health services. The group which formed almost 8 months ago is growing from strength to strength with 25 members now engaged.

- Mission – the members are driven by a desire to ensure those in need of mental health support are aware of services and can access them.
- Meetings – the forum meets every 6 weeks with 19 people in attendance at the last meeting. We are next due to meet on 23rd February.
- Connecting – with a view to raising awareness and increasing referrals, at our last meeting we welcomed Wendy Carmichael (LAMH) who leads the Community Wellbeing Hubs. Previous attendees include Greg Stark NHS, Claire Beswick, Occupational Health Team and Mary Sinclair, SENSCOT's Health SEN Coordinator
- Website – we now have a dedicated page for the Mental Health Forum which includes both social enterprises and third sector organisations – see [here](#)
- Mapping & leaflet – both are under development
- CPP – we have been invited to speak about the work of the Mental Health Forum along with Declan Harrigan from SMILE Counselling.

Member support

One to one support continues to be provided to members both online and by phone. Recent advice has been given regarding insurance, legal structure, consultancy & asset development as well as less structured support in the form of a sounding board for leaders. Organisations supported in this time include Community Moorings, Trash Panda, The Bridge Community Project, Polbeth Hub as well as a start-up enquiry centred around education.

Connection nationally

We continue to engage at bi-weekly meetings hosted by [SENSCOT](#), the national body for Social Enterprise Networks (SEN's). These meetings attended by SEN's from across the country and are an opportunity to hear about national initiatives as well as to influence regarding key issues being experienced by our members.

Current focus is on Net Zero strategy for Social Enterprise as well as the continuing development of SG Social Enterprise Action Plan.

Working with VSGWL

We continue to work closely with VSGWL not only delivering support to those third sector organisation operating as social enterprises but also in assessment of their small grant scheme.

Working with WLC

Our Network Coordinator was a panel member for the Community Support Fund. It is our view that a robust assessment process was delivered despite considerable time constraints. Our one concern centres round the delay in communicating decisions which we feel may negatively impact on relations between WLC and third sector organisations at a time when collaborative working is vital.

Online communication

Topics covered in our weekly e-newsletter & monthly round up included Net Zero Strategy, Adapt & Thrive Fund, Social Media guide, Connecting Scotland, Kickstart Programme, Scottish Business Support top up grants, Discretionary Business support etc.

Newsletters	Number	Ave. open rate	Ave. click rate
Weekly - Three Things for Thursday	9	53%	12%
Monthly Round-up	2	54%	15%

Social media	Posts	Views /Tweets	Engagements
Facebook	98	2,030	134
Twitter	106	10 Unique/ 96 Retweets	1,764

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.

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 2020/21.

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

18 February 2021



*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 18th February 2021.

- 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 continues to support the Voluntary Orgs Revenue Budget decision-making process and discussing ways of improving the arrangements moving forward.

£400k Third Sector Community Support Fund 2021/22

Along with colleagues from WLSN, NHS Lothian and WL Council, VSGWL sat on the panel assessing applications to the Community Support Fund in November and early December. 35 applications were received, requesting over £1.1m.

Panel members spent considerable time (circa 20-30 hours each) considering the applications to the fund. The panel met collectively twice (3 Dec and 9 Dec) to review applications and make recommendations on funding decisions to the Head of Planning, Economic Development and Regeneration. The panel collectively reaffirmed the importance of communicating decisions to the sector w/c 14 December in line with the commitment made in the application guidance.

Late on 17 December, the Head of Planning, Economic Development and Regeneration sent an email to applicants to advise that there would be a delay in communicating outcomes until mid-January. The failure to deliver against the commitment was greeted with collective disappointment and dismay by many. The majority of third sector orgs are funded on an annual basis and there was real concern about the impact on future planning and sustainability caused by this delay. The positive news many ultimately received in January was still tinged with concern about the communication issue.

The panel met at the start of February 2021 for a full de-brief on the application process. The panel identified many positives with the robustness and transparency of the assessment process, but recognised the issues caused by the timing of the application process late in the calendar year. This will need to be considered further in any future application process.

Support to the vaccination rollout programme

VSGWL is coordinating volunteer support to the mass vaccination site at the Pyramids, Bathgate. The site is expected to operate 7 days per week from 15 February through to August. The site will be open from 8am to 6.30pm each day. To support the onsite health professionals and Event Management teams, we put out a call for volunteers to undertake meet and greet roles and guiding people to the correct vaccination areas and sign up for a range of shifts.

There has been an astonishing response from individuals offering to help. Within hours of us creating a sign-up rota database, all 3 shifts per day, 7 days a week through to the end of May have already been allocated. Between two and four volunteers per shift have signed up.

HcL (Handicabs) is offering free transport to those with mobility issues to mass vaccination sites across the Lothians.

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 communication during the pandemic. We update our Covid-19 Resource Hub on our website with important developments on a regular basis and provide regular updates on important news and funding opportunities. We continue to utilise social media (Twitter, Facebook) as a proactive communication tool with partners, public and the sector.

As reported to the November Vol Orgs PDSP meeting, we are working with a developer to help us build a new website. Development of this is progressing well and the new site will be live from April 2021.

Sharing knowledge and information exchange

Along with 5 other TSIs, VSGWL is working with Evaluation Support Scotland (ESS) on a TSI Covid-19 learning project. ESS is gathering case studies and research on the role of TSIs, third sector and communities about covid-19 response. ESS is gathering evidence on what's worked well and lessons learned. Locally, interviews with key stakeholders from WL Council and IJB are taking place. ESS will submit a report to Scottish Government in May.

The Third Sector Strategy Group (TSSG) continues to meet regularly to share best practice, knowledge and identify risk and opportunities.

Presented by Alan McCloskey

Chief Executive Officer

VSGWL

10 February 2021

Alan.mccloskey@vsgwl.org



VOPSP Workplan 2020/21

Issue	Purpose	Responsible Officer	Frequency	Date
Modernisation Fund	Update on the Modernisation Fund 2019/20; 2020/21 and future years	Douglas Grierson	As required	TBD
Voluntary Organisations Fund 2021/22	Update on funding arrangements for 2021/22 and future years	Douglas Grierson	As required	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