



Voluntary Organisations Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

27 January 2022

A meeting of the **Voluntary Organisations Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Thursday 3 February 2022 at 9:30am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
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 04 November 2021 (herewith)
5. Presentation - The Bridge Project
6. Voluntary Sector Gateway West Lothian 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. Report on West Lothian Voluntary Organisation Modernisation and Improvement Programme and Sector Training - Report by Head of Planning, Economic Development and Regeneration (herewith)

DATA LABEL: Public

9. Gala and Similar Events Grant Budget 2022-23 - Report by Head of Planning, Economic Development and Regeneration (herewith)
10. 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 (2021)

This form is a reminder and an aid. It is not a substitute for understanding the Code of Conduct and guidance.

Interests must be declared at the meeting, in public.

Look at every item of business and consider if there is a connection.

If you see a connection, decide if it amounts to an interest by applying the objective test.

The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection does not amount to an interest then you have nothing to declare and no reason to withdraw.

If the connection amounts to an interest, declare it as soon as possible and leave the meeting when the agenda item comes up.

When you declare an interest, identify the agenda item and give enough information so that the public understands what it is and why you are declaring it.

Even if the connection does not amount to an interest you can make a statement about it for the purposes of transparency.

More detailed information is on the next page.

Look at each item on the agenda, consider if there is a “connection”, take advice if necessary from appropriate officers in plenty of time. A connection is any link between the item of business and:-

- you
- a person you are associated with (e.g., employer, business partner, domestic partner, family member)
- a body or organisation you are associated with (e.g., outside body, community group, charity)

Anything in your Register of Interests is a connection unless one of the following exceptions applies.

A connection does not exist where:-

- you are a council tax payer, a rate payer, or a council house tenant, including at budget-setting meetings
- services delivered to the public are being considered, including at budget-setting meetings
- councillors’ remuneration, expenses, support services or pensions are being considered
- you are on an outside body through a council appointment or nomination unless it is for regulatory business or you have a personal conflict due to your connections, actions or legal obligations
- you hold a view in advance on a policy issue, have discussed that view, have expressed that view in public, or have asked for support for it

If you see a connection then you have to decide if it is an “interest” by applying the objective test. The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection amounts to an interest then:-

- declare the interest in enough detail that members of the public will understand what it is
- leave the meeting room (physical or online) when that item is being considered
- do not contact colleagues participating in the item of business

Even if decide your connection is not an interest you can voluntarily make a statement about it for the record and for the purposes of transparency.

The relevant documents are:-

- [Councillors’ Code of Conduct, part 5](#)
- [Standards Commission Guidance, paragraphs 129-166](#)
- [Advice note for councillors on how to declare interests](#)

If you require assistance, contact:-

- James Millar, Interim Monitoring Officer and Governance Manager, 01506 281613, james.millar@westlothian.gov.uk
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, carol.johnston@westlothian.gov.uk
- Committee Services Team, 01506 281604, 01506 281621
committee.services@westlothian.gov.uk

January 2022

MINUTE of MEETING of the VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL held within VIRTUAL MEETING ROOM, on 4 NOVEMBER 2021.

Present – Councillors Kirsteen Sullivan (Chair), Andrew McGuire, William Boyle, Tom Conn, David Dodds, Bruce Fairbairn and Chris Horne

Apologies – Raymond Branton (Third Sector Strategy Group Representative)

In attendance – Craig McCorriston (Head of Planning, Economic Development and Regeneration), Eleanor Blair (Joint Forum of Community Councils Representative), Adam Forrest (Cyrenians), Douglas Grierson (Regeneration and Employability Team Leader), Adam Forrest (Cyrenians), Alan McCloskey (Voluntary Sector Gateway), Alice Mitchell (Economic Development Manager), Claire Stewart (Employability Manager) and Linda White (West Lothian Social Enterprise Network)

1 DECLARATIONS OF INTEREST

Agenda Item 10 - Third Sector and West Lothian Council Annual Report 2020/21

Councillor Chris Horne declared an interest as a Member of West Lothian Leisure Board of Directors.

2 MINUTES

The panel approved the minutes of its meeting held on 19 August 2021.

3 EMPLOYABILITY PROVISION

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 funding that had been provided to the Third Sector to support the delivery of the employability provision through the Young Person's Guarantee.

It was recommended that the panel:

1. Note the introduction of the Young Person's Guarantee and additional resources to support delivery;
2. Note the grant awards that had been made to the Voluntary and Third Sector to support the delivery of the Young Person's Guarantee; and
3. Note the support being provided to the Sector to increase its capacity to engage in employability provision.

Decision

To note the terms of the report.

4 CYRENIANS

The panel considered a presentation on the Cyrenians by Amy Hutton, Director of Services, and Adam Forrest, Farm Enterprise Manager, providing an overview of the charity's services, events and training. The Cyrenians representatives spoke about the Housing First Pilot scheme, an approach to housing and homelessness which prioritised access to permanent housing, the therapeutic Farm Community model of supported accommodation for young people, building employability skills and supporting older people.

They then proceeded to answer a number of questions from members and provided more details on the Cyrenians' future plans.

Decision

To note the presentation.

5 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.

6 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 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.

7 PENSIONERS GROUPS CHRISTMAS FUND ALLOCATION 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 final allocations that would be made to groups from the Pensioners' Groups Christmas Fund 2021/22. The panel was asked to note the continuing impact that COVID-19 had had on the application and allocation process regarding the fund. The panel was also asked to note that applicants had been offered, as they had in 2020, an additional option of a pre-prepared meal as an alternative to a direct grant award.

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 63 groups would be supported through the Pensioners Christmas Fund in 2020/21.

Decision

To note the terms of the report.

8 THIRD SECTOR AND WEST LOTHIAN COUNCIL ANNUAL REPORT 2020/21

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration presenting the previously agreed Annual Report produced with the Voluntary Sector Gateway West Lothian. The report gave a general overview of the partnership working including finding, planning groups and other support during the financial year 2020/21 and some information of funding committed in the first part of 2021/22.

It was recommended that panel consider and note the contents of the report.

Members made suggestions regarding the contents of the report as well as on how to best publicise the report. Members also wished to thank council officers and third sector organisations involved in the project.

Decision

To note the terms of the report.

9 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.

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 2021/22.

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 2021/22.

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

03 February 2022



*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 3rd February 2022.

- 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 arrangements moving forward.
 - Third sector representation will be revisited in light of a forthcoming change in membership.
 - Evaluation of the training requirements of the sector is ongoing.

Community Mental health and wellbeing funding

The Scottish Government announced a new £15m Communities Mental Health and Wellbeing Fund in Autumn 2021. The £470K Fund for West Lothian is aimed at small, grass roots community organisations that support individuals experiencing inequalities, mental health, trauma etc.

VSGWL worked closely with colleagues in Health and Social Care Partnership, West Lothian Council and Community Planning Partnership, to develop the guidance and application forms. The fund was launched on 26 November 2021.

The primary ambition is to ensure a broad reach across range of small West Lothian community-based organisations through the distribution of smaller value grants between £2k - £10k and a larger grant for applications from £10k - £50k. The funding seeks to address the following needs;

- Social Isolation and loneliness:
- Suicide prevention:
- Unpaid Carers:

The Fund also aims to address the following mental health inequalities;

- Asylum seekers and refugees
- Care experienced adults
- BAME communities

- Homeless/ rough sleepers
- People who have experienced bereavement
- People who are or have been on the NHS shielding list
- People affected by violence, including sexual.

Two funding rounds are planned in 2021/22. The application process in Phase 1 closed on 14 January 2021 and was significantly oversubscribed. Assessment panels with colleagues in West Lothian Council and NHS Lothian are currently reviewing applications.

Subject to parliamentary approval of the 2022/23 Scottish budget, it is hoped this will be a recurring fund. Further information is expected in the coming weeks.

Research highlighting sector fatigue

A wide ranging survey of third sector leaders across Scotland paints a stark picture of the reality of being a Third Sector leader.

The [Third Sector leadership survey](#) conducted by ACOSVO (the Association of Chief Officers of Scottish Voluntary Organisations), has highlighted burnout and fatigue amongst CEOs and leaders. This could be a risk to the sector locally and we have already seen the effects of this with a number of leaders leaving the sector completely or changing roles.

Last year, a confidential peer to peer support forum through our Third Sector Strategy Group (TSSG) structure was established to address concerns. Plans are underway to consult on re-establishing the forum.

No One Left Behind (NOLB) policy developments

A Third sector Employability Forum has been recently been established in West Lothian. The forum seeks to strengthen the work of the Local Employability Partnership (LEP) in better understanding the role of the third sector and in supporting employability services moving forward. This follows wider policy developments around NOLB and the Young Person Guarantee.

Plans to develop a terms of reference for the forum, along with position of Chair and secretariat support are underway.

Hustings proposal

At a recent TSSG meeting, it was proposed to hold a hustings event with the third sector for candidates putting themselves forward at the May local Elections.

Support to alleviate pressures on NHS

All TSIs, including VSGWL, have been asked by Deputy First Minister and Health Minister to work closely with NHS and HSCP colleagues to help alleviate pressures on A&E Departments and to support hospital discharge arrangements.

Local meetings with HSCP partners have just been established to consider the potential role of the third sector and volunteers in supporting the work of statutory partners for individuals being discharged from hospital.

VSGWL staffing update

Two vacant posts within VSGWL have been filled following a successful recruitment campaign. A new Development Officer (Partnerships) has been appointed and took up post in mid-January. The post of Operations Manager has also been filled and successful applicant starts on 31 January.

Both roles will further strengthen the support VSGWL can offer to statutory and third sector partners moving forward.

Presented by Alan McCloskey
Chief Executive Officer
VSGWL

24 January 2022

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 2021/22.

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: Appendix 1 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

3 February 2022

Report to Voluntary Sector Policy Development & Scrutiny Panel

4 February 2022

(Report period 21/10/21 to 20/01/2022)



WLSSEN's Mission

At WLSSEN we are supporting our Network members to recover from the impacts of the pandemic and help them thrive. We are also raising awareness of the social enterprise sector's role in delivering a fairer, more inclusive, and sustainable economy.

1. WLSSEN Board

We held our AGM on 7 December 2021, and the following appointments were confirmed: Maria Throp as WLSSEN Chair; Adele Prendergast as Treasurer and Angela Moohan (Trustee). We are delighted to welcome Jane Deary (Spark) and Silence Chihuri (Fair Justice System for Scotland) as Trustees. Sarah Cameron (SENScot) will continue to act as a co-opted member.

2. WLSSEN Achievements

We would like to take a moment to reflect on achievements made in Q3 and Q4 with appointment of Network Manager and Network Coordinator. We have prepared an infographic to show key deliverables from July/Sept (Annex 1). Of course, this does not capture all WLSSEN activity but it's a good indication of the variety of activities delivered, impact and work in progress. Here are highlights across our three action lines: amplify; empower; and collaboration.

- **Amplify** - Our membership has grown with six new Network members (Diversify, Cyrenians, Health in Mind, Linlith_Go-Solar, Your Pay Your Way and FJSS) joining since July 2021 and we are working to on board more organisations. We said in our last report that we would like to place a spotlight on a particular Network member in our quarterly PDSP report. Today we spotlight Spark (formerly Craigshill Good Neighbour Network) and provide an overview of their what they do, how they are building more connected, positive and connected communities (see Annex 2).
- **Empower** – We continue to share funding, learning and collaboration opportunities with our Network via our regular news, delivering 3 weekly bulletins and 1 newsletter per month. Annex 3 captures provides examples of news items. In addition, WLSSEN hosted Network events including: Shaping WLSSEN's Future Directions; meet [Fair Justice System for Scotland](#) and WLSSEN's AGM.
- **Collaboration** – We contributed to the successful Third Sector Summit (Nov. 2021) with organisations from across the Third Sector, facilitating a session on improving mental health and wellbeing in West Lothian through our new signposting service (Paragraph 3), and the Council's [Third Sector Annual Report 2020-21](#). We also joined SENS Scot in hosting the Future Series COP26 event with Net Zero Nation, and continue to support our Third Sector led project team concerned with third sector readiness for engaging with the Young Person's Guarantee.

3. Mental Health & Wellbeing Project

We are moving towards the launch of our mental health and wellbeing pilot project in collaboration with NHS Lothian's HSCP and local partners. Funded by West Lothian Council, this project will connect adults, experiencing mild to moderate mental health issues, with partners able to offer support and advice. This new signposting service is person-centred. It will identify an individual's needs and, through discussion, find a pathway that can help build self-confidence and personal coping strategies.

Our local partners are helping to shape and deploy the project with additional, valuable inputs from Wellbeing Scotland, SENScot and Community Enterprise. A Steering Group made up of representatives from our local partners is providing strategic advice and support. A Mental Health Co-ordinator is now in place to manage the signposting service on behalf of the WLSen and partners. A Memorandum of Understanding and Protocol will provide a coherent framework for guiding operations. Project outputs will be reported quarterly to NHS Lothian's Health & Social Partnership.



We invited West Lothian College students to share their ideas to help us create a new name and an instantly recognisable image for the project. Going forward, the project will be called West Lothian Well-Being, and we will work with partners and other stakeholders to raise the project's profile and its reach. We will share more details later about our landing page and how to access the contact form via WLSen's website, a new project domain and social media.

4. Social Enterprise Landscape

This year is of considerable significance to the social enterprise sector as the Scottish Government actions its commitment to create a 'Single National Intermediary' for the social enterprise sector in Scotland. Competitive bids have been submitted by SENScot and Social Enterprise Scotland to become Scotland's single intermediary for the sector.

[Respondents](#) to a recent Scottish Government consultation have called for the Government to deliver a 'single entity' that would not only build on the significant achievements of the sector over the last two decades but also bring a fresh dynamic to the national infrastructure based on a genuinely collaborative and inclusive approach.

A decision is expected by the end of January, and the new body is due to come into effect during July 2022. We will keep you advised of changes.

5. Strategic Direction

From an operational perspective, our 'new' Board has come together over two strategy sessions, facilitated by Community Enterprise, to determine our strategic approach and how best to support our Network members while fostering growth of social enterprise sector in West Lothian. Collaboration and peer support will be vital in supporting start-ups and organisations to grow their market share, enhance their environmental credentials and financial sustainability.

We will be kicking off a year of Network engagement in collaboration with the [Scottish Business Resilience Centre](#) who will help members develop the skills and knowledge to protect themselves against online attacks.



July - December 2021

AMPLIFYING

Social Media:

103 New followers

22,346 Impressions

Average 14 posts per month



WLSen.org.uk

http://



1.6K Website visitors

669 /Find-a-Social-Enterprise/ visits

95 /Support/ for Social Enterprise visits

NEW MEMBERS



FJSS GROUP



cyrenians

EMPOWERING



6 Sector newsletters

22 Weekly opportunity alerts for members



13 support and assessment meetings

4 Network Events:

- Community Enterprise Accelerator Event
- Shaping WLSen's New Direction Forum
- Fair Justice System for Scotland Forum
- WLSen AGM

COLLABORATING

Supported sessions with:



Presented at



Wellbeing project brand design competition with

west lothian college

Contributed to



APPENDIX 2



WHO ARE OUR SERVICES FOR?

- All people experiencing social isolation and loneliness in the communities in and around Craigshill.
- It is our vision that each individual feels valued and has the chance to spark their potential.

HOW DO WE DO IT?

Connected

- We create spaces for people to connect and build relationships so that they feel supported, encouraged and valued – and can then help others feel the same in return.

Positive

- We encourage fun and a sense of hope in everyone who walks through our door so that they know this is a place where they can thrive.

Inclusive

- We believe everyone deserves the chance to feel better about themselves and make a change to their lives.

WHAT DIFFERENCE DO WE MAKE?

- **Everyone is welcome** whatever their social and ethnic background, gender and sexual orientation.
- We help them **connect and build relationships**.
- We nurture their **confidence** and develop their **skills and creativity**.
- We spark possibilities for **a different way of seeing themselves**.
- We are **where people thrive** and should they wish, we help them make changes to have the life they want.

WHAT IS OUR VISION FOR THE FUTURE?

- Increase our support.
- Increase our capacity.
- Increase our activities.
- Increase our membership.
- Increase our volunteers.
- Increase our IMPACT!

This year's activity development focus is in the areas of inclusion, mental health and employability.

we bring people  together

APPENDIX 3

WLSEN NETWORK ENGAGEMENT – OVERVIEW OF TOPICS

Grants, Funding and Learning Opportunities including:

- Social Investment Scotland in partnership with Zero Waste Scotland have announced The Social Enterprise Net Zero Transition Fund. The fund is designed to support social enterprises and the wider third sector to make the transition to become carbon neutral, and to develop the circular economy. Through the fund, they are supporting activities that will reduce carbon footprint. The fund provides loans from £10,000 and small grants to SE's who have a particular circular economy focus. [Find out how to apply.](#)
- Zero Waste are investing £18 million as grant funding to small and medium sized enterprises who are helping to create a more circular economy. The Circular Economy Investment Fund is a funding opportunity for businesses and organisations in Scotland working in all business and social economy sectors. They are looking for innovative projects that can deliver carbon savings, leverage investment and creates jobs. [Find out how to apply.](#)
- The webinar - Impact of the voluntary sector in creating employment - will showcase the impact employing young people, via Community Jobs Scotland and other employability programmes, has on voluntary sector organisations and the transformational effect the sector can have on young people's lives.

Members News including:

- Smile Counselling will be delivering another cohort of the Mental Wellbeing and Health course. Registration details provided.
- [The Larder](#), launched an online Christmas Bakery, with 100% of profits going to support disadvantaged people across West Lothian. Feel good about buying sweet treats this festive period as your support will help some of the most vulnerable in our society. Visit The Larder shop now to place your order and help to change lives for the better.
- The Larder won [Newcomer of the Year Award](#), Living Wage Scotland. Congratulations!

Engagement Opportunities including:

- Community Enterprise is working with a consortium, formed by WLSen, The Larder, West Lothian Youth Action, and the Voluntary Sector Gateway West Lothian, to identify opportunities for the third sector in West Lothian in the employability sector. The employability sector and the funding that invests in job outcomes, is complex and is changing. With the advent of Scottish Government policies such as [No-one Left Behind](#) and the [Young Person's Guarantee Scheme](#), there are new opportunities that third sector groups and social enterprises can exploit to support their beneficiaries.
- The Scottish Government has commissioned research to gain a better understanding of [the experiences of third sector organisations of public procurement](#) in Scotland. They're asking organisations to detail their experiences and are also inviting people to take part in interviews. Deadline 21st December 2021.
- The Social Enterprise in Scotland Census 2021 is underway. This is the fourth official study by the Scottish Government into enterprising charities and social enterprises across the country. Every two years it combines publicly available information from regulators with survey and financial data, to help understand the characteristics and needs of the sector and inform future support. You can influence future policy and funding decisions for our sector. [Have your say and contribute.](#)

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

REPORT ON WEST LOTHIAN VOLUNTARY ORGANISATION MODERNISATION AND IMPROVEMENT PROGRAMME AND SECTOR TRAINING

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update the grant awards since the last meeting from the West Lothian Modernisation and Improvement Programme 2021/22 and provide an update on the training and monitoring of the 2019/20 awards.

B. RECOMMENDATION

It is recommended that the panel:

1. Notes that £134,000 remains to be allocated in the financial years 2021/22 and 22/23;
2. Notes that 10 applications have been funded to a total of £60,118;
3. Notes the update on the monitoring for the 2019/20 awards; and
4. Notes the training issues highlighted by organisations.

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 details delegate a specific delegation which is already in place for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding.
IV Impact on performance and performance Indicators	An agreed method of assuring quality and continuous improvement is an integral constituent of the move to funding voluntary organisations to deliver agreed outcomes, and should increase performance against agreed indicators.

V	Relevance to Single Outcome Agreement	We live in resilient, cohesive and safe communities
VI	Resources - (Financial, Staffing and Property)	£134,953 remaining from an overall pot of £650,000
VII	Consideration at PDSP	The Voluntary Organisations PDSP is updated on a regular basis.
VIII	Other consultations	Consultation has been carried out with the Third Sector and Council Executive.

D. TERMS OF THE REPORT

D.1 Background

At the meeting of West Lothian Council on 24 September 2019 a report providing an update on the Review of the Loans Fund, Insurance Fund and Modernisation Fund proposed an allocation of £200,000 from the one off resource to create a fund for voluntary organisations to help modernise their operations.

This funding support was to be delivered through an application based Voluntary Organisations Modernisation and Improvement Fund open to all voluntary organisations operating within West Lothian. The focus of the fund was to support voluntary organisations to:

- modernise and improve to make it more sustainable in the medium term;
- encourage partnership working within the sector;
- demonstrate how it will support the council in meeting its agreed priorities

It was further reported that an additional £450,000 (£150,000 per year) had been identified to support the programme in 2020/21, 2021/22 and 2022/23.

D.2 Update on 2019/20 grant awards

As previously reported the effects of Covid-19 had started to impact our communities just as the original awards were being paid out, £173,590 allocated to 20 organisations. This affected not only our communities but also local organisations as well. It was appreciated that priorities may well have changed both in terms of the immediate needs of their beneficiaries and also their own plans for modernisation, the urgency of which might have changed due to the evolving situation. As such all applicants were awarded the funding with an offer to utilise it for the original purposes or to support their Covid-19 response at their discretion.

Monitoring returns have shown that the majority did use the funding as originally awarded with only three reporting that they diverted the grant fully to support the organisation through COVID-19 and two partially did so.

D.3 Re-opening the fund in 2021/22 and 22/23

The Modernisation and Improvement Fund was reopened in September 2021 to allow the final £134,953 to be made available to support the aims of the fund. This incorporated the changes to the process agreed with the Third Sector Working Group. These were to introduce a rolling deadline based on applications received being assessed on a bi-monthly basis with a new maximum award level of £7,500.

This also removed the specific link to the Business Improvement Programme element that had been part of the original process. However, the training needs of organisations was part of the application form. See section D.5 for more on the training side.

D.4 Grants awarded in 2021/22

Since the fund was reopened ten applications have been received and all ten were awarded either a full or partial grant.

Applicant	Grant Awarded	Purpose
Craigsfarm CDP Ltd	£6,500	Website design and online booking system
Fair Justice System for Scotland	£2,000	Computer equipment
Bridge Community Project	£7,360	New web booking system
SMILE	£7,500	Next level qualification to be delivered by Training Team
Family and Community Development West Lothian	£7,500	Upgrade to IT system.
Simply Play	£6,828	Social Media advertising Print advertising Website redesign
Broxburn Utd SC	£7,500	New computing, internet and software update.
West Lothian 50+ Network	£1,800	Installation of a stairlift to increase access.
Spark	£7,500	Employ part time Relationships Manager to develop new Scottish wide markets plus linked marketing and legal structure
The Larder	£5,630	Market Research and bespoke on line shop.
TOTAL	£60,118	

There remains £74,835 available in the fund to support future funding applications in 2022/23.

D.5 Training needs of the sector

As referenced in D.3 the Business Improvement Programme element was taken out but training and similar support needs were part of the application, and monitoring of the 2019/20 awards. This provides some themes and areas that will be part of the wider discussion on the sector's needs through the Third Sector Strategy Group (TSSG) and the Third Sector Working Group. It is clear that whilst a relatively small sample that some of this could be addresses through better signposting, one to one support but also had the potential for workshop or training sessions if enough interest. This will form the discussion with the Third Sector Working Group.

The areas identified have been grouped into a few general headings and sub bullet points:

Business Development support

- Income generation / Enterprising workshops / Social Enterprise (x3) /

diversification/ Business Planning / Growth planning/ Plan and implement expansion of client users within existing and extended geographical areas / Market research

- Digital support / Web development / Developing and social media strategy / Branding and Marketing (x2)

Organisational Development

- Identifying volunteers / HR Training / Staff training and development/ staffing restructures and similar improvements
- Risk assessments / first aid training/ health & hygiene training
- Financial Assistance – create and follow budgets / Financial planning
- Legal structure / Reviewing the Articles of Association and the governance / Trustee Board Development/ SCIO development

Funding

- Funding / Funding signposting/ Sources of funding for other projects
- Writing successful applications / Writing good funding applications and understanding local and national strategies so as our applications tie into the overall objectives.
- Impact evaluation (x2) / Training on writing good reports to adequately highlight impact and outcomes
- Developing a Fundraising strategy

Environmental Policy/Impact

- Environmental policy / Policies development / Environmental impact reduction (x2) / Environmental sustainability

Community Wealth Building and other local/national strategies

- Community Wealth Building (x2) / Better understanding of local and national policy/council strategies / understanding local and national strategies

Asset Transfer/Taking on Assets

- Asset transfer (x2) / Taking on assets (x3)

Partnership Working

- Demonstrate how relationships between staff, volunteers, clients and partner organisations could be made better and how our activities could be developed;
- Partnership working – working together to help users / Partnership working
- How we work together to make a real impact and address poverty

Other

- Trauma informed training around mental health needs to help groups work with clients.
- Visits to organisations
- food security
- regeneration
- Transport – How it can service our communities and the Third Sectors role
- Understanding the benefits system for our clients

As previously reported £14,953 from the £74,835 has been ring fenced to support the provision of any training element identified that has a cost element. Should this not be required, or any requirement is less, then any balance will go back into the overall pot for allocation as grants

E CONCLUSION

Covid-19 has seen an unprecedented response to our communities needs and has been a factor in the decisions made to allocate the Modernisation and Improvement Fund in 2019/20, 2020/21, 2021/22 and 2022/23. The remaining funding of £134,953 has been reopened and £60,118 allocated to date to support 10 groups.

Some training needs have been identified and these will form the basis of discussions with the Third Sector Working Group to look at what the best support might be.

F. BACKGROUND REFERENCES

Voluntary Organisations PDSP, 19 March 2020

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=45577>

Voluntary Organisations PDSP, 19 August 2021

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Di%90my%8F>

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

03 February 2022

DATA LABEL: PUBLIC



VOLUNTARY ORGANISATIONS POLICY DEVELOPMENT AND SCRUTINY PANEL

GALA AND SIMILAR EVENTS GRANT BUDGET 2022-23

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of changes to the methodology to calculate the allocations for the Gala and Similar Events Grant in 2020-21.

B. RECOMMENDATION

It is recommended that the Panel notes that:

1. the new system put in place in 2020 will be used;
2. applications will be invited in early February 2022 with a fixed deadline 1 April 2022.
3. if the effect of COVID-19 sees a significant fall in applications the process detailed in D.3 will be used to cap awards to ensure that there is no significant distortion due to a small number of applicants coming forward.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable. Focussing on our customers' needs. Making best use of resources. Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
III Implications for Scheme of Delegations to Officers	The Head of Planning, Economic Development and Regeneration has the delegated authority to make the final allocations and payments.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	SOA 4 - We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	Total fund of £40,000.00 is available annually. Confirmation is awaited when the council general services revenue budget is set by council in February 2022.
VII Consideration at PDSP	None.

VIII Other consultations None

D. TERMS OF REPORT

D1 Background

At the Voluntary Organisations PDSP on 19 March 2020 a new process for the allocation of the Gala and similar events Grant was set out. The approach will see an award of £500 paid to each applicant which will then be topped up with an additional payment based on their respective populations and the funding available.

This was due to be introduced in 2020/2021. However, due to the effects of the COVID-19 pandemic the application process was not implemented and the £40,000 grant was used to support the voluntary organisation funding in 2021/22. Again given the ongoing COVID-19 situation no grants were awarded in 2021/22.

D2 Gala Grants 2022/23

As COVID-19 related restrictions start to ease it is the intention to open up the grant process to allow groups to apply for the event in the summer of 2022. It is expected that £40,000 will be available in 2022/23 but we await formal confirmation at the Council's budget setting meeting in February.

Once the budget is confirmed applications will be invited. As this is a new process there will be a specific deadline date of 1 April 2022 for all applications and all funding for the year will be allocated based on applications received at that date.

D3 Cap on award

The new process is based on a pro rata allocation which relies on the majority of gala and similar events going ahead in the summer of 2022, and indeed every year. However, it may be that with COVID-19 concerns still around that some groups may not be ready to hold events just yet.

Should this be the case it is proposed that a cap on awards is put in place to avoid any unintended effects that would be caused by a small number of applications being received. This will mean that no applicant will be awarded more than 25% more than their expected allocation should the usual number of galas and event proceed, as was the case prior to COVID-19. It is not expected that this will be needed but this provides a safety net just in case. This is because the system aims to fully allocate the £40,000 based on applications received at the deadline and a low level of applications would have the unintended consequence of making very large awards to a small number of groups in extreme circumstances. This will work well based on a small fluctuation in applications each year as would normally be expected based on the evidence over the years.

It should be noted that the population figures currently used will be updated in February 2022 to reflect the latest projections so all figures will be updated.

D4 The Funding Operating Scheme 2021 onwards

As part of the changes the Funding Operating Scheme has been updated along with the applications forms to reflect the changes. These are not major changes but more tidying up and points of clarification.

E. CONCLUSION

The report advises the Panel of process for the application of the Gala and similar events Grant in 2022/23. A report on the final allocation will be brought to a future PDSP.

F. BACKGROUND REFERENCES

West Lothian Council Executive, 29 October 2018
<http://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=40192>

VO PDSP March 2020

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%94m%7D%87>

Appendices/Attachments: None.

Contact Person: Douglas Grierson, Regeneration Team Leader, Economic Development & Community Regeneration, Tel: 01506 28088
E-mail: douglas.grierson@westlothian.gov.uk

Craig McCorriston,
Head of Planning Economic Development and Regeneration

03 February 2022



VOPSP Workplan February 2022

Issue	Purpose	Responsible Officer	Frequency	Date
Modernisation Fund	Update on the Modernisation Fund 2021/22 and 22/23	Douglas Grierson	As required	Feb 2022
Voluntary Organisations Funding 2021/22 and 22/23	Update on funding arrangements and monitoring	Douglas Grierson	As required	TBD
Presentation from local Organisation or related (TBD)	To inform members of the work of local Organisations or related partners, funders etc in West Lothian	Douglas Grierson	Quarterly	All meetings
Voluntary Sector Gateway West Lothian	To update members on outcomes from joint working	Alan McCloskey	Quarterly	All meetings
West Lothian Social Enterprise Network supporting an enterprising Third Sector	To inform members of ongoing progress in developing more enterprising third sector organisations	Linda White	Quarterly	All meetings