



West Lothian  
Council

**COUNCIL EXECUTIVE**

**WEST LOTHIAN COUNCIL VOLUNTARY SECTOR DEVELOPMENT FUND 2012-13**

**REPORT BY HEAD OF AREA SERVICES**

**A. PURPOSE OF REPORT**

To seek the approval of the Council Executive for final proposals on the use of the 2012-13 West Lothian Council Voluntary Sector Development Fund.

**B. RECOMMENDATION**

That the Council Executive approves the final proposals.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs
	Being honest, open and accountable
	Providing equality of opportunities
	Making best use of our resources
	Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The duty of Best Value is set out in the Local Government in Scotland Act 2003. West Lothian Compact.
<b>III Implications for Scheme of Delegations to Officers</b>	None. While Council Officers will be members of an Assessment Panel, the Panel will only make recommendations on funding to the Voluntary Organisations PDSP, who will then make recommendations to the Council Executive for decision.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	Contributes to SOA Outcome 11.
<b>VI Resources - (Financial, Staffing and Property)</b>	£100,000 from the approved Area Services 2012-13 revenue budget.

<b>VII Consideration at PDSP</b>	The final proposals will be considered at the Voluntary Organisations PDSP meeting of 21 June 2012. The PDSP report requests that the PDSP recommend the final proposals to the Council Executive for approval.
<b>VIII Other consultations</b>	Consultation with the voluntary sector representatives of the West Lothian Compact Working Group.

## **D. TERMS OF REPORT**

### **Introduction**

West Lothian Council created a Voluntary Sector Development Fund (VSDF) with a value of £100,000 in the 2011-12 financial year and has made similar provision in the budget for 2012-13. It should be noted that applications which are about subsidising for core funding reductions or duplication of core services will not be supported.

### **Proposals**

It is proposed that the 2012-13 VSDF be used to support third sector organisations to improve their capacity and ability to design, deliver and develop preventative spend interventions. Given that delivery of core services may play a part in preventative spend interventions, applications that enhance core services and lead to additional outcomes and impacts will be given consideration. In such cases applicants will be required to demonstrate the extent to which the service is already being provided and to clearly demonstrate how added value and additionality will be brought to the service delivery. Appendix 1 provides:

- Sign-posting to examples of preventative spending that are considered best practice
- Sign-posting to examples of services built around people and communities that are considered to be positive approaches
- A short glossary of the terms used above.

### **Priority**

It is further proposed that priority for the 2012-13 VSDF is given to preventative spend initiatives targeted on the communities in West Lothian most in need of support i.e. the 42 most disadvantaged data zones (Appendix 2), with the specific aim of building community capacity.

### **Policy Consistency**

The above are consistent with the Scottish Government's recently published Regeneration Strategy, which brings together a wide range of policy and funding initiatives linked to regeneration, including the (Christie) *Commission on the Future Delivery of Public Services*, and sets out some key principles and outcomes, which are in tune with what we are currently doing in West Lothian.

### **Consultation**

Council has checked its final proposals for the application of the fund, the proposed criteria and other matters with the voluntary sector representatives of the Compact Working Group. The final proposals are supported by the voluntary sector members of the West Lothian Compact Working Group.

## **Process**

A process was agreed for the 2011-12 VSDF after consultation with the sector and it is proposed that a similar process be applied to the 2012-13 VSDF:

- There will be a competitive application process open to voluntary and community groups or organisations whose activity can be demonstrated to benefit a part or parts of West Lothian as identified by the 42 most disadvantaged data zones (Appendix 2)
- The fund is open to applications that can demonstrate the impact the funding will make on building capacity in our most disadvantaged communities as identified by the 42 most disadvantaged data zones (Appendix 2)
- The 2012/13 fund will operate for 12 calendar months from the date of allocation (i.e. the date allocations are approved by the Council Executive)
- Awards will be limited to a maximum of £20k, with the intention of fully funding the best scoring applications
- There will be an Assessment Panel comprising three council officers and three sector representatives from the West Lothian Compact Working Group
- The Assessment Panel will make recommendations on funding to the Voluntary Organisations PDSP, who will then make recommendations to the Council Executive for approval
- Council will manage the fund, application process and provide a secretariat function
- If an application is funded, the organisation will, as a condition of funding, provide a formal impact evaluation that shows if the idea, project or initiative produced the intended benefits and what the overall impact was.

## **Timetable**

The proposed timetable is:

- The fund will open to applications on 25 June
- The deadline for applications will be Friday 17 August
- A Voluntary Organisations PDSP to be requested prior to the Council Executive of 18 September to consider recommendations from the Assessment Panel
- 18 September. Approval to be sought from the Council Executive for the recommendations of the Voluntary Organisations PDSP.

## **Proposed Criteria & Other Matters**

Application criteria and timescales have been discussed with the voluntary sector members of the West Lothian Compact Working Group and are supported by them. The application, criteria and scoring sheet and other administrative details are shown in Appendix 3.

## **E. CONCLUSION**

This report informs the Council Executive of final proposals for the use, in 2012-13, of the £100,000 West Lothian Council VSDF. It proposes that the 2012-13 VSDF be used to support organisations to develop preventative spend initiatives targeted on the most disadvantaged communities in West Lothian and that the funding be allocated by a similar process to 2011-12, with the clarification that the final decision on funding will be made by the Council Executive. In line with the principles of the West Lothian Compact, the final proposals have been discussed with and are supported by the voluntary sector members of the West Lothian Compact Working Group.

## **F. BACKGROUND REFERENCES**

*Commission on the Future Delivery of Public Services*

Local Government in Scotland Act 2003.

Appendices/Attachments:      Appendix 1: Sign-posting to examples and a glossary of terms.  
   Appendix 2: 42 Most Disadvantaged Data Zones.  
   Appendix 3: Proposed Criteria & Other Matters.

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Alistair Shaw, Head of Area Services

Date: 25/06/2012

## APPENDIX 1: SIGN-POSTING TO EXAMPLES & GLOSSARY OF TERMS

### Sign-posting to Examples - Preventative Spend Interventions

The following link provides examples of preventative spending that are considered best practice:

<http://www.scottish.parliament.uk/SPICeResources/Research%20briefings%20and%20fact%20sheets/SB10-57.pdf>

### Sign-posting to Examples - Services Built Around People & Communities

The following link provides examples of services built around communities that are considered to be positive approaches:

<http://www.scotland.gov.uk/Publications/2011/06/27154527/6>

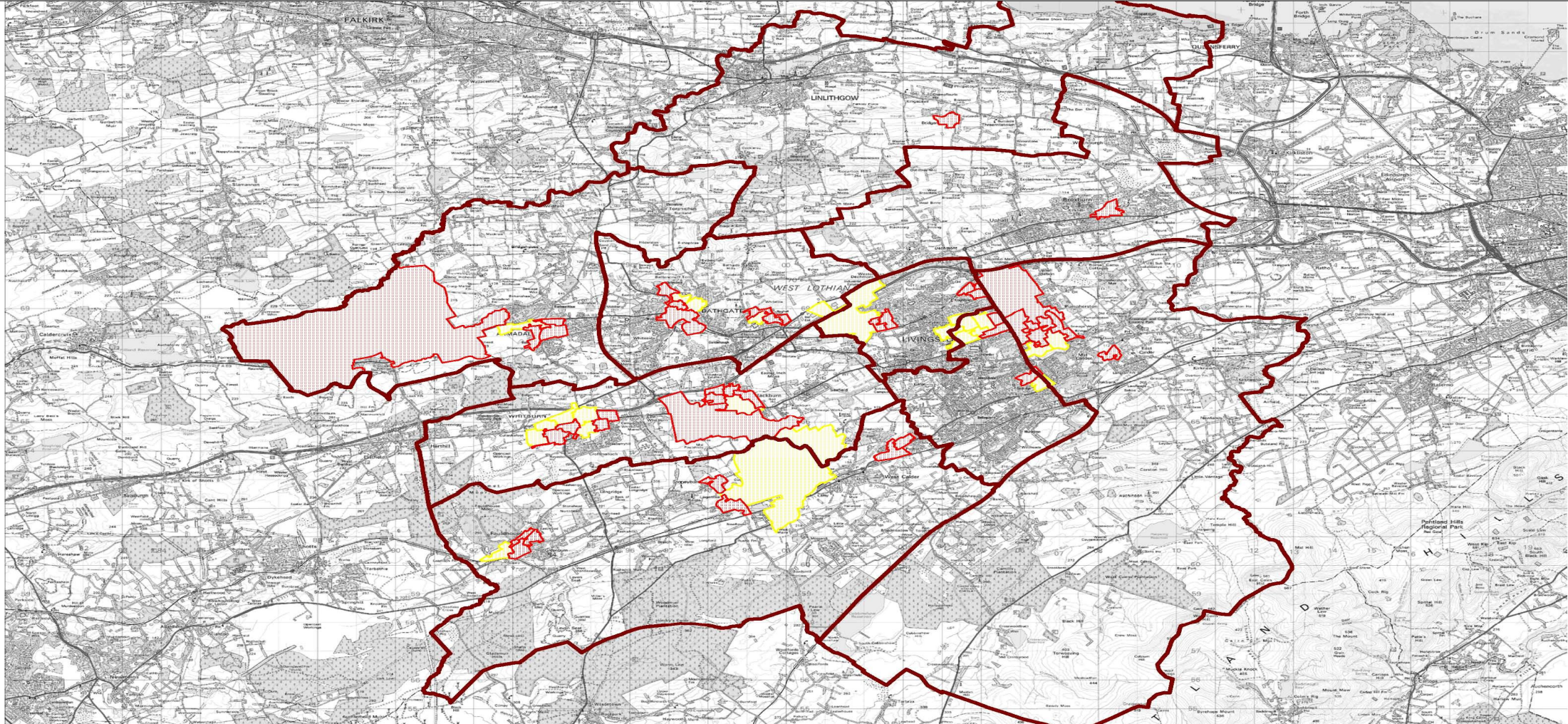
### Glossary of Terms

Term	Meaning
<b>Added Value</b>	Shows how involvement of individuals/organisations can add to the initial investment (often a grant) in the development of a project.
<b>Additionality</b>	A way of measuring the benefits of a project which highlights the changes brought about that wouldn't have occurred if the project hadn't taken place.
<b>Capacity Building</b>	An empowering activity that strengthens the ability of an organisation to build its structures, systems, people, and skills so that they are better able to: <ul style="list-style-type: none"><li>▪ Define and achieve their objectives ;</li><li>▪ Engage in consultation and planning;</li><li>▪ Manage projects;</li><li>▪ Take part in partnerships, social enterprise and service delivery.</li></ul>
<b>Core Funding</b>	Usually refers to money needed to cover running costs and overheads of the organisation. It is often harder to raise money for core costs.
<b>Impact</b>	The difference a project or programme can make. Often impact is the link between outputs and longer term outcomes.
<b>Outcomes</b>	The changes, benefits, learning or other effects that result from what the project or organisation makes, offers or provides.
<b>Signpost</b>	To point individuals/groups in the right direction for further information and useful contacts.

## APPENDIX 2: WEST LOTHIAN COUNCIL 42 MOST DISADVANTAGED DATA ZONES

1	S01006450	Livingston Knightsridge Fergusson Way	Livingston
2	S01006416	Bathgate Centre Station	Bathgate
3	S01006402	Livingston Craigshill Streets East	Livingston
4	S01006393	Armadale Mayfield	Armadale
5	S01006455	Livingston Knightsridge Moncreiff Way	Livingston
6	S01006350	Blackburn North East	Blackburn (West Lothian)
8	S01006438	Bathgate Cochrane Street	Bathgate
9	S01006308	Stoneyburn East	Stoneyburn
10	S01006320	Whitburn Brown Street	Whitburn
11	S01006326	Whitburn Union Drive	Whitburn
12	S01006408	Livingston Craigshill Groves West	Livingston
13	S01006304	Loganlea	Stoneyburn
14	S01006401	Livingston Craigshill Groves East	Livingston
15	S01006358	Livingston Dedridge Durward Rise	Livingston
16	S01006300	Fauldhouse Cricket Ground	Fauldhouse
17	S01006333	Whitburn East Main Street	Whitburn
18	S01006389	Armadale Mt Pleasant & Upper Bathville	Armadale
19	S01006342	Blackburn West	Blackburn (West Lothian)
20	S01006328	Whitburn Whitdale School	Whitburn
21	S01006315	Polbeth South	West Calder
22	S01006330	Blackburn Riddochhill	Blackburn (West Lothian)
23	S01006349	Blackburn North West	Blackburn (West Lothian)
24		Bathgate Boghall Centre - Elizabeth Drive	Bathgate
25	S01006420	Livingston Ladywell Banks North	Livingston
26	S01006318	Polbeth East	West Calder
27	S01006299	Fauldhouse Blinkfields	Fauldhouse
28	S01006388	Livingston Craigshill Central	Livingston
29	S01006419	Bathgate Boghall East	Bathgate
30	S01006301	Fauldhouse Langrigg	Fauldhouse
31	S01006392	Rural Westrigg	Blackridge
32	S01006343	Blackburn East	Blackburn (West Lothian)
33	S01006406	Livingston Deans Staffa & Jura	Livingston
34	S01006453	Bathgate Belvedere	Bathgate
35	S01006487	Bridgend	Bridgend
36	S01006396	Livingston Ladywell Banks East	Livingston
37	S01006429	Bathgate Marina Road	Bathgate
38	S01006410	Armadale Sth East Greig Cres	Armadale
39	S01006404	Livingston Craigshill Streets West	Livingston
40	S01006451	Uphall Station / Nettlehill / Craigswood	Livingston
41	S01006477	Broxburn Bridge Place	Broxburn
42	S01006372	East Calder Linhouse Drive	Livingston





20% (highlighted by cross hatching) most deprived datazones and adjacent datazones in West Lothian

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## **APPENDIX 3: PROPOSED CRITERIA & OTHER MATTERS**

### **Eligibility**

- The fund is open to applications that can demonstrate the impact the funding will make on building capacity in our most disadvantaged communities as identified by the 42 most disadvantaged data zones (Appendix 2).

### **Eligible Use**

- The VSDF is to be used to support third sector organisations to improve their capacity and ability to design, deliver and develop preventative spend interventions
- Priority will be given to preventative spend applications targeted on the communities in West Lothian most in need of support i.e. the 42 most disadvantaged data zones
- Within these communities, the specific aim is to build community capacity
- **The VSDF cannot be used as a subsidy for core funding reductions or the duplication of core services.**

### **APPLICATION PROCESS**

- There will be a competitive application process open to voluntary and community groups or organisations whose activity can be demonstrated to benefit a part or parts of West Lothian as identified by the 42 most disadvantaged data zones (Appendix 2)

### **AWARD LIMIT**

- Awards will be limited to a maximum of £20k, with the intention of fully funding the best scoring applications.

### **ASSESSMENT PANEL**

- There will be an Assessment Panel comprising three council officers and three sector representatives from the West Lothian Compact Working Group. The assessment Panel's remit is to consider, score and make recommendations regarding applications. It has no power to award funding.

### **FUNDING APPROVAL**

- The Assessment Panel will make recommendations on funding to the Voluntary Organisations PDSP, who will then make recommendations to the Council Executive for final approval.

### **FUND MANAGEMENT**

- Council will manage the fund, application process and provide a secretariat function
- The 2012/13 fund will operate for 12 calendar months from the date of allocation (i.e. the date allocations are approved by the Council Executive).

### **EVALUATION**

- Successful applicants will be required to provide, no more than 6 months after the funding award, a formal impact evaluation that shows if the idea, project or initiative produced the intended benefits.



## **TIMETABLE**

- Fund opens week commencing 25 June 2012
- Deadline for receipt of applications Friday 17 August 2012
- Applications considered by Council Executive September 2012.

## **CONDITIONS OF FUNDING**

- West Lothian Council's Standard Conditions of Funding (attached) apply
- If an application is funded, the organisation will, as a condition of funding, provide a formal impact evaluation that shows if the idea, project or initiative produced the intended benefits and what the overall impact was.

## **FEEDBACK**

- Only general feedback will be given to applicants and this will be done on a global basis. No individual feedback will be given.

## SECTION A: ABOUT THE ORGANISATION

1. Organisation Name:

2. Main contact for this application:

Title: First name: Surname:

Position:

Contact address:

Phone number:

Email address:

Data zone(s) the project will cover:

## SECTION B:

1. Concise summary of need, proposed idea, project or initiative and intended impact. *(Applications must demonstrate the impact the funding will make in terms of preventative spend interventions. Maximum 150 words)*

How much are you applying for? £  
*(Maximum £20k)*

Total cost? £

2. When will the development take place?

Start date (month/year)

End date (month / year)

- 3. Why is the proposed development needed? What robust evidence is there of clear need?** *State how you identified the need for this development. Council may ask for evidence as part of the assessment process.*  
(Maximum 200 words)

- 4. What specific project or activities will happen if the organisation receives development funding?** *Be specific about what the organisation will do and how it will do it (Maximum 200 words)*

5. **What impact will the funding have on preventing problems from happening?** How will this activity effect change? *(Maximum 200 words)*

6. **How will that impact be measured and evidenced and by when?** *(Maximum 200 words)*

7. Tick (✓) which of the following best describes the proposed idea, project or initiative:

New	
Existing	
Extension	

8. Please complete the following table to show how much the development will cost and what the organisation will spend any funding on. (Give as much detail as you can. Council may ask for evidence as part of the assessment process.

Type of Cost	Breakdown of costs for this proposed idea, project or initiative	Breakdown of any other funding for this proposed idea, project or initiative	Amount requested from Voluntary Sector Development Fund
Staff			
Consultant			
Materials			
Equipment			
Expenses			
Other costs:			
Totals			



## 9. Additional Information

Please enter the information requested in the table below. This should be taken from the organisation's last audited accounts.

Information	£
Turnover	
Net Assets	

## 10. Declaration:

I confirm that to the best of my knowledge and belief, the information supplied in this application is true and accurate. Further, I confirm, that if the application is funded, the organisation will, as a condition of funding, provide a formal impact evaluation that shows if the idea, project or initiative produced the intended benefits and what the overall impact was.

**Signed:**

**Position:**

**Organisation:**

**Date:**

Please retain a copy for your files and return your completed, signed application by email to:  
David.Murray@westlothian.gov.uk

Or by post to:

David Murray, Senior Policy Officer, Regeneration & Employability, Area Services, 2<sup>nd</sup> Floor North,  
West Lothian Civic Centre, Howden South Road, Livingston, West Lothian EH54 6FF  
01506 281096

App No:

Organisation:

Date:

**Fund Scope:**

The VSDF is to be used to support third sector organisations to improve their capacity and ability to design, deliver and develop preventative spend interventions. Priority will be given to preventative spend applications targeted on the communities in West Lothian most in need of support i.e. the 42 most disadvantaged data zones. Within these communities, the specific aim is to build community capacity. **The VSDF cannot be used as a subsidy for core funding reductions or the duplication of core services.**

**Scoring:**

Excellent	Fully evidenced and fully fits criteria
Good	Well evidenced and good fit with criteria
Reasonable	Some evidence and some fit with criteria
Fair	Little or no evidence, poor fit with criteria
Poor	No evidence. No fit with criteria.

1. Is there clear evidence of need?

<b>Poor</b>	<b>Fair</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
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2. Does the proposed idea, project or initiative address the need?

<b>Poor</b>	<b>Fair</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
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3. Is the budget appropriate to the scale of the proposed idea, project or initiative?

<b>Poor</b>	<b>Fair</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
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4. Has the applicant demonstrated what impact the proposed idea, project or initiative will have/make and how this will be measured?

<b>Poor</b>	<b>Fair</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
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5. The cost-effectiveness and value-for-money of the proposal.

<b>Poor</b>	<b>Fair</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
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**Panel Member Score:**

<b>Poor</b>	<b>Fair</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
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**Collective Panel Score:**

<b>Poor</b>	<b>Fair</b>	<b>Reasonable</b>	<b>Good</b>	<b>Excellent</b>
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<b>Panel Decision:</b>	<b>Support</b>	<b>Amount</b>	<b>Not</b>
<b>Support</b>			

**Panel Notes:**

## West Lothian Council

### Standard Conditions of Funding

The following conditions must be met if you are awarded funding by West Lothian Council. Failure to meet these conditions may result in repayment of the amount awarded to the Council and can affect future applications. Additional conditions of funding may be set by the Council at its discretion.

#### Use of Funding

1. Funding and other assistance in kind are given for the purpose described in the application and should not be used for any other purpose without West Lothian Council's prior approval. Misuse may result in repayment of amount awarded being required, other assistance being cancelled and future support being refused.
2. If costs are less than the amount specified on the funding application, the surplus will be repaid to the Council within one year.

#### Scope of West Lothian Council Funding

3. Funding is allocated for this project/activity only, as described in the application form. There is no guarantee that further funds will be available in the future.
4. West Lothian Council's liability shall be to make payment of the funding to the organisation, once awarded. All other liabilities are the responsibility of the organisation receiving the funding. The Council is not liable for any losses or costs arising from a failure to make payment on any agreed date.
5. Funding award will not be increased should the organisation overspend.
6. West Lothian Council will not fund costs incurred prior to the application for funding being made.
7. West Lothian Council will not fund repairs/improvements to premises not owned by or leased to the organisation.

#### Providing Information to the Council

8. The organisation will, at any time, if requested by an authorised officer of the Council, provide information or copies of financial records, or make available for inspection any items purchased or information relating to projects or activities carried out with council funding.
9. Key partner organisations in receipt of council funding will be required to enter into a detailed agreement with the Council, reflecting the level of funding provided and the Council's expectations.

## **Use of Equipment**

10. Any equipment purchased with funding from West Lothian Council must: be owned and controlled by the organisation; be stored securely and adequately insured. Any insurance money claimed on this equipment will revert to the Council should it not be replaced; be fully and properly maintained; not be disposed of without the prior permission of West Lothian Council; revert to West Lothian Council should the organisation cease to exist for any reason

## **Insurance**

11. Where funding is given for the acquisition or improvement of land or buildings, it is the responsibility of the organisation to provide adequate insurance and all necessary consents must be obtained prior to commencing work.

## **Environment**

12. The organisation will ensure that policies and practices minimise any detrimental effects to the environment and complement West Lothian Council's commitment to protecting and improving the environment of West Lothian.

## **Recruitment and Conditions of Employment**

13. The organisation will avoid discrimination in recruitment and conditions of employment and make efforts to be an equal opportunities employer. In both service provision and employment matters, the policies and practices of the organisation will at all times conform to the Equal Pay Act 1970, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Health & Safety at Work Act 1974.

## **Financial Requirements**

14. The organisation will adhere to the requirements detailed in the West Lothian Council guidance notes:- 'Financial Controls and Procedures'

## **Closing Date**

15. Applications must be received by 17/08/2012 to be considered for 2012/13 funding.