

# VSGWL Policy

## Organisational Overview

### Topics:

- Objects
- Vision Statement
- Mission Statement
- Activities of the Company
- Purpose
- TSI National Values
- Key documents

### Objects

Voluntary Sector Gateway West Lothian (VSGWL) is a Scottish Charity and a Company Limited by Guarantee and its objects, as set out in the Articles of Association, are:

“The advancement of citizenship, community development and social enterprises (where the social enterprise is asset locked and non-profit distributing and is part of the voluntary sector), urban and rural regeneration and the promotion of civic responsibility, volunteering, the voluntary sector and the effectiveness of charities.”

### Vision statement

To work collaboratively with our Third Sector partners in West Lothian building vibrant, strong and resilient communities

### Mission statement

To be the first choice for volunteers and organisations seeking help and will assist them to:

- Realise their ambitions.
- Have an effective voice in influencing policy and development.
- Develop a culture of openness, trust and partnership working.
- Provide professional support and guidance throughout the journey.

### Activities of the company

The above objects shall be for the benefit of the public within West Lothian, primarily but not exclusively, through the promotion, facilitation and support of:

1. Engagement and involvement and the development of civic duty.

2. Volunteering: volunteers and volunteering organisations.
3. Social Enterprise.
4. Building capacity in the Third Sector.
5. Co-operation, networking, partnership working.
6. Communications, dissemination of good practice, guidance and practical assistance.
7. Printing, publishing and circulation of written and other materials, holding meetings, workshops and seminars.

## **Purpose**

We are the first port of call for Third Sector organisations in West Lothian and for those considering a start-up to meet unmet community and organisational need.

1. We help volunteering and volunteering organisations to improve and to grow through:
  - Matching volunteers with suitable placements;
  - Supporting volunteers who need more help to find a volunteering role; and
  - Supporting organisations who take volunteers.
2. We support the development of Social Enterprises (with an Asset Lock).
  - We do this through a partnership with West Lothian Social Enterprise Forum (WLSEN).
3. We build capacity in Third Sector organisations across West Lothian by:
  - Providing advice and support; signposting to people and organisations who can help;
  - Signposting to local organisations who can share their experiences and give help and advice;
  - Supporting collaborative working;
  - Sharing learning across the sector;
  - Championing best practice engagement in line with National Standards of Community Engagement appropriately resourced and with appropriate timescales; and
  - Leading the sector to address threats and opportunities such as, the role of national organisations, funding, partnership work, commissioning etc.
4. We are Agents of Change leading the Third Sector to be better connected and able to influence and contribute to public policy. We support organisations to be co-producers as well as deliverers of services.

### **We can achieve this by:**

- Challenging current assumptions about structures and mechanisms for service delivery in support of services co-produced with the sector;

- Seeking to change the approach to commissioning to one based on partnerships, co-production and collaboration as opposed to automatic tender;
- Supporting the sector to organise in the best way to counter threats and to maximise opportunities and helping to make the voice of the sector heard;
- Championing participatory processes and participatory budgeting; the mainstreaming of public and statutory sector budgets; and
- Championing the Third Sector and community led evaluation.

## TSI common values

**Leadership** We are confident in, enthusiastic about and proud of the contribution that third sector organisations and volunteers make to Scotland's communities. We will lead by example so that our work will have a positive impact.

**Collaboration** We believe that the third sector is strongest when it works together and that its future will be shaped through collaborative working. This will be key to the way we work.

**Integrity** We aim to be ethical, honest and open in the way we work; and use time, money and resources effectively.

**Diversity** We value the diversity of the third sector and work in an impartial manner using the assets of the communities, groups and individuals we support as best we can.

**Equality** We ensure that no one is denied opportunities because of their real or perceived age, disability, race, religion and belief, sex, sexual orientation or gender reassignment, marriage and civil partnership or pregnancy and maternity.

**Excellence** We will pursue excellence in all that we do, in order to provide the best possible support and leadership to the third sector.

## Nolan principles

VSGWL seeks to operate to the highest standards in Public Life enshrined in the Nolan Principles.

**Selflessness** - Holders of public office should act solely in terms of the public interest.

**Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty** - Holders of public office should be truthful.

**Leadership** - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Key documents

The documents setting out VSGWL key policies, procedures, strategy and current work plan are:

- VSGWL Articles of Association
- Handbook – to be developed
- Strategic Plan – to be developed
- Annual Scottish Government Work Plan
- Policy Manual: Policy & Procedure List
- Communication Strategy
- Health & Safety Manual
- Fire Manual
- Risk Register
- Conflict of Interest Policy and Register

This Organisational Overview will be reviewed annually.

Date of Adoption	<u>16/8/19</u>		
Date of Review	<u>16/8/21</u>		
Authorised	<u>D. Evans</u>		
Title	<u>Chair</u>	Date	<u>16/8/19</u>