**Note of meeting of the Third Sector Strategy Group (TSSG) – 7 October 2021**

1. **Present:** Raymond Branton, Chair (Family and Community Development), Helen Davis (West Lothian Youth Action Project), Alan McCloskey (VSGWL), Tracy Murdoch (Kidzeco), Monica Mochar (Well Being Scotland), Stuart Barrie (Homestart), Linda White (WLSEN), Collette Moran (Schoolbank)

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| **ITEM** | **KEY POINTS** | **ACTION BY** |
| 1 | **Welcome and Apologies**  **Welcome**  Raymond welcomed everyone to the meeting. All agreed it was great to meet up in person once again.  **Apologies**  June Dickson( Environmental CIC), Lesley Mount (Signpost), Joanna Van Den Berg (Firefly Arts), Sylvia Forshaw (Cyrenians OPAL), David McDonald (Whitburn CDT), Karen Nailen (CAB), Alison Wright (CoWL), Alan Davidson (Bridge), Jay Haston, ( Wave Trust), Lisa Drinnan (Community Action Blackburn) |  |
| 2  3  4  5  6  7  8  9  10 | **Previous minutes of meeting held on 17 August 2021**  The action notes were accepted with a minor correction – Alan Cunningham is based at West Calder Community Hub not CDT.  **Matters arising/review of actions from last meeting**  All other actions on agenda for today`s meeting.  **Guest Speaker**  Given low numbers able to attend the meeting, it was decided to postpone the guest speaker.  **November Summit update**  Alan advised that the summit planning team of Silence, Karen, Joanna, Linda, Stuart and Dougie were meeting weekly to develop the programme. Iain McDonald would be assisting again with tech support.  The date of the summit was confirmed as 3 November 10-12. Title was agreed as `Communities First in a transformed West Lothian`. VSGWL had issued `save the date` information.  A number of themed breakout rooms were being developed. Stuart, Raymond and Helen agreed to help facilitate specific sessions.    Alan advised that the original proposal to launch the proposed Annual report at the summit had been shelved. The report will be presented to the next Vol Orgs PDSP meeting on 4 Nov instead.  It was agreed that there could be an opportunity for the sector to host hustings around the time of the May local elections.  **Action:** All to consider and identify independent host  **Representation on strategic partnerships**  All discussed that the selection process for identification reps for key working groups and forums needed to be strengthen, along with clarity on reporting arrangements to TSSG.  **Action:** Alan agreed that VSGWL would lead on developing this in the coming months following appointment of new staff to the VSGWL team.  **Action:** Helen agreed to review the Governance arrangements and processes in the Children and Families Forum  **Sector/ Council Working Group updates**  Alan confirmed that a training needs survey had been agreed and circulated. The results would help inform any training or business needs. Monies from the Modernisation and Improvement Fund had been ringfenced to assist.    Raymond confirmed that there would be a rolling opportunities for orgs to apply for monies from the Fund.  **VSGWL report**  Alan advised of upcoming consultation that would be of interest to orgs across West Lothian; namely   * Meeting with Consultation team from Scottish Government into plans for new National Care Service for Scotland – 21 Oct * Improving National Performance Framework consultation – deadline 27 Oct * Becoming a Fair Work Nation consultation -deadline 23 December * VSGWL AGM -27 Oct   Alan advised a recruitment exercise was underway to recruit a Development (Partnership) Officer and Operations Manager to strengthen the VSGWL team.  Further details available on VSG website - <https://www.voluntarysectorgateway.org/>  **WLSEN report**  Linda reported of further changes to the WLSEN Board and that Cameron Forrester had been recruited to the staff team. Linda said she would be undertaking a communications and engagement strategy survey in the coming period and would be holding an event with Community Enterprise on the Accelerator programme.  She added WLSEN were looking to strengthen relationships with Business Gateway and the Chamber of Commerce. Linda said plans were underway to develop digital applications.  Plans were progressing for the recruitment of a new **Mental Health Co-ordinator**to lead the Mental Health Consortium and develop referral processes that enable people to access support.  Linda advised WLSEN would be holding discussions on transition to net zero. Raymond commented this could present a useful funding opportunity.  **Any forum / sector updates**  Tracy gave an update on their two shops in Bathgate and Livingston and on developments with the Pantry. She explained referrals were fluctuating.  Collette updated on the work of the Schoolbank an explained that over 5 years there was increased demand on their services and they needed staff to help deliver services. She said referrals had originally shot up but were now dropping. Collette added she was keen to develop links with TSSG partners and explore funding opportunities and would be looking for donations to help.  Stuart said Homestart had just held their AGM and highlighted some of the challenges and opportunities.  **AOCB**  No issues raised  **Date of next meeting**  The next meeting would be virtual event on 18 Nov followed by an in person meeting on 13 January.  **Action:** All to consider hosting venue to be identified for 13 Jan meeting | **All**  **Alan (VSGWL)**  **Helen (YAP)**    **All** |
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