

Low-level Support Providers Collaborative: Third Sector - Action Notes

Wednesday 19 April 2023, 14.00-15.30 VSGWL

Attendees: Jenny White - chair (Scottish Care), Debbie Forsyth (Thera/ Gig Buddies), Alison Wright (Carers of West Lothian), Alan McCloskey (VSGWL), Hayley Burton - minutes (VSGWL) and Stuart Barrie (VSGWL).

Apologies: Lorna Farquhar (Food Train), Susan Scott (Health in Mind), Pauline Moffat (Cyrenians) and Cherie Raby (Alzheimer's Scotland).

Meeting Notes:

1. Minutes from last meeting

ALL AGREED that action from last meeting are a true and accurate reflection of the discussions.

2. Welcome/ Apologies/ Introductions

JW welcomed the group and gave apologies (see above). DF from Thera/ Gig Buddies West Lothian joined the meeting for the first time and gave an overview of the service and support provided.

3. Terms of Reference

JW shared the draft collaborative Terms of Reference (TOR).

ALL AGREED it set out well what the collaborative aims to achieve and AGREED to include name of organisations and contact under the membership as well as include organisation logos.

AMcC proposed that the TOR and meeting minutes/ actions are held on the VSGWL website under the forums section. ALL AGREED this was a good idea.

4. Volunteer Recruitment & Training

JW led discussions focused on the recruitment and training of volunteers and the benefits of pulling resource and knowledge together creating a positive volunteering experience, maximising member capacity/ resources and support across the sector.

It was AGREED to develop a collective volunteer recruitment campaign for member volunteering opportunities to go live in June 2023 with a second campaign mid-late August 2023.

More detailed discussions around the type of volunteer training which could be delivered as a collective took place. Suggested areas for development included introduction to volunteering, benefits of volunteering, safeguarding, boundaries, lone working, risk assessments.

It was AGREED that JW/ HB would compile a list of training modules to develop for discuss at the next meeting with the aim of delivering the first joint volunteer training session in September 2023.

AMcC also proposed that a high-level timeline/ action plan is developed to support the delivery of activities.

4. Volunteer Retention

AGREED to add to the next meeting agenda.

5. AOB / next meeting

Discussed name of the group and AGREED that ALL need to think about a name of the group.

Brief discussions took place around membership diversity and volunteer recruitment from minority groups. AW proposed that an approach could be made to the RACE forum to engage wider communities.

Next meeting Wednesday 24 May 2023, 14.00-15.30 in person at VSGWL Bathgate office.

Actions:

Date	Action	Responsible	Update
19/04/2023	Request logos from all members	HB	
19/04/2023	Upload TOR/ minutes to VSGWL web page	AMcC/ HB	
19/04/2023	Share training resources and examples	JW	
19/04/2023	Compile list of training modules to develop	JW/ HB	
19/04/2023	Timeline/ Action Plan		
19/04/2023	Collaborative/ group name	ALL	
19/04/2023	Share web link to Community Link web page	HB	
19/04/2023	Send link to KOMP	JW	
19/04/2023	Send next meeting invite – 24 May	HB	

DRAFT