

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

Wednesday 24 May 2023 14.00-15.30, VSGWL, 20-22 King Street, Bathgate EH48 1AX

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

Apologies: Alan McCloskey (VSGWL), Lorna Farquhar (Food Train), Pauline Moffat (Cyrenians), Kelly (EARS Advocacy), Cherie Raby (Alzheimer's Scotland) and Susan Scott (Health in Mind)

Meeting Notes:

1. Minutes from last meeting

ALL agreed that action notes 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).

3. Membership

Discussions took place around the membership of the group and who may want to invite to attend.

HB met with Fiona Murray from EARS Advocacy who advised that Kelly Service Manager felt that the collaborative is not the right fit for them at the moment and will step away from the collaborative.

LCiL have also been invited have not engaged to date. ALL AGREED that LCiL is removed from membership. DF suggested inviting representatives from The Brock and West Lothian Foodbank.

JW also suggested that it would be good to have representation from the organisation who successfully secures the Early Intervention tender due to commence 1 July 2023.

4. Collaborative name

Discussions took place around the collaborative name and strapline. ALL AGREED collaborative name **Support and Connection** and tag/ strapline - **West Lothian Third Sector Organisations serving the Community**.

5. Volunteer training

5.1 Volunteer handbook

JW shared the Volunteer Handbook which she has created with discussions and comments on the handbook from ALL. The handbook will be shared with members to review and comment in advance of the next meeting.

AGREED as part of the handbook it would be good to have a short overview of each partner's service max 100 words also to agree the vision, mission and aims of the collaborative.

It was also AGREED to setup a MS Teams channel whereby documents can be shared.

Discussion took place around references for volunteers and AGREED to change wording to reflect that references may be required and that each individual organisation a volunteer take up a role with will require a PVG. JW asked HB/SB to look at section on how volunteering benefits West Lothian.

5.2 *Should we do a 'train the trainer' session?*

AGREED that a 'Train the Trainer' session would be beneficial which would also be an opportunity for trainers to experience the training package prior to delivery to volunteers. ALL AGREED that the training delivered must be consistent regardless of which member organisation is facilitating the session.

JW shared training deck she has prepared. This will be shared on the Teams channel for comment and feedback with signed off at the next meeting.

5.3 *Timeline for recruitment and training*

AGREE timescales:

- Develop messaging, handbook, and training – end July (review at August meeting)
- Volunteer Recruitment campaigns – end August/ September
- Train the Trainer - September
- Volunteer Training delivery- October

6. *AOB/next meeting date*

Next meeting at The Gateway in person on 16 August 14.00-15.30.

Actions:

Date	Action	Responsible	Update
24/05/2023	Vision/Mission/Aims	ALL	
24/05/2023	Organisation description	ALL	
24/05/2023	Create Teams channel	HB	
24/05/2023	Volunteer benefits for West Lothian	HB	
24/05/2023	Review handbook once on Teams channel	ALL	
24/05/2023	Send next meeting invite – 16 Aug	HB	
19/04/2023	Request logos from all members	HB	
19/04/2023	Upload TOR/ minutes to VSGWL web page	AMcC/ HB	