Note of meeting of the Third Sector Strategy Group

Thursday 3 August 2023, 1.00-3.00pm

Hybrid on TEAMS and at The Gateway

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| Chair: | Raymond Branton (Playworks) | Note taker: | Tracy Kerr (VSGWL) |

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| **Attendees:** Alan McCloskey (VSGWL), David Stewart (FEDCAP Scotland & WLSEN), Electra McPhillips (Reconnect SCIO), Hazel Gowrie (MHAG), Helen Davis (WLYAP), June Dickson (Environmental Health CIC), Louise Crozier (CAB), Stuart Barrie (VSGWL), Tina Love (SPARK), Lara (SPARK), |  |
| |  | | --- | | **Apologies:** Alison Wright (Carers of West Lothian), Angela Moohan (The Larder), Collette Moran (School Bank West Lothian), Gail McNair (Homestart), Jack Christine (River Kids), Mark Vance (WLDAS), Steven Sharp (Eastfield Development Centre), Susan Scott (Health in Mind)  **Guest Speaker:** Cllr. Kirsteen Sullivan, Deputy Leader of West Lothian Council and Executive Member for the Voluntary Sector | |  | |  |

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| Agenda Item | Decision/Action |
| 1. **Welcome and Apologies**   Raymond welcomed everyone and all introduced themselves. |  |
| 1. **Guest Speaker**   The guest speaker was Cllr. Kirsteen Sullivan, Deputy Leader of West Lothian Council and Executive Member for the Voluntary Sector.  Kirsteen gave an update on herself and her roles including   * Councillor for Whitburn and Blackburn. * Chair of the community planning partnership board. * Executive Councillor for the Economy, Community, Empowerment and Wealth Building PDSP who are responsible for looking at developing local community and this also covers the council work with the third sector. * Depute leader of the council. * She also holds various roles at COSLA who represent the 32 different local authorities in Scotland.   Kirsteen gave an update from West Lothian Council   * Place Based investment The closing date has now passed for applications to this fund. Kirsteen has visited a number of previous recipients of this fund and commented on the work being done. Although the closing date has now passed , there will be some further money available for smaller capital projects around £5K opening around September. * Multiyear funding Kirsteen commented that she was pleased that this was put in place for this year. An opportunity was given for unsuccessful bids to receive feedback, and this was well received. * Community wealth building Kirsteen is keen for the sector to be involved. Meetings are ongoing and they are looking for people to join the citizens panel to give their input. * Training  Some training will be made available to organisations to help with better engagement with customers. * Annual report  This is produced jointly with The Gateway and West Lothian Council, The most recent report was well received by the elected members and the case studies spotlighted some of the organisations and the impact of the third sector. Kirsteen commented that she would like to see the report as an asset for all to use and would welcome feedback from anyone on how this could be adapted to achieve this. * Crowdfunder website Kirsteen mentioned that the council are considering paying for a Crowdfunder subscription which could be shared with the third sector allowing them access to funding available.   Questions Asked   1. What is the council vision to navigate the cuts with the challenges faced by this being the most challenging time for everyone economically and socially?   Kirsteen answered that the council need to identify the priorities and work within their means. They continue to push for fair funds from the Scottish Government but need to ensure funds are directed to statutory services.   1. David asked about how to best join up services and advised that FEDCAP are working on scoping services to tackle this. There was a discussion around joining up support for individuals within services being provided to them, and providing services for more diverse groups.   Kirsteen advised the council provide employability courses aimed at supporting harder to reach groups to help them into training and employment.   1. Kirsteen was asked how she felt the PDSP including voluntary organisations was working as part of a broader remit since the changes?   Kirsteen asked how the forum members felt it was working and all agreed that it was working well.  She mentioned that she feels there is a broader view with the third sector engaging with more areas of the council’s work and are now able to have a greater influence. Alan voiced his agreement with this and noted it was a positive step.  Alan also thanked the individuals who had volunteered to be the representatives on the other PDSP meetings.  Raymond thanked Kirsteen who said she was always happy to come out to meet individual organisations. |  |
| 1. **Previous minutes & matters arising**   It was unclear if Collete and Jay have contacted Alison about joining the working group. To be kept on as outstanding meanwhile.  All other action points were complete, and the minutes approved. |  |
| 1. **Council Engagement Updates**   The working group has been set up for the third sector and council to meet regularly to discuss any issues relevant to the sector.  Alan gave an update on what had been being discussed;   * The crowdfunding initiative which Kirsteen referred to in her presentation. * Alan discussed further that there is an opportunity to further enhance the annual report making it more strategic in its presentation. Illustrating how the sector connects strategically to others in West Lothian and the contribution made from the sector. All supported a more strategic and economic focus of the report going forward while still retaining the case studies. * The impacts of the real living wage being a condition of funding. A survey will be sent out regarding this. * June mentioned Social Enterprise Action Plan framework research done by Glasgow University and GCVS and will forward this on to be circulated. | June to forward the framework research document. |
| 1. **VSGWL report**   Alan gave an update for VSGWL   * Fair work agenda Third Sector Interface’s have raised concerns about the lack of awareness in the sector around the fair work agenda. The Third Sector Interface Network and SCVO are making representations to the Scottish Government on behalf of the sector. * Community and Mental Health Funding year 3 Third Sector Interface’s have not yet received the grant offer letter which was due in June. Alan highlighted that this funding will be in scope for the real living wage under the fair work agenda so organisations will need to be aware of this and it will be a condition of the funding. Due to a drop in the management cost being paid it is likely that there will only be one round of funding in West Lothian this year. * Staffing Ray has returned to work and will continue to be involved with the food network alongside her role as development officer for volunteering and governance. The sector support role has been advertised and it is hopeful someone will be in place soon. * Stuart is working on improving inclusiveness and accessibility. Ensuring information on funding and groups are available to all including smaller groups. An accessibility tool has been added to the website. * The Gateway are holding a meet the funder session with Corra on 22nd August. In person places have sold out but there will be an online option for those unable to attend in person. * Discussions are being held looking at creating a forum around equalities. Further information will be sent out once this has been progressed further. * The Gateway have submitted a grant application to help towards the cost of installing solar panels on the building. * Work will be commencing soon to fix a leak in the back office. The room will be out of use while the building work is being done. * Alan is in ongoing discussions regarding WLSEN. West Lothian Council have asked The Gateway to explore taking on Social Enterprise support. Alan will continue to engage with WLSEN. |  |
| 1. WLSEN update   David Stewart was attending on behalf of WLSEN as a board member. Raymond explained that this was a standing item on the agenda and that there had not been an update for some time.  David advised that he had met previously with Alan and Stuart from The Gateway and discussed that this was a period of transition for WLSEN. The new board is carrying out a strategic review on the future work of WLSEN. The main priority will be to work with The Gateway and Council to support social enterprises. A meeting has been held with members who will be included in any decisions that are made.  Meetings and newsletters will continue meanwhile.  David offered for anyone to get in touch if they want any further discussion. His email is [David.Stewart@fedcapemployment.org](mailto:David.Stewart@fedcapemployment.org)  A question was raised to ask if WLSEN have any funding. David advised that there is none he is aware of, however there are some reserves remaining. Currently all the time spent is on a voluntary basis.  It was agreed that this will remain as a standing item on the agenda. |  |
| 1. **Forum Updates** 2. PDSP Reps’ updates/feedback   There were no updates however it was suggested that a reminder of the PDSP and their responsibilities were noted in the minute. This information is below.   1. WL Food Network   Alan reported that the steering group have continued to meet every 3 weeks with monthly meetings for the wider network. There has been an impact on developments due to Ray’s absence however she has now returned to work.  A report has been submitted to West Lothian Council from the returns submitted from the 14 organisations who received money in Q1.  The closing date for application for money in Q2 has now passed, with the total applied for exceeding the amount of funding available.  Further funding is being sought as the council funding is not guaranteed after this year. A bid will be submitted to the Health improvement fund on behalf of the food network for partnership money. Ray will also be discussing the cash first funding with the council to see if this can progress for the food network.  Louise from Citizens Advice Bureau advised that they have gift cards for food available for households at £25 per person in the household for 6 months. Referrals can be made to them through FORT or directly to them. Vouchers can be given the same day if the individual can get to the CAB office. It was suggested that CAB attend the food network meeting to update them on this.  There was a discussion around out-of-hours food provision and Helen advised that YAP are continuing to do food deliveries on Thursday and Friday evenings.   1. Cost of Living Forum   The next meeting is on 9th August.   1. Children and Families Forum   No meeting in July, the next meeting is on 29th August.   1. Employability Forum   No meeting was held last month, the next meeting is on 6th September.  Alan advised that Yvonne Shaw has retired from West Lothian Council. The LEP has 3 representatives from the third sector giving the sector a strong voice.   1. West Lothian Volunteer Network   There has been no activity this month. The next meeting will be on 19th September. | Alan to invite CAB to the food network meeting |
| 1. **AOCB**   Nothing was raised |  |
| 1. **Next Meeting Details**   The next meeting will be on 14 September. |  |

**PDSP REMITS**

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| **CORPORATE POLICY AND RESOURCES (Third Sector Rep Karen Nailen - CAB)** | |
| 1 | Capital and revenue financial resources, asset management, planning, income, budgeting, audit and counter fraud (other than HRA and housing capital) |
| 2 | Land and property strategic planning, development and management |
| 3 | Corporate plan, supporting corporate strategies (other than the Raising Attainment Strategy), priorities, modernisation, digital transformation, shared services and best value |
| 4 | Corporate governance, decision-making, Standing Orders, ethical standards, complaints, and risk management and continuity planning |
| 5 | Electoral and parliamentary affairs and democratic renewal |
| 6 | Public sector equality duty |
| 7 | Corporate services |
| 8 | Customer Services |
| 9 | Community Services |
| 10 | Community planning, community councils and local disbursements fund |
| 11 | Anti-Poverty Strategy and related funding, and welfare grants and benefits |

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| **EDUCATION (Third Sector Rep Raymond Branton- Playworks)** | |
| 1 | Early years, school and additional support for learning needs education |
| 2 | School capacity planning |
| 3 | Pupil equity funding |
| 4 | Regional Improvement Collaborative |
| 5 | Positive destinations, youth strategy, Further and Higher Education |
| 6 | Community learning and development and adult and community education |
| 7 | School transport policy |
| 8 | Educational psychology service |
| 9 | Schemes of Devolved Schools Management |
| 10 | Monitoring performance and success of the Raising Attainment Strategy |
| **HOUSING SERVICES (Third Sector Rep FJSS Group)** | |
| 1 | Council and social housing strategy, delivery, allocations, repairs and improvement |
| 2 | Homelessness, temporary and supported accommodation |
| 3 | Housing advice, information, aids and adaptations |
| 4 | Tenant participation |
| 5 | Housing Revenue Account and housing capital planning, budgeting and control and council house rents |
| 6 | Private sector and registered social landlord engagement and regulation |
| 7 | Refugee support and resettlement |

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| **PUBLIC & COMMUNITY SAFETY (Third Sector Rep Helen Davis- YAP)** | |
| 1 | Liaison with and scrutiny of Police Scotland and the Scottish Fire & Rescue Service, antisocial behaviour and community safety |
| 2 | Criminal Justice, management of offenders, gender-based violence |
| 3 | Trading Standards |
| 4 | Environmental Health Services |
| 5 | Emergency planning |
| 6 | Building Standards |
| 7 | RIPSA |
| 8 | Counter-terrorism |
| 9 | Civic and miscellaneous licensing |
| 10 | Alcohol and gambling licensing |

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| **SOCIAL WORK & HEALTH (Third Sector Rep Alison Wright - CoWL)** | |
| 1 | Social work services for children, young people, adults and older people |
| 2 | Community, residential, respite and day social care services, including charging for services |
| 3 | Mental health, addiction, substance misuse services and suicide prevention |
| 4 | Community health development and improvement |
| 5 | Liaison with and monitoring relationships with and amongst the Health & Social Care Partnership, Integration Joint Board and NHS Lothian |
| 6 | Monitoring progress towards the National Care Service and impacts on council services |

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| **ENVIRONMENT & SUSTAINABILITY (Third Sector Rep Carole Racionzer-Linlithgow CDT)** | |
| 1 | Climate emergency and carbon management |
| 2 | Roads network and maintenance, including road safety, winter service plan, street and festive lighting and internal fleet management |
| 3 | Public transport and regional and local transportation planning |
| 4 | External environment, including parks, open spaces, flood prevention, cemeteries and crematoria, street cleansing and public toilets |
| 5 | Waste and recycling |
| 6 | School meals catering and FM and cleaning services for council premises |

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| **ECONOMY, COMMUNITY EMPOWERMENT AND WEALTH BUILDING (Third Sector Rep Alan McCloskey-VSGWL)** | |
| 1 | Economic Development, growth, employment, community wealth building, and related funding |
| 2 | Strategic and local spatial and development planning |
| 3 | Town centre and villages improvement and development |
| 4 | Tourism |
| 5 | Voluntary organisations strategy, promotion and development, and related funding |
| 6 | Liaison with and scrutiny of Voluntary Sector Gateway and West Lothian Social Enterprise Network |
| 7 | Community empowerment – participation requests, participatory budgeting, and asset transfer |
| 8 | Arts, cultural, sports and leisure facilities, twinning links, gala days and local fairs |