

WEST LOTHIAN COMPACT: IMPLEMENTATION PLAN

August 2009

West Lothian Compact: Implementation Plan

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WHAT IS THE WEST LOTHIAN COMPACT?

The Compact is a high level partnership between the Voluntary Sector and the Statutory Sector, i.e. public bodies, funded by government, with legal responsibilities, in West Lothian.

The purpose of the Compact is to advance working relationships between the Voluntary Sector and the Statutory Sector in West Lothian based on the following underpinning principles:

- Transparency
- Accountability
- Communication
- Equity
- Respect between partners.

The core and equal partners of the West Lothian Compact are:

- Voluntary Action West Lothian (VAWL)¹
- Voluntary Sector partners drawn from the Voluntary Sector Strategic Group (VSSG)
- West Lothian Community Health & Care Partnership (CHCP)
- West Lothian Council
- NHS Lothian.

These are the founding members of the Compact. In the longer-term development it is expected that invitation to membership will be extended to Community Planning Partners.

COMPACT PRINCIPLES

The West Lothian Compact comprises two parts i.e. Principles and Implementation Plan.

The Compact Principles are outlined in a separate document. The purpose of such principles and commitments is to improve joint working relationships between the sectors for the benefit of all communities in West Lothian. The West Lothian Compact supports the Scottish Government's national outcome 11 'We have strong, resilient and supportive communities where people take responsibility for their actions and how they affect others', as referred to in the Single Outcome Agreement agreed by the Community Planning Partnership and the Scottish Government.

COMPACT IMPLEMENTATION PLAN

This document is the 3-year Implementation Plan and it sets out how the partners will implement the Compact. It seeks to be realistic, honest in its approach, measurable, offer accountability and suggest what success will look like.

¹ VAWL and the Volunteer Centre West Lothian are currently committed to the creation of a new infrastructural voluntary sector organisation. The new organisation has been given recognition by the Community Planning Partnership as the main conduit to and from the Third Sector.

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STRATEGIC THEMES & OUTCOMES

Year 1

Strategic themes in the first year of implementation will focus on embedding the principles of the Compact, mapping the voluntary and community sector in West Lothian and volunteering. The outcomes sought from these themes are:

- Embedding Principles -
 - All partners have embedded the principles of the Compact in their daily business
 - 'Compact' becomes a routine part of the language of partnership working.
- Mapping -
 - There is a shared understanding amongst the partners about the size, capacity, mix, leverage and overall impact of the voluntary and community sector in West Lothian.
- Volunteering -
 - We increase social capital through increased volunteering in disadvantaged communities of West Lothian
 - There is an increased number of employer supported volunteering opportunities in West Lothian.

Years 2 & 3

Activity in years two and three of implementation will focus on the strategic themes of Procurement and Social Economy. The outcomes sought from these themes are:

- Procurement -
 - Voluntary organisations increasingly use partners' procurement processes to bid for and deliver services.
- Social Economy -
 - Sustainable social enterprises² in West Lothian.

It is recognised that the above outcomes will require aspects of cultural change within organisations.

² i.e. those earning more than 50% of income from sales and from surplus.

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WORK PLAN

A work plan (Appendix 1) indicates how the strategic themes will be addressed.

MONITORING

An annual review of the Compact will be undertaken to assess the degree of its effectiveness i.e. the effects or changes brought about by the activities engaged in and to monitor the quality of the joint working relationships.

AUDIENCE

The following have been identified as key to implementing the Compact:

- Chief Executives
- Corporate Management Teams
- Elected members
- Heads of Service
- Statutory Sector staff that have contact with voluntary organisations
- Statutory Sector staff involved in funding voluntary organisations
- Statutory Sector staff involved in consultations and community engagement
- Statutory Sector Diversity and Equality Teams
- Statutory Sector HR regarding volunteering
- Statutory Sector Procurement Teams
- Statutory Sector staff involved in partnership working with voluntary organisations
- Voluntary Sector Boards/Management Committees
- Voluntary Sector staff that have contact with Statutory Sector
- Volunteers who have contact with Statutory Sector.

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Appendix 1: Work Plan 2009-2012

| Year 1: 2009/10 | | | | | |
|---|---|----------------------------|---|------------------------------------|--|
| Outcome What are we trying to achieve? | Outcome Indicators How do we know we got there? | Lead Responsibility | Output Targets Action i.e. tasks & activities | Timescale/ Target Date | Monitoring & Evaluation |
| <p>Embedding Principles:</p> <p>All partners have embedded the principles of the Compact in their daily business:</p> <p>Shared Principles -</p> <ul style="list-style-type: none"> ○ Partnership ○ Consultation ○ Equal Opportunities ○ Resources ○ Joint Undertakings <p>Statutory Sector Commitments -</p> <ul style="list-style-type: none"> ○ Consultation ○ Funding & Other Resources ○ Independence & Campaigning ○ Other Obligations <p>Commitments by the Voluntary Sector -</p> <ul style="list-style-type: none"> ○ Consultation ○ Funding & Other Resources ○ Accountability & Transparency ○ Equal Opportunities ○ Independence & Campaigning | <p>Level of compliance with principles</p> | <p>Partners</p> | <p>Launch and signing-up event</p> <p>Annual survey of partners</p> | <p>08 or 09/2009</p> <p>Annual</p> | <p>Launch event evaluation</p> <p>Annual Report covering:</p> <ul style="list-style-type: none"> ○ Shared Principles ○ Statutory Sector Commitments ○ Commitments by the Voluntary Sector |

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| Year 1: 2009/10 | | | | | |
|---|---|---|---|--------------------------------------|--|
| Outcome What are we trying to achieve? | Outcome Indicators How do we know we got there? | Lead Responsibility | Output Targets Action i.e. tasks & activities | Timescale/ Target Date | Monitoring & Evaluation |
| Embedding Principles: 'Compact' becomes a routine part of the language of partnership working | Communications Strategy | Communications sub-group | Deliver key messages through the joint communications strategy | 10/2009 to 04/2010 | Effectiveness of strategy |
| Mapping: There is a shared understanding amongst the partners about the size, capacity, mix, leverage and overall impact of the voluntary and community sector in West Lothian | Census of voluntary and community sector activity in West Lothian Up-to-date and accurate picture of quantum of investment | Voluntary and Community Sector Statutory Sector | Establish a baseline of the profile of the voluntary and community sector in West Lothian. Post on WLINFO website | 09/2009 to 08/2010 | Baseline Report |
| Volunteering: We increase social capital through increased volunteering in disadvantaged communities of West Lothian There is an increased number of employer supported volunteering opportunities in West Lothian | Number of volunteers Employer Supported Volunteering Policy (ESV) Implemented by West Lothian Council | Volunteer Centre West Lothian West Lothian Council | 3 volunteering campaigns/road shows Number of ESV episodes | 08/2009 to 04/2010 By 08/2009 | Annual Report on volunteering in West Lothian ESV Policy Annual Review & Report |

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| Year 2: 20010/11 | | | | | |
|--|--|---|---|---|---|
| Outcome What are we trying to achieve? | Outcome Indicators | Lead Responsibility | Output Targets Action i.e. tasks & activities | Timescale/ Target Date | Monitoring & Evaluation |
| <p>Procurement:</p> <p>Voluntary organisations increasingly use partners' procurement processes to bid for and deliver services</p> | <p>Increase in number of tenders submitted by voluntary organisations</p> <p>Increase in contract income to the Voluntary Sector from the Statutory Sector</p> | <p>Voluntary organisations and Statutory Sector</p> | <p>Procurement workshops led by Statutory Sector Procurement Teams</p> <p>Advice to voluntary organisations from Business Gateway</p> <p>Training for voluntary organisations from Scottish Business in the Community</p> <p>Capacity building by new infrastructure organisation</p> <p>Voluntary organisations submitting tenders</p> | <p>04/2010 to 03/2011</p> <p>04/2010 to 03/2011</p> <p>04/2010 to 03/2011</p> <p>04/2010 to 03/2011</p> <p>04/2010 to 03/2011</p> | <p>Annual value of and number of tenders and/or contracts awarded to the Voluntary Sector</p> |

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| Year 3: 20011/12 | | | | | |
|---|---|----------------------------|--|-------------------------------|------------------------------------|
| Outcome What are we trying to achieve? | Outcome Indicators | Lead Responsibility | Output Targets Action i.e. tasks & activities | Timescale/ Target Date | Monitoring & Evaluation |
| Social Economy: Sustainable social enterprises ² in West Lothian | Increased number of sustainable social enterprises Voluntary Sector less dependent on Statutory Sector funding | Voluntary Organisations | Social Enterprise workshops led by Community Enterprise Ltd | 04/2011 to 03/2012 | Annual accounts Annual reports |
| | | | Advice to voluntary organisations from Business Gateway | 04/2011 to 03/2012 | |
| | | | Training for voluntary organisations from Scottish Business in the Community | 04/2011 to 03/2012 | |
| | | | Signposting by VAWL | 04/2011 to 03/2012 | |
| | | | Voluntary organisations establishing as Social Enterprises | 04/2011 to 03/2012 | |

² i.e. those earning more than 50% of income from sales and from surplus.