

**WEST LOTHIAN COMPACT:  
YEAR 2  
IMPLEMENTATION PLAN**

**April 2010**

## West Lothian Compact: Implementation Plan: Year 2

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## West Lothian Compact: Implementation Plan: Year 2

### 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 Sector Gateway West Lothian (VSGWL)<sup>1</sup>
- 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

The 2009 Implementation Plan set out how the partners would implement the Compact over a 3-year period. It sought to be realistic, honest in its approach, measurable, offer accountability and suggest what success will look like.

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<sup>1</sup>New interface body for the voluntary sector in West Lothian. 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 year 1 of implementation had a 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 were:

- 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 enterprises<sup>2</sup> in West Lothian.

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

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

## **West Lothian Compact: Implementation Plan: Year 2**

### **2009-10 WORK PLAN & ACHIEVEMENTS**

The work plan for 2009-10 was updated in April 2010 to show achievements for 2009-10 (Appendix 1). Activities that were not met have been reviewed and, where appropriate, revised and carried forward into year 2 of the Implementation Plan. Where year 1 activity was reviewed and considered to be no longer relevant or appropriate it has been dropped. The communications strategy and communications sub-group fall into that category and key messages will instead be delivered through the activities contained in the 2010-2011 work plan. The WLINFO website no longer exists.

### **WORK PLAN 2010-2011**

The work plan for 2010-2011 (Appendix 2) indicates how the strategic themes for year 2 will be addressed.

### **WORK PLAN 2011-2012**

The work plan for 2011-2012 (Appendix 3) is shown for information only.

### **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.

## West Lothian Compact: Implementation Plan: Year 2

### Appendix 1: 2009-10 Work Plan Achievements

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	Achievements 2009-10
<p><b>Embedding Principles:</b></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"> <li>○ Partnership</li> <li>○ Consultation</li> <li>○ Equal Opportunities</li> <li>○ Resources</li> <li>○ Joint Undertakings</li> </ul> <p>Statutory Sector Commitments -</p> <ul style="list-style-type: none"> <li>○ Consultation</li> <li>○ Funding &amp; Other Resources</li> <li>○ Independence &amp; Campaigning</li> <li>○ Other Obligations</li> </ul> <p>Commitments by the Voluntary Sector -</p> <ul style="list-style-type: none"> <li>○ Consultation</li> <li>○ Funding &amp; Other Resources</li> <li>○ Accountability &amp; Transparency</li> <li>○ Equal Opportunities</li> <li>○ Independence &amp; Campaigning</li> </ul>	Level of compliance with principles	Partners	<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"> <li>○ Shared Principles</li> <li>○ Statutory Sector Commitments</li> <li>○ Commitments by the Voluntary Sector</li> </ul>	<p>Not met. All partners. No launch event.</p> <p>Not met. All partners. No annual report</p>

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### Appendix 1: 2009-10 Work Plan Achievements (continued)

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	Achievements 2009-10
<b>Embedding Principles:</b>  '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	Routinely used in reports to West Lothian Council Voluntary Organisation PDSP reports
<b>Mapping:</b>  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	On-going  Met. Quantum of West Lothian Council investment presently circa £21m
<b>Volunteering:</b>  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	On-going  Met. West Lothian Council policy drafted, approved, implemented. Too early for annual report

## West Lothian Compact: Implementation Plan: Year 2

### Appendix 2: Work Plan 2010-2011

Year 2: 2010/11					
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><b>Embedding Principles:</b></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"> <li>○ Partnership</li> <li>○ Consultation</li> <li>○ Equal Opportunities</li> <li>○ Resources</li> <li>○ Joint Undertakings</li> </ul> <p>Statutory Sector Commitments -</p> <ul style="list-style-type: none"> <li>○ Consultation</li> <li>○ Funding &amp; Other Resources</li> <li>○ Independence &amp; Campaigning</li> <li>○ Other Obligations</li> </ul> <p>Commitments by the Voluntary Sector -</p> <ul style="list-style-type: none"> <li>○ Consultation</li> <li>○ Funding &amp; Other Resources</li> <li>○ Accountability &amp; Transparency</li> <li>○ Equal Opportunities</li> <li>○ Independence &amp; Campaigning</li> </ul>	<p>Level of compliance with principles</p>	<p>Partners</p>	<p>The West Lothian Compact 1-year on</p> <p>Annual survey of partners</p> <p>Annual Report</p>	<p>06/2010</p> <p>June</p> <p>August</p>	<p>Event evaluation</p> <p>Annual Report covering:</p> <ul style="list-style-type: none"> <li>○ Shared Principles</li> <li>○ Statutory Sector Commitments</li> <li>○ Commitments by the Voluntary Sector</li> </ul>

## West Lothian Compact: Implementation Plan: Year 2

### Appendix 2: Work Plan 2010-2011 (continued)

<b>Year 2: 2010/11</b>					
<b>Outcome What are we trying to achieve?</b>	<b>Outcome Indicators How do we know we got there?</b>	<b>Lead Responsibility</b>	<b>Output Targets Action i.e. tasks &amp; activities</b>	<b>Timescale/ Target Date</b>	<b>Monitoring &amp; Evaluation</b>
<b>Mapping:</b>  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	VSGWL	Establish a baseline of the profile of the voluntary and community sector in West Lothian.	10/2010	Baseline Report
	Up-to-date and accurate picture of quantum of investment	Statutory Sector		05/2010	Quantum of West Lothian Council investment £21.5 m (2009/10)
<b>Volunteering:</b>  We increase social capital through increased volunteering in disadvantaged communities of West Lothian	Number of volunteers	VSGWL	3 volunteering campaigns/road shows	10/2010	Annual Report on volunteering in West Lothian

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### Appendix 2: Work Plan 2010-2011 (continued)

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

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### Appendix 3: Work Plan 2011-2012 (for information only)

<b>Year 3: 20011/12</b>					
<b>Outcome What are we trying to achieve?</b>	<b>Outcome Indicators</b>	<b>Lead Responsibility</b>	<b>Output Targets Action i.e. tasks &amp; activities</b>	<b>Timescale/ Target Date</b>	<b>Monitoring &amp; Evaluation</b>
<b>Social Economy:</b>  Sustainable social enterprises <sup>2</sup> 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 VSGWL	04/2011 to 03/2012	
			Voluntary organisations establishing as Social Enterprises	04/2011 to 03/2012	

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