

Minutes of the meeting of the Fa'side Area Partnership

13 June 2023 7.00-9.00pm, a ZOOM Meeting.

Chair

1. Chair Bill Axon (BA)

Quorum

11

Members and substitute members present:

2. Debbie Middlemass, Vice Chair (DM)
3. Alan Lauder, Macmerry and Gladsmuir CC (AL)
4. Mike Falconer, TECC, Chair (MF)
Ian Pryde, Macmerry & Gladsmuir Community Council (IP)*
5. Rosanne Woods, Chair of the (RW)
6. Tracey Redpath, VCEL (TR)
7. Carol Finneron, Pencaitland CC (CF) – arrived around 7.30pm.
8. Donald Grant, Co-opted member (DG)
9. Loreen Pardoe, Ross High Parent Teacher Council (LP)
10. Alan Bell, Recharge (AB)

Others in attendance

Simon Davie, Connected Communities Manager – Fa'side, ELC (SD)
Andy Cheshire, CDO, Connected Communities - Fa'side, ELC (AC)
Lorna MacLennan, Business Support Administrator, ELC (LM)
Marilyn McNeil, IJB representative

Apologies

Cllr Kenny McLeod, Elected Member, ELC (KMc)
Cllr John McMillan, Provost, ELC (JM)
Isobel Berry, Elphinstone Community Association, Fa'side TRA (IB)
Cllr Fiona Dugdale, Elected Member, ELC (FD)
Cllr Lee-Anne Menzies, Elected Member, ELC (LAM)
Kathryn-Jane James, Support from the Start (KJJ)
Cllr Shamin Akhtar, Elected Member, ELC (SA)
Cllr Colin McGinn, Elected Member, ELC (CM)
Grace Stirton, Ormiston West TRA
Margo MacDonald, Elphinstone Community Association (MM)

**Not counted for quorum as duplicate member of Community Council
Voting members in attendance – 10 present*

There were 4 electronic votes from elected members who were unable to attend.

		Key discussion points	
1.	Welcome	<p>BA welcomed everyone to the meeting of Fa'side Area Partnership.</p> <p>All papers for the meeting have been circulated. SD confirmed the meeting was not quorate however we have 4 core electronic votes from Elected members who had other engagements.</p>	TR
	Apologies	Apologies are noted above.	
2.	Declarations of interest for agenda items	<p>AL for Item 9c as he is a member of the Community Council and Local Resident.</p> <p>SD & TR for items 12di, ii, and 13i. SD declaration of interest, both his sisters work for Penny Pit Community Development Trust and interim Trustee of Fa'side Community Kitchen. TR declaration of interest as an interim Trustee of FCK.</p>	
3.	Approval of Minutes	<p>SD noted that there was a typo on page 7 item 6aiii. BA noted this asked LM to amend and to confirm to members he would still seek approval of the last minutes.</p> <p>Other than the above the Minutes were checked and agreed as an accurate record. Approved by TR and Seconded by DM.</p>	LM NOTE
4.	Matters Arising	<p>Page 9, Item 7a – SD to meet with MA and discuss evaluation of the Lighthouse project. SD confirmed that following a change of staff at the church he had received the evaluation and will review it asap. Will contact MA to discuss. Matter ongoing</p> <p>Page 6 item 9b – Annual Report 19/20 – SD/AC/LM will arrange to distribute the Annual Report as part of our communications strategy. Matter ongoing</p> <p>Page 5 Item 7c – SD/LM confirmed that we have not managed to progress the video reel any further forward. MA asked if the music could be changed. FD suggested that we could place these on the screen in the George Johnstone centre. Matter ongoing</p> <p>Page 5 Item 8aii – Cairns at Church Street –SD will now arrange for Cairns to be moved and interpretation boards to be prepared alongside those previously involved in their design. SD met with Andrew Hogarth and work to move the Cairns will take place this winter. SD will engage with community groups on the creation of interpretation boards. SD discussed matter with Andrew Bourhill and has been in contact with planning – who see no issues with the proposed move. SD met with Ed Hendrikson, in discussions with planning and will seek to move this winter period. SD met with Library staff from GJC and he hopes they will lead this final element of the project. Matter ongoing</p> <p>Page 11 Item 11i - ELC's 'Youth Vision' AB will circulate it to all members once the final draft is completed. Matter ongoing</p> <p>Page 8 item 10ai1 – SD and SA will meet to discuss this matter. Matter ongoing</p> <p>Page 6, Item 6, A, 5 – Area Plan review. LAM asked that young people are involved in the review of the plan. AC will</p>	SD/MA SD/LM /AC SD AB SD/SA

	<p>meet with the Young Formers and engage with other youth groups to gather views. AC to contact LP to consider how we engage with children in Fa'side Area. Matter ongoing</p>	AC
	<p>Page 6, Item 6, B, a – Junior youth work. AC will provide a finalised report from the outdoor education pilot to a future area partnership meeting. Matter ongoing</p>	AC
	<p>Page 6, Item 6, B, b – Senior youth work. AC/AB will provide an update report on some of the initial outcomes from their work to date, this year. Matter ongoing</p>	AC/AB
	<p>Page 8, Item 8, A - Fa'side active travel, SD met with Russell McLarty from Tranent who has expressed an interest in leading the sub group. He has requested to meet with IP and for us to host an open meeting on the future of the group. Matter ongoing</p>	SD/IP
	<p>Page 11, Item 11, 3 – SD to invite Planning colleagues to a future meeting regarding Local Development Plan and Local Place Plans. Matter ongoing</p>	SD
	<p>Page 7 Item 6aiii – Garden of Reflection – SD asked RW to pass on our thanks to Dementia Friendly Tranent for the amazing work undertaken to complete the garden. The seats have now been installed and the garden is looking exceptional. Paula Waugh has confirmed that they will host a funder's soft opening in the Autumn this year and a formal public opening in the Spring of 2024. Matter Closed.</p>	
	<p>Page 7 Item 6aiv – Area Plan review – SD advised that we still require a TRA Representative to support the short life working group. Any members interested please contact LM/SD.</p>	ALL
	<p>Page 10 Item 8c – Fa'side Young Formers – AC/AB to arrange follow up discussion with FD on the matters raised by young people.</p>	AC/AB
	<p>Page 10 Item 8c – Fa'side Young Formers – AB will provide a report from the Young Formers on the issues they have identified on Vaping.</p>	AB
	<p>Page 12 Item 10E – Fa'side Young Formers – SD and LM to arrange transfer of funds to Recharge.</p>	LM/SD
	<p>Page 13 Item 10G – Roads Devolved Budget – CF asked for an update on Pencaitland Community Council's broken speed reactive sign. SD will contact Keith Scott for an update. CF asked whether a decision had been made on their request to upgrade the other speed reactive signs to the new version which captures data? SD advised that he would check and revert back to CF.</p>	SD
	<p>Page 15 Item 12 – SD/LM to draft a press release for the Courier to confirm that our meetings will continue on-line.</p>	SD/LM

		<p>Page 2 Item 2 – SD updated members on the Signal proposal. VCEL have now indicated an interest in the application and are now exploring this matter. If VCEL decide to purchase the application organisation from Fa’side will still be able to use it. SD will provide members with a follow-up once a decision has been made by VCEL.</p>	SD
5.	<p>Connected Communities Team Update</p>	<p>A. Manager Report – SD referred to his previously circulated report. He flagged the following key points for members:</p> <ol style="list-style-type: none"> 1. Short Life Working Group/Area Plan Review- SD advised members that the first meeting of the group went really well. Still looking for a TRA Rep. At present seeking to secure venues and create a poster advertising the consultations. One general point for noting is a proposal for consideration to amend how we allocate our budgets going forward. With a view expressed that the partnership should identify themes or priorities on an annual basis and asked organisations to apply to support these priorities/themes. SD highlighted to members that they will be needed to support the consultation in their local area. More information will follow on this once venues are secured. This is the Teams main priority this year. 2. Team Capacity is still stretched and therefore not fully covering all matters. 3. Inspiring Volunteers Awards. – Huge thanks to VCEL team and Tracey for organising this amazing evening. It was great to see David Dickson win the Health and Wellbeing Volunteer award. <p>B. Community Development Officer update – AC referred to his previously circulated report and highlighted the following:</p> <ol style="list-style-type: none"> 1. AC advised members that further clarity has been received on our Youth Work Budget, which now totals £26K. As a result AC is able to fulfil our plan to organise a Youth Club in each of our main Villages (Elphinstone, Pencaitland, Ormiston and Macmerry). AC noted that some community support maybe needed to purchase resources to help these clubs start up. 2. AC and Neil Bainbridge have been working on the transition event taking place next week at Meadowmill. The event will see every P7 child in Fa’side Area attend the event. AC thanked Enjoy leisure for their support in providing the venue free of charge. He also highlighted the other partners had also agreed to support the event free of charge. AC thanked NB for all his hard work around this event. 3. Warm Spaces – Fa’side Community Kitchen and the Fraser Centre have paused their activities due to a 	AC

		<p>lack of take-up. They will recommence both in the winter months later this year. New Winton and Tranent Library have reported significant uptake from local residents and Macmerry Miners reported that they need to review the additionality aspect of their provision. AC will update at our next meeting.</p> <p>4. Health and Wellbeing Group – The group will meet in July to finalise the scrutiny and monitoring aspect which then will be shared with members for consideration. The group has agreed that the applications will be capped at £2k per organisation.</p> <p>CF thanked AC for organising the youth club in Pencaitland. The club is well attended and is having a positive impact in the Village.</p> <p>SD thanked AC for the huge amount of work that had gone into organising this event. SD also recognised the support that AB had given AC at the beginning. SD pleased to note that AB and Recharge will be taking on the organising of the event going forward.</p>	
6.	Standing Orders	<p>i. Current Standing Orders – SD referred to our current Standing Orders noting that co-opted members do not have voting rights. This was never the intention for our partnership or members and indeed we have always viewed none core members as having voting rights.</p> <p>ii. Proposed update to Standing Orders –Vote Needed</p> <p>I. Update on Area Partnership membership – SD confirmed that this proposal creates 3 membership statuses, core members, standard members and co-opted members. The difference between core and standard is that core members are always included in the quorum where as standard members can be removed if they do not attend 2 consecutive meetings. BA asked members if they had any questions or queries. None were tabled. BA asked if SD had received email votes relating to this proposal? SD confirmed that 2 members had voted in support of the changes to the Standing Orders. BA asked members if anyone objected to the proposed changes. There were no objections received. BA asked members to vote and 10 supported the proposal. As a result of the email votes we were quorate and 12 members supported the changes. Matter approved.</p>	
7.	Short Life working group for Area Plan	<p>I. Briefing paper II. Verbal update on members of the group</p> <p>This was covered within minutes. Please see page 3.</p>	
8.	Area Partnership Chairs meeting	<p>BA advised that ELC had invited all Chairs and Connected Communities Managers to the Self-evaluation meeting. The general purpose of the meeting was to check with each Partnership how they were progressing and to discuss any</p>	

	<p>Community Groups</p>	<p>II. Fa’side Health and Well Being – RW referred to the previously circulated paper and noted that the group are meeting in June to finalise their scrutiny and monitoring process and will revert back to members via email for a decision.</p> <p>III. Fa’side Young Formers – Recharge – AB referred to the previously circulated papers. He advised that they had started a new worker called Ryan Moir and he will be in touch soon with some members. AB reported that the Young Formers have highlighted the following priorities to work on this year. These are:-</p> <ol style="list-style-type: none"> 1. Dropped kerbs in the area. SD has arranged for the young people to meet with colleagues in our Road Team and Mike Falconer from TECC. 2. Whole Family Wellbeing Fund – Discussions are taking place and they will meet with the Youth forum after Christmas. 3. Mental Health and Wellbeing Programme – which AB has designed called Resilient, Recharge and Ready. SD and AC thanked AB for the creation of this new programme. Positive feedback had been received already from some of the young people who attended sessions. AB confirmed that he and RM would be delivering these sessions after the summer. <p>BA thanked everyone for all their work on the new programme.</p> <p>IV. Support from the Start – DM confirmed that she had returned to her position as co-chair of the group. They are still seeking confirmation of whether or not they have a budget this year. Irrespective they still have a small amount of funding left over from last year and plan to review their membership.</p> <p>V. Scrutiny and monitoring group – no report, will pick up group membership once we have reviewed area plan and received update from H & WB group.</p> <p>VI. Poverty Champion update – No update – Community Champion needed</p>	<p>RW/AC</p>
<p>11</p>	<p>Third Sector update (VCEL)</p>	<p>I. 3rd Sector update – for more information please click the link : https://www.volunteereastlothian.org.uk/latest-news</p> <p>II. Third Sector update – as at 18th May 2023– East Lothian Third Sector Update 18/05/2023 (mailchi.mp)</p> <p>III. Funding streams available – FOR INFORMATION ONLY please click the link the link : VCEL Monthly Funding Update May 2023 (mailchi.mp) and East Lothian Third Sector Update 09/06/2023 – Volunteer Centre East Lothian (volunteereastlothian.org.uk)</p>	

		<p>TR reminded members of the Fa'side focused fund raising training that she and AC were running on the 14th June. She planned to run an additional session in the evening around autumn time . If members or their groups members are interested please contact TR, AC or LM.</p> <p>SD advised members of the challenging financial situation that ELC and their 3rd sector Partners face in the coming years. This training offer is the start of building community capacity around fund raising. We hope to build a local Peer Support Group or network where our 3rd Sector Partners and community groups can work together to maximise funding opportunities for our communities. MF commented that this will be really important for communities going forward.</p> <p>TR advised that there will be a third round of Community Mental Health and Wellbeing Fund and that VCEL will administer these funds. For more information please contact TR.</p> <p>TR advised members that a new fund has opened from Tyne and Esk Leader. This is not new funder although the fund has changed. LM advised that she has already circulated this information to members.</p> <p>IV. TR advised members that the inspiring volunteer awards were hugely successful and glad to report that David Dickson from Macmerry Mens Shed and Isobel Gardiner from Pencaitland were winner in their categories.</p> <p>V. VCEL are hosting a Poverty Alliance local meeting in the Fraser Centre on Wednesday the 14th June 2023 all are welcome.</p> <p>VI. TR delighted to report that the Edinburgh Children's Hospital Charity are launching their new Child and Adolescent Mental Health Service (CAMHS) – "no time to wait project" please see the attached link -which will be based in Tranent and commences in the Autumn this year. https://echcharity.org/mental-health-children-pilot/</p> <p>VII. Q&A's from members</p>	<p>ALL</p> <p>NOTE All</p> <p>ALL</p> <p>NOTE All</p>
<p>12.</p>	<p>Budget updates</p>	<p>I. Financial year 2022/2023 - SD referred to previously circulated update from our Amenity services allocation. SD advised members of the spend which totalled just under £30K. SD asked members if they any questions. None were tabled.</p> <p>II. Youth work budget update – 2023/24 – SD referred to AC's previously tabled report. SD reminded members that given ELC's current financial circumstances our planned activities for youth work may change. SD asked if members had any questions. CF asked why there was a difference in the hourly rate between the Youth Workers in Elphinstone and Pencaitland? AC confirmed this was due to length of service. I.e. the Youth Club in Elphinstone is</p>	

established and the same workers have been in post for a number of years.

III. Budget for Financial Year 2023/24 – SD confirmed that we have allocated £31.5K from our general budget leaving us £18.5K still to allocate. For illustration purposes only if we were to support the 2 applications circulated with papers in full, then we would have £7965 still to allocate up until the end of the financial year (end of March 2024).

IV. New applications

i. **Pennypit Community Development Trust (PCDT) - Lunch Club application for October 2023 / February 2024 –£5785.** SD summarised the application and asked members if they had any comments. MF asked for a comparison between the proposal and last year’s costs. SD advised that did not have these to hand and would provide post minute however, he did not think there was a significant increase. MF advised he was surprised that the sum was not significantly more for this year.

BA asked members to vote on the proposal. No objection were received and 10 members voted for the proposal. These votes in addition to JM, CM, and FD, who voted electronically means that we have 13 votes for this proposal. The project supported.

Post Minute note:- Cost for last financial year were £6074.

ii. **PCDT - Fa’side Festive Provision 2023- £4750.** Total overall costs to run the provision Fa’side is £20750.00 (excluding New Year food costs). SD summarised the application for members noting that costs have been paired back this year due to budget challenges. As a result we will no longer be offering winter jackets or essentials this year. It is worth noting that bot the Pennypit (4 staff members) and FCK (2 staff members) are providing staff free of charge to support the provision. For those requiring winter jackets the George Johnstone Centre (Library and Customer Services) will be offering jackets or jacket swaps during the festive period.

BA asked if anyone had any questions. AB stated that fully support the festive provision however, could we agree in principle to support and award the once the evaluation has been received and circulated for comments? SD advised that AB made a good point and we should wait for the evaluation.

AB indicated that the provision focused on some cultural celebrations and wondered if we could make the same offer to other cultural groups during their own celebrations. SD advised AB that our Area Plan and the application process is open to all members of our community and to date no applications have

		<p>been received from other cultural groups. During the pandemic individuals and families did contact our connected community's service for support. However, once the pandemic was over there has been no further contact. SD knows of a Muslim prayer group who meet in Tranent and he will approach members to ascertain if they need or want our support. SD asked all members to check with their local organisations and networks to identify and share contact details for any cultural groups based in the Fa'side area.</p> <p>BA advised members that AB's proposal to award the funding to PDT, and hold the transfer of funds until members had an opportunity to receive, review and respond to the 22/23 Festive Evaluation. BA asked if any one objected to AB's proposal. No objections received. BA asked members to vote for the project and 10 members voted to support it. These votes in addition to JM, CM, and FD, who voted electronically means that we have 13 votes for this proposal. The project supported.</p>	
<p>13.</p>	<p>AOCB</p>	<p>I. Fa'side Summer Lunch Club - £1500- SD advised members that for the last 2 years Scottish Government, through the "Summer of Play" awarded ELC funding to support our summer lunch club. This year and at this time ELC have not received clarity as to whether they will receive this funding. This places our summer lunch club in jeopardy. The summer lunch clubs was run on our behalf by The PennyPit CDT. Both the PCDT and our connected communities team have been working hard behind the scenes to secure the total sum require to run our summer lunch club which is approximately £20K. SD proposed to use the £1500 we have remaining from our Holiday Hunger Fund towards this project and if there is a shortfall in the Pennypit CDT budget that the meet this if AP has sufficient funds.</p> <p>BA asked members if they had any questions. AB indicated that there are other community groups who are operating in the Summer, such as ELPA and Can Do who might need additional funding to support their activities. BA advised AB that our Area Partnership can only consider applications that are in front of us. And to date no contact had been received from either named organisations. SD also indicated that both named organisations have previously received financial support for their summer programme. SD also advised that the Holiday Hunger funding can only be used for lunch clubs. TR indicated that there may be other small pots of funding that the PCDT can apply to, such as Community Councils. BA asked members if they had any objections to the proposals. No objections received. BA asked members to vote for £1500 to be awarded (Partnership Award Form) and 10 members voted to support it. These votes in addition to JM, CM, SA and FD, who voted electronically means that we have 14 votes for this proposal. The request was supported. In principle all members present</p>	

		<p>plus the electronic votes, totalling 14 supported the request to meet the shortfall for our Summer Lunch Club in Fa'side. If this was required and AP had sufficient funds SD/LM will in conjunction with BA/DM will email all members.</p> <p>II. Community Benefits – SD advised members that ELC procures a range of services through contracts. As parts of these contracts the supplier is required to provide some community benefits. This can be financial support, or in kind services. SD has been asked to compile a list of community aspirations. Each item should clarify the community wish, approximate cost and what the impact might be. SD asked all members and all their networks to email LM/SD with their wish list items.</p> <p>TR advised members that she is the link person for the NHS community benefits scheme. The process for this is slightly different in that neither ELC or community Councils can apply. If you are interested in finding out more please contact TR direct.</p>	<p>ALL</p> <p>ALL</p>
14.	Dates of area partnership meeting	<p>All these meetings will start at 7.00pm and will be online, using Zoom. We normally 'open' the meeting around 6.30/40pm and it will start at 7pm.</p> <p>Dates of meetings for this year</p> <p>a. Tuesday 12th September 2023 b. Tuesday 7th November 2023 c. AGM to be organised.</p> <p>A discussion was had and it was agreed by all members that we should continue to meet on Zoom this year and will review again next year.</p> <p>SD will draft a press release for the courier and update our web page to confirm this decision.</p> <p><i>BA thanked members, those present and those who had contributed, their time, effort and participation throughout this meeting.</i></p>	<p>ALL</p> <p>ALL</p> <p>SD/BA /DM & LM</p>

Contact: - Email: faside-ap@eastlothian.gov.uk Phone: Lorna MacLennan, 01620 827146 or Simon Davie on 07912 785 194

Item 5 A – 6th June 2023

Connected Communities Managers update as at 24th May 2023

Covering period Mar 2023 to 24th May 2023

1. Team update:

The overall focus of the team this shorter reporting period has been the organisation and preparation around up and coming events. Andy and Neil have been working hard on the background preparation and organisation of the transitions event, which Andy covers in his update. Lorna, Neil and I have been working on preparation for our area plan review.

In addition, I was off for a week's leave in April and Andy also had a week off, so this has impacted on what work streams we have been able to support over this period.

There was some engagement with community groups and some excellent outcomes for local residents, please look out for some comms around this soon☺. And Andy and I also attended Macmerry Mensshed 10th Anniversary meeting at the Village Hall. This was an excellent event and David Dickson the long standing and much loved Chair stood down from his role. David is a founding member of the charity and it is valuable that he is staying on as a member, to support the new committee of the shed.

Capacity still is an issue for the team, with both Andy, Lorna and I working as best we can to support, advice and enabled community groups in the Fa'side area.

2. Sub groups of area partnerships: Individual updates included on this agenda. Our Active Travel Community Chair roles continues to be vacant and given my capacity based issues, I have postponed arranging any meetings until such times as a community representative comes forward to take on this role. I have a meeting with an interested party on 31st May and will update members following this meeting. If anyone else is interested in this position and wants to have a chat about it, I would only be too glad to meet up.

Also, we need to review our Scrutiny and Monitoring Sub group, given the changes to our Health and Well Being Sub Group. This will form part of the review of our Area Partnership structures going forward this year. ***Matter ongoing.***

3. Community Facilities across Fa'side: Please note the update below for the facilities that our team manages. Our facilities Management team are in Business Continuity at present, due to staff shortages. This means we are not able to take on new lets for our facilities at present until this matter is resolved. I am still awaiting an update on this matter. ***These matters have and continue to take up a significant amount of time for me, given the lack of resources we have as a team.***

As highlighted previously, our Connected Communities team rely upon Facilities Management staff to open, close and clean our facilities. Given the challenge we have around budgets, we are restricted in terms of our provision of activities and the time and spaces we can offer due to the established facilities management hours we have for each facility.

- A. Tranent Town Hall: The Bronx continue to operate from the Town Hall as per their agreement, which has now been extended for another year. Andy Cheshire, Paul Huish and Tracey Redpath have undertaken a huge amount of work to support the

club. They are involved in ongoing conversations with the club about seeking Trustees for their Community Interest Company. Any interested parties please contact Andy, Paul or Tracey. More comms to follow on this. **Matter ongoing.**

- B. Elphinstone Community Centre: No updates.
 - C. Ormiston Community Centre: Working with Primrose Day Centre on their legal agreement. Agreement has been renewed for another 3 months, with a view to transferring their existing arrangement more in line with other Day Centres. Primrose in partnership with Macmerry Mensshed and ELC's Amenity team have significantly improved the outside space at the centre. **Matter ongoing.**
 - D. Trevelyan Hall (Pencaitland): Have established a new youth club in the hall, with support from Recharge; who are leading on the matter. This has been hugely successful and is covered in more detail in Andy's report. **Matter ongoing.**
 - E. Macmerry Village Hall: Mensshed and Community Council are the only community groups using the hall at present, due to Facilities Management being in business continuity. Trusted key holder procedure in place and engaging with Community Council and local resilience team on this matter. **Matter ongoing.**
 - F. Booking live system: Engaging with colleagues on this system and how it effects our centres and halls. Ongoing dialogue as we develop our programme of activity (which is restricted by the established hours for each facility). **Matter ongoing.**
- 4. Engaged with Tranent Skate Park Foundation/ Pump track for Tranent – Awaiting update from colleagues in Sport, Countryside and Leisure on proposed Planning application for the site selected. Following the community consultation. Will update members once we know more. **Matter ongoing.**
 - 5. Pavilion at Polson: Ongoing conversation on how this matter could be taken forward. Being leg by Sports. Countryside and Leisure. Will update members once more is known. **Matter ongoing.**
 - 6. Festive Provision: Due to staff changes at the Pennypit they have been unable to complete the evaluation report from the provision. Andy has arranged a meeting with Pennypit staff and will take this matter forward for this financial year. The proposal this year is to scale back what we provided last year, as there is a higher demand for Area Partnership projects this financial year. Still working on creating a new process for the main referral element. **Matter ongoing.**
 - 7. Dementia Friendly Tranent (DFT) – Garden of Reflection, Polson Park - DFT: Significant work completed at the garden. Seats still to be completed and fitted. The project looks excellent and I have attached photos underneath this update – they don't do it justice so please pop in and have a look at the garden ☺. Really impressed with the work and a huge thanks needs to go to Paula Waugh and all those involved in DFT and in particular, Tony Brunton and ELCs local amenity team. Need to arrange a catch up with DFT members to clarify how things are progressing. Still on track for a Summer 2023 completion. **Matter ongoing.**



8. Visitors

Management Plan. The meeting and conversation focused on seeking information and proposed projects from local communities. We await an update from the consultant on the

outcome of the meeting. We hope this input will enable us to signpost the plan for future funding bids and if successful could lead to 'pipeline' funding for our local communities. I have asked for an update on the feedback provided. **Matter ongoing.**

9. Foresters Parking project – I have discussed with Tranent Juniors a plaque of recognition for Fa'side Area Partnership, Tranent Local Housing Partnership and others involved in the project. We will arrange an 'official' opening of the car park and attendance at a junior's game in the coming months and make members aware. **Matter ongoing.**
10. Homestart East Lothian (HSEL) – No response back from HSEL to date. Will seek to arrange to meet Katy at Homestart in the near future and discuss the possibility of them looking to support our Junior YW provision. **Matter ongoing.**
11. Area Partnership review (East Lothian wide) – seeking to review our processes and overarching governance and will then discuss with Bill, Debbie and the wider partnership any proposed amendments to standing orders etc. **Matter ongoing.**
12. Fa'side Community and Police Partnership (Fa'side CAPP) – attended the CAPP and contributed to the process and clarity around some of the issues raised. Some consideration to be given around possible training for community representatives and the context around stats for the meeting. **Matter ongoing.**
13. Conversation on the Support from the Start Network: Fa'side – discussion with co-chairs for the network about reviewing the role, remit and future of the network. **Matter ongoing.**
14. **Review of Fa'side Area Partnership area plan** – Following discussions with the Chair and Vice Chair, our main priority for the partnership this year is the review of our Area Plan. This will interlink with the review of our area plan structures and governance. Our plans ends in 2024 and therefore, we need to update all members and communities on what priorities we have been able to support during the last 4 years and into this calendar year. And then consult with our communities on what priorities they would like us to focus on from 2024 onwards. Alongside the Chair and Vice chair, we will need some volunteers to assist us in this review. We will need a small short life working group, who can assist and ideally would be looking for 5 to 6 additional members to support the review (probably one elected member, once community council rep, one TRA rep, one member from the Health and Well Being group and one rep from the new Children and Youth network that Andy is starting. Due to capacity based issues we have not been able to progress this matter. **Matter ongoing.**
15. Review of Area Partnership application – linked to the area plan and general governance review, a number of applicants have fed back to us that the current application is not easy to use. As a result, Stevie McKinlay, Scott McKail and I have agreed to review the application and then present it to all Area Partnerships for consideration. Work is ongoing on this matter and we will share the draft with members shortly. **Matters ongoing.**
16. Whole Family Well Being Fund – Fa'side locality mapping exercise. Alison Cameron is leading a team looking to map what services exist in Fa'side which could support the 'whole family'. Alison's team have been along to our Children and Youth Network and will attend our Health and Well Being Sub group next week. This has the potential to be a far reaching exercise and project, with the team seeking to employ workers for the local area, to support the 'whole family'. **Matter ongoing.**

17. Blindwells – attended a site visit with the developer and colleagues from community housing and Preston, Seton and Gosford area. Developer has indicated that they are happy to attend local Community Council meetings to update them on site progress. Community Housing colleagues are seeking to host a number of resident meetings and I plan to invite Tranent and Elphinstone Community Council to the meeting, as the 1st phase of development is taking place close to their CC boundary and will be of interest to them. **Matter ongoing.**
18. Signal – attended a catch up with Andy from Signal and his colleague Bob, alongside Maureen Allan from VCEL, Maggie Cole from the Ridge, Terry Prior from Dunbar and East Linton AP and Stevie McKinlay. We had a good meeting with Andy and Bob and it gave some clarity to Maureen, Stevie and I on some of the key aspects of the application and associated costs. Further conversations are ongoing and there is a possibility that VCEL may consider purchasing a licence which Area Partnerships could access. I will provide more information following our next catch up on this matter. **Matter ongoing.**
19. Macmerry and Gladsmuir Community Council – Sadly due to family circumstances, Ian Pryde has indicated that he intends to stand down as Community Council chair. Ian and I have been working together to identify a new chair for the community council. I am pleased to report that following the last Community Council meeting, a local representative has come forward and will hopefully be voted in at their AGM in June 😊.
20. Area Partnership chairs meeting – I attended this with Bill and there is a separate paper on the agenda to cover the outcome from this meeting. Matter closed.
21. Local Housing Partnership – The Tranent Community Housing team have a new manager, Raymond Rickis and he has re-started their Local Housing Partnership meetings. I attended the meeting and updated on the Foresters car park and noted the interest in the possible new car park in Macmerry. **Matter ongoing.**

Simon Davie
Connected Communities Manager – Fa’side
24th May 2023

Connected Communities Fa'side – Community Development Officer (CDO) Update

Report on work completed since April.

1. Introduction

This report focuses on the work I have been carrying out since the 11th April 2023. There are many different strands of work ongoing at the moment and it is key that some areas take priority over others to allow me to make a positive impact locally.

There has been success in the short period since my last report, with a re-designed mental health and emotional wellbeing programme now being delivered in Ross High to all S1 pupils, a thriving youth provision at Pencaitland in operation, and the event at Meadowmill now almost ready to welcome over 200 P7 students from across our 7 primary schools.

In terms of my Head of Establishment responsibilities, the short-life working group has now come to an end and we await the outcome and revised guidance for Head of Establishments across East Lothian.

There has been some new developments with regards to my plans for youth work for this year and these will be covered in points 2 & 4.

2. Youth Work

Elphinstone Youth Club has been operating weekly since the last report. A full programme of activities has been planned for the remaining youth club sessions, with the last session prior to the summer taking place on Thursday 22nd June.

There will be a trip to M&D's on 1st August.

Due to budget constraints, a new approach will need to be taken to ensure youth work delivery continues in Elphinstone and I will be working with the two youth workers there to ensure that we can bring down costs whilst delivering an effective programme for the young people there.

We have now recruited 5 new casual/locum youth workers to work across the Fa'side locality. One of the new recruits has started and had their first shift at Pencaitland youth club on Wednesday 26th April. Two more will begin working at Pencaitland in the next fortnight as we gradually phase out Recharge personnel and continue the provision with ELC youth work staff.

Establishing weekly provision in Pencaitland has been very successful to date. The club is for P7 to S2 and already, every single P7 from Pencaitland PS has attended the youth club. Numbers attending has been very good and demonstrates the need for our villages to have something for the young people to attend.

Ormiston Youth Club will commence in August using the same methodology.

I have worked hard to ensure there is youth work available throughout our locale whilst working to a strict budget. The reality is that if we were to staff a youth provision for 2 hours per week (during term time), in each of our 4 main settlement areas (Elphinstone, Pencaitland, Ormiston and Macmerry) within the format we use at the moment, then it would cost more than the whole youth work budget I am allocated.

It means that the innovative active travel project delivered in collaboration with our colleagues in Outdoor Education last year will have to be fully funded externally. Creative ways of working will be sought and utilised over the coming months to ensure that the Connected Communities Fa'side team are doing everything they possibly can to offer services to our young people.

As it stands, we have established provision in Elphinstone and Pencaitland and this will continue throughout term time. We will assist with a summer programme with Recharge and await with anticipation the outcome of the summer funding which will determine the scale of our summer offer.

Ormiston youth club will launch in August with the decision to re-visit provision in Macmerry when budget allows.

3. Bronx diversionary project

Met with both Richard and John from the Bronx along with Paul Huish. Looked at developing the clubs' governance and structure. The club required volunteer 'committee members', specifically a book-keeper/treasurer, a social media/marketing officer and a safeguarding officer. Tracey Redpath is assisting with this. Once these positions have been filled then a new membership structure will be looked at to enhance the offer to the local community.

I am also assisting the Bronx with collating evidence from existing members, and their parents, to demonstrate the positive impact of the club in terms of physical and mental wellbeing.

The diversionary project was also discussed. All agreed that the format last time did not work. Paul Huish has agreed to drive this on his return from annual leave and we aim to deliver an 8 week block of classes for marginalised young people.

4. Junior youth work

As part of the specialist youth worker post, we have managed to deliver issue based youth work in Windygoul PS, Macmerry PS, St Martins PS and Sanderson's Wynd PS. We are working hard to engage with Pencaitland Primary School's P7 group, but will be unable to work with those in Elphinstone or Ormiston this time around. It has been an interesting and successful project this year and one we had hoped to establish further by engaging all P7 and P6 pupils during the next school year utilising the new youth work staff we had recruited.

Difficult decision have been made with regards to our offer of youth provision between now and 31st March 2024. We will be able to provide one youth worker to deliver in all our primary schools within the cluster and again our aim will be to work with every P7 pupil throughout the year.

The transitions event at Meadowmill which I have mentioned in my previous reports, has now almost been fully organised and is a fantastic example of what we can achieve when we pull resources together and work collaboratively. Our Connected Communities team has organised the event, with a view to this being part of the agreement with Recharge to take this forward in the future. ELC Arts services, ELC countryside rangers, Active Schools, our mental health youth worker, EL orienteering and Recharge are all delivering activities on the days (Monday 19th and Tuesday 20th June). Want to say a huge thank you to our main sponsor, Enjoy Leisure who have provided the use of Meadowmill for free. This is a huge saving for our service and indeed supports our transition event massively☺.

We are still awaiting the outcome of our bid to the summer play fund. This means that there will be a delay in announcing the full summer programme of activity until we are sure about the level of funding available to deliver.

5. Festive Provision Fa'side

I will now take a lead role on this and will conduct a meeting with Connected Communities and the Pennypit Community Development Trust before the school term concludes. An update will be provided in my next briefing.

6. Service Legal Agreement (SLA) with Recharge Youth Project

Alan and I have met to look at slight adjustments to the SLA for the final year of its inception and I will update the partnership about these adjustments in my next briefing. A full review of the year 22/23 will be circulated then too. We are satisfied that the following outcomes have been met:

- Drop in sessions continue to be at capacity.
- Youth work forum continues successfully and a new one established.
- Informal accredited work completed
- Detached sessions organised when there is a need
- Delivery of Recharged, Resilient and Ready (adapted Cool, Calm and Connected) to all S1 pupils in Ross High
- Representation at various networks and forums still ongoing

One point of note is the amount of work that has went in to redesigning the Cool, Calm and Connected course that is delivered to all S1 pupils at Ross High. It has been a huge effort to get the coursework to a professional standard that engages the students appropriately.

The new course has been renamed as Recharged, Resilient and Ready. It is a 4 week programme that looks at mental health and emotional wellbeing, the brain, neuroplasticity and the brain in teenage years, what we need for a healthy brain and how we form positive relationships and beliefs/growth/mind-sets.

The current S1 have had 50% of the course delivered with the remaining 50% being concluded at the beginning of the school term. This will coincide with the new S1 intake receiving their own 4 week course.

This has been at the request of the school and we have really went above and beyond to make sure no young person is missing out on what is an invaluable course.

The specialist youth work role has been a real success to date. Outcomes are reiterated below.

These outcomes are as follows:

- 1) Young people will have increased engagement with local services, giving them more structure and support.
- 2) Young people will have improved mental wellbeing and long term plan to support them.
- 3) Increased attendance/attainment in school and or in community settings.

Alan is still engaging with 6 young people – 1 from each of the houses the guidance teachers represent. He is working with the young people on a 1-1 basis. I'd mentioned that a real contributing factor to the success of this project has been the coordinated approach to

delivery as well as the really positive relationship that Alan and Gemma Burns (mental health youth worker) have. This has even extended to the transitions event at Meadowmill, where Gemma Burns will host a workshop with each of the young people around building resilience.

Alan and I will work together to provide an end of Year 1 evaluation at the end of the school year.

7. Area Partnership Subgroup

Health and Wellbeing subgroup

The warm space initiative has seen relative success. The funding supported New Winton Community Association and they are now thriving and looking for additional funding to pilot a range of sessions at the village hall. Funding has also supported the library in their Saturday morning 'Learn to' sessions which have now started and looks to be a very successful initiative too.

I have spoken with both Kerry from FCK re; their Wednesday offer and David from The Fraser Centre re; their Friday offer. Both have requested to postpone their project and look to relaunch it in November which we have agreed to. Both have demonstrated spend to date and I will support them in re-launching as the months get colder again.

I am meeting the Miners next week to review their offer.

The scrutiny group will have their first meeting in June and the aim is to open up the subgroup for funding applications from July onwards. This will be a maximum of £2,000 per organisation/group.

Children and Young People's Practitioners Network

We have now hosted two of these meetings with the last one taking place in May 2023. Minutes will be circulated imminently.

A presentation from library services and from the Whole Family Wellbeing Fund took place and the next meeting will host a presentation from CAPS.

8. Head of Establishment Duties

Monthly audits are ongoing and have been completed for May.

I have helped to familiarise our new business and administration support, Neil Bainbridge, with the facilities in the area.

I have completed my role within the short life working group to review the Head of Establishment guidance and await the final version being distributed amongst colleagues.

9. Community Facilities in Fa'side

A. Macmerry village hall

- 1. Macmerry Men's shed** – Attended the 10th anniversary of the men's shed. Supported the shed in submitting a substantial funding application. Notification of this application should be early July.
- 2. User Groups** – Still can't bring in any additional groups to Macmerry as a result of Facilities Management being in business continuity.

B. Ormiston Community Centre

- 1. Spring Oscars** – No end of year evaluation as yet – this will be in my next report.
- 2. Ormiston in Bloom** – Relationship with Men's Shed is good and they are on board with assisting with some of the garden furniture proposed for the community centre's garden. Garden already being developed, with new petal drum and wind chime to be fixed onto the centre in the next couple of weeks.
- 3. Primrose Day Centre** – regular communication maintained with the day centre.

Trevelyan Hall, Pencaitland:

- 1. Storage** – An uplift is still required but progress is being made with regards to clearing out the building of its surplus stock.
- 2. Toddlers** – There are no issues – the toddlers group are operating very well since coming back into the building.
- 3. Pencaitland Lunch Club** – No issues – operating well since their return.
- 4. Pencaitland Community Council** – Working closely with members of the PCC to identify areas of improvement to the centre. Arranged for Community Payback team to paint the exterior fence and doors and upgrade the shed at the rear of the building. Improvement works will begin within the building imminently.
- 5. Pencaitland Youth Club** – Already been a real success and will continue after the summer (delivered by ELC youth work staff).

Andy Cheshire

CDO, Fa'side

Email: acheshire3@eastlothian.gov.uk

Mobile: 07855 986 897

23/05/2023

FA'SIDE AREA PARTNERSHIP

STANDING ORDERS

We value the diversity of our community and promote equality. We aim to empower our communities and widen representation to influence decision making.

All Area Partnership members are working on behalf of the designated area (i.e. Fa'side Area Partnership).

MEMBERSHIP

1. The core membership of the Area Partnership will include:
 - 1.1. All elected members from the area partnership area;
 - 1.2. All Community Councils in the area partnership area; 2 guaranteed places for Tenants and Residents Association representatives
 - 1.3. 2 guaranteed places for Parent Council representatives – ideally one from the High School and one from a cluster Primary School.
2. These core membership places are fixed and must be taken into account in any calculation of membership numbers, even if the positions are vacant.
3. Additional members (either as representatives of local groups/organisations or networks or as individuals) can be elected to the Partnership.
 - 3.1. If a group/individual is interested in becoming a member of the Area Partnership an initial approach should be made through the Chairperson.
 - 3.2. The Chairperson will propose a prospective member at a meeting of the Partnership for the consideration of members.
 - 3.3. Membership will be confirmed if the proposal is agreed by a majority of existing members.
4. All members have equal membership rights, including voting rights.
5. Individuals can be co-opted to provide expertise or different perspectives on issues that arise locally but will not have equal membership rights, including voting rights.
6. Member organisations will identify a named member and a named substitute to represent them on the Area Partnership for each membership place they are allocated.
 - 6.1. Membership appointments are for 1 year, to be confirmed each year at the Annual Public Meeting.
 - 6.2. Only the named member, or their named substitute, are entitled to act on behalf of a member organisation in Area Partnership decisions.
 - 6.3. It is the responsibility of the member organisation to identify a replacement if their named member or substitute becomes unable to fulfil their role.
 - 6.4. Substitutes can attend meetings alongside named representatives if they choose and participate in discussions at the discretion of the Chairperson.
 - 6.5. Substitute members must abstain from any decision making process if the named member is also present at the meeting.
7. Members of the Area Partnership are expected to adhere to East Lothian Partnership's Code of Conduct
8. Members of the Area Partnership must complete mandatory induction training.

9. Any organisation that wishes to withdraw their membership of the Area Partnership (excluding Community Councils) must give written notice of withdrawal to the Chairperson. They will cease to be a member as from the time when the notice is received.
10. The membership of co-opted members can be terminated on the basis of non-attendance if the organisation is not represented at 2 or more consecutive meetings of the Area Partnership.
 - 10.1. The termination of membership due to non-attendance is not automatic.
 - 10.1.1. A proposal to terminate an organisation's membership must be raised by an existing member and the member notified of this intent and given an opportunity to respond.
 - 10.1.2. In the case of no response, or if the members are not satisfied by the response, the Partnership can resolve to terminate the membership by a majority vote.

CHAIRPERSON AND VICE CHAIRPERSON

11. A community based Chairperson (either from within the existing membership or as an individual living in our communities) will be elected for the Area Partnership by the membership. The appointment will be up to 2 years after which elections will take place.
12. The Vice Chairperson will be appointed by the Area Partnership either from within the existing membership or as an individual living in our communities. The appointment will hold their role for up to 2 years after which elections will take place.
13. If both the Chair and the Vice Chair are not available to chair a meeting those present will choose another member to fulfil this function.
14. Fa'side Area Partnership wishes to actively encourage female representation when considering taking on any of the roles available within our partnership. Where possible and if there are sufficient candidates from all genders, when elections arise we shall seek a gender balance in our Community Chair and Vice Chair roles.
15. We will seek to stagger the re-elections of the Chair and Vice Chair to ensure we try to succession plan, where possible, for both these positions.

AREA PARTNERSHIP MEETINGS

16. Area Partnership will hold at least 4 business meetings per year.
 - 16.1. Additional meetings of the Partnership can be called by the Chairperson with the agreement of the majority of members.
 - 16.2. All meetings of the Area Partnership are held in public are open to any local person or group as observers. The Chair can invite observers to speak if their input would be relevant to an agenda item and the opportunity should be afforded for observers to address the Area Partnership under the guidance of the Chairperson.
 - 16.3. The Chair and Vice Chair of Fa'side Area Partnership can in exceptional circumstances propose interim meeting arrangements until such times as normal business can resume. Examples of such scenarios are as follows: a pandemic, excessive weather conditions or venue based issues. This list is not intended to be an exhaustive one but for illustration purposes. Interim arrangements must be safe, measured and in line with local and national guidance.
 - 16.4. Interim recommendations or decision making processes shall be put in place to ensure all Fa'side Area Partnership members are able to vote via email or paper until such time as normal business can resume.

- 16.5. Any change in circumstances will be communicated, where notice is possible and details shared publically, to ensure full participation is available to all residents of our communities.
 - 16.6. Where a decision to change a meeting venue is made at short notice, the partnership will ensure all social media channels are used to advise members of the public of the change.
 - 16.7. Fa'side Area Partnership shall ensure that all members have the appropriate technology to access online meetings and in order to tackle the impacts of poverty and inequality, can pay in full or part toward such costs.
17. The quorum for meetings is 40% of members +1
18. Agendas for meeting will be made available in draft 2 weeks before an Area Partnership meeting
- 18.1. Members can request items be added to the agenda through the Chairperson
 - 18.2. Any other local person or group can contact the Chair in advance of a Partnership meeting to propose a matter for the agenda. The Chair will decide if the matter is relevant to the Partnership's remit and agenda. If the matter is not relevant for this Partnership, the Chair should assist by signposting to the appropriate organisation or group.
19. Agendas, reports and minutes will be publicly available on East Lothian Council's E-gov system which can be accessed through the Council website at <http://www.eastlothian.gov.uk/meetings> .

SUB GROUPS/NETWORKS

20. An Area Partnership can establish a Sub group or Network to help carry out priorities/initiatives on behalf of the partnership.
21. Membership of Sub group/Network is open to partnership core members, members and co-opted individuals.
22. The Chair of the Sub group/Network will be approved by the partnership.
23. Agendas for meetings will be made available in draft 2 weeks before the Sub group/Network meeting.
24. Each Sub group/Network will be responsible for producing their own action notes.
25. Sub groups/Network can make decisions however all financial decisions must be recommended to the partnership for approval.

ANNUAL PUBLIC MEETING

26. An Annual Public Meeting will be held to report performance to communities in the area and consult on wider priorities.
 - 26.1. This meeting is open to any groups, organisations or members of the public from the ward area.
27. From year 2, a Chairperson and Vice Chairperson for the Area Partnership will be elected by members at this meeting.
28. Co-opted members of the Partnership will be asked to confirm their intention to retain membership annually at this meeting.
29. Additional committee roles can be determined at the annual meeting and allocated from within the Partnership membership.

DECISION MAKING

30. Decisions should be taken in area partnership meetings wherever possible.
31. All members must declare any conflict of interest regarding any matter being discussed and must abstain from related financial decision making.
32. Consensus should be reached wherever possible. In the event that the Partnership is unable to reach consensus in any matter a vote may be required.
- 32.1. Voting shall be taken where required by those present and eligible to vote
 - 32.2. If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
33. Decisions may be taken out with meetings on occasion e.g. emergencies or short deadlines. Or in exceptional circumstances where these dictate that we cannot meet face to face – please see 16.3 and 16.4. In these cases, members of the Partnership will be communicated with through an appropriate manner and given the opportunity to participate in the decision.
- 33.1. A decision made in this manner will be confirmed if, we receive a quorate response and it is agreed by the majority of those members who have voted.
 - 33.2. The Chairperson and Vice Chairperson will have the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained e.g. emergencies or short deadlines.

CHANGES TO THE STANDING ORDERS

34. Once they are adopted each Area Partnership may make alterations to these Standing Orders to meet the needs of their specific group.
- 34.1. Any member may propose an alteration to the Standing Orders by notifying the Chairperson of the change they propose.
 - 34.2. Details of the proposed change must be circulated to all members at least 2 weeks prior to the Partnership meeting where they will be discussed.
 - 34.3. Any decision to alter the Standing Orders must be agreed by the majority of members.

The standing orders were approved by Fa'side Area Partnership on 09/02/21 version 2.

FA'SIDE AREA PARTNERSHIP STANDING ORDERS

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3. All core members have equal membership rights, including voting rights.
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 - 4.1. If a group/individual is interested in becoming a member of the Area Partnership an initial approach should be made through the Chairperson.
 - 4.2. The Chairperson will propose a prospective member at a meeting of the Partnership for the consideration of members.
 - 4.3. Membership will be confirmed if the proposal is agreed by a majority of existing members.
 - 4.4. These members will be identified as Standard members of our Area Partnership. If they fail to attend more than 2 consecutive meetings they can be removed from the overall membership (follow process defined in Condition 10 of these Standing Orders. This will be done by emailing or writing to members giving them 14 days to respond to our contact. If these positions are vacant they will not be taken into account (unlike Core members) in any calculation of membership numbers.
 - 4.5. The key difference between Core Membership and Standard Membership is the calculation of membership numbers, where Core members are always included and the removal of Standard members if they fail to attend 2 consecutive meetings in a row.
5. Individuals can be co-opted to provide expertise or different perspectives on issues that arise locally but will not have equal membership rights, including voting rights.
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- 6.3. It is the responsibility of the member organisation to identify a replacement if their named member or substitute becomes unable to fulfil their role.
 - 6.4. Substitutes can attend meetings alongside named representatives if they choose and participate in discussions at the discretion of the Chairperson.
 - 6.5. Substitute members must abstain from any decision making process if the named member is also present at the meeting.
- 7. Members of the Area Partnership are expected to adhere to East Lothian Partnership's Code of Conduct
 - 8. *Members of the Area Partnership must complete mandatory induction training.*
 - 9. Any organisation that wishes to withdraw their membership of the Area Partnership (excluding Community Councils, Tenants and Residents Associations and Parent Teacher Councils) must give written notice of withdrawal to the Chairperson. They will cease to be a member as from the time when the notice is received.
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- 15.
- 16. We will seek to stagger the re-elections of the Chair and Vice Chair to ensure we try to succession plan, where possible, for both these positions.

Former Area Partnership Chairs will be given the opportunity to remain as members of our Area Partnership, as a Standard Member. This proposal will be considered for each Chair and can only be agreed by receiving a majority vote from members

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23. The Chair of the Sub group/Network will be approved by the partnership. The Chairs of these Sub groups/Networks can become Standard partnership members should they choose to do so, with voting rights.

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 - 33.2. If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
34. Decisions may be taken out with meetings on occasion e.g. emergencies or short deadlines. Or in exceptional circumstances where these dictate that we cannot meet face to face – please see 16.3 and 16.4. In these cases, members of the Partnership will be communicated with through an appropriate manner and given the opportunity to participate in the decision.
 - 34.1. A decision made in this manner will be confirmed if, we receive a quorate response and it is agreed by the majority of those members who have voted.
 - 34.2. The Chairperson and Vice Chairperson will have the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained e.g. emergencies or short deadlines.

CHANGES TO THE STANDING ORDERS

35. Once they are adopted each Area Partnership may make alterations to these Standing Orders to meet the needs of their specific group.
 - 35.1. Any member may propose an alteration to the Standing Orders by notifying the Chairperson of the change they propose.

- 35.2. Details of the proposed change must be circulated to all members at least 2 weeks prior to the Partnership meeting where they will be discussed.
- 35.3. Any decision to alter the Standing Orders must be agreed by the majority of members.

The standing orders were approved by Fa'side Area Partnership on 09/02/21 version 2.

STANDING ORDER – proposed changes. Going to Tuesday 6TH June 2023 meeting for consideration.

Item 6bi – Fa’side membership makeup

Fa'side Area Partnership

Organisation	Member Name	Substitute	Number of members	Type of membership
Chair	Bill Axon	n/a	1	Core
Vice Chair	Debbie Middlemass	n/a	2	Core
East Lothian Council	Cllr Fiona Dugdale	n/a	3	Core
	Cllr Leann Menzies	n/a	4	Core
	Cllr Colin McGinn	n/a	5	Core
	Cllr Kenny McLeod	n/a	6	Core
	Cllr John McMillan	n/a	7	Core
	Cllr Shamin Akhtar	n/a	8	Core
	Cllr George McGuire	n/a	9	Core
	Cllr Tom Trotter	n/a	10	Core
Tranent and Elphinstone Community Council	Mike Falconer	Vacant	11	Core
	Neil Ellis	Vacant	12	Core
Ormiston Community Council	Scott Gillies	Neal Black	13	Core
Pencaitland Community Council	Carol Finneron	Ralph Averbuch - TBC	14	Core
Macmerry and Gladsmuir Community Council	Ian Pryde	John Robertson	15	Core
Ross High School Parent Council	Loreen Pardoe	Lynn Donohoe	16	Core

Primary School Parent Councils	Rotating Rota		17	Core
	Vacant	Vacant	18	Core
Tenants and Residents Associations	Margo MacDonald, Elphinstone Community Association	Grace Stirton	19	Core
	Isobel Berry, Elphinstone Community Association		20	Core
Recharge	Alan Bell		21	Standard
Tranent & District Community Sports Club		Vacant		Standard
Support from the Start - Fa'side	Kathryn-Jane James	Vacant	22	Standard
Poverty Champion	TBC	NA		Standard
Active Travel sub group chair	TBC	NA		Standard
Previous chair	Donald Grant	NA	23	Standard
Health and Well being Sub group chair	Rosanne Woods	NA	24	Standard
VCEL	Tracey Redpath	NA	25	Standard

Total Members: 25

Change to quorum as agreed at AP meeting on 26-6-18

Reviewed due to updates from members 22-5-23

Quorate now 40%

10+1

Rounded up

Quorum

11

Fa'side Area Partnership

Area Plan Review

Background

Fa'side area plan was last reviewed in 2018, through a series of public consultations in settlements within the area partnership boundary. Our current plan is due to cease in 2024 and this year, we plan another series of consultation events, alongside an online survey offer for local residents in our communities to verify what their priorities are in the next 5 years.

Proposal

We plan to visit the following settlements on the following dates. We have still to identify suitable venues in each of the areas and need a small working group to help us determine how we want to engage with the local community. Our proposal is to host the face to face consultations over 2 weeks and to do so between 1-7pm each of the days. We will host one event in Tranent on a Saturday, to provide local residents who work with an option to engage on a weekend and will extend the offer to all communities to attend on that day. Again, a venue is still to be identified. Our proposal is to host the consultation between 10-3pm.

Week 1

Monday 7th August / Tuesday 8th August / Wednesday 9th August

Week 2

Saturday 12th August – Tranent / Monday 14th August / Tuesday 15th August

During this period we propose to run a Survey Monkey online consultation to coincide with the face to face consultation, providing local residents with the opportunity to share their views on what priorities they would like to see in our area plan.

Short Life working group

We would like some area partnership members to help us shape the consultation, both the design of the face to face consultation and the online survey.

The plan is to hold 3 monthly meetings to help organise the consultations, in May, June and July to organise and identify what information we need to share with local residents to assist them when they provide their views. It is also an opportunity to raise awareness of the work of the area partnership and their members.

We envisage that being involved will require around 20 hours of volunteering and input from members. That will cover attendance at the 3 meetings and pre and post work to review documents and provide suggestions, amendments and or ideas on the consultation requirements. And a further 2 meetings, around another 10 hours of volunteering to review the findings of the consultations to then make recommendations to the partnership on our key priorities for 2024 to 2029.

*So in total, **members would need to dedicate around 30 hours of volunteering per person** to assist this work stream.*

To support the work of the Chair and Vice Chair, we need volunteers from the following groups to nominate a representative to help steer this work stream:

1 Elected member, 1 Community Council Representative, 1 Tenants and Residents Representative and 2 third sector representatives.

If you are interested please email: faside-ap@eastlothian.gov.uk

Area Partnerships Chairs Self-Evaluation Meeting

16th May 2023 (2.00pm – 4.00pm)

John Muir House, Haddington

Briefing paper following meeting for members

1. Meeting was attended by all of the area partnership chairs and connected communities’ managers apart from Preston, Seton and Gosford. Ruth Davie has stood down as chair and at present they are seeking a new community chair. Emma Brown the connected communities’ manager was also not present. The meeting was chaired by Paolo Vestri who is the Service Manager for Policy, Improvements and Communications and Caitlin McCorry who is the Service Manager for Connected Communities.
2. Discussion – Paolo opened the meeting to say that the purpose of it was to take stock of the work that Partnerships were undertaking, as many were reviewing existing area plans and had gone through some changes, whether of members, chairs or indeed amendments to their supporting documents. Paolo noted that he, Sharon and Caitlin had considered some questions that they could ask chair by way of starting a conversation. These were not prescriptive and if there were other matters that chairs wanted to raise then this could be covered as well.

Paolo highlighted that there were a few questions that ELC considered relevant to the conversation. These are noted below, with some summary content which came from the meeting, highlighted in green for members’ awareness.

- What is working well in your Area Partnership?
- Haddington – there has been a reasonable turnover of members. The new members who have joined have brought a fresh impetus to the partnership. Also the Ward profiles are crucial in terms of the support/evidence they provide to members especially when considering where our priorities should lie. **ACTION** – PV to provide chair and CCMs with updated ward profiles.
- North Berwick Coastal – best thing is the people who attend the meetings. Again with some turnover they have a broader membership than before.
 - Put some structures in place around the partnership which has been helpful but we need to review some of our governance.
- BA – some challenges, around members capacity. Working well. Folks on the ground should take the plaudits.
- North Berwick Coastal - External funding, bringing in large amounts of funding. Wondering if it would be possible to capture and showcase how much we have brought in?
- What is not working so well?
 - Dunbar and EL – Publicity around what we do, is still an issue. Need to reach out and raise awareness of the work we complete. Also need to try and encourage some of those members whose voices are not being heard, to participate in meetings. Issue for their partnership is also Councillors non-attendance. Need to ensure that Councillors are aware that they are core members and should seek to attend meetings.
 - BA noted that to be fair to elected members they have significant challenges in attending meetings, due to the volume of meetings and responsibilities they have. Councillor attendance at Fa’side meetings is not an issue. Most others agreed on this point.

- North Berwick Coastal – still some people don't know who we are and what we do. So need to consider how we get our message across.
 - CMcC – training is the way forward. HS/North Berwick Coastal – would like to be involved in shaping the training. **ACTION** – Caitlin and Paolo to discuss and come back to HS and managers.
 - Haddington – Has a strong view about other council teams not understanding or being on board with the purpose of APs. Needs some support from senior officers within ELC to provide a clear message to staff about what Community Empowerment really means. Examples: Roads budget is an issue. Struggle to get projects agreed, issues with overspend and lack of communication. Members feel that it is not a budget they have control or say over. So what is the point in it? Previously had a strong and positive relationship with Amenities colleagues. Not so positive at the moment, which is a real shame.
 - Most Chairs agreed that the current application form is an issue. An update was given at the meeting. **ACTION** - Caitlin will send on the draft application form to chairs for consideration and feedback.
 - North Berwick Coastal – If amending the application, it would be good to review the evaluation form as well. **ACTION** – Caitlin agreed to add alongside the review of the application form.
- Is the membership of your Area Partnership representative of the whole area?
 - Not discussed.
 - Are the current Standing Orders / governance arrangements operating well/ fit for purpose?
 - All present agreed that their Standing orders are fit for purpose. Some partnerships have changed their Standing orders, as per the original standard versions issued (through Paolo's team). Some examples cited at meeting of the changes that have been made.
 - PV stated that each Area Partnership used to report back to the Safe and Vibrant Communities overview group (part of East Lothian Partnership). However that group no longer exists and there is a review of the East Lothian Partnership underway which chairs will be involved in. Hope that review will take place in the autumn this year.
 - It was clarified at the meeting, that Area Partnerships can change their Standing Orders at any time, by obtaining a quorate vote at an area partnership meeting and recording the change. PV noted that as long as these changes are congruent with the key East Lothian Partnership principles then there should not be an issue with amending Standing Orders.
 - Haddington – reported that one of the key tenets of our Standing Orders is decision making by consensus. This has worked really well.
 - What challenges do you find in engaging all the members of your Area Partnership (including East Lothian Council elected members) to ensure they play an active/positive role in the Partnership?
 - Dunbar and EL - Some issues/concerns reported by Chair. **ACTION** – PV will consider this point and revert back to JB.
 - How does your Area Partnership consult and engage with the community/ communities?
 - Not discussed.
 - What are your thoughts about how the Area Partnerships might have more influence over Council funding?

- PV stated that ELC face significant challenges over the next few years. Next year in particular will see reductions in Council budgets which will impact across all areas.
- All chairs present noted the significant issue that the Council are facing and were grateful that no changes were made to our budgets this financial year.
- PV asked chairs, given some previous discussion around the roads and amenities allocation, what was their thoughts on a reduction in budgets in these areas? Most chairs agreed that these areas had caused concerns in the past and they could take something back to their members, if this was to become a reality.
- Haddington – If this was to happen, it would be crucial that Area Partnerships were able to influence both Roads and Amenities programmes, so they could still have a say and or direct some of the spend to support community led projects. Others chairs agreed with this point. Indeed, some would like this approach to be used across all service areas, as this was their understanding of what Area Partnerships were set up to do. **ACTION** – PV to take this feedback back to senior management within ELC and report back to the chairs.
- North Berwick Coastal – Need to ensure that Economic development are involved in supporting Area Partnerships and the prosperous aims within our area plans.

3. What next? How do we take this evaluation forward?

- BA – Thanked PV and CMcC for hosting the meeting. He stated very clearly that he would not be supportive of a change to ensure that partnership funding (referenced in the draft guidance) covered projects that only covered one year. We have positive examples of projects that have been supported over two financial years that levered in additional external funding to support its delivery. In addition, the guidance references that funding should not cover ongoing revenue costs for longer than a year. In Fa'side we are clear that we do not support projects seeking to support staffing costs in general however, we continue to support the delivery of Lunch clubs in the area. The primary aims of the clubs is to ensure that children and young people in need or support are fed and provided with activities during school holidays. Both these aims fit with our area plan priorities and with council objectives therefore our partnership will continue to support lunch clubs, which seek to tackle inequality and tackle the impacts of poverty.
- North Berwick Coastal – What is the council's view of area partnership? What is their understanding of our purpose of area partnerships? It would be good obtain some clarity on this matter. Links to previous point about ensuring council teams are aware of our purpose and supportive of our priorities.
- PV/CMcC – Will pull together some notes and actions from this meeting and will set up a follow up meeting with members.

Background information circulated with the agenda:

- Report establishing Area Partnerships (Nov 2013)
- Report establishing devolved funding to Area Partnerships (Dec 2014)
- Report establishing Rules of Governance and Standing Orders (June 2015)
- Area Partnerships FAQ (June 2015)
- Area Partnerships Information Sheet (April 2016)
- Draft Operational and Governance Guidance for Area Partnerships (April 2023)

Item 10 B – Health & Wellbeing Sub Group (as at 24/05/2023) – 6/6/23

Summary

The sub group met on 12th April 2023 at VCEL.

- Presentation from Macmerry Men’s Shed.
- Update from members including Fa’side Community Kitchen, Recharge, VCEL, Ageing Well, EL Foodbank, Connected Communities, Penumbra.
- Update from those who couldn’t make the meeting including EL Roots and Fruits, Carers of East Lothian, Tranent Day Centre, Fraser Centre, Enjoy Leisure, EL Libraries and Church of Scotland.
- Presentation from Whole Family Wellbeing Fund.

Discussions were had around funding for this year, warm spaces and period poverty.

We are working on our administration procedures, but draft notes and actions have been taken and we will work towards having these published after each meeting going forward.

Agreed at meeting that organisations will only be able to apply to the Health and Wellbeing subgroup on one occasion in a calendar year and that funding should be capped at a maximum of £2,000 per application.

The scrutiny group will meet in June to finalise the role and remit of this strand of our work. The changes that will come from this meeting will require to be shared with all members of the partnership and a decision reached on how we progress. We anticipate opening up to applications shortly thereafter.

Rosanne Woods

Chair

Fa’side Health and Wellbeing Subgroup

Rosanne.woods@hotmail.com



Recharge

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Tranent

East Lothian EH33
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Tranent Youth & Community Facility | Company No. SC287166 | Charity No. SC036626

Fa Side Area Partnership June 2023 Young Formers Update

Since the last meeting We have employed a new Recharge Extra Coordinator who is Ryan Moir. Ryan is now the lead worker for the group and has been spending time getting to know the young people as well as their needs.

As most Mondays have been school holidays since the last meeting the group have met regularly but had more relaxing sessions including some trips and activities in the Recharge building. This has also allowed us to support some of the young people who are experiencing significant challenges over the last couple of months.

Over the next few weeks, we will be confirming that the young peoples priorities remain the same or if there are any changes they would like to have. We also have a member of the group volunteering at the new drop in at Pencaitland on Wednesday nights.

If you have any questions, then feel free to contact Ryan Moir on
Ryan1@rechargecranent.org

Recharge is Supported by



Area	Works		Labour	Materials	Total
Ormiston Park + High Street	Assist with Bulb Planting		£100		£100.00
Ormiston Park, Library Entrance	Level Planter, edge boards, Terram and Quartz chips	Pegs/Edge Boards/Terram & Chips		£188.00	£188.00
Ormiston Community Centre	Weedkill/rotovate/level and seed	Wildflower Seed	£30	SPARE SEED	£30
Ormiston Wildflower (Wolfstar junction) x2 areas	Import soil, level ground and seed	Wildflower Seed	£300	£322.15	£622.15
Ormiston Park (7's football pitch)	Import soil, level ground and seed		£400	£120	£520
New Winton wildflower (Buxley Junction)	Weedkill/rotovate/level and seed	Wildflower Seed	£200	£458.86	£658.86
Pencaitland cross roads verge Wildflower	Weedkill/rotovate/level and seed	Wildflower Seed	£100	£178.43	£278.43
Gladsmuir Laybye Wildflower x2 areas	Weedkill/rotovate/level and seed	Wildflower Seed	£200	£433.10	£633.10
Polson Park - Garden of reflection	Dig out trench,Install hedging	Hedging	£300	£19,296.00	£19,596
Polson Park - Garden of reflection (outside)	Import soil, level ground and seed	Seed	£300	£30	£330
Polson Park - Garden of reflection	Import type 1 into small planter/level and compact	Type 1	£100	£12	£112
Polson Park - Garden of reflection	Import type 1 into Large planter/level and compact	Type 1	£100	£36	£136
Polson Park - Garden of reflection	Import soil, and mulch/level ground	Mulch/soil	£100		£100
Polson Park - Garden of reflection	Install foundations for TrainPlanter, Large Stone, 2xPillars	Cement/Ballast	£450	£80.00	£530
Polson Park - Garden of reflection	Install edge boards either side of Entrance Path	Pegs/Edge Boards	£300	£203.12	£503.12
Polson Park - Garden of reflection	Import type 1 into main garden,level and compact	Type 1, Roller	£300	£275.00	£575
Polson Park - Garden of reflection	Import Whin Dust into main garden,level and compact	Whin dust, Roller	£300	£350	£650
Tranent Roundabout	Weedkill/rotovate/level and seed	Wildflower Seed	£200	£331.36	£531.36

Blindwells Roundabout	Weedkill/rotovate/level and seed	Wildflower Seed	£200	£322.14	£522.14
Church street tranent	Remove Fencing,level ground and seed	Grass Seed	£250	£20.00	£270
2 Woodhall Place Pencaitland EH34 5BW	Front Raised bed & rear bed cleared , Terram and Chips	Terram/chips	£1,242.80	£290	£1,532.80
Polinator Parklet, Off McPhail Sq., Tranent	Dig out stumps, prep ground, install path and bench base	Edge boards/whin dust/type 1	£1,242.80	£311	£1,553.80

Dementia Group Funding

Item 12 B – Fa’side AP meeting 6/6/23

Connected Communities Fa’side 2023/2024 Youth Work Proposal v Budget

This brief document will outline the constraints we are working under to ensure youth work is delivered across our area to a high standard.

The proposal for this financial year was to deliver a youth club in each of our 4 main settlements (Ormiston, Macmerry, Elphinstone and Pencaitland). The table illustrated below demonstrates the costs, from Easter to March 2024, to deliver this in term time only and does not include any holiday provision which I had originally hoped to be able achieve. The figures below would need to be increased a further 10 weeks per settlement area if we were to open it up to include holiday provision as well.

Unfortunately we are unable to even deliver on the term time proposal as shown. I had been working towards a proposed figure and sadly this was reduced. In real terms our budget for Fa’side has increased, but so has the demand for youth services, at an almost unprecedented level.

Youth Club	Elphinstone Youth Club	Pencaitland Youth Club	Ormiston Youth Club	Macmerry Youth Club
Staffing hours	Thursday 1530 – 1930	Wednesday 1815 – 2045	TBC 1815 – 2045	TBC 1815 – 2045
Hourly rate	2 x youth workers @ £16.69 per hour	3 x youth workers @ £15.36 per hour	3 x youth workers @ £15.36 per hour	3 x youth workers @ £15.36 per hour
Weekly cost	£133.52 per week	£115.20 per week	£115.20 per week	£115.20 per week
	X 39 weeks of term time provision	X 39 weeks of term time provision	X 28 weeks of term time provision starting 21/08/23	X 22 weeks of term time provision starting 02/10/23
Total cost before on costs	= £5,207.28	= £4,492.80	= £3225.60	= £2534.40
+ 30%	+ 30 % on costs	+ 30 % on costs	+ 30 % on costs	+ 30 % on costs
Total	£1,562.18	£1,347.84	£967.68	£760.32
COST OF FULL PROPOSAL	£6,769.46	£5,840.64	£4,193.28	£3,294.72
TOTAL				<u>£20,098.10</u>
		<i>£5,211.65 (adjusted amount as per below).</i>		

		<u>£19,469.11</u> <u>(adjusted</u> <u>total cost).</u>		
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Pencaitland's figures are slightly different as, by the time this current term finishes at the end of June, we will have had one youth worker accompany Recharge staff for 15 hours (£230.40) and then 3 of our (ELCs) youth workers all accumulating a further 12 hours each (£552.96). Both of these figures equate to £783.36. There would then be 28 weeks of provision at Pencaitland until 31/03/24 so this would be a total of £4008.96 as opposed to £4,492.80 (before 30% is added for on costs)

We have already committed to spending £1,200 for an excursion for Elphinstone Youth Club. This should have been spent already from 22/23 budget, but towards the year end, we were informed that there could be no more spend and as such it has had to be brought forward into the 23/24 financial year.

This means that we would be over budget to commit solely to staffing a youth provision in each of our 4 villages during term time throughout this financial year.

It is worth noting that had this been from 1st April 2023 to 31st March 2024 then the total staffing costs to ensure a youth club operates in each of these locations would equate to **£24,291.39 (which include on costs)** and to include provision for 49 weeks of the year it would equate to **£30,519.94 (including on costs)**.

Junior youth work pathway

We have been working hard to ensure that there is a pathway for youth work in Tranent and Fa'side for children and young people in P4 through to P7 and then into High School where they would have the support of Recharge staff and expertise.

In the financial year 22/23, this was the main aspect of our youth work programme. We managed to deliver an innovative 'active travel' project with both Elphinstone PS and St Martins PS, in partnership with our colleagues in Outdoor Education. We had hoped to roll this out to Sanderson's Wynd PS this year, but this would be at an estimated cost of **£15,000** for the full year and so this will have to be put on hold indefinitely until we secure the relevant funding for delivery.

Issue based youth work was delivered to every P7 across all our Primary Schools except Ormiston PS. This was embedded within the SYWC role, but the plan was to bring ELC Youth Work staff in to deliver these short courses and switch the Transitions event over to the remit of SYWC. As it made more sense for the SYWC to be at the forefront of the main transitions event of the school calendar and would be a much better use of their time.

The delivery of the issue based youth work programme to P7's would equate to 2 hours per week, in 4 week blocks with all students, equating to 56 hours of

delivery (£1,118.21). There would have been some planning time attached to this at 4 hours per school, so 28 hours in total equating to £559.10 – so a total of **£1,677.31 (which includes on costs)** to ensure our presence within each primary school and engaging every P7 pupil in our area. The hope was to roll this out so that we could work with the P6 and P7 group in financial year 24/25 and then the P5, P6 and P7 group in 25/26 and so on. This would have allowed us to engage with all P4-P7s across Tranent and Fa'side and work with them to ensure they were fully ready for the transition to High School and that they had a thorough understanding about the support services available to them.

There has been a lot of work involved with getting the transitions event at Meadowmill back up and running. A range of services are involved with the delivery aspect of this project, including Countryside Rangers, Arts, Connected Communities, Active Schools, EL Orienteering, Recharge and the local mental health youth worker from our locale. The event also could not have happened with the free use of Meadowmill for 2 days, for which we are grateful to our main sponsor Enjoy Leisure.

The aim is to incorporate this event into the SYWC role with Recharge so that it continues to deliver for all P7's in our area, without the need for CDO time or utilising YW budget.

Resources will be required to be purchased to ensure that proposed youth provision in each village is well resourced. £1,500 per village would suffice, so a further spend of **£3,000** is required prior to establishing Ormiston and Macmerry Youth clubs.

The above examples of spend does not take into consideration any diversionary projects that would benefit groups of young people and communities throughout the year. Often these need to be designed and implemented quickly in reaction to particular community activity and as such it would be beneficial to always have **£2,500** within the budget for any diversionary activities and a further **£500** for any potential accredited courses.

The total cost for our proposed Youth Work for the remainder of this financial year (minus the cost of the active travel project and not including holiday provision), would equate to **£27,146.42**

As such, difficult decisions have to be made with regards to prioritising services for our young people in Fa'side.

The renewed proposal:

Our commitment to Elphinstone will remain as it was the only established youth provision in the village last year and it is well attended. A review of Elphinstone Youth Club will need to take place throughout this financial year to ensure a reduction in spend next year or to receive the relevant support (financially) to continue with the provision, but to avoid impacting on our youth work budget as

much as it is currently. I may be able to bring the expected spend for Elphinstone down this year and I am working on that at the moment.

Looking ahead to 24/25, it is imperative that we have a cap on spend in the villages and if we are using this years' budget as an example, then we should aim to have a maximum spend of £3,750 in each of our villages to allow us to have some funding for issue based youth work and diversionary projects throughout the year.

Our commitment to Pencaitland will also remain as it has been a real success since its inception and will be used as an example of good practice when it comes to introducing youth provision in the other villages.

We aim to introduce youth provision in Ormiston as per the table illustrated earlier in this briefing. Financial support will be sought with regards to funding the resources required to open up the community centre as a youth facility for one evening per week. This means that funding for resources will need to be secured by 31/07/23 to ensure we can launch the provision during the week beginning 21/08/23.

The tough decision has been made to re-visit the potential of a youth provision in Macmerry until such time as the budget allows us to safely operate there. The saving made from this will allow us to deliver in each primary school for the full school year, engaging with every p7 in our locale.

As financial pressures continue, we are looking for new and innovative ways of working to ensure we strive to meet the needs of our local young people.

A breakdown of our budget of our 2023/24 Fa'side Youth work budget

Total spend after taking Macmerry from the plan = **£16,803.38**

Leaves a balance of **£3,196.62**

Primary School intervention costs **£1677.31**

Committed excursion costs for Elphinstone = **£1,200**

Youth Club	Elphinstone Youth Club	Pencaitland Youth Club	Ormiston Youth Club	Macmerry Youth Club
Staffing hours	Thursday 1530 – 1930	Wednesday 1815 – 2045	TBC 1815 – 2045	
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+ 30%	+ 30 % on costs	+ 30 % on costs	+ 30 % on costs	
Total	£1,562.18	£1,347.84	£967.68	
COST OF FULL PROPOSAL	£6,769.46	£5,840.64	£4,193.28	
Youth club spend				£16,803.38
		Primary School intervention costs	£1677.31	
		Committed excursion costs for Elphinstone	£1,200	
Projected spend for Fa'side Youth work			£19680.69	
Projected spend of £10 per evening x 31			£310.00	

remaining weeks				
Remaining projected budget			£9.31	

So projected balance still to allocate = **£319.31**

Fa'side

Item 12 C Meeting 6/6/23

Budget Allocation

2022/23

FOR ILLUSTRATION PURPOSES ONLY			A	R	G	SG	ExF		Notes
			Amenity Services *1	Roads *2	General	funding	External funding		
Date Approved	Organisation	Project	£100,000	£50,000	£50,000			Paid	
01/04/22	ELC - Roads	Admin fee		2,500.00				y	Admin fee for supporting and designing projects
01/04/23	PCDT	Easter Lunch Club					5,032.50	n	Approved by de authority on 15/04/23 due to timing of Easter and need to plan to get staffing in place. Used holiday hours funding to support request. Still has £1,567.50 to allocate from budget.
11/04/23	Recharge	Faside Young Defenders (Youth sub group)			1,000.00			?	Approved 11/4/23
11/04/23	ELC - Connected Communities Fa'side	Fa'side Active Travel Sub group *3			5,000.00			n	Approved ON PROVISION THAT GROUP FORMS YEAR - 11/4/23
11/04/23	ELC - Connected Communities Fa'side	Fa'side Health and Well being Sub group			10,000.00			n	Approved 11/4/23
11/04/23	ELPA	Summer play activities			6,211.00			Y	Approved 11/4/23

11/04/23	Can Do	Transport costs - Summer and Youth clubs			9,289.00			Y	Approved 11/4/23
06/06/23	PCDT	Lunch clubs for Oct 23 and Feb 24			5,785.00				Proposal to be considered at meeting on 6/6/23
06/06/23	PCDT	Faside Festive Provision 23			4,750.00				Proposal to be considered at meeting on 6/6/23
		Total Spend	£-	£2,500	£42,035.00	£-	£5,033		
		Balance	£100,000	£47,500	£7,965.00		£(5,033)		
Notes	PLEASE TURN OVER								
*1	Resource Allocation	Labour and Machinery - need to secure funding for materials							
*2	Funding managed by Roads	Needs early discussions to be added to Roads planned maintenance programme							

Item 12 di – Fa’side Lunch club Oct – Feb 23-24



Area Partnership Funding Proposal Form



Before completing this form, please ensure that:

- ❖ You read the appropriate Area Plan prior to submitting your request.
- ❖ You select the appropriate Area Partnership(s)
- ❖ You complete this form fully. We will only consider the information contained within this form.
- ❖ If any changes occur after you send in your application, you must notify the Area Manager.

Area Partnerships

Please indicate the area where people will benefit from this proposal by selecting the box(es) next to the appropriate Area Partnership(s)

REFERENCE NO (Internal only):

All Area Partnerships (please use the links below)

Dunbar and East Linton [\(Please click on the link to view the Area Plan\)](#)

Fa’side [\(Please click on the link to view the Area Plan\)](#)

Haddington and Lammermuir [\(Please click on the link to view the Area Plan\)](#)

Musselburgh [\(Please click on the link to view the Area Plan\)](#)

North Berwick Coastal [\(Please click on the link to view the Area Plan\)](#)

Preston Seton Gosford [\(Please click on the link to view the Area Plan\)](#)

Organisation Information

1. Details of Organisation

Name: Ruth Davie

Address: Pennypit Community Development Trust, Pagoda, North Grange Avenue, Prestonpans, EH32 9BN

Post Code: EH32 9BN

Daytime Telephone No: 01875 815221 Mobile No: 07515952631

Email: ruth.davie@pennypittrust.com

Website Address (If applicable): pennypittrust.com

2. Main Contact for this Application

Name: Ruth Davie

Position Held: Fundamental Foods Manager – Fa’side Lunch Club Facilitator

Address (If different from above):

Post Code:

If this person has specific communication needs, please provide details:

Daytime Telephone No:

Mobile No: 07515952631

Email: ruth.davie@pennypittrust.com

3. Type of Organisation		
Community Group	<input type="checkbox"/>	Public Sector
		<input type="checkbox"/>
		Voluntary/3rd Sector Organisation
		<input checked="" type="checkbox"/>
Other (Please Specify):		
Charity No: (if applicable): SC042187		
4. What is the main aim, objectives and activities of your organisation?		
Max 500 Words		
Trusted Partner		
The work we do matters and is respected by our community, partners and funders		
<ul style="list-style-type: none"> • Community First 		
Our community counts and is the foundation of our work		
<ul style="list-style-type: none"> • Caring & Inclusive 		
Our support starts from a position of compassion.		
we help those in need because it's necessary and it matters		
<ul style="list-style-type: none"> • Belief 		
We believe absolutely in the potential of the people in our community		
Pennypit Community Development Trust (Pennypit) has been established for nearly 30 years and has a sound understanding of issues facing our local community. A primary aim is to address the high levels of social, health and economic inequalities our communities experience daily. Pennypit is highly visible as our main buildings sit in the heart of the local community and are openly accessible and wholly inclusive. We provide a wide range of services; support and activities that we believe are focused on addressing those said inequalities.		
We focus on providing opportunities for those experiencing various levels of poverty. Many of our volunteers and staff members have engaged with and participated in services. They received support to meet their needs. This lived experience is invaluable for our development of support services, policies, and practices. Reducing health inequalities is another aim and this is achieved through the provisions of a diverse range of support designed to improve skills, participants' health and overall well-being		
Pennypit work in partnership with statutory and voluntary organisations to share knowledge, skills, and experiences to work collaboratively to increase capacity and build a fairer community. Pennypit advocates developing support and services based on community needs. This is achieved through community consultations that allow the views of the local community to be heard. Community representation is a key area of practice and tries to ensure that all service developments are meaningful and of value to those who participate.		
5. Title of Project Proposal and Project Summary max two lines (to be used in publicity)		
Key priority addressing inequalities.		
Fa'side Lunch Club Provision October/February 2023/24 – Tackling Holiday Hunger and Providing opportunities for children 3+, including volunteering and enhancing skills for 12+		
6. Project Outcomes		
Please identify up to three outcomes you will achieve from your project.		
Outcomes are the difference your project will make		
i.e. 10 young people will be able to access a sports bursary scheme which will develop their skills and/or improve their wellbeing		
20 vulnerable people will receive meals and befriending which will reduce their social isolation		
These outcomes are part of the joint recovery priorities in the East Lothian poverty plan and covid 19 recovery and renewal plan to address inequality – These outcomes will have a direct impact as set out in both plans to tackle the effects of poverty and inequalities		

Outcome 1 – Offer 80 places for children and young people - tackle food poverty and food insecurity in particular holiday hunger by providing 2 meals that are good nutritious food in line with the good food nation act 2022 (one of the main outcomes of the act focuses on child poverty)

Outcome 2 - 80 children and young people, improve social, physical, and mental wellbeing by engaging in Fa'side lunch club activities. Provide transport for those living in rural settings. Provide a fun trip to create positive memories and tackle climate actions by using green spaces, redistributing surplus food and raising awareness of climate issues in EL

Outcome 3 - provide 10 local young people with volunteering opportunities to gain valuable life skills. Work towards or gain saltire, REHIS, first aid qualifications and child protection (level 1).

Empowering young people and local families to represent their communities and be part of positive change. Collaborate with local partners to build capacity including Recharge, ELPA and VCEL.



LCs aims to improve confidence, wellbeing, and resilience amongst young people and parents. Offer 5 parents volunteering opportunities in a range of roles to develop skills and reduce isolation.

7. To which of the Area Partnership Plan priorities does your proposal contribute? Please outline how your application will address inequalities? Max 400 words

Theme 3.1 We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people.

Outcome 3.2 People in East Lothian are enjoying healthier lives.

East Lothian Poverty Plan key priority is to address inequalities and tackle the causes of poverty, this is a priority of Fa'side Lunch club where we develop our outcomes based on 2 key themes of the plan:

-  Improve the life chances of the most vulnerable people in our society
-  Reduce the attainment gap and raise the attainment and achievement of our children and young people

The programme of activities is designed to engage with the hardest to reach and most disadvantaged children and young people across Fa'side. Although the main aim is to target holiday hunger, we ensure to provide a broad range of activities appropriate to age and need of those who attend. Key partners that support the delivery of this programme include ELPA, Fraser Centre, Fa'side Connected Communities, Active EL and Fa'side Community Kitchen. We are inclusive and representative and encourage referrals from statutory and non-statutory organisations. We work closely with education and social work to include care experienced and break down barriers such as providing transport especially working in rural areas of Fa'side where transport is limited or expensive. We work in partnership with the local library service to encourage literacy and numeracy, tailoring activities so participants are continuing their pathway of education albeit through play. Working alongside education we gather information on individuals to close the attainment gap and aim to work with them to encourage learning through the lunch club and home environment during holidays.

We provide healthy snacks throughout the day and a hot meal. There is a food and basics pantry available for families and children and we use EL Fareshare Hub/Tesco/Aldi to redistribute food surplus and additional food and toiletries is topped up from other funding. We can also provide referrals to EL foodbank and can provide ALDI food vouchers. Our team also promote local services and make awareness of warm spaces and local food pantries and link families to the necessary services.

From our evidence based evaluations - families report that additional financial stress during school holidays can become very overwhelming and that Lunch clubs are a lifeline to reduce

this stress. By collaborating with key partners and funding bodies including local funding we can address inequalities by offering a wide range of activities and good food to tackle these issues.

Listening to families/carers and children/young people is key to the development of LCs and we design our programs based on this feedback. We collect feedback using various evaluation tools and at times independent evaluations. We aim to use a rights-based approach to be inclusive to families, children and young people and use the Scottish Governments dignity principles in practice, so people feel valued and listened to without feeling judged. We aim provide all aspects of our provisions with a dignified approach especially access and the fundamental right to food. We aim to provide all staff and volunteers with dignity training or work towards attending training to ensure we apply our values where we can. In the last year we have observed an increase in 'in work families' referring to the provision and key drivers for this increase is the cost-of-living crisis where families are making stark choices between heating or eating. It is important we work with key partners to create positive experiences for our families and work closely with education, statutory and non-statutory partners to be inclusive of all our community. Families need to feel they can access this provision without feeling stigmatised or judged. A quote from a parent from Easter lunch club 'I didn't think I would ever be in this situation but everything is so expensive – I work but barely keep up payment of bills – I cannot afford to put food on the table and this club has given me a little bit of breathing space knowing they will be fed during the holidays'.

**8. How does your project support communities recovering from COVID?
Max 200 words**

COVID-19 has exacerbated inequalities and the EL Covid 19 recovery and renewal plan aims to address these inequalities and have set out key priorities to improve opportunities for those most disadvantaged.

Two of the key priority areas is

1.Support our communities to tackle inequality and social exclusion

The action from the plan is to implement East Lothian poverty plan and under one of the 7 key outcomes is 'educated', under section 4.3 the plans main outcome is to expand efforts to address food insecurity. Evidence based evaluations have shown Fa'side families are less stressed by the financial burden of holiday time, and this is reducing the impact of food insecurity. Evidence from these evaluations also report children and their families are less hungry and better nourished. The recovery plan also encourages volunteering and building resilience. FLC provides opportunities for young people to volunteer, offers training, qualifications, pathways to employment and invaluable life skills. These volunteering opportunities have led to many young people from the local community employment within the provision and has created a pathway of experience to further careers in education and other employment. In the last 7 years since the provision started we have employed 25 young people, 10 parents and offered 40 volunteers opportunities.

9. How does your proposal help meet the East Lothian Plan outcomes?

[\(Please click on the link to view the East Lothian Plan 2017 - 27\)](#) [Summary of East Lothian Plan 2017-27](#)

Theme - Prosperous

Outcome 1.1: East Lothian people are working, are free from in-work poverty and are able to develop and improve their work skills



Outcome 1.2: Local businesses are thriving and the business base is expanding.



Outcome 1.3: People and businesses in East Lothian have better access to digital infrastructure and the digital skills they need.



Theme - Community-minded	
Outcome 2.1: East Lothian has strong resilient communities where people respect and support each other.	<input checked="" type="checkbox"/>
Outcome 2.2: East Lothian People can live affordably and contribute to a thriving community life in a high-quality environment.	<input type="checkbox"/>
Theme - Fair	
Outcome 3.1: We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people.	<input checked="" type="checkbox"/>
Outcome 3.2: People in East Lothian are enjoying healthier lives.	<input checked="" type="checkbox"/>

10. Proposal Description
<p>❖ What evidence do you have that demonstrates the need for this proposal click to see Area Partnerships How the local community has been involved in the development of this proposal? Max 100 words</p>
<p>Pennypit Trust were part of the multi-agency working group to develop the 2021-2023 East Lothian Poverty plan. The Pennypit Trust represented the views of 'lived experience affected by and living in poverty' from Fa'side Lunch Club. In addition, evidence-based evaluations from Fa'side LCs demonstrate the impact and differences in tackling food poverty and offering a rights-based approach to good food. Outcomes and actions of the FLC are also part of the covid 19 east Lothian recovery and renewal plan.</p>
<p>❖ How will you ensure that this proposal reaches those in your community who need it most? Max 100 words</p>
<p>Fa'side LCs work in partnership with local statutory and non-statutory organisations including education, social work and health to promote and include those families who are hard to reach. We have trusted relationships with families who promote the good work of this provision and reach out to other members of the community who need it most. Including Covid recovery we have targeted in work families that are struggling to cover the cost of daily living and especially need this support during holiday periods. FLCs also work along East Lothian Friendly Food Network to enshrine values and collaborate with the East Lothian Good Food Charter to work towards building and growing a sustainable food system.</p>
<p>❖ How will you promote and publicise your proposal? Max 100 words</p>
<p>We share all our communications with local partners and have discussions with education, health and social work to be inclusive to all. We use social media and local networks to promote and publicise this provision. The Pennypit is part of APs health and wellbeing sub group, children and young person's practitioners network and works alongside third sector VCEL.</p>
<p>❖ How will this proposal be sustained, if applicable? Max 100 words</p>
<p>Holiday hunger provisions are part of the council budget under tackling child poverty plan, Pennypit also applies for other match funding to increase capacity and offer other</p>

opportunities, Fa'side lunch club was established in 2017 and has continued to make local differences and uses evidence-based information to inform at a local and national level the impacts of these provisions they have also been instrumental in developing local and national strategies.

❖ What the funding will be used for i.e. what you intend to do, where it will take place and which other organisation(s) would be involved, if applicable?

Max 100 words

Fa'side lunch club provision – offer 80 places and 10 volunteer placements for residents and young people.

Venue – Sanderson's Wynd primary school

Partnership with ELC Education, ELPA, Active EL, cash4kids, EL outdoor Ed, and Fa'side connected communities

11. How will you monitor, measure and evaluate the proposal outcomes?

11.1 How many people will

a. directly benefit from the funded project?

Children	80	Young People	20
Adults	60	Elderly People	20

b. indirectly benefit from the funded project? (i.e. families members or wider community)

Children	160	Young People	40
Adults	120	Elderly People	40

11.2 How will you evaluate and measure the impact for local people? (e.g. what evidence will you gather?) – [Click here](#) for Evaluation Support Scotland website

Pennypit uses evaluation tools appropriate to age and consider literacy when collecting data so use different methods to gather information. We respect and are inclusive to ensure we collect the information in a dignified manor where people feel safe to report. We use qualitative and quantitative tools to collect and report evaluations.

11.3 How will you know the outcomes have been achieved? (e.g. the difference you want to make?)

Outcome 1: Reduce inequalities – tackle holiday hunger

Outcome 2: improve overall wellbeing

Outcome 3: Support volunteering and provide pathway towards improving employability skills

12 What are your key milestones or indicators of success? (e.g. what do you plan to do and when?)

- **Tackle holiday hunger by Providing 2 meals per day – one hot meal. 100+ children and young people**
- **Food and refreshment that will be offered to improve nutritional intakes – recipes will be made available to families/carers**
- **Tackle cost of living crisis by providing daily pantry and basic banks to participants and families/carers - 100 contacts**
- **100 children and young people participated in provision returning to school with fun memories**
- **Reduce financial stress during school holidays**
- **Build family capacity**
- **Build trusting relationships with children, young people and parents/carers**


- Provide 10 volunteering opportunities
- Provide 10 local young people with training and paid employment opportunities
- Signpost families and young people to a range of services including support for cost-of-living crisis
- Provide a range of activities for participants utilising green spaces – work in partnership with ELPA and bikeability to use outdoor spaces
- Collaborate with a range of local agencies and partners and report impact of lunch club provision
- Provide family day for parents using a joint approach so local services can promote opportunities. For example, East Lothian Works have offered 2 parents a work placement
- Showcasing impact during family fun day – Funders and partners are able to chat to families and participants
- Work in partnership with the new family wellbeing service

13 When will it happen?

Expected Start Date: (Month/Year)	16th Oct 2023 12th February 2024	Expected End Date: (month/year)	20th October 2023 16th February 2024
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Finance		
14. Amount Requested	£ 5785.00	
15. Total Cost of the Proposal	£11285.00	
16. If you have secured or requested any other funding for your proposal, please provide details		
Funder	Amount	Confirmed/Pending - decision date
Cash4kids – 2 trips October and Feb (funding is not open until the summer for these trips)	£2500	Will apply in the summer 2023
Rozzel trust (food and pantry)	£3000	Pending
17. Please provide a breakdown of the expenditure to be incurred on this proposal.		
Items to be purchased or activity to be supported with workings i.e. 10 pots of paint £2 x 10	Supplier	Cost
Sessional Staff Costs – 2 weeks (10 days) <u>Staffing costs</u> 1 x lead Lunch club £15 PH x 4 hours per day x 10 days = £600 (based on 2 trips 6 additional hours) = £690 1 x Assistance lead Lunch club £15 PH x 3 hours per day x 10 days = £ 450 (2 trips additional 6 hours for trip)	Sessional Staff	£ 4685.00

= £540 2 activity lead @£12.50ph x 3 hours per day x 10 days= £750 (based on 2 trips additional 12 hours for trip) = £900 5 x activity workers @ £11ph x 3 hours per day x 10 days = £1650 (based on 2 trips additional 30 hours for trip) = £1980 1 x food lead @ £12.50PH x 3 hours per day x 10 days = £375 Development and evaluation @ £10ph x 20 hours = £200		
Volunteering	Various	£200
Transport (£90 per day x 10 days)	AC taxis (ELC provider)	£900
Total Cost of Proposal:		£5785
18. Governance/Supporting Documents (If you are an existing group/charity or organisation).		
Please tick the box(es) below to indicate that you have included the following documents with your completed Funding Proposal Form. (Please refer to guidance note before completing this question)		
Most recent Annual Accounts		<input checked="" type="checkbox"/>
Most recent Bank Statements for all accounts (past 3 months)		<input checked="" type="checkbox"/>
Does the organisation have a bank account with at least 2 unrelated signatories	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Constitution, Memorandum or Articles of Association		<input checked="" type="checkbox"/>
Equalities policy/statement or your commitment to equalities?		<input checked="" type="checkbox"/>
If you are a new group or just forming, please provide some information about your organisation. (This could include a letter of support from a constituted body such as community council, trusts, charities, schools, church, TRA's etc.)		<input type="checkbox"/>
Other supporting documents (if applicable) – : EMOVEEE		<input type="checkbox"/>
Declaration		

❖ I/we confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.	<input checked="" type="checkbox"/>
❖ I/we confirm that if funding is awarded, the funds will be used in accordance with the purposes set out in this proposal.	<input checked="" type="checkbox"/>
❖ I/we confirm if there are any significant changes to the proposal or the project/initiative, the Area Manager will be informed immediately.	<input checked="" type="checkbox"/>
❖ I/we confirm that any funds not used for the purpose outlined in this proposal will be returned immediately to the Area Partnership.	<input checked="" type="checkbox"/>
❖ I/we agree to provide an interim report on the agreed date(if required)	<input checked="" type="checkbox"/>
❖ I/we agree to provide an end of project monitoring and evaluation report, including a financial report, within 2 months of project completion date. Future funding will not be considered from organisations who have outstanding evaluation reports.	<input checked="" type="checkbox"/>
❖ I/we confirm that staff or volunteers delivering this proposal are registered with the Protecting Vulnerable Groups Scheme if applicable? Click here for link	<input checked="" type="checkbox"/>
❖ I/we confirm that the employer will be responsible for all staff employment rights associated with this proposal and not East Lothian Council and/or the Area Partnership.	<input checked="" type="checkbox"/>
❖ I/we confirm that the employer will meet IR35 requirements https://www.gov.uk/guidance/ir35-find-out-if-it-applies	<input checked="" type="checkbox"/>
❖ I/we confirm that the host organisation delivering this proposal or any part of it has adequate insurances (e.g. Employer, Public liability and/or Professional indemnity insurance as appropriate).	<input checked="" type="checkbox"/>
❖ I/we confirm that we meet relevant responsibilities under the General Data Protection Regulation click here and Data Protection Act 2018 click here	<input checked="" type="checkbox"/>
Signed: <u></u>	Print Name: <u>RUTH DAVIE</u>
Designation: <u>MANAGER FUNDAMENTAL FOODS</u>	Date: <u>23/05/2023</u>
Applicant or on behalf of the organisation requesting funding	
Signed: _____	Print Name: _____
Connected Communities Manager	Date: _____
When completed please email this form to: areapartnership@eastlothian.gov.uk	



Area Partnership Funding Proposal Form



Before completing this form, please ensure that:

- ❖ You read the appropriate Area Plan prior to submitting your request.
- ❖ You select the appropriate Area Partnership(s)
- ❖ You complete this form fully. We will only consider the information contained within this form.
- ❖ If any changes occur after you send in your application, you must notify the Area Manager.

Area Partnerships

Please indicate the area where people will benefit from this proposal by selecting the box(es) next to the appropriate Area Partnership(s)

REFERENCE NO (Internal only):

- | | |
|--|-------------------------------------|
| All Area Partnerships (please use the links below) | <input type="checkbox"/> |
| Dunbar and East Linton (Please click on the link to view the Area Plan) | <input type="checkbox"/> |
| Fa'side (Please click on the link to view the Area Plan) | <input checked="" type="checkbox"/> |
| Haddington and Lammermuir (Please click on the link to view the Area Plan) | <input type="checkbox"/> |
| Musselburgh (Please click on the link to view the Area Plan) | <input type="checkbox"/> |
| North Berwick Coastal (Please click on the link to view the Area Plan) | <input type="checkbox"/> |
| Preston Seton Gosford (Please click on the link to view the Area Plan) | <input type="checkbox"/> |

Organisation Information

9. Details of Organisation

Name: Ruth Davie

Address: Pennypit Community Development Trust, Pagoda, North Grange Avenue, Prestonpans, EH32 9BN

Post Code: EH32 9BN

Daytime Telephone No: 01875 815221 **Mobile No:** 07515952631

Email: ruth.davie@pennypittrust.com

Website Address (If applicable): pennypittrust.com

10. Main Contact for this Application

Name: Ruth Davie

Position Held: Fundamental Foods Manager – Fa’side Festive Provision – coordinator

Address (If different from above):

Post Code:

If this person has specific communication needs, please provide details:

Daytime Telephone No:

Mobile No: 07515952631

Email: ruth.davie@pennypittrust.com

11.Type of Organisation			
Community Group	<input type="checkbox"/>	Public Sector	<input type="checkbox"/>
		Voluntary/3rd Sector Organisation	<input checked="" type="checkbox"/>
Other (Please Specify):			
Charity No: (if applicable): SC042187			
12.What is the main aim, objectives and activities of your organisation?			
Max 500 Words			
Trusted Partner			
The work we do matters and is respected by our community, partners and funders			
<ul style="list-style-type: none"> • Community First 			
Our community counts and is the foundation of our work			
<ul style="list-style-type: none"> • Caring & Inclusive 			
Our support starts from a position of compassion			
we help those in need because it's necessary and it matters			
<ul style="list-style-type: none"> • Belief 			
We believe absolutely in the potential of the people in our community			
<p>Pennypit Community Development Trust (Pennypit) has been established for nearly 30 years and has a sound understanding of issues facing our local community. A primary aim is to address the high levels of social, health and economic inequalities our communities experience daily. Pennypit is highly visible as our main buildings sit in the heart of the local community and are openly accessible and wholly inclusive. We provide a wide range of services; support and activities that we believe are focused on addressing those said inequalities.</p> <p>We focus on providing opportunities for those experiencing various levels of poverty. Many of our volunteers and staff members have engaged with and participated in services. They received support to meet their needs. This lived experience is invaluable for our development of support services, policies, and practices. Reducing health inequalities is another aim and this is achieved through the provisions of a diverse range of support designed to improve skills, participants' health, and well-being</p> <p>Pennypit work in partnership with statutory and voluntary organisations to share knowledge, skills, and experiences to work collaboratively to increase capacity and build a fairer community. Pennypit advocates developing support and services based on community needs. This is achieved through community consultations that allow the views of the local community to be heard. Community representation is a key area of practice and tries to ensure that all service developments are meaningful and of value to those who participate.</p>			
13.Title of Project Proposal and Project Summary max two lines (to be used in publicity)			
Key priority address inequality			
Fa'side Festive Provision – addressing inequalities over festive period to tackle financial hardship and poverty related issues such as fuel poverty, food poverty, winter essentials and social isolation			
14.Project Outcomes			
Please identify up to three outcomes you will achieve from your project.			
Outcomes are the difference your project will make			
i.e. 10 young people will be able to access a sports bursary scheme which will develop their skills and/or improve their wellbeing			

20 vulnerable people will receive meals and befriending which will **reduce their social isolation**

These outcomes are part of the joint recovery priorities in the East Lothian poverty plan and covid 19 recovery and renewal plan to address inequality – These outcomes will have a direct impact as set out in both plans to tackle the effects of poverty

Outcome 1 – Tackle food poverty/insecurity to Fa’side residents who are experiencing financial difficulties over festive period. By providing a range of food-based interventions and other support.

We will do this in partnership with cash4kids, EL foodbank, connected communities’ team and PCDT to deliver jingle bags, new year bags, winter essentials, fuel top ups, vouchers and cash4kids to 400 households (over 800 contacts)

You can see the increase over the years – especially stark increase last year

Jingle bags

2021 - 168 households

2022 - 214 households

Outcome 2 – Improve wellbeing and reduce isolation by providing a range of festive provisions and support to improve the life of Fa’side residents.

Provide 60 plated meals on Christmas and New year dinners to socially isolated and most vulnerable on Christmas day and new year – along with a gift to open on Christmas day. This will be delivered by a team of volunteers and FCK (Fa’side Community Kitchen)

Outcome 3 – Empower communities to build capacity and share knowledge and skills.

In 2022 62 volunteers, mainly Fa’side residents helped us deliver parcels, winter essentials and food – showing amazing community spirit. This helps communities become stronger and unified by understanding the complex nature of poverty and how communities can be empowered to help each other tackle poverty. Volunteers who helped deliver did so with compassion and empathy and feedback from evaluations showed that many did not realise the impact of cost-of-living crisis plus COVID had affected their community. This has resulted in a few people taking on other volunteer roles in the community.

15. To which of the Area Partnership Plan priorities does your proposal contribute? Please outline how your application will address inequalities? Max 400 words

Theme 3.1 We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people.

Outcome 3.2 People in East Lothian are enjoying healthier lives.

East Lothian Poverty Plan key priority is to address inequalities and tackle the causes of poverty, this is a priority of Fa’side Lunch club where we develop our outcomes based on 2 key themes of the plan:

- ✚ Improve the life chances of the most vulnerable people in our society
- ✚ Reduce the attainment gap and raise the attainment and achievement of our children and young people

Pennypit Community Development Trust along with 'Fa'side Connected Communities Team' and Fa'side Food Provision aims to deliver Fa'side Festive Provision. This is a partner led initiative and will seek funding from a variety of sources including Fa'side AP to tackle financial hardship over the festive period.

Christmas can be a time of financial hardship for many families. To ease the burden of an extra expense, the partnership provided a range of funding to tackle inequalities and provide a Christmas that everyone should experience. The gifts were provided by Radio Forth, Cash4Kids/Mission Christmas Appeal. Generous donations from Fa'side Community in partnership with FCK allowed us to buy additional gifts for older age group. The funding from

the AP would allow us to purchase gifts for young people 14-18 year olds, older people living in isolation.

East Lothian foodbank have provided funding to purchase food for jingle bags (£13k) which enables the provision to buy local and fresh food. This includes topping up food for New Year bags as well – the AP funding will allow us to purchase additional food for New year bags – this will be two recipes (normally soup and a pasta dish – we include recipes and resources in the bags) – other local donations will fund toiletries.

**16. How does your project support communities recovering from COVID?
Max 200 words**

COVID-19 has exacerbated inequalities and the EL Covid 19 recovery and renewal plan aims to address these inequalities and have set out key priorities to improve opportunities for those most disadvantaged.

1. Support our communities to tackle inequality and social exclusion

We have witnessed a huge increase in referrals because of the cost-of-living crisis. In 2022 we observed a 25% - 30% increase in referrals across the provision. These figures will continue to widen the gap amongst the most in need and a new worrying trend of low-income families. Many low-income families after COVID were struggling and now with financial increase on daily living there will be an ever increasing need to support more people. East Lothian Foodbank figures are showing the main source of referrals are low-income families which we expect to see in the festive referral as well.

9. How does your proposal help meet the East Lothian Plan outcomes?

[\(Please click on the link to view the East Lothian Plan 2017 - 27\)](#) [Summary of East Lothian Plan 2017-27](#)

Theme - Prosperous

Outcome 1.1: East Lothian people are working, are free from in-work poverty and are able to develop and improve their work skills

Outcome 1.2: Local businesses are thriving and the business base is expanding.

Outcome 1.3: People and businesses in East Lothian have better access to digital infrastructure and the digital skills they need.

Theme - Community-minded

Outcome 2.1: East Lothian has strong resilient communities where people respect and support each other.

Outcome 2.2: East Lothian People can live affordably and contribute to a thriving community life in a high-quality environment.

Theme - Fair

Outcome 3.1: We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people.

Outcome 3.2: People in East Lothian are enjoying healthier lives.

10. Proposal Description

❖ What evidence do you have that demonstrates the need for this proposal click to see Area Partnerships How the local community has been involved in the development of this proposal? Max 100 words
Pennypit Trust were part of the multi-agency working group to develop the 2021-2023 East Lothian Poverty plan. We continue to be represented on the current plan as an essential partner to collect statistics and data that helps shape and design local and national strategies. The Pennypit Trust use a rights-based approach to include lived experience to represent views and real-life experiences of poverty and the impact on wellbeing. The trust provides regular evidence-based evaluations to demonstrate the impact and differences of service provision. These provisions also feed into ELFFN to support growth and development of a sustainable food system in East Lothian.
❖ How will you ensure that this proposal reaches those in your community who need it most? Max 100 words
This partnership led initiative works by reducing duplication with partners cross referencing referrals. Fa'side Festive Provision starts planning in August with several partners and this continues throughout the months to include how to reach those most in need. We use our partners trusted relationships to target those most in need. An example of a trusted partnership is Fa'side Lunch Club which was established in 2017. Over the years we have worked with families in need to directly support tackling inequalities. Cont.... This provision has built up positive working relationships, so families can trust us to have open and honest conversations about targeting their needs. Fa'side Connected Communities are instrumental in collecting the data so we can measure the impact and share this amongst invested partners. This year we will work with the new family support team to be inclusive of all families needing support.
❖ How will you promote and publicise your proposal? Max 100 words
We share all our communications with local partners and have discussions with education, health and social work to be inclusive to all. We use social media and local networks to promote and publicise this provision. The Pennypit is part of APs health and wellbeing sub group and works alongside third sector VCEL and strategic partnerships. Pennypit Trust also manages East Lothian Friendly Food Network which shares good practice amongst food provisions across east Lothian and has been instrumental in developing the 'Good Food Charter'.
❖ How will this proposal be sustained, if applicable? Max 100 words
Pennypit Trust is mainly funded via the one partnership council fund and is valued to provide services to tackle health inequalities. The Trusts core values align with Fa'side Area Plan and East Lothian plan. We aim to address inequalities by working with partners to make differences and provide opportunities to Fa'side communities.
❖ What the funding will be used for i.e. what you intend to do, where it will take place and which other organisation(s) would be involved, if applicable? Max 100 words
Providing a range of support to those most in need who are worrying about financial pressures of Christmas and festive period. This will take place in several venues across Fa'side. <u>Partnerships</u> EL Foodbank EL friendly Food network

Connected EL - Fa'side Team
 East Lothian Council – transportation team
 FCK
 VCEL
 Fa'side Lunch Club
 Recharge
 Fraser Centre
 Homestart
 Roots and Fruits
 EL housing (homelessness)
 Education
 Churches
 MELDAP
 Fareshare (ALDI, Tesco and Coop)
 Macmerry Mensshed

11. How will you monitor, measure and evaluate the proposal outcomes?

**13.1 How many people will
 c. directly benefit from the funded project?**

Children	400	Young People	200
Adults	250	Elderly People	60

d. indirectly benefit from the funded project? (i.e. families members or wider community)

Children	450	Young People	200
Adults	260	Elderly People	80

13.2 How will you evaluate and measure the impact for local people? (e.g. what evidence will you gather?) – [Click here](#) for Evaluation Support Scotland website

Pennypit uses evaluation tools appropriate to age and consider literacy when collecting data so use different methods to gather information. We respect and are inclusive to ensure we collect the information in a dignified manor where people feel safe to report. We use qualitative and quantitative tools to collect and report evaluations.

13.3 How will you know the outcomes have been achieved? (e.g. the difference you want to make?)

Outcome 1: Reduce inequalities – tackle food inequalities and holiday hunger

Outcome 2: improve wellbeing

Outcome 3: build community capacity

14 What are your key milestones or indicators of success? (e.g. what do you plan to do and when?)

Fa'side Festive Provision

Provide 60 hot meals for elderly and isolated on Christmas and New year day – volunteers will deliver

Provide 230 jingle bags to Fa'side residents that are most disadvantaged

Provide 50 children and young people in Fa'side with winter essentials

Provide 300 children and young people in Fa'side with presents

15 When will it happen?

Expected Start Date: (Month/Year)	Fa'side Festive provision November 2023	Expected End Date: (month/year)	Fa'side festive Provision December/January 2023/24
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Finance		
14. Amount Requested	£ 4750	
19. Total Cost of the Proposal	£ 20,750 (cash for kids 2022 was nearly £30k equivalent in presents)	
20. If you have secured or requested any other funding for your proposal, please provide details		
Funder	Amount	Confirmed/Pending - decision date
Fa'side Festive provision		
Cash4Kids (Presents – unconfirmed amount)	£30k	application process begins in November – mission xmas
East Lothian Food bank (PSG and Fa'side) Jingle and new year bags (350 food bags Fa'side households)	£14k estimate	Application process will begin October 2023
Tartan army charity - winter essentials	£1000	Application process will begin in October 2023
Gofundme (target £2000 – split between psg and Fa'side) Overall project costs	£1000	Application will be posted in October 2023
21. Please provide a breakdown of the expenditure to be incurred on this proposal.		
Items to be purchased or activity to be supported with workings i.e. 10 pots of paint £2 x 10	Supplier	Cost
Fa'side Festive Provision		
Hardship Fund (provide fuel tops ups, vouchers to those most in need – these can also be distributed during festive period via VCEL when most provisions are closed – including food vouchers)	Various	£1000
New year bags (food to top up surplus foods that are donated during Xmas eve – this part of the funding would allow us to provide 2 recipes and toiletries – in 2022 feedback from new year bags were	Various	£2000

these were a bit sparse due to less food surplus and donations)		
Teenage gifts (vouchers and gifts) 20 @ £30 = £600 Older people gifts 20 gifts @£10 = £200	Various	£800
Sessional staff costs: 1 member of staff - £12.50 PH x 60 hours = £750 In kind 4 Pennypit trust staff, 2 FCK staff		£750
Volunteer expenses	Fuel and resources	£200
Total Cost of Proposal:		£4750

22. Governance/Supporting Documents (If you are an existing group/charity or organisation).

Please tick the box(es) below to indicate that you have included the following documents with your completed Funding Proposal Form. (Please refer to guidance note before completing this question)

Most recent Annual Accounts

Most recent Bank Statements for all accounts (past 3 months)

Does the organisation have a bank account with at least 2 unrelated signatories Yes No

Constitution, Memorandum or Articles of Association

Equalities policy/statement or your commitment to equalities?

If you are a new group or just forming, please provide some information about your organisation.
(This could include a letter of support from a constituted body such as community council, trusts, charities, schools, church, TRA's etc.)

Other supporting documents (if applicable) – :
EMOVEEE

Declaration


❖ I/we confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.

❖ I/we confirm that if funding is awarded, the funds will be used in accordance with the purposes set out in this proposal.

❖ I/we confirm if there are any significant changes to the proposal or the project/initiative, the Area Manager will be informed immediately.

❖ I/we confirm that any funds not used for the purpose outlined in this proposal will be returned immediately to the Area Partnership.

❖ I/we agree to provide an interim report on the agreed date(if required)

❖ I/we agree to provide an end of project monitoring and evaluation report, including a financial report, within 2 months of project completion date. Future funding will not be considered from organisations who have outstanding evaluation reports.	<input checked="" type="checkbox"/>
❖ I/we confirm that staff or volunteers delivering this proposal are registered with the Protecting Vulnerable Groups Scheme if applicable? Click here for link	<input checked="" type="checkbox"/>
❖ I/we confirm that the employer will be responsible for all staff employment rights associated with this proposal and not East Lothian Council and/or the Area Partnership.	<input checked="" type="checkbox"/>
❖ I/we confirm that the employer will meet IR35 requirements https://www.gov.uk/guidance/ir35-find-out-if-it-applies	<input checked="" type="checkbox"/>
❖ I/we confirm that the host organisation delivering this proposal or any part of it has adequate insurances (e.g. Employer, Public liability and/or Professional indemnity insurance as appropriate).	<input checked="" type="checkbox"/>
❖ I/we confirm that we meet relevant responsibilities under the General Data Protection Regulation click here and Data Protection Act 2018 click here	<input checked="" type="checkbox"/>
Signed: <u></u>	Print Name: <u>RUTH DAVIE</u>
Designation: <u>MANAGER FUNDAMENTAL FOODS</u>	Date: <u>24/05/23</u>
Applicant or on behalf of the organisation requesting funding	
Signed: _____	Print Name: _____
Connected Communities Manager	Date: _____
When completed please email this form to: areapartnership@eastlothian.gov.uk	