

**Minutes of the meeting of the Fa'side Area Partnership  
11<sup>th</sup> April 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)
5. Cllr Lee-Anne Menzies, Elected Member, ELC (LAM)
6. Kathryn-Jane James, Support from the Start (KJJ)
7. Ian Pryde, Macmerry & Gladsmuir Community Council (IP)
8. Rosanne Woods, Chair of the (RW)
9. Cllr Shamin Akhtar, Elected Member, ELC (SA)
10. Richard Kerr, Pencaitland Community Council (RK) \*
11. Cllr Colin McGinn, Elected Member, ELC (CM)
12. Tracey Redpath, VCEL (TR)
13. Carol Finneron, Pencaitland CC (CF) – arrived around 7.30pm.

**Others in attendance**

Simon Davie, Connected Communities Manager – Fa'side, ELC (SD)  
Andy Cheshire, CDO, Connected Communities - Fa'side, ELC (AC)  
Andy Cox, Transmit Enterprise / Signal – (ACox)  
Marilyn McNeil, IJB representative

**Apologies**

Lorna MacLennan, Business Support Administrator, ELC (LM)  
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 George McGuire, Elected Member, ELC (GMc)  
Donald Grant, Co-opted member (DG)  
Loreen Pardoe, Ross High Parent Teacher Council (LP)  
Alan Bell, Recharge (AB)

\*Not counted for quorum as duplicate member of Community Council  
*Voting members in attendance – 11 present*

		<b>Key discussion points</b>	
<b>1.</b>	<b>Welcome</b>	<p>BA welcomed everyone to the meeting of Fa'side Area Partnership.</p> <p>BA welcomed ACox to the meeting for Item 2 on the agenda.</p> <p>BA also asked TR to pass on our condolences to Maureen Allan following the loss of her father recently.</p> <p>All papers for the meeting have been circulated. SD confirmed the meeting was quorate.</p>	TR
	<b>Apologies</b>	Apologies are noted above.	
<b>2.</b>	<b>Signal</b>	<p>ACox thanked BA and the partnership for inviting him to the meeting and talk about Signal. ACox advised that the company he works for is called Transmit Enterprise and they are a social enterprise who have created an application that can help tackle the impacts of poverty. The application is a person centred tool called Signal. It's a methodology that can be used working with local residents/communities to help them identify what are their key issues, seek to sign post them and support them in addressing these issues, which then (they have evidence to support this) has a positive impact on their experiences of poverty and can indeed move them out of poverty. Which is the key aim of Signal. They have a social investor who backs the application and there ethos is that you 'don't profit out of poverty'. The application can work on or offline, depending on the resources that the organisations have when collecting the data from local residents.</p> <p>ACox provided members with a presentation on Signal (please see the attached video link - <a href="#">2-minute video</a>). If members want to find out more about Signal, please visit their website at: <a href="https://clearsignal.org/">https://clearsignal.org/</a>. ACox confirmed that to run a pilot on Signal for the area partnership could cost £2,400 for 2 years. This would allow the partnership to release as many licences associated with the contract as members felt was appropriate. The important aspect was to have an 'anchor' organisation in the area who would act as the main licensee and they would then train other organisations on its use. As part of the main licence the 'anchor' organisation would work with the Signal team to design and create a methodology that suited our local area and the needs of the organisations who would use it.</p> <p>Q&amp;A from members.</p> <p>I. MM – asked ACox who decided the activities to support the individuals who use the methodology? ACox advised that the organisations who know and work with local people would design the form based on their knowledge of the individuals they work alongside.</p> <p>II. DM – asked what happens after the 2 year pilot with regards to costs? ACox advised that most organisations</p>	ALL

		<p>who use Signal tend to continue its use beyond the 2 year period. They use the data to apply for funding and most include the licence cost in their applications for external funding. It would cost £2k per annum beyond the initial pilot period. ACox indicated that the costs can reduce beyond the pilot and for example if a number of area partnerships were to purchase a licence, then the overall costs could be shared between them. Or the 'anchor' organisation could charge additional organisations for access to Signal beyond the 2 year period, which would help sustain the costs.</p> <p>III. SA – keen to know what difference it makes to those who use it, interested to know how the application could be sustained and is interested in exploring its use for all 6 area partnerships. ACox advised that there is strong evidence to show that the application works and it having a positive impact for local residents.</p> <p>IV. TR – how easy is it to get service users to engage with the application, as in her previous experience this can take weeks or longer perhaps? ACox advised that this will depend on the organisations using the application and indeed their trusted relationships with their service users. The methodology takes around 35 minutes to go through and is person centred, so it concentrates to listening to people's stories and then working with them to address the things they highlight as issues for them. The individuals create an action plan, which tracks their progress against the things they feel are having a negative impact on their life. Tackling the impacts of poverty is a complex matter and not one that will happen quickly. So working alongside the service user will be key. However, the application gives local residents 'agency', it empowers them to take forward the matters themselves, with support, and can change their perspectives on issues which they might feel are impossible to tackle.</p> <p>V. MF – in the presentation, ACox referred to 'interiority' as a criteria, what does this mean? ACox clarified that this is about a person's self-esteem, their confidence and how they feel about themselves. If people feel low about themselves then their evidence indicates they are less likely to seek help, less likely to seek employment or training opportunities and less likely to seek change. <i>This is particularly evident with our young people and those with learning difficulties. Signal are developing and are almost finished, creating specific methodologies for both these groups.</i></p> <p>VI. LAM – who owns the data, who has access to it and how is it stored? ACox advised that they use Amazon prime business as this is the most secure cloud based platform. This has been approved by the information commissioner. In terms of access, if the partnership approved the licence then there would be tiered access</p>	SD
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		<p>to the store, specifically for the data being collected in our area; a Fa'side bubble if you like. There would be a data lead, the 'anchor' organisation and then they work with the organisations who would be using the application. Each organisation would see their own data. The data lead could access all data and if data needed to be shared then the information can be anonymised and then pulled collectively to provide a bigger picture of issues in particular areas or across Fa'side as whole. So there is a robust process in place about who can access the data. One City Council in England has purchased a licence and they have 50 partner organisations, signed up to use it. So they are building robust data around what the keys issues are for local residents in that area.</p> <p>VII. ACox thanked members for their time and engagement in their consideration of using Signal. He would be happy to return and indeed answer any follow up questions members have.</p> <p>VIII. BA thanked ACox for a really informative presentation and taking the time to answer our member's questions. BA noted that SD would be back in touch with him once members had discussed the matter.</p> <p>IX. SD asked BA/Members for their views on whether or not he should continue to explore the use of this application for our Area Partnership. BA advised that the general consensus from the questions seemed to indicate an interest from members. Albeit that he felt and this was reflected in the questions that this is something that perhaps all Area Partnerships could use. BA asked members if they were happy for SD to explore this further with Signal and report back to a future meeting? All members present agreed.</p> <p>X. SD suggested to BA that he could raise this at the next chairs meeting which is currently being organised?</p>	SD
3.	<b>Declarations of interest for agenda items</b>	No declarations received.	
4.	<b>Approval of Minutes</b>	<p>SD noted a duplication at the bottom of page 6 through to the bottom of page 7. SD will get LM to amend.</p> <p>Other than the above the Minutes were checked and agreed as an accurate record. Approved by MF and Seconded by SA.</p>	LM NOTE
5.	<b>Matters Arising</b>	<b>Page 2 Item 2</b> - SD asked if there would be an opportunity for the Fa'side Young Defenders to see the recycling process at Kinwegar. JL will send details to SD as to how this could be achieved bearing in mind the COVID restrictions. SD/LM have made contact with Stuart Wood and AB. Awaiting a response. AC on AB's behalf, asked this matter to be removed as no longer relevant due to time lapse. <b>Matter closed</b>	LM

	<p><b>Page 9, Item 7a</b> – 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. <b>Matter ongoing</b></p> <p><b>Page 6 item 9b – Annual Report 19/20</b> – SD/SM/LM will arrange to distribute the Annual Report as part of our communications strategy. <b>Matter ongoing</b></p> <p><b>Page 5 Item 7c</b> – 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. <b>Matter ongoing</b></p> <p><b>Page 5 Item 8a ii – Cairns at Church Street</b> –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. <b>Matter ongoing</b></p> <p><b>Page 7 Item 9b – Lunch Club Funding</b> - SD also confirmed that he has been working with BA and DM on the creation of a lunch club procurement brief. This has potential to appoint a preferred partner who would facilitate our lunch club provision in Fa’side. SD will share with members once draft is complete. SD advised that following a range of concerns from members around procurement and supporting our third sector partners, it is proposed that we do not take this matter any further forward. SA agreed, she is concerned (MA raised the initial concerns) about the impact this could have on the Pennypit (PCDT). SD advised that ELC are currently working on an SLA with the Pennypit and it has been suggested that the Connected Communities team have input to this, as they support a range of activities in Fa’side. SD asked members what they thought about the undernoted content which he read out. This draft content is open to query, amendment and or comment, as follows:</p> <p><i>‘The beneficiaries’ role in Fa’side will be to act as this communities food and nutrition lead partner and as a consequence, support their Health and Well Being and Children and Young People’s priorities.’</i></p> <p>MF noted the excellent work that PCDT carried out during the pandemic and continue to deliver on behalf of our communities.</p> <p>AB felt it would be appropriate to share this information with other community based food initiatives in the area to seek a view from them?</p> <p>TR noted that members should be mindful of how well PCDT work with other partners in our local community, adding value</p>	<p>SD/MA</p> <p>SD</p>
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		<p>and helping them build capacity which in turn supports our communities.</p> <p>SD noted that AB makes a valid point regarding making local third sector partners aware of this opportunity and indeed seeking views from Fa'side Food Provision members who have an active interest in this area. AC going to arrange a meeting of Fa'side Food Provision to discuss this matter and indeed membership of East Lothian Food Friendly network and good food charter. <b>Matter closed</b></p> <p><b>Page 11 Item 11i</b> - ELC's 'Youth Vision' AB will circulate it to all members once the final draft is completed. <b>Matter ongoing</b></p> <p><b>Page 7 Item 8 c</b> - SD/AC will arrange for Councillor Brooke Richie and FD to visit Recharge. Matter completed and AB will update on later agenda item. <b>Matter closed</b></p> <p><b>Page 8 Item 8f</b> - SD has circulated the poverty champion role and asked members to circulate this amongst their groups/organisations. CF asked what the time commitment would be for this role? SD advised that he would contact her separately to discuss. <b>Matter ongoing</b></p> <p><b>Page 8 item 10ai1</b> - SD and SA will meet to discuss this matter. <b>Matter ongoing</b></p> <p><b>Page 6, Item 6, A, 5</b> - Area Plan review. LAM asked that young people are involved in the review of the plan. AB had indicated that this was facilitated under the previous plan review. SD to ensure that through the children and young people network and young formers sub group that young people are involved in the area plan review. <b>Matter ongoing</b></p> <p><b>Page 6, Item 6, A, 5</b> - SD still has to create a project brief for partnership members for the area plan review. <b>Matter ongoing</b></p> <p><b>Page 6, Item 6, B, a</b> - Junior youth work. AC will provide a finalised report from the outdoor education pilot to our next area partnership meeting in June. <b>Matter ongoing</b></p> <p><b>Page 6, Item 6, B, 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. <b>Matter ongoing</b></p> <p><b>Page 8, Item 8, A</b> - Fa'side active travel, all members reminded that we still require a community chairperson. <i>In terms of time commitment this can vary on the interest of the individual involved.</i> Previously met quarterly and some preparation pre and post meeting. So minimum time commitment is around 50 hours per year. <b>Matter ongoing</b></p> <p><b>Page 8, Item 8 B</b> - CF asked that New Winton was included as a Warm Space. AC and CF to discuss this matter. Picked up later on agenda. <b>Matter closed</b></p>	<p>AC</p> <p>AB</p> <p>SD</p> <p>SD/CF</p> <p>SD/SD</p> <p>SD/AC &amp; AB</p> <p>SD</p> <p>AC</p> <p>AC/AB</p> <p>NOTE/ ALL</p>
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<p><b>6.</b></p>	<p><b>Connected Communities Team Update</b></p>	<p><b>A.</b> Manager Report – SD referred to his previously circulated report. He flagged the following key points for members:</p> <ul style="list-style-type: none"> <li>i. Neil Bainbridge has started as our Connected Communities admin support. He will work closely with AC, SD and our communities. Capacity is still an issue for the team and buildings take up a considerable amount of this time. Ongoing conversations with senior management about addressing this matter.</li> <li>ii. Flagged that agreement reach to extend Bronx occupation of Tranent Town Hall with a view to seek longer term agreement. Huge thanks to AC who has put in a massive amount of work to enable the club to become a CIC. Thanks also to Paul Huish and to TR for all their support in this matter to date.</li> <li>iii. Significant improvement in the works on site. SD to catch up with Paula Waugh on the works to see what their completion date will be. Had originally planned a site opening in Spring however, this may have slipped slightly due to the weather and material delays. Looks impressive on site. MF agreed.</li> <li>iv. Area plan review will be the largest piece of work the team undertakes this year. Needs a couple of volunteers to create a small overview group to support and direct the work the consultation process. Would like a couple of community representatives, an elected member to join the chair and vice chair on taking this matter forward. <b>Can anyone with an interest please contact LM, SD or AC?</b></li> </ul> <p>CF asked if we could create a one page briefing paper with a rough outline of the time commitment that would be really helpful. SD committed to completing and sharing with all members. Proposal to undertake 6 face to face consultation days: one in each main settlement and two days in the main town.</p>	<p>SD</p> <p>ALL</p> <p>SD</p>

		<p>Seeking to consult on Monday 9<sup>th</sup>, Tuesday 10<sup>th</sup> and Wednesday 11<sup>th</sup> August and on Saturday 12<sup>th</sup>, Monday 14<sup>th</sup> and Tuesday 15<sup>th</sup> August. Times roughly 1-7pm on each weekday and 10-4pm on the Saturday. We will also offer an online option for local resident, through Survey Monkey.</p> <p>Focus will be on what we have achieved over the 5 years, what is still outstanding and what is missing from our existing plan, such as climate change and biodiversity.</p> <p>BA asked members if they had any questions for SD. None tabled.</p> <p><b>B. Community Development Officer update – AC referred to his previously circulated report and highlighted the following:</b></p> <ul style="list-style-type: none"> <li>i. Youth work recruitment. Have 2 workers starting induction in a couple of weeks and secured another 3 workers for the area. Hoping also to employ at least one other worker, which should provide us with a bank of 6 sessional youth workers for the area. This is to compliment the work that Recharge undertake on our behalf. With Recharge focussing on Tranent and our sessional youth workers providing supports in our villages.</li> <li>ii. Now running a youth club at Trevelyan Hall, once per week. CF advised that Pencaitland CC will move their CC meetings to accommodate the youth club. AC advised that this is only short term request, as once our youth workers take over the club we will be able to change the day. AC will update CF once start dates for youth workers are known and discuss a change of evening, so as not to disrupt the Community Council meetings.</li> <li>iii. Planning to follow this process for the other villages i.e. Recharge start off supporting the club, set up the processes and then pass it onto our connected communities sessional youth workers. AC will work with local groups and hall users for each community.</li> <li>iv. Elphinstone club going well, with 20 children and young people attending weekly.</li> <li>v. Transitions event for all P7s. This is something the Head Teachers in all schools have been asking for. It will take place on 19<sup>th</sup> and 20<sup>th</sup> June at Meadowmill. Huge thanks to all supporting partners, real one council approach, and massive thanks to Enjoy Leisure for hosting it at Meadowmill.</li> <li>vi. Run an Outdoor Education pilot at Elphinstone and St Martins primary schools. Still finalising the report and hope to offer it out to other primary schools this year, through our youth work budget.</li> </ul>	AC
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		<p>vii. Worked alongside CF and Pencaitland CC to support an additional warm space in New Winton. Roughly 16 participants and tackling social isolation and creation social cohesion for those in the village. Been a success. An evaluation of all the warm spaces will take place closer to end of May and then back to Health and Well Being Sub group for clarity about whether these need to continue. One comment from New Winton that sums up the warm space, which came from an attendee is 'it's fostering a real sense of community in the village'.</p> <p>viii. LAM thanked AC for his report and asked if baseline data had been captured on ASB of the young people involved, and evidence to gather to show the difference that is being made? AC that such data has not been captured. SD noted that the Signal methodology might be a useful tool in this regard, especially given they are developing a youth work module/plan.</p> <p>ix. SA thanked AC for his support to our communities in particular the funding he has assisted groups obtaining and the positive impact he is making for our young people in our communities.</p> <p>x. CM thanked AC for his update report and all his hard work and efforts on behalf of our communities in particular our young people. Following the pandemic our young people were disproportionately affected and the administration say this and acted to create additional funding for youth work (Specialist Youth Work Co-ordinators). Great to see and hear the benefit of this in our communities.</p> <p>xi. BA thanked AC for his report and indeed for the hard work on behalf of our communities. The amount of work, alongside the quality of it shows real progress for our communities. On behalf of the partnership BA thanked AC for his contribution.</p>	
7.	<b>Consultation hub</b>	<p>SD advised members of this standing item on the agenda.</p> <p>CM reminded everyone of the active Customer Service survey which is live and is about to close at the end of the week. He asked all members and associated groups to share the link for the survey. <u>Matter closed.</u></p> <p><i>PMN – All area partnerships, including Fa'side, have re-shared the Customer Service survey and the date for responses has been extended.</i></p>	SD/ ALL
8.	<b>Sub Group updates and Community Groups</b>	<p>A. <b>Fa'side Active Travel</b> – SD noted no change from previous update. Still seeking a community chair. SD is in the process of meeting an interested party and will update members following on from this. Again, if any groups have interest from either their members or members of the public, please contact SD or LM. No questions tabled. Given the uncertainty, still seeking a devolved budget.</p> <p>B. <b>Fa'side Health and Well Being</b> – RW referred to her previously circulated report. Next meeting is scheduled for the following day where they will have a presentation from</p>	SD/ ALL

		<p>Macmerry Men’s shed, discussion on what their priorities are for the coming year and update on the warm spaces. No questions tabled and group still seeking devolved budget for this financial year.</p> <p>C. <b>Fa’side Young Formers</b> – As AB was unable to be present, AC referred to the previously circulated report. AC highlighted the visit to the group by FD, AC and SD. Some interesting matters were flagged by the group and it was agreed that a future meeting should be set up to discuss some of the issues raised, particularly around Ross High School.</p> <p>AC noted that he and AB would be meeting to review the Specialist Youth Work Co-ordinators post, as AB has been in post for 6 months. There is a strong partnership which has developed and are keen to share the impact on the work and this partnership.</p> <p>One key priority for the group is vaping. This is a matter of focus for the young people and something they would like to research and explore this year.</p> <p>Our meeting then had a lengthy discussion on some of the challenges around vaping, particularly some of the mixed messages from NHS partners and the marketing of vapes; given the significant lack of data or evidence around the long term health impacts.</p> <p>General consensus from all members is that vaping has a negative impact on our local communities, residents and our young people in particular. We will await with interest the findings of the Young Formers report and then consider what action we as a partnership can take.</p> <p>D. <b>Support from the Start</b> – KJJ provided a verbal update. Alison Cameron has stood down as chair and KJJ has taken on the role. Have had one meeting of Support from the Start leads and another planned. Looking to review, streamline the process and look at the group’s purpose. Still have £1200 still to allocate from last year’s budget. Awaiting confirmation of the budget for this financial year however, even if the group do not receive a budget they will continue to meet.</p> <p>SA asked KJJ if there had been consideration around constituting as a stand-alone organisation, which could then attract or seek external funding. KJJ indicated that there has not been any discussion around this matter to date.</p> <p>E. <b>Fa’side –Scrutiny and monitoring group</b> – SD advised that as yet the group sits dormant with a view to reviewing the process going forward. Capacity is the key issue in the delay in moving matters forward.</p> <p>Due to timing, an application seeking support to run our Easter Lunch club was received from PCDT, application was made by Ruth Davie. SD noted his family ties. However, application was considered by BA and DM through</p>	<p>AB/AC</p> <p>ALL/ AB</p> <p>ALL</p>
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		<p>delegated authority, given that Easter fell early this year and planning needed to take place. BA and DM took a delegated decision on 15/3/23 to support funding, which was received from our Holiday Hunger funding, specifically for lunch clubs. BA asked members if there were any queries or concerns with the decision? All members agreed the decision was appropriate and were happy to support it.</p> <p>SD noted that there is a fun day organised for this coming Friday at Preston Lodge where both the PSG and Fa'side children and young people will be attending. All members are welcome to attend. BA and LAM asked for the details as they were keen to attend.</p> <p><b>PMN – SD sent on invite to BA and LAM. <i>Matter closed.</i></b></p> <p><b>F. Poverty Champion update</b> – No further interest from any local representatives and therefore there is still a vacancy.</p>	ALL
<b>9.</b>	<b>Third Sector update (VCEL)</b>	<p><b>3<sup>rd</sup> Sector update</b> – TR noted the links on our agenda document for members and again drew their attention to funding and training opportunities.</p> <p>i. TR thanked the partnership for their support in providing a hardship fund to VCEL. They have had some discussions on publicising the award however, were concerned about the small amount and how quickly it would be spent. SD suggested that it might be better for VCEL staff and volunteers to allocate the funding to those in need, as they have trusted relationships with some of the people who use the pantry and indeed other local partners. BA asked members if they were happy to support the proposal? All members agreed.</p> <p>ii. Inspiring volunteer awards have now closed. They have received a higher number of applications than the previous year and are really pleased with the response. The awards ceremony will take place in the summer and it will be a Thursday night (possibly 8<sup>th</sup> June). More information to follow.</p> <p>iii. VCEL have period poverty funding and are now providing £10 vouchers to local residents in need of support. At present they have 100 vouchers to allocate, one per person, per month.</p> <p>iv. East Lothian Food Friendly Network funding is now fully allocated. The last of the funding was used for air fryers for local groups.</p> <p>v. Working with ELC Community Justice Colleagues and seeking placements for their clients to undertake their payback orders in community groups. If any groups are interested in finding out more about how this could work for them please contact TR.</p>	<p>ALL</p> <p>NOTE</p> <p>NOTE</p> <p>ALL</p>
<b>10.</b>	<b>Budget updates</b>	<p><b>A. Financial year 2022/2023</b> – update on end of year position</p> <p><i>I. Amenity services update to follow, at next meeting</i></p>	

		<p>SD asked members if they had any questions or queries on the final budget position for last financial year. None tabled.</p> <p><b>B. Youth work budget 2022/23.</b> SD asked members if they had any questions or queries on the Connected Communities Fa’side Youth work budget (although not an Area Partnership budget, this has a direct impact on our communities and it’s important that we update members). None was tabled.</p> <p><b>C. Budget for Financial Year 2023/24 –</b> SD advised members that our budget had remained the same this financial year. SA commented that it is important to recognise the challenge this has been given the current financial crisis however, it demonstrated the administration’s commitment to devolved budget making and ensuring that local communities were empowered to make decisions that would improve the lives of residents in their area.</p> <p>SD indicated that the attached was an illustration paper only, indicating the support we had agreed previously to our sub groups and indeed the 2 applications that were in front of members for consideration. It indicated that if all approved <i>we would have £18,500 left to allocate for the whole financial year</i> and we still had applications to consider, some in preparation. SD noted a challenging financial environment for the partnership and members and indeed thanked the administration for their continued support of area partnerships, which in his view were an excellent vehicle for making a difference in our local communities.</p> <p>SD asked members if they could clarify if they were still prepared to support our sub groups.</p> <p><b>D. Fa’side Active travel - £5,000 –</b> a lengthy discussion took place and it was agreed to award this sum initially to the group however, if no progress was made in securing a local community representative to chair the group and members to attend, then the funding would be withdrawn and returned to the general element. BA put forward the proposal and all members agreed. SD/LM to update records.</p> <p>LAM indicated that she would prefer the funding to be used for additional Youth work. SD advised that following ongoing discussions with senior management he hoped that Fa’side would see an increase in our Youth Work budget which currently sits at £17,000 per annum.</p> <p><b>E. Young Formers (youth sub group) - £1,000 –</b> BA put forward the proposal and all members agreed. SD/LM to arrange transfer of funds to Recharge.</p> <p><b>F. Health and Well Being Sub group - £10,000 –</b> BA put forward the proposal and all members agreed. SD/LM to update records.</p>	<p>SD/LM</p> <p>NOTE</p> <p>SD/LM</p> <p>SD/LM</p>
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		<p>G. <b>Roads devolved budget - £47,500</b> – SA noted that a speed reactive sign had been damaged in Pencaitland and if Roads cannot repair could the CC come to the partnership for support. SD noted that we have yet to receive any requests from community groups, so applications welcomed.</p> <p><u>SD also noted that the speed reactive signs that we installed 5 years ago are coming to the end of their 'lifespan' so if communities are interested in renewing them to contact SD or LM.</u></p> <p>SD also noted that there are some conversations ongoing about possible projects.</p> <p>H. <b>Application proposals</b> from: SD advised members that in advance of the papers being circulated he has placed a 'note of interest' with colleagues who have administered the Summer of Play funding for East Lothian. This is Scottish Government funding and we are aware that there has been an amount set aside however, to date we do not know what East Lothian's portion of this is and what the criteria will be to access the funding. SD has put forward both requests and the total sums sought, for support from the Summer of Play.</p> <p><b>I. East Lothian Play Association &amp; supporting papers £6,211.00</b> SD referred to the papers previously circulated to members and summarised the project. BA asked members if they had any questions. No questions tabled. BA asked members if they would like to support the application. 11 members voted in favour of the application. As a result, the project was supported.</p> <p><b>II. Can Do &amp; supporting papers £9,289.00</b> SD referred to the papers previously circulated and advised members that aside from the application and annual report, all other papers which were attached are confidential and provided to assist our decision making. SD asked all members to destroy or delete the additional papers once a decision has been made, due to the sensitivity of their content. <b>All member agreed to do so.</b></p> <p>A very lengthy discussion took place on this application. Whilst all members who contributed supported the ethos of the charity and their service, serious concerns were raised about the high level of costs associated with the proposal. Members felt that in its current form it was not sustainable. It was also a significant amount of our budget. Given the significant level of children and young people who attend the provisions, it was felt that from an inequality perspective that the applicant had an unmet need. Some concerns were noted about the poverty aspect of the application and indeed the lack</p>	<p>ALL</p> <p>ALL</p>
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		<p>of information on who was accessing the service and their circumstances. Various contributors noted other external funding streams that could assist the charity in securing the funds they need.</p> <p>As a result the following was agreed by members:</p> <ol style="list-style-type: none"> <li>1. All members (11 voted in favour of supporting the application) supported the application on the basis that: <ol style="list-style-type: none"> <li>a/ This award is for one year only and no other approaches will be considered for this type of activity in the future by the Area Partnership.</li> <li>b/ Can Do agree to work with VCEL on securing external funding streams to make this element of their service provision sustainable.</li> </ol> </li> </ol> <p style="color: red;"><u>PMN</u> – Given that SD has expressed a note of interest in the summer of play funding. If this is awarded in full or in part, Can Do and ELPA will return these sums to the area partnership.</p>	
<b>11.</b>	<b>AOCB</b>	<p>BA asked members if they had an AOCB? None was raised however, he sought some clarity on the following.</p> <p>Tranent Mains Road, from the Bankton/Meadowmill (?) roundabout, past the cemetery and up into the Coalgate area. He has noticed that since the 40 mph speed limit has been reinstated that there has been a significant number of vehicle crashes or accidents, from what it seems is drivers speeding towards the bad corner and ending up in the field. BA asked if this was a matter that had been brought up elsewhere and if not was this a matter we could consider taking forward?</p> <p>LAM advised BA that this matter had been raised at Tranent and Elphinstone Community Council and she had in turn contacted Alan Stubbs seeking a site visit. Unfortunately, due to her mother's passing the meeting had to be cancelled. She plans to ask Alan for another meeting.</p> <p>MF advised BA that following the same Community Council meeting, they had contacted SD and in turn Ian Lennox from the Roads team asking what could be done about the matter. Ian had contacted MF and there were ongoing discussions.</p> <p>SD indicated that he would seek to co-ordinate a meeting of all interested parties to take the matter forward.</p>	SD
<b>12.</b>	<b>Dates of area partnership meeting</b>	<p style="background-color: #00FF00;">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><b><u>Dates of meetings for this year</u></b></p> <ol style="list-style-type: none"> <li>a. Tuesday 6<sup>th</sup> June 2023</li> <li>b. Tuesday 6<sup>th</sup> September 2023</li> </ol>	ALL

		<p>c. Tuesday 7<sup>th</sup> November 2023 d. AGM to be organised.</p> <p>SD noted that our AGM would take place once the outcomes of our area plan consultation were complete. As this might mean we need to review existing sub groups, funding and standing orders. Meantime there is a recognition that our standing orders require to be changed.</p> <p>SD advised members that we had agreed to re-consider our meeting platform at this meeting. He asked members if they wished for meetings to remain on line or did members wish to return to face to face meetings?</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 &amp; LM</p>
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**Contact:** - Email: [faside-ap@eastlothian.gov.uk](mailto:faside-ap@eastlothian.gov.uk) Phone: Lorna MacLennan, 01620 827146 or Simon Davie on 07912 785 194

## **Item 6A – 11<sup>th</sup> April 2023**

Connected Communities Managers update as at 28<sup>th</sup> March 2023

Covering period Jan 2023 to 28<sup>th</sup> March 2023

### 1. Team update:

The overall focus of the team this quarter has been around the end of the financial year and recruitment. We would like you to welcome Neil Bainbridge to our team, he will provide admin support to the Connected Communities element of our work streams. Neil works 17.5 hours per week and can be contacted on our previous mailbox: [connect-fa-side@eastlothian.gov.uk](mailto:connect-fa-side@eastlothian.gov.uk).

Neil is currently undergoing his induction phase and during that period we will try and get Neil to meet as many local representatives as possible. Neil might be a familiar face to those of you who visited the George Johnstone Centre, as he worked for the Library/Customer Services team previously.

We have been updates on the agenda as to how we have performed from a financial perspective and also worth noting that we have worked with colleagues in our Financial Inclusion team to run some events in our local warm spaces, making applications for residents to the Community Wind power fund. When we hear more from these sessions we will let you know. They were warmly received by those who attended and we hope to organise more with different focuses in the future.

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. We also attended a whole team service development day on 4<sup>th</sup> February where colleagues from all 6 localities were present, this is to help our team develop and grow.

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 not had a chance to re-organise a meeting for the sub group. Interest has been received from a local representative and I am presently trying to arrange a meeting with this individual. 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, with a view to presenting a case to our Corporate Asset group to explore the possibility of a longer term agreement with them. Andy Cheshire, Paul Huish and Tracey Redpath have undertaken a huge amount of work to support the club. In particular Andy worked with the club to secure their Community Interest Company (CIC) status. **Matter ongoing.**
  - B. Elphinstone Community Centre: Education have indicated that they no longer require the use of the Community Centre. Now met with Education colleagues and closed the matter. Have a small amount of established hours each week in the centre, which are mainly taken up supporting the youth club. Matter closed.
  - C. Ormiston Community Centre: New Facilities management resource now working at the Centre. This has led of a more settled pattern of service provision for our users. Ongoing conversation with Facilities Management colleagues regarding our established hours for operation in the centre and will update members on the outcome. 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. **Matter ongoing.**
  - D. Trevelyan Hall (Pencaitland): New Facilities management resource now working at the Hall. This has led of a more settled pattern of service provision for our users. Ongoing conversation with Facilities Management colleagues regarding our established hours for operation in the centre and will update members on the outcome. Trusted key holder procedure in place and engaging with Community Council and local resilience team on this matter. Are currently establishing a new youth club in the hall, with support from Recharge; who are leading on the matter. Longer term we hope to employ East Lothian Council youth workers to lead the club. **Matter ongoing.**
  - E. Macmerry Village Hall: Due to Business Continuity of Facilities Management colleagues unable to recruit to the vacant Senior Facilities Assistant role which is vacant. As a result, been unable to return the Stathspey Reels group and a Dog training group, who we had been engaging with. This has hampered our efforts for a programme of activity in the hall. Will update members once this position changes. 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 led by Sports, Countryside and Leisure. Will update members once more is known. **Matter ongoing.**
6. Festive Provision: This was the key element of work undertaken by the team from November through to the end of December. The provisions seem to go well. Still to have follow up sessions with our key partner, the Pennypit and also other partners – such as the schools, HSEL, Tenancy Support etc. Working on creating a new process for the main referral element. **Matter ongoing.**
7. Dementia Friendly Tranent (DFT) – Garden of Reflection, Polson Park - DFT: Work is still ongoing at the Garden. Visited site last week, significant progress has been made, with the puggy, large stone, entrance pillars and path almost all completed. Need to arrange a catch up with DFT members to clarify how things are progressing. Still on track for a spring 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. Ormiston Library - Supporting a community group who have an interest in a café running from the Library. I have engaged with the community group on behalf of colleagues in Customer services and Library staff to support their request and help navigate ELC's corporate processes. Matter has now come to a close, unfortunately ELC do not have sufficient funds to carry out the work to create the kitchen/café. As a result, the matter has been closed. An offer of support has been made to the group, should circumstances change. Matter closed.
11. 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.**
12. 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.**
13. 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.**
14. 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.**

15. **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.***
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. **One Council Partnership funding** – worked with colleagues investigating applications made to the fund from the Fa'side area. **Matter closed.**
18. **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 1<sup>st</sup> phase of development is taking place close to their CC boundary and will be of interest to them. ***Matter ongoing.***

**Simon Davie**

**Connected Communities Manager – Fa'side**

**28<sup>TH</sup> March 2023**

## **Item 7B – 31<sup>st</sup> January 2023**

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

#### **Report on work completed since 31<sup>st</sup> January 2023**

##### **1. Introduction**

This report focuses on the work I have been carrying out since the 31<sup>st</sup> January 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.

Establishing a warm space across all our villages in Fa'side was the immediate priority I had when returning after the New Year. Thanks to the support of the wider area partnership, we were able to improve five existing providers' offer to include warm spaces in the Fa'side area and this will be covered in point 7.

Head of Establishment duties still take a considerable amount of my time and I had mentioned in the previous report that I was part of a short life working group to review the guidance around the Head of Establishment role. The last meeting for this group to revise the new guidance for Head of Establishment will conclude this week, prior to the Area Partnership meeting this report refers to, and so I am happy to answer any questions about the working group at the meeting.

There has been ongoing developments with regards to youth work and I will cover these in points 2 & 4. I have also attached to this report, the annual youth work budget for financial year 2022/2023.

##### **2. Youth Work**

Elphinstone Youth Club will re-commenced on Thursday 19<sup>th</sup> January 2023 and has been running each week, with maximum capacity (20) reached at both groups.

I'd mentioned in my previous report that Elphinstone Youth Club was the only youth work that the Connected Communities team were directly involved in delivering, with all other youth work facilitated by Recharge, however this is about to change.

We were successful in appointing two candidates from the recruitment process we initiated at the time of my previous report. Permission was sought and granted to re-recruit as we were aiming for a minimum of 4 youth workers to join our team so we could roll out youth clubs in the villages. Interviews for this second round of recruitment will be held on Wednesday 29<sup>th</sup> March. I had mentioned that the timescale for starting the first two candidates would be the end of March and we are not far away from that target. It is hoped that the two candidates will officially start week beginning 10<sup>th</sup> April.

In partnership with Recharge, the first Pencaitland youth club session will operate from Trevelyan Hall on Wednesday 22<sup>nd</sup> March. There will be a weeks' break due to the community council meeting there on the 29<sup>th</sup> and then it will start on Wednesday 5<sup>th</sup> April running through to July with a view to extending and operating throughout the summer holidays. This will be for P6 – S2 and the club will operate from 1830-2030. This has been a long time coming and the club will be fully resourced and staffed initially with Recharge staff with a view to embedding the new youth workers from the recent recruitment drive.

The next location for us to target will be Ormiston and I hope that by the time of my next report, that there will be real movement on this priority.

### **3. Bronx diversionary project**

The council's asset group has approved the extension of the lease at Tranent Town Hall.

I conducted a meeting with Simon Davie, Paul Huish from sports development and Tracey Redpath from VCEL, to look at the appropriate structure of governance for the club. I then worked with Richard and John from the Bronx to complete their application to become a Community Interest Company. It was important for us to improve the governance of the club. The application has been approved, which is fantastic news. Tracey, Paul, the Bronx and I will meet again on Wednesday 22<sup>nd</sup> March to look at charging structure, marketing and to identify which areas of support are required so we can look at bringing in some new faces to support the development of the club.

There is no update on the diversionary project at this time.

### **4. Junior youth work**

We have now completed the issue based youth work in Windygoul PS and are awaiting the evaluation from the school and young people. This means that we have now delivered in St Martins PS, Windygoul PS, Macmerry PS and the sessions in Sanderson's Wynd have also started this week. We do plan on getting to both Pencaitland PS and Elphinstone PS prior to the transitions event we are co-ordinating at Meadowmill in June.

This has been a huge project and has been part of the specialist youth worker agreement that will be covered further in point 6.

I briefly mentioned the aspiration from teachers and students alike, to host a transitions event for every Primary 7 pupil in Tranent and Fa'side. Meadowmill has now been booked for Monday and Tuesday 20<sup>th</sup> and 21<sup>st</sup> June.

I have met with a range of services and I am in the process of pulling the programme together. I have also liaised with all primary schools and the confirmed number of primary 7's attending the events will be 219 across the two days. Once services have been confirmed for delivery and a programme finalised, I will send this out to all schools. This has been a huge piece of work whilst I was already at full capacity, but it is something that I believe is absolutely needed and in particular for those young people attending from the villages. It will also re-launch the event which I hope will become a mainstay within the school's curriculum. Alan has been a great support with this and I will look at incorporating this piece of work into the specialist youth worker remit for year 2. This will be something Alan and I will meet to discuss in the next few weeks.

As a result of the work involved in pulling the transitions event together, there is no agreement with regards to the summer programme and this is also something Alan I will meet to discuss shortly.

I mentioned the Active Travel pilot we delivered in partnership with Outdoor Education at both St Martins PS and Elphinstone PS. It incorporates walking and cycling activities and develops confidence to move around 'my community'. The project supports Scottish Government, ELC, Area partnership and school priorities and it supports pupils to identify what keeps them safe, what they don't like in their community, what could make them safer

and what they could change or how they could help change. It explores travel, urban design and safety in line with curriculum outcomes.

I haven't managed to pull a full evaluation together as yet as I am currently in the process of completing this, however I can provide a snapshot as to the success of the project.

We used our Connected Communities part time youth work budget to support this activity. It was a significant portion of our budget however, given the need in our local area and our desire work in partnership to deliver youth work priorities, we felt this maximised our budget in an innovative way. Hopefully you will be able to see that when I circulate our completed report.

Nursery to Primary 7 cycling was delivered to 69 pupils in Elphinstone (7 learning to cycle for the first time during the programme) and to 193 pupils in St Martins (16 learning to cycle for the first time).

Nursery to Primary 5 cycling activities delivered a combination of Cycling Scotland's national cycling skills programmes 'Play on Pedals' and 'Bikeability Scotland'. These activities delivered curricular outcomes including; social development, learning with peers, supporting others, traveling safely skills, health and wellbeing outcomes including developing gross/fine motor skills and physical awareness.

Primary 6 to Primary 7 activities developed further travelling safely and investigating my local and neighbouring communities, investigating alternative transport choices, staying safe around roads and keeping myself and others safe, understanding how to stay healthy and knowing how to maintain energy, and resilience.

Some quotes from the participants:

*"I never knew the track to Macmerry was there, I love this play park".*

*I've never cycled to Macmerry...I come by car to visit my cousins".*

*"When can we do it again?"*

*"I cycled for the first time ever, with my friends, I'm so happy".*

Some points of interest from the project:

The project incorporated a range of council services, including the roads team, to highlight the one partnership approach in action!

We could do with some adult volunteers for when we try and launch a whole school approach for this project after the summer.

This pilot project has been very successful and is one we want to build on – ideally reaching all young people across Tranent and Fa'side over the next 5 years. We will be meeting to discuss next steps and will inform the Area Partnership of these at the next meeting.

## **5. Festive Provision Fa'side**

I'm keeping this as part of the update as we haven't yet reviewed the provision from last year. This will need to be concluded soon to allow us to engage with the schools before they finish up for the summer. It is imperative that we have the correct support structures

from our colleagues in education to allow us to reach all those who should be benefitting from this initiative.

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

Both Alan and I need to review the SLA prior to the next Area Partnership meeting. Recharge drop in sessions are now at capacity on some evenings, with young people being turned away on occasion.

Simon, Cllr Fiona Dugdale and I met with the young formers and Alan to celebrate the success of the SLA, but also to hear first-hand about some of the issues facing our young people and this is something I will now follow up on.

Alan continues to represent the views of young people and these matters at our partnership meeting, sub groups of the area partnership, VCEL youth forums and at the local Community And Police Partnership (CAPP) for Fa'side.

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

Warm spaces have now been funded. New Winton Community Hall, Fa'side Community Kitchen and Macmerry Miners have all been funded are now all operating. I need to arrange to visit all three and find out if they require any additional support. The other two who have been funded are The Fraser Centre who launch theirs on Friday 31<sup>st</sup> March and Tranent Library who will launch theirs in April.

Children and Young People's Practitioners Network

The first Children and Young People's Practitioners Network was held on 8<sup>th</sup> February and this was another success of late. A good mix of organisations attended and have agreed

that this should be a quarterly meeting with the next proposed for 10<sup>th</sup> May from 1000-1200. Please if you haven't received an invite, then get in touch with me.

One highlight from the meeting was that all agreed it would be very beneficial for organisations/groups to invite young people to the third meeting so we can actively listen to them about any concerns or issues they are facing at this time. This will take some coordinating, but would give the group a focus for the year.

Colleagues working within the Whole Family Wellbeing Fund will provide a presentation/update at the next meeting and there will be a focus on that wider family support.

## **8. Head of Establishment Duties**

Monthly audits are ongoing and have been completed for February.

We have appointed a new business and administration support, Neil Bainbridge. This means that once Neil has completed the induction and has settled in, that we can revisit the document that Lynne had produced around FM hours and tracking maintenance.

I will be showing Neil all of our facilities and introducing him to FM staff and user groups as he will hopefully be able to liaise with them as part of his role.

## **9. Community Facilities in Fa'side**

### **A. Macmerry village hall**

- 1. Rear storage room (Ante Room)** – This has now been completed.
- 2. Macmerry Men's shed** – Supporting the group with governance and funding. Looking at developing a business plan/sustainability plan with them.
- 3. 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** – Will provide an end of year evaluation 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.

### **C. Trevelyan Hall, Pencaitland:**

- 1. Storage** – Pencaitland Community Council have agreed to assist with making storage available within Trevelyan Hall.
- 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.

**Andy Cheshire**

**CDO, Fa'side**

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**21/03/2023**

**FA'SIDE ' WARM SPACES TIMETABLE'**

	Cost (£)	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
<b>FA'SIDE COMMUNITY KITCHEN</b> East Lothian Cooperative Bowling Club, Blawearie Road, Tranent EH33 2BG				12:00	13:30	10:00	13:30	12:00	13:30						
<b>VOLUNTEER CENTRE EAST LOTHIAN</b> 56 High Street, Tranent EH33 1HH															
		Pantry 10:00	Pantry 14:00	Pantry 10:00	Pantry 14:00	Pantry 10:00	Pantry 14:00	Free Kindness Café (every 2nd Wed of the month) 10:00	Free Kindness Café (every 2nd Wed of the month) 12:00	Pantry 10:00	Pantry 14:00	Pantry 10:00	Pantry 14:00	Saturday Kitchen 11:00	Saturday Kitchen 13:00
<b>TRANENT PARISH CHURCH</b> Church Street, Tranent EH33 1BW				10:00	14:00										
<b>MACMERRY MINERS</b> Main Road, Macmerry, Tranent EH33 1QF										10:00	13:00				
<b>NEW WINTON VILLAGE HALL</b>															

Ormiston Community Centre, George Street, Ormiston EH35 5JB				10: 00	13: 30	18:30	19:30								
<b>PENCAITLAND LUNCH CLUB</b> Trevelyan Hall, 1 Dovecot Way, Pencaitland EH34 5HA						10:30	13:30								
<b>PENCAITLAND CARRIAGE HOUSE CAFÉ</b> Carriage House, Pencaitland EH34 5DL										10: 00	14: 00				
<b>THE FRASER CENTRE</b> 3A Winton Place, Tranent, EH33 1AF										12: 30	15: 30				
<b>TRANENT LIBRARY</b> 33 Winton Place, Tranent, EH33 1AE CLOSED BETWEEN 1PM AND 2PM		09: 00	17: 00	09: 00	17: 00	10:00	17:00	09: 00	17: 00	09: 00	17: 00	10:00	13:00		

**Item 8 B – Health & Wellbeing Sub Group (Fa’side Area Partnership 11/04/2023)**

Summary

We met in February and confirmed the Warm Space Hub facilities funding in Fa’side. This process of funding will allow us to fully develop the appropriate framework for the next financial year.

We hosted a presentation from Catherine Middleton Findlay, the Health and Wellbeing Officer for Libraries and Customer Services and we then hosted another presentation from representatives of the Whole Family Wellbeing Fund.

The meeting was well attended, and discussions held on funding for next year. Themes for 2023/2024 priorities were asked for our next meeting. Minutes were taken and we will include these in our paperwork to the next Area Partnership meeting.

Dates were agreed for meetings for the rest of 2023. Next meeting of the subgroup is Wednesday 12<sup>th</sup> April.

Rosanne Woods

Chair

Fa’side Health and Wellbeing Subgroup

Rosanne.woods@hotmail.com



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

### **Fa Side Area Partnership April 2023 Young Formers Update**

The Group have continued to meet regularly and have been exploring a variety of issues. They have also met with Andy Cheshire twice and also met with Fiona Dugdale chatting about issues that affect them including vaping and concerns they experience at Ross High School.

The group are starting a focused project on vaping and are looking at to what extent young people are vaping and the level of concern with this in their peers.

One area of work that is ongoing is completing the SCQF Grant making qualification which is almost complete, and all young people are in line to complete this.

The group are also doing some trips over the easter holidays and are finalizing arrangements for the Alton Towers residential in July.

If you have any questions, then feel free to contact Alan Bell  
on [alan@recharge.org](mailto:alan@recharge<trane)

Recharge is Supported  
by



Fa'side Item 10 A - Meeting 11/4/23									
Budget Allocation			2022/23						
			A	R	G		ExF		
			Amenity Services *1	Roads *2	General	SG funding	External funding		Notes
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 project
05/04/22	Recharge	Faside Young Defenders (Youth sub group)			1,000.00			y	Approved by members at AP meeting
05/04/22	ELC - Connected Communities Fa'side	Fa'side Active Travel Sub group *3			5,000.00			n	Approved by members at AP meeting
05/04/22	ELC - Connected Communities Fa'side	Fa'side Health and Well being Sub group			10,000.00			n	Approved by members at AP meeting
05/04/22	PCDT	Easter Lunch Club					3,916.00	y	Approved by members at AP meeting - from Education fund for holiday hunger
31/05/22	Cllr KM	Traffic Island Polson Park		9,886.12				y	Approx cost wait on works being completed - Increase in estimate as needed transport management, traffic lights etc and also footpaths either side of the island had to be dropped for users
31/05/22	Pencaitland Comm Council	Speed tables x 2		40,000.00				n	Approx cost wait on works being completed
18/08/22	Tranent Wombles	Litter picking supports			3,000.00			y	
18/08/22	Brunt Court TRA on behalf of Well Wynd Residents	Connecting after COVID 19			1,043.00			y	Brunt Court are hosting funds but funding provided will be used to support Well Wynd residents
18/08/22	Mental health café	Keep the Heid			4,040.00			y	Reduced amount following feedback from members

12/10/22	PCDT	Oct 22 & Feb 23 Lunch clubs			3,390.00		2,684.00	y	Approved through Delegated Authority due to timescales involved. Using final sum of Education funding for holiday hunger to support the request.
21/10/22	Pencaitland Comm Council	Speed tables x 2		-40,000.00				n	Roads unable to carry out works - see Item 10A I 1
21/10/22	ELC Roads team	EV charging points in Tranent		37,614.00				y	This sum will be matched by SG funding to install 2 new points in housing schemes in Tranent
08/11/22	PCDT	Faside Festive Provision 2022			11,070.00			y	Approved at AP meeting with agreement that if additional funds were needed then delegated authority could be used.
02/12/22	PCDT	Additional funding Faside Festive provision			4,000.00			y	Delegated authority used, supported by AP members from 8/11/22 meeting
31/01/23	East Lothian Roots and Fruits	Shelving for shop			500.00			n	Approved at full meeting on 31-1-23
31/01/23	St Martins Primary School	Outdoor storage for school and community groups			0.00			n	Asked applicant to review and see if there is other funding streams to support the request. Possibility to come back to AP
31/01/23	St Martins Parish Council	Improvements to parish hall			3,957.00			n	Members increased award to fully utilise our general budget. Also agreed, given that we have allocated our general budget this year, that the hall committee could come back to the AP and seek additional funding if they cannot secure the other external funding.
31/01/23	PCDT	Final festive provision supports - winter essentials			2,000.00			n	Approved at full meeting on 31-1-23
31/01/23	VCEL	Hardship fund for Community Pantry			1,000.00			n	Approved at full meeting on 31-1-23
		<b>Total Spend</b>	<b>£ -</b>	<b>£ 50,000</b>	<b>£ 50,000.00</b>	<b>£ -</b>	<b>£ 6,600</b>		
		<b>Balance</b>	<b>£ 100,000</b>	<b>£ (0)</b>	<b>£ -</b>	<b>£ -</b>	<b>£ (6,600)</b>		
Notes	<b>PLEASE TURN OVER</b>								
*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							

Amenity Services		<b>Update to follow</b>							-	-
*3	Fa'side Active Travel	£1,200 on benches for butterdean. Transferred £3,800 back to general budget for Wildflower planting as not linked to FAT role and remit								

**Item 10 B – 11<sup>th</sup> April 2023**

**Connected Communities Fa’side – Youth work spend: Financial year 2022 - 2023**

**Traditional Youth Work**

<b>Budget</b>	<b>Budget</b>	<b>Activity</b>	<b>Cost</b>	<b>Timescales</b>	<b>Delivery</b>
<b>No On costs – this financial year</b>	£17,000.00				
		Elphinstone Youth Club	£537.60	September - November	Sessional
		Active Travel Project St Martins PS	£8610.00 *	December – March	Outdoor Ed.
		Active Travel project Elphinstone PS	£2890.00 *	December - March	Outdoor Ed.
		Elphinstone Youth Club	£929.56		Sessional
		Elphinstone Youth Club	£1200.00	March	Excursion
		Youth Club Resources	£2,800	March	Youth Club delivery across all sites.
<b>Budget</b>	<b>£17,000.00</b>	<b>TYD Spend</b>	<b>£15,767.16</b>	<b>Remaining</b>	<b>£1,232.84</b>
		Not allocated Elphinstone spend yet	£1,200		

<b>Remaining – once all spend completed</b>	<b>£32.84</b>				
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**As at 16<sup>th</sup> March 2023**

\*- £11,500 internal recharge to Outdoor Education – East Lothian Council

<b>Fa'side Item 10 A - Meeting 11/4/23</b>									
Budget Allocation		2023/24							
	<b>FOR ILLUSTRATION PURPOSES ONLY</b>		<b>A</b>	<b>R</b>	<b>G</b>		<b>ExF</b>		
			<b>Amenity Services *1</b>	<b>Roads *2</b>	<b>General</b>	<b>SG funding</b>	<b>External funding</b>		<b>Notes</b>
<b>Date Approved</b>	<b>Organisation</b>	<b>Project</b>	<b>£100,000</b>	<b>£50,000</b>	<b>£50,000</b>			<b>Paid</b>	
01/04/22	ELC - Roads	Admin fee		2,500.00				y	Admin fee for supporting and designing project
01/04/23	PCDT	Easter Lunch Club					5,032.50	n	Approved by delegated authority on 15-3-23 due to timing of Easter and need to plan and get staffing in place. Used holiday hunger funding to support this request. <b>Still have £1,567.50 to allocate from budget.</b>
<b>11/04/23</b>	<b>Recharge</b>	<b>Faside Young Defenders (Youth sub group)</b>			<b>1,000.00</b>			<b>n</b>	<b>To be considered at meeting on 11/4/23</b>
<b>11/04/23</b>	<b>ELC - Connected Communities Fa'side</b>	<b>Fa'side Active Travel Sub group *3</b>			<b>5,000.00</b>			<b>n</b>	<b>To be considered at meeting on 11/4/23</b>

11/04/23	ELC - Connected Communities Fa'side	Fa'side Health and Well being Sub group			10,000.00			n	To be considered at meeting on 11/4/23
11/04/23	ELPA	Summer play activities			6,211.00			n	To be considered at meeting on 11/4/23
11/04/23	Can Do	Transport costs - Summer and Youth clubs			9,289.00			n	To be considered at meeting on 11/4/23
		Total Spend	£-	£2,500	£31,500.00	£-	£5,033		
		Balance	£100,000	£47,500	£18,500.00		£(5,033)		



<b>3. Type of Organisation</b>		
Community Group	<input type="checkbox"/>	Public Sector
Sector Organisation	<input checked="" type="checkbox"/>	Voluntary/3 <sup>rd</sup>
Other (Please Specify): Charity No: (if applicable):		
<b>4. What is the main aim, objectives and activities of your organisation? Max 500 Words</b>		
<p>ELPA's aim is to promote and enrich a culture of play in East Lothian by:</p> <ul style="list-style-type: none"> <li>• promoting children's right to play (article 31 of the UN Convention on the Rights of the Child)</li> <li>• sharing the benefits and value of play for all children and young people living in our community</li> <li>• inspiring and supporting people who work with children.</li> </ul> <p>ELPA currently has a range of activities to achieve these aims. ELPA:</p> <ul style="list-style-type: none"> <li>• delivers Loose Parts Play projects – working across schools and community settings, promoting play and supporting the 'circular economy' to reduce waste and promote environmentally sustainable practice</li> <li>• is a partner in an Erasmus + European Loose Parts Play project with Windygoul Primary School researching the benefits of loose parts play and creating resources to promote the introduction of loose parts play widely in schools</li> <li>• delivers 'Play Rangers' project providing play opportunities in community spaces in the areas of highest disadvantage in the county (SIMD 10% and 20% most deprived)</li> <li>• works in partnership to bring play to our communities through 'Pop Up Play' and other play-based activities and events</li> <li>• supports children's voices through use of creative participation methods and digital media in all our projects and activities including a design project in the new Community Hospital and 'Ok to Play' signage designed with children and displayed across East Lothian during Summer 2021 (and featured on STV news!).</li> <li>• delivers presentations and workshops at conferences to a range of audiences in play, childcare, education and cultural sectors to increase knowledge and awareness of the importance of play.</li> </ul> <p>ELPA awards</p> <ul style="list-style-type: none"> <li>• IPA International Award on the Right to Play in Times of Crisis, 2020.</li> <li>• Shortlisted Nominee: Promoting Play, National Playwork Awards, 2019.</li> <li>• Winner: Positive Support for Play, National Play Awards, 2018.</li> </ul>		
<b>5. Title of Project Proposal and Project Summary max two lines (to be used in publicity)</b>		
<p>Spark the Park Summertime</p> <p>A summer of free, fun and friendly activities for all in Lindores Drive, Tranent. We will bring this local space alive for children, families and the local community to play, relax, explore, create and be with friends.</p>		

## 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

Outcome 1 : 100 children will participate in 20 play sessions where they feel safe, respected and have fun.

Outcome 2: at least 10 local children will lead on the design of the project ensuring it is led by children's views and responds to local need. This will develop skills and confidence and also present a positive view of children within their local community.

Outcome 3: 6 local organisations and a growing group of community members will explore the potential of local green space which will bring people together, build community participation and improve wellbeing.

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

Spark the Park Summertime will support improved wellbeing and relationships through fun, shared activities as well as improving health through increased physical activity. Play has links across a number of the priority areas, particularly green space improvement, mental health, supporting happy, healthy children and listening to the views of children and young people.

4. Working with our partners protect and promote our open spaces, parks, core paths, roads, footways and our environment, including our civic/town centre spaces.

The proposed activity is located in an area within the lowest 10% of the SIMD. (Lindores Drive, Tranent) The proposal will utilise the potential of local greens space and offer quality play opportunities, both of which improve health and wellbeing.

5. Working with our partners clarify how we can support the needs of our older population and where possible cater for future needs.

The space is uniquely positioned to bring people from different parts of the community together. The activities will be led by ELPA and established partners such as Recharge, the Tranent Wombles, and the library. The site also provides an opportunity to involve the care home and programme intergenerational activities. It is ideally situated for the programmes running from Sandersonswynd to access.

6. We will prioritise projects and initiatives that seek to tackle mental and physical health barriers for our residents living with mental/physical health conditions.

Play is essential to children's health and wellbeing. The space will provide a space for children to be active, explore the world and relax with friends in a safe space.

Access to green space is linked to improved mental health, alleviating stress and supporting better sleep. A recent WHO report notes particular benefits for socially disadvantaged or under-represented groups.

7. We will work with partners to tackle the negative impacts of drug or alcohol abuse.

ELPA's approach of working directly in the community engages children and young people who are often excluded from other projects. We have built positive relationships with children and young people in the area.

Fair

8. Working with our partners intervene early in the lives of our children and young people to ensure they get the best start in life.

Play is essential to provide children the best start in life. The proposal has developed from ELPA's work in the area and will be led by the ideas of children and young people. We will establish a planning group with local children to design, implement and evaluate the project.

9. We will work with schools and other partners to tackle obesity and unhealthy eating/drinking in our communities, promoting positive food and nutrition for our area.

ELPA's play sessions increasingly offer healthy snacks. Over the summer holidays, this will be particularly important. We are investing in staff training and have secured additional funds to meet this need.

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

Covid-19 highlighted the importance of play to children's health, wellbeing and happiness. A great deal of evidence emerged about the benefits of play to children in the short and longer term, for their physical and mental health. Though children are returning to a more 'normal' way of being, the impact of Covid can be seen in behaviour, mental health, relationships and lack of experience of social situations.

Playing provides children with a way coping and relieves stresses from other parts of life such as school or family (which have also been under a lot of strain and now have the cost-of-living crisis to deal with). Our sessions will all be free of charge and accessible in the local community.

The proposal has a strong emphasis on children's voices. It is shown that children's creative participation in community life has positive benefits for them (self-esteem, confidence, ability to self-advocate) and for the community as a whole (positive relationships, respecting points of view, fun.)

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

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

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

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#### Theme - Community-minded

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

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

x	

## 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.

X

### 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

This proposal builds on ELPA's Spark the Park project responding to local interest in using green space and outdoor play. Feedback shows the space is underused, has great potential and local people really enjoyed seeing the space animated. This feedback was collected from children, families and older people within the community, who shared many stories of the space. Attendance at these play events far exceeded expectations. ELPA's weekly play sessions on Lindores Drive are well attended, consultation at these shows high level of interest in sessions over the summer. The proposal has been discussed with Amenity Services Lead at ELC, who is supportive.

How will you ensure that this proposal reaches those in your community who need it most?

Max 100 words

The project will be located in an easily accessed community space within the lowest 10% of the SIMD index.

ELPA's community-based approach means our work directly engages with children, young people, families and older people using the space. Feedback shows that we positively engage with children and young people who are excluded or at risk of exclusion from other services.

We have taken huge strides on inclusion of children with additional support needs and disabilities over the last year through our partnership with CanDo. We provide inclusive resources, skilled support and extra information aimed at families where any member of the family has ASN.

How will you promote and publicise your proposal?

Max 100 words

We plan to use a range of methods to reach people and to keep them informed including:

- ELPA has regular, direct contact with local children through weekly Play Rangers sessions - Information through schools
- Posters in local shops and venues such as the library
- Social media – we use social media creatively with bright positive messaging - Word of mouth – we find this is really effective and encourages attendance.
- Connecting with local organisations - Posters around the local area

Our publicity portrays children in a positive light helping to counter negative stereotypes of young people.

How will this proposal be sustained, if applicable?

Max 100 words

The idea of this project is to encourage more use of local spaces even when the ELPA Play Rangers aren't present.

We'll encourage families to look out for the same low-cost and free resources we use – these 'loose parts' tend to be items that would otherwise be destined for landfill.

We will connect with local groups who are thinking about green spaces to share the work and discuss possible developments.

Ideas from the summer programme will inform ELPA's ongoing Play Rangers sessions in the local area.

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

ELPA proposes to run a play-filled outdoor summer programme at the green space between the George Johnstone Centre and Lindores Drive. We hope to base this in a shipping container on site or alternative mobile option. The container would provide a base for activities, and make play resources easily accessible. A staffed programme over the summer will enable us to animate the space with a really fun, playful consistent programme, working with local partners who could also use the storage container. We propose to offer loose parts play, den building, crafts, storytelling, environmental activities as well as a safe place to meet and relax.

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

A range of evaluation methods including observations, questionnaires, interviews and mapping will be used.

- We will record attendances at all play sessions and events as well as using qualitative methods to understand children's experiences.
- We will establish a planning group of children to design, lead on and reflect on the project.
- ELPA uses a scrapbook approach to document projects and capture views at each session
- We are skilled at designing fun, creative surveys to engage children and young people
- We will create engaging visuals to raise awareness of play, understanding of the importance of play.

11.1 How many people will

a. directly benefit from the funded project?

Children	100	Young People	20
Adults	50	Elderly People	20

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

Children	900	Young People	50
Adults	825	Elderly People	50

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

The aim of the project is to encourage play in local spaces, improving children’s health and wellbeing. Beyond the project, the aim is to impact on enthusiasm and drive to creatively use and improve green spaces.

Time to share ideas will be built into the project in a range of ways, individually and as groups. ELPA will work to create a welcoming space where everyone feels comfortable to share their views. It is important to us that people feel listened to and this will support the quality of the feedback we collect.

At play sessions, we are interested in how participants feel. We will use evaluation methods such as well being webs, drawing and mapping that support people to share experiences in different ways. These methods will be used regularly to familiarise children with them and capture ongoing feedback to inform the project. ELPA has developed a scrapbook approach to document projects and collect participants’ views at every session. Both the children’s views and ELPA’s response are recorded in the scrapbook. This principle follows the Lundy model of children’s participation:

- SPACE: Children must be given the opportunity to express a view
- VOICE: Children must be facilitated to express their views
- AUDIENCE: The view must be listened to.
- INFLUENCE: The view must be acted upon, as appropriate.

For wider and qualitative data, ELPA has experience in creating surveys that capture local views on spaces. For example, we are working with Play Scotland on Play Sufficiency Assessments and with CanDo led a survey on Inclusive Play Experiences across East Lothian. Partnership working is key to ensure a wide reach and the impact of the data collected.

Achieving outcome 3 by enthusing and connecting local organisations and community members to think creatively about local green space will be key for ongoing impact. We feel strongly there is a need to maximise on the use of local green spaces, particularly in this area which although central has a lack of formal play spaces and spaces for young people.

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

Outcome 1: feedback from children shows they feel happy, safe and have fun. We will collect detailed stories to understand experiences.

Outcome 2: we have an established, engaged group of children to lead the project and who are confident to share their views. Their input is recognised within the local community.

Outcome 3: we will be part of a group of local organisations and community members discussing the importance of green spaces and working together to make improvements.

12 What are your key milestones or indicators of success? (e.g. what do you plan to do and when?)		
Establish a local planning group involving partners, children and young people – May and ongoing Seek necessary permissions for storage and use of space – May/June Design a programme of activities - June Delivery phase – July and August Ongoing and summative evaluation - July and August Sharing stories of play and participation – August Sharing and reflecting on the project with local groups – September		
13 When will it happen?		
Expected Start Date: (Month/Year)	1 <sup>st</sup> May 2023	Expected End Date: (month/year) 30 September 2023
Finance		
14. Amount Requested	£ 6,211	
1. Total Cost of the Proposal	£ 8,211	
2. If you have secured or requested any other funding for your proposal, please provide details		
Funder	Amount	Confirmed/Pending - decision date
ELPA	£ in kind	Confirmed – play resources and shelters
NTL Awards for All – resources for participants eg healthy snacks, sun hats, sun cream	£500	Confirmed
NTL Awards for All- additional staffing	£1500	confirmed
3. 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
Shipping container hire and delivery or van hire	TBC	£2000
Preparation of resources, activities and programming, including 2 sessions of local involvement of children and partners in getting set up for the summer	ELPA	£850
3 staff at play sessions x 20 sessions,	ELPA	£2796
Resources	various	£400
Project management and coordination: use of office, insurance for sessions, support and supervisions etc	ELPA	£1165
Marketing and evaluation	ELPA	£500
Resources for participants eg healthy snacks, sun hats, sun cream	various	£500
Total Cost of Proposal:		£8211

4. 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 <b>ELPA wound up the previous charity and is now running as ELPA SCIO from 1<sup>st</sup> April 2022. Two sets of accounts therefore attached to the 31<sup>st</sup> March 22</b>	<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) – : Strategic Plan	<input checked="" type="checkbox"/>
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### Declaration

<input type="checkbox"/> 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"/>
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<input type="checkbox"/> I/we confirm that if funding is awarded, the funds will be used in accordance with the <input checked="" type="checkbox"/> purposes set out in this proposal.	
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<input 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"/>
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<input type="checkbox"/> I/we confirm that any funds not used for the purpose outlined in this proposal will be <input checked="" type="checkbox"/> returned immediately to the Area Partnership.	
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<input type="checkbox"/> I/we agree to provide an interim report on the agreed date(if required)	<input checked="" type="checkbox"/>
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<input 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 <input checked="" type="checkbox"/> from organisations who have outstanding evaluation reports.	
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<input type="checkbox"/> I/we confirm that staff or volunteers delivering this proposal are registered with the Protecting Vulnerable Groups Scheme if applicable? <a href="#">Click here for link</a>	<input checked="" type="checkbox"/>
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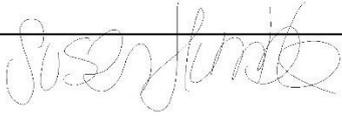
<input type="checkbox"/> I/we confirm that the employer will be responsible for all staff employment rights associated <input checked="" type="checkbox"/> with this proposal and not East Lothian Council and/or the Area Partnership.	
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<input type="checkbox"/> I/we confirm that the employer will meet IR35 requirements <input checked="" type="checkbox"/> <a href="https://www.gov.uk/guidance/ir35-find-out-if-it-applies">https://www.gov.uk/guidance/ir35-find-out-if-it-applies</a>	
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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).

I/we confirm that we meet relevant responsibilities under the General Data Protection Regulation [click here](#) and Data Protection Act 2018 [click here](#)

5. Print Name: Susan Humble \_\_\_\_\_



Signed:

Designation: Programme Lead Erasmus+ \_\_\_\_\_

Date: 16 March 2023 \_\_\_\_\_

Applicant or on behalf of the organisation requesting funding

Signed:



Print Name:

Simon Davie

Connected Communities Manager

Date: 20<sup>th</sup> March

When completed please email this form to: [areapartnership@eastlothian.gov.uk](mailto: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 checked="" type="checkbox"/> |
| Dunbar and East Linton ( <a href="#">Please click on the link to view the Area Plan</a> )    | <input type="checkbox"/>            |
| Fa'side ( <a href="#">Please click on the link to view the Area Plan</a> )                   | <input type="checkbox"/>            |
| Haddington and Lammermuir ( <a href="#">Please click on the link to view the Area Plan</a> ) | <input type="checkbox"/>            |
| Musselburgh ( <a href="#">Please click on the link to view the Area Plan</a> )               | <input type="checkbox"/>            |
| North Berwick Coastal ( <a href="#">Please click on the link to view the Area Plan</a> )     | <input type="checkbox"/>            |
| Preston Seton Gosford ( <a href="#">Please click on the link to view the Area Plan</a> )     | <input type="checkbox"/>            |

### Organisation Information

#### 1. Details of Organisation

**Name:** Can Do

**Address:** Community Centre, 8 Law Road, North Berwick

**Post Code:** EH39 4PN

**Daytime Telephone No:** 01620 893823

**Mobile No:** 07521567315

**Email:** hello@can-do.scot

**Website Address (If applicable):** www.can-do.scot

#### 2. Main Contact for this Application

**Name:** Kirsty Milne

**Position Held:** Co-ordinator

**Address (If different from above):**

**Post Code:**

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

**Daytime Telephone No:** 01620 893823

**Mobile No:** 07521567315

**Email:** kirsty@can-do.scot

<b>3. Type of Organisation</b>		
<b>Community Group</b>	<input type="checkbox"/>	<b>Public Sector</b>
		<input type="checkbox"/>
		<b>Voluntary/3<sup>rd</sup> Sector Organisation</b>
		<input checked="" type="checkbox"/>
<b>Other (Please Specify):</b>		
<b>Charity No: (if applicable):</b> SC049885		
<b>4. What are the Main Aims and Activities of your Organisation?</b>		
<p>Can Do aim to ensure that East Lothian's Children and Young People with disabilities, including those with severe and complex health needs, do not experience social isolation as a result of their disability. We provide regular, supported opportunities for disabled children to experience fun, friendship and adventure similar to their mainstream peers. Our charity covers all aspects of care including administration of medication, moving &amp; handling, personal care, transport, and seizure management to ensure that children can participate in local activities, appropriate to their age and development, independent from their parents/carers. This in turn provides regular, planned respite for parents and carers allowing them to have a break from their full-time caring role. In addition, our charity runs a robust volunteering programme, where we support mainstream pupils aged 15 years and over to gain first hand work experience in the childcare and care sector. This upskills a prospective workforce of the future whilst promoting inclusion and raising disability awareness within local communities and schools.</p>		
<b>5. Title of Project Proposal</b>		
Can Do Transport		
<b>6. To which of the Area Partnership Plan priorities does your proposal contribute?</b>		
<p>This proposal supports the three strands of the East Lothian Plan:</p> <ol style="list-style-type: none"> <li>1. Prosperous</li> <li>2. Community Minded</li> <li>3. Fair</li> </ol> <p>Can Do support growth in East Lothian's community and people through enriching the lives of young people with disabilities. We establish a supportive connected network, upskilling the local residents and amenities to be more aware, accepting and accommodating of the challenges faced by people with disabilities to break down barriers, increasing participation and self-worth. This in turn promotes growth of capacity by encouraging people to think differently and work together to maximise resources and make a difference locally. We support growth in East Lothian's people and economy by providing work experience shaping the workforce of the future. Can Do are a real living wage employer, boosting the local economy by providing fair, accessible employment opportunities for all employees regardless of age or experience. We contribute towards all three strands of the Local Outcome Improvement Plan and feel our person-centred projects align with Area partnership priorities harbouring safe and vibrant communities.</p>		
<b>7. Please indicate below which of the East Lothian Plan outcomes will be addressed by this proposal?</b>		
<p><a href="#">(Please click on the link to view the East Lothian Plan 2017 - 27)</a> <a href="#">Summary of East Lothian Plan 2017-27</a></p>		
<b>Theme - Prosperous</b>		
<b>Outcome 1.1:</b> East Lothian people are working, are free from in-work poverty and are able to develop and improve their work skills	<input checked="" type="checkbox"/>	
<b>Outcome 1.2:</b> Local businesses are thriving and the business base is expanding.	<input checked="" type="checkbox"/>	
<b>Outcome 1.3:</b> People and businesses in East Lothian have better access to digital infrastructure and the digital skills they need.	<input type="checkbox"/>	

Theme - Community-minded		
<b>Outcome 2.1:</b> East Lothian has strong resilient communities where people respect and support each other.	X	
<b>Outcome 2.2:</b> East Lothian People can live affordably and contribute to a thriving community life in a high-quality environment.	X	
Theme - Fair		
<b>Outcome 3.1:</b> We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people.	X	
<b>Outcome 3.2:</b> People in East Lothian are enjoying healthier lives.	X	
<b>8. Proposal Description</b>		
<p>The description should include details on:</p> <ul style="list-style-type: none"> <li>❖ What evidence do you have that demonstrates the need for this proposal <a href="#">click to see Area Partnerships</a> How the local community has been involved in the development of this proposal?</li> <li>❖ How will you ensure that this proposal reaches those in your community who need it most?</li> <li>❖ What are the outcomes you wish to achieve?</li> <li>❖ How you will promote and publicise your proposal?</li> <li>❖ How will this proposal be sustained, if applicable?</li> <li>❖ 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?</li> </ul>		
<b>What will the funding be used for?</b>		
<p>This application is requesting £9,298 from each area partnership to fund transport for 47 young people to access our school holiday playscheme provision (at an average cost of £53.55 per child per day for safe, suitable, escorted transport) and 28 young people to access our weekly youth club (cost of £39.12 per child per evening) across the East Lothian region to access our provisions in 2023, ensuring the specialist support is in place for members to access the service provision. We have asked all six area partnerships for support with this project, providing a unified service across East Lothian.</p> <p>The main barrier to participation identified for those we support is our location. When families don't have access to their own travel or rely on public transport to get around, travel within East Lothian can be complex, costly, and physically challenging. The inclusion of transport for all our service provisions alleviates this barrier and makes our services inclusive and accessible to all our members.</p>		
<b>Evidence of need:</b>		
<p>The success of our charity, the rising population in East Lothian, and the reduction in accessible social opportunities mean we have a long waiting list of over 140 young people requesting school holiday playscheme provision, and a further 118 awaiting weekly youth club support. These children cannot access other out of school social activities and are facing a 5 to 6 year wait for a supported service from Can Do. The need for our specialist provision has never been so high, and we hope that the Local Area Partnerships will consider supporting the costs to provide transport to and from our sessions, investing in our charity to provide the best outcome for disabled children and families.</p>		
<p>Our charity provides support for over 75 young people with a wide range of disabilities, aged 5 -18 years who live in East Lothian, including those with severe and complex care needs. Many of these young people are unable to attend mainstream clubs and activities due to the</p>		

complexities of their disabilities. These are some of the most vulnerable and socially isolated children in East Lothian, amplified by the impact of the COVID pandemic. We have found an increased level of anxiety and distressed behaviours from our members as they begin to build back their skills to access activities in the local community. As such their families face some of the most challenging caring roles. The complex needs of the children mean that finding appropriate care on a formal or informal basis is extremely difficult for families. This impacts directly on their mental health, wellbeing, and employment opportunities, effecting parents, carers, and siblings alike as families pull together as a unit to support their disabled young person.

Social Isolation is something regularly identified by social work, educational or health professionals that refer young people on to our waiting list. The ability for young people to make & maintain friendships is impaired as a result of their disability. Disabled young people can be disadvantaged by not having as wide a range of opportunities to physically meet peers, as well as experiencing difficulties in communicating which makes maintaining meaningful friendships more complex. The ability to provide a safe space for appropriate friendships to develop and flourish is one of the most common reasons for referrals being made to our charity over the last 40 years.

We are governed by a trustee board of parents whose children access our service. This is fundamental in us meeting what the families of children with additional support needs in East Lothian actually require.

**Outcomes:**

Can Do aim to ensure having a disability doesn't impact upon opportunities to make and maintain friendships, experience the joy of childhood by simply having fun, and the feeling of being valued and included in their local community. Our specialist provisions support people aged 15-18 years. The club aims to reduce social isolation by offering a safe space where young people can enjoy age-appropriate activities in a safe, stimulating, and familiar environment, whilst being supported to socialise with their peers. Support is provided from experienced, skilled youth workers to ensure that all of the members individual care needs are met (personal care, behavioural support, and physical transitions for young people with mobility difficulties). This makes the club activities accessible to all and ensures their disability is not a barrier to participation.

Our staff recruit, train and support a team of young volunteers (aged 15 years+) who in turn provide support and friendship as a befriender to the members who attend. This opportunity for regular weekly work experience, provides a platform upon which young school pupils can gain experience, confidence, and qualifications, whilst giving something back to their local community.

**Reaching those in need:**

Access to affordable recreational activities is extremely challenging for all families, particularly during the present cost of living crisis. Decisions have to be made about cost over benefit, with opportunities being limited as family budgets become tighter. The weight of responsibility involved in caring for children with disabilities, can at times be overwhelming, not considering the additional stress of the increased financial costs merely having a disability entails. Our direct costs to families are low, making services accessible and equitable for all.

We provide transport to and from our playschemes and youth clubs ensuring equity of access for all our members. As a fairly rural county, supporting members from across the region we view the provision of transport as essential to enhancing the support for our members. It provides a longer period of respite and ensures there are no barriers to inclusion for families

where own transport is not available, public transport is not accessible and alternative means are too costly. Families do not have to deliberate the cost of fuel to take their children to and from the club. Families without access to private vehicles are relieved of the worry about navigating public transport (particularly in the winter months and amongst regular transport strikes, which makes availability sporadic and disconnected). And we are helping to make our provisions greener by reducing the number of vehicles on the road for each session, choosing transport with low emissions to help our charity reduce its carbon footprint. Simultaneously the provision of transport allows our members to feel more independent. They travel to and from the playscheme or youth club, without relying on their parents or carers, extending their leisure time, and enabling a sense of ownership and independence. This in turn provides additional respite for parents/carers allowing an extended break from their caring responsibilities.

Parents, carers, and families benefit from a planned, regular, day or evening of respite, and have time to enjoy their own activities and hobbies, safe in the knowledge that their young person is cared for and having fun. For some families this provides an opportunity to take up paid employment, being able to commit to a regular shift pattern on a weekly basis, in turn improving the finances and outlook for their families. For others they use this time to connect with siblings, family members or partners spending time together without fear of interruption. Whether families use this time to do their weekly shop, catch up on sleep, or catch up on the many administration tasks supporting a child with a disability entails, what is clear is that for all families this time is essential to support their own well-being, allowing them to recharge their batteries and feel better able to continue in their caring role. The cared for and the carer both benefit from improved health and wellbeing.

#### **Promotion of proposal:**

We will share the outcome of our funding applications on our social media pages, in our annual report and on our website to promote support from funders.

#### **Sustainability of project:**

Our charity has been operating for over 40 years supporting thousands of disabled children and families. The needs sadly have not changed and are becoming more apparent in today's challenging economic climate. We cannot simply stop our projects without having a serious impact of those we support; therefore, financial resilience and sustainability is very important to us. We look to a combination of local funding from the communities we directly impact, and larger scale national, multi-year funding to allow us to maintain and grow the provisions we offer to support families at the time they need it the most.

#### **9. How will you monitor, measure and evaluate the proposal outcomes?**

This must include:

- ❖ How will you know the outcomes will be achieved? (e.g. what difference do you want to make?)
- ❖ What are your key milestones or indicators of success? (e.g. what do you plan to do and when?)
- ❖ How many people will benefit from your proposal?
- ❖ 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

**Outcome 1:** Disabled children and young people (aged 18 and under) will have more opportunities to have fun, develop friendships and do activities they enjoy, improving their mental health and wellbeing.

**Indicator of success:** Our services will be running at full capacity. Offering children and young people the chance to socially interact with peers, try out new activities, and have their voices heard on what activities they want to take part in. They will be included and part of a club.

**Outcome 2:** Parents/carers of disabled children and young people (aged 18 and under) will have more opportunities to enjoy a life outside of their caring role.

**Indicator of success:** Parents/carers will benefit with having time out with their caring role. They will have time to interact and engage with family, friends etc. Have time to reset and take part in a hobby they enjoy or just enjoy the respite Can Do is offering. Carers will be able to take a break from the normal caring routine and have improved wellbeing because of this. In some instances, parents/carers use this respite to maintain employment, contributing towards financial stability for their families.

**Outcome 3:** Our charity will provide opportunities for teenagers within East Lothian volunteer, gaining first hand life and employment skills to transfer over a variety of sectors.

**Indicator of success:** The charity will support 8-10 volunteers each week to gain skills and experience. They will receive hands on working knowledge with children and young people with disabilities.

This application will support the provision of transport for the members we support ensuring equity of access. The provision of transport ensures there will be an opportunity for social interaction for 45 weeks of the year supporting upwards of 75 children and families across the entire East Lothian region.

We will gather evidence of our outcomes by mapping the following indicators:

- Regular attendance numbers.
- Number of volunteers attending each week.
- Weekly observation/evaluation sheets to track progress or highlight concerns.
- Parental Questionnaires.
- Map Volunteer/Sessional Staff destinations after leaving club and seeking education/employment.
- Attendance at internal and external training sessions.

**10. When will it happen?**

<b>Expected Start Date: (Month/Year)</b>	<b>January 2023</b>	<b>Expected End Date: (month/year )</b>	<b>December 2023</b>
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**Finance**

<b>11. Amount Requested</b>	£ 9,289 per area partnership
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<b>12. Total Cost of the Proposal</b>	£ 89,777
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**13. If you have secured or requested any other funding for your proposal, please provide details**

Funder	Amount	Confirmed or Pending
LNER	£ 21,087	Pending
Better Breaks Fund	£ 12,960	Pending

Other funding has been applied for to support other elements of our charitable activities.

<b>14. Please provide a breakdown of the expenditure to be incurred on this proposal.</b>		
<b>Items to be purchased or activity to be supported</b>	<b>Supplier</b>	<b>Cost</b>
3 x buses x 20 days x 3 playschemes	East Lothian Council & ACs	£ 43,500
3 x Bus Escorts x 20 days x 3 Playschemes	Can Do sessional staff	£ 6,841
3 x buses x 34 weeks x 2 youth clubs	East Lothian Council & ACs	£ 32,400
3 x Bus Escorts x 34 weeks x 2 youth clubs	Can Do sessional staff	£ 7,036
<b>Total Cost of Proposal:</b>		<b>£ 89,777</b>
<b>15. Governance/Supporting Documents (If you are an existing group/charity or organisation).</b>		
<b>Please tick the box(es) below to indicate that you have included the following documents with your completed Funding Proposal Form.</b> (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 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) - :		<input type="checkbox"/>
<b>Declaration</b>		
❖ 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.		<input checked="" type="checkbox"/>
❖ I/we confirm that staff or volunteers delivering this proposal are registered with the Protecting Vulnerable Groups Scheme if applicable? <a href="#">Click here for link</a>		<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 <a href="https://www.gov.uk/guidance/ir35-find-out-if-it-applies">https://www.gov.uk/guidance/ir35-find-out-if-it-applies</a>	<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 <a href="#">click here</a> and Data Protection Act 2018 <a href="#">click here</a>	<input checked="" type="checkbox"/>
Signed: <u>Kirsty Milne</u>	Print Name: <u>Kirsty Milne</u>
Designation: <u>Co-ordinator</u>	Date: <u>19.12.2022</u>
<b>Signed by applicant or on behalf of the organisation requesting funding</b>	
Signed: <u>Simon Davie</u>	Print Name: <u>Simon Davie</u>
<b>Signed by Area Manager</b>	Date: <u>20 March 2023</u>
When completed please email this form to: <a href="mailto:areapartnership@eastlothian.gov.uk">areapartnership@eastlothian.gov.uk</a>	