

**WEST DUNBARTONSHIRE COUNCIL**  
**Council Offices, Garshake Road, Dumbarton G82 3PU**

29 November 2013

**PLEASE NOTE TIME OF MEETING**

**MEETING: COMMUNITY PARTICIPATION COMMITTEE**  
**WEDNESDAY, 11 DECEMBER 2013 AT 10.00 A.M.**  
**COMMITTEE ROOM 3**  
**COUNCIL OFFICES**  
**GARSHAKE ROAD**  
**DUMBARTON**

Dear Sir/Madam,

Please attend a meeting of the **Community Participation Committee** to be held in **Committee Room 3, Council Offices, Garshake Road, Dumbarton** on **Wednesday, 11 December 2013 at 10.00 a.m.**

The business is as shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

## **Distribution:**

### **Elected Members:-**

Councillor J Millar (Chair)  
Councillor G Black  
Councillor J Brown  
Councillor J McColl  
Councillor I Murray  
Councillor T Rainey  
Councillor G Robertson  
Councillor M Rooney  
Councillor K Ryall  
Councillor H Sorrell (Vice-Chair)

All other Councillors for information

### **Community Representatives:-**

Mr Walter Graham, Community Councils Forum  
Mr Gilbert Howatson, Community Councils Forum [Substitute]  
Ms Justeen Peacock, West Dunbartonshire Access Panel  
Mr Jackie Maceira, West Dunbartonshire Access Panel [Substitute]  
Mr Haji Munir, West Dunbartonshire Minority Ethnic Association  
Mr Mohammad Rafi, West Dunbartonshire Minority Ethnic Association [Substitute]  
Mr Tony Oliver, Bellsmyre Neighbourhood Forum [Substitute]  
Mrs Rhona Young, Clydebank Seniors Forum  
Mrs Mary McAleer, Clydebank Seniors Forum [Substitute]  
Mrs Barbara Barnes, West Dunbartonshire Community Care Forum  
Mrs Lily Kennedy, MBE, West Dunbartonshire Community Care Forum [Substitute]  
Mr Tom Wilmshurst, Association of Clydebank Residents Groups  
Association of Clydebank Residents Groups [Substitute]  
Ms Anne MacDougall, CHCP Public Partnership Forum  
Ms Hope Robertson, Clydebank Asbestos Group  
Mr David Colrairie, Clydebank Asbestos Group [Substitute]  
Mr Archie Thomson, Renton Community Development Trust  
Ms Gillian Kirkwood, Ysort-it

### **Voluntary Sector Members:-**

Ms Brenda Pasquire, West Dunbartonshire Citizens Advice Service  
Ms Kathleen Siddle, West Dunbartonshire Citizens Advice Service [Substitute]

## **COMMUNITY PARTICIPATION COMMITTEE**

**WEDNESDAY, 11 DECEMBER 2013**

### **AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3. PRESENTATION – PUB WATCH SCHEME**  
(Item requested by Community Representative)

Lawrence Knighton and Peter Clyde, Licensing Standards Officers, will give a presentation on the above subject.

**4. MINUTES OF PREVIOUS MEETING**

Submit, for approval as a correct record, the Minutes of Meeting of the Community Participation Committee held on 18 September 2013.

**5. COMMUNITY ENGAGEMENT UPDATE**  
(Item requested by Community Representative)

Submit report by the Executive Director of Corporate Services on the outcome of four recent Neighbourhood Listening Events and sets out some learning points which will inform on future community engagement.

**6. DEVELOPING THE COMMUNITY ALLIANCE**

Submit report by the Executive Director of Corporate Services providing written feedback from the session on developing the Community Alliance held in September and making recommendations on future actions.

**7. STREET NUMBERING POLICY**

Submit report by the Executive Director of Infrastructure and Regeneration on a proposed street numbering policy and seeking comments in this respect.

**8. IMPLEMENTING CLD STRATEGIC GUIDANCE IN WEST DUNBARTONSHIRE**

Submit report by the Executive Director of Corporate Services reporting on how National CLD Strategic Guidance for CPPs is being successfully implemented in West Dunbartonshire.

**9. VERBAL UPDATE ON RECYCLING AND WASTE MINIMISATION**

A verbal update will be provided by Rodney Thornton, Fleet and Waste Services Manager on the above.

**10. VERBAL UPDATE ON WELFARE REFORM**

A verbal update will be provided by Marion Smith, Section Head, Revenues & Benefits on the above.

**11. FUTURE AGENDA ITEMS FROM COMMUNITY REPRESENTATIVES**

Community Representatives are invited to raise topics for inclusion on future Agendas.

**12. QUESTIONS FROM THE PUBLIC GALLERY**

Members of the public are invited to ask questions of officers during the Open Forum Session.

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737251 or e-mail: [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)

## **COMMUNITY PARTICIPATION COMMITTEE**

At a Meeting of the Community Participation Committee held in the Reception Hall, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 18 September 2013 at 2.07 p.m.

**Present:** Councillors George Black, Jim Brown, Jonathan McColl, John Millar, Ian Murray, Tommy Rainey, Gail Robertson, Martin Rooney, Kath Ryall and Hazel Sorrell; Gilbert Howatson, Community Councils' Forum; Sheila White, Clydebank Seniors Forum; Haji Munir, West Dunbartonshire Minority Ethnic Association; Jackie Maceira and Jim Eadie, West Dunbartonshire Access Panel; Anne MacDougall, CHCP Public Partnership Forum; Hope Robertson, Clydebank Asbestos Group and Gillian Kirkwood, Ysort-it.

**Attending:** Peter Barry, Head of Customer and Community Services; Amanda Coulthard, Corporate and Community Planning Manager; Anne Clegg, Policy Officer – Community and Consultation; Ricardo Rea, Equalities Policy Officer and Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services.

**Apologies:** Apologies were intimated on behalf of Murdoch Cameron and Francis McNeill, Community Councils' Forum; Rhona Young, Clydebank Seniors Forum, Barbara Barnes, West Dunbartonshire Community Care Forum and Tom Wilmshurst, Association of Clydebank Residents Groups. Angela Wilson, Executive Director Corporate Services.

**Councillor John Millar in the Chair**

### **CHAIR'S REMARKS**

Prior to commencing with the business of the meeting, Councillor Millar, Chair, paid tribute to two long standing community representatives who had sadly passed away, since the previous meeting of the Committee, Sheila Urquhart and John Diamond.

The Committee warmly concurred with the Convener's sentiments.

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Community Participation Committee held on 22 May 2013 were submitted and approved as a correct record.

### **WEST DUNBARTONSHIRE CITIZENS' PANEL - EVALUATION**

A report was submitted by the Executive Director of Corporate Services informing on the evaluation of the West Dunbartonshire Citizens' Panel on two fronts:-

- (1) Evaluation of panel members' experiences; and
- (2) Evaluation of panel users' experiences (people who commission survey questions and focus groups).

The Committee agreed:-

- (a) to note the continuing high number of panel members who agreed there was evidence of community planning partners listening to and acting on their (Panel Members) feedback; and
- (b) otherwise to note the contents of the report.

### **QUESTIONS FROM THE PUBLIC GALLERY**

No questions were asked by members of the public of officers during the Open Forum Session.

### **DEVELOPING A COMMUNITY ALLIANCE – COMMUNITY PARTICIPATION COMMITTEE FACILITATED SESSION**

Amanda Coulthard, Corporate and Community Planning Manager and Anne Clegg, Policy Officer – Community and Consultation, hosted a facilitated session to develop a new Community Alliance which would involve a broader range of community interests, looking at the big issues for communities across West Dunbartonshire, and offer a more representative voice for the West Dunbartonshire area than was possible through a committee membership.

In this respect, a background paper was submitted. Amanda Coulthard then gave a brief outline of the background to developing the Community Alliance and Anne Clegg provided an outline of the Ketso Session, including an explanation of materials which would be used for obtaining feedback and information to inform on future developments.

At this point in the meeting, some members of the public referred to the Standing Items of Business that were normally continued on each agenda for discussion. The Head of Customer and Community Services explained that with the consent of Councillor Millar, Chair, these had been carried to next meeting in order to allow community representatives and Elected Members a reasonable amount of time to help further develop the Community Alliance, and elicit views and suggestions from them in particular. In addition he referred to the minute of the previous meeting and prior agreement that this meeting would mainly be focused on developing committee's views on the Community Alliance. Councillor Millar confirmed that the Standing Items of Business would not be missed, but would be continued over to the next meeting of the Committee for consideration.

Following the facilitated session, Councillor Millar, Chair, thanked everyone for their attendance and for participating in the further development session that would help formulate the new Community Alliance.

The meeting closed at 4.10 p.m.

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by the Executive Director of Corporate Services**

**Community Participation Committee: Wednesday 11 December, 2013**

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### **Subject: Community Engagement Update**

#### **1. Purpose**

- 1.1** The purpose of this report is to describe the outcome of four recent Neighbourhood Listening Events and sets out some learning points which will inform future community engagement.

#### **2. Recommendations**

- 2.1** It is recommended that the approach to neighbourhood community engagement is revised to ensure effectiveness and best use of resources.

#### **3. Background**

- 3.1** A paper on New Approaches to Community Planning was agreed by the Community Planning partnership in June 2013. It outlined a new approach to community engagement as follows:

“ A new landscape for significant community involvement in neighbourhood services. This would allow local people to get involved in discussing and addressing issues of importance in their local communities. It would build on the strengths and enthusiasm already present in the area, with support and development provided from key services.”

- 3.2** A series of Listening Events was planned to put this into practice, starting with four events covering five of the seventeen neighbourhoods.

#### **4. Main Issues**

- 4.1** The purpose of these listening events was to engage local residents to identify community priorities, in the context of the five strategic priorities as adopted by the Council.
- 4.2** Significant efforts were made to ensure good coverage and awareness of the sessions and to promote attendance. Planning for the meetings involved linking to local groups, including Community Councils and tenants and residents groups. This process identified the best locations and ways of publicising the meetings and allowed local groups to get involved in spreading the word about the



meetings. It was hoped this engagement and ownership would help encourage a better turnout of local people. The sessions were also run over two time slots on each day to make them as accessible as possible and children's activities were provided at the early session on each day.

**4.3** There was widespread publicity for the events:

- Press advertisements in the three local papers and the Community Advertiser
- Distribution of thousands of flyers through community groups, shops, libraries, community centres, and some letterbox drops
- Letter and flyers circulated to larger community groups
- Website
- Facebook and Twitter
- Banners (Bowling and Balloch/Haldane)
- Adverts on Your Radio throughout the days leading up to each event

**4.4** However attendance at meetings has been disappointingly low:

- Dalmuir 4
- Dumbarton 11
- Bowling 8
- Balloch 8

**4.5** Despite the low numbers of people taking part, useful discussion took place at all meetings. For example, in Dumbarton, there was good discussion on regeneration of the Town Centre. But feedback from those in attendance suggests that few local residents are interested in coming along to these events unless they have a specific issue or concern to discuss.

**4.6** The issues people raised at the events will be followed up in the appropriate manner and feedback provided directly to the individuals. Some issues have already been responded to and work carried out.

**4.7** The approach to engagement will be reviewed in light of the experience so far and will present a report to the February meeting of the Community Planning Management Group and the March meeting of the Community Participation Committee, outlining a revised approach. It is felt that engagement should be primarily be delivered via existing channels such as the Citizens' Panel, online customer surveys and Facebook, and telephone surveys through the contact centre. Events such as parent/teacher nights at schools may also be utilised. Service specific engagement should be delivered through existing community groups and organisations.

**5. People Implications**

**5.1** There are no people implications.

**6. Financial Implications**

6.1 There are no financial implications.

## 7. Risk Analysis

7.1 We must strive to improve our approaches to community engagement, otherwise we risk failing to meet current requirements and future statutory obligations arising from the proposed Community Empowerment Bill.

## 8. Equalities Impact Assessment (EIA)

8.1 An equalities screening has not identified any issues. Meeting arrangements were designed to accommodate people's different requirements.

## 9. Consultation

9.1 These events were discussed with a range of groups including Community Councils and Tenants and Residents Groups. There were also discussions with a range of relevant officers in advance of the events.

## 10. Strategic Assessment

10.1 This work contributes to 'Positive dialogue with local citizens and communities' referred to in the Strategic Plan.

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**Amanda Coulthard**  
**Corporate & Community Planning Manager**

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**Person to Contact:** Amanda Coulthard  
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Garshake Road  
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01389 737271  
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**Appendices:** None

**Background Papers:** None

**Wards Affected:** All



# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by the Executive Director of Corporate Services**

**Community Participation Committee: Wednesday 11 December, 2013**

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### **Subject: Developing the Community Alliance**

#### **1. Purpose**

- 1.1** The purpose of this report is to provide committee members with written feedback from the session on developing the Community Alliance held in September, and make recommendations on future actions.

#### **2. Recommendations**

- 2.1** It is recommended that the committee notes the report and agrees to holding further sessions on developing the Community Alliance. The feedback from the last Community Participation Committee (CPC) session will be used to develop and inform these stakeholder sessions.

#### **3. Background**

- 3.1** As part of the new approach to community engagement, The CPP Strategic Board agreed in June that the current Community Participation Committee (CPC) could be grown and developed to become a wider community alliance – operating as an umbrella structure for relevant community structures. This alliance would act as the community voice for the CPP at a strategic level, scrutinising and enhancing plans from Community Planning partners and giving a direct feedback route to communities.
- 3.2** The development of the Community Alliance will take time and investment from a number of key stakeholder groups. As part of the early stages of the work a development session was held with the current Community Participation Committee in September. This facilitated session allowed members to discuss key issues such as membership, supporting and enhancing participation from the wider community and the key areas for discussion. The full report from this session is available at Appendix 1.

## 4. Main Issues

### 4.1 Membership

Key points emerged as follows:

- Community Membership should be much wider and more inclusive with more different types of people involved, particularly young people.
- Community Members should be more representative of their wider groups.
- There should be more community members in relation to the number of councillors.
- Evening meetings would enable people who are working to take part. This may discourage others from attending – a solution could be to look at transport provision for evening meetings.
- **A key challenge** is encouraging wider involvement from the community.

### 4.2 The Agenda

Key points emerged as follows:

- The business of the Alliance should be outcome focused, delivering on specific actions mutually agreed.
- There is a considerable list of suggested areas for the agenda and some disagreement on how wide the agenda should be – some saying very responsive and wide versus a more focused agenda.
- There is a wide feeling that the style of meetings is too formal and prevents the kind of discussion which would be helpful towards resolving issues and agreeing future actions.
- Information and communication have to improve. We have to work with officials on providing well-structured information in understandable language.
- Feedback from agenda items has to link into the way decisions are made about services.
- **The key challenges** are in achieving a meaningful agenda based on agreed outcomes that is sufficiently focused and responsive, linked to decision making and utilises a more interactive and informal style of meetings to encourage participation.

### 4.3 Support for the community

Key points emerged as follows:

- More support is needed for personal development to support community members to represent others and to speak out.
- More support is needed to help communities work together to help themselves.
- Agencies have to work together better on involving the community.

- **Key challenges** are resourcing support and getting a wider range of people involved.

#### Other points

**4.4** Some general points we should also respond to are:

- We have to use effective communication methods and the way we communicate has to be clearer and more understandable.
- Officials should be more accountable in relation to issues which arise from the agenda.

**4.5** A further paper will then be prepared for the March meeting of this committee making further recommendations on next steps required to widen the membership, strengthen the agenda and support the community to participate.

## **5. People Implications**

**5.1** There are no people implications.

## **6. Financial Implications**

**6.1** There are no financial implications.

## **7. Risk Analysis**

**7.1** There is a risk in not further developing and widening the membership of the CPC to reflect the diverse nature of community involvement and activism across West Dunbartonshire.

## **8. Equalities Impact Assessment (EIA)**

**8.1** A screening has been carried out and an EIA is not required for this report as one already exists for the CPC as part of the regular evaluation. Widening membership and supporting equality and diversity are key aims in developing the Community Alliance further.

## **9. Consultation**

**9.1** The session which has taken place and further planned sessions are part of the consultative approach to developing the Community Alliance, as is this report to Committee.

## **10. Strategic Assessment**

**10.1** This work contributes to 'Positive dialogue with local citizens and communities' referred to in the Strategic Plan.

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**Angela Wilson**  
**Executive Director of Corporate Services**  
**Date:**

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**Person to Contact:** Anne Clegg, Policy Officer, Community & Consultation,  
Tel: 01389 737149, Email: [anne.clegg@west-dunbarton.gov.uk](mailto:anne.clegg@west-dunbarton.gov.uk)

**Appendices:** Appendix 1 - Feedback from 'Developing the Community Alliance'  
KETSO Session on Wednesday 18 September

**Background Papers:** Item 4, New Approach to Community Planning, Community  
Planning Strategic Board, June 2013

**Wards Affected:** All wards

Feedback from 'Developing the Community Alliance' KETSO Session on Wednesday 18 September

Who Should be Involved?

What's Working	What needs to improve	What needs to change (barriers)
<ul style="list-style-type: none"> <li>• A wide range of groups is already involved</li> <li>• Councillors are present</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting arrangements should accommodate people who work</li> <li>• Help with administration</li> <li>• Representation needs to be widened or strengthened in relation to: <ul style="list-style-type: none"> <li>○ Police and Fire Service</li> <li>○ young people/ Youth Alliance/Members of the Scottish Youth Parliament</li> <li>○ equality groups - Lesbian, Gay, Bi-sexual and Transgender (LGBT), Black and Minority Ethnic (BME), Travellers</li> <li>○ All active community groups should be considered</li> <li>○ all the Community Councils</li> <li>○ of Tenants and Residents Groups</li> </ul> </li> <li>• Better Ratio of Community Groups to Councillors</li> <li>• Access to Council spokespersons/officers responsible</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness of groups to attend</li> <li>• Apathy</li> <li>• Timing of meetings</li> <li>• The way meetings are facilitated</li> <li>• Accessibility in general</li> <li>• Communication has to be more accessible</li> <li>• Need a good spread of people across the community</li> <li>• Have a more flexible approach</li> <li>• Improve awareness</li> <li>• Single interest organisations</li> <li>• Atmosphere of hostility and suspicion</li> </ul>



	<p>for service delivery for specific topics</p> <ul style="list-style-type: none"> <li>• Potentially representation from Neighbourhood Management Groups if these are established</li> <li>• Social Enterprises representation</li> </ul>	
<p>Additional Comments</p> <ul style="list-style-type: none"> <li>• Agendas should not be restricted</li> <li>• Representatives sometimes have to present views from their groups which aren't their own personal views (conflict)</li> <li>• Membership should be clear (e.g. members and substitutes, who can speak and when) and kept up to date</li> <li>• This process was not accessible to everyone and was driven by perceptions</li> <li>• Fewer elected members should be involved</li> </ul>		
<p>Priority: Accountability</p> <ul style="list-style-type: none"> <li>• Community representatives have to communicate with their groups and provide a balanced account of their views at meetings</li> <li>• Officials and elected members have to provide information which is clear and accurate</li> </ul>		

What should the agenda be?

What's Working	What needs to improve	What needs to change (barriers)
<ul style="list-style-type: none"> <li>• The agenda covers items that affect local communities including local concerns and Council business</li> <li>• The opportunity exists to raise new topics</li> <li>• There is effective sharing of information</li> </ul>	<ul style="list-style-type: none"> <li>• There have to be clear outcomes and SMART actions</li> <li>• Agenda setting should be flexible and inclusive and focussed on current matters</li> <li>• There should be enough time for proper discussion</li> <li>• Agenda should be responsive to community interest and include a wide range:               <ul style="list-style-type: none"> <li>○ Welfare Reforms</li> <li>○ Employability</li> <li>○ Community transport</li> <li>○ Wider Community Planning agenda (not just Council)</li> <li>○ Discussion and input on strategic plans e.g. scrutiny of the Single Outcome Agreement</li> <li>○ Major Council consultations</li> <li>○ Community area improvements</li> <li>○ Activities for young people</li> <li>○ Anti-Social Behaviour</li> <li>○ Health and Social Care</li> <li>○ Housing Issues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lack of participation</li> <li>• Hearing items requested by community in good time</li> <li>• Appropriate information/clear/accessible</li> <li>• Issues linked to Council business</li> <li>• Action (not just talk)</li> <li>• Focussed agenda (not too wide)</li> </ul>

	<ul style="list-style-type: none"> <li>○ Community Campaigns</li> <li>○ Feedback from Neighbourhood Groups (if established)</li> </ul>	
<p>Additional comments:</p> <ul style="list-style-type: none"> <li>• Local issues should be dealt with elsewhere</li> <li>• Questions from public gallery</li> <li>• Need an agreed vision – effective and change addressing need</li> </ul> <p>Note: some conflict between wide agenda and need for a more focussed agenda</p>		
<p>Priority:</p> <p>Flexible agenda addressing current concerns</p>		

What support is needed for community members?

What's Working	What needs to improve	What needs to change (barriers)
<ul style="list-style-type: none"> <li>• Provision of relevant information/ seminars, presentations and understanding</li> <li>• Help with transport</li> <li>• Training (inc attending meetings)</li> <li>• Agendas in advance</li> <li>• Accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• More effective/targeted training which addresses needs (including public speaking)</li> <li>• Don't use formal committee structure – need less formal mechanism</li> <li>• Gear code of conduct</li> <li>• Fully accessible meetings</li> <li>• Community Support workers</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings are too formal and bureaucratic x3</li> <li>• Support and resources for community members (inc. finance/resources for training) – needs increased - there is a lack of support x 3</li> <li>• Lack of ownership/responsibility for outcomes</li> <li>• Indiscipline at meetings</li> <li>• Who to contact and where</li> <li>• Poor Communication X4</li> <li>• Getting new community representatives</li> <li>• Council Charges (for lets?)</li> <li>• Feeling of not being listened to x2</li> <li>• Tension or mistrust between Council/Community Council perceptions.</li> <li>• Availability (people's time)</li> </ul>
<p>Additional comments: Need greater representation from young people (see 'Who Should be Involved?')</p>		
<p>Priorities:</p>		

- Support and resources for community capacity building
- Ensuring all agencies support processes
- Getting new community representatives/ improving ratio of community members to Councillors

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by the Executive Director of Housing, Environmental and Economic Development**

**Community Participation Committee: Wednesday 11 December, 2013**

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**Subject: Street Numbering Policy**

#### **1. Purpose**

- 1.1** To inform the Committee regarding a street numbering policy and to seek their comments.

#### **2. Recommendations**

- 2.1** That the Committee provide any comments on the street numbering policy contained in Appendix 1, which will be forwarded to the Planning Committee for consideration.

#### **3. Background**

- 3.1** Street naming and numbering is a statutory function which is undertaken by the council under the provisions of Section 97 of the Civic Government (Scotland) Act 1982 (as amended). This function is administered by the Planning and Building Standards Service.
- 3.2** For developers the early allocation of addresses is essential in order to ensure that necessary services (gas, electricity, telecoms, etc.) can be provided timeously to new properties and allow conveyance and mortgage provision to be undertaken. Postcodes are allocated by the Royal Mail and these cannot be provided until street names and numbers have been allocated by the Council.
- 3.3** This Council has a Street Naming Policy which was approved by the Planning Committee on 12 June 2012. Therefore it is appropriate to have a Street Numbering Policy which would be used in conjunction with the Street Naming Policy as a basis for the allocation of new street names and numbers.

#### **4. Main Issues**

- 4.1** The proposed street numbering policy is contained within Appendix 1.
- 4.2** The basis of the policy is to follow the current numbering system within existing area wherever possible and where this is not possible a new number will be allocated. For new numbers, the general rule is to have odd numbers on the left and even numbers on the right. Consecutive house numbers may be left

out of a sequence if there is to be a new development in the area at a later date. The number 13 is not avoided. Where this is not possible numbers with suffix are used.

- 4.3** The aim of the policy is to provide clear and unambiguous addresses and the comments of the Community Participation Committee is sought on the Street Numbering Policy. These comments will be forwarded to the Planning Committee who is responsible for the final approval of the Street Numbering Policy.

## **5. People Implications**

**5.1** There are no personnel issues.

## **6. Financial Implications**

**6.1** There are no financial issues.

## **7. Risk Analysis**

**7.1** There are no known risks to the Council.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An initial screening of the proposed policy has been carried out and no equality issues were identified

## **9. Consultation**

**9.1** The policy will be available on the Council's website and it is recommended that consultation with Elected Members, Community Councils and Community Participation Committee is carried out regarding the terms of the policy.

## **10. Strategic Assessment**

**10.1** The proposed policy does not impact on any of the Council's strategic priorities.

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**Richard Cairns**  
**Executive Director of Infrastructure and Regeneration**

Date: 13 November 2013

**Person to Contact:** Pamela Clifford, Planning and Building Standards Manager,  
Housing, Environmental and Economic Development,  
Council Offices, Clydebank G81 1TG  
Tel: 01389 738656  
Email: [pamela.clifford@west-dunbarton.gov.uk](mailto:pamela.clifford@west-dunbarton.gov.uk)

**Appendices:** Appendix 1 - Proposed Street Numbering Policy

**Background Papers:** Street Naming Policy

**Wards Affected:** All





## **APPENDIX 1 - Proposed Numbering Policy**

### **What we aim to do:**

Provide new numbers and in some instances renumber existing properties in the West Dunbartonshire Council area. In doing so we will meet where possible the following criteria:

- Follow the current numbering system within an existing area wherever possible,
- If it is not possible to use an existing number a new number will be allocated,

### **How we number properties**

Streets normally begin closest to the town centre and the numbering begins at that point. In adjoining streets, numbering begins at the point where it joins the main street. The general rule is to have odd numbers on the left and even numbers on the right. However, consecutive house numbers are sometimes possible: in other words, the first house on the left is Number 1 the second is Number 2 and so on, in a clockwise direction. Some numbers may be left out of a sequence as they may be needed if there is to be a new development in the area at a later date. We do not avoid the number 13.

### **Numbering residential properties**

Numbers are allocated to residential properties after:-

- building warrant has been approved
- reviewed site layout plans
- assign to new properties

The number allocated at this stage must be used as part of the statutory address (BS7666) eg number, street name and postcode. However, in many rural areas properties are not numbered and in this case a house name will form part of the statutory address.

### **Renumbering existing residential properties**

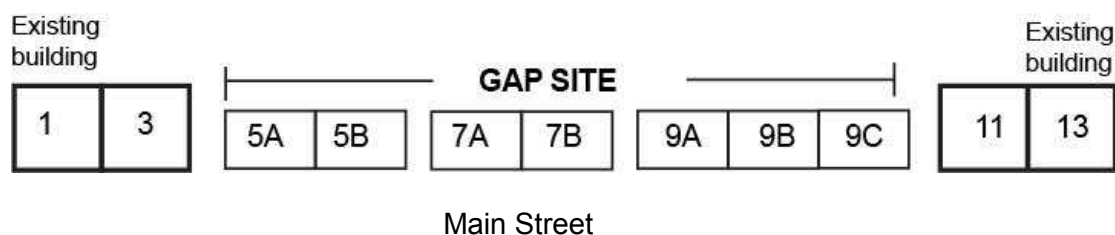
In some situations we may have to renumber whole streets or part of a street. For example, if new properties are built or if we become aware of an issue affecting existing addresses. The existing properties' addresses will be changed to reflect the new numbers and postcodes. We always aim to provide clear, unambiguous addresses and will try to find alternatives to renumbering.

### **Sub-dividing a residential building**

Each sub-division should have its own number. If this is not possible it should have an appropriate suffix. For example, if the property at Number 10 is divided into two we would allocate the numbers 10A and 10B.

### Creating addresses within gap sites

Where a vacant site is developed between properties – we prefer properties to have individual numbers. Where this is not possible we would use numbers with suffix as per example below



### Numbering flatted properties (new build)

Flatted properties should be allocated an individual number. Numbers may relate to the street or to the block itself. If the latter, the block should be numbered. A typical flatted property address would be Flat 0/1, 26 Smith Crescent.

### Proposed policy on house names

All new addresses or changes to existing addresses are created or changed by West Dunbartonshire Council. Any addresses supplied are called “statutory” addresses. A property can hold both name and a number in its statutory address. However, if we have not allocated a number to a house eg in rural areas, the name will form part of its statutory address. We have the right not to use a house name that could be considered offensive or alarming.

For a fee of £75 we can formally make a change to an existing house name where the property does not have a house number. We will update our Corporate Address Gazetteer; inform Royal Mail and other interested bodies – such as the emergency services, gas, water, electricity providers and Dunbartonshire and Argyll & Bute Joint Valuation Board (Assessors). In addition our officers are happy to advise people on suitable house names, to help avoid duplication or confusion.

### Numbering non domestics properties (new build)

The layout of the development would determine the numbering sequence, but the principle should remain that unit numbers are in sequence where possible, for example Unit 2, Unit 4, Unit 6 etc. along with the street name.

### Dividing non domestic properties into two or more

We use existing numbers where ever possible. For example, if number 18 is divided into two units, these will become Number 18A and 18B.

### If changes to addresses are required

We will always seek to have people’s agreement and to minimise inconvenience. A consultation period of 21 days allows everyone affected by a proposed change to give their views. A decision will be made after the consultation period and notification will be sent to all owner/occupiers. At this point we would inform all statutory bodies and update our corporate address gazetteer to reflect the change.



## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by the Executive Director of Corporate Services**

**Community Participation Committee: Wednesday 11 December, 2013**

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**Subject: Implementing CLD Strategic Guidance in West Dunbartonshire**

#### **1. Purpose**

- 1.1** The purpose of this report is to report on how National CLD Strategic Guidance for CPPs is being successfully implemented in West Dunbartonshire.

#### **2. Recommendations**

- 2.1** It is recommended that the Community Participation Committee notes the content of this report and the attached CLD annual report (Appendix 1).

#### **3. Background**

- 3.1** New CLD Strategic Guidance for CPPs was issued in June 2012. During that time West Dunbartonshire Council established the Working 4U service, of which Community Learning and Development is a key element. This was viewed by Education Scotland as a positive response to the guidance, and the Council was identified as an authority which was successfully implementing the guidance, leading to a Ministerial Visit in December 2012.
- 3.2** In her Keynote Speech at the Launch of the National Standards for CLD earlier this year, the Minister for Children and Young People, Aileen Campbell referred to West Dunbartonshire as an authority which was effectively addressing the Strategic Guidance. She stated that this was a local authority area that was meeting the National Standards through initiatives such as Working 4U, New Horizons and Family Learning. The attached CLD Annual Report also contains other examples of this.
- 3.3** In September 2013, new legislation was introduced that places a requirement on local authorities to implement the 2012 Guidance. The legislation recognises that this is best delivered through local community planning arrangements.

#### **4. Main Issues**

- 4.1** There is now a legislative requirement to ensure that the CPP delivers and reports on CLD provision which meets the 2013 Regulations and the 2012 Strategic Guidance.

- 4.2** This is currently being delivered through community planning led initiatives such as the Youth Alliance and Adult Learning Partnership. Reporting on this activity is being built into CPP processes and should be remitted to the relevant Delivery and Improvement Group (DIG).
- 5. People Implications**
- 5.1** None
- 6. Financial Implications**
- 6.1** None.
- 7. Risk Analysis**
- 7.1** Failure to meet the new legislation and the strategic guidance would result in considerable statutory and reputational implications for the CPP
- 8. Equalities Impact Assessment (EIA)**
- 8.1** The CLD Service has completed a comprehensive EIA and no additional assessment is required
- 9. Consultation**
- 9.1** Consultations have been carried out by the Youth Alliance and Adult Learning Partnership to date.
- 10. Strategic Assessment**
- 10.1** This report supports provision which meets all 3 of the Single Outcome Agreement Strategic Objectives.

**Angela Wilson**  
**Executive Director of Corporate Services**

**Person to Contact:** Lorna Campbell,  
Section Head,  
Community Learning and Development,  
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**Appendices:** Appendix 1 - CLD Annual Report 2012/13

**Background Papers:** None

**Wards Affected:** All

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# Community Learning & Development Service Annual Report 2012-13



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## Foreword

### **Martin Rooney** **Leader of the Council**

This is an exciting and dynamic time for Community Learning and Development (CL&D). In West Dunbartonshire our team is responding to the challenges of work and learning; supporting learners to engage with the digital world; supporting our young people towards safe, healthy and positive adulthood; and working in communities to develop the community voice and better respond to a changing world.

The new CLD Strategic Guidance for Community Planning Partnerships was issued in June 2012. During that time West Dunbartonshire Council established the Working 4 U service, of which CL&D is a key element. This was viewed by Education Scotland as a positive response to the guidance, and the Council was identified as an authority which was successfully implementing the guidance, leading to a Ministerial Visit in December 2012.

In her Keynote Speech at the Launch of the National Standards for CLD earlier this year, the Minister for Children and Young People, Aileen Campbell referred to West Dunbartonshire as an authority which was effectively addressing the Strategic Guidance. She stated that this was a local authority area that was meeting the National Standards through initiatives such as Working 4 U, New Horizons and Family Learning.

This Annual Report contains many other examples of how the CL&D team are achieving this and illustrates the effective partnership working being undertaken through the Youth Alliance and Adult Learning Partnership as well as Working 4 U.

*Martin Rooney*



## Introduction

### **Peter Barry** **Head of Customer & Community Services**

On a day to day basis our CL&D service works with children, young people, adults and communities to help them learn new skills and build their capacity.

CL&D aims to help individuals and communities tackle real issues in their lives and make change through learning, nurturing the expectation that people and communities can do more for themselves.

CL&D plays an important role in the development and implementation of Community Planning across West Dunbartonshire. Community Planning is about organisations and communities working together to plan services which truly meet the needs of their users.

This way of working will bring real improvements to the quality of people's lives.

In addition our CL&D service has reported magnificently to the challenge of aligning its work with Employability and Advice Services to create the Working 4 U initiative.

I look forward to seeing this initiative go from strength to strength and ensure our customers and communities can experience a truly high quality single entry service that assists them to progress on their journey into work, wherever they are starting from!

I am proud to be working with this service area and have been very impressed with the drive, enthusiasm and skills of staff throughout the section.

*Peter*



Lorna Campbell  
CL&D Section Head

## Welcome

Welcome to the Community Learning and Development (CL&D) Annual Report for 2012-13

This is the first time we have reported on what has been happening within CL&D in this format so we would very much appreciate your feedback (please see contact details on the last page).

It has been a good year for CL&D.

We were selected for a Ministerial visit by Aileen Campbell in December 2012 as an example of a CL&D service that is successfully implementing the new Strategic Guidance.

To quote Councillor Kath Ryall, Convener of the Council's Corporate Services Committee: "This Ministerial Visit was a really good opportunity for the Council to show some of the innovative methods we are using to tackle the problems of unemployment and poverty. These initiatives are providing transformative, coherent and joined up services that assist communities to confront these difficult challenges. We also believe that they represent best practice and that similar approaches could be delivered in other parts of Scotland."

You will see some more excellent examples of this within the annual report.

We have also benefitted from our alignment with Employability and Advice Services to form the Working 4 U Initiative – which I'm pleased to be able to report has just been highlighted as an example of Good Practice by Education Scotland along with our 'Put It Oot' Initiative addressing fire raising with young people.

So thanks to everyone for all your hard work this past year – all of the staff including the Functional Teams and Specialist Staff, our excellent admin workers, sessional staff and apprentices, our committed volunteers, learners, participants, partners and our supportive managers.

It is good to see your ability to work together to tackle the challenges facing us in positive and innovative ways.

Please keep up the good work and I look forward to working with you again this year.

Lorna 2

# CL&D Ministerial Visit by Aileen Campbell MSP

## - Minister for Children and Young People

After Aileen's successful visit she made a speech at the national launch of the Registration System for Community Learning and Development Practitioners in Scotland where she said: "This Government is committed to prevention and to early intervention as to create the best life chances for young people and adults in our communities. I was privileged to see this recently when I visited Community Learning and Development provision in West Dunbartonshire. There CLD practitioners are working with communities, families and individuals to improve their financial and economic circumstances and their well-being."



## Measuring & Monitoring Our Performance

The Community Learning & Development Service regularly monitors the uptake and delivery of CL&D provision in quantitative and qualitative terms demonstrating a clear link between national, local and service level outcomes.

During 2012-13:-

- **3,439** - learners participated in CL&D courses
- **2,001** - learners successfully completed CL&D courses
- **615** - volunteers were supported by CL&D in the delivery of its provision
- **867** - adults were involved in community capacity building activity
- **107** - groups were involved in community capacity building
- **492** - young people were engaged in outreach provision through street work
- **97** - young people were involved in local action
- **387** - learners undertook Literacies related courses
- **77** - adults participated in ESOL courses\*
- **1,189** - learners undertook adult learning related courses
- **838** - adults successfully completed courses
- **523** - adults undertook a recognised qualification

\*ESOL – English for Speakers of Other Languages





## **West Dunbartonshire Council's Working 4 U – Prevention & Partnership in Practice**

Working 4 U is a new West Dunbartonshire Council service which aims to help people who are unemployed return to work. This is a partnership between three distinct but linked service areas - Employability, Community Learning & Development and Advice Services which have been aligned under a single management structure within the Council. Customers and communities now have a single gateway to services on work, learning and money.

Working 4U seeks to address the underlying causes of poverty, as well as the symptoms, by specifically tackling unemployment and benefit dependency and providing opportunities to increase levels of education, skills, confidence and personal development. Through our single referral pathway the service moves customers forward on the Strategic Skills pipeline, reducing barriers to work and assisting them to become job ready.

Working 4U participants experience some or all of the following positive outcomes:

- Improved work and learning outcomes
- Improved experiences for claimants with reduced complexity and simplified processes
- Improved access through online referral forms, low cost phone lines and a range of new community service points
- Reduced benefits dependency

Working 4U effectively addresses two of the pillars set out by the Scottish Government in the 2012 Strategic Guidance for Community Planning Partnerships where 'practitioners prioritise preventative measures, work to reduce inequality and target the underlying causes of inter-generational deprivation and low aspiration' whilst also delivering one of the key priorities which is the 'development of CLD's role in local employability partnership work'.



# Impacts for Adults & Families – Community Literacies Team

*The Community Literacies Team offers children, young people and adults support with literacy and numeracy. We design and deliver a range of creative learning opportunities developed to meet the needs of the learners we work with. We have part time staff and over 100 volunteers who work with us to deliver services – in this report we're delighted to highlight just some of the work we've been involved in during 2012-2013. We hope you enjoy reading about it!*



## Families Reading Together Project

This project ran in Our Holy Redeemer Primary School in partnership with the school, Adult Learning in CL&D and the Library service.

The aim was to encourage and enable parents to be more confident reading and talking with their children and to raise the awareness of the importance of reading together from an early age.

Families took part in lots of fun activities including playing games together- games they could do at home. The group visited the local library to find out about the range of services that the libraries can offer both children and adults.

The end of course evaluations showed that all the parents had felt their confidence had improved and they felt happier helping their children with reading and enjoyed learning new activities which they could do with their children at home.

The Community Literacies Team offer free English classes and ESOL Work Clubs to people who want to improve their speaking, listening, reading and writing.

Between April 2012 - March 2013 we've worked with 89 learners from a range of different countries: Greece, Congo, Thailand, Libya, Russia, Morocco, Burundi, Iran, Poland, Spain, Pakistan, Latvia, China, Italy, Brazil, Slovenia and India.



"My name is Chiara and I come from Italy. I have been in Scotland since one year. I'm going to English classes because I would like to improve my English to be able to understand Scottish people and to speak correctly.

English classes help me to improve my pronunciation because for me it is difficult. I have learnt a lot of new useful words and how to fill my CV. I like to attend English classes because I have met new people.

In the future I would like to find a job and to go on with my English courses".

### **ESOL Work Clubs**

Taher first came to Scotland from Libya as a student but, due to the unstable political situation there, applied for refugee status. He and his family are now settled in Clydebank.

He participated in a CL&D course, "ESOL For Employment" and gained a better understanding of the local labour market, his existing and transferrable skills, barriers to employment and training needs.

He took up other learning opportunities with CL&D completing the Driving Theory Test course and IT Course and has since started a Degree course in Occupational Health and Safety Management Course. He attends an Upper Intermediate ESOL course at West College Scotland - Clydebank Campus.



### **Employability Support from New Horizons**

The New Horizons programme aims to give participants a place to share experiences, reduce isolation and build on their employability skills. The 12 week programme helps participants focus on identifying transferable skills, creating CV's, gain basics in computer skills and goal setting techniques that will improve their overall confidence and employability.

Information inputs are included from the Working 4 U aligned services, CL&D staff, further education providers and voluntary services. These inputs help connect participants to the appropriate next step in their journey to improving their skills level and employment prospects.

#### Gerry's Goals

Gerry had been unemployed for just under a year and had heard about the New Horizons programme from the Working 4 U One Stop Shop. He has now chosen to change his career path and follow a career in youth work. As he had no previous experience in youth work he now volunteers locally with CL&D youth services. He also gained his SFA coaching certificate which will give him the opportunity to develop his youth work skills, give him the crucial work experience and ensure that he will have references when applying for other youth work jobs in the future. Gerry says "The New Horizons programme has helped me identify what I really want to do as a career, gave me the support & information I needed to make that happen"



### Dedicated Adult and Youth Literacies Groups

Literacies groups meet across West Dunbartonshire. Referrals come from various agencies and organisations, as well as self referrals from people who have identified that they want support with reading, writing, spelling and / or numeracy.

The programme for the learner is focussed on the Social Practice model which means that the learning is developed around a person's interests and everyday requirements so that it is relevant to them. All adult literacies learners are placed in a group setting, but work on their own learning plan, supported by a paid group tutor and trained volunteer tutors. Each learning session lasts for 2 hours and learners often attend more than one group.

Learners are offered the opportunity to work towards accredited learning. Most of our staff are SQA Assessors which means learners' achievements are recognised while attending the group in an informal setting. Learners are encouraged to work towards Communication, Numeracy, ICT, Problem Solving and Working with Others up to SQA Qualifications Intermediate 1 level.

The Community Literacies Team is a member of the North Strathclyde Community Justice Authority and contributes to the offender Literacies programme taking place at HMP Low Moss.



### Financial Awareness Course:

This course allows young people to look at how finances dictate their conditions in relation to wants and needs. The course raises their awareness of the importance of budgeting skills when in the future they will be responsible for their own finances. During the course the group talk about employment, education and training as options to be explored.



**"I didn't realise that owning your own home was so expensive; I suppose I need lots of money, I better get a good job"**

**Calum 16yr old, Dumbarton**

### **Confidence Building: STEPS to Excellence for adults and PX2 for young people**

*Both courses are developmental programmes which gives individuals an opportunity to take a fresh look at their lives – it helps them see how much they are truly capable of achieving and offers the tools to make it happen.*

*The courses confront the beliefs that limit achievement, aiding participants to build a stronger sense of self and an expanded sense of potential and possibility. It helps individuals to move on to build more successful lives.*

*They are effective programmes for adults and young people who want to build their confidence, self esteem and generally increase their self awareness in all areas of their lives.*

*"I feel I have a better, more positive attitude towards tackling life"*  
**STEPS learner**

The Community Literacies Team organises three Supported Study clubs across West Dunbartonshire. The clubs meet one evening a week during term time. Pupils are tutored one-to-one, or in a small group setting, for 1 hour.

The free tutoring service is provided for pupils identified by schools, parents, social workers and other agencies, who would benefit from having one-to-one support or small group tutoring session with a trained volunteer tutor.

Pupils who have fallen behind with their schoolwork are supported to improve their communication, reading, writing, and numeracy skills. All pupils have their own Individual Learning Plan devised with information supplied from the school about what the pupil is working on and needs extra support with.

What pupils, parents, volunteers and teachers said about OSHL:

*It's fun. You learn new things. It's interesting. It's great!*

Pupil

*An excellent programme; long may it continue.*

Parent.

*I would like to study to become a primary teacher.*

Volunteer tutor.

***I am very pleased with this pupil's progress. She is far more confident now.***

Class Teacher

## *Volunteering with Community Literacies*

Community Learning and Development would like to say a huge thank you to all the volunteers we have worked with over the past year. We have a talented group of volunteers who share their skills, enthusiasm and life experience with children, young people and adults across West Dunbartonshire – we couldn't offer our services without you! So.....

*thank you!*





# Impacts for Adults & Families – Adult Learning Team

The Adult Learning Team provides a range of learning opportunities for adults in communities across West Dunbartonshire. These are based on learners' needs and take place in relaxed and informal environments. We work in partnership with other organisations to provide our opportunities and offer guidance and support to learners throughout their learning.

## **Auchnacraig learners working hard to succeed**

In Auchnacraig, learners started a Child Development Course in August 2012. Shona Bennett, the course tutor from West College Scotland - Clydebank Campus, said "this group has progressed at an amazing rate". The learners initially started studying at Intermediate 1 level in Child Development and progressed quickly to Intermediate 2 Play in Early Education. The learners have a positive, hardworking approach and it has been a pleasure to teach them. The group is now studying towards a Group Award which will also include Caring for Children and Working in Early Education and Childcare.

So far 6 learners have secured places at West College Scotland - Clydebank Campus studying childcare & intend having careers in this field. They give much credit to the support they received from CL&D and the quality of the tuition they have received: "the course has increased everyone's confidence, the tutor has helped to make learning easy and people have been encouraged to believe in their own abilities. We know we are good enough to apply for further education. The timing of the course made it easy for us to attend and having a crèche was so important for many of the learners".



## **Sewing Group learns handy new skills**

The Sewing Group has been meeting at the Concord Community Centre for a year, where the course has not only grown in size but, members have grown in confidence too. They started successfully with an Introduction to Sewing and have just completed Fashion and Textile Technology: Design and Make, Home Economics Intermediate 1.

To gain the qualification learners had to choose a pattern, they had to cut and sew the material following the instructions and make any modifications required. At the end of the course, each learner had made an entire outfit. Not only that, but they had used their skills to use old shirts, took up the sleeves and sewn elastic in, so that children at a local Primary School can wear them whilst painting. Brilliant!

The learners reported a lot of positive outcomes from doing the course. The course has given one learner the skills, knowledge and confidence to start up her own alterations company. Additionally learners are not only learning from the tutor, but are helping each other, creating a supportive atmosphere. Some learners said they felt less isolated as a result of coming along to the course.

## **St Eunan's Primary School IT suite enables Adult Learners to gain new skills**

CL&D's IT learners in Clydebank have benefited from using the fabulous IT suite in St Eunan's Primary School. The school has set aside time on Friday mornings to allow parents and friends of St Eunan's to acquire IT skills. The opportunity to learn in such an excellent facility has been hugely popular and a group of 12 learners, most of who started out with no IT skills at all, are now studying Developing Further in IT (SQA Intermediate level 2). "It's been great having the course in St Eunan's. I drop my daughter at school and come directly into class. It just makes everything so easy and the computer suite is so modern and up to date".



## **Universal Jobmatch Support**

Nowadays everything seems to be on the internet, including job vacancies – and it's partly true with the start of the Universal Jobmatch, a job searching website started by the Department for Work and Pensions in November 2012. In order to support people to learn the skills needed to use this website, CL&D Adult Learning set up a Universal Jobmatch drop in, every Tuesday morning in the Concord Community Centre.

At the drop-in, participants learnt about setting up and using email accounts, uploading and completing their CV's, navigating the website and how to apply for jobs using the website.

Each learner was offered individual guidance and support – 10 people in total accessed support; 2 learners have moved onto further ICT courses and another learner attended the SQA Employability Award. We will now be developing this pilot to include other ICT skills for people looking for work.



## Family Art Project brightens up Linnvale Primary School

Families in Linnvale Primary School have spent 6 weeks taking part in a CL&D Family Learning programme, creating a mural based on the United Nations Rights of the Child. Adults and children worked together with each making a valuable contribution to the finished product. Parents and children developed their art and design skills with the support of a professional community arts specialist from CAOS.

The stunning mural is now complete.

'The project has been great - it is lovely to see the children and their parents working together on the mural and the results look fantastic' - Lindsay Thomas, Head Teacher, Linnvale Primary School



## Families have fun getting fit!

Fit Families is a family learning project focusing on cookery and nutrition, sport and activity and was piloted by the CL&D Adult Learning Team, in partnership with Active Schools, in Our Holy Redeemer Primary School. Parents had complained that it was often difficult to cook a healthy homemade meal on a budget. They were worried that their children were not getting their 'five a day' and that they were not as active as they had been as children.

The cookery and nutrition sessions focussed on healthy cooking on a budget using less salt, fat and sugar. Parents and children worked together to acquire basic cookery skills and also participated in the sport/dance sessions.

Parents commented particularly on how much they had enjoyed taking part in activities with their child. Children were looking forward to helping their parents cook at home and all were trying to eat more healthily. Cooking pizza was extremely popular and Paul (the chef) showed how tasty pizzas could be made using vegetable toppings and low fat cheese. All the learners were amazed at how cheap pizza was to make compared to the cost of a takeaway pizza. One parent said: "I'll never order a stuffed crust pizza again! I can't believe how many calories are in it and they're really expensive. The pizzas we made tasted magic and were dead cheap to make."

Another said, "At first I found the sports and dancing quite hard. I was mortified at how quickly I was out of breath, but it got easier. I'm trying to walk for a while every day now."

Andy MacKay, Active Schools Manager said, 'Fit Families sessions take a holistic approach to the key aspects of Health and Wellbeing – healthy eating and physical activity. Parents have a big role to play in ensuring their children have a healthy diet and are getting enough physical activity and I believe this project can really make a difference.'

CL&D now have Fit Families programmes running in St Peter's Primary School In Dumbarton, Christie Park in Alexandria and Linnvale and St Joseph's Primary Schools in Clydebank.

## Working 4 U—Employability Project

A new team was established through the Local Employability Team, based within CL&D. Their task is to assist learners through qualifications, such as the SQA Employability Award or Financial Awareness Award.

### Employability Awards

The Employability Award is an introduction to the world of work. The course builds skills to help learners move on in their journey into employment. The award helps participants gain a recognised qualification over a relatively short time and is tailored around local job market and issues. The award includes these units: Preparing for Employment, Building on your Employability Skills and a choice between Responsibilities of Employment or Dealing with Work Situations.

### **Employability Awards Pilot — Alexandria Library January 2013**

We were delighted that 7 learners successfully completed the Employability Awards.

Learners looked at their past skills and experiences and local jobs, differing industries and the skills and expectations of employers and employees.

Learners then looked at sourcing employment opportunities and how to apply for work, contact employers, start their own CV's and preparing for job interviews.



**Donnie McGilveray from Bellsmyre Community Development Trust gave a presentation particularly based on job interviews and making good first impressions.**

The course then looked at what sort of practices and standards you should expect from an employer and how employers expect you to behave in work etc.

Learners were very happy with the course with 5 of them gaining enough confidence to find out about other learning experiences, one learner has passed the selection stage for an Apprenticeship and another is looking to become self-employed.

## Awareness Day Success!

Over 40 Representatives from local organisations attended the partners day in Clydebank Town Hall, January 30th 2013, including Job Centre Plus, West Dunbartonshire Council, West Dunbartonshire Community Health and Care Partnership, DACA, Alternatives, Skills Development Scotland, Bellsmyre Community Trust, Clydebank Housing and East Dunbartonshire Council. Group information sessions gave delegates the chance to find out about the new courses that WDC are delivering, a chance to raise awareness of individual projects. Comments included "A fabulously organised and very informative event. Well done to the staff who were responsible for designing and delivering this".

### Bonhill Youth Action Group—Wilful Fire Raising DVD Project

The Bonhill Youth Action Group currently consists of 14 young people aged between 12-19 years old. The Action Group worked in partnership with Save the Children to develop a DVD project which aimed to address the issue of deliberate fire raising in their community, which had seen over 100 wilful fire raising incidents within a 6 month period.

This issue was highlighted through a community consultation which was completed by 119 young people; the issue had also been highlighted through local media and local elected members.

During the project the young people took part in various activities, such as:

- Team Building Activities
- Group Work Skills
- Drama Based Exercises
- United Nations Rights of the Child Activities
- Understand The Issues
- Scrip Writing Story Boarding Exercises
- Filming

The groups DVD is being used by the local fire and police department and will be used as a resource when delivering inputs relating to wilful fire raising.

Bonhill Youth Action  
Group discuss their DVD  
on fire raising.





# Scottish Youth Parliament (SYP) Elections

During March 2013, the Youth Services team carried out our first ever elections to the Scottish Youth Parliament! Youth Services staff visited most of our secondary schools to deliver a presentation on what the SYP is all about and recruit for candidates - 3 young people came forward to contest the election:

Katie Young (Clydebank High School), Laura O'Donnell & Dylan Mitchell. (Both Our Lady and St Patrick's High School).

Every young person in all 5 of our secondary schools had the opportunity to vote in the elections with 4,258 votes cast -that was a massive 82.5% turnout. Thanks to all who voted. The winners in these elections were Dylan Mitchell and Laura O'Donnell.

Contact Your MSYPs

[Laura.odonnell.msyp@sypmail.org.uk](mailto:Laura.odonnell.msyp@sypmail.org.uk)

[Dylan.mitchell.msyp@sypmail.org.uk](mailto:Dylan.mitchell.msyp@sypmail.org.uk)



Young people cast their vote



I'm Laura O'Donnell and I am the Member of the Scottish Youth Parliament for Clydebank. I was elected in March 2013 and will serve the Clydebank area for 2 years. I look forward to the challenges ahead, meeting up with young people in Clydebank, finding out about their issues, getting their thoughts and ideas and feeding this back to the SYP sittings at a national level.

I am 15 years old and I attend Our Lady and St. Patrick's High School in Dumbarton. My interest in drama has allowed me to perform in the Kings Theatre and produce an anti knife crime campaign to raise awareness of knife crime in Scotland. In my spare time I enjoy reading and creative writing and I like to keep up to date with the issues in my local area.

I'm Dylan Mitchell and I am the Member of the Scottish Youth Parliament for Dumbarton and Alexandria.

I am immensely proud to have been elected by the young people of West Dunbartonshire and I look forward to meeting my constituents through school visits, surgeries, visits to youth clubs and projects.

I am the youngest trustee of the Bellsmyre Development Trust and volunteer on a weekly basis in my own area, supporting the Trust's Youth Club alongside the Activities Coordinators.



2 newly elected MSYPs with  
Joyce White, Chief Executive of  
West Dunbartonshire Council





## Youth Services Outreach

Our Youth Outreach team work with young people on the streets, engaging with them and offering them the opportunity to work with us through group work activities. We've worked with groups in Castlehill, Bonhill and have secured funding for work in Faifley!

One of our most successful groups this year was with 11 young people in Bonhill who over 26 weeks took part in team-building activities, group work skills, alcohol and tobacco workshops, fire reach programme and an overnight residential to name but a few. 7 of the young people obtained their Youth Achievement Award at Bronze level and 4 of the younger members achieved their Dynamic Youth Award.

Some of the comments from young people included:

"I will use some of the skills I have learned in the future because I now know how to be polite and show respect"

"I learned to listen to others and I will follow this throughout school"

Some of the parents also commented on our programme and said:

"He has learned many things at the group. He learned to have respect for the community and how he can help to improve it".

Well done to everyone involved!



Bonhill Group



Castlehill Girls group



## Youth Consultation Survey and Event

During February and March 2013, the Youth Consultation and Representation team, in partnership with colleagues from the Youth Alliance, carried out a consultation with young people. The consultation sought the views of young people on:

- Community Safety
- Health and Wellbeing
- Housing and Homelessness
- Education, Employment & Training
- Youth Consultation & Representation
- Leisure & Facilities



Over 350 young people completed the survey and over 120 young people attend our Youth Consultation Event on 28th March 2013 at Dumbarton FC.

The information gathered from both of these events will be used by the Youth Alliance partners to shape services for young people and ensure that we are doing as much as we can to address the issues raised by young people.

We will be publishing the results of the event and survey as well as the outcome of the staff network event soon!



Young people taking part in the workshops at the Youth Consultation Event.





# Building Community Capacity – Community Development Team

## Community Development

Community Development involves bringing people together to discover the interests or issues that create common links, building effective and sustainable community organisations and enabling everyone to take part in them on an equal basis.

Community Development releases and builds upon the strength and assets that communities already possess. Communities will and should set their own agendas. By increasing their own cohesion and resilience, taking action themselves and making their views known, they can:

- ★ Improve the lives of those involved, promote social justice and environmental sustainability
- ★ Engage with public agencies in ways which help them to deliver their services more effectively
- ★ Build a better, more supportive environment that can prevent social issues from turning into expensive crises.



## Going from Strength to Strength!

The registered charity Dumbarton and District Disabled Children's Forum recently celebrated the purchase of their new caravan at Craig Tara in Ayr! The Dumbarton and District Disabled Children's Forum was formed in 1996 to relieve the needs and to promote the benefit of children with a physical, sensory, or mental impairment within West Dunbartonshire.

Derek Barrowman, Chairperson said "The forum have been very successful in obtaining a range of funding from a range of sources over the past year ranging from Lloyds TSB Foundation Awards £2,500, Shared Scotland's Better Breaks fund £20,292 and more recently West Dunbartonshire Council's Dumbarton Common Good Fund £17,000. This funding has allowed the forum to enjoy some well earned respite which has saved 242 sessions of need from services in West Dunbartonshire and allowed the purchase of a new caravan with improved access which will benefit the local community. Without the assistance from West Dunbartonshire Council's Community Development team and other local partners and agencies from across West Dunbartonshire we would have struggled to be in existence, access much needed training and support or obtain the funding required to be in our current position".

Community Capacity building is key to the work done by the Community Development team and this forum is a great example of what can be achieved when partners and agencies from across West Dunbartonshire work together in order to support and nurture groups during their various stages of growth.

The forum also received generous donations from local businesses like the Laughing Fox, Dumbarton and Alexandria Masonic Lodges, Diamond Power Physic Church and Dalreoch Day Care.

## Visual Voices (VV) Group, Clydebank

Visual Voices are a group of visually impaired (VI) people who meet together to share their experiences of being visually impaired.

Community Development's role within Visual Voices is to assist the group to identify common issues relating to visual impairment and to clarify how problems can be tackled collectively.

An example of this arose from a discussion at the group about some members' growing feelings of social isolation due to their sight loss. The group agreed that fewer opportunities were available to them to be part of a social gathering. Looking at the opportunities available to the wider community and at the barriers preventing VI people taking part in these moved the discussion to library services. The Library Service was invited to a meeting of VV and from this the idea of a Book Group for visually impaired people began to take root.



A Book Group is people meeting as a group to discuss and debate a book they have read. A Book Group for the VI will be the same except the book under discussion will be distributed as an audio book to be listened to.

Visual Voices made a successful grant application to the Voluntary Action Fund to buy audio equipment suitable for VI people. They are now planning a pilot VI Book Group in partnership with the Library Service.

## International Women's Day - 8<sup>th</sup> March 2013

Community Development worked with the Ethnic Women's Group and ISARO - Social Integration Network to develop a special day to celebrate International Women's Day. CL&D's contribution included providing funding advice, sign posting, programme development and identifying providers for stalls.

Local groups were encouraged to attend and participate in the event. CL&D supported groups to advertise and promote their services - one group embraced this opportunity and successfully secured orders for clothing alterations as well as attracting a lot of interest in their activities!

The therapists and beauticians were high in demand. Hair, nails, hands and feet were all pampered or decorated with lots of smiles as a result. A jewellery workshop facilitated by a local community group was a popular and busy stall.



The theme for the day was to highlight women who have made a positive impact in the world. Participants contributed by adding their choice names and why they admired them to the talking wall, names included Mother Theresa, Margaret Thatcher and Rosa Parks along with mothers, sisters, nurses and other women who had touched lives in a positive way.

A delightful luncheon made up of foods from around the world was enjoyed by all. Many of the dishes were homemade by the Ethnic Women and included foods from Asia, Africa, Poland, Italy and Scotland. Multicultural dancers and a local singer song writer entertained the audience in the afternoon. The audience were encouraged to join in with the singing and did so with style!

Local women went away beautified, entertained and nourished in more ways than one! Lots of networking was experienced between individuals, cultures and organisations. It was certainly a good example of how active citizenship is thriving in West Dunbartonshire!







## Travellers Pick Up Top Tips on Council Cookery Course

Members of the local Gypsy and Traveller community in West Dunbartonshire are one step closer to a career in the catering industry after completing a specialist course run by Community Learning and Development.

The 15 residents from the Dennystoun Forge site in Dumbarton earned certificates after passing the eight-week course on healthy living, which included learning about exciting new recipes, the use of herbs and spices to flavour food and using numeracy skills through the use of weights and measures.

The course was organised by the Council's Community Development Team and funded by the Council's Community Planning Partnership. It was led by Chef Paul Williamson, from Café Knowes in Clydebank, and was hosted at the Council's Skill Seekers training kitchens in Dumbarton.

The course was a great success and brought together different generations from within the Gypsy and Traveller community. The group learned how to cook healthy meals for their families and give them basic skills needed to apply for roles in the catering industry.

The group worked really well together and helped to inspire and encourage each other to experiment with different ingredients and recipes. Of those who chose to take the final exam, all passed with flying colours. The feedback from those taking part was really positive and many felt their newly-found skills could help them find a job in the future. Different generations are sometimes seen as living completely separate lives, but by bringing people of different ages together, we have a powerful force that can often contribute solutions to many of the challenges to be faced and strengthen our communities.

Councillor Kath Ryall, Convener of Corporate Services, said: "Across Scotland more work needs to be done to engage with the Gypsy and Traveller community. I'm very pleased to see West Dunbartonshire Council being open and supportive and also providing the sort of assistance that the community actually wants. Hopefully this catering course will give individuals the confidence to apply for related jobs and possibly begin an exciting new career".



10 of the 15 learners undertook the Health & Hygiene examination paper and all 10 passed.

They will now be accredited with certification for the Elementary Food Hygiene Certificate.

**Well done!**

## **Committee Skills Training**



This training was designed by the Community Development Team for community groups who have either little or no experience of being a committee or have recently undergone changes to their committee.

Committee Skills training continues to be one of the most popular choices for groups. It can assist individuals and groups to develop a range of skills required to function efficiently and promote good practice.

This training provided the opportunity for participants to have a clearer understanding of the roles and responsibilities of committees and increase individuals' confidence in their ability to contribute to the work of the group.

This course comprised of eight participants who were representatives from four local community groups:

- ★ Dumbarton District Disabled Children's Forum
- ★ Kinship Carers
- ★ ADHD Unplugged
- ★ Linnvale Lifelong Learners

Eight participants (100%) were presented with a WDC Community Learning & Development Certificate in Committee Skills.

In addition, Adult Learner Passports were registered and the learners' accreditations were recorded.

### **Additional outcomes from the training were:**

- ✓ Group networking – participants had the opportunity to share information about services provided and ongoing issues/challenges.
- ✓ Chance for individuals and groups to showcase achievements and success stories.
- ✓ Participants requested Committee Skills resources activity pack for their groups. The intention being to cascade this learning through activity to other members of their committee or wider group.
- ✓ Groups were familiarised with Community Development Team resources and how to access this free service.

# Workforce Development

Training, information and support was made available to staff and key partners from September 2012 - March 2013.

Fifty one CL&D staff participated in one or more of the following training sessions:

- Logic Model Training (including Explaining the Difference and Weaver's Triangles)
- Making Policy links through Individual Work and Team Plans
- Data Protection
- GIRFEC - Getting it Right for Every Child
- Equal Opportunities Monitoring

Logic Model Training was also delivered to nineteen staff from partners, agencies and West Dunbartonshire Council and information inputs on Logic Models were given at a Youth Alliance meeting and a WDC Advice Services team meeting. As a result training has been requested by the Youth Alliance.

Here is what some staff said about Logic Model Training ...

I can now see how it will help and assist our team to progress our objectives and identify what we achieve.

It will help to identify tasks that need undertaken, who will be assigned to undertake them and will help in producing a service level agreement between partners.

## Continuous Professional Development for Staff, Volunteers and Partners

West Dunbartonshire's CL&D Service led locally on the National CLD Workforce Upskilling programme funded by Scottish Government. A wide range of training opportunities were delivered to meet the continuing professional development needs of our staff, volunteers and partners. Developments included training on SQA Internal Verification, Facilitation Skills, Curriculum for Excellence - Experiences and Outcomes, Employability Awareness and Welfare Reform.

As part of the CLD Upskilling Bid, Community Learning and Development (CL&D) offered a range of CLD partners and staff the opportunity to participate in a development day in December 2012. The aim of this event was to raise people's knowledge and understanding of the Scottish Government's new Strategic Guidance for Community Planning Partners and what it means for CLD practitioners. We also found time to explore the CL&D Standards Council's web based framework which has been set up to support creative and innovative learning and development opportunities for CL&D practitioners.

Prominent speakers from Education Scotland and the CL&D Standards Council provided an overview on the Strategic Guidance and web based I-Develop framework.





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