

## Minutes of Home-Start West Lothian Annual General Meeting

Held on Monday 31<sup>st</sup> August 2015 in Uphall Community Education Centre at 11.30am

### Attending:

Bill Keddie - HSWL; Brian Maloney - Accountant; Carol-Anne Fordyce - HSWL; Liz Clow - HSWL; Margaret Schonberger - HSWL; Paula Huddart - West Lothian Council; Shelley Bowman - HSWL; Tom Mitchell - HSWL; Louise Taylor - HSWL; Alanna Dirkie - HSWL; Councillor Alex Davidson - West Lothian Council; Billy Steele - HSWL; Cheryl Logan - HSWL; Diane Cooper - HSWL; Elizabeth Stevenson - Signpost; Gladys Harvey - HSWL; Jackie Couper - HSWL; James Dirkie - HSWL; Jane Kellock - Head of Social Work; Councillor John McGinty - Leader West Lothian Council; Lisa Stark - HSWL; Lynne Orr - HSWL; Maureen Trumper - Circle; Neil Findlay - MSP; Pamela Bestwick - Families Included; Stella Leitch - HSWL; Tracey Sinton - HSWL; Wendy Robertson - West Lothian Women's Aid; Wilma Trail - Family Support Worker; Owen Siddell - Edinburgh & Lothians Health Foundation; Helen Carroll; Liz Brown; Rosina Brown and Raymond Branton - FCDWL

### Apologies:

Councillor Anne McMillan - WLC; Avis McDonald - Daisy Drop In; Elaine Provan - Daisy Drop In; Wilma Philpot - Carers of West Lothian; HS Leith & North East Edinburgh; Jonathan Mendoza - Big Lottery; Jean Cuthbert - Volunteer Centre Edinburgh; Avril Gardner; Hazel Findlay - HSWL; Jessica Bowman - HSWL; Gillian Stewart - HSWL

### Item 1: Welcome from the Chair:

Bill Keddie (Chair) introduced himself and welcomed everyone to the meeting. Thanking everyone for the great attendance.

Bill explained that we were honoured to have two guest speakers this year. Bill introduced Councillor John McGinty, Head of WLC and Jane Kellock, Head of Social Policy Services.

Bill summarised the last year in that we exist in a different plain for funding and support for families. We have grown in terms of volunteers and families we support and to new premises. Statistics show the organisation exists to support families to support themselves. If we do not support these families to be able to stand on their own two feet, we are not them supporting them. Last year the team supported 26 families to meet all the objectives put in place - a great achievement.

### Item 2: Guest Speakers

#### John McGinty- Head of West Lothian Council

John thanked HSWL for the invite and said he was delighted to attend the event. He had the great fortune to speak at the AGM in 2012, the message then was very challenging in terms of budget and sadly, it is still the case. John knows there are significant challenges still to come but this is where the value of such organisations as Home-Start West Lothian comes very starkly into focus. An organisation routed and based in the community, delivering services for the wider community is a particularly valuable service, and the work HSWL does is gratefully valued by the council and by partner organisations across the sector and most particularly by the clients who receive the service. Last year was a year of growth for HSWL and it is good to see the service thrive, a challenge that is a sad reflection on our society that the service is required but positive that the service is there to help people in their time of need. John advised that the Council are looking in to how can we work together in the future in a responsive and clear way to meet the needs of the families. There are three key areas the Council are looking to take things forward: partnership working and how we deliver them - with the tight budgeting it provides a challenge but also an opportunity to do things differently. Balance - what we can do to help people and what they can do to help themselves. Key in this is that the services can prove they add value and that progression is made for families. Key drivers on how we deliver social policy and services - having a vital and progressive third sector through strong presence; delivering services; collective working and a far stronger third sector and

working collectively. The Council have also started to think about participatory budgeting – how they can engage with community organisations sharing responsibility and the budgets to ensure we deliver the maximum for the community as it's in the interest of everyone. The Council will be looking into how they take this forward. The last thing is how they work with strategic partnerships – they have two key areas they would like to see developed. One is our Community Planning Partnership; we had a very good audit result on this Partnership. John would like to pay testament to those involved as they provide first class services to those who are in need. We have to use the CPP as the vehicle to take services forward in West Lothian. The ability to deliver services when services work together is far greater and that is the goal everyone has to work towards. How do we manage to build these relationships? Our goal is to deliver the best we can to those in the community. Working together on all aspects is key. The last part of the jigsaw is the Integrated Joint Board – this will take over the work of the Community Health and Care Partnership and will start to see greater powers with the Integrated Joint Board. A real opportunity for us – again, it will be challenging, it will be a legal entity, have a stronger role in terms of budget and policy development. Key partners including the third sector will be included. Budgeting is going to be tough going forward, but our challenge is to respond to the challenge and ensure that we are meeting the needs of those who need the services and we need to do the very best for them.

John thanked HSWL for inviting him along and for all their hard work and advised that the Council greatly appreciates it.

### **Jane Kellock - Head of Social Policy Services**

Jane thanked HSWL for inviting her along.

Jane wanted to take the opportunity to talk about the context that HSWL finds itself in from her perspective as Head of Social Policy Services and to emphasise, the place HSWL has with the clients. New legislation for Children and Young Peoples Act. One key area is planning for services; evidence, doing the right thing; analyse what is needed and meeting demand. Be agile with what the Council are doing. A mark of this is how well they respond to these demands. The Council have a long relationship with HSWL and Jane wanted to say how impressed she was with HSWL, at how much the organisation has grown and, their capacity to support volunteers and the response to the need for the services and actually provide the service. Jane explained that HSWL is an organisation who have understood the needs of the spectrum of the 'needy'. Community Planning Partnership – single outcome agreement. One of the aims is to support a positive outlook for Early Years and HSWL excels in this and has worked very successfully with the Council on positive and effective joint working. The other area that HSWL has worked very productively on is a whole family approach. HSWL work within the Public Social Partnership – crucial in working with families to stop them escalating to requiring further statutory support. Attracting and supporting volunteers is something HSWL excel at and Jane has been so impressed with the support and training HSWL offer the volunteers. Very Impressed with the support HSWL give to families with mental health issues, as this is very important that this is tackled early on before it escalated and it is great that this has been taken on board. Jane loved the quote from one of the families "that HSWL is like an extended family". Jane wanted to take the opportunity to thank HSWL for their hard work and looked forward to another year of working together.

### **Item 3: Approval of Last Year's Minutes:**

Bill asked if anyone had any questions/comments from last year's AGM Minutes; nothing declared. Bill asked if two members could approve the Minutes as an accurate record of last year's AGM. **DECISION:** *Minutes approved by Louise Taylor and Tom Mitchell.*

### **Item 4: Presentation of Annual Report:**

Shelley Bowman, Manager, gave a brief presentation of the Annual Report. Huge thanks to Gillian for composing and bringing the report together. Thanks to Carol-Anne, Lisa, Lesley, Emily, Bill and Tom for their contributions too. Shelley highlighted the following Key areas of the report:

**4.1 Key Messages** –this gives an overview of our achievements over the years.

**4.2 Chair's/Treasurer's Reports:** Bill and Tom's Reports from a Trustee's perspective including formal thanks.

**4.3 Manager's Report:** Which is very interesting and informative, so enjoy!

**4.4 Co-ordinators' Report:** gives an overview of the service provision over the year.

**4.5 Family Quotes:** The page consists of quotes from our ongoing Evaluations completed by our families and their comments on the support they have received from their volunteers and the HSWL team.

**4.6 Volunteer Recognition Ceremony:** Photos from our Volunteer Recognition Ceremony; an opportunity to bring everyone together and this is our chance to pamper our volunteers to show them how valuable they are to us and how appreciative we are of their ongoing commitment.

**4.7 Facts & Figures:** The statistics show how many families we have supported/ages of children/additional services that have been utilised which include summer outings, Christmas food hampers which Stoddarts donate towards and our volunteers fundraised for, applying for holidays, food parcels and activity packs.

**4.8 Groups:** Four groups currently running, Lesley and Emily do a fantastic job; 38 families attended in the past year. The groups' focus is on bringing families together, to act as a platform to community engagement, and to encourage positive play with children.

**4.9 Family photos:** photos from our family summer outing and well-being event.

**4.10 Living Life to the Full:** working in partnership with Health Improvement Team to offer Living 'Living Life to the Full' Self-Management Course to nine of our parents, which went extremely well. We have sourced additional funding for next year so we can offer another course. We are also going to be offering Playlab in partnership with ABE –Adult Basic Education that is a 6-week course.

**4.12 Thank you page:** Thanking all the people who have supported, funded, and provided training to HSWL throughout the year. Shelley closed her presentation by saying she hoped everyone enjoyed reading the Report and asked if anyone had any questions? No questions.

Shelley then asked two people to formally approve the Annual Report.

**DECISION: Paula Huddart and Liz Clow approved the Annual Report.**

#### **Item 5: Approval of Accounts/Auditor:**

Tom Mitchell, Treasurer – Tom introduced himself explaining that it has been a great year for Home-Start West Lothian in terms of the service we provided and the funding we sourced. We are in tough economic times and it is imperative that we work fluidly with our partners and funders and encourage working together to deliver the service. We have a large spectrum of funders and we cannot stress enough how much we appreciate their support. He thanked Gillian and Shelley for keeping track of the day-to-day accounts and where the money is being allocated, without that tremendous job then it would be more difficult for Tom as Treasurer and the Board of Trustees to make decisions. Tom gave thanks to the volunteers for their ongoing time and commitment. Tom thanked Brian Maloney for examining the Accounts and producing the Financial Statements. The expenditure was in line with the approved budget. Tom advised that we are always looking for new ways of funding and to continue to be agile in growing our income and in turn, allowing HSWL to grow. Tom asked the floor if anyone had any questions. No questions.

Tom then asked two people to formally approve accounts and approve Brian Maloney to continue as accountant.

**DECISION: Tom Mitchell and Louise Taylor approved Accounts and appointment of Accountant.**

## **Item 6 & 7: Resignation of Board Members/Appointment of New Board Members:**

Bill explained that as part of the Memorandum & Articles a certain number of Trustees need to resign each year; however, they are able to be re-appointed. This year Tom Mitchell and Liz Clow will be resigning, however they will be re-standing. Bill explained Hazel Findlay and Diane Cooper had been co-opted onto the Board during the year however; the next step was to have them formally appointed as Board members at the AGM. Bill asked two people to propose and second Tom, Liz, Hazel and Diane as Board members.

**DECISION: Bill proposed with Billy *Seconding the appointments onto the Board.***

## **Item 8: Any other Business:**

Bill asked if anyone had any other business they wanted to raise. No further business.

## **Item 9: Our Story:** (Parent's name changed)

Shelley introduced Gloria. Gloria moved to Scotland from London 3 years ago with her husband and twin boys. Her husband had a stroke and subsequently lost his job. Gloria was isolated and depression set in. Her Health Visitor referred her to HSWL. After Shelley, visiting a volunteer was matched and came to see her once a week and she always looked forward to it. The support offered helped her out a lot and she became more confident. A big thank you to HSWL.

Tracey has been volunteering for a few months and found the Volunteer Preparation Course very energising. She learnt a great deal about herself from the open discussions at the course. Tracey took to the volunteering role quickly as there was a time in her life when she felt vulnerable and there was no other support available for her. For her to be able to support, befriend, and provide practical non-judgmental advice gives her great joy. Tracey gave a very passionate and heartfelt account of her journey to becoming a Volunteer.

## **Item 10: Closure of AGM Business:**

Bill thanked Gloria and Tracey for telling their story; it really sums up what Home-Start West Lothian is about.

Bill thanked everyone for coming to the AGM and highlighted a few of the areas that had been brought up during the meeting before bringing the AGM to a close:

- It has been an excellent AGM with a great attendance.
- The speakers have been fabulous.
- HSWL is nothing like it was 3 years ago – we are evolving and will continue to do so with the needs of society and those who need our support.
- We have to operate as a business to ensure our cash gets results.
- A big thanks to the staff as it has been a difficult year with many changes.
- Our service has improved
- Huge thanks to all our volunteers for their commitment and support to the families. Our volunteers are the most important part of our organisation!
- The service we provide is tragically so needed, more than ever. Our rise in volunteers shows this as the need is there.

Exciting times, which are great to be part of and a recipient of.

Shelley then presented Gloria, Tracey, Jane and John with flowers/gift.

Bill then closed the AGM business and invited everyone to stay for lunch.