



West Dunbartonshire Leisure  
**Partnership Book**



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# Introduction

This Partnership Working summary document sets out to identify and detail the various partnership work carried out by West Dunbartonshire Leisure for the year 2013/14.

In delivering its services West Dunbartonshire Leisure works with many key partners. A strong framework is essential to improve the quality, efficiency and effectiveness of West Dunbartonshire Leisure in the delivery of outcomes in local communities.

Partnerships already established will be further strengthened through closer links and shared resources with the aim of improving services and increasing the number of people participating in leisure activities.

We will achieve this by:-

- Delivery of high quality, customer orientated services
- Making our services more accessible to all sections of the community and breaking down the barriers that exclude participation in sport, exercise and leisure activities.
- Delivery of a varied programme of sport, exercise and leisure activities that meet the needs of the local community.
- Providing the opportunity for citizens to learn new skills and develop their abilities through participation in sport and exercise to encourage them to realise their potential and achieve their goals.
- Working with partners to maximise the use of resources in the delivery of the service.



# Our Objectives

West Dunbartonshire Leisure has the following Company Objects which are outlined in the company's Articles of Association:

- To advance public participation in sport;
- To provide recreational facilities, and organise recreational activities with such facilities and activities being made available to members of the public at large with the object of improving their conditions of life;
- To advance education;
- To advance health;
- To advance citizenship and/or community development (which may include the promotion of civic responsibility, volunteering, the voluntary sector and/or the effectiveness or efficiency of charities);
- To relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantage;
- To promote, establish, operate and/or support other similar schemes and projects which further charitable purposes.

The above is to be achieved through the provision of services (including those entrusted to it by West Dunbartonshire Council), which contribute to advancing well-being (primarily the wellbeing of residents of West Dunbartonshire) including

- the operation, management and development of indoor and outdoor sports facilities (including arrangements to facilitate access to such facilities by those on lower incomes or having special needs and to encourage wider participation in healthy exercise);
- the development and delivery of sports activities and events directed towards wider participation in sport;
- the development and delivery of community learning and adult learning initiatives; and
- the delivery of services focused on social renewal and the needs of young people.



# Our Services

West Dunbartonshire Leisure's portfolio of services provides a strong infrastructure of facilities that includes: wet and dry leisure centres, community centres and an entertainment venue; all of which provide a diverse range of activities and events to meet the needs and wants of the residents of West Dunbartonshire.

## Sport and Leisure Facilities

Vale of Leven Swimming Pool, Alexandria

25m competition pool; teaching pool; health suite; dance studio; spin studio; children's soft play room; and gym.

The Meadow Sports Centre, Dumbarton

Large leisure pool with wave machine, water slide; 8 badminton court sized sports hall; health suite; dance studio; and gym.

The Play Drome, Clydebank

Leisure pool with wave machine and water slides; 25m competition pool; teaching pool; 8 badminton court sized sports hall; indoor bowls; squash court; dance studio; spin studio; health suite and gym.

## Community Facilities / Theatre

### Alexandria Cluster:

- Alexandria Community Centre
- Dalmonach Community Centre
- Bonhill Community Centre

### Dumbarton Cluster:

- Concord Community Centre
- The West Dumbarton Activity Centre
- Bowling Hall
- Dumbarton Burgh Hall
- West Bridgend Hall
- Denny Civic Theatre

### Clydebank Cluster:

- Clydebank East Community Centre
- Napier Hall
- Dalmuir Community Centre
- Glenhead Community Centre
- Hub Community Centre
- Skypoint Community Centre

## Sports Development

West Dunbartonshire Leisure's Sports Development team are focused on widening opportunities for all residents (aged 2 years to adult) to participate in school, club and community sport, while also supporting individuals to develop their performance to a level that they aspire. This is delivered through the following five areas of development that are linked and interdependent and complete West Dunbartonshire's Quality Sporting System:

- School & Community Sport
- Club Sport
- Coaching & Volunteering
- Sports Events
- Sports Facilities

These key areas of development have the ability to enhance all sports in West Dunbartonshire; however the service has a specific focus on developing swimming, football, athletics, gymnastics, badminton, hockey and basketball. In addition, high profile generic initiatives include disability sport, early year's fundamental sport and Community Sports Hubs.

## Active Schools

Mainly funded by **sportscotland**, Active Schools West Dunbartonshire is part of a national network of staff working across Scotland to provide more and higher quality opportunities for children and young people to participate in sport before, during and after school.

Key areas of work include:

- Volunteer recruitment, development and retention (including young sports leaders).
- Provision of sport sessions before school, at lunchtimes and after school in all primary and secondary schools.
- Sports festivals.
- Programmes aimed at particular target groups e.g. girls & young women, young people with a disability.
- School to sports club/community sport links.
- Inspirational programmes linked to London 2012, Glasgow 2014 and Ryder Cup 2014.
- **sportscotland** led initiatives e.g. Positive Coaching Scotland.

## Events

West Dunbartonshire Leisure delivers an annual programme of outdoor events for West Dunbartonshire Council.

The Events Calendar includes -

- Scottish Pipe Band Championships
- Highland Games
- Firework Displays
- local Gala Days
- Christmas Light Switch On events.

The largest of these events is the Scottish Pipe Band Championships which attracts approximately 20,000 visitors and participants to the West Dunbartonshire area from all over the UK and abroad.

This event has a positive economic impact on the local economy estimated to be in the region of £1.3 million.

If requested, West Dunbartonshire Leisure will also manage additional national and local events on behalf of West Dunbartonshire Council.

High profile events such as the Monte Carlo Rally and the Blue Peter Big Olympic Tour have previously been staged within the area.





## **Partner: West Dunbartonshire Council**

**Project:** To maintain and manage major sports and leisure facilities owned by the Council within West Dunbartonshire

### **Partner responsibilities: West Dunbartonshire Leisure**

Provide the following Services:

#### **Sport and Leisure Facilities**

- Vale of Leven Swimming Pool, Alexandria
- The Meadow Sports Centre, Dumbarton
- The Play Drome, Clydebank

#### **Community Facilities / Theatre**

##### **Alexandria Cluster:**

- Alexandria Community Centre
- Dalmonach Community Centre
- Bonhill Community Centre

##### **Dumbarton Cluster:**

- Concord Community Centre
- The West Dumbarton Activity Centre
- Bowling Hall
- Dumbarton Burgh Hall
- West Bridgend Hall
- Denny Civic Theatre

##### **Clydebank Cluster:**

- Clydebank East Community Centre
- Napier Hall
- Dalmuir Community Centre
- Glenhead Community Centre
- Hub Community Centre
- Skypoint Community Centre

#### **Sports Development**

#### **Active Schools**

#### **Outdoor Council Events**

in an efficient, effective and safe manner to the reasonable satisfaction of the Council and in accordance with the Services Performance Standards and any policies and guidance related to the Services issued by the Council (acting reasonably) and on the terms and conditions of the Services Agreement, the Asset Transfer Agreement and the Leases.

## **Partner responsibilities: West Dunbartonshire Council**

- provide the appropriate Funding Arrangement for each financial year on the agreement of the Trust's Business Plan.
- the Funding Commitment for each financial year shall be paid by the Council to the Trust with any VAT due in respect of such payment and paid two months in advance, (pro rata).
- provide the following Services in accordance with the terms of the Support Services Agreement, to a standard reasonably to be expected of an organisation with experience in providing services of a similar type:

### **Assets and Property: Repairs and Maintenance**

Repair and maintenance work of a structural, services and fabric content.

### **Roads and Neighbourhood Services**

The Council's Greenspace service will provide grounds maintenance and street cleaning at the Properties to the Trust. This will include grass cutting, shrubbed maintenance, weed killing, tree pruning, car park sweeping and litter picking.

### **Public Relations and Marketing**

The Council's corporate communication's team will support the delivery of the Trust's communications requirements by co-ordinating media enquires relating to the Trust and, when required, by proactively promoting the Trust and its services in local and national media.

### **Legal**

- Commercial Agreements (e.g. leases or SLAs with third parties etc)
- Debt Recovery
- Agreed disposals of assets
- Acquisition of assets
- Contract enforcement (third parties)
- Company Law and Corporate Governance
- Litigation
- Employment Law

### **Human Resources (HR)**

- Recruitment
- Case Management
- Payroll & Contractual Changes
- Managing Change - HR Business Partners
- Provision of Management Information

## **Finance**

- Budgeting and Financial Planning
- Preparation of Annual Financial Statements
- Provision of Financial Ledger/Main Accountancy System
- Creditor Payments
- Insurance Claims Handling
- VAT administration
- Income Management
- Sundry Debtors

## **Procurement**

- Tendering and Contracts
- Sourcing
- WeBuy eProcurement System
- Supplier Management

## **Internal Audit**

- Risk based system reviews
- Computer audit
- Contract audit
- Performance audit
- Irregularity / whistleblowing

## **Swimming Pool Water Sample Testing**

Provide swimming pool/spa water monitoring for the Playdrome, Meadow Centre and Vale of Leven Swimming Pool.

## **Active Schools and Sports Development Programmes**

The Council's educational services will provide advice and guidance to the Trust on all education matters.

## **Litter Collection**

The Council will arrange for litter collection from all Properties managed by the Trust including where appropriate recycled materials

## **Information and Communications Technology (ICT)**

The Council will provide a comprehensive range of IT and telephony services to all of the Trust service areas. Services provided by the Council include network, desktop (PCs, laptops, printers, phones) application development, application support, customer support, IT procurement, server support, telephony infrastructure, printing and contact centre services.

## **Partner: West Dunbartonshire Council – Education and Cultural Services**

### **Project: Skills for Work Vocational programme – Sport and Recreation**

Skills for work are pilot vocational courses established by the Scottish Executive, aiming to deliver a curriculum which meets the needs and aspirations of the pupils and prepares them for further learning, training or employment. West Dunbartonshire Leisure in partnership with West Dunbartonshire Council Educational Services and with a range of support from the Scottish Executive, SQA, HMIE, SFEU and LTS delivers the Sport and Recreation course at the Play Drome, Clydebank and the Meadow Sports centre, Dumbarton.

#### **Partner responsibilities: West Dunbartonshire Leisure**

- designing programmes for pupils above S3 at secondary schools within the local authority area;
- providing qualified and disclosed tutors and staff to deliver the programmes and ensure adequate staff cover in the event of illness or redeployments of staff members;
- providing a full induction programme and ensure pupils sign the Student Agreement and the Information and Communication Technology ( ICT) Code of Conduct;
- utilising appropriate resources and tutoring skills to meet the needs of the pupils;
- complying with health & safety requirements and apply suitable risk assessment procedures;
- satisfying the criteria for regular inspection regimes, e.g. HMIE, SQA, Scottish Quality Management System;

#### **Partner responsibilities: Educational and Cultural Services**

- organising and delivering information sessions for parents/carers and pupils;
- providing structured guidance sessions for pupils wishing to participate on appropriate programmes in collaboration with Careers Scotland;
- ensuring pupils are aware of the standards of behaviour expected from them while in the Leisure Centre;
- providing the full agreed range of background information on the pupils achievement and behaviour and additional support needs;
- ensuring all consent forms are in order and signed by the appropriate adult;
- agree the programmed costs with West Dunbartonshire Leisure and reimburse Leisure Services for the delivery of the programme. Programme costs will include staff and tutor costs, protective clothing for pupils and any other which arise from the pupils attendance on the Programme;
- providing pupils with free and safe transport arrangements to and from the Leisure facilities.

## **Partner: West Dunbartonshire Council – Community Safety Partnership**

### **Project: The Pulse Initiative**

The Pulse is an initiative providing free diversary activities for young people aged between 12 – 18 years on Friday nights across West Dunbartonshire.

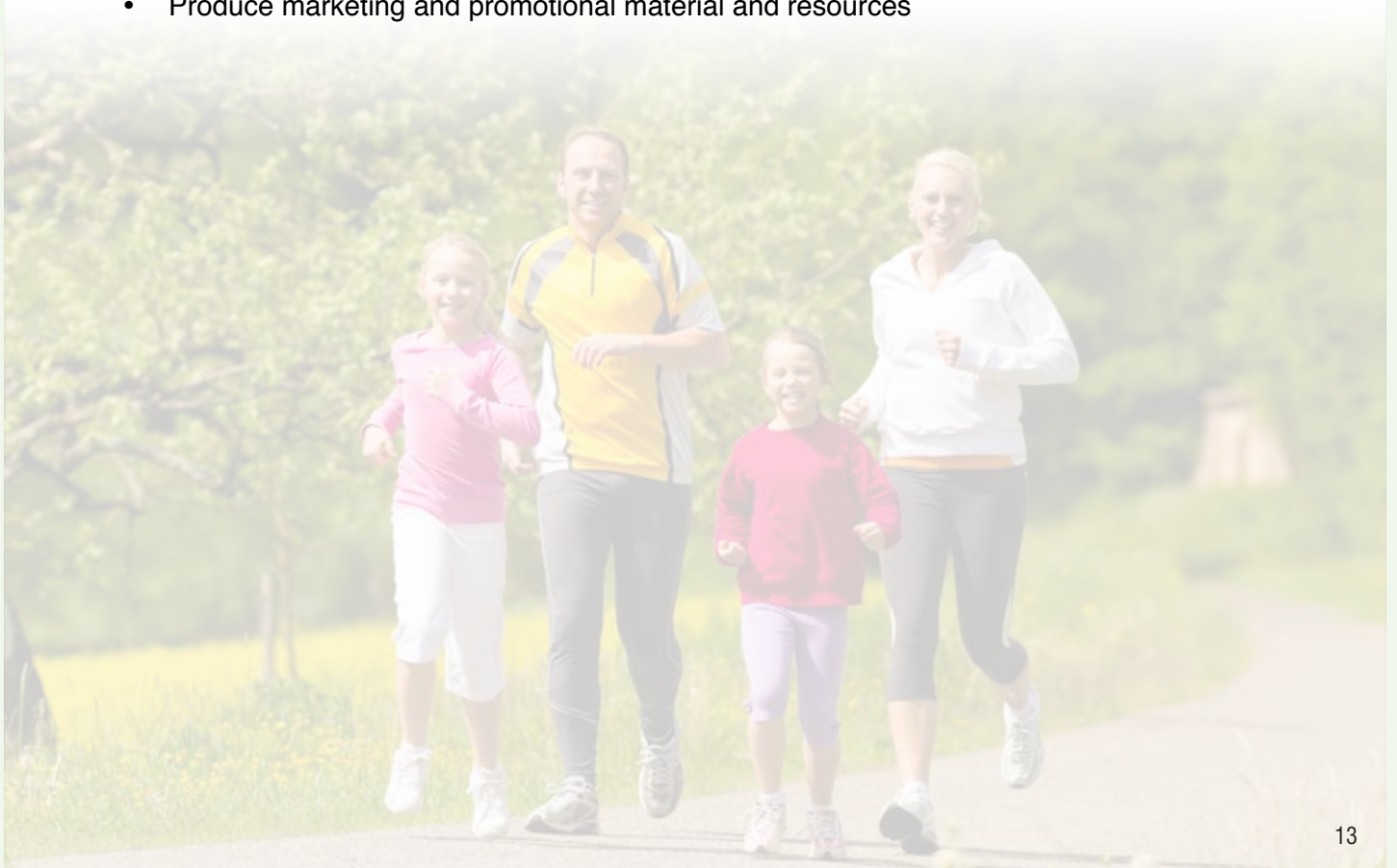
The initiative provides a wide variety of activities in venues all over West Dunbartonshire including the Meadow Centre, the Playdrome and the Vale of Leven Swimming pool.

#### **Partner responsibilities: West Dunbartonshire Leisure**

- To provide access to Fitness sessions within the health and Fitness clubs to WDC juvenile residents holding a pulse voucher
- Delegate responsibility to a member of the West Dunbartonshire Leisure development team for management of the WDL responsibilities within the initiative.
- Attend bi monthly Pulse steering group meetings
- Report usage figures, operational issues to steering group
- Promote and market initiative within the Leisure facilities

#### **Partner responsibilities: Community Safety Partnership**

- Provide funding for vouchers received by West Dunbartonshire Leisure.
- Manage and coordinate the Pulse initiative.
- Evaluate initiative and produce results report and feedback
- Market initiative and manage website.
- Coordinate and chair steering group meetings.
- Produce marketing and promotional material and resources



## Partner: Scottish Qualifications Authority

### Project: Training provision

West Dunbartonshire Leisure works in partnership with SQA to develop and improve the number of training courses within our facilities. There are currently two courses delivered at intermediate 1 and intermediate 2 level as part of the Skills for work programme. Having gained approval from the SQA to be a delivering centre, West Dunbartonshire Leisure is working in partnership with SQA to deliver related courses such as First Aid at Work.

### Partner responsibilities: West Dunbartonshire Leisure

- delivering programmes for pupils above S3 at secondary schools within the local authority area;
- providing qualified and disclosed tutors and staff to deliver the programmes and ensure adequate staff cover in the event of illness or redeployments of staff members;
- providing a full induction programme and ensure pupils sign the Student Agreement and the Information and Communication Technology ( ICT) Code of Conduct;
- utilising appropriate resources and tutoring skills to meet the needs of the pupils;
- complying with health & safety requirements and apply suitable risk assessment procedures;
- satisfying the criteria for regular inspection regimes, e.g. HMle, SQA, Scottish Quality Management System;

### Partner responsibilities: Scottish Qualifications Authority

- delivering up date training on new courses;
- providing structured guidance for tutors wishing to participate on appropriate programmes;
- providing the full agreed range of background information including NABS and additional support material;



## **Partner: Greater Glasgow and Clyde NHS**

### **Project: Live Active GP Referral Scheme**

The GP Referral scheme will provide evidence based interventions around physical activity, weight management and healthy eating, alcohol brief intervention and offer access to a variety of local support programmes and activities around these issues. This service will be flexible according to patient's needs and requirements

#### **Partner responsibilities: West Dunbartonshire Leisure**

- The delivery of Live Active scheme for a period of 12 months from April 2013 to March 31<sup>st</sup> 2014.
- The day-to-day operational management of the Live Active scheme by a designated development officer within West Dunbartonshire Leisure. This should be a staff member of at least APT 5. It is also expected that a designated officer operationally manages the Shape Up programme.
- Support new weight management and nutrition opportunities where appropriate.
- Regular promotion of scheme and Shape Up within practices.
- As an addition to the Live Active Scheme quarterly report the Provider should compose and send to the Live Active steering group a report on performance and quality indicators.
- Within the Live Active Scheme quarterly steering group meetings, the Shape Up programme should also be discussed and regularly monitored.
- In addition the Live Active scheme will participate in a pilot project looking at the inclusion of FAST screening and provision of Alcohol Brief Interventions where appropriate.

#### **Partner responsibilities: Greater Glasgow and Clyde NHS**

- Provide leadership and expertise in physical activity and exercise referral to ensure evidence driven practice.
- Centrally co-ordinate and manage the scheme.
- Ensure quality assurance systems are in place taking into account NQAF for exercise referral and NOS for physical activity workforce.
- Provide full induction programme and update training for Live Active Advisors in partnership with service providers and support exercise counsellors to access other training opportunities.
- Co-ordinate and chair regular team meetings to ensure all operational issues are addressed and to provide networking opportunities.
- Develop, manage and oversee the maintenance of a comprehensive scheme database
- Ensure strong links are made and maintained with primary care and acute services. Promotion of scheme. Making new links and ensuring current links are maintained.
- Provide a Live Active Medical Screener used to access referrals that people are unsure if they can accept onto the scheme and screen/risk stratify patients if need be e.g. if patient cannot complete an ETT.

## **Partner: Greater Glasgow and Clyde NHS**

### **Project: Vitality Programme**

Vitality is a programme of group exercise classes that support participants to exercise at a level suitable to their abilities. Classes are designed to help build and maintain;

- Strength
- Co-ordination
- Endurance
- Flexibility

The classes are suitable for people with medical conditions including: stroke, heart conditions, Parkinson's disease, multiple sclerosis, osteoporosis, breathing difficulties. The classes are suitable for older adults looking to take part in an exercise class.

The exercises performed within Vitality classes are designed to help participants carry out daily activities more easily and hopefully make daily life more manageable.

### **Partner responsibilities: West Dunbartonshire Leisure**

Provide a minimum of one class per community health & Care Partnership area on a weekly basis of each of the following:

- Level 1 Strength & Balance Class
- Level 2: Strength & balance Circuit
- Level 3: Step-In Circuit
- Level 4: Step-Up Circuit

Ensure all instructors are trained and qualified to the quality assured criteria listed in the service level agreement.

Market and promote the programme within facilities and with local stakeholders.

### **Partner responsibilities: Greater Glasgow and Clyde NHS**

- Provide support and overall guidance on the Vitality programme
- Issue updates and follow up training on all programme issues
- Supply resources for entire programme
- Promote the programme within all areas of Health profession
- Market and promote the programme through web based activities
- Provide funding to support the programme as per the service level agreement
- Coordinate quarterly managers meeting involving all stakeholders



## **Partner: Greater Glasgow and Clyde NHS**

### **Project: Pulmonary Rehabilitation Programme**

NHSGGC Respiratory MCN oversees the Pulmonary Rehabilitation Service on a board wide basis. The service provides a 6 week group based exercise programme to those patients meeting the eligibility criteria. Each weekly session is comprised of 2 x 1 hour physiotherapy and nurse led group exercise per week and 2 x 1/2 hour education per week. A community exercise instructor to assist in the delivery of each 1 hour exercise class. The service operates for 50 weeks per calendar year.

#### **Partner responsibilities: West Dunbartonshire Leisure**

- Ensure the provision of appropriate facilities and equipment to deliver rehabilitation classes in line with service requirements quality standards and health and safety
- Commit to responding to needs of service e.g in event of requirement to increase provision
- Provide sufficient number of instructors to assist in the delivery of pulmonary rehabilitation classes as outlined in service level agreement
- Provide NHS physiotherapy staff, on request, with manufacturer's operating instructions for exercise equipment.
- Ensure venues are accessible and amenable to community transport
- Ensure that appropriate insurance cover is provided for all staff, participants and facilities involved with NHS rehabilitation programmes
- Ensure that facilities are suitable for service use in line with health and safety and that risk assessments are shared with NHS rehabilitation programmes
- Inspection and maintenance logs for all exercise gym equipment is available on request to NHS rehabilitation programmes

#### **Partner responsibilities: Greater Glasgow and Clyde NHS**

- NHSGGC require West Dunbartonshire Leisure to supply community exercise instructor to assist in the delivery of the pulmonary rehabilitation exercise classes as outlined in the service level agreement.
- The Instructor must adhere to the agreed roles and responsibilities as detailed in service level agreement
- NHSGGC will meet the costs of the instructor's time at a rate of £20 per session where the instructor has completed pulmonary rehabilitation training, and at a rate of £15 per hour where the instructor has not completed training.
- Pulmonary rehab service staff will confirm leisure staff timesheets and rate of pay on a monthly basis.
- NHSGGC requires utilising appropriate space within the venues on the days and times as outlined in the service level agreement.
- NHSGGC will meet the cost of facility hire for each session at agreed charge.
- Any changes to the timetable or charges for venue hire will require joint agreement and notice period with the provider, NHSGGC Acute Planning Health Improvement Lead and Pulmonary Rehabilitation Service lead prior to implementation.

## **Partner: Greater Glasgow and Clyde NHS**

### **Project: Cardiac Rehabilitation Programme**

NHSGGC Heart Managed Clinical Network oversees the Cardiac Rehabilitation service on a board wide basis. Delivered within both hospital and community sites, the service provides group based exercise programmes to those patients meeting the eligibility criteria. Each session is comprised of physiotherapy led group exercise or gym session and education sessions. The service operates for 50 weeks per calendar year.

#### **Partner responsibilities: West Dunbartonshire Leisure**

- Ensure the provision of appropriate facilities and equipment to deliver rehabilitation classes in line with service requirements quality standards and health and safety
- Commit to responding to needs of service e.g in event of requirement to increase provision
- Provide sufficient number of instructors to assist in the delivery of pulmonary rehabilitation classes as outlined in service level agreement
- Provide NHS physiotherapy staff, on request, with manufacturer's operating instructions for exercise equipment.
- Ensure venues are accessible and amenable to community transport
- Ensure that appropriate insurance cover is provided for all staff, participants and facilities involved with NHS rehabilitation programmes
- Ensure that facilities are suitable for service use in line with health and safety and that risk assessments are shared with NHS rehabilitation programmes
- Inspection and maintenance logs for all exercise gym equipment is available on request to NHS rehabilitation programmes

#### **Partner responsibilities: Greater Glasgow and Clyde NHS**

- NHSGGC requires utilising appropriate space within the venues on the days and times as outlined in the service level agreement.
- NHSGGC will meet the cost of facility hire for each class based session and costs for individuals participating in gym suite session at agreed charge.
- Any changes to the timetable or charges for venue hire will require joint agreement and notice period with the provider, NHSGGC Acute Planning Health Improvement Lead and Cardiac Rehabilitation Service Manager prior to implementation. 4 weeks would be required and contact details.
- The initial gym induction, exercise prescription, programming, progression, monitoring and supervision of patients will be the responsibility of the Cardiac Rehabilitation Physiotherapists.
- A private room must be available for cardiac rehabilitation staff to use in order to speak to patients or their relatives confidentially, or to make private telephone calls regarding patient care.

## **Partner: West Dunbartonshire Community Health and Care Partnership**

### **Project: ACES – Active Children Eating Smart & Active Choices**

This new service has been developed across Greater Glasgow and Clyde to help children and young people aged 5-15 years eat more healthily and be more active. This programme called, 'ACES' (Active Children Eating Smart) is a 12 weeks healthy weight programme delivered by coaches, who have been specifically trained for this.

The programme will support young people and their parents/carers to try new, fun physical activities and see that eating better can be simple and enjoyable. It will combine the various elements of food, nutrition, physical activity, and behaviour change to support young people to identify a healthier lifestyle for them. To start with, the programme will be offered to children and young people who are having problems with their weight.

### **Partner responsibilities: West Dunbartonshire Leisure**

- The day-to-day operational management of the ACES programme by a designated officer within West Dunbartonshire Leisure .
- The provision of ACES coaches to fully service the ACES programme within the West Dunbartonshire CHP areas.
- Support a period of joint local induction and programme training for the ACES coaches in conjunction with NHSGGC. Including attendance at any mandatory training programmes e.g. child protection and first aid.
- Provide ongoing support and supervision of ACES coaches.
- Provide accommodation for coaches and storage space of resources to deliver the sessions
- Ensure administration back up for day-to-day running and for the project evaluation/analysis is provided
- Ensure liaison between the practical food component provider (West Dunbartonshire CHP Health Improvement Team and West Dunbartonshire Educational Services, Catering Department) and ACES coaches to deliver a seamless service

### **Partner responsibilities: West Dunbartonshire Community Health Partnership**

- Identify a lead contact who attends Local Implementation group.
- Provide operational direction to the local programme delivery and consider new physical activity, weight management and healthy eating opportunities where appropriate.
- Ensure communication and sharing of information reaches and all service providers and main stakeholders in individual CHP area. Facilitate the joint working of all local programme stakeholders
- Undertake the promotion of ACES locally using targeted advertising and publicity.
- General promotion of the ACES programme to locality GPs, Allied Health Professionals (AHPs), CHP's/CHCP's and Acute services ensuring close links are made.
- Responsible for the timely issue of POI's to West Dunbartonshire Leisure to ensure smooth transfer of funds.

## **Partner: West Dunbartonshire Council – Skillseekers Unit**

### **Project: Get Ready For Work Programme**

Get Ready for Work will provide a national work based training framework to provide young people with the confidence and transferable skills needed to gain a positive and sustained outcome including learning. The focus of this intervention will be on offering generic work skills rather than training for specific employment sectors. Training will be tailored to meet the needs of the individual and reflect local economic drivers.

#### **Partner responsibilities: West Dunbartonshire Leisure**

- Provide six placements for teenagers who are designated as not in Employment, Education or Training.
- Provide training for and access to National Pool Lifeguard Qualification.
- Provide a comprehensive training programme to enable placement to complete all the competencies required for employment within leisure industry.
- Each placement will last for one year or until the person gains employment.
- Ensure timesheets are completed and sent to Skillseekers unit on a weekly basis.
- Liaise with Skillseekers officers in all aspects of placement's conduct, appearance, time keeping and evaluation.
- Participate in the recruitment and selection process for each placement.

#### **Partner responsibilities: Skillseekers Unit**

Skillseekers will:

- Recruit and select the young people to programme.
- Deliver pre-placement core skills training.
- Select appropriate work placement.
- Deliver the programme by providing every eligible young people with an individual programme of guidance.
- Give support that will enable and encourage progression to sustained employment.
- Provide funding for wages and to enable young person to attend work placement.
- Offer continual support and appraisal throughout placement term.
- Offer training to leisure services staff regarding the programme when requested.
- Manage timesheets, wages and holiday entitlement during placement period.

## **Partner: West Dunbartonshire Council – Activity Agreement**

### **Project: Activity agreement**

Young people, 16-19 years old, who are not accessing Education, Employment or Training in West Dunbartonshire need to be informed about the career routes available. This is to ensure that any learning provision reflects both the current and future labour market demands and that learning offered is of high quality and complies with industry standards.

An Activity Agreement is an agreement between a young person and an advisor that the young person will take part in a programme of learning and activity which helps them to become ready for formal learning or employment. The young person may receive an allowance in return for complying with this agreement.

### **Partner responsibilities: West Dunbartonshire Leisure**

Leisure Services will:

- Provide access to facilities at a reduced cost.
- Provide access to training courses at a reduced rate.
- Provide access to work placements.
- Market and promote the initiative within leisure facilities.

### **Partner responsibilities: Activity Agreement**

Activity agreement team will:

- Provide learning provision suitable to the needs of the applicant
- Provide funding to finance training needs of the applicant
- Engage with Leisure Services to find suitable work placements for applicants
- Provide additional support for applicants undertaking work placements
- Take responsibility for disciplinary matters resulting from conduct of placement
- Review and report findings to Business Development Coordinator regarding project outcomes



## **Partner: West Dunbartonshire Amateur Swimming Club**

### **Project: Beginner to Winner scheme**

The development and delivery of a swimming programme in West Dunbartonshire in partnership with West Dunbartonshire Amateur Swimming Club which reflects the aims and objectives of the Scottish Amateur Swimming Association and is designed to take into account the emotional and physical development needs of young people.

#### **Partner responsibilities: West Dunbartonshire Leisure**

- Provide access to swimming pools at times appropriate to young people
- Provide access to swimming pools at non public times including early mornings and weekend evenings
- Provide a safe and well maintained facility in which to train and compete
- Provide training on key holding responsibilities and pool plant safety
- Assist in marketing the Club within the leisure centres
- Provide discounted charges for use of the pools and ancillary facilities

#### **Partner responsibilities: West Dunbartonshire Amateur Swimming Club**

WDA Swimming club will provide:

- Ensure a strong club structure exists with office bearers and appropriate insurances
- Provide support and training opportunities for all talented swimmers, coaches and officials to assist in realising their potential
- Establish a measurable programme for swimming which has tangible outcomes
- Work in conjunction with the Scottish Amateur Swimming Association
- Ensure that all coaches and club officials are appropriately qualified and vetted in accordance with SASA guidelines
- Liaise with West Dunbartonshire Council's Sports Development and Leisure Services sections

## **Partner: West Dunbartonshire Council – Social Work and Health**

### **Project: Sports United**

The development and delivery of a programme of sporting activities for adults and children with or affected by disabilities in partnership with West Dunbartonshire Council's Social Work and Health which will support adults and children with or affected by disability and improve their health and well being.

#### **Partnership responsibilities: West Dunbartonshire Leisure**

- Provide sessions of supervised sporting activities throughout the year for children
- Provide sports specific training for staff
- Work closely with Scottish Disability Sport
- Provide disability awareness training for new West Dunbartonshire Leisure staff as well as refresher training for existing staff
- Provide a safe and well maintained facility in which participate in
- Raise awareness of the importance of exercise
- Provide a scheme of discounted charges for disabled users
- Work closely with disabled customers, parents and carers
- Attend relevant meetings of working groups

#### **Partnership responsibilities: Social Work and Health**

Social Work and Health will:

- Provide support for Leisure Services in the form of professional advice
- Provide support and training opportunities for West Dunbartonshire Leisure staff
- Raise awareness of the sporting programmes provided by Leisure Services within the community
- Assist in the distribution of marketing information relating to the programmes provided by Leisure Services to their clients and staff

## **Partner: PCS Leisure**

### **Project: Procurement of Services**

PCS Leisure was appointed by the Sports and Leisure Trusts Association (SPORTA) in 2012 to aggregate buying power for leisure trusts in Scotland. PCS Leisure negotiates highly competitive pricing arrangements with local and national companies thereby passing on substantial savings to all members.

#### **Partner responsibilities: West Dunbartonshire Leisure**

- Provide accurate information on the purchasing of goods and services including employee uniforms, janitorial supplies, office supplies, energy costs
- Work with affiliated members of the Procurement Hub to purchase essential goods and services, improve quality and value for money.

#### **Partner responsibilities: PCS Leisure**

- Provide support and overall guidance on the procurement of goods and services and recognise problem areas and offer solutions
- Constantly monitor and compare prices to ensure that WDL are always getting the best prices possible.
- Actively increase the level of members joining the Procurement Hub to obtain better bulk buying powers for WDL.
- Issue updates on all members who are part of the Procurement Hub and details of what they can offer WDL
- Offer special promotions to WDL
- Issue updates on new members who join the Procurement Hub and details of what they can offer WDL
- Access to the member area of the pcs leisure web site.
- Encourage suppliers to pay a small percentage of sales back to WDL to support local community projects



**Partner:** Clydebank College

**Project:** Students in Sport initiative

The Students in Sport initiative is a partnership programme run in conjunction with WDL's Active Schools team. Sport students are trained then placed with a primary school one day per week for 4 hours, where they support and lead lunchtime activity, PE and after-school sport sessions. This supports both the priorities of Active Schools and enhances the education provided by the College to students.

**Partner responsibilities:** West Dunbartonshire Leisure

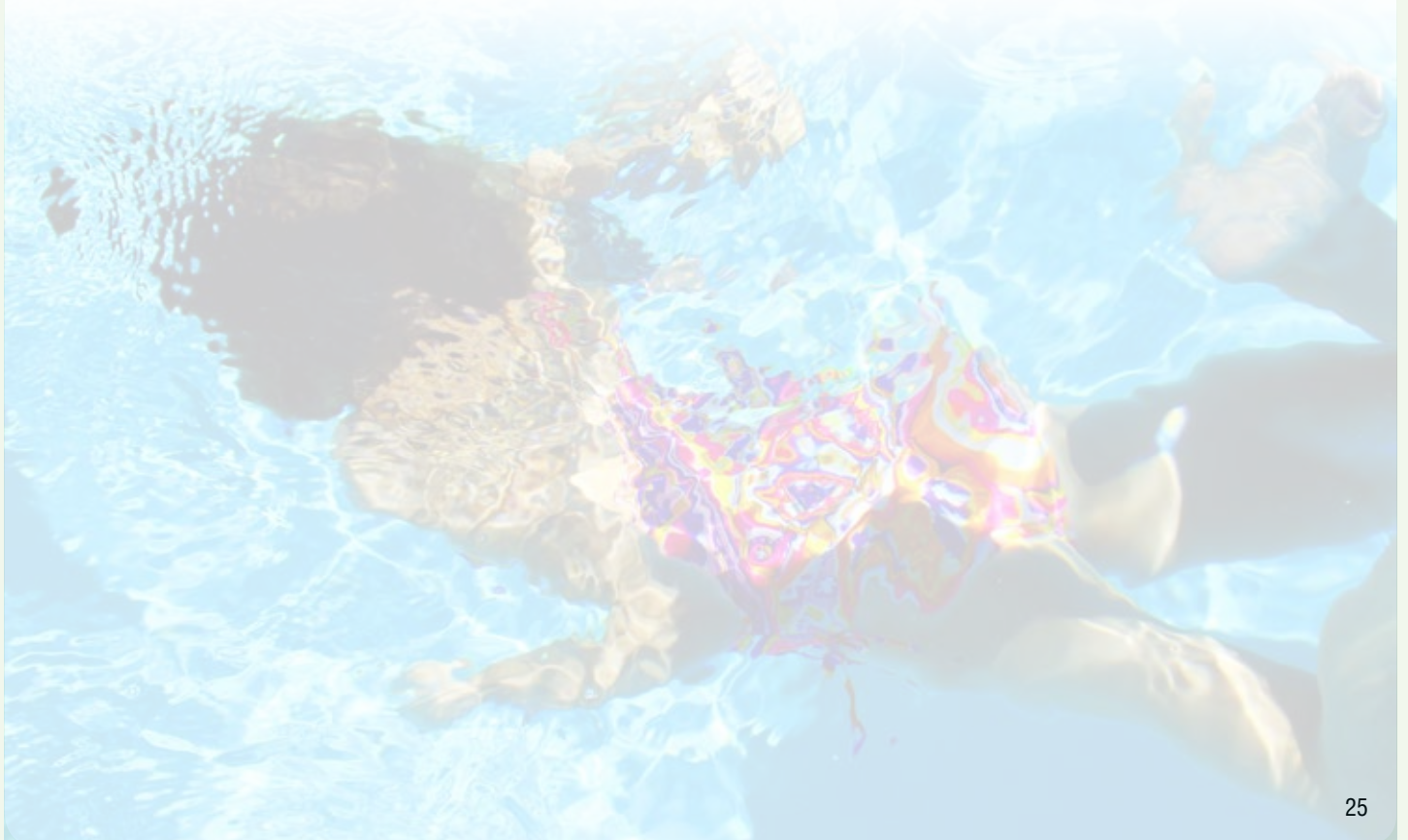
West Dunbartonshire Leisure will:

- Provide general activity and sport specific training for students.
- Provide access to training courses at a reduced rate.
- Provide access to work placements.
- Provide ongoing support and resources.

**Partner responsibilities:** Clydebank College

Clydebank College will:

- Provide funding to finance training for students
- Engage with Active Schools to find suitable school placements for students
- Provide additional support for students undertaking placements
- Take responsibility for disciplinary matters resulting from conduct of placement
- Engage in the monitoring, reviewing and development of the initiative



## **Partner:** sportscotland

**Projects:** Active Schools, Club, Coach & Volunteer Development, Swimming Top-up.

**sportscotland** provides the majority of the investment for the Active Schools programme in West Dunbartonshire which is part of their national Active Schools Network – present in all 32 Local Authorities, with the aim of getting more young people, more active, more often. This supports a team of 7 Active Schools Coordinators and 1 Active Schools Manager. Investment is also provided for the Sports Development Team in relation to the Club, Coach and Volunteer Development post (which includes funds for Community Sports Hubs funds) and Swimming Development through the Swimming Top-up investment.

## **Partner responsibilities:** West Dunbartonshire Leisure

West Dunbartonshire Leisure will:

- Lead and facilitate strategic planning for sport as part of the wider corporate plans of local authorities
- Ensure a strategic approach to the provision and management of sports facilities
- Monitor and evaluate impact of plans and ongoing implementation
- Develop and support local infrastructure for sport working with all partners
- Resource staffing levels to ensure effective delivery of priorities and outcomes for sport
- Commit financial resources to maintain the Active Schools staffing network

## **Partner responsibilities:** sportscotland

**sportscotland** will provide a dedicated Partnership Manager to:

- Work with local partners to support their planning for sport including the development of strategic and operational plans
- Ensure **sportscotland** integrated investment is aligned to these plans
- Provide national leadership on specific projects and programmes
- Provide a consistent approach to monitoring and evaluation
- Share national practice locally





**West Dunbartonshire Leisure**

Alexandria Community Centre  
Main Street, Alexandria, G83 0NU

Tel: **01389 757806** Fax: **01389 751557**

Email: [leisureservicesadmin@west-dunbarton.gov.uk](mailto:leisureservicesadmin@west-dunbarton.gov.uk)

[www.wdleisure.net](http://www.wdleisure.net)

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