

Section 1.

Setting The Context Nationally

Index

The Policy Context	2
Jargon Busters/ Further Reading	5
List Of Contacts	13

The Policy Context

Promoting walking and supporting people to become more active can play a key role in meeting both local and national policy objectives. Such policies include:

Let's Make Scotland More Active – A Strategy for Physical Activity (*Scottish Executive 2003*) is the Scottish Executive's commitment to addressing inactivity. The strategy seeks to influence both public policies, support improvements in physical environments and strengthen community action and in doing so recognises that the community planning process is the most appropriate tool to deliver these objectives. Download the strategy via www.scotland.gov.uk/publications

Improving Health in Scotland (*Scottish Executive 2003*) challenges us all to work together to 'boost the health (physical, mental and social) of the people of Scotland' and recognises that to achieve this goal we need to consider both lifestyle and life circumstances. It builds on the foundations from **Towards a Healthier Scotland** (*Scottish Office 1999*) and is the first in a series of framework documents. The document focuses on four themes to direct health improvement work – these are early years, teenage transition, the workplace and community-led.

The **NHS Reform (Scotland) Act (2004)** places a duty on Scottish Ministers and Health Boards to take action to promote health improvement. Download a copy of the Act at www.opsi.gov.uk

The **Land Reform (Scotland) Act 2003** gives everyone rights of responsible recreational access to the outdoors and also gives local authorities duties and powers to support the new rights. Under the Act, each local authority must set up a Local Access Forum to advise on how the new rights should be carried out. The Land Reform (Scotland) Act 2003 establishes a statutory right of responsible access to land and inland waters for:

- outdoor recreation,
- crossing land, and
- some educational and commercial purposes.

The Scottish Outdoor Access Code gives detailed guidance on your responsibilities when exercising access rights and if you are managing land and water. The Act sets out where and when access rights apply. The Code defines how access rights should be exercised. For more information see www.outdooraccess-scotland.com. Local Access Officers and Access Forums are drawing up 'Core Path Plans' these are paths which have been identified by the community as important. Contact your local Access Officer to get a copy of draft plans for your area.

The National Strategy for Mental Health and Wellbeing exists to support work that will help improve mental health and well-being for everyone living in Scotland and to improve the quality of life and social inclusion for people who experience mental health problems. The National Programme is a key part of the Scottish Executive's aims to improve the health of people in Scotland and to address problems such as poor housing, low skills, unemployment and low income, so that everyone in Scotland has the opportunity to learn, develop and prosper.

The four key aims of the National Programme during 2003–08 are:

- raising awareness and promoting mental health and well-being
- eliminating stigma and discrimination
- preventing suicide and supporting people affected by the aftermath of suicide
- promoting and supporting recovery

For more information and a copy of the strategy please visit www.wellscotland.info.

The **Scottish Executive Volunteering Strategy** was published in 2004 and sets out how the Scottish Executive will work with the voluntary, public and private sectors to provide opportunities so that anyone who wants to volunteer can do so readily; to ensure that volunteering is valued and recognised as a force for good and a force for change; and to ensure that volunteers are supported and encouraged in every possible way. The strategy summarises the policy context of volunteering and provides information on demand and supply of volunteers. It then outlines key actions around four strands:

- Strand one: Focusing on Project Scotland and young people
- Strand two: Dismantling the barriers to volunteering and closing the opportunity gap
- Strand three: Improving the volunteering experience
- Strand four: Monitoring, evaluation and ongoing policy development

For more information please visit www.scotland.gov.uk/publications.

The Social Justice Strategy (1999), outlines the Scottish Executive plans to tackle poverty and disadvantage. This was also the foundation of a related strategy – ‘**Closing the Opportunity Gap**’ (2002) which contains, among others, targets for improving access to quality services for the most disadvantaged groups and reducing health inequalities by increasing the rate of improvement for heart disease and cancer in the most deprived communities. For more information please visit www.scotland.gov.uk/publications.

Informing Engaging and Consulting the Public in Developing Health and Community Care Policies and Services (Scottish Executive 2003) sets out guidance on how staff within the Scottish Executive Health Department (SEHD) and NHS Scotland should involve their key stakeholder and partner organisations in all proposed policy or service developments, including service change. For a copy of this document please ask Paths to Health.

The **National Standards for Community Engagement** (2005) were developed by Communities Scotland (the Scottish Executive agency which aims to work with others to ensure decent housing and strong communities across Scotland.) The standards are measurable performance statements which can be used by everyone involved in community engagement to improve the quality and process of the engagement. They set out key principles, behaviours and practical measures that underpin effective engagement. The standards can be used in both formal and informal community engagement and can be downloaded from www.communitiesscotland.gov.uk.

The **Protection of Children (Scotland) Act 2003** aims to improve the safeguards for children by preventing unsuitable people from working with them (www.scotland.gov.uk/publications.) Anyone working with young people under 18 will be affected by this legislation and will be required to undergo a police check – Disclosure Scotland check. Your employer will have policies regarding this and you should investigate these before working with under 18’s. The Central Registered Body for Scotland (www.crbs.org.uk) have online training and guidance and provide the checking

service for the voluntary sector. Please also see Paths to Health guidance available in the Volunteer Policy (Section 6). Legislation protecting vulnerable adults is expected in 2006/7.

Scotland's transport future, the transport white paper (June 2004) briefly refers to objectives for walking and cycling. Download the paper at www.scotland.gov.uk/publications.

The **Disability Discrimination Act (DDA)** was passed in 1995 to end the discrimination that many disabled people face. It protects disabled people in:

- employment
- access to goods, facilities and services
- the management, buying or renting of land or property
- education

Download a copy of the Act and guidance at www.drc-gb.org/thelaw/index.asp

For details on NHS Scotland and DDA please see

www.show.scot.nhs.uk/hddda/News.htm.

The Race Relations Amendment Act (2000) requires named public authorities to review their policies and procedures; to remove discrimination and the possibility of discrimination; and to actively promote race equality. Public authorities are required not only to address unlawful discrimination where it occurs, but also to be pro-active in preventing it from occurring. The Act applies to:

- Ministers and central government departments
- Local Authorities, regional development agencies and enterprise networks
- Police authorities
- Health authorities, health boards, NHS Trusts and primary care trusts
- Education authorities, grant aided and self governing schools, Colleges and universities
- Communities Scotland
- Professional bodies
- Libraries, museums and galleries

For more information please see <http://www.scvo.org.uk/equalities>

Jargon Busters/ Further Reading

Local Authorities	6
The Scottish Parliament	6
The Scottish Executive	6
Devolution	6
Access Strategies	7
Community Planning	7
Community Health Partnerships	7
Active Schools	7
Health Inequalities	8
Common Words and their definitions	8
Aim/ Mission	8
Baseline	8
Benchmark	8
Evaluation	8
Impact	8
Indicator	8
Input	8
Milestone	8
Monitoring	8
Objectives	9
Outcomes	9
Outputs	9
Qualitative information	9
Quantitative information	9
Resources	9
Stakeholders	9
Target	9
Vision	9
Useful Websites/ Organisations And Further Reading	10
List Of Contacts	13

Local Authorities

Scotland is divided into 32 local authorities or councils, which are responsible for directly delivering a wide range of services in the area they cover. These services include:

- schools
- social work
- libraries, museums and galleries
- parks and leisure facilities
- waste collection and recycling
- housing and environmental health
- planning decisions and licensing
- public transport and road maintenance
- electoral registration.

Most of the funding for local authorities comes from the Scottish Executive, but about 20% is raised through council tax.

The Scottish Parliament

The Scottish Parliament is the **law-making body** in Scotland for devolved matters. All bills passed by the Scottish Parliament require Royal Assent from Her Majesty The Queen before becoming Acts. One of the functions of the Scottish Parliament is to scrutinise the work and policies of the Scottish Executive. The Scottish Parliament is made up of 129 Members of the Scottish Parliament (MSPs).

The Scottish Executive

The Scottish Executive is the **government in Scotland** for devolved matters and is responsible for formulating and implementing policy in these areas. The Scottish Executive is accountable to the Scottish Parliament, and the Scottish Parliament and the Scottish Executive are accountable to the people of Scotland.

Devolution - the Scottish Parliament and the Scottish Executive deal with devolved matters. The UK Parliament and UK Government deal with reserved matters.

Key devolved matters include:

- health
- education
- culture and the arts
- local government
- housing
- social work
- police and fire services
- agriculture
- environment
- some aspects of transport, including roads and buses
- tourism

Key reserved matters include:

- the Constitution
- foreign policy
- immigration and nationality
- social security
- defence and national security
- fiscal and economic affairs
- trade and industry

- nuclear energy, oil, coal, gas and electricity
- employment
- some aspects of transport, including national road and rail safety

Access Strategies

Outdoor access is relevant for everyone. Outdoor access includes all non-motorised travel, by people of all ages and abilities, using networks of paths, open-spaces and linkages in and around cities, villages and rural areas. An outdoor access strategy is not a requirement under the Land Reform Act, but it will help local authorities to carry out several of their new duties. Most local authorities have now developed outdoor access strategies and they have evolved considerably over recent years. Contact your local Access Officer and ask them for a copy of your access strategy.

Community Planning.

The Local Government in Scotland Act 2003 made it a statutory responsibility for local authorities to work together with other public services (Scottish Water, Scottish Enterprise, Police, Fire Brigade, etc) to deliver coordinated services within local authority areas. This is called 'Community Planning'. Each Local Authority has approached this task in a different manner. Where organisations boundaries are the same, planning and delivery has been more effective.

The Community Planning Partnership produces the Community Plan, which consists of vision, strategies, themes and shared objectives. The shared vision for health should be clearly expressed as a set of objectives. You should be able to access the Community Plan for your area via the local authority website. There may also be a Community Planning group which specifically works on health – you could try and meet with the coordinator of this group to raise awareness of your developing project and make strategic links with potential partners. See www.scotland.gov.uk/library5/localgov/cpan-00.asp for more details on the Act. Contact your local authority for further information.

Community Health Partnerships

Community Health Partnerships are being established by NHS Boards as key building blocks in the modernisation of the NHS and joint services, with a vital role in partnership, integration and service redesign. They provide an exciting opportunity for partners to work together to improve the lives of the local communities which they serve. CHPs will Link clinical and care teams

Work in partnership with local authorities, voluntary sector and other stakeholders

Actively involve the public, patients and carers

For contact details of your local CHP and resources on CHP's please visit

www.show.scot.nhs.uk/sehd/chp/index.htm.

Active Schools

Active Schools is a term given to all schools in Scotland that provide pupils with sufficient opportunities to get active to the extent that it makes a positive contribution to their health. The fundamental aim of Active Schools is to give school-aged children the tools, motivation and opportunities to be more active throughout their school years and into adulthood. The Scottish Executive provided sportscotland with a budget of £24 million to roll out the Active Schools element to more schools throughout Scotland. 630 Co-ordinators and 32 Managers are employed in Scotland. See www.scotland.gov.uk/Topics/Health/health/Introduction/ActiveSchools for more information.

Health Inequalities

'Health inequalities' are the differences found in various aspects of health between different groups in society (in relation to socio-economic circumstances such as employment, income, housing and social support). Over the last twenty years, in general population terms, life expectancy and prosperity have improved and death rates from major diseases have fallen. However, the gap between those at the top and bottom of the socio-economic spectrum has persisted and has in fact increased in Scotland. In other words, poorer people are more likely to suffer ill health than more wealthy people. In addition, those who benefit most from social and health advances are generally *not* those who are in greatest need (i.e. a programme which is not targeted at the poorest members of society is most likely to benefit the well off.)

Common Words and their definitions

Aim/ Mission

An *overall* aim or 'mission' explains why an organisation or project exists and the broad effect that it wants to have. Also described as a summary of the overall difference it wants to make.

Specific aims - are particular changes or differences the project or organisation plans to bring about for its users.

Baseline

Information about the situation that a group is trying to change, showing what it is like before they intervene.

Benchmark

A standard of achievement that an organisation or project (or others like it) has already achieved, which they can compare current achievement to or use to set a target.

Evaluation

Using information from monitoring and elsewhere to judge the performance of an organisation or project.

Impact

Broader or longer-term effects of projects or organisation's outputs, outcomes and activities.

Indicator

Well defined information which shows whether something is happening.

Input

All the resources a group needs to carry out its activities.

Milestone

A well defined and significant step towards achieving a target, output, outcome or impact, allowing a group to track progress.

Monitoring

Collecting and recording information in a routine and systematic way to check progress against plans and enable evaluation.

Objectives

The areas of activity or practical steps a project or organisation plans to accomplish its aims.

Outcomes

The changes, benefits, learning or other effects that result from what the project or organisation makes, offers or provides.

Outputs

Products, services or facilities that result from an organisation's or project's activities.

Qualitative information

Information about what you do, achieve or provide that tells you the nature of the thing you are doing, providing or achieving.

Quantitative information

Information about what you do, achieve or provide that tells you how many, how long or how often you have done it, achieved it or provided it.

Resources

Everything a project or organisation draws on to carry out its activities. These will include the people, equipment, money and services you need. They may also be intangible, such as time, morale and knowledge.

Stakeholders

Stakeholders are people or organisations who will be affected and/or can influence a project. When working on a project it might be useful to carry out a 'stakeholder analysis' – a template is found below:

Stakeholder	Interests in the project	Potential impact of the project on each interest: + positive or - negative	Priority* (which the project should give to each stakeholder in meeting their interests)
E.g. Physically inactive community members	To become more healthy To build a social network	+ +	1

* Normally stated as a number 1 being the highest

It can then be useful to look at the 'importance' and 'influence' of each stakeholder. Some important stakeholders (e.g. physically inactive community members) have very little influence – making them one of your primary stakeholders.

Target

A defined level of achievement which a project or organisation sets itself to achieve in a specific period of time.

Vision

The ideal state a project or organisation wants the world to be in. What the world will look like if the project or organisation is successful in achieving its mission.

Useful Websites/ Organisations and Further Reading

➤ **Paths for All Partnership** (<http://www.pathsforall.org.uk/publications.shtml>).

A range of factsheets, technical guides and manuals on paths networks can be downloaded free. **Promoting Paths for People** is a toolkit which can be downloaded from the Paths for All Partnership website. The guide shows how marketing can help develop and promote path networks, as well as outdoor recreation, events and activities. It also provides a set of marketing tools, techniques and ideas to increase the use of paths for everyone for walking, cycling and horse riding.

➤ **Paths to Health** (www.pathstohealth.org.uk) is part of the Paths for All Partnership. Please see our 'resources' section in the website to download the latest information and resources. You can also order copies of the Paths to Health 'Walk More Feel the difference' leaflet, via this site.

➤ The **Public Health Institute of Scotland [PHIS]** (www.healthscotland.com) serves the whole of the public health community in Scotland, within the NHS and beyond. PHIS work with the public health community to:

- develop the public health information base;
- develop the public health evidence base; and
- develop the public health skills base.

PHIS is part of Health Scotland, an NHS organisation.

➤ **NHS Health Scotland publications catalogue.**

(<http://www.healthscotland.com/publications/catalogue.cfm>) Many of these publications are free and the catalogue includes toolkits and guides including:

- **Understanding the Policy Maze:** Guide to Social and Health Policy in Scotland
- **Partners in Health – A toolkit for building successful partnerships**

Copies are also usually held at your local Health Promotion Library.

➤ **Health Scotland** (www.healthscotland.com) is the national resource for improving Scotland's health. They are a Special Health Board within NHS Scotland, their strategic objectives are to:

- enhance understanding of Scotland's health and how to improve it
- contribute expertise to policy-makers
- lead the delivery of health improvement programmes
- disseminate evidence, learning and good practice
- establish practical arrangements for working with NHS Boards and other key partners

➤ **British Heart Foundation** (www.bhf.org.uk.) See the publications section for a comprehensive range of research notes and promotional materials. The British Heart Foundation National Centre for Physical Activity and Health (www.bhfactive.org.uk) inform major research on heart disease and the benefits of physical activity.

➤ **Scottish Centre for Regeneration** (www.scr.communitiesscotland.gov.uk) helps build skills and expertise and share knowledge among those working in community regeneration and community development. SCR is part of Communities Scotland. They publish a number of 'How to...' guides which might be of use including:

- Community Engagement
- Partnership working

➤ **The Scottish Community Development Centre** (www.scdc.org.uk) works with communities to:

- support community groups to set their own agenda.
- strengthen local action.
- build community capacity.

SCDC also work with agencies and government to improve practice. Please see their website for further information on LEAP (learning, evaluation and practice), community planning and community development best practice.

➤ **The Forestry Commission** 'Active Woods' programme (www.forestry.gov.uk/active) promotes woods as great places for walking – it includes a 'walk finder' database which grades walks in your area. The Forestry Commission also has a research programme on 'People, trees and woodlands' (www.forestresearch.gov.uk/fr/inf-d-5stbz2) which has published a number of research papers on the social and economic benefits of woods.

➤ **Greenspace Scotland** (www.greenspacescotland.org.uk) drives forward the Greenspace for Communities Initiative, providing a national lead on local action to regenerate and revitalise communities and places within and around towns and cities in Scotland.

➤ **LGBT Health Scotland** (<http://www.lgbthealthscotland.org.uk>) is a good source of information for advice, publications, examples of good practice for the lesbian, gay, bisexual and transgender community.

➤ **Living Streets**. (www.livingstreetsscotland.org.uk) works on practical projects to create safe, vibrant and healthy streets. Living Streets also works to influence policy to create more walker friendly streets. Site includes information about assessing the "walkability" and "liveability" ratings of streets.

➤ **Scottish Council for Voluntary Organisations** (www.scvo.org.uk) is the national body representing the voluntary sector. SCVO seeks to advance the values and shared interests of the voluntary sector by fostering co-operation, promoting best practice and delivering sustainable services. Please see their website for recent publications and resources and daily updates.

➤ **Volunteer Development Scotland** (www.vds.org.uk) works strategically to help create an enabling environment for volunteering. They disseminate good practice in volunteer management. For recent publications and training opportunities please see their website.

➤ **Walking the Way to Health Initiative** (www.whi.org.uk) This is the sister scheme of Paths to Health in England. Much of our work in Scotland reflects lessons learnt in England. Please see their website for publications and research notes.

➤ **The Scottish Centre for Healthy Working Lives** (www.healthscotland.com/hwl) works to improve the health of working age people in Scotland by ensuring healthier and safer workplaces, promoting healthier lifestyles and developing employability. The aim of Healthy Working Lives is to provide national support and services to employees, employers and those wishing to enter the Scottish workforce on improving health and wellbeing. Please see their website for further information.

List of Contacts

Access Officer – for an up to date list of contact details for your Local Access Officer visit the Paths for All website at www.pathsforall.org.uk/map.shtml

For local **Health Board** contact details visit:

www.show.scot.nhs.uk/organisations/orgindex.htm

Health Board boundaries sometimes overlap local authority areas but are often much larger than a local authority. It might be worthwhile to see which health projects exist within the Health Board boundary and perhaps approach the Health Board with a collective voice.

Health Board areas:

- NHS Ayrshire & Arran
- NHS Borders
- NHS Dumfries & Galloway
- NHS Fife
- NHS Forth Valley
- NHS Grampian
- NHS Greater Glasgow & Clyde
(now incorporates the Clyde part of the old Argyll & Clyde Board)
- NHS Highland
(now incorporates Argyll & Bute area of the old Argyll & Clyde Board)
- NHS Western Isles
- NHS Tayside
- NHS Shetland
- NHS Orkney
- NHS Lanarkshire
- NHS Lothian

Special Health Boards

- NHS Health Scotland
(incorporating National Resource Centre for Ethnic Minority Health, Scottish Centre for Healthy Working Lives and Scotland's Health at Work)
- NHS Education
- NHS Quality Improvement Scotland

For your **Local Authority** information (on Access or Community Development or Community Planning officers) please contact:

Aberdeen City Council
Town House
Broad Street
ABERDEEN
AB10 1FY
01224 522000

Aberdeenshire Council
Woodhill House
Westburn Road
ABERDEEN
AB16 5GB
01467 620981

Angus Council
Council Headquarters
The Cross
FORFAR
Angus
DD8 1BX
01307 461460

Argyll and Bute Council
Headquarters
Kilmory
LOCHGILPHEAD
Argyll
PA31 8RT
01546 602127

Clackmannanshire Council
Greenfield
ALLOA
FK10 2AD
01259 450000

Comhairle nan Eilean Siar
Council Offices
Sandwick Road
STORNOWAY
Isle of Lewis
HS1 2BW
01851 703773

Dumfries and Galloway Council
Council Offices
English Street
DUMFRIES
DG1 2DD
01387 260000

Dundee City Council
21 City Square
DUNDEE
DD1 3BY
01382 434000

East Ayrshire Council
Council Headquarters
London Road
KILMARNOCK
KA3 7BU
01563 576000

East Dunbartonshire Council
Tom Johnston House
Civic Way
Kirkintilloch
GLASGOW
G66 4TJ
0141 578 8000

East Lothian Council
John Muir House
HADDINGTON
EH41 3HA
01620 827827

East Renfrewshire Council
Council Offices
Eastwood Park
Rouken Glen Road
GIFFNOCK
G46 6UG
0141 577 3000

The City of Edinburgh Council
Council Headquarters
Wellington Court
10 Waterloo Place
EDINBURGH
EH1 3EG
0131 200 2000

Fife Council
Fife House
North Street
GLENROTHES
Fife
KY7 5LT
01592 414141

Glasgow City Council
City Chambers
George Square
GLASGOW
G2 1DU
0141 287 2000

Highland Council
Glenurquhart Road
INVERNESS
IV3 5NX
01463 702000

Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LY
01475 717171

Midlothian Council
Midlothian House
Buccleuch Street
DALKEITH
EH22 1DJ
0131 270 7500

Moray Council
Council Offices
High Street
ELGIN
IV30 1BX
01343 543451

North Ayrshire Council
Cunninghame House
IRVINE
KA12 8EE
01294 324100

North Lanarkshire Council
PO Box 14
Civic Centre
MOTHERWELL
MI1 1TW
01698 302222

Orkney Islands Council
Council Offices
KIRKWALL
KW15 1NY
01856 873535

Renfrewshire Council
Council Headquarters
North Building
Cotton Street
PAISLEY
PA1 1TR
0141 842 5000

Scottish Borders Council
Council Headquarters
Newton St Boswells
MELROSE
TD6 0SA
01835 824000

Shetland Islands Council
Town Hall
LERWICK
ZE1 0HB
01595 693535

South Ayrshire Council
County Buildings
Wellington Square
AYR
KA7 1DR
01292 612000

South Lanarkshire Council
Council Offices
Almada Street
HAMILTON
ML3 0AA
01698 454444

Stirling Council
Viewforth
STIRLING
FK8 2ET
01786 443322

West Dunbartonshire Council
Council Offices
Garshake Road
DUMBARTON
G82 3PU
01389 737000

West Lothian Council
West Lothian House
Almondvale Boulevard
LIVINGSTON
EH54 6QG
01506 777000