

AGENDA MANAGEMENT SHEET

Name of Committee North Warwickshire Area Committee

Date of Committee 16 November 2005

Report Title Community Development Worker - Social Inclusion Funding

Summary The report informs the Area Committee on the continued progress of a project that has received Social Inclusion funding support. The project is now in its third year of funding.

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Would the recommended decision be contrary to the Budget and Policy Framework? No.

Background papers NWArea Committee 15 September 2004
NWArea Committee 10 November 2004

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

Other Committees

Local Member(s) Councillor Sweet is Area Committee's nominated representative on the Community Development Worker steering group.

Other Elected Members

Cabinet Member

Chief Executive David Carter

Legal Catherine Witham

Finance David Preece, Financial Services Manager, Chief Executive's Dept

Other Chief Officers

- District Councils
- Health Authority
- Police
- Other Bodies/Individuals

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

- Further consideration by this Committee
- To Council
- To Cabinet
- To an O & S Committee
- To an Area Committee
- Further Consultation

**North Warwickshire Area Committee
– 16 November 2005**

**Community Development Worker - Social Inclusion
Funding**

**Report of the County Solicitor
and Assistant Chief Executive**

Recommendations

1. That the Area Committee notes and supports progress made by the Community Development Worker and the Assistant Community Development Worker during May to November 2005 of the project as detailed in **Appendix A**.
2. To confirm the appointment of Councillor Brian Moss as the second Area Committee representative to join the Community Development Worker steering group.
3. Members note the date of the termination of the 3 year Service Level Agreement between Warwickshire County Council and North Warwickshire Council for Voluntary Service for the post of Community Development Worker (North Warwickshire) – 31st March 2006.

1. Introduction

- 1.1 In accordance with the Service Level Agreement (SLA) between Warwickshire County Council and North Warwickshire Council for Voluntary Service (“CVS”), two six monthly reports must be submitted to the Area Committee for comment and approval of progress. The reports should also contain an outline of forward planning for the following 6 months. Please see Appendix A, detailing the first half year progress for 2005 /06.
- 1.2 In 2003 the Area Committee agreed funding for the three-year community capacity building project to support North Warwickshire CVS in developing its outreach work. Over the three year period £90,000 was agreed for allocation to the project from Social Inclusion Fund. The project is now in its final half of the current Service Level Agreement.
- 1.3 In October 2004 written notification was received from Jacquie Aucott, Chief Officer, NWCVS of personnel changes within the organisation. At the November 2004’s Area Committee meeting amendments to the SLA were agreed to allow two part-time posts to be created. Davina Key, Community Development Worker would work reduced hours from 37 hours to 19.5 hours

per week. Cheryl Cunnington, Assistant Community Development Worker was appointed to work 17.5 hours per week.

- 1.4 Davina Key took up her new role as Temporary Part time Service Manager for Voluntary Sector Development & Millennium Volunteers in November 2004 to cover for maternity leave. Cheryl Cunnington was appointed in January 2005 to approximately October 2005.
- 1.5 On 30th September 2005 Davina Key returned to her full-time post as Community Development Worker. Cheryl Cunnington was assigned to Millennium Volunteers.

2. Review of Progress

Community Development Worker & Assistant Community Development Worker

- 2.1.1 **Appendix A** is the first 6 monthly monitoring report for the final year of the current agreement, detailing the work of Davina Key, Community Development Worker and Cheryl Cunnington, Assistant Community Development Worker. The report also highlights the support of colleagues within the organisation that the two officers can call upon. These include the Marketing & Publicity Worker who can help raise the profile of projects and groups; and the Community Accountancy Service who are able to provide financial support and advice to groups / charities.
- 2.2 The report details the types of community groups that have received support from the two workers over the last six months, it identifies the level of funding sought by these groups and the extend of signposting and networking used to further progress project ideas and assist the development of local community groups.
- 2.3 The report ends by announcing the development of a 3 year (2006 – 2009) Project Plan for the post. This will be brought to February's Area Committee for Members' comment and support.

3 Financial Position

- 3.1 **Appendix B** is a financial report from Jacquie Aucott, Chief Officer of North Warwickshire Council for Voluntary Service.
- 3.3 Of that £30,000, £15,375 has been claimed and allocated in May 2005, and a further £14,625 is available to claim for the remainder of the financial year.
- 3.4 There remains £1,800 of the post holders budget for allocation to community capacity building projects identified by the post holder as work progresses.

4 Conclusion

- 4.1 The project is now entering its final term, as the third year of the current Service Level Agreement comes to an end. Members may like to discuss future support for the project or take time to reflect on the achievements of the project and wait for the presentation at February's meeting of the 3 year Project Plan. The report will identify the focus and projected outcomes of the next phase of the Community Development Worker's role.
- 4.2 Members are asked to support the appointment of Councillor Brian Moss to the Community Worker's Project Steering Group. Councillor Moss would fill the vacancy left by the departure of Councillor Forsyth.

DAVID CARTER
County Solicitor and Assistant
Chief Executive

Shire Hall
Warwick

25 October 2005

**North Warwickshire CVS Community Development Worker
Report to North Warwickshire Area Committee
November 2005**

The format for this report is taken from the SLA between WCC and NWCVS.

Information for SLA	
<p>To keep records of work carried out with voluntary & community groups. To maintain detailed information as to the issues identified, action taken and results (if any)</p> <p>To maintain records about the groups in order to measure levels of activity in the Borough.</p> <p>To interpret information from local, regional & national sources and make it accessible to communities and groups.</p>	<p>The CDW has worked on business plans, policies, helped groups to write their funding bids as well as encouraging groups to take advantage of the training CVS and other organisations provide. The CDW has worked with 24 groups although contact has been with over 35.</p> <p>The CDW has helped groups apply for funding worth over £142,000 in the last 6 months for hall refurbishments, start up grants, new play equipment, summer activities, training courses and hall rental charges.</p> <p>Two new community groups have been set up – Dordon Stay and Play and Coleshill Arts Group. The CDW has worked with them on their Constitutions and funding applications.</p> <p>The CDW continues to work alongside Baddesley Parish Council, youth volunteers, Police Support Officers and Positive about Young People (PAYP) to provide a drop-in service for the young people of Baddesley. It has been agreed by PAYP to provide paid staff for the drop-in from October on a weekly basis.</p> <p>Another group, the Vintage Stationary Vehicles, have been looking for premises to house their collection of engines. Their idea is to have their engines under one roof so that the public can view them as well as encouraging young people to learn the traditional mechanical skills used in renovating them. They are desperate to keep their collection in North Warwickshire as they say that other groups have had to move out in the past. The CDW has worked with CISWO (looking at land they have available) as well as Polesworth Cricket Ground and local farmers. Unfortunately the land is either not in the appropriate place or the rent for farm land and barns are too high. The Community Partnership Officer is enquiring into the availability of any buildings/land at the Pooley Heritage centre.</p> <p>The Weslyn Church Old Arley (in last report) successfully received over £17,000 from WREN for their refurbishment of their Church hall.</p> <p>Community Groups continue to need help understanding funding streams as well as help with their funding applications. The Funding Seminar facilitated by NWCVS was attended by 70 voluntary and community groups. Applying for a Premises Licenses has confused groups as well as the process being time consuming. Another problem has been getting groups to understand that their premises won't be shut down because they do not have disabled access but that they do need to think about <u>all</u> disabilities and work towards making their premises accessible to all.</p>

<p>To signpost people to appropriate agencies for information, advice, guidance and training (the Worker should not be seen as <u>the</u> source of all information)</p> <p>Information obtained by Worker is fed back to CVS, WCC officers and members and used to inform service planning and delivery.</p>	<p>Dordon Stay and Play have received Story time from the Library, Piccadilly Stay and Play will soon be doing Healthy Eating and Family Fun from Community Education, Hurley Stay and Play have asked for Flower Arranging, First Aid and other courses – the CDW is currently talking to the College to arrange funding for these courses as well as a crèche. Piccadilly Community Association was signposted to PAYP (received £1,700 for their summer activities). The Friday Fun Club had summer activities from the Warwickshire Wildlife Trust.</p> <p>Once these agencies have worked with the groups they are able to build on that relationship enabling them to work together in the future.</p> <p>The Partnership Officer continues to be supportive of the CDW and the work done in the villages. He sits on the CDW Advisory Group and makes himself available to discuss new ideas and projects.</p>
<p>Development</p>	
<p>To support and encourage local people to take part in what is on offer locally and contribute to its development.</p> <p>To enable local groups to be more effective and efficient & responsive to changing needs. To work with communities to identify gaps in services and enable them to find a way(s) of filling the gaps. Develop individuals by increasing confidence & skills.</p>	<p>The CDW continues to facilitate the Three Villages Partnership meeting where representative from Wood End, Piccadilly and Hurley meet together to share experiences and support each others villages. These meetings have occasionally been opened up to Ansley and Baddesley so that they could share the information given from organisations such as the College, the Heart of England Foundation and the Patient Participation Involvement. The Borough Councils, Housing Benefits Department has been directed to appropriate community groups to discuss Housing Benefits. To date she has been to talk to the Piccadilly Community Association as well as other older peoples groups in the villages.</p> <p>More community groups and Charities in North Warwickshire are having problems recruiting experienced Treasurers with the appropriate experience and skills. The result is that Charities are not reporting their financial accounts on time (or not at all) to the Charity Commission. Changes such as the Charity Accounting Statement of Recommended Practise 2005 (SORP) will only add more problems to those already unable to cope. It is because of these problems that the Community Accountancy Service was set up by CVS this year. The CDW sent questionnaires to all affiliates, asking about their problems and what services they would like. Services asked for by affiliates are: Training, Payroll, Accounts, Procedures, Independent examining and AGM accounts. North Warwickshire Community Accountancy Service will provide the support required by community and Charity group which will develop both the groups/Charities as well as the individuals volunteering or working for them. This support will give them more confidence enabling them to become responsive to change. To-date the Community Accountancy Service is working with twelve community and voluntary groups.</p>

Participation	
To support and increase the involvement of local people in voluntary/community activity.	One good example of local involvement in community activity is the Hurley Tumble Tots. When the CDW first met the volunteers at this stay and play their equipment was old and in poor condition. Attendance was so low that they were unable to pay the full hall rental. Helping them get funding (£7,000 from the Local Network Fund) enabled them to get new, up-to-date equipment, money for a years hall hire and trips out. The CDW asked the CVS Publicity and Marketing worker to publicise the groups. This was successful and Hurley Tumble Tots now have parents/guardians from the neighbouring village of Wood End attending their sessions. The volunteer co-ordinator is also having one-to-one sessions on book keeping from the CVS Community Accountancy Service.
To involve people in networks e.g. VOICE and the LSP and related groups	The CDW promotes the widening of networks but finds that many volunteers will not attend any meeting unless it is relevant to them or they are going to get something out of it. All groups are encouraged to go to their Parish Council meetings so that they are aware of the work they are doing.
To work with the Community Partnership Officer to ensure that local people have access to officers and members	The CDW and the Community Partnership Officer work well together. The CDW promotes and works with groups to access funding from the Community Development Fund, administered by WCC.
Partnership	
To ensure the diversity of local communities is reflected in the Worker's contacts.	The CDW works with a diverse range of groups, Churches and Parish Councils. Groups such as Fillongly Pre School, Polesworth High School, Polesworth Scouts, Atherstone Cadets, Baddesley Amateur Theatrical Society, Kingsbury school, Atherstone Stationary Vehicles, Baddesley Stay and Play, Friends of Merevale, Wood End Community Association, Water Orton Bowling Group, Coleshill Arts Group, Ansley and Ansley Common Hall Committees, Warton Carnival Committee, Gunn Hill Infant and Nursery to name just a few.
Worker is working collaboratively with other agencies.	The CDW continues to work in partnership with the College, Community Education, NWBC, Library, Millennium Volunteers, Faith Community Support Officer, Fusion, Rural Youth Worker and others relevant to the community/groups. Recent projects with Community Education (healthy eating) and the Library (story time) were developed through discussion at the Community Development Workers forum.
Worker helps communities to help each other	The CDW continues to bring communities together, whether at the Three Villages Partnership or by getting groups to talk to each other to solve their problems. For example: getting the Stationary Vehicles to talk to local farmers and Polesworth Cricket Club. Groups also meet each other when they come to the CVS surgeries (held bi-monthly in the villages), CVS training sessions and funding seminar. Where groups are working on similar projects Groups will be encouraged to get together to exchange ideas.
To ensure the Worker works alongside local communities at their pace	

The CDW continues to sit on the following steering groups - Faith Community Support Officer, the Borough Councils Young Peoples Support Officer, Heart of England funding panel. Although the North Arden Trail Steering Group is not currently meeting (they are waiting to hear if their funding bid has been successful to Heritage Lottery), the CDW will continue to liaison with the project co-ordinator and is in touch with the groups taking part in the North Arden Trail.

CVS is a key player in the infrastructure of North Warwickshire and is often the only organisation that is working with the voluntary and community groups in the villages. Our strength is that we have a diverse team that supports the work of the CDW. For example: the **Marketing and Publicity Worker** is able to gain recognition for groups for their work not just a local level but also for their funders (a requirement of funders).

CVS Community Accountancy Service is already working with 12 groups and is providing pro-bono work for the smaller groups who are unable to pay. This work is crucial to groups so that they can continue to provide their services to the community as well as being transparent in their financial accounting. More work however needs to be done with these groups so that they can begin to understand that they should be applying for this and other services (such as their training needs) when writing their funding bids.

The CVS meets with other key infrastructure organisations such as the BC, WCC, WRCC, Economics department of the BC and the VC. These meetings discuss the services provided by each organisation and how we can work better together and looking at areas of overlap. The CDW has fed into these meetings.

The current three year funding is now on its last 4 months and the momentum gained over the last 3 years has been invaluable and has reached a point where groups are looking at bigger projects and more funding. The CDW is currently working with Piccadilly Community Association on a bid to the Heritage Lottery. The project will produce a book about the transitional years of Piccadilly (one hundred years in 2004). It is still under discussion but it may include reminiscence work with some of the ex-miners. The CDW will continue to support the Community Association in this project.

How the project has evolved has been dictated by the groups needs and wants. However, support for community and voluntary groups in North Warwickshire will continue as long as volunteers are needed to provide services to their communities. The work that these groups should not be underestimated as they often enable the older generations to take part in social activities, the young to take part in art projects or projects that enable them to encounter new experiences as well as bringing large amounts of funding into the Borough.

A plan for the next 3 years of the project is being developed as part of the CVS Business Plan for 2006 – 2009. The project plan will be brought to the next Area Committee meeting.

Financial summary – Community Development Worker

Financial Report

In the first 6 months of 2005 - 2006 expenditure totals £18,762, which is slightly under budget to date of £20,751.

Davina Key & Jacquie Aucott
21 October 2005