

**AGENDA MANAGEMENT SHEET**

**Name of Committee** North Warwickshire Area Committee

**Date of Committee** 11 July 2007

**Report Title** Report of the Funding Sub-Group

**Summary** This report seeks to inform the Area Committee of key decisions made by the Funding Sub-Group in relation to overall guidance, and progress in relation to previous allocations of the Social Inclusion and Well being Fund.

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**Would the recommended decision be contrary to the Budget and Policy Framework?**

**Background papers**

**CONSULTATION ALREADY UNDERTAKEN:-** Details to be specified

- Other Committees  .....
- Local Member(s)  Members of the Area Committee
- Other Elected Members  .....
- Cabinet Member  .....
- Chief Executive  David Carter
- Legal  Sian Stroud
- Finance  Nicola Cumberledge
- Other Chief Officers  .....
- District Councils  .....
- Health Authority  .....

Police  .....

Other Bodies/Individuals  Area Committee Funding Sub-Group

**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  .....

## Agenda No 6

### North Warwickshire Area Committee – 11 July 2007

#### Report of the Funding Sub-Group

#### Report of the Strategic Director of Performance and Development

##### Recommendation

1. That in terms of guidance, the committee adopt the summary of the way forward as outlined in paragraph 5 of this report.
2. That the Area Committee approves the End of Year report of the Community Development Worker (North Warwickshire) post and confirms funding of the post for the second year of the Service Level Agreement 2006/07 to 2008/09.
3. That the Area Committee note the end of project reports for 5 funded projects 'Baseline Survey of Coleshill Industrial Estate'; 'Young Peoples Health Event'; PATCHES Rural North Warwickshire'; 'Provision of Learning Events'; and 'Healthy Lifestyles Pilot Project'.

##### 1. Introduction

1.1 This report outlines the key decisions of the Funding Sub-Group at its meeting held on 13<sup>th</sup> June 2007. The report focuses on three key areas:

- Guidance on the amount and type of grants available in 2007/08
- Update on work of the Community Development Worker (Social Inclusion Fund)
- End of Project reports for the Well Being Fund

##### 2. Guidance on Delegated Funds for 2007/08 Year

2.1 The amount of funding available for the current financial year is the same as that which was allocated last year. Current funds available together with existing commitments are illustrated in the table below.

Grant	2007/08 Allocation	Existing Commitments	Total Available
CDF	22,282	-----	22,282
WBF	56,446	15,000	41,446
SIF	53,591	43,000	10,591+6000
Public Realm	4681	----	4681
Small Grants	6275	-----	6275
Health and Arts	10,000	-----	10,000

2.2 Specific points to note in relation to the table above are:

- WBF: The total allocation assumes that an unspent allocation of £3566 will be rolled over into the current year as has been the practice in previous years. The commitment relates to the funding of the Village Traffic Plans Co-ordinator.
- SIF: The £43,000 commitment relates to £30,000 for the Community Development Worker and £13,000 for the Nuisance Fund Co-ordinator post. However these commitments are offset by a further £6000 that is available for tackling anti social behaviour under community safety. There is therefore a total available of £16,591
- Small Grants; The funds quoted are for a two year period.
- Health and Arts: Proposals on how this money should be allocated will be made at a forthcoming meeting based on existing commitments as identified by the County Arts Service.

2.3 In addition to the above grants listed; decisions have yet to be made surrounding funding under ACEC and Youth Work Development Grants. Transport delegated grants are also in operation within the area.

### **3. Context**

3.1 Delegated funds have been available to the Area Committee for a number of years and are an important asset to the work of the Committee. The detailed criteria that apply to each of the grants is underpinned by general objectives of strengthening communities, meeting local priorities, facilitating partnerships working and meeting the strategic needs of the County Council.

3.2 The Partnerships and Communities Team (Comprising of Nick Gower-Johnson's team and the five Area Offices) has a number of strategic objectives which will need to be implemented during the course of the year:

- Implementation of the Local Area Agreement
- Strengthening locality arrangements
- Improving the capacity of the North Warwickshire Community Partnership
- Supporting Councillors in their Community Leadership role.

3.3 It is suggested that delegated funds be aligned at least to some of these priorities in particular the Local Area Agreement which has been developed and endorsed by all key partners in North Warwickshire.

### **4. Specific Funds (2007/08)**

#### **Community Development Fund**

4.1 The process for the administration of funds has been streamlined this year to ensure consistency. Although the criteria for the Community Development Fund are consistent with LAA priorities it is suggested that when offering guidance and shaping projects, a steer is given to those areas which make a

## **Well-Being Fund**

- 4.2 As Members are aware, the Well-Being Fund is expected to finance the commissioning of projects and initiatives that aim to meet the priorities of Area Committees. The underlying basis of the Fund is to address the social, economic and environmental well being needs of local communities through joined up services and partnership working.
- 4.3 It is suggested that for 2007/08, emphasis be given for these funds to be used to 'kick-start' the LAA process. As mentioned before, the LAA does seek to address the needs of local communities through partnership working and has been developed and endorsed by all partners in Warwickshire through a rigorous process of development. It is also a set of targets that we will be measured against twice a year by GOWM on behalf of central Government.
- 4.4 If Members are in agreement with this approach, it is suggested that the fund is publicised, as per previous years, through the North Warwickshire Community Partnership.

## **Social Inclusion Fund**

- 4.5 The criteria for the Social Inclusion Fund are broadly congruent with the aims of the LAA. The suggested application of these funds is:
- £6000 to address anti social behaviour (community safety)
  - £10,591 to be used to assist any additional areas identified under the Small Grants Scheme through closer co-operation between the Community Development Worker, and Members with assistance from the Area office.

## **Public Realm Grants**

- 4.6 Public Realm Grants are available to the Area Forums pursuant to NWBC criteria. The funds available are on a match fund basis and it is suggested that, through consultation with the Borough Council, a more pro-active marketing strategy is used to publicise the funds that are available to the Area Forums.

## **Small Grants Scheme**

- 4.7 As per previous years it is suggested that close liaison on use of these funds is undertaken between the Area Office and the Community Development Worker with regard to the strategic context outlined above and the approach listed in 4.5.

## **5. Summary of Way Forward**

- 5.1 That the Funding Sub-Group agrees to the principle that delegated funds should be applied as far as possible to those areas that directly or indirectly contribute to the delivery of the Local Area Agreement.
- 5.2 That the Community Development Fund be publicised widely and that one of the criteria for eligibility be the extent to which the proposed project supports the objectives of the Local Area Agreement and helps councillors exert their community leadership role.
- 5.3 That details of the Well being Fund and priorities accorded by the Area Committee be transmitted through the structures of the North Warwickshire Community Partnership.
- 5.4 That the options outlined in Paragraph 4.5 for the consolidation of the Social Inclusion Fund be applied.
- 5.5 That, through consultation with NWBC, a more proactive approach is taken by this office to ensure that monies relating to Public Realm Grants are used by the end of the financial year.
- 5.6 That the Small Grants Scheme is co-ordinated jointly through the Area Office and the Community Development Worker with regard to Strategic priorities and the approach suggested in paragraph 4.5

## **Community Development Worker**

### **6. Introduction**

- 6.1 In 2003 the Area Committee agreed to allocate £90,000 over a three year period from the Social Inclusion Fund to the North Warwickshire Council for Voluntary Service for the post of Community Development Worker (North Warwickshire).
- 6.2 At the meeting on 1 February 2006 the Area Committee agreed to support the continuation of the Community Development Worker (North Warwickshire) post in the short term by extending the existing agreement between Warwickshire County Council and the North Warwickshire Council for Voluntary Service (NWCVS) by a period of two months. This was to allow for further information on the three-year project plan and options for the delivery of the post to be prepared for consideration at the next meeting of the Committee, with revised arrangements in place for 1 June 2006.
- 6.3 At the meeting on 22 March 2006 the Area Committee agreed to continue their support for the post of Community Development Worker (NWCVS) for a further 3 years 2006/7 – 2008/9 subject to Social Inclusion funding continuing at their current levels.

- 6.4 A new Service Level Agreement for the post of Community Development Worker between Warwickshire County Council and the North Warwickshire Council for Voluntary Service was put into effect on 1<sup>st</sup> June 2006.
- 6.5 The funding arrangements for the new three year SLA reflects the uncertainty of the continuation of the Social Inclusion Fund over this period. It was agreed that dependency on the Social Inclusion Fund would be reduced by a gradual withdrawal of funds over the three years. This would also assist the project to look beyond the current agreement and find funding to sustaining the post after 2008/9.
- 6.6 Pursuant to the terms of the SLA a half yearly report was submitted in October 2006 and the Committee is now being asked to consider the end of year report. A full progress report is attached as Appendix A and an analysis of costs is attached as Appendix B.

## **7. Summary**

- 7.1 The role of the Community Development Worker continues to provide community capacity building opportunities in recognised areas of need in North Warwickshire. Over this time the officer has interacted with a very large number of groups across the borough, building their capacity and signposting them on to partner organisations and other opportunities. The officer has also helped to attract significant investment into the borough through grant funding and helped raise the aspirations of local groups for the benefit of the wider community.
- 7.2 The officer is working closer with Members, Parish Councils and the Borough Council's Community Development Team, as well as the North Warwickshire Area Office to provide a vital component in delivering services to our rural communities and in particular the hard to reach members of those communities.
- 7.3 In thee light of the guidance above, Members may now like to take the opportunity at future Funding sub-group meetings to provide a greater steer to the post holder by closer working with the North Warwickshire Area Office in support of the County Council's Community Leadership role, locality working agenda and development and delivery of the Warwickshire Local Area Agreement.
- 7.4 Members are asked to reaffirm their commitment to the second year of the project by confirming an allocation of £30,000 for 2007/08. This allocation should enable the project with the additional carry forward of £5,759 to deliver a complete service.

## Well being Funds: End of Project reports

### 8. Introduction

- 8.1 Well-being Fund seeks to address the social, environmental and economic well-being needs of local communities in the Borough. This is achieved by commissioning projects that meet priorities identified by North Warwickshire Area Committee. The priorities are based on those identified through the North Warwickshire Sustainable Community Plan, the County Strategic Plan or the Area Business Plan.
- 8.2 Commissions supported through the Well-being Fund are required to submit Mid-term and End of Year reports. Attached at **Appendices C-G** are final reports from the Local Economy Theme Group for the Baseline Survey of Coleshill Industrial Estate; the Health & Wellbeing Theme group for the 'Young Peoples Health Event'; 'PATCHES Rural North Warwickshire'; 'Healthy Lifestyles Pilot Project' and from the Education & Life Long Learning Theme Group for the 'Provision of Learning Events'
- 8.3 The Committee are requested to note the reports submitted by previous allocations (2005/06) and are invited to comment on the progress made.

DAVID CARTER  
Strategic Director of Performance and Development  
Shire Hall  
Warwick

27<sup>th</sup> June 2007



North Warwickshire CVS Community Development Worker  
 Report to North Warwickshire Area Committee  
 June 2007

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

<p><b>Community Capacity Building</b></p>	
<p>To enable local groups to be more effective and efficient and responsive to changing needs.</p>	<p>The CDW has signposted over 50 volunteers to the following training courses – Key Management Skills, Recruiting Trustees, Basic Food Hygiene, Emergency First Aid, Basic Health and Safety, Stress Management, Community Interest Companies, Working Ethically in Youth Work, Mentoring and Preparing for Partnership with Parents. These courses are publicised in the CVS newsletter and through e-mail bulletins to all affiliated groups. In response to groups needs, the CDW and Development Team offer coaching sessions on Committee Skills, Responsibilities and Risks of being a committee member. The coaching sessions are linked to their committee meeting and take place for 30 – 45 minutes before the group meet. This fits in well with their already busy schedule and has proved to be extremely popular. This is because the sessions are produced round the groups needs therefore they have a much better understanding of their obligations. The Early Years Development Team Atherstone, have asked the CDW and the Development Team to run Committee Skills sessions for the Pre-Schools in North Warwickshire. A telephone satisfaction survey started in December 06 with over 20 groups being interviewed so far. To date all responses have been positive - respondents have said – ‘The CDW is the only worker who comes into the community and has no agenda’ ‘The CDW came into our group at a difficult time and worked with us to understand our responsibilities as committee members. We are more confident in running the Pre-School and we have had our first success in gaining funding’. A large percentage of the referrals to the CDW are by word of mouth recommendations from groups that have previously received help.</p>
<p>To work with constituted groups to ensure that the Constitution is used to maintain good governance of the organisation.</p>	<p>The CDW frequently works with groups who have started their group up using a model Constitution and have little understanding of its importance. Often Constitutions are not updated and fail to meet the more stringent criteria of funders and groups have been turned down for funding because their aims no longer match their current service. Additionally, groups seeking funding for over £50,000 will need to make sure that their dissolution clause is clear and states that no Committee member will benefit from the funding if the group is dissolved. The CDW and the CVS Development Team will check a groups Constitution before working on any funding bid. They will also work with the group to write their own Constitution so that it is more appropriate to their needs therefore having more understanding of why they have one. A model Constitutions should only be used as a guide. The CDW will also check on the Charity Commission web site to</p>

<p>To work with other CVS staff and other agencies to take services to communities through a programme of outreach for both promotion and delivery.</p>	<p>make sure that any groups worked with, and are registered charities, are sending their Annual Returns in on a yearly basis. Groups not working to Charity law will be signposted to the Community Accountancy Service.</p> <p>Outreach sessions have continued in partnership with the Millennium Volunteers (MV), Community Accountancy Service (CAS), Volunteer Centre and the Borough Councils Young Persons Support Officer. However, with high workloads not all partners are able to attend each session. This is not a problem as the CDW attends all sessions and is able to signpost groups to the appropriate partner. So far sessions have taken place in Polesworth, Arley, Wood End, Baddesley and Kingsbury. Outreach sessions in Water-Orton finished in April with two new contacts – Water-Orton Cricket Club and the Tree House Pre-School. So far two sessions have taken place in Mancetter with one contact from the Mancetter Community Association. The partnership will continue to evaluate its outreach sessions and have already discussed ‘tagging’ onto other events which are already taking place in the villages.</p>
<p>Worker is working collaboratively with other agencies.</p>	<p>It is essential that the CDW has good partners and that they do not let groups down when recommended. The CDW has a good partnership with Community Adult Education who are quick to respond to groups needs and offer groups courses in basic skills courses, IT, flower arranging etc. Additionally, the Borough Councils Development Team are always helpful and have recently took the trouble to look for bowling equipment for the Hartshill over 50s group until they can apply for funding for their own equipment. Other good partners are BC Economic Development Team, College, Volunteer Centre, Millennium Volunteers, Community Accountancy Service and Illuminate ICT. A good partnership has emerged between the CDW and Atherstone Early Years Centre. The CDW has been asked to deliver Committee Skills training to pre-schools throughout North Warwickshire. The CDW is currently working with Austrey and the Tree house pre-schools on funding and Committee Skills. Another good partnership is with the Faith Regeneration Worker who works with faith based groups. As these groups can often be insular, and are less likely to seek outside support, the Faith Worker introduces them to the CDW who encourages them to take advantage of funding and training opportunities.</p> <p>The CDW continues to work in partnership with the North Arden Trail and has helped with their Consultation event in Atherstone. The CDW sits on the following steering groups - Young Peoples Support Officers, Faith Regeneration Officer and the Active Lifestyle group.</p>
<p>To ensure the diversity of local communities is reflected in the Worker’s contacts. To keep records of work carried out with voluntary and community groups. To maintain detailed information as to the issues identified, action taken and results (if any).</p>	<p>The CVS Development Team has dealt with over 100 enquiries from a diverse number of groups. The CDW has worked on a one-to-one basis with <b>37</b> groups including – Ansley Village Hall, Hartshill Luncheon Club, Water Orton Cricket Club, Water Orton Tree house Pre-school, Kingsbury Pre-School, Astley Church and Reading Rooms, Austrey Shire Horses, Middleton Recreation Rooms, Shustoke Allotments, Baddesley Allotments, Merevale Allotments, Greendale Residents Association, Piccadilly Mining Heritage 2006, Hartshill Young Parents Group, 1<sup>st</sup> Warton Scouts, Austrey and Newton Regis Stay and Play, Race Meadow Kids Club, St. Wilfred’s Church Arley, Hartshill Methodist Church, Atherstone Fun Day and</p>

<p>Create informal opportunities for groups to network and share experience and information.</p> <p>To contribute to records about the groups in order to measure levels of activity in the Borough.</p>	<p>Arley St. Michaels Church and Hartshill Recreation Committee. Work includes: - planning their project and their fund raising, help writing Constitutions and funding bids, coaching sessions on committee skills, advice on becoming a Charity/Company Ltd by Guarantee, signposting to other agencies/organisation for training, and to offer links, through the Partnership Officer, to their County Councillor. The CDW is working with Austrey Pre-School to find funding for a new building, also introducing them to their County Councillor who fully supports their work. The CDW is helping St. Michaels Church write bids to WREN, BIFFA, ONYX, SITA for an extension to the Church to incorporate a community building. A Heritage funding bid has just been completed for Piccadilly Mining Heritage and will be worth £56,000.</p> <p>Bids worth over £300,000 have been written with groups in the last six months.</p> <p>The CVS annual funding seminar attracts over 70 groups who have the opportunity to have one-to-one sessions with funders such as WREN, Lloyds TSB, Big Lottery, Heart of England etc; additionally it enables the CVS development team to match similar projects together for instance, Middleton Recreation Rooms were able to explain how WREN's third party funding works to Ansley Village Hall project. The funding seminar also gives the CVS Development Team the opportunity to consult groups about their training and group needs. This event is essential as it offers groups the chance to widen their networks by getting to know funders and for funders to get to know what projects are going on in North Warwickshire.</p> <p>Other opportunities for groups to get together are the CVS AGM where groups are encouraged to bring display boards to publicise their projects, the Volunteer Co-ordinators Forum where groups are encouraged to share best practices with each other as well as having access to coaching sessions from the CDW. A new opportunity for groups to meet is at the FACE (Faith Action Community Enterprise) meeting set up by the Faith Regeneration Worker. The CVS Development Team has given talks at these meetings about partnership working and CVS services. These meetings are held on a Saturday and are attended by at least 12 groups.</p> <p>All the information and advice given to the groups by the CDW is recorded on the contact data base. The NWCVS data base is a valuable source of information and used by the voluntary and statutory sectors to circulate information quickly to communities. It is also used for consultation purposes. It has recently been used by the Borough Councils Active Lifestyle group, Age Concern, Warwickshire County Arts. The data base enables the CVS Development Team to monitor the growth of activity in North Warwickshire. For instance three new allotment groups have started in North Warwickshire over the last six months. Additionally, the CDW has built up a vast amount of local knowledge over the last six years which enables new and existing project workers to be put in contact with key community activists.</p>
<p><b>Community Engagement</b></p>	
<p>To support and encourage local people to take part in</p>	<p>The CDW encourages new groups to contact their Parish, Borough and County Councillors so that they know what's going on in their</p>

<p>what is on offer locally and contribute to its development. To support and increase the involvement of local people in voluntary/community activity.</p> <p>To ensure the Worker works alongside local communities at their pace.</p>	<p>area. The CDW has put forward names of local activists who may be interested in becoming representatives for their local communities at the Area Forums. The NWCVS Development Team will actively publicise group events through e-mail bulletins and the newsletter to encourage local people to attend – for instance the consultation events held by North Arden Trail in Atherstone and Mancetter, the FACE meetings and the outreach sessions. Additionally, 16 groups have been signposted to the Community Accountancy Service which enables groups to concentrate on the service they are delivering without having to worry about accounts, payrolls or Annual Returns. 10 groups have taken advantage of the free IT service from Illuminate ICT.</p> <p>The CDW will spend as much time with a group as necessary and each group will have different needs. A simple funding bid will take the CDW at least three meetings for instance – the initial meeting will be to assess their needs and the best funder for them to apply to. At this stage the CDW will give the group tasks to do such as phoning the funder for the application form and to discuss their project with them. They will also have to get quotes for any equipment they want and make a list with prices attached. At the second meeting the CDW will run through the questions and clarify the sort of information the funder is looking for. They will be left to ‘pencil’ the bid together. The third meeting will involve the CDW going through the application form with the group and assessing whether they have put enough information in the bid for the funder to have a clear idea of their project. A more complex bid can take up to seven – ten visits. <u>This process has proved to be successful and crucial to the development of the groups as it gives’ them a good grounding for writing future bids. It also gives them the opportunity to talk to funders which is opening up their networks which is crucial in any development work.</u> As committee members are busy people the CDW will work with them at a time that is most convenient to them. For instance – groups have told the CDW that short coaching sessions, before their committee meetings or on a Saturday, are more convenient for them. This minimises the amount of time they have to spend out of the house and fits in better with their family life.</p> <p>The CDW continues to work on a weekly basis with Kingsbury Pre-school</p>
<p><b>Access to information</b></p>	
<p>To interpret information from local, regional and national sources and make it accessible to communities and groups.</p> <p>To signpost people to appropriate agencies for information, advice, guidance and training (the worker should not be seen as the</p>	<p>Funding is still the main area for dissemination information to the groups – currently the Big Lottery, WREN and Heritage Lottery. However, as funding becomes more competitive it is essential that the CDW works with the groups on their long term funding plans so that they can get the full benefit of the limited amount of funding available to them. As Committee members become more aware of their liabilities the CDW has been inundated with requests to do coaching sessions on Committee skills, responsibilities and Risks of being a committee member.</p> <p>By keeping good records and maintaining a good awareness of the funding needs of groups in North Warwickshire, the VSD Team are able to provide good information. When new funding streams are launched team members will remember which local groups will benefit and send the information. This close team working helps local groups to gain good relevant information about possible funding. The</p>

<p>source of all information).</p> <p>Information obtained by Worker is fed back to CVS and WCC officers and used to inform service planning and delivery.</p>	<p>CDW has referred groups to Adult Community Education for craft workshops, story sacks, flower arranging, English lessons and local history projects. To the Borough and County Arts Workers for appropriate funding for art projects – the BC Arts Worker is currently working with St. Michaels Church, Arley to produce a piece of art for their new community building. Groups are signposted to MV for community projects for instance – Millennium Volunteers will be doing a gardening project at Woodside School, Baddesley in the summer. Young people have been signposted to MV for mentoring training and self esteem workshops. The CDW and the Development Team give coaching sessions on Committee Skills, Responsibilities and risks of being a Committee member, how to become a Charity and Company Ltd by Guarantee.</p> <p>All work done by the CDW is evaluated by the Development Team on a quarterly basis and is then fed into the CVS planning process. The CVS Development Team meet on a weekly basis to discuss current work and how they can work together in a collaborative way for the benefit of the groups. Work done by the CDW is shared with the Partnership Officer on a regular basis.</p>
<p><b>Enabling access to learning</b></p>	
<p>Develop individuals by increasing confidence and skills.</p>	<p>The information and support given by the CDW and the NWCVS Development Team, enables groups to grow as individuals and ensures that their service is delivered to a high standard. Having such a diverse team to work with enables the groups to have access to financial help, governance and funding advice, access to the Publicity and Marketing Worker as well as an IT specialist. The MV project provides mentoring training and one-to-one confidence building to young people. Over 50 volunteers have been signposted to training opportunities.</p>
<p><b>Governance links</b></p>	
<p>To work with the Community Partnership Officer to ensure that local people have access to officers and members. Information obtained by Worker is exchanged with Members and used to inform work on issues, problems and community activities.</p> <p>Worker helps communities to help each other.</p>	<p>The CDW meets on a regular basis with the Partnership Officer, Rural Support Youth Worker and Cllr. Grant to look at securing youth opportunities in Mancetter and Ridge Lane. The CDW works regularly with Cllr. Sweet and Cllr. Stanley and has recently introduced them to Austrey Pre-School who are looking for funding for a new building. Both Councillors helped the Stationary Vehicles to show their engines at Pooley Fields Heritage Centre during the May Bank holiday. The CDW also brings groups into contact with their County Councillor when they are applying to the Community Development Fund – for instance Water Orton Cricket Club had never met their County Councillor Joan Lee until she signed their application form. The CDW has recommended St. Michaels Church Arley to contact their County Councillor as they are now into the second round of the Big Lottery’s Community Buildings.</p> <p>The CDW has been working with Hartshill Recreation Committee who is applying to the Big Lottery for a new building on the recreation ground and a refurbishment of the current community building attached to the Church. So that they could get a realistic view of what is entailed in managing a project of this size the CDW put them in touch with Newton Regis Village Hall Committee who now have a new community building. Hartshill have since visited other similar projects.</p> <p>The CDW has also introduced Millennium Volunteers to the Merevale Allotment Society – MV have young people who would like to have an</p>

<p>Develop links between community groups and their local Parish Council. To work with communities to identify gaps in services and enable them to find a way(s) of filling the gaps.</p>	<p>allotment but need the support from the MV workers. Merevale Allotment Society has said that MV and the young people will be welcome to rent an allotment. The CDW has put the Stationary vehicles in touch with Austrey Shire Horse farm as they have barns available to rent. This may solve both their problems as the Stationary Vehicles needs somewhere to house their old vehicles and the farm needs to make income.</p> <p>The CDW and the Rural Support Youth Worker were asked by Alvecote and Shuttington Parish Council to hold a consultation session to encourage local young people to discuss their needs. Three young people came to the session and asked for a youth shelter, new football posts and the possibility of monthly events. Two Parish Councillors also attended and discussed plans for further activities and funding opportunities with the CDW. The CDW encourages all groups to contact their Parish Council for small amounts of funding and to let them know what is going on in their Parish.</p>
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North Warwickshire CVS was unsuccessful in their bid to the Big Lottery, Reaching Communities. This means that there is no 'top-up' funding to meet the shortfall in year three. The CDW has been working with the County Councils Funding Officer, Sarah Clay to look at other sources of funding. However she was not surprised that CVS was unsuccessful with their Big Lottery bid as only one in twenty funding bids are successful. There is no other funding source at present.

Based on current expenditure the final year of the project, March 2008 – 2009 will have a deficit of £16,000.

Davina Key  
Community Development Worker

## NORTH WARWICKSHIRE CVS

## COMMUNITY DEVELOPMENT WORKER

	<b>2006 -07</b>	<b>2007 -08</b>	<b>2008 -09</b>
<b>Income</b>	41,678	35,000	20,000
<b>Salary</b>	29,528	29,515	30,400
<b>Activity Cost</b>	300	600	615
<b>Support Cost</b>	6,091	5,539	5,678
<b>Total Expenditure</b>	35,919	35,654	36,693
<b>Underspends b/fwd</b>		5,759	5,105
<b>Surplus/Deficit</b>	5,759	5,105	<b>(11,588) D</b>

**Well-being Fund End of Year Report 2005/06**

**Name of Lead officer:** Hilary Goodreid

**Name of Project:** Baseline Survey of Coleshill Industrial Estate

**Name of Theme Group promoting project:** Local Economy

**Wellbeing fund grant:** £ 3,500

**Outline of Project brief** (taken from Mid-term update report – December 06)

To employ British Business Parks to undertake a survey of all companies on Station Road/Gorse Lane/Roman Way in Coleshill. The responses to the survey will be fed to the Coleshill Business Action Group and a programme of works developed which will not only increase membership of the business group, but also provide projects eligible for market towns funding from AWM for Coleshill.

- **To deliver baseline survey around Station Road, Gorse Lane, and Roman Way to 200 + businesses on the estate**
- **To increase membership and activity of the Coleshill Business Action Group (CBAG) and agree a comprehensive programme of works**
- **Secure funding from Advantage West Midlands and other sources and deliver a programme of projects to significantly benefit businesses and neighbours**



<i>Details of timescale</i> (Taken from Mid-term update report )	<i>Measurable outputs</i> (Taken from Mid-term update report )
<ul style="list-style-type: none"> <li>• Baseline project completed</li> <li>• CBAG to meet for dissemination event</li> <li>• CBAG to link to Coleshill Forum</li>   <li>• Programme of projects to be developed</li>   <li>• Coleshill Forum to apply for overall funding from AWM</li> <li>• Project delivery and implementation</li> <li>• Final report to Area forum</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copy of the survey sent to NWBC</li> <li>• It is hoped that this will happened prior to March 2007.</li>   <li>• This was agreed at the public meeting of the Forum on 31<sup>st</sup> October and needs to be ratified by CBAG at its next meeting.</li>   <li>• Meeting to develop projects to be arranged at ext CBAG meeting</li>   <li>• Application to AWM went in May 06 – awaiting reply</li>   <li>• To be completed within 2007/8 financial year although an extension is being sought</li>   <li>• Due to go to Area forum in April – June 2007.</li> </ul>

### **Commentary on Project Progress & Completion of timetable**

CBAG have discussed the survey and all members have received an electronic copy. The key elements of concern are: crime; the state of the environment; the unwelcoming nature of the roads; screening of the units; lack of signage for visitors to businesses on the estate. Further conversations with AWM have assured me that they would be willing to fund works associated with these needs and project development is now to take place along those lines with CBAG and other businesses on the estate.

Discussions are ongoing with Hams Hall estate, which is adjacent to Coleshill industrial estate. They are looking to develop a Business Improvement District on the site and we are approaching CBAG to see if development of a BID on the main industrial estate would be appropriate to them as well – the opportunity for this is more the medium term though rather than short term quick project ideas.

I have now secured verbal agreement from AWM to spread the project funding until March 2009 and await an email confirming this conversation.

Part of the reason for this extension is that another entirely separate project is under question in Coleshill, which could release an additional £175,000 of funding, some of which will percolate through to projects on the industrial estate.

I await the detail figures of current membership of CBAG to see if there has been an increase in membership since before the survey and will report in January 08 as mentioned in mid term report.

**Final project cost**

*Give details of final expenditure / costs. Highlight any under spend*

	<b>Budget</b>	<b>Expenditure</b>
<b>Total Project Cost:</b>		
<b>Staff (Salaries and Expenses)</b>	£3,500	£3,500
<b>Capital/Equipment</b> None	None	None
<b>Other</b> AWM, NWBB, WCC, CBAG	£9,886	£9,886
<b>Underspend</b>	None	None
<b>Total project expenditure from Wellbeing fund</b>	£3,500	£3,500

**Incomplete action points**

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**Publicity**

*A full Board report will be going to Community and Environment Board in June 2008, which will give an overview of progress. Individual project promotion is up to the individual sub groups and will go hand in hand with the project development.*

**Sustainability of project**

It is anticipated that additional funds will be forthcoming from AWM for projects on the industrial estate as outlined above. The development of these projects will reinforce the raison d'être of the business group and will in turn make it a stronger partnership body in delivering future projects in the area.

**Lessons learnt**

Further to the comments made in the last report, the lessons learnt concern timescales of various bodies and what is achievable by the private sector. All partners work to different priorities and timescales which means unavoidable delays.

**Other comments**

**Well-being Fund End of Year Report 2005/06****Name of Lead officer:** Fran Poole**Name of Project:** Young Peoples Health Event**Name of Theme Group promoting project:** Health & Wellbeing**Wellbeing fund grant:** £ 434**Outline of Project brief** (taken from funding agreement )

- To organise and stage a Young People's Health Event during October 2006 half-term holidays
- Young People's Health Sub-group to plan event at Kingsbury Youth & Community Centre
- Young People from schools across Borough to be invited
- Action plan to be produced from event - addressing health needs of young people
- Young People's Health Sub-group to take action plan forward

<i>Details of timescale</i> (Taken from funding agreement)	<i>Measurable outputs</i> (Taken from funding agreement)
<ul style="list-style-type: none"> <li>• Project to start. Young People's Health Sub-group to include project on group's agenda and hold regular meetings – May 06</li> <li>• Responsible officer appointed to oversee project – May 06</li> <li>• Application for funding for transport to the event sought – June 06</li> <li>• Project planning– June 06 onwards</li> </ul>	<p>Minutes of meetings</p> <p>Lead officer appointed</p> <p>Application submitted to Rural Links Fund</p> <p>Date set and venue booked. Attendance of key health service providers confirmed. Project partners contribution to funding / staging workshops and fun activities secured.</p>

<ul style="list-style-type: none"> <li>• Event promoted across the borough – September 06</li> <li>• Delivery of Young Peoples Health Event - October 06</li> <li>• Young People's Health Sub-group to analyse data from event – November 06</li> <li>• End of Project report to Area Committee – January 2007</li> </ul>	<p>Invitations distributed to schools Press release issued</p> <p>50 young people in attendance; 4 schools represented; 4 fun activities; 4 workshops</p> <p>Evaluation undertaken and comments of young people recorded</p> <p>Action plan for young people's health services produced and endorsed by the Primary Care Trust Locality Forum / Children's Co-ordination Group</p> <p><b><i>Report complete 20 December for January 2007 Area Committee</i></b></p>
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### **Commentary on Project Progress & Completion of timetable**

The event took place at QE school in Atherstone as it was agreed in planning meetings which included young people that transporting Young People was going to be difficult as no money was obtained from Rural Links Fund.

During planning meetings young people agreed that they wanted the event to be around the topic of body image and healthy eating in the main. This is in line with the Governments Choosing Health agenda for encouraging physical activity and tackling obesity.

The event took place on Thursday, 29<sup>th</sup> March and 123 young people were in attendance. The Young people were divided into 4 groups and rotated around activities for the event.

The activities were:

- 1) Drama Workshop
- 2) Body Collage
- 3) Smoothie making and outdoor activity Charades
- 4) Skipping work shop and Parachute Games

The young people demonstrated their activities at the end of the event so all of the young people who took part could share their experiences about what they learnt and achieved.

The event was lively and fun and in an evaluation session at the end the majority of young people agree they had learnt something and experienced new ways to go about how they look at themselves and healthy eating and physical activity.

Much support was gained from partners who provided goodies for goody bags to take away. The following resources were either purchased or given away by partnership agencies:

- Carrier Bags were made reading "Feel Good Feel Great"
- Rubber wrist bands were purchased reading "Feel Good Feel Great"
- The police gave personal attack alarms and security markers for mobile phones
- The Environment Officer gave fairtrade healthy Geo bar snacks
- Fruit and other smoothie making equipment was purchased from CVS
- The Arts officer purchase art materials and the young people have kept their body image collages
- The NHS gave away free pencils
- The Environment Officer purchased pens which were recycled
- Smoothie making leaflets were provided
- Information on Physical activity and healthy eating was included

The young people informed organisers what they would like in the bags.

<b>Final project cost</b>		
<i>Give details of final expenditure / costs. Highlight any under spend</i>		
	<b>Budget</b>	<b>Expenditure</b>
<b>Total Project Cost:</b>	<b>£1200</b>	<b>£1245.50</b>
<b>Staff (Salaries and Expenses) used existing school and NWBC community development staff in the main</b> <b>Skipping expert</b> <b>Drama Leaders</b>	£	£125 £300
<b>Capital/Equipment – Wrist Bands</b> <b>Carrier bags</b> <b>Geo bars</b> <b>Smoothie ingredients</b> <b>Art materials</b>	£	£215 £269 £112 £100 £124.50
		1245.50
<b>Underspend - none</b>		
<b>Total project expenditure from Wellbeing fund</b>	<b>£434</b>	

<b>Incomplete action points</b>
As it was the Easter holidays straight after the event. Completed evaluation have been compiled and the findings of the event are attached.

<b>Publicity</b>
<b><i>Photographs of the event have been taken. The Herald were unable to attend however, photos are being sent on to them. There was publicity at the QE school and to parents.</i></b>

**Sustainability of project**

Schools in North Warwickshire are going for Healthy School Status. All schools should have this by 2010. This event was key in putting into practice policy around healthy living, which needs to be or has already been written in schools.

The evaluation forms have given a good idea about the messages the young people took away with them. Where there are gaps the health and wellbeing strategic partnership will discuss these and look at future actions to fill these gaps.

**Lessons learnt**

Due to school rooming constraints activities had to be selected around school timetables and room sizes. This was possible although it took some working out logistically.

Schools also like activities to fit in with school lesson times and break times. This was achieved with some thought.

**Other comments**

The event was lively, vibrant and fun. The young people engaged fully in the event from planning stages to finish. The work they produced at the end of the event was a credit to them. All of the young people felt they had learnt something and would take away key messages from the day.



**Well-being Fund Mid-term report 2005/06****Name of Lead officer:** Steve Thomson**Name of Project:** PATCHES Rural North Warwickshire**Name of Theme Group promoting project:** Health & Wellbeing**Wellbeing fund grant** £ 8,985**Outline of Project brief**

At present there are 85 possible new births to income support claimants each year in the Borough of North Warwickshire (Figure supplied by Warwickshire County Council Research Unit, based on 1998 data on children of income support claimants). PATCHES will ensure equity of opportunity for those 85 families to access safety equipment, which will reduce the risk of their children having an accident in the home.

Accidents are the greatest single threat to life for children. Every year over 2 million children are treated in Accident & Emergency or admitted following an accident. The home environment is responsible for a significant number of deaths and a high number of serious injuries.

- PATCHES (Prevention of Accidents To Children Home Equipment Scheme) is a free home safety equipment installation scheme targeting families on low income across the rural North Warwickshire District (based on 85 new births).
- The Scheme will be managed and coordinated by Warwickshire Specialist Health Promotion Service and supported by North Warwickshire Borough Council, and North Warwickshire Primary Care Trust.
- The Scheme to install safety equipment and promote the service will be delivered by Age Concern Warwickshire

- The project will operate by Health Visitors referring qualifying low income families who have a child under one year to Age Concern Warwickshire. For the purposes of this scheme, low income will be classified as anyone who is in receipt of income support or receiving free or reduced cost of milk.

Safety equipment such as fireguards and safety gates will be installed free of charge in the family's home, through purchasing the services of Age Concern Warwickshire's Handyman Scheme.

*Details of timescale**Measureable outputs*

- Project to start – October 2005  
All Health Visitors to be

Letter from Age Concern to PCT  
informing Health Visitors of

<p>informed of new funding and continuation of PATCHES project</p> <ul style="list-style-type: none"> <li>• Referral system in place between Health Visitors and Age Concern - October</li> <li>• Promotional literature printed for Health Visitors to distribute - November</li> <li>• PATCHES steering group to meet quarterly - December</li> <li>• Purchase, installation, monitoring and administration of scheme – December onwards</li> <li>• 1<sup>st</sup> report to Area Committee – March</li> <li>• Continuation funding secured from North Warwickshire Primary Care Trust's (PCT) Local Delivery Plan – May 2006</li> <li>• 2<sup>nd</sup> report to Area Committee – August</li> </ul>	<p>PATCHES</p> <p>Requests logged for Handyman Scheme</p> <p>Copy of promotional leaflet with County Council logo prominent – approval by WCC, Area Manager</p> <p>Minutes of each meeting</p> <p>Records and accountability kept by Age Concern</p> <p>Report complete 1<sup>st</sup> March for March Area Committee</p> <p>Funding agreement for PATCHES signed (Sarah Chesters, WSHPS to action)</p> <p>Report complete 23<sup>rd</sup> August for September Area Committee</p>
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**Commentary on Project Progress – achievements to date**

Rural North Warwickshire PATCHES has provided safety equipment to approximately 90 clients since it received Warwickshire County Council Well-Being funding in December 2005.

All health visitors for rural north Warwickshire were contacted via letter informing them of the new funding and given copies of PATCHES promotional leaflet with Warwickshire County Council logo on.

The referral process has had no problems, the average wait for the client is 2 weeks after the coordinator has received the referral form.

**Slippage**

It is planned that rural North Warwickshire PATCHES will be partly financed by North Warwickshire Primary Care Trust. Due to the wider re-organisation

of the National Health Service and financial constraints, budgets have not been finalised as yet. Therefore, the project will more than likely not have secured continuation funding by May 2006.

Sarah Chesters is exploring other funding opportunities.

### Revision to programme

With the exception of securing continuation funding, the project has met or it is planned that the project will meet all targets outlined in the timetable.

### Details of timescale

### Measurable outputs.

### Analysis of cost

Expense	Budget	Expenditure to date
Cost of equipment for one family, Based on two stair gates and one Fireguard	£56.00	5040
<b>Cost of installation of equipment per Family (this includes administration and travel costs)</b>	£40.00	<i>3641.17 (90 families)</i>
<b>Average cost per family - (£56 + £40)</b>	<u>£96.00</u>	
Cost for 85 families - (£96 x 85 families)	£8160.00	<i>8681.17 (90 families)</i>
Cost for collection of equipment and booking Appointments for one year	£500.00	<i>£300.00</i>
Cost for printing of carbonated monitoring Forms	£125.00	<i>£79.92</i>
Cost for printing of promotional material	£200.00	
<b>Total cost of project for 1 year</b>	<b><u>£8,985.00</u></b>	<b><i>9061.09*</i></b>

### \*Extra Fund has been met by ACW

#### Publicity

An article highlighting PATCHES was published in North Warwickshire Borough Councils newsletter Northtalk, which is sent to all homes in rural North Warwickshire.

PATCHES was also promoted through a display at North Warwickshire

**Borough Council's Benefit Awareness Day on 24 March 2006**

This project is solely reliable on referral from health visitors, therefore the co-ordinator regularly meets with health visitors to promote PATCHES.

**Sustainability of project**

As previously mentioned Sarah Chesters is investigating further funding opportunities

**Lessons learnt**

Through evaluation it has been found that a great deal of the handyman's time is being used on discussing with the client where the safety equipment should be fitted. Or, the handyman does not have the correct equipment and has to re-visit the home.

In order to address this, the co-ordinator has adapted the referral form, whereby it will be up to the health visitor at point of referral to discuss with their client what type of safety equipment is needed and where it is to be fitted. Guidance on the positioning of safety equipment in the home has been printed onto the reverse of every referral form.

**Other comments**

The success of rural North Warwickshire PATCHES has enabled the coordinator to secure funding from Rugby Borough Council to implement a PATCHES in Rugby district.. This means that there is now a countywide PATCHES service.

**Well-being Fund End of Year Report 2005/06**

**Name of Lead officer:** Dave Potter / Janet Neale

**Name of Project:** Provision of Learning Events

**Name of Theme Group promoting project:** Education & Life Learning

**Wellbeing fund grant:** £ 14,000

**Outline of Project brief** (taken from mid-term report – July 06)

A multi agency approach to developing learning opportunities and raising awareness within North Warwickshire. The opportunity to trial new methods of working and to raise the profile and awareness of partner agencies working within the Borough.

- Employ a co-ordinator to organise and deliver two learning events in Summer 2006 aimed at 'harder to reach' groups of low skilled / low paid members of the community.
- Establish a 'Hard to Reach' sub-group to encourage local agencies to work together in a co-ordinated way

<i>Details of timescale</i> (Taken from mid-term report )	<i>Measurable outputs</i> (Taken from mid-term report )
<ul style="list-style-type: none"> <li>• Project to start – February 06</li> <li>• Recruit a support worker to take on the co-ordination role – February 06.</li> <li>• Identify final locations for learning events - February 06</li> <li>• Secure sponsorship and support for events from employers, local companies and partners – April 06</li> <li>• Hard to Reach sub-group to meet regularly – encourage local agencies to work together – quarterly during 06</li> <li>• Organise, publicise and deliver two learning events – Summer 06</li> <li>• Mid-term report to Area Committee – July 06</li> </ul>	<p>Signed copy of Funding Agreement and invoice(s) returned</p> <p>Co-ordinator appointed working 10 hrs per week until July.</p> <p>2 locations where attainment is below the borough average identified for the events</p> <p>Number of employees attending events Prizes or gifts donated</p> <p>Minutes of meetings Relevant local agencies included in membership</p> <p>Two learning events successfully held Awareness of partnership agencies increased Attendance at events Report complete 28 June for July Area Committee</p>

<ul style="list-style-type: none"> <li>• Undertake evaluation of learning events</li> <li>• Agencies work jointly to identify and develop follow up activities</li> <li>• Analyse responses and write to those individuals requesting further information. 31<sup>st</sup> August 2006</li> <li>• Liaise with providers and venues to provide appropriate provision. 30<sup>th</sup> September 2006</li> <li>• Interested parties personally invited to learning and general promotional material prepared and distributed.</li> <li>• Analyse take up and determine longer-term provision. 30<sup>th</sup> November 2006</li> <li>• Complete evaluation report for sharing with Area Committee. 31<sup>st</sup> December 2006</li> </ul>	<p>Written evaluation report for each event</p> <p>Increase in number of learners from hard to reach groups</p> <p>Letters sent, responses received and analysed.</p> <p>Meeting takes place and programme of opportunities developed.</p> <p>Letters sent and posters produced and distributed.</p> <p>Evaluation of learning taken place. Longer-term provision developed as appropriate.</p> <p>Report for Area Committee prepared and submitted as appropriate.</p>
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### **Commentary on Project Progress & Completion of timetable**

The Hard to Reach Sub Group considered the make up and population spread within the Borough of North Warwickshire. Considering deprivation statistics, educational attainment levels and information about existing provision it was agreed that Arley and Kingsbury would be ideal locations for the two learning events.

Leisure and learning events have been held within the Borough in the past. Events have usually been led by one agency and have reflected the need for particular targets to be met. The employment of dedicated Development Workers to organise the events was key. Without restrictions from a host agency it was possible for workers to think outside of the box and take a risk. Flexible working patterns also supported a different way of working.

Appointments were made following advertisement through partner agencies. A multi-agency interview panel selected the successful candidates. The employment of two workers with differing skills gave a great opportunity to have the best of both worlds. Good links were maintained with the Development Workers to ensure support and advise when required.

The Development Workers spent time within each locality establishing what activities already took place within the area as well as some limited research into what people would like to see. One method was to hold a prize draw evening at a Working Men's Club. Numbers attending the evening were relatively small although all engaged in the process and some valuable information was collected.

Learning Ambassadors were made available by North Warwickshire and Hinckley College to support the leisure events and these also proved to be an invaluable source of information.

We were keen to choose a variety of activities in the hope that we would appeal to everyone. The initial idea of focussing activity on particular groups was not thought to be the most appropriate use of funds and attendance at the events seem to have supported this decision.

Although aimed at adults we recognised the need to appeal to children and activities were chosen to appeal to all age groups. Activities covered a broad spectrum with the traditional craft type activities through to the highly successful bird box building.

Activities available included

Making a dreamcatcher  
Woodcarving  
Flower arranging  
Baby massage  
Giant Jenga and Connect 4

Making a bird box  
Painting Pottery  
Sign language  
Circus skills  
Making jewellery

Specialists were also on hand to offer advice and help about

Digital photography  
Confidence building and relaxation  
Carpentry  
The 'Wheels to Work' Scheme  
Kingsbury Historical Society  
Computers  
The Fire Service

Antiques and collectables  
Gardening  
Genealogy and Family History  
Healthy Eating  
Martial Arts.  
Falconry  
The Women's Institute



We chose to provide as many activities as possible free of charge. However, if someone made something to take away with them a small charge of £1 was levied. Charges did not appear to deter people and free refreshments proved popular.

We were keen to have a hook to attract people on the day and the use of professional look-alikes along with an opening dance from a Chinese Lion both worked well.

The Kingsbury event was on a glorious sunny day and we suspect we catered for between 250 and 300 adults and children on the day. The day had been publicised on local radio and through the use of posters/flyers displayed throughout the area. The Learning Ambassadors and the Development Workers spent a lot of time putting flyers through letterboxes and local schools ensured all pupils went home with a flyer. The primary

schools were invited to take part in a colouring competition and entries were displayed on the day. The mayor and his wife chose the competition winner.

'Del-boy' proved popular and kept visitors aware of activities in the stage room e.g. acrobatic display and circus skills.

There was a steady follow of people with many filling in evaluation sheets to enter the prize draw and even more entering their names on sheets requesting further information about follow up activities.

We were extremely pleased with the response of individuals on the day. A large number of people said they had enjoyed the day and were looking forward to the next one. Stallholders were impressed with the organisation of the day and were happy with the enthusiasm the visitors brought to the event. People who popped in for a quick look round ended up staying for several hours and we saw that as being an extremely good sign. We have had thank you telephone calls and letters from visitors to the Kingsbury event.



Arley started damp with setting up taking place in the rain although glorious sunshine then broke through for a couple of hours. Unfortunately very heavy thunderstorms brought an early end to the day for many with the outside activities having to stop a couple of hours early. Even though the weather did ruin things to a certain extent we still estimate that we catered for over 200 adults and children.

Charlie Chaplin proved extremely popular with the children. It was pleasing that he spent time at all of the venues and seemed to be extremely good at identifying who would be receptive to spending time with him.

Free transport was provided to ensure that people could access activities in both Old and New Arley. Megaphone announcements were made to make people aware of the facility.

We were pleased that a number of people commented on how much they had enjoyed the day.

After the events, the Development Workers met with colleagues to look at prize draw information. The draw was made and prizes delivered. Letters were sent to all completing prize draw entries to let them know whether or not they had won a prize and to thank them for their attendance at the day.

Analysis of the prize draw sheets took place. Without exception people had enjoyed the activities available and a large number registered interest in finding out more.

Letters have been sent to all people registering an interest in follow up activities to ascertain what they would be most interested in doing and at what time of day. A reply



paid envelope was included with the letter to ensure views can be gained without a cost to the individuals.

Follow up activity took place in Kingsbury shortly after Christmas. This has seen a five or six week programme of activities covering digital photography, imaginative floristry, creative crafts, working with clay and woodwork. With the follow up activity programme, only adults were permitted. It was pleasing to see that in the first week 17 adults attended and signed up for the length of the programme. 13 completed the programme and 7 are now looking to take up a longer woodwork course at Polesworth College. All of the learners attended the event in the summer.

Similar follow up activity will be offered in Arley.

<b>Final project cost</b>		
<i>Give details of final expenditure / costs. Highlight any under spend</i>		
	<b>Budget</b>	<b>Expenditure</b>
<b>Total Project Cost:</b>		
<b>Expense</b>		
<b><i>Appointment of a co-ordinator</i></b> 10 hours per week @ 15 Hours X 24 hours	£3,600	£ 3,600
Cost of travel associated with appointment	£400	£ 660
Purchase of the 'enterprise pack' for work with adults.	£1,000	£ 0
Training of agency staff to use the enterprise pack.	£1,000	£ 0
Cost of providing activities to encourage people into the events and to maintain interest throughout the day.	£5,000	£ 5,615
Transport costs for public.	£500	£50
Specific publicity for the events.	£2,500	£120
Venues, business sponsorship, bespoke publicity material, staff to facilitate events	in kind	£ 8,500
Follow up activity costs		£ 580
<b>Underspend</b>		£19,125
<b>Total project expenditure from Wellbeing fund</b>	14, 000	14, 000

### **Incomplete action points**

No incomplete actions as such although follow up activity has taken place a little later than we had originally hoped.

### **Publicity**

The events were publicised through local radio. Short promotional adverts were aired throughout the day for two weeks before each event. This facility was provided free of charge by BBC Coventry and Warwickshire.

Adverts were placed in local newsletters and in Northtalk.

Flyers were produced and distributed widely. Schools were seen as a good source of getting information out within the area as was door to door leaflet drops.

Personal invitations were sent to the follow up activities for those adults completing evaluation sheets at the events.

### **Sustainability of project**

The project was to consider new ways of working and to try to engage with the hard to reach groups. On the whole this has been achieved successfully.

The closer working relationships amongst partner agencies is an extremely valuable outcome from the project.

The follow up work in Kingsbury has proved to be popular. We aim to undertake follow up activity in Arley shortly after Easter.

The issue for many is the cost of learning. Although a number are keen to take up the woodwork course a cost of £75 may prove prohibitive.

### **Lessons learnt**

The employment of dedicated Development Workers to organise the events was key. Without restrictions from a host agency it was possible for workers to think outside of the box and take a risk. Flexible working patterns also supported a different way of working. All of those involved in the process learnt from the experience.

Partner agencies were encouraged to support the days. However, the work seemed to fall to a small number of people and on the whole engagement by partner agencies was disappointing.

Ideally we would have liked to have the opportunity to speak to more groups and individuals about what they would like to see in the area. In future it would be good to employ workers for a longer period before events to allow for in-depth consultation ahead of the event organisation.

At Kingsbury there were problems prior to the day with concern expressed by the Centre Management Committee with regard to potential damage to the sports hall floor was solved by hiring a carpet for the day. This proved extremely costly and we are grateful to the Youth and Community Service for meeting this cost for us.

One partner agency in particular provided staff to 'float' during the day. However, although extremely helpful when setting up and clearing away they didn't appear to have a role during the rest of the day. On reflection at any future event we would recommend that individuals be allocated specific tasks.

Unfortunately the weather at Arley made it impossible for the activities based outside to continue. Perhaps on reflection we should have had a large marquee to guard against disruption from weather. However, the cost of hiring a marquee is high and on the whole the day still worked well.

In Arley there were a number of young people causing trouble. The group were known to have been a problem at other events within Arley and on reflection it would have been good to have had some planned activities for young people.

The stallholders at both events were extremely good at encouraging people to get involved in activities and helped to create a friendly, open environment.

The mix of activities worked well and ensured a 'something for everyone' feel to the days.

People appeared to enjoy the opportunity to try their hand at something in a non-pressured environment.

Additional volunteers would have been good.

Sourcing tables and chairs for both events was problematic.

Provision of free refreshments was popular.

Instant 'win' from prize draw entry proved popular

Prize draw entries and register of interest in future activities will help us develop follow up provision to meet need.

### **Other comments**

The input of a small number of people from a number of organisations was key to the success of this project.

The benefits of agencies working together and the importance of individuals able to work in local communities cannot be stressed enough.

This is an extremely successful way of working but is very time consuming and can appear costly.

**Well-being Fund End of Year Report 2005/06****Name of Lead officer:** Mr G Williams**Name of project:** Healthy Lifestyles Pilot Project**Name of Theme Group promoting project:** Health & Wellbeing**Wellbeing fund grant:** £1,440**Outline of Project brief** (taken from mid-term report )

Development of a pilot project between Polesworth High School and Relate, initially focused on 240 students prior to being extended to the whole school. The pilot will encompass a Relationships Project and a Peer Listening scheme.

As part of the relationships project, Relate will attend Polesworth High School to develop and facilitate a series of training sessions during PSHE (Personal, Social and Health Education) time that focuses on developing Young People's relationships, helping Young People to understand how and why individuals come together, the impact of conflict, and the positive contribution of communication within a relationship. Heads of Year, Youth Workers and tutors will attend sessions facilitated by Relate to develop their skills to be able to deliver the project in the future. The development of the project within the school will form part of the future PSHE syllabi focusing on the Sexual and Relationship Education component of the subject.

The Peer Listening Scheme is developed by Relate to assist in developing relationships within schools using selected students who are trained peer listeners. Training modules will include bullying, family breakdown and drugs education.

<i>Details of timescale</i> (Taken from mid-term report )	<i>Measurable outputs</i> (Taken from mid-term report )
Project to start – June 2006	
Develop and facilitate programme of training sessions around 'relationships' – September 06	240 students each attending 3 relationship / sex education sessions Members of staff trained to deliver topics
Deliver 'peer listening scheme' – September 06 onwards	Students selected and trained on bullying, family breakdown and drugs education
Mid-term report to Area Committee – January 07	Report complete 20 December for January 07 Area Committee
Pilot project evaluated and filtered	Evaluation of project by staff,

down through whole school	students and Relate trainers. Programme of relationship / sex education sessions implemented
End of Project report to Area Committee – July 2007	Report complete for July 07 Area Committee

### **Commentary on Project Progress & Completion of timetable**

The RELATE training manager visited school on 3 occasions during the summer term 2006 to organise the programme with the Head of PSHE. This meant the programme for students was very detailed and clear.

The programme was organised for 2 dates in November – 15<sup>th</sup> & 29<sup>th</sup> November 2006. For each of the 2 sessions there were approximately 100 students and up to 20 members of staff present. The staff consisted of Tutors, Heads of Year, Senior management and subject teachers. For each session the students were split in to groups of approximately 25 students and each group was lead by a RELATE trainer, with school staff available to support the students. This also gave the staff the opportunity to receive training on Relationship issues.

Each of the 2 sessions lasted 3 hours, with time being used to discuss and investigate the following :-

- Developing young people's relationships
- Helping young people to understand how and why individuals come together.
- The impact of conflict within a relationship
- The positive contribution of communication within a relationship

At the end of each 3 hour session, students, staff and trainers were asked to complete evaluations of all parts of the sessions.

<b>Final project cost</b>		
<i>Give details of final expenditure / costs. Highlight any under spend</i>		
	<b>Budget</b>	<b>Expenditure</b>
<b>Total Project Cost:</b>		
<b>Staff (Salaries and Expenses)</b> £60 per Tutor group x 3 sessions per tutor group= 180  £180 x 8 tutor groups = £1440	£  1,440	
<b>Capital/Equipment</b>	£	
<b>Other</b>	£	
<b>Funding secured</b>	£1,440	
<b>Total</b>	<b>£1,440</b>	
<b>Underspend</b>	Nil	
<b>Total project expenditure from Wellbeing fund</b>	£1,440	

<b>Incomplete action points</b>
Peer Group listening:- Students in Years 10 & 11 have been trained in bully mentoring, but this does not apply to other Year groups, for example the 6 <sup>th</sup> Form. This was because of time restrictions and external exam pressures.

<b>Publicity</b>
The project has been advertised and ideas shared with the following agencies:- <ul style="list-style-type: none"> <li>• Social Services</li> <li>• RELATE</li> <li>• Educational Social Work Service</li> <li>• School Health</li> <li>• Police</li> <li>• Connexions service</li> <li>• Youth and Community services</li> <li>• The Junior feeder schools</li> <li>• School Tutor teams</li> <li>• Head of PSHE</li> <li>• Heads of PSHE from other local Secondary schools</li> </ul>

### **Sustainability of project**

The project has been a great success ( as indicated by the student and staff evaluations) and we would like to run the programme every year. This would not only enhance the students skills of dealing with relationship issues, but also give staff the necessary training and confidence to deal with these sensitive issues. Unfortunately however, unless the school can find the necessary funding for next year we will not be able to do so, because the school budget is very tight this year. If there is any other similar grant available to the Well Being fund that we could apply to, could you please let me know as soon as possible.

Some of the materials we used for the training sessions will be used in future PSHE sessions, but not a lot. If funding could be found we would like to organise the peer group mentoring to a greater level than at present. This would involve students in the 6<sup>th</sup> form.

### **Lessons learnt**

*Any comments on looking back at the completed project*

- a) Very successful feedback from trainers, students and staff present at the sessions, which highlights the need to continue and develop them further.
- b) It is also most important that RELATE introduce these and similar sessions to students in the junior schools. We feel very strongly that relationship topics should be started at a much younger age than 13 or 14. There is a need for more formative work to be done in the junior schools, so students have had the experiences of investigating and talking about such issues before they join the secondary school. There would then be the opportunity to develop these themes with them from ages 12-18. At present we are starting this work too late. The training sessions were organised for Year 9 students. If we were to do it again we would use Year 7 students ( age 11 & 12 )
- c) EVALUATIONS  
There were 195 students that participated in these sessions:-
  - 95 % of students thought the overall programme was good, very good, or excellent.
  - 92% of students thought the exercises completed in these sessions were good, very good, or excellent.

### **Other comments**

Could you please help direct us to other forms of grants we could apply for, to continue this work in the coming years.

Thanks !!

Geoff Williams

( Assistant Headteacher )