

**AGENDA MANAGEMENT SHEET**

**Name of Committee** North Warwickshire Area Committee

**Date of Committee** 26<sup>th</sup> March 2008

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

**Summary** This report seeks to inform the Area Committee of papers submitted to the Funding Sub-Group in relation to new applications and reports relating to previous allocations of grants.

**For further information please contact:**

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

No.

**Background papers** Agenda and Reports sent electronically to Funding Sub-Group Members in February 2008.

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

- Other Committees  .....
- Local Member(s)  Cllr Ray Sweet - Area Committee Chair
- 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

North Warwickshire Area Committee – 26<sup>th</sup> March 2008

### Report of the Funding Sub-Group

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

##### **Recommendation**

###### Social Inclusion Fund

1. That the applications from Hartshill Rugby Club and Shustoke Allotments (Appendix A and B) be approved.

###### Well-Being Fund

2. That the application for the Well Being Fund in relation to 'Helping Communities through Voluntary Action' (Appendix C) be approved.
3. That the End of Year Project report in relation to Healthier Lifestyles (Appendix D) be noted.

###### End of Year Position

4. That the end of year position (Appendix E) in relation to the administration of grants in North Warwickshire be noted.

## **1. Introduction**

1.1 The information contained within this report was circulated to Members in February electronically. The following key areas are outlined:

- **Social Inclusion Fund:** Approval for two small grant applications.
- **Well Being:** Approval for one application and one end of year project report.

## **2. Social Inclusion Fund**

2.1 Two applications have been received for the small grants fund. The first relates to Hartshill Rugby Club (£430.00) and the second relates to Shustoke Allotments (£496.00). Both applications are recommended for approval.

### **3. Well Being Fund**

- 3.1 Attached as Appendix C is an application to the Well being Fund from the Volunteers Centre. The application is consistent with both the current and new LAA and the joint work undertaken to produce the bid (between the Volunteers Centre and the Area Office) is pursuant to the role that the North Warwickshire Area Office has taken in seeking to lead on the implementation of the Stronger Block of the LAA at a local level. The three year nature of the project is aligned to the life span of the LAA and it is envisaged that after this period a degree of self sustainability will be achieved. The project also seeks to address the findings of the Voluntary and Community Audit which was conducted in 2007-08 and was funded through Well Being monies.
- 3.2 Attached as Appendix D is the final report of the Healthier Lifestyles Project

### **4. End of Year Position Statement**

- 4.1 Appendix E represents the end year position for the administration of grants in the current financial year based on actual spend and provisional assumptions concerning the applications contained within this report. Members will note that if provisional applications are approved then the Well Being Fund, Social Inclusion and Community Development allocation will have been expended during the current financial year. Of the remaining funds it is envisaged that any remaining public realm monies (estimated £1000 after April applications) will be transferred to the Small Grants Fund (currently £4159.82) for the 2008/09 financial year as was agreed at the Funding Sub-Group meeting of 5th December 2007.

DAVID CARTER  
Strategic Director of  
Performance and  
Development

Shire Hall  
Warwick  
March 2008

# Warwickshire County Council Well-being Fund 2007/08

## Part A – Project Brief - To be completed by the commissioning theme group

**Name of Project:** Helping Communities by Voluntary Action

**Name of Local Strategic Partnership:** North Warwickshire

**Name of Theme Group promoting project:** Voluntary and Community Activity

### Description of Project for which funding is sought from Area Committee

This three year project seeks to improve the take up of volunteering in North Warwickshire through greater communication, promotion and awareness of the volunteering opportunities available in North Warwickshire.

The importance of volunteering has been emphasised through several work streams within North Warwickshire and was the basis of a well being fund last year that led to the Audit of Voluntary and Community Activity. The findings of the report indicated that key barriers to the take up of volunteering were:

- Lack of information and awareness
- Access to Transport
- Existing Commitments

In addition to the Audit, work conducted within the Volunteer Centre has found that 30% of the people wanting to volunteer are not able to access volunteering opportunities mainly due to lack of confidence, self esteem, lack of available transport and mental health problems. This has confirmed a key finding of the Audit which commented on the narrow base from which volunteers were drawn from. (Mainly female, over 65 and of a British background).

As a result of this a mentoring scheme project was submitted to the Big Lottery Fund. That application has been successful with £165,000 being awarded for a three year project.

The overall aim of the project is to strengthen and unite communities throughout North Warwickshire, by breaking down the barriers faced by isolated people to enable them to get actively involved in their community through volunteering. This will involve a new mentoring scheme managed by the Volunteer Centre to:

- Support individuals facing barriers to volunteering.
- Establish Outreach Points in rurally isolated villages where volunteers will be encouraged to establish an income generating sustainable scheme such as craft circles.
- Assist organisations to develop their volunteer management skills to ensure volunteers are appropriately supported. The Volunteer Co-ordinator Forum run by the Volunteer Centre will offer organisations further support through networking and training.

An application for Well Being Fund is sought to assist in the delivery of the above project in the area of communication, information and awareness.

A key finding of the audit was a lack of information and awareness about volunteering opportunities. Historically resources have not been expended sufficiently in this area due to the need of the Centre to focus on its core activities and infrastructure. It was also based on a realistic assessment of capacity which would not have necessarily corresponded with any uptake in demand generated by a more proactive marketing campaign. With the funding that has been made available through the Big Lottery Fund, the Centre will now have a greater capacity to meet these demands and the challenge now is to ensure that the benefits that will accrue from the project are not impaired by a lack of awareness of both of the project itself and the wide volunteering opportunities that are available. This also accords with a similar successful well being project that has been conducted in the Nuneaton and Bedworth Area

It is envisaged that appropriate solutions to the other issues that exist within North Warwickshire to volunteering such as transport and informal church based volunteering will be identified during the commencement of the project and efforts will be made to tackle such barriers in a holistic manner that involves all partners and maximises the funds that are available to the Volunteer Centre within the North Warwickshire Area. This will include identifying and applying to appropriate funds including the Borough Council's Area Forum Fund and the County Council's Race Equality Budget and the Youth Opportunity Fund.

#### **Priorities, set by the County Council Area Committee, that will be addressed**

Local Area Agreement: This project will address the Stronger Block Outcome in the current LAA of:

(St1) Empower local people to have a greater choice and influence over local decision making and a greater role in public service delivery – **Mandatory**

And more specifically the indicator contained therein:

(ii) An increase in the number of people recorded as or reporting that they have engaged in formal volunteering on an average of at least two hours per week over the past year – **Mandatory**

The initial draft of the new LAA submitted to GOWM in late January maintains this continuity through inclusion of the following indicator 'NI6 Participation in regular volunteering'

The North Warwickshire Sustainable Community Plan 2006-9, developed after extensive consultation with local people and organisations, has identified a number of priorities to strengthen the local community by increasing and improving voluntary and community action in the borough including ;

'Enabling people to take part in a wide range of voluntary and community activity.'  
'Improving the experience of people who are involved in voluntary and community activity.'

'Developing the support available to people running and organising voluntary and community activity.'

VCNW, through its work with the Voluntary and Community Activity Theme Group has been identified as the main organisation with the expertise to meet these priorities.

#### **Location of Project**

Boroughwide

#### **Who will benefit from the project?**

The Volunteer Centre North Warwickshire will benefit from this project as it will assist in the delivery of the Big Lottery Project through assistance in the key area of communication. The intentions of the wider project is to benefit residents living in the Borough of North Warwickshire experiencing social isolation who would like to get involved in their community, but are unable to do so for a variety of reasons including lack of confidence, physical disability, mental health problems and rural isolation.

Voluntary and community organisations operating within the Borough will benefit from an increase in volunteers to help with their work.

Residents from North Warwickshire will be able to access the wider benefits of volunteering including improvement in well-being.

#### **When will it be delivered?**

The project will commence in April 2008 and will be a three year project ending in 2011. It will complement the delivery of overall project as prescribed by the Big Lottery Fund.

#### **Expected Outputs**

1. 250 people recruited of which 100 will be supported by the mentoring scheme by the end of year three giving them access to training opportunities and chance to improve their life skills.
2. 5 outreach points set up improving access to local community, which will result in a better social environment in rurally isolated villages.
3. 25 organisations will be better equipped to support volunteers with additional support needs by the end of year three, thus strengthening their capacity to deliver quality services to build stronger communities.
4. 50 isolated individuals will be ready to volunteer by the end of year one through training and support gaining self confidence and becoming more active citizens.
5. 12 organisations will be involved in local networking and partnership per year resulting in stronger communities.

#### **Expected Outcomes**

- Empower local people through greater access and choice
- Improve the take up in formal volunteering

- Improve the capacity of the Voluntary and Community Sector through an increase in quantitative and qualitative volunteering.

**Proposed monitoring arrangements/Indicators of success**

The overall delivery of the wider project is the foundation upon which this project is based. However to ensure accountability it is proposed that 6 monthly reports are presented to the Area Committee to evaluate the impact that an enhanced profile is having on the uptake in volunteering activity in North Warwickshire.

Communication

- Mechanisms for linking increase in volunteering with communication avenues used to be established.
- Evaluation to be conducted about success of different mechanisms including use of partnership resources.

**What is the long term future of the project (If appropriate)**

The fund, if granted, will complement the work that will be undertaken as a result of the Big Lottery Fund. That project seeks to establish the foundations of a sustainable approach to volunteering in North Warwickshire.

**Eligible for Main Programme or other funding? Yes/No?**

As noted, the Volunteer Centre has secured a sum of £165,000 from the Big Lottery Fund.

**Contact on LSP Theme Group**

<b>Contact names</b>	<b>Kate Morrison</b>		
<b>Address</b>	<b>Chief Officer          North Warwickshire CVS          Community House          Coleshill Road          Atherstone          Warwickshire          CV9 1BN</b>		
<b>Telephone No.</b>	<b>01827 718080</b>	<b>Fax No.</b>	
<b>E-mail</b>	<b>Kate.morrison@nwcvs.org.uk</b>		



**Signature of Chair of Theme Group**

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**Date signed**

**24<sup>th</sup> November 2008**

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## Well-being Fund 2007 - 2008

### Part B – Expression of Interest - To be completed by the body/individual interested in undertaking a commission

**Name of Project:** Helping Communities United by Voluntary Action

#### Details of body/Individual interested in commission

<b>Name of Organisation</b>	Volunteer Centre North Warwickshire Limited (VCNW)		
<b>Contact name</b>	Jane White		
<b>Address</b>	White Hart House Long Street Atherstone Warwickshire CV9 1AX		
<b>Telephone No.</b>	01827 717073	<b>Fax No.</b>	-----
<b>E-mail</b>	jane.white@vcnw.org.uk		

#### **Description of Project (from project brief)**

The Volunteer Centre North Warwickshire has been awarded with £165,000 from the Big Lottery Fund for a three year project which seeks to address the findings of recent investigations such as the Audit of Voluntary and Community Activity.

The Volunteer Centre has employed 3 part-time staff to deliver the project, all with relevant qualifications and experience.

Funding for the project is limited to the delivery of the key objectives outlined in Part A of this application. To aid in the delivery of a successful project, however, an application for Well Being Funding is being sought to assist in the following areas:

#### Communication, Information and Awareness

- To carry out 6 targeted marketing campaigns (lasting 6 months each) aimed at 6 different groups in society :- young people aged 16-25, faith communities, men, people from ethnic minorities, employed people and parents.
- To produce an A5 newsletter 4 times a year which informs of key volunteering opportunities, events and news. The newsletter will be available in libraries, public sector premises (WCC, NWBC, GP's, Dentists and Police) and at public meetings such as Area Forums etc.
- To maximise use of existing newsletters such as Church, Town and Parish Newsletters, statutory websites and publications to ensure a holistic and sustainable approach to the communication of volunteering in North Warwickshire.
- To develop and maintain relationships with local press including Heart of England News, Atherstone Herald and local radio stations. Produce regular stories for this media.

- To investigate the possibilities of a Volunteering Card; organise an incentive card that offers discounts and benefits to people that volunteer; approach businesses, corporate and public sector to negotiate incentives and rewards.
- To organise outreach, open days and road shows across the Borough with relevant partners.

**Details of timescale. When would you be able to commence this project?**

The project will be delivered during 2008-11, starting in April and will complement the delivery of overall project as prescribed by the Big Lottery Fund.

**Outputs – What can you offer the Project?**

**Examples of similar projects previously undertaken**

This project will complement the delivery of a much wider project by the Volunteer Centre for North Warwickshire which will seek to improve volunteering in North Warwickshire in a manner that is inclusive, effective and sustainable. The Centre has a good track record of project management and delivery. In addition to complementing the much wider project the actions are a logical consequence of previous Well Being Funding which enabled the mapping of a comprehensive picture of the state of volunteering in North Warwickshire and what needed to be done to improve the situation.

One of the Part-time Volunteer Co-ordinators, employed to deliver the Big Lottery Project, has a degree in Communication Studies and a Post Graduate qualification in Design. She is very knowledgeable about marketing and promotion and is happy to work the necessary extra hours to deliver the Well-Being Fund project.

**Analysis of costs – Please be as precise as possible**

<b>Total Project Cost</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>TOTAL</b>
	<b><u>9,025.49</u></b>	<b><u>8,636.15</u></b>	<b><u>8,886.61</u></b>	<b><u>26,548.25</u></b>
<b>Staff (Salaries and Expenses)</b>				
<b>Projects Officer</b>				
Hourly rate	9.50	9.79	10.08	
Planned weekly hours	7	7	7	
Annual Gross Salary	3,458.00	3,561.74	3,668.59	
<b><u>Sub Total (on costs inc NI @12.5%)</u></b>	<b><u>3,890.25</u></b>	<b><u>4,006.96</u></b>	<b><u>4,127.17</u></b>	<b><u>12,024.37</u></b>
<b>Capital/Equipment</b>				
<b>NONE</b>				
<b>Other</b>				
Telephone (approximation)	100.00	103.00	106.09	

Publicity materials	800.00	250.00	250.00	
Administration/Stationery (approximation)	150.00	154.50	159.14	
Postage (approximation)	100.00	103.00	106.09	
Staff travel (approximation)	200.00	206.00	212.18	
Volunteer Expenses	100.00	103.00	106.09	
Newsletter (4 copies per year * 2000 copies)	1,508.00	1,553.24	1,599.84	
Events ( room hire, refreshments)	1,000.00	1,030.00	1,060.90	
<b><u>Sub total office &amp; newsletter costs</u></b>	<b><u>3,958.00</u></b>	<b><u>3,502.74</u></b>	<b><u>3,600.32</u></b>	<b><u>11,061.06</u></b>
Overheads (management/accommodation)	1,177.24	1,126.45	1,159.12	3,462.82
<b>Total</b>	<b>£</b>			
	<b><u>9,025.49</u></b>	<b><u>8,636.15</u></b>	<b><u>8,886.61</u></b>	<b><u>26,548.25</u></b>
<b>Contribution requested from Well-Being Fund</b>	<b><u>9,000</u></b>	<b><u>7,500</u></b>	<b><u>6,000</u></b>	<b><u>22,500</u></b>

**Signature of representative of organisation interested in commission**

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**Position** Centre Manager  
**Volunteer Centre North Warwickshire**  
**Date** 23<sup>rd</sup> November 2007

# Warwickshire County Council

## Well-being Fund Final report 2005/06

**Name of Lead officer:** Fran Poole

**Name of Project:** Healthy Lifestyles Pilot Project

**Name of Theme Group promoting project:** Health & Wellbeing

**Wellbeing fund grant:** £2,128

### Outline of Project brief

- The Healthy Lifestyle Pilot will take place in conjunction with weekly Tumble Time sessions. The Pilot will run for a period of one year and provide a variety of structured ½ hour healthy lifestyle activities for the family.
- Activities include: the benefits of good hand washing, the benefits of physical activity, healthy eating, group walk, teddy bears picnic and preparing a healthy menu.
- Each activity will take place, each week, for one month, over a period of 5 months and then repeated 5 months later in order to keep key messages alive.
- The pilot is focussed on parents, carers of children and children aged 1-4 and their siblings.
- The project will raise awareness of healthy lifestyles, educate families regarding illness, healthy eating and physical activity, and highlight the importance of well-being to ensure long term good health and longer life expectancy.

Details of timescale	Measureable outputs
<ul style="list-style-type: none"><li>• Project to start – May/June 2006</li><li>• Equipment purchased for project – May/June 2006</li><li>• Press release &amp; posters sent out – May / June</li><li>• Provide 6 healthy lifestyle activities at Wood End Youth Centre and healthy snacks at each session – May / June</li><li>• Pre and post activity</li></ul>	<p>Equipment for sessions purchased as outlined in analysis of costs</p> <p>2 newspaper / newsletter articles and poster / leaflets distributed</p> <p>Monthly Programme of activities set for weekly repetition. Programme repeated after 6 months</p> <p>Baseline knowledge of participants</p>

<p>monitoring for each Healthy Lifestyle Theme – monthly from May / June</p> <ul style="list-style-type: none"> <li>• Mid-term report to Area Committee – September</li> <li>• 6 month assessment of lifestyle changes by participants – Oct / Nov</li> <li>• Article in North Talk about success / value of project</li> <li>• 12 month assessment of lifestyle changes by participants</li> <li>• Use of equipment at other Health Promotion Events and other Tumble Time sessions in the Borough</li> <li>• End of Project report to Area Committee – March 2007</li> <li>• 18 month assessment of lifestyle changes by participants</li> </ul>	<p>recorded for each Theme. Monthly evaluation undertaken via evaluation forms and recorded comments of participants.</p> <p>Report complete 16 August for September Area Committee</p> <p>Analysis of evaluation forms and recorded comments of participants.</p> <p>Article &amp; photo in North Talk</p> <p>Analysis of evaluation forms and recorded comments of participants.</p> <p>Acknowledgement of WCC support to Healthy Lifestyle programme at other events round Borough eg Family Fun days, etc</p> <p>Report complete for March 07 Area Committee</p> <p>Analysis of evaluation forms and recorded comments of participants.</p>
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### **Commentary on Project Progress – achievements to date**

The project commenced during June 2006 and was completed in July 2007. Healthy living activities took place in conjunction with weekly tumble time sessions. The evaluation was carried out in September 2007 as it was not viable to carry out the evaluation at the end of July 2007, when the project ended, due to summer holiday commitments and time constraints.

An evaluation has been produced and is attached

**Slippage**

The project did not take place in Woodend, because due to low numbers of the public attending, a decision was made by North Warwickshire Borough Council's Community Development team to cease the weekly Tumble Time session at Woodend. A decision was made to carry out this Healthy Lifestyles Pilot Project at the Atherstone Tumble Time session. The rationale for this was because Atherstone Central ranks as high of the indices of deprivation. Areas of deprivation are commonly associated with poor health.

Lunch boxes were not purchased as public preferred to use their own.

£13050 was spent on healthy snacks rather than the £905 bid for. North Warwickshire Borough Council carried this cost out of their existing budget

**Revision to programme**

*[Please advise on any changes to the current agreed programme. Give revised programme under 'Details of Timescales' and of 'Measurable Outputs' below. NB The project should still be completed within the year, and any changes should not alter the outcomes of the project.]*

**Details of timescale**

*[Give revised actions with timescales]*

**Measurable outputs.**

*[Give corresponding output for each newly revised action]*

**Analysis of cost**

*[Take directly from Funding Agreement. Give current expenditure for each budget line below]*

<b>Expense</b>	<b>Budget</b>	<b>Expenditure to date (apprx)</b>
<b>Staff (Salaries and Expenses)</b>		
<b>Other</b> Room hire, publicity, administration costs	NWBC – Community Development Team	<i>[Complete column]</i>
<b>Capital/Equipment</b>	£	
<b>Healthy Snacks for Tumble Time Sessions:</b>	905.00	13,050

<b>Handwashing sessions:</b>	£	
UV lamp Handwashing cabinet	160.00	160.00
Replacement bulb	10.00	10.00
Glitter bug lotion x 2	30.00	30.00
Leaflets & Stickers from Foodlink website	100.00	100.00
<b>Physical Activity Sessions:</b>	£	
Sony CD Player	80.00	80.00
Extension Lead	10.00	10.00
Jo Jingles CD x 2	40.00	40.00
Musical Instruments	135.00	135.00
<b>Healthy Eating Sessions:</b>	£	
Fresh Fruit & Veg (£20 per week for 8 weeks)	160.00	160.00
120 Paper Plates, bowls, knife, chopping board, plastic forks, hand wipes, kitchen towel	40.00	50.00
Food for picnic x 2	100.00	100.00
20 re-usable lunchboxes	160.00	0
Badge making accessories	18.00	18.00
<b>Preparing a Healthy Menu Sessions:</b>	£	
Magnetic wipe boards	150.00	150.00
Competition Prize (family activity such as bowling)	30.00	30.00

### Publicity

Articles were published in Coventry Evening Telegraph, The Atherstone Herald and Heartland evening news (copies attached)

### Sustainability of project

This pilot project has led to:

1. Secured mainstream funding for healthy snacks at all Tumble Time sessions and Play schemes run by North Warwickshire Borough Council.
2. A 4 week plan of healthy living activities has now been built in to all Tumble Time sessions on a roll on roll off basis. Healthy living activities are also going to be the topic for February 2008 play scheme as a result of this project.

### Lessons learnt

The staff delivering Tumble Time sessions were not always confident delivering healthy messages to the public. However, some sessions were organised for them to help raise their awareness and confidence.