

Review of Support to the Voluntary and Community Sector - Draft Action Plan

Required outcome: 1) A more transparent and fairer system of capital and revenue funding

Action	Lead	Rationale/Source	Target	Timescale	Cost	Comment
To develop and publish a voluntary sector funding policy	PDO	Research, Questionnaire, Focus group	Policy completed & operational	Draft March 07	Nil	Many authorities with policies in place or being drafted to comply with Compact guidance.
To introduce a review system for awarding revenue funding.	PDO	Service information, Research, Questionnaire, Focus group	System agreed and in place	April 08	To be established	Significant number of new groups looking for core funding. Existing groups require additional core funding. Lots of options to consider including a bidding system, different review periods, assessment criteria, tiered system for infrastructure organisations, service organisations and projects etc. Publishing Guidelines, introducing application forms, increasing performance appraisal.
Publish annual report detailing organisations supported and their achievements.	PDO/ CPO	Research, Questionnaire, Focus group	Report published and distributed annually	0607 report available in May 07	Via Existing budget	
To introduce regular focus group sessions	PDO/ CPO	Focus Group	Minimum of one event per year	First event Summer 07	Via Existing budget	Other consultation and feedback events to be held as required

To report back on progress of Action Plan to Housing and Community Services Scrutiny Committee	PDO/ CPO	Service issue, Research	All actions completed to published timescale	April 08	Nil	Initial meeting held
To explore whether other departments funding arrangements with sector organisations could be managed centrally by Leisure and Community Development.	PDO	Service information, Research, Questionnaire, Focus group	Research extent and detail of current arrangements	April 07	Nil	Known arrangements include Groundwork and Planning with environmental groups

Required outcome: 2) Increased capacity for local Voluntary and Community Sector to deliver services

Action	Lead	Rationale/Source	Target	Timescale	Cost	Comment
Ring Fence element of budget to specifically support VCS	Councilors	Questionnaire, Focus group, Service Issue	Proposal to be submitted at next budget round	December 07	To be established	Existing groups known to have some difficulties with sustainability (partially dealt with at 0607 budget round). Other organisations also wishing to receive contributions to core funding. Review throwing up other types of funding helpful to sector. Links with Corporate Plan. Extends timetable to allow fairer, more balanced judgements.
Service Development Proposal to introduce small "community chest" type project based revenue funding pot offering small one off grants	PDO/ CPO	Questionnaire, Focus group, Service Issue	Proposal to be submitted at next budget round	December 07	To be established Circa .5/10k	Scheme existed prior to 2000
Service Development Proposal to support County wide scheme to offer small one off grants to sporting individuals	PDO	Service issue, Research,	Proposal to be submitted at next budget round	December 07	To be established Circa 1k	
Make Community Partnership's Officer post permanent position within establishment	Council	Focus Group, Questionnaire, service information	Post mainstreamed	April 07		Mainstreamed post part of revised departmental structure currently moving through committee cycle

Explore possibility of SDDC offering loans to sector	PDO/ CPO Finance	Questionnaire	Research undertaken & report to committee finalised	April 07	To be established	Potentially a difficult/innovative area.
Facilitate co-ordination of funding advice services with other providers	PDO/ CPO	Focus Group, Questionnaire, service information	Arrange initial meeting	March 07	Nil	Review appeared to show room for different providers, good take up but need for better information sharing and possible introduction of protocols
Improve links with lottery distributors	PDO/ CPO	Questionnaire	Arrange initial meeting	March 07	Nil	Lottery appears to be main funder of local VCS
Improve dissemination of lottery information to groups	PDO/ CPO	Questionnaire	Prioritise within marketing strategy	March 07	Via existing budgets	As above
Maintain in kind support e.g. accommodation, expertise, equipment	PDO/ CPO	Questionnaire	Identify and document support available	March 07	Nil	Difficult to quantify. Consider more as a principle.

Required outcome: 3) Greater awareness and take up of services

Action	Lead	Rationale/Source	Target	Timescale	Cost	Comment
Devise and implement a marketing strategy	PDO/ CPO	Research, Questionnaire, Focus group, Service information	Strategy completed	March 07	Nil	Should form part of overarching voluntary sector funding policy
Sub actions: Target advertising to Rural Areas and to small community groups Increase information flow to Councillors	PDO/ CPO PDO/ CPO	Questionnaire, Focus group, Service information, Corp Plan Questionnaire	Specific actions within marketing strategy Minimum 4 bulletins or communications per year	March 07 October 2006	Via Existing budgets Nil	Councillors identified as high-level source of information.
Identify Member Champion	PDO	Questionnaire, Focus group, Research, TAES	Member champion identified for 0708	April 07	Nil	TAES is Towards an Excellent Service, a quality assurance, improvement model used by Leisure and Community Development
Identify Corporate Management Team Champion	PDO	Questionnaire, Focus group, Research, TAES	Officer champion identified	April 07	Nil	
Use email alerts	PDO/ CPO	Questionnaire, Focus group	Email alert system in place	April 07	Nil	CVS already have a system so need to discuss and work in partnership
Advertise and hold formal funding and funding advice surgeries	PDO	Questionnaire, Focus group	Minimum of annual roadshow with funders and funding advice partners	First event by March 07	Via Existing budgets	Needs to link into work of CVS and other potential partners.
Arrange service related training e.g. on completing council forms or making other applications.	PDO	Service information, Research,	Two training events per year	First event by June 07	Via Existing budgets	Needs to link into work of CVS and other potential partners.

Improve web site support	PDO/ CPO	Questionnaire	Review and update on a quarterly basis	Start Oct 07	Nil	
Sub action: Introduce on line application forms	PDO/ CPO	Questionnaire	Explore with IT Services	Oct 07	Nil	Unsure if possible at this stage. Watching brief may be required.
Maintain or expand presence at relevant local VCS and other Forums (e.g. SDVSForum, Village Hall Forum, Parish Council meetings, Area Committees)	PDO/ CPO	Questionnaire, Focus group	Attend minimum of 12 "forum" events per year.	Start Oct 7	Nil	Word of mouth identified as productive method of marketing

Required outcome: 4) A more effective and user friendly capital grants scheme

Action	Lead	Rationale/Source	Target	Timescale	Cost	Comment
Recommend Community Partnerships Scheme panel review and amend limits applied to grants scheme to give greater flexibility	PDO	Questionnaire, Focus group, service issue	Review undertaken	March 07	Nil	Some flexibility already exists but is not used. Options could include amending upper limits, giving higher awards for larger grants etc. Tenston caused by requirement for leverage and difficulty finding other 25%
Introduce customer feedback forms	PDO/ CPO	Questionnaire, Focus group	Forms sent out with all applications	December 07	Nil	Different forms probably needed for different services
Amend application form and guidance notes to make explicit level of information required reflects size and complexity of project	PDO/ CPO	Questionnaire, Focus group	Forms and notes amended	December 07	Nil	Information required for grant needs to match size of grant.
Improve feedback to ineligible and unsuccessful applicants	PDO/ CPO	Questionnaire	Offer written and one to one feedback as required	December 07	Nil	
Update and improve Corporate Plan/Community plan information sent with Guidance Notes Sub action: Liaise with Policy dept. & LSP re distribution of information to VCS	PDO/ CPO	Questionnaire, Focus group	Guidance amended 2 new promotional opportunities identified	December 07 December 07	Nil Nil	Linkages to Corporate Plan viewed as positive but not known widely enough

Recommend Community Partnerships Scheme panel review and amend frequency of panel meetings	PDO/ CPO	Questionnaire	Review undertaken	March 07	Nil	Some support for more flexibility but majority content as is
Introduce Service Standards	PDO/ CPO	Questionnaire, Focus group, service issue	Service standards in place	March 07	Nil	