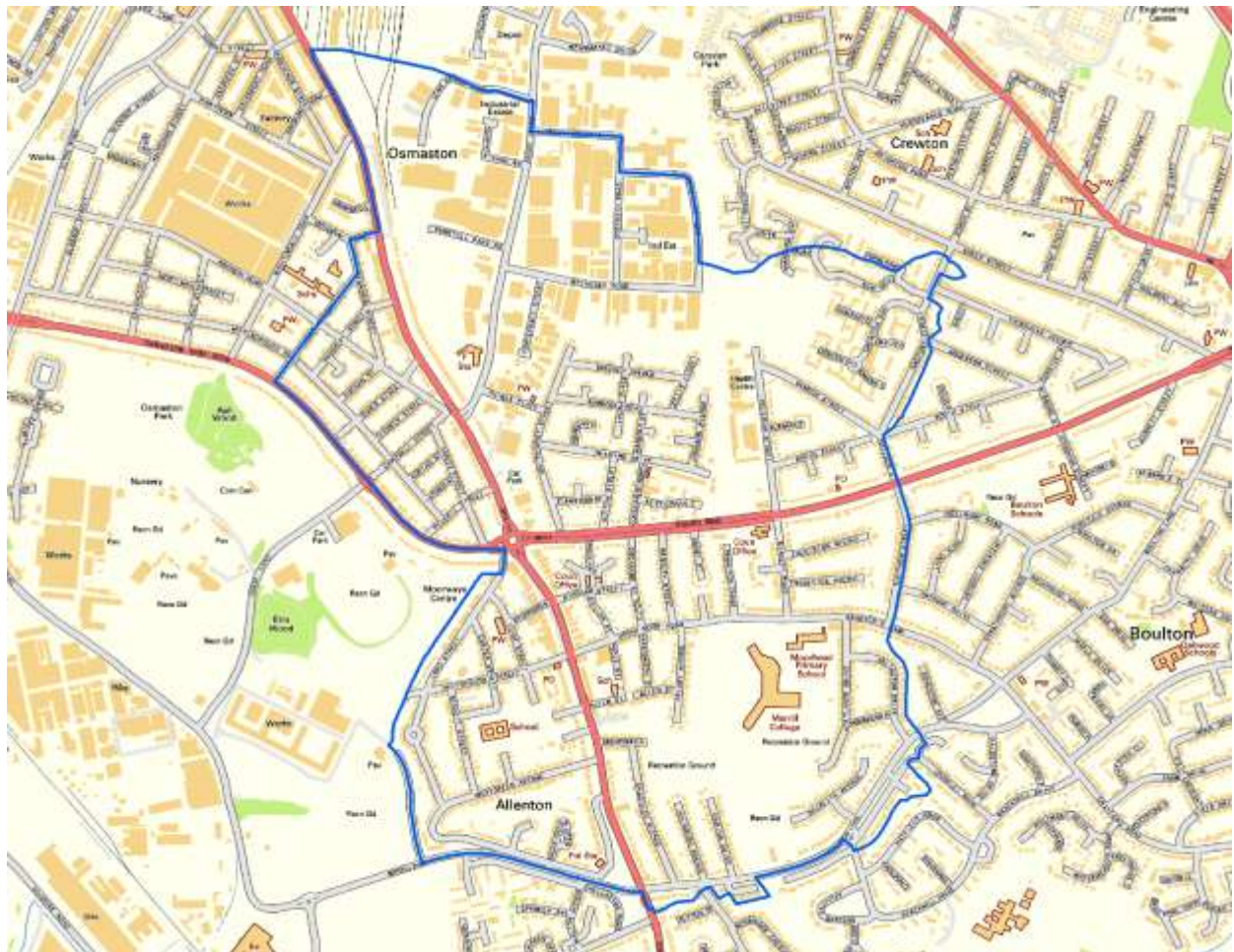


# ALLENTON BIG LOCAL PARTNERSHIP GROUP (ABL GROUP)



**OUR BIG LOCAL PLAN**  
**April 2016 – March 2019**  
[www.biglocalallenton.co.uk](http://www.biglocalallenton.co.uk)



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## Foreword by the Chair

At the end of two fantastic years it is always important to look back, reflect and review. In a short space of time - and supported by its partnership group, delivery partners and countless volunteers - Allenton Big Local has made great strides and achieved many successes. This has included the funding of a Work Club in Allenton, which is delivered by Derby Adult Learning and is helping local people back into work. Through our work with Enthusiasm and Nacro, we have provided safe places, challenges, opportunities, support and inspiration for local children, young people and families. We have also delivered events that have brought together and given pleasure to hundreds of Allenton residents.

As well as the successes there have been challenges along the way. We are working hard and tirelessly to start developing a community hub and we continue to listen to and respond to the needs of the residents of Allenton. Without the commitment of this community the difference Big Local is making within the area would not have been possible.

As we approach the next three years we are enthused, excited and optimistic that we will continue to grow our impact and achieve our objective, which is to make Allenton a great place to live.

**Joe Russo, Chair**  
**Allenton Big Local Partnership Group**

## Introduction

Allenton Big Local is one of 150 areas that have been awarded £1million to make a lasting and positive difference to their local community.

The project is co-ordinated through The Enthusiasm Trust, which acts as the Locally Trusted Organisation (LTO) for the project. The Enthusiasm Trust is an independent charity which has been working in the area since 1992 supporting young people and their families.

Allenton Big Local funding is a 10-year programme with the aim to have made a significant difference to the local area and long-lasting change to the lives of those people living and working in the area.

This plan is for three years from April 2016 to March 2018. It will be reviewed annually to ensure that the priorities continue to reflect the needs of the area. This is the second plan, the first running from 2014 to 2016.

## Building the second plan

The partnership has built this plan in phases. First, in June 2015, it reviewed the background or profile to the area and found the context of residents' lives essentially similar to when first undertaken. In the light of this, it considered the vision, guiding principles and priorities for action and found them sound and effective in guiding the partnership to help make Allenton an even better place to live.

Second, the partnership agreed the broad parameters of the second plan. It agreed that a three year rather than a two year plan would work better, being more realistic in setting up and managing service level agreements with partner organisations. It felt that a two year plan became not much more than a one year plan because of the time taken in reviewing and building the next one.

The third phase involved a two hour workshop in October 2015 to review how successful the activities within the first plan had been. Based on this the partnership judged which activities offered the best potential to progress the next plan's vision, ambitions and priorities. The partnership decided to extend the scope of its activities during years 3 to 5 and agreed spend of just under £540k over the whole of the three year plan. This includes a £70k investment on the community hub – a project originally conceived during the first plan but not yet implemented.

The fourth phase was to use the draft to talk with residents and local groups, sharing success and discussing emerging priorities and activities, taking advice and suggestions and redrafting accordingly.

## **Reflecting on successes**

As part of its review, the partnership also reflected on what had been achieved during the period of the first two year plan, discussing which activities had worked well, and which had been less successful. Progress has been achieved to support families and young children through activities delivered by Nacro. This included the introduction of healthy eating courses during year 2. Young people have been supported through activities delivered by Enthusiasm, including a flexible and responsive programme of pop-up activities, the introduction of a youth club, and one-to-one mentoring for those who need it.

After a period of inactivity and a change of direction, the street performance activity achieved success in the latter half of Year 2. A new approach to this activity involved recruiting a local Street Dance Company to teach young people from the area, and this culminated in the young people performing in Allenton in November 2015. Adults have received help with employment skills and job searches through the Work Club, delivered by Derby Adult Learning Service. The introduction of a bursary scheme has also allowed other residents in the Allenton Big Local area to access funding for training and educational courses to broaden their skills and improve their career prospects.

The development of the community hub is progressing slowly, but we are confident that this will come to fruition during the first year of the second plan. Our community events, such as the summer Event and the Christmas event at Allenton Market have been well received and have helped to strengthen community spirit and cohesion.

## 1. Our vision and how it arose

Our vision for Allenton Big Local area is for a stronger community by bringing about visible change through raising aspirations, opportunities and skills.

Our vision arose during the Getting Started phase of Big Local in Allenton, which included community events, a film as part of the local consultation and a range of other events. The partnership group then reviewed all material and from this process, drew out emerging priorities which informed the wording of our vision.

### **Revisiting the vision – how did it sound a year on?**

#### **Comments from the partnership review, summer of 2015**

The partnership reviewed its vision in the summer of 2015 and found it stood up as relevant and achievable. The partnership agreed this remained a good strap line. The focus on a stronger community still applies.

The group discussed what do we mean by visible? This can be a physical thing like the proposed hub and also it can be about a sense of ownership, visible change in a social manner. How are people happier and more fulfilled in living here? The fabric and the feeling of the place is improved, and we know this because residents tell us so.

This does raise for us the important point about how we get this bigger, wider, deeper perspective on change. We need the stats and stories of individual funded activity to bring together and to consider this bigger picture. We recognise the benchmark is quite high.

## 2. Profile of local needs

The Allenton Big Local profile was submitted with the first plan. It was based on a range of events and community conversations, and a film interviewing residents about what they liked and what they thought could be better about the area. In addition, further consultation work was done with local community organisations using a questionnaire format. The overwhelming feedback from this research was that there was a lack of activities for young people in the area and the majority of people who took part in the consultation stated that more needed to be done to provide activities and facilities for young people. Other concerns that emerged from the initial consultation were that more support was needed to develop community activities and community events, and that a central meeting point needed to be created in Allenton. These issues are being addressed through some of the activities that were introduced in years 1 and 2 but, based on feedback from residents provided during our annual surveys in 2014 and 2015, these areas continue to be of importance for the community.

### **Review the landscape – has anything major changed locally we need to be mindful of going forward?**

The partnership reviewed the basis of the plan as outlined in the original profile. It concluded that while changes had occurred, the essential basis for the new plan remained the same, with its vision and themes remaining relevant and sound. The partnership comments and observations are below,

#### **Tesco**

There is no longer going to be a Tesco Superstore which will have an impact on employment, local shops and shoppers. What will be put in its place? Jim will check out whether homes and housing are being considered and whether Derby Homes may be linked to any developments. Ranjit is calling for a meeting with Tesco. What will happen to the market? Will it grow or shrink? DCC will be looking to set up a task group which ABL will be welcome to take part in. Meanwhile Aldi has opened a store in the area which is seen as a plus.

#### **Migration**

An increasing number of Eastern European migrants are living nearby and are using local schools and facilities. Merrill Academy for example has spaces which draw in young people from outside of Allenton. Integration and inclusion are an increasing and significant challenge.

#### **Facilities**

The Moorways Sports Complex is closing down. OzBox is closing; Allenton United has lost its senior team. These losses are essentially because of a squeeze on funding and a withdrawal of elements of council support. This closure of local facilities affects our sense of belonging. The withdrawal of funding for local groups is a significant factor, affecting the local fabric. These are mainly facilities for young people.

#### **Overview**

The effects of recession and cuts to local services get tougher for local people, including new arrivals and young people. Shelving the Tesco Superstore plan leaves questions unanswered about what will happen to that space. The ABL Profile remains a strong baseline document on which to base the existing themes and priorities and activities in the plan.

We should also pay more attention to malnutrition of children and young people on free school meals in the holidays.

### **Annual community survey**

Allenton Big Local undertakes an annual community survey, with the same core questions asked of at least 100 people each year to track changes in perception and attitudes about our community among residents.

The headlines in the summer of 2015 are that more people are feeling 'very happy' about living in Allenton (44% in 2015 compared to 33% in 2014). There has also been a significant increase in the number of people who rated the sense of community in Allenton as 'good' (up to 42% compared to 22% in 2014). However, there is a small drop in the number of people who answered the same question with a 'very good' rating (down to 6% from 9% in 2014).

There was also a positive shift in perceptions on safety within the community. 48% of people rated Allenton as either 'safe' or 'very safe', compared to 33% last year.

Whilst this is a small survey (100 people were questioned), it does provide a positive message in terms of how people feel about Allenton. The partnership will conduct a similar survey again next year and continue to measure perceptions on a year-by-year basis.

The full report is here: <http://www.biglocalallenton.co.uk/2015survey/>

## 3. Our priorities and action plans

### 3.1 Core values and guiding principles

During the planning process as a Partnership Group, we agreed some guiding principles reflecting our core values which helped to determine our priorities for action.

- arising from community need
- enhance the life changes across the community
- added value – money, people-power
- adding to ‘community glue’
- keeping the money in the community
- the best we can
- sharing our vision and commitment
- across all ages
- longer term benefit / legacy,

These core values and guiding principles helped to determine our priorities for action.

### 3.2 Our Big Local priorities

Our Big Local priorities were agreed when the first plan was drawn up and have been reconfirmed during the partnership review of the plan in 2015. The priorities were based on lengthy discussions reflecting on personal experience and knowledge as residents and workers in the area, and using the information provided in the profile report and film.

The Partnership Group identified the concerns and issues that mattered the most to local people and through the planning process decided that the Allenton Big Local priorities would be:

1. Strengthening the community
2. Improving life skills
3. Creating opportunities for training and employment

### 3.3 Our overarching outcomes

Our four outcomes in line with the Big Local programme are:

1. The community agrees needs and priorities in the area and takes action on them.
2. People gain confidence and skills for now and the future.
3. The community makes a real difference to the needs it has given priority to.
4. People feel this area is an even better place to live.

### 3.4 Our Allenton Big Local outcomes

The Partnership Group recognises that the perceptions of local people may change over the life of the project. Although the initial plans were based on the consultation exercises the Partnership Group keeps the process flexible and continues to consult with local people in order to be able to respond to community needs and aspirations.

The Partnership Group initially agreed a two year plan for Allenton Big Local. This second plan covers three years (years 3 to 5). This will enable the group to agree and put activities into place that will impact on current needs and respond to current issues.

The following activities described in the Action Plans below will continue to evolve throughout the lifespan of the project but the three priorities listed below will remain the core focus.



### **3.5 Action Plans**

The Action Plans below link in with the three Allenton Big Local priorities. A full review of all activity in the first plan was undertaken in October 2014 and October 2015. The 2015 report is included in the Appendix. It offers the rationale for why some activities have been continued or extended and new elements developed.

All costings indicated below include VAT. Where lead delivery partners are identified, they are accountable to the partnership group. They are responsible for highlighting and feeding in information about trends, new concerns and successes. This will help the partnership group to review and evaluate what is happening and ensure the partnership can respond to changing attitudes in the area and remain responsive.

## Priority 1 - Strengthening the community

Through Allenton Big Local, we will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need.

We have three intended outcomes:

1. Allenton Big Local is a safe place to live and is not stigmatised by ASB crime or vandalism.
2. People get on with each other and take pride in the Big local area and get involved with making it better.
3. People take pride in themselves and the area because they are happy.

To achieve these outcomes, the Partnership Group believes that activities should focus on three areas:

1. increasing participation
2. increasing happiness
3. reducing crime.

The local police already work with local people on Crime Reduction initiatives and the Partnership group do not want to replace activities that should be provided by the police or other agencies. The emphasis will instead be on 'Increasing Participation' and 'Increasing Happiness'. The outcome of these two activities may be a reduction in crime, on the basis that if local people feel more pride for their area they are more likely to want to protect it.

In order to know if we had achieved our outcomes, the following criteria were agreed:

### **Increasing participation**

We will know we have made a difference when local people, their children, their families and those working with them tell us that people take part in more activities in the area and get on better with each other in the Big Local area.

### **Increasing happiness**

We will know we have made a difference when local people, their children, their families and those working with them tell us that they take pride and feel good about themselves and the area they live in.

### **Reducing crime**

We will know we have made a difference when local people, their children, their families and those working with them tell us that they feel that the Big Local area is a safer place to live, that they feel safe in the area.

Four areas of activity were identified:

- 1) Creating a community hub.
- 2) Enhancing existing other community facilities.
- 3) Put on street performances to generate a positive feel for the area.
- 4) Facilitate community events at venues within the Allenton Big Local area.
- 5) Provide a Community Chest fund for local people, clubs and groups.

We have appointed a lead partner to coordinate these activities listed below.

### 1) Community Hub / Enhance Other Community Facilities

Aims and Actions	<p>Responding to the consultation it was identified that there was no central 'heart' to Allenton Big Local and our gaps analysis confirmed this. Central to the Big Local area is the shopping area so the group decided that a central community hub could create this 'heart'. The group felt that once set up, this community hub would have the potential to develop into an exciting facility for local people beyond the Big Local funding and had the potential to attract match funding from a number of sources.</p> <p>Work is underway with St Martin's Church, with lead delivery partner Derby Homes. The partnership is committed to funding these developments in accordance with the first plan, both the building works and the capacity of a steering group to run this community resource.</p>
Costs and Timescale	<p>Timescales are dependent on a legal agreement and agreeing a schedule of work based on architect's drawings.</p> <p>TOTAL spend = £70,000 (This is the total spend on the project and the actual amount in this plan will be dependent on what has been spent by the end of March 2016).</p>
Lead Partners	Derby Homes

### 2) Street Performances, Activities, Groups

Aims and Actions	<p>To bring a 'positive feel' to the area and create a 'buzz' the aim will be to have Street Performances delivered through dance, as well as other activities such as face-painting and street musicians etc. Young people from Allenton will be taught dance skills to enable them to deliver these activities within the local area. These could take place outside the Community Hub to help raise its profile</p>
Costs and Timescale	<p>Licence/permissions etc will be clarified by lead partner          Weekly dance sessions for 50 weeks each year. Activities involving up to 20 children who will learn new skills = £14,919 for one year          TOTAL spend = £44,757 over the three years</p>
Lead Partner	Enthusiasm (working with Trinity Warriors)

#### Comment from review

This had got stuck, was reviewed by the partnership and the work undertaken by Enthusiasm (with Trinity Warriors). It has made a strong start and the way it is working involves young people developing skills directly, which aligns the activity more with the overall ABL priorities and vision.

### 3) Community Events

Aims and Actions	<p>The consultation process identified that local people felt that there should be more events and activities that brought people together. The aim is to provide, or facilitate, community activities in the area. The aim of the events is to strengthen the community, increase happiness and participation, and provide the means for local groups and individuals to raise their profile, gain volunteers and funds for sustainability. This also enables Allenton Big Local to carry out an annual review of progress and effectiveness (see section 6 - Telling the Story). This also links in with the aims and outcomes for Priority 2.</p>
Costs and Timescale	<p>The lead partner is The Enthusiasm Trust (with Nacro leading on the Christmas event). Three or four different events will be delivered during each year = £10K a year over 3 years. TOTAL Spend = £30,000</p>
Lead Partner	The Enthusiasm Trust (Nacro will lead on the Christmas event)

**Comment from review**

The annual events have taken place twice with valuable learning each time. We want to seek to improve and do even better perhaps by offering three or four smaller events throughout the year, rather than focussing on one summer event. The planning group, in addition, could explore options for self-sustainability.

**4) Community Chest**

Aims and Actions	<p>Provide a Community Chest to enable local groups to apply for funding. There is an acknowledgement that although there will be many worthy causes, the criteria for successful funding will be those groups that are trying to meet the priorities and outcomes identified as part of this plan.</p> <p>The aim of providing this money will be to ensure that local groups feel included in the aims of the Big Local and ensure that the Partnership Group are aware of all the groups working in the area. These groups, by having access to the Community Chest will help to 'spread the message' and 'buy-in' to the plans. These groups will also be able to feed into the data gathering to ensure our activities remain relevant to local people.</p>
Costs and Timescale	<p>This money will be made available immediately. The cost of the Project Coordinator is already covered so this cost is the amount to be distributed to local groups.</p> <p>TOTAL Spend = £30,000 (£10,000 each year over 3 year period)</p>
Lead Partner	<p>Project Coordinator to work with the Partnership Group to process applications and collate reporting information.</p>

**Comment from review**

It has been hard to make this work despite significant effort. We want to keep it and for the task group to review the process and application. We may end up recognising that, though take up is low, it is always worth keeping because it is a continuing active demonstration and commitment to being able to respond at short notice to issues from residents that arise. There may be links to make with the bursary fund.

## Priority 2 - Improving life skills

Through Allenton Big Local, we will help in the coordination of existing activity and bring further benefit through funding additional activity arising from identified need.

Reflecting back on the consultation, the Partnership Group decided on three intended outcomes:

1. Children have the best start in life by being supported and enabled to develop their individual personality, talents and aspire to a successful life.
2. Young people fulfil their aspirations and dreams through being provided relevant opportunities.
3. Families are better equipped with skills to support their children through being empowered and supported.

To achieve these outcomes, the Partnership Group decided that our activity should focus on three groups:

1. children 0-7
2. youth 8-12 and 13-18
3. families.

The group felt that it was important that activities or services provided did not replace statutory services.

The Group decided that we would need to know if we have achieved our outcomes and the following criteria were agreed:

### **Children 0-7**

We will know we have made a difference when children, their families and those working with them tell us that:

- Children are enjoying life and having fun.
- Children have a healthier lifestyle.

### **Youth 8-12 and 13-18**

We will know we have made a difference when young people, their families and those working with them tell us that:

- Young people are more engaged and involved locally.
- There are better opportunities for young people.
- There has been a reduction in social exclusion.

### **Families**

We will know we have made a difference when parents, carers and their children tell us that:

- Their families are more cohesive and are pulling together more strongly.

The following activities were identified:

- 1) Provision of parenting programmes.
- 2) Provide a Parenting Support Worker to offer support to families in the ABL area.
- 3) Provide activities and support for children aged 0-7.
- 4) Provide activities and support for young people aged 8-12 and 13-18.

A lead partner has been appointed to co-ordinate each of these activities

## 1) Families and Children 0-7

Aims and Actions	<p>The service will provide home support to families and children who ask for help in the defined ABL area or who are referred to the service.</p> <p>Families will be identified through links with local agencies including other agencies working in the area, local schools, Health Teams and individuals who may self-refer.</p> <p>The focus will be on improving outcomes for children and families living in the ABL area. The aim is to support and enhance family relationships, to encourage family games and activities that have a long term benefit for the area such as picnics to the local park and family games to increase interaction and a sense of fun, as well as encouraging a healthier lifestyle.</p> <p>Through work with the families, signposting can take place to courses on: budgeting, healthy eating, e-safety, arts and crafts, computers etc. If through this activity, particular needs are identified then we may decide to fund some training or courses.</p> <p>The service will support families both within the home and through telephone contact. Support workers will attend TAF or case conferences and provide reports as appropriate.</p>
Costs and Timescale	<p>The service will provide Support Workers to provide individual families / parents / children with one-one support. The recipients of the service will be families with children aged 0-10 who live in the ABL area = £30,600 each year.</p> <p>TOTAL Spend over three years = £91,800</p>
Lead Partners	Nacro - Osmaston Family Project

## 2) Healthy Eating programme

Aims and Actions	<p>The course will develop cooking skills and knowledge around healthy eating and healthier options through learning about food labelling and healthier cooking methods. It will increase awareness and consumption of fruit and vegetables and the need to reduce salt, sugar and fat, especially saturated fat from the diet.</p> <p>Participation in the course will increase participants' confidence in preparing well balanced meals on a budget and support parents to help their children make positive choices in the food they eat.</p> <ul style="list-style-type: none"> <li>• 10 parents to attend each course.</li> <li>• 3 courses each year.</li> <li>• 3 family activity sessions.</li> <li>• Total 30+ families.</li> </ul>
Costs and Timescale	<p>Course runs for 9 weeks for 3 hours for 10 -12 parents. The service will deliver 3 courses during each year = £5,710 a year. TOTAL Spend = £17,130.</p>
Lead Partners	Nacro - Osmaston Family Project

### Comments from review

We want to keep the activity with children and families and expand to include targeted prevention with children at a lower and less acute level of need.

The Healthy eating sessions have received very positive feedback. We wish to keep the model of parent self-directed learning and to enable the group to determine what focus it may wish to have in the future, for example parenting courses.

### 3) Youth 8-12 and 13-18

Aims and Actions	To provide activities and support for local young people aged 8-12 and 13-18. The aims will be to encourage young people to become positively involved in their local community and to have increased opportunities to take part in activities that otherwise they would not have access to (due to lack of money, motivation, enthusiasm, family support).
Costs and Timescale	<p>To provide a support worker and a pot of money for activities. The worker will identify children who would benefit from support from the activity fund.</p> <ul style="list-style-type: none"> <li>• 50 x pop-up activities £7,500.</li> <li>• Activities and resources (to include cinema, ice-skating, pantomime etc. + staffing) £5,000.</li> <li>• Hire of hall/bus (if applicable - dates to be advised) £3,600.</li> <li>• Outreach, assemblies and other promotional work £3,750.</li> <li>• Rewards and incentives - for involvement in community activities £750.</li> <li>• Other additional costs (refreshments, admin etc at 10%) £2,060.</li> </ul> <p>= £22,660 each year. TOTAL spend over three years = £67,980</p>
Lead Partners	The Enthusiasm Trust

#### Comment from review

Youth activities are happening and are increasing being based in St Martin's which is working much better, but this was slow to happen. We want to keep this area of work and develop the approaches to reach more young people.

### 4) Youth (Mentoring)

Aims and Actions	<p>The Enthusiasm Trust will deliver mentoring support for young people in the Allenton Big Local area who are deemed to be most at risk of offending and exclusion according to a range of indicators. They will be identified by the Enthusiasm team or referred to them by Police safer neighbourhood teams, Council Neighbourhood Teams or other partner agencies. The young person will have a dedicated worker to support them, challenge them and equip them to change their thinking and behaviour. Each individual will be formally assessed with an action plan developed in partnership with relevant agencies. This action plan will lead to a multi-faceted package of diversionary activities designed to challenge underachievement, anti-social behaviour, offending, and related forms of abusive lifestyle and will address the risk factors highlighted during their assessment.</p> <p>A minimum of eight young people will be supported each year. This will depend on the complexity of needs that the young person is facing. When a young person is deemed to have reduced their risk factors sufficiently and is making good progress, they will be 'exited' from the programme and another young person will take their place. Therefore it is possible that sixteen young people will benefit during the year. Enthusiasm has a clear assessment model that they use for all the young people they mentor to assess their needs. This falls into three categories, low medium, and high. Allenton Big Local will receive feedback via the management reporting system.</p> <p>Young people who will be mentored through ABL funding will receive:</p> <ul style="list-style-type: none"> <li>• A minimum of one hour per week, one-to-one positive intervention with their assigned mentor.</li> <li>• Young people will also be actively encouraged to take part in other positive activities that Enthusiasm runs on a weekly basis such as football and street performance workshops, various youth clubs etc.</li> </ul>
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	<ul style="list-style-type: none"> <li>Working in partnership with Derby Homes, various volunteering opportunities will be made available to young people, under Derby Homes' new volunteering programme.</li> <li>All young people Enthusiasm works with are supported and encouraged to be a voice in their communities, through membership of Derby City Council's Voices in Action and, if living in a Derby Homes property, they can also attend Junior Wardens. Their mentors will support them through this membership process.</li> <li>Assessments and action plans will be completed with their mentors and reviewed on a regular basis to help reduce individual risk factors.</li> </ul>
Costs and Timescale	The agreed fee is £20,000 each year. TOTAL spend over three years = £60,000.
Lead Partners	The Enthusiasm Trust

#### Comment from review

Youth mentoring has received very positive feedback and we wish to continue with it.

#### 5) Supporting older residents

Aims and Actions	To provide activities and support for local older, vulnerable or isolated residents. The aim is to encourage people to become positively involved in their local community and to have increased opportunities to take part in activities that otherwise they would not have access to (due to lack of access, money, motivation, enthusiasm, or support).
Costs and Timescale	To provide a range of opportunities and projects for older residents = £7,000 for each year over a 3 year period  TOTAL Spend = £21,000
Lead Partners	To be confirmed

#### Comments from review

Attempts to provide activities that support older residents have not worked as yet, but we are seeking other ways to respond to older residents. The priority has been moved to Priority 2 (Improving Life Skills).



## Priority 3 - Creating opportunities for training and employment

Through Allenton Big Local, we will help in the co-ordination of existing activity and bring further benefit through funding additional activity arising from identified need.

Based on consultations with local residents, the Partnership Group has decided on two intended outcomes:

- 1) Big Local residents will have improved work related skills.
- 2) There will be improved opportunities for employment for Allenton Big Local residents.

To achieve these outcomes, activity will focus on two areas:

1. Reducing barriers for Allenton Big Local residents to enable them to develop employment skills and opportunities.
2. Create opportunities for local residents to gain new skills, training and work experience.

We will know if we have achieved our outcomes by monitoring the following criteria:

### **Reduce barriers for Big Local residents to enable them to develop employment skills and opportunities**

- We will know we have made a difference through increased access to opportunities and by local residents telling us that they have developed their skills and opportunities.

### **Create opportunities for local residents to gain new skills, training and work experience.**

- We will know we have made a difference when local people take up bursary scheme funding to complete courses and training.

#### **1) Reducing barriers**

Aims and Actions	Using the Community Hub and other venues (such as the Allen Centre) provide: <ul style="list-style-type: none"> <li>• Employability skills training for local people living in the BLT area.</li> <li>• A Work Club to enable those seeking employment to conduct Job matches. This club would assist with careers advice, basic computer skills and provide a meeting place for those seeking employment. Individuals who identify that they need particular skills training will be signposted and supported onto other courses.</li> </ul>
Costs and Timescale	Derby Adult Learning Service will continue to support the Work Club = £12,000 each year for 3 years  TOTAL Spend = £36,000
Lead Partners	Derby Adult Learning Service

#### **Comments from review**

The Work Club has been a great success and we wish to continue with this in the next plan.

#### **2) Creating opportunities for local residents**

Aims and Actions	Providing local people with opportunities to gain new skills and work experience, primarily through the provision of a Bursary Scheme.
Costs and Timescale	£7,000 each year for 3 years.  TOTAL Spend = £27,000
Lead Partner	Derby Adult Learning Service

**Comments from review**

Creating opportunities and the bursary: we are pleased with this activity and its success and wish to keep it in the next plan. The bursary element could be developed further with advertising and ensuring the age range includes those in their mid-50s.

**Case Study**

Local people have used the bursary scheme to access funding for training courses in subjects such as ESOL and Counselling. This funding is helping residents to gain new skills to boost their career, or improve their ability to integrate within the community.

## 4. Communications

Our communications approach is based on the need to identify those people, organisations and communications vehicles and pathways that can help us reach our goals. We aim to:

- Tell and inform residents and organisations about Allenton Big Local.
- Listen and respond to what residents are telling us.
- Share success stories and build community ownership and capacity.

Our key local stakeholders with regard to a communications strategy are:

- residents
- businesses and those working in the area
- voluntary and community groups
- schools and colleges
- Derby City Council
- Police and Neighbourhood Teams
- health professionals
- Local Trust.

Our regular communications vehicles available are:

- local media
- printed materials such as a newsletter, posters and flyers
- electronic communications and social media - website, Facebook, Twitter, email updates
- events and local meetings.

What?	When/how often?
Sharing stories of success and lessons learnt	Newsletter twice a year. Mailing list has been compiled and is updated regularly to ensure all interested parties are kept informed (including key partners).
Building community interest through events <ul style="list-style-type: none"> <li>• Our aims:               <ul style="list-style-type: none"> <li>- Letting people know what's been agreed in the Plan.</li> <li>- Encouraging people to take part and get involved in Big Local.</li> <li>- Encouraging people to volunteer in other ways across Allenton.</li> </ul> </li> </ul>	We communicate and consult with local residents at events throughout the year, including events organised by Allenton Big Local and by attending other events and meetings within the community.  We use the events to conduct our annual survey to gather feedback regarding perceptions of the area.
Maintaining and adding to our website <ul style="list-style-type: none"> <li>• Updates include:               <ul style="list-style-type: none"> <li>- Meeting dates and minutes.</li> <li>- SLAs and Quarterly Reports.</li> <li>- 'What's changed' and other news items.</li> <li>- New activities or funding opportunities.</li> </ul> </li> </ul>	Usually weekly, as required.
Social media activity	Facebook post at least twice a month. Tweets at least twice a month.
Wider Resident Group - emailing updates out to the wider resident interest group to ensure that they stay up to date	News updates sent via MailChimp account to key partners and those who have signed up via our website.

## 5. Partnerships and influencing the statutory sector

When drawing up the first plan for Allenton Big Local, key stakeholders were consulted within the statutory and voluntary groups. Allenton Big Local maintains these links through its partnership group membership, which includes members from Derby Adult Learning, Derby Homes and the Neighbourhood Board. These key relationships enable Allenton Big Local to keep track of external developments and local changes, identify the needs of the area, and connect with potential delivery partners. These key partnership members also act as important two-way links through which we can communicate news, plan updates and other information about Allenton Big Local. Key links in the area include:

- Police
- Local Councillors and MPs
- Derby City Council (Parks Department, Neighbourhood Boards, Libraries and Derby Adult Learning)
- Derby Homes and local housing associations
- Voluntary and Community Sector (VCS) Groups (such as faith groups and charities)
- Local schools and colleges
- Leisure and sport groups and clubs
- Health and Primary Care Trust
- Advice groups (providing information on issues such as benefits and debt)
- Local employers (including businesses in the area, local shop traders and Allenton Market).

The Partnership Group will approach these groups as and when they need assistance with any of the priorities or activities identified.

## 6. Telling the story: review and evaluation

We will make sure that those we work with agree as part of funding and partnership working to tell the story of what has happened and what has changed. We will make sure the story tells us three things: how much was done, how well it went and what difference it made. This will combine stats and stories. We will use this information as part of our communication strategy to be able to keep the local area informed of the work that has been happening.

We will ensure that we seek out the information below which will be incorporated into any funding agreement.

<b>1. Which of the Allenton Big Local priorities does your application respond to? Please tick those areas that apply from the list below</b>
<input type="checkbox"/> Strengthening the community <input type="checkbox"/> Improving life skills <input type="checkbox"/> Creating opportunities for training and employment
<b>2. What is your project and who will it benefit? Please include age groups and how many you expect to be from the Big local area.</b>
<b>3. What do you need money for and how much do you need from Allenton Big Local? - please include a breakdown.</b>
<b>4. What benefits will this money bring to the Allenton Big Local area? - How will your project help us meet the priorities in the Big Local Plan?</b>
<b>5. How will we know you have made a difference?</b> Whatever approach you choose, we would expect to hear from those who have benefited. <i>This can be feedback through an email, photographs, a short presentation, at an event, a short report, or a video clip. Please let us know how you plan to tell us how the grant has made a difference. This information will be used to promote Allenton Big Local and the Community Funding opportunities. We will also need you to complete our Grant Feedback form within one month of the end of funding.</i>
<b>6. How will you keep track of the money?</b> Who will hold the money and how will expenditure be approved and kept track of? If you are successful, we will ask you to sign an agreement with us that you will use the money as agreed in this application. We expect you to keep receipts as these will need to be submitted at the end of the funding.
<b>7. Anything else you would like to add?</b>

## 7. Our approach and governance structure

The name of the partnership shall be 'Allenton Big Local Partnership Group' (ABL Group)

The Partnership is currently an unincorporated body and comprises three parts:

- The Allenton Big Local Forum
- The Allenton Big Local Partnership Group
- Any Big Local sub-groups agreed by the Partnership Group, such as the Events sub group, Community Chest sub group and Bursary Scheme sub group.

### Allenton Big Local Forum

The Forum will meet at least annually as an open public meeting or event, organised by the ABL Group and attended by the Chair of the ABL Group. Membership of the Forum is open to anyone who lives and/or works in the ABL area. The purpose of the annual meeting/event will be to report on progress made towards the delivery of the plan. The Forum will also be a chance to:

- Review and determine the membership of the ABL Group.
- Make recommendations of future priorities to include in the plan.

Allenton Big Local area falls within two council boundaries, Boulton Ward and Alvaston Ward. The Partnership Group will ensure regular updates are communicated via these forums to ensure as wide a group as possible are kept informed of progress towards agreed priorities.

### The Partnership Group

The Partnership Group is the overarching partnership body that:

- Agrees the framework and structure for the partnership.
- Provides strategic direction by agreeing the vision and ambition.
- Agrees the content of the partnership plan.
- Influences local policy through strong and clear advocacy and through championing Allenton Big Local.
- Acts to remove barriers to collaboration.
- Tasks any sub-groups or working-groups with securing specific outcomes.
- Monitors overall progress towards outcomes of the Big Local vision and plan.
- Ensures appropriate structures for meaningful engagement with local communities.
- Makes arrangements for the allocation of funds or grants received by the partnership for the express purpose of partnership activity, in order to advance the delivery of the Allenton Big Local vision and plan.
- Approves arrangements for the management and administration of the partnership.
- Reviews the partnership structure and its effectiveness.

### Membership of the Group

- Membership of the Group will be restricted to those who live, work or operate a business in the ABL area and those who represent those who live and/or work in the area.
- All members of the ABL Group will have full voting rights apart from those who are advisory members.
- There will be a minimum of 8 partnership members and 51% will be residents, it must be ensured that residents are in the majority of voting members and the Partnership group will not exceed 20 members.
- The membership will be reviewed at each Annual General Meeting of the Forum and it may only be changed with a two thirds majority of partnership members (majority again being residents).
- The maximum term of office shall be 3 years. A rota shall be drawn up so that each year a minimum of 3 members stand down. Any member standing down or completing their term of

office may put themselves forward for re-election. Other residents may put themselves forward to be elected onto the partnership.

- Election of members to the ABL group will take place at the Forum AGM/event. Election shall be by written nomination in advance and/or by a show of hands of eligible members.

## **Responsibilities of Partnership Members**

Members will be responsible for:

- Providing information and advice about day-to-day quality of life in the area.
- Actively encouraging people in the area to play their part in supporting Allenton Big Local and its activities.
- Ensuring local concerns are addressed and that planned activity has local support.
- Ensuring effective communication between the partnership and members of their own community.
- Contributing to collective decision making based on clear evidence.
- Acting in accordance with the general principles of conduct, attached as an Appendix.

For those members who represent other organisations or represent people who live and work in the area, the following responsibilities also apply:

- Providing relevant advice, knowledge and expertise (where appropriate) to the partnership.
- Providing additional impact and contribution to the partnership from their parent organisation or other bodies.
- Acting as advocate for the partnership within their organisation and seeking to change practice and policy to the benefit of the partnership.

## **Chairing**

The ABL partnership group will appoint a Chair and Vice Chair on an annual basis at its first meeting after the AGM. Nominations may be made by any partnership member, with the consent of the nominee, prior or at the meeting where the appointments will be made. Where more than one nomination is received, eligible members will vote by written ballot and the co-ordinator will count the votes and announce the result.

The Chair shall undertake to:

- Chair meetings in sympathy with the values and code of conduct stated within this document.
- Chair meetings in order to progress the formation, delivery and review of partnership plans and agreed business.
- Ensure that all members are encouraged and enabled to make contributions.
- Have a casting vote in meetings in the event of a vote being tied.

## **Quorum**

The Partnership Group will be quorate when a majority of the members are present and the majority of these are residents. Meetings can take place even if not quorate but votes cannot take place.

## **Decision Making**

Decisions will normally be made by consensus. Where the Chair deems consensus to be unachievable within a reasonable timeframe, a decision will be made by those present and entitled to vote and will be binding provided that:

- i. It has been agreed by a majority of those present.
- ii. Any decision relating to financial commitments to individual partners is only taken with their consent.
- iii. The proposed actions fall within the statutory and regulatory framework governing the operations of the partner organisations.

## Frequency of meetings

The ABL group will meet no less than six times a year, with additional meetings convened with the agreement of the Chair. Notice of these meetings and the minutes will be posted on the website. Sub-groups will aim to be responsive and will meet as and when required.

## Purpose and Aims

The purpose of the partnership is to provide a single co-ordinating framework that:

- Agrees the long term strategic direction for Big Local in Allenton.
- Articulates and promotes the needs and aspirations of the local community through a shared vision.
- Prepares, implements and monitors the Allenton Big Local Plan.

The aim of the Partnership is to achieve the four outcomes set for the Big Local programme:

- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence so they can continue to identify and respond to local needs in the future.
- The community will work together to make a difference to the needs and issues it prioritises.
- People will feel that their area is an even better place to live.

In fulfilling this aim the Partnership will:

- Bring together with local residents the different parts of the public sector with the private, voluntary and community sectors in a spirit of collaboration and mutual support.
- Promote the engagement of communities and citizens in all its work in a thoughtful, continuous and inclusive way.

## Values

All parts of the partnership structure will be guided by the following values:

- Openness, transparency and plain language.
- Equality of opportunity and social inclusion.
- Parity of esteem.
- Respect for similarity and difference in ways of working and the rightful place of legitimate conflict in partnership.
- Quality and excellence in everything we do.
- Co-operation and collaboration as the basis for community wellbeing.
- Supporting residents and people locally in improving their own communities.

## Conduct

All meetings shall be conducted with regard to accepted good practice and particularly the principles of openness, fairness and parity of esteem. Members will be expected to sign their agreement to the General Principles of Conduct (attached as Appendix). The ruling of the Chair shall be final. Partnership members will be expected to attend meetings and if they are unable to, will forward their apologies. Lack of attendance at meetings may mean that the member can be voted off the partnership group - this can only be done by advising the individual that this is going to happen and by the partnership group being quorate.

## Declarations of Interest

- A member must declare an interest if he or she has a direct or indirect personal or financial interest in the matter under discussion.
- An interest must be declared at the beginning of the relevant meeting or as soon as the member is aware they have an interest. Interest must be declared clearly so that all members are aware of the interest and how it arises.
- Members should take no part in an item where they or any close associate might otherwise gain an unfair advantage. In such cases it will be for the member to withdraw from the room.



## Circulation of Information

- A programme of dates for meetings shall be drawn up annually, so far as possible.
- Items for agendas for partnership meetings can be submitted to the co-ordinator 10 days in advance of meetings and other items shall be determined by the Chair and Co-ordinator who will organise the meetings.
- Agendas will normally be sent to members in advance of each meeting although failure to meet this requirement will not invalidate the meeting. Agendas and papers will be sent by email.
- Copies of agendas and reports will be published on the Allenton Big Local website, except for: a) any item declared non-public by the agenda sub group. Notwithstanding a) above the partnership will comply with all relevant public information legislation.
- Minutes will be circulated after the meetings and with the next agenda.
- Notice of meetings will be published on the ABL website and a hard-copy notice provided at the Community Hub (when established). Notice will also be circulated electronically to neighbourhood and community groups, and through any resident who requests them.

## General Principles of Conduct

- 1. Selflessness**  
Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.
- 2. Honesty and Integrity**  
Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behavior.
- 3. Objectivity**  
Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
- 4. Accountability**  
Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their membership.
- 5. Openness**  
Members should be as open as possible about their actions (and where applicable those of their parent organisation/authority) and should be prepared to give reasons for those actions.
- 6. Personal Judgment.**  
Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
- 7. Respect for Others**  
Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.
- 8. Duty to Uphold the Law**  
Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
- 9. Stewardship**  
Where applicable members should do whatever they are able to do to ensure their parent organisations/ authorities use their resources prudently and in accordance with the law.
- 10. Leadership**  
Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

## 8. Risks and challenges

Risks and challenges identified include:

Partnership Group	<p>The Partnership Group may be seen as exclusive, we will have to ensure that we stay open and transparent. It is also important to continue to recruit new members to the group.</p> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>• <i>Our communications strategy, ensuring that local residents and other interested parties are kept informed of the activities and priorities and let them know how they can get involved.</i></li> <li>• <i>Agendas and minutes of meetings will be made available to all on the website and via Facebook.</i></li> <li>• <i>Every year our events will give residents and other interested parties the opportunity to review the work that has been done, give feedback regarding the priorities and get involved by joining the Partnership Group.</i></li> </ul>
Delivery	<p>Deciding how to deliver the actions and having limited access to partners that can deliver activities throughout the ten year plan.</p> <p><i>The partnership group will ensure that lead partners are able to deliver on the activities. The partnership group will take advice and guidance from those within the group with particular experience and expertise and where necessary invite others to meetings in an advisory capacity. The group will work to ensure that there is a sharing of necessary skills and this is where the partnerships that have been established will be utilised. Where required and identified, training and further advice can be sought through the Big Local network.</i></p>
Outcomes	<p>Being able to measure the outcomes to be able to evaluate, review and justify.</p> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>• <i>Ensuring that there are robust procedures in place for capturing the required data.</i></li> <li>• <i>Ensuring that these requirements are made clear to all delivery partners and those who request funding.</i></li> </ul>
Partners	<p>Being able to get the right (and enough) people involved, partners, individuals/residents and groups. Getting partners to work in partnership may be a challenge especially with funding constraints putting pressure on people.</p> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>• <i>The appointment of a project co-ordinator and support of the Big Local rep will help to maintain momentum.</i></li> <li>• <i>Ensuring our communications strategy is delivered to ensure that there are regular updates to residents and partners.</i></li> <li>• <i>It will be important to maintain contact with partners and ensure they understand what is trying to be achieved.</i></li> </ul>
Experience	<p>We need to ensure that we learn from past projects that have been funded and how they have worked or not worked. We need to make sure that we end up empowering the community and not lead them to dependence. This will be achieved by:</p> <ul style="list-style-type: none"> <li>• <i>Drawing from local knowledge and historical evaluations, getting buy-in from local people and taking account of lessons learnt.</i></li> <li>• <i>The residents need to drive this agenda and not local agencies, the residents need to listen to advice but also be aware of other agendas.</i></li> </ul>

Breaking the cycle	<p>What we would like to achieve will be to try and change attitudes and raise expectations but this is acknowledged as a challenge.</p> <ul style="list-style-type: none"> <li>• <i>Through our local knowledge of working and living in the Big Local area, there are many entrenched attitudes. These will need to be confronted and delivery partners need to be aware of this priority in delivery of the Big Local activities.</i></li> <li>• <i>We need to focus on the positives of the community and highlight the good things and not focus always on the negative.</i></li> <li>• <i>Or communications strategy will help us achieve this aim.</i></li> </ul>
Boundaries	<p>Political and geographical. Even though we need to ensure that individuals from the ABL area benefit we cannot exclude people who live just outside the area. We need to be able to have a degree of flexibility.</p> <ul style="list-style-type: none"> <li>• <i>The partnership group feel that people who live just outside the boundary lines should not be excluded, although it is recognised that it is the general area within the boundary that needs to benefit. If people from outside Allenton Big Local take advantage of the activities that are planned, that could be of benefit to the area as it may help to change negative perceptions.</i></li> </ul>
Changing demographics	<p>New housing may change the profile of the area. Other new developments in the area may bring change and may increase people coming to the area.</p> <ul style="list-style-type: none"> <li>• <i>Although identified as a risk, the planned regeneration of areas adjacent to the Big Local area could be positive and improve life for the whole community. By ensuring that we continue to engage with local people and obtain feedback and review the work that is being done then we should be able to be reactive to change in the area.</i></li> </ul>
People requesting funding	<p>A challenge could be dealing with people who request funds with no understanding of the priorities. We need to have an agreed strategy for dealing with this so that all partnership group members are aware of how to handle requests made directly to them. We need to ensure there is consistency in the messages we give out.</p> <ul style="list-style-type: none"> <li>• <i>The Project Co-ordinator will assist with this process as requests can be referred on and dealt with consistently. The Project Co-ordinator will take part in any necessary training to help with this process and expertise and existing experience of handling such requests within the partnership will be utilised.</i></li> </ul>

## 9. Finances and detailed budget profile

Each area of activity will be reviewed annually.

Area	Activity / Task	Year 3		Year 4		Year 5		TOTAL £	% of money spent over period
		Months 1 to 6	Months 7 to 12	Months 1 to 6	Months 7 to 12	Months 1 to 6	Months 7 to 12		
Priority 1 – Strengthening the Community	Activities 1 and 2 Community Hub/ enhancing existing facilities	£70,000	£0	£0	£0	£0	£0	£70,000	12.98
	Activity 3 Street Performances, Activities, Groups	£7,460	£7,459	£7,460	£7,459	£7,460	£7,459	£44,757	8.30
	Activity 4 Community Celebration Events, incorporating the AGM	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000	£30,000	5.56
	Activity 5 Community Chest	£5,000	£5,000	£5,000	£5,000	£5,000	£5,000	£30,000	5.56
Priority 2 - Improving Life Skills	Activity 1 Families and Children (0-7)	£15,300	£15,300	£15,300	£15,300	£15,300	£15,300	£91,800	17.03
	Activity 2 Healthy Eating	£2,855	£2,855	£2,855	£2,855	£2,855	£2,855	£17,130	3.18
	Activity 3 Youth 8-12 and 13-18	£11,330	£11,330	£11,330	£11,330	£11,330	£11,330	£67,980	12.61
	Activity 4 Youth (Mentoring)	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000	£60,000	11.12
	Activity 5 Activities for older residents	£3,500	£3,500	£3,500	£3,500	£3,500	£3,500	£21,000	3.90
Priority 3 - Creating Opportunities for Training and Employment	Activity 1 Reduce barriers to improve skills	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£36,000	6.68
	Activity 2 Opportunities for work experience, training, employment	£4,500	£4,500	£4,500	£4,500	£4,500	£4,500	£27,000	5.01
Miscellaneous costs / Project support etc	Project Co-ordinator	£3,750	£3,750	£3,750	£3,750	£3,750	£3,750	£22,500	4.17
	Communications - website, publicity and promotion, newsletters	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£18,000	3.34
	Partnership group costs - meetings etc	£500	£500	£500	£500	£500	£500	£3,000	0.56
<b>Total</b>		<b>£148,195</b>	<b>£78,194</b>	<b>£78,195</b>	<b>£78,194</b>	<b>£78,195</b>	<b>£78,194</b>	<b>£539,167</b>	<b>100.00</b>

Expected balance from £1m at end of year period	£706,280	£628,086	£549,891	£471,697	£393,502	£315,308
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## 10. Appendices

Appendix 1 – Plan review and planning workshop October 2015

Appendix 2 - Project Co-ordinator Job Specification

Appendix 3 - Partnership Member Agreement

## APPENDIX 1

### Allenton plan – review and planning workshop October 2015

#### Outline

The partnership reviewed the existing plan based on a picture of the Allenton Big Local 'temple', looking at the strength of its foundations, guiding principles, vision and priorities. It then reviewed each activity in the plan, deciding on whether it was red – no progress, orange – partial progress or green – good progress. Having done that, the group considered the merits of the activity remaining in the next plan. Finally, based on this discussion, the partnership considered new ideas.

Here are the notes of the meeting, from discussion and post-its on the Temple picture.

#### Foundations

- Governance to include young people.
- Malnutrition among children and young people in the holidays who are on free school meals.

#### Our baseline for the plan

- Target community conversations with those we need to talk to.
- Identify those we don't tend to talk to and seek them out.
- Ensure wide enough opportunities for residents generally and local groups to find out what we do and to contribute to the thinking in the second plan.

#### Priorities and activities

##### Strengthening communities

###### Red:

- Community chest - current level of funding is £10k a year: it has been hard to make it work despite significant effort. We want to keep it and for the task group to review the process and application. We may end up recognising that, although take up is low, it is worth keeping because it is a continuing active demonstration and commitment to being able to respond at short notice to issues from residents that arise. There may be links to make with the bursary fund.

###### Red / orange

- Community hub and enhancing facilities - £70k in all: progress on agreements and broad plans has been made. We want to keep this if the work is not completed by the time of the second plan going live. We do not anticipate increasing spend.

###### Orange

- Street performers and activities - £4k each year. This had got stuck, was reviewed by the partnership and the work undertaken by Enthusiasm. It has made a strong start and the

way it is working involves young people developing skills directly, which aligns the activity more with the overall ABL priorities and vision. In the new plan this activity may be extended to become a regular activity throughout the year, rather than a one-off short programme.

#### Green

- Big event - £10k a year. This has taken place twice with valuable learning each time. We want to keep it and seek to improve and do even better. The planning group, in addition, could explore options for self-sustainability.

#### Additional ideas

- When St Martin's improvements have taken place, consider whether to enhance another community facility, perhaps in year 5, for example Slaney Close linking to making it a catering training venue.
- Allenton Big Local champions: running a course to be a volunteer.
- Community development worker (this could be targeted to specific ABL activity, rather than being generic).
- Community hub developer of partnership work across local groups.
- Visibility: Santa Claus in the market; branding the van.
- Open air family concert.

### **Improving life skills**

#### Orange / green

- Youth support - £10k / year: youth activities are happening and are now based in St Martin's which is working much better, but this was slow to happen. We want to keep this area of work and develop the approaches to reach more young people.

#### Green

- Children - £5k / year. We want to keep this activity and potentially expand to include targeted prevention with children at a lower and less acute level of need.
- Families - £8k / year. We want to keep this activity.
- Youth mentoring - £4k a year. This work has received very positive feedback and we wish to continue with it.
- Healthy eating - £4k a year. This has received very positive feedback. We wish to keep the model of parent self-directed learning and to enable to group to determine what focus it may wish to have in the future, for example parenting courses.

#### Additional ideas

- Expanding youth work responses
  - Preventative work.
  - Using open access youth work to draw out and link up with and support young people who need a bit of encouragement and direction but who are not seen as at significant or immediate risk.
  - Mentoring used more widely with young people and not just those targeted at being at risk.
  - Youth workers on a Friday night – detached youth work.
- Extending responses to children and families in less acute need
- Ensuring our responses to children and young people bridge the gap between preventative and targeted responses.
- Holiday activities linking potentially with the active citizenship focus under Strengthening Communities and a middle tier youth work response.

- Older people skills development - £7k each year. This is currently within Training and Employment theme and we wish to move it to a better home under Improving Life Skills. We recognise the limited success to date, but would like some focus in this area if workable. A review before the plan is finalised will determine what if anything to include. We wondered about an inter-generational project, or a local history project that went out and met with older residents to gather their stories – i.e. find a project and take it to older people rather than only asking older people to come to a course.

## **Training and employment**

### **Red**

- Older residents - £7k. This has not worked as yet, but we wish to seek other ways to respond to older residents and we propose moving the activity to Priority 2 (as above).

### **Green**

- Reducing barriers - £12k each year. The Work Club has been a great success and we wish to continue with this in the next plan.
- Creating opportunities and the bursary. We are pleased with this activity and its success and wish to keep it in the next plan. The bursary element could be developed further with advertising and ensuring the age range includes those in their mid-50s.



## APPENDIX 2

### Allenton Big Local Project Co-ordinator Job Specification

Job Title:	Project Coordinator
Hours:	8 hours per week + expenses and additional hours by arrangement
Term:	Fixed term contract to September 2016
Location:	Various
Reporting to:	Allenton Big Local Partnership Board
Purpose:	To provide project co-ordination and administrative support to the partnership board to enable it to carry out its functions effectively.
Role and Responsibilities:	<ul style="list-style-type: none"><li>• Co-ordinate and facilitate meetings of the partnership group.</li><li>• Co-ordinate and create the ABL plan.</li><li>• Assist with monitoring and evaluation tasks.</li><li>• Ensure the partnership group receive budget reports.</li><li>• Co-ordinate reports when required.</li><li>• Take minutes of meetings and events as required (preparing agendas and distribution of papers).</li><li>• Ensure project compliance with BLT funding requirements.</li><li>• Ensure that the partnership's core values and priorities remain a focus throughout the progress of the project.</li><li>• Communicate the delivery plan and priorities to the local community, being a point of contact for queries and funding requests.</li><li>• Work as an active and integral member of the partnership group.</li><li>• To undertake other duties as agreed by the partnership group.</li></ul>

## APPENDIX 3

### ALLENTON BIG LOCAL PARTNERSHIP GROUP (ABL GROUP)

# Partnership Member Agreement

## Code of Conduct, Confidentiality, Declaration of Interest, and Values

The purpose of the code of conduct is to ensure that all members of the partnership operate the highest standard of integrity at all times.

As a member of the partnership I agree to abide by our area's Big Local values. Additionally, I agree that:

- Everything the partnership does will be able to stand the test of scrutiny by the public, charity regulators, community members, stakeholders, funders and the courts.
- Integrity, respect and honesty will be the hallmarks of all conduct when dealing with others within the partnership and equally when dealing with individuals and institutions outside it.
- The partnership will strive to maintain an atmosphere of openness throughout the community to promote confidence of the public, stakeholders, Local Trust, the Big Lottery Fund, charity regulators and government.
- The partnership will complete a check by asking me to complete a Disclosure and Barring Service (DBS) questionnaire and ask me to provide proof of my identity.

#### **In particular:**

- I will not break the law, go against charity regulations or act in disregard of partnership policies.
- I will abide by our local Big Local procedures.
- I will always strive to act in the best interests of Big Local.
- I will declare any conflict of interest or of loyalty, or any circumstance that might be viewed by others as such, as soon as it arises.
- When I am speaking as a member of the partnership, my comments will reflect the work of the partnership even when these do not agree with my personal views. When speaking as a private individual I will strive to uphold the reputation of the partnership and those who work in it.
- I will not personally gain materially or financially from my role as a member, nor will I permit others to do so as a result of my actions or negligence.
- I will strive to read all documents and attend all meetings, giving apologies ahead of time if unable to attend. I understand that my failure to attend or give apologies may result in a decision to vote me off the partnership group (the group must be quorate and must inform you that this is going to happen).
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard. I will accept a majority committee vote on an issue as decisive and final.
- I will maintain confidentiality (where this has been agreed in the partnership's guidance on confidentiality) about what goes on in the meeting unless authorised by the Chair or committee to speak of it.
- I will participate in induction, training and development activities for members.
- I understand that substantial breach of any part of this code may result in my removal as a member.
- Should I resign as a member I will inform the Chair in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

## **Confidentiality**

Your involvement in the Big Local partnership may mean that you have information that has not yet been made public or is confidential.

You should never disclose or use confidential information for the personal advantage of yourself or of anyone known to you, or to the disadvantage or discredit of the partnership. Members are expected to adhere to any Big Local confidentiality agreement at all times and may be asked to adhere to a specific 'embargo'. (An embargo is a request not to share information until a certain point in time). Wherever possible the timescale and the reasons for such an embargo will be defined at the time the embargo is put in place.

Examples of such instances where a confidentiality embargo may be used are:

- details of individuals or organisations, who have submitted funding applications.
- details contained within individual applications prior to a decision being taken.
- information not in the public domain.
- draft plans or proposals not yet approved.

A short confidentiality embargo may be imposed after any partnership meeting to ensure time to allow information to be distributed within the area to specific organisations or individuals. Where an issue is known to be potentially sensitive or likely to be confidential members will be made aware of the details of any embargo in advance.

In the event of a confidentiality agreement being breached by an individual, group, or organisation, the partnership will take appropriate action.

## **Declarations of Interest**

In line with the code of conduct, members of the partnership will need to declare any conflicts of interest and loyalty.

Where a member has a clear private or personal interest in a matter under consideration, they must declare that interest and, if necessary, withdraw from the meeting. The interest need not be of a purely financial nature but could include membership of a club or organisation connected with the matter under discussion. Interests can be positive or negative especially where a competitive element is introduced. For example, a member may wish to support a particular course of action because it impacts more favourably on an organisation they are a member of, or impacts favourably on their friends/relatives.

The ABL partnership group will decide if a member has to withdraw from the meeting because we recognise that most people in the partnership will know the people and organisations under discussion.

If in doubt, an individual should avoid being in any position where suspicion could be raised for any appearance of improper conduct - if in doubt, the individual should declare the interest and seek guidance for future meetings.

Where an individual has declared an interest a statement will appear in the minutes of the meeting stating:

- Who declared a financial/non-financial interest.
- The item being considered.
- Whether they withdrew from the meeting while the item was discussed taking no part in the discussion or decision or remained in the room during its consideration, but took no part in the discussion or decision.

**Values**

These are values which align with Big Local.

1. We are committed to quality and excellence in everything that we do.
2. We will support residents and people locally in improving their own communities. We know that communities which face problems contain the people who will create the solutions.
3. We actively share knowledge and skills, encouraging learning and co-operation. We collaborate with others to build the best possible solutions to the challenges we face together.
4. We are responsible, open and accountable. We will be honest and transparent in all our dealings. We will collect, share and review evidence of our progress and be open to advice and criticism.
5. We believe in social responsibility. We want our work to have a positive impact on people locally, the area and the environment, now and for future generations.
6. We are committed to equality and promoting diversity. We seek to overcome all forms of discrimination and prejudice so that everyone can participate in, contribute to and benefit from Big Local on an equal basis, whatever their background, ethnicity or beliefs.
7. We will be innovative and embrace change, approaching problems proactively and creatively.
8. We are enthusiastic, energetic, positive and proud of Big Local, and will bring these qualities to all our activities.

By signing this document I agree to the items above

Name: ..... Date: .....

Signature: .....