

APPENDIX B

Scrutiny Inquiry of Building Sustainable Communities – Cabinet Action Plan

| Recommendation | Action already being undertaken | New Action Proposed | Timescale | Responsible Officer |
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| <p>1. Develop a communication plan which should include</p> <p>a) Undertaking a campaign to promote the role of volunteers including celebrating and valuing the role and highlighting benefits of volunteering.</p> <p>b) Publicity and promotion of successful Community Action projects more widely, using for example individual success stories.</p> <p>c) Being clear about what assets and services are available for Community Action and communicating these proactively to communities and local councillors.</p> <p>d) Holding an annual open day or community fayre for community facilities and community groups designed to improve communication, networking and to share information, good</p> | <p>a) There are a number of volunteer recruitment and promotion campaigns underway in specific service areas, in particular: Friends of Parks; Museums; Galleries; Libraries; Archives; Community Centres; Sports Development have very successful programmes including training and development for volunteers and young Ambassadors. Annual awards are also held for some areas eg. Swansea Sports Awards; Green Flag Awards; Fields in Trust.</p> <p>b) press releases and</p> | <p>Volunteering campaign: we support 'volunteer week' provided by SCVS and display flags to indicate our support of volunteering in early summer;</p> <p>The Community Centres have regular open days and celebration days for volunteers and community participation to find out more. This will include Parks Friends going forward.</p> | <p>6months</p> | <p>Tracey McNulty</p> |

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| | <p>practice and training opportunities. This should include information and opportunities for Community Action.</p> | <p>good news stories are issued and published on the Council website's dedicated Community Action pages, as and when they come to fruition; c) The Asset register/audit has been completed and this identifies the status of Council assets in terms of whether they are surplus to need. All others are key to providing continued services or facilities for the community. We respond quickly to enquiries and expressions of interest but we don't promote services or facilities as being 'available' to be taken on unless we have acknowledged they are at risk of closure/ cessation of service provision. d) We hold regular events and community days for a wide network of groups including</p> | | | |
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| | | presentations on Community Action to Community Forums and Councils. | | | |
| 2. | Investigate the viability of having an annual Lord Mayor's Award for Community Work. | There are already several Awards for community work, hosted by CCS as well as others including the Wave/Swansea Sound. We've recently seen the success of the Lord Mayor's Awards for outstanding contributions to Swansea for ambassadors/individuals of note. The Council and partners are developing a proposal for a 'Celebrating Swansea Together' series of events, culminating in a parade or similar, to show the Council's commitment to the community cohesion agenda, working with key partners from public and third sectors. One of the events includes the | Investigate the inclusion of an overall award for Community Work with the Lord Mayor's office. | 6months | Tracey McNulty |

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| | | proposal for a Swansea Stars/Good Neighbour award. Further information will be available in January. | | | |
| 3. | Ensure that the Third Sector Strategy includes an updated Compact agreement. | Part of the Councils agreement with SCVS through the Change Fund is to work in partnership to develop a Third Sector Strategy which will include an up dated Compact arrangement. Consultation and engagement has taken place with the third sector in relation to what should be included in this document to ensure the sector is developed and fit for the future. | Maintain the current direction of travel to ensure this is in place by March 2017 | 6months | Jane Whitmore |
| 4. | Undertake a mapping exercise to understand what advice, guidance and support is out there for community groups and volunteers across Swansea. | This has been undertaken as part of bringing advice on Community Action together in one place with signposting, | Ensure we keep this up to date. | 6months | Tracey McNulty |

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| | | <p>information, advice and guidance provided by SCVS; Cultural Services; Estates; Corporate Property and Poverty & Prevention colleagues.</p> <p>Discussions have taken place with the Welsh Football Trust in relation to advice, guidance and support for football clubs in Swansea.</p> | | | |
| 5. | <p>Conduct a piece of work that considers the information needs of Community Action applicants from the user perspective.</p> | <p>This has been undertaken and information is now all available in one place, including guidance on the process, timelines, criteria, requirements and sample documents and contacts. Officers also hold regular face to face meetings to talk users through the information and guide them during the process.</p> | <p>Maintain the current resource and processes in place.</p> | <p>6months</p> | <p>Tracey McNulty</p> |

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| 6. | All information on Community Action, the Transformation Fund, training, advice and guidance for groups and volunteers is available from one place. | This is already in place on the Council website – with access and signposting from SCVS and from face to face meetings with groups and volunteers. Advice, guidance and support is provided throughout the process. | Maintain the current resource and processes in place. | 6months | Tracey McNulty |
| 7. | Involve SCVS in the option appraisal stage of future Commissioning Reviews, when appropriate. | SCVS engaged in developing options for Community Action within various Commissioning Reviews but perhaps not universally. | Engage SCVS alongside the Community Action officers input when engaging in the options appraisals, when appropriate. | Ongoing | All Commissioning leads across services |
| 8. | Proactively link community groups, community councils and volunteers with the possibilities that are available for Community Action. | Officers regularly present on Community Action to community groups; councils and Friends groups or other smaller groups of volunteers; signpost them to the Community Action information and other relevant officers and | Continue to ensure that Community Action is a consideration, with appropriate steps in place, during Commissioning Reviews and annual budget setting so that new opportunities can be captured and shared. | 6-9months | Tracey McNulty / Commissioning leads |

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| | | <p>support them through the process for expressing interest in facilities/ services that could be sustained through Community Action. Possibilities of Community Action are known once a group has already expressed an interest and it has been assessed, or if a facility/ service has been appraised as being appropriate for volunteers /community groups to maintain during a commissioning review, or through budget setting, if the facility or service is under threat of cessation/closure or reductions.</p> | | | |
| 9. | <p>Encourage and support mixed economy applications (more than one organisations working together to make application for asset or service viable and accessible to smaller groups)</p> | <p>This is key factor of a successful Community Action project and groups/volunteers and organisations are introduced or encouraged to work together; open up facilities to other organisations or</p> | <p>A register of interest can be made available within parameters of the Community Action guidance; Current information to be monitored and enhanced where appropriate.</p> | Ongoing | Tracey McNulty |

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| | | develop new ways of working together. | | | |
| 10. | Develop peer to peer networks and mentoring programmes to help share expertise and support across community groups particularly around assisting new groups and with their longer term sustainability. | Groups and organisations are introduced to each other and meetings and forums are facilitated with examples of good practice shared. We also supply templates and 'dummy' copies of key documents such as leases; constitutions; terms of reference; agm's etc. and advise groups on governance. We request larger groups and organisations that received funding support from us previously to do the same for smaller groups. | Link this in with our promotional activity and open days; Enhanced what's already in place in partnership with third sector. | Ongoing | Tracey McNulty |